

2023 - 2024
**STUDENT
HANDBOOK**

& STUDENT CODE OF CONDUCT

Rock Valley College





Welcome to the Golden Eagles Family!

You will often hear me say, “We are RVC Strong because our community is strong.” RVC Strong means a lot of different things, but what does it mean to you as a student? It means you are a part of something bigger than yourself. It means you have a community of faculty, staff, administrators, and fellow students who are here to support you to make sure your time at RVC is not only a success, but an experience you will look back on years from now and remember as life changing.

Rock Valley College’s Mission Statement reads: “Rock Valley College empowers students and community through life-long learning.” That means we are a student-focused institution. That means everyone who works here, in everything we do, should be focused on making RVC a better place for you to learn, grow, and thrive.

We do that by following the four pillars of the 2022-2027 Strategic Plan: 1) Access, 2) Exceptional Educational Opportunities, 3) Exceptional Training Opportunities, and 4) Diversity, Equity and Inclusion. We do that through faculty engagement with students. We do that by providing valuable resources such as the Tutoring Center and Writing Center, academic advising and personal counseling. We do that by providing opportunities to immerse yourself in the RVC culture through student organizations, campus events, athletics, intramurals and the arts.

As your president, it’s my responsibility to support your success as a student. When you see me out-and-about on campus, don’t hesitate to approach me or just say “hello.” Be on the lookout for various ways I will engage with students throughout the year.

At Rock Valley College, we are dedicated to providing you with exceptional educational and training opportunities, but we are also committed to making it a place where everyone feels welcomed and supported. Like a family. Because we are better together.

We are RVC Strong.

A handwritten signature in black ink, appearing to read "Howard J. Spearman". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Howard J. Spearman, Ph.D.

President and Chief Executive Officer (CEO)

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Dean of Students Office Procedures Breakdown 2023-2024

The Rock Valley College Dean of Students Office (DoS) sets standards of expectations for civility, respect, and honesty for the campus. We also provide support and advocacy for students surrounding academic misconduct, personal grievances, Title IX, and education about health promotion and social justice.

PROCEDURES:

- General Incident Reporting
- Lactation Room Usage
- Notification of Hospitalized/Extended Medical Care Student Communication
- Notification of Legal Obligation Student Communication
- Registered Sex Offenders Compliance
- Statement on Campus Political Presence

PROCEDURE: General Incident Reporting

DESCRIPTION:

This procedure applies to all registered RVC students (full-time, part-time, special programs, Community Education/Continuing Professional Education) and is applicable in the review of general incidents, problems or concerns.

WHEN TO USE: Incidents where a student is physically harmed (i.e., slips, falls, classroom experiments, etc.), damage to property, physical or verbal confrontations, acts of bias or discrimination.

PROCEDURE: Lactation Room Usage

DESCRIPTION:

Rock Valley College supports breastfeeding mothers by accommodating the mother with a private location to express milk when separated from her newborn child.

WHEN TO USE: Upon notification of a student who wishes to use the lactation room.

A student using the room will need to check out the key/badge and return it immediately after use. The key/badge may be picked up in the Student Center, second floor, Academic, Career, & Transfer Advising front desk, room 2116.

PROCEDURE: Notification of Deceased Student Communication

DESCRIPTION:

This procedure applies to anyone obtaining information that a current or former RVC student has passed away. If the student was

in their last semester or had less than 12 credit hours remaining, the student may be provided an honorary Associates Degree.

WHEN TO USE: Upon notification of a deceased student, contact the Dean of Students office immediately.

PROCEDURE: Notification of Hospitalized/Extended Medical Care Student Communication

DESCRIPTION:

This procedure applies to anyone obtaining information that a current or former RVC student has been hospitalized an/or receiving extended medical care that prevents them from attending class..

WHEN TO USE: Upon notification of a hospitalized student, contact the Dean of Students office immediately.

PROCEDURE: Registered Sex Offenders (RSO) Compliance

DESCRIPTION:

The Illinois Sex Offender Registration Act requires any sex offender or sexual predator that will be employed or enrolled in classes at Rock Valley College must register with the Rock Valley College Police Department (RVCPD) within three (3) days of enrollment and with the Dean of Students office by the 10th day of classes.

WHEN TO USE: Registered Sex Offenders (RSO), contact the Dean of Students office immediately.

PROCEDURE: Statement on Campus Political Presence

DESCRIPTION:

Illinois law expressly prohibits the use of public funds to urge electors to vote for or against any candidate or proposition or be appropriated for political or campaign purposes to any candidate or political organization.

WHEN TO USE: In the event that candidates for public office and individuals who support or oppose propositions visit the RVC campus.

PROCEDURE: Notification of Legal Obligation Student Communication

DESCRIPTION:

This procedure applies to anyone obtaining information that a current student has been called to participate in a court proceeding or to serve on jury duty that will prevent them from attending class.

WHEN TO USE: In the event that a student receives a court mandated request of this nature, contact the Dean of Students Office immediately.

Mission Statement

Rock Valley College empowers students and community through lifelong learning.

Vision Statement

Rock Valley College empowers the community to grow as a society of learners through well-designed educational pathways, leading to further education, rewarding careers, cultural enrichment, and economic-technological development.

Core Values

Learner-Centered Community

Rock Valley College is dedicated to providing affordable lifelong learning opportunities that foster student success.

Mutual Respect

At all times, Rock Valley College upholds the dignity of each individual by being ethical, respectful, fair, and courteous in communications and actions.

Excellence

Rock Valley College maintains high expectations for teaching and learning and holds itself accountable for promoting continuous improvement.

Diversity

Rock Valley College promotes, celebrates, and embraces differences, including cultural and ethnic diversity and diversity of thought.

Collaboration

Rock Valley College fosters innovative, enriching partnerships within the college community and among others that serve the region.

Innovation

Rock Valley College is a forward thinking institution that explores creative approaches for the future.

Public Trust

Rock Valley College honors and upholds its commitment to the community through integrity of actions and efficient use of resources.

Board Report #7228

Revised/Updated July 28, 2015

Rock Valley College Board of Trustees

- Gloria Cardenas Cudia, *Board Chair*
- Paul Gorski, *Vice Chair*
- Bob Trojan, *Secretary*
- Richard Kennedy
- John Nelson
- Kristen Simpson
- Crystal Soltow
- Juan Nogueta, *Student Trustee*
(Board of Trustees as of May 2023)

Leadership Cabinet

Dr. Howard Spearman,
President & Chief Executive Officer (CEO)

Keith Barnes,
*Vice President Equity and Inclusion,
Chief Diversity Officer (CDO).*

Jim Handley,
Vice President of Human Resources (CHRO)

Rick Jenks,
*Vice President of Operations/Chief Operations
Officer (COO)*

Ellen Olson,
Vice President of Finance (CFO)

Dr. Patrick Peyer,
Vice President of Student Affairs (CSSO)

Dr. Amanda Smith,
*Vice President of Liberal Arts & Adult Education
(CAO)*

Heather Snider,
*Vice President of Institutional Effectiveness &
Communications*

Dr. Hansen Stewart,
*Vice President of Industry Partnerships and
Community Engagement*

Disclaimer

The RVC Student Handbook's content is accurate as of August 10, 2023.

For the most up-to-date information, please refer to RockValleyCollege.edu.

Student Learning Outcomes

Rock Valley College students will demonstrate the following skills and characteristics:

- **Analytic Reasoning:** Students will form logical inferences, judgments, or conclusions from facts or premises related to topics encountered in the classroom, workplace, and daily life.
- **Communication:** Students will exchange ideas effectively in a variety of settings.
- **Global Awareness and Responsibility:** Students will develop the knowledge and skills required to responsibly interact with social and natural communities, both locally and globally.
- **Personal Responsibility:** Students will accept responsibility for their personal and professional wellness and development, positioning themselves for lifelong learning.

Details about how students demonstrate these learning outcomes can be found at: RockValleyCollege.edu.

Notice of Nondiscrimination

It is the policy of Rock Valley College to provide equal opportunity in its admissions, employment and educational programs and activities consistent with federal and state law. Discrimination is prohibited on the basis of race, color, religion, national origin, ancestry, citizenship status, sex, age, physical or mental disability, marital status, order of protection status, sexual orientation, gender identity (including gender expression and gender questioning), veteran status, or unfavorable military discharge, use of lawful products while not at work, genetic information, or other legally protected categories.

Inquiries regarding compliance with state or federal nondiscrimination requirements may be directed to the:

Title IX Coordinator – Terrica Huntley
Dean of Students | (815) 921-4187
T.Huntley@RockValleyCollege.edu

Title IX Deputy Coordinator – Students
Luevinus Muhammad | (815) 921-4183
Director of Student Life &
Intercultural Student Services
L.Muhammad@RockValleyCollege.edu

RVC ACRONYMS

We hope you will find this list of RVC acronyms (ABC's of RVC) helpful, as you navigate around campus. This list is also found at: RockValleyCollege.edu/ABC/

A	A.A.	Associate of Arts Degree
	A.A.R.C.	American Association for Respiratory Care
	A.A.S.	Associate in Applied Science Degree
	ABE	Adult Basic Education
	ACEC	Aviation Career Education Center
	A.E.S.	Associate in Engineering Science Degree
	A.S.	Associate in Science Degree
	ADA	American Dental Association
	ADA	Americans with Disabilities Act
	A.G.S.	Associate in General Studies Degree
	ALAS	Association for Latin American Students (Student Org.)
	AP	Advanced Placement (testing)
	ASCP	American Society for Clinical Pathology (Phlebotomy)
	ASE	Adult Secondary Education
	AST	Association of Surgical Technology
	AST*	Astronomy
	ATA	Academic, Career, & Transfer Advising
	ATC	Advanced Technology Center
	ATG*	Accounting
	ATIM	Accelerated Training in Manufacturing
	ATLE	Academy for Teaching and Learning Excellence Dept. (Faculty Development Center)
	ATM*	Automotive Technology
	ATS*	Atmospheric Science
	AVM*	Aviation Maintenance Technology
	AY	Academic Year

B	B.A.	Bachelor of Arts
	BELL	Bell School Road Center
	BHCC	Black History and Culture Committee
	BHM	Black History Month
	BIO*	Biology
	BIT	Behavioral Intervention Team
	BLRH	Boiler House
	BPI	Business and Professional Institute
	BoT	Board of Trustees
	BR#	Board (of Trustees) Report Number
	BS	Bachelor of Science
	BST	Bengt Sjoström Theatre (Starlight)
	BSU	Black Student Union (Student Org.)
	BUS*	Business

C	CAB	Campus Activities Board (Student Org.)
	CAP	Career Advancement Program
	CAREER	Comprehensive Agreement Regarding the Expansion of Educational Resources
	C-CERT	Campus - Community Emergency Response Team
	CCE	Community & Continuing Education
	CDA	Child Development Associate Credential
	CEOP	Campus Emergency Operations Plan
	CIS*	Computers and Information Systems
	CHM*	Chemistry
	CLEP	College Level Examination Program (testing)
	CLI	Classroom Building I
	CLII	Classroom Building II
	CLR	Center for Learning in Retirement
	CNA	Certified Nursing Assistant
	CNC	Computer Numeric Control
	CODA	Commission on Dental Accreditation
	COM*	Mass Communication
	CPIM	Certified Production & Inventory Mgmt
	CPS	Certified Professional Secretary Examination
	CPT	Comprehensive Transition & Postsecondary Program (RAISE)

CRM*	Criminal Justice
CRT	Certified Respiratory Therapist

D	DEI	Diversity, Equity, and Inclusion
	DNT*	Dental Hygiene Program
	DOS	Dean of Students
	DSS	Disability Support Services
	DWP	Dislocated Worker Program

E	E (bldg.)	Administration Building
	EAGLE	Electronic Advanced Group Learning Environment
	EAT*	Engineering and Technology
	EC	Early College
	ECE*	Early Childhood Education
	ECE	Education Credential Evaluators
	ECO*	Economics
	EDC	Employee Development Committee
	EDGAR	Education Dept. General Administrative Regulations
	EDU*	Education
	EET*	Electronic Engineering Technology
	EGR*	Engineering
	ENG*	English
	EP	Emergency Preparedness
	ERC	Education Resource Center
	ESL	English as a Second Language
	ESP	Educational Support Personnel

F	F (bldg.)	Barn/Silo
	FA	Financial Aid Dept.
	FAFSA	Free Application for Federal Student Aid
	FERPA	Family Educational Rights and Privacy Act
	FLD*	Fluid Power
	FMP	Facilities Master Plan
	FOIA	Freedom of Information Act
	FOP	Fraternal Order of Police
	FPOM	Facilities, Planning, Operations, and Maintenance Dept.
	FRE*	Fire Science
	FRN*	French
	FSEOG	Federal Supplemental Education Opportunity Grant
	F50	Faculty Support Office
	FWS*	Fitness, Wellness, and Sport
	FY	Fiscal Year
	FYE	First Year Experience

G	GAT*	Graphic Arts Technology
	GECC	General Education Core Curriculum
	GED	General Education Development (now HSE)
	GEL*	Geology
	GPA	Grade Point Average
	GPA	Gay Pride Alliance (Student Org.)
	GRC	Grade Review Committee
	GRM*	German

H	HCCTP	Highway Construction Careers Training Program
	HEARRR	Higher Education Alliance for the Rock River Region
	HHM	Hispanic Heritage Month
	HLC	Higher Learning Commission
	HLT*	Health
	HR	Human Resources Dept.
	HSC	Health Sciences Center
	HSE	High School Equivalency (formerly GED)
	HST*	History
	HUM*	Humanities

RVC ACRONYMS *(continued)*

I	IAI	Illinois Articulation Initiative	PSC*	Political Science
	IB	International Baccalaureate (testing)	PSR	Programming Service Request (IT)
	IBHE	Illinois Board of Higher Education	PSY*	Psychology
	ICAPS	Integrated Career & Academic Preparation System	PTAC	Procurement and Technical Assistance Center
	ICCB	Illinois Community College Board	R	
	ICCFA	Illinois Community College Faculty Association	RAISE	Rock Valley Academic Institute for Successful Employment
	ICCTA	Illinois Community College Trustees Association	RDG*	Reading
	ICTS	Illinois Certification Testing System	RN	Registered Nurse
	IDPH	Illinois Department of Public Health	RRT	Registered Respiratory Therapist
	IEP	Intensive English (Language) Program	RIP	Refugee & Immigrant Therapist
	IFSI	Illinois Fire Service Institute	RSP*	Respiratory Care Program
	IGP	Intensive GED (General Education Dev.) Program	RVC	Rock Valley College
	IR	Institutional Research Dept.	RVCD	Rock Valley College Downtown
	ISAC	Illinois Student Assistance Commission	RVCPD	Rock Valley College Police Department
	ISS	Intercultural Student Services	S	
	IT	Information Technology Dept.	SAS	Speakerphone Alert System
J	JCSM	Karl J. Jacobs Center for Science & Math	SBHS	Spring Brook House Student Center
	JIAC	Jobs & Innovation Accelerator Challenge Engineering Program	SC	Stenstrom Center for Career Education
	JIET-A	Joint Institute for Engineering & Technology Aerospace	SCCE	Supply Chain Management
	JMC	Japanese Multimedia & Culture Club (Student Org.)	SCM*	Strategic Enrollment Management
K	KPI	Key Performance Indicator	SEM	Sustainable Energy Systems
L	LEED	Leadership in Energy and Environmental Design	SES	Student Government Association (Student Org.)
	LIT*	Literature	SGA	Student Learning Outcomes
	LMS	Learning Management System	SLO	Society of Manufacturing Engineers
M	MAP	Monetary Award Program	SME	Sociology
	MCC	Multicultural Club (Student Org.)	SOC*	Speech
	MEC*	Mechatronics	SPH*	Spanish
	MET*	Manufacturing Engineering Technology	SPN*	Students for Responsible Environmental Sustainable (Student Org.)
	MKT*	Marketing	SRES	Student Retention & Success
	MGT*	Management	SRS	<i>Support Staff Association</i>
	MHA	Mental Health Act	SSB	Support Services Building
	MTH*	Mathematics	SSW	Student Success Workshops
	MUS*	Music	START	Student Admissions Relations Team
N	NAD*	Nursing Aide	STU*	Student Development
	NBRC	National Board for Respiratory Care	SURS	State Universities Retirement System
	NEOC	Non-Violence Education and Outreach Committee	T	
	NMST	North Main Street Center	TCS	Tech Connect Session
	NFA	National Fire Academy	TDL	Transportation, Distribution, and Logistics
	NIMS	National Institute for Metalworking Skills	TDT*	Truck Driver Training
	NJCAA	National Junior College Athletic Assoc.	THE*	Theatre
	NRS*	Nursing Programs	V	
	NSW	New Student Welcome	V.I.P.	Volunteer Incentive Program
O	OSFM	Office of the State Fire Marshal	W	
P	PAIC	Promoting An Inclusive Community (Diversity Committee)	WEB*	Web Information Technology
	PAR	Performing Arts Room	WEI	Workforce Equity Initiative
	PCI*	Personal Computer Information	WHM	Women's History Month
	PCT*	Personal Computer Technical Specialist	WIOA	Workforce Innovation & Opportunity Act
	PTK	Phi Theta Kappa (Student Org.)	WLD*	Welding Technology
	PE	Physical Education	WTC	Woodward Technology Center
	PEC	Physical Education Center		
	PGE*	Physical Geography		
	PHL*	Philosophy		
	PLB*	Phebotomy		
	PHY*	Physics		
	POM	Plant Operations & Maintenance Dept.		
	PRS	Print Services Dept.		
	PSA	Professional Staff Association		

KEY

* = academic abbreviation
bolded type = building or location
italic type = RVC Employee Group

Academic Division Disciplines

Arts & Social Sciences Division

Accounting – ATG
Anthropology – ANP
Art – ART
Business Administration – BUS
Criminal Justice – CRM
Early Childhood Education – ECE
Economics – ECO
Education – EDU
Geography – GEO
Graphic Arts Technology – GAT
History – HST
Management – MGT
Marketing – MKT
Music – MUS
Office Professional – PCI/OFF
Political Science – PSC
Psychology – PSY
Sociology – SOC
Supply Chain Management – SCM
Theatre – THE

Career & Technical Education

Adult & Developmental Ed
.. Developmental English (IRW)
.. Developmental Math
Apprenticeships/Internships
Automotive Service Technology – ATM
Aviation Maintenance Technology – AVM
Computers & Information Systems – CIS
Electronic Engineering Technology – EET
Engineering – EGR
Manufacturing Engineering Technology – MET
Mechatronics – MEC
Personal Computer Technical Specialist – PCT
Sustainable Energy Systems – EET
Web Programming & Design – WEB
Welding – WLD

Communication & Humanities Division

Composition & Literature – ENG/LIT
Developmental English (ENG 099)
Developmental Reading / Writing
(RDG 092, RDG 096, RDG 099,
ENG 095, ENG 097)
Humanities – HUM
Mass Communication – COM
Modern Languages – FRN, GRM, SPN
Philosophy – PHL
Speech – SPH

Mathematics & Sciences Division

Mathematics – MTH

Life Sciences

Biology – BIO

Physical Sciences

Atmospheric Science – ATS
Chemistry – CHM
Geology – GEL
Physical Geography – PGE
Physics – PHY

Nursing & Allied Health Division

Dental Hygiene – DNT
Fire Science – FRE
Fitness, Wellness, & Sport – FWS
Health (HLT 101, 110)
Nursing – NRS
Nursing Aide – NAD
Phlebotomy Technician – PLB
Respiratory Care – RSP



STUDENT SERVICES

Academic, Career, & Transfer Advising [SC, 2nd Floor]	(815) 921-4100
• Academic, Career, & Transfer Advising • Academic Goal Planning	
Admissions & Welcome Center [SC, 1st Floor]	(815) 921-4000
• Campus Tours • Enrollment • Password Resets • Recruitment • Student I.D.	
Athletics [PEC]	(815) 921-3801
Bookstore [SC, Ground Floor]	(815) 921-1680
Career Services, Advising, & Placement [SC, 2nd Floor]	(815) 921-4100
Dean of Students Office [SC, 2nd Floor]	(815) 921-4281
• Prevention Education • Student Complaints • Student Code/Handbook • Title IX	
• Behavioral Intervention Team (B.I.T.)	(815) 921-4270
Disability Support Services (DSS) (Section 504 Coordinator) [SC, Ground Floor]	(815) 921-2371
• Sign Language Interpreters • RAISE Program	
Distance Learning [ERC, 2nd Floor]	
• EAGLE Support Center	(815) 921-4646
EagleSupport@RockValleyCollege.edu	
Early College [CL II, 1st Floor - Room 153]	(815) 921-4080
• Running Start • Dual Credit • Dual Enrollment • Articulated Credit	
Financial Aid & Scholarships [SC, 2nd Floor]	(815) 921-4150
First Year Experience [SC, 1st Floor]	(815) 921-4094
• New Student Welcome Events • STU 100 – Planning for Success	
• Tech Connect Sessions • Student Success Workshops • Peer Mentors	
Foundation Office [Spring Brook House]	(815) 921-4500
Intercultural Student Services [SC, 2nd Floor]	(815) 921-4116
Library [Main Campus–Educational Resource Center (ERC)]	(815) 921-4600
• Circulation Service	(815) 921-4615
• Interlibrary Loan	(815) 921-4607
• Reference Desk	(815) 921-4619
Personal & Success Counseling [SC, 2nd Floor]	(815) 921-4100
Joint Agreements	(815) 921-4250
Records & Registration Office [SC, 2nd Floor]	(815) 921-4250
RVC Police Department – Non-Emergency College Issue	(815) 921-4357
– Non-Emergency Police Issue	(815) 966-2900
– Emergency	911
Starlight Theatre – Box Office	(815) 921-2160
Student Life (Section 504 Coordinator) [SC, 1st Floor]	(815) 921-4184
• Student Government Association (SGA) & Campus Activities Board (CAB)	
Testing Center [SC, Ground Floor]	(815) 921-2380
• Placement Testing • Exam Proctoring • Certification Exams	
Title IX Coordinator [SC, 2nd Floor]	<i>Private Line</i> (815) 921-1500
TRIO [SC]	(815) 921-4280
Achieve [SC, Ground Floor]	(815) 921-4642
Complete [SC, 2nd Floor]	(815) 921-4114
Upward Bound [SC, 2nd Floor]	(815) 921-4127
Tuition Payments [SC, 2nd Floor]	(815) 921-4414
Tutoring & Writing Center [SC, Ground Floor]	(815) 921-2370
The Valley Forge Student News Source [ERC, Ground Floor]	(815) 921-3331
Veterans Services [SC, 2nd Floor]	(815) 921-4163
Welcome Center [SC, 1st Floor]	(815) 921-4250
• Campus Tours • Enrollment • Password Resets • Recruitment • Student I.D.	

OTHER CONTACTS

Adult Education & Literacy (GED & ESL) [RVC Downtown]	(815) 921-2000
Center for Learning in Retirement (CLR) [Bell School Road Center]	(815) 921-3931
Community & Continuing Education (CCE) & Whiz Kids [CLII, 1st Floor]	(815) 921-3900
Rock Valley College Downtown (RVCD)	(815) 921-4290
Traffic Safety Program [CL II, Ground Floor]	(815) 921-3940
Workforce Development [N. Main Street]	(815) 921-2200
• Citizenship • Dislocated Workers Program (DWP)	
• Illinois Immigrant Welcoming Center • Refugee & Immigrant Services	

NEW STUDENT CHECKLIST

Getting Started is Easy

Contact RVC at (815) 921-4250 with any questions regarding these six steps to becoming a college student.

STEP 1: APPLY

Apply online at: RockValleyCollege.edu/Apply

- (815) 921-4250
- RVC-Admissions@RockValleyCollege.edu

STEP 2: DETERMINE PLACEMENT

Submit ACT, SAT results, high school transcripts (or GED completion, if applicable) and/or official college transcripts to the RVC Records Office. If required, complete the Accuplacer Exam. Contact the RVC Testing Center at:

- (815) 921-2380
- RVC-Testing-Center@RockValleyCollege.edu

STEP 3: MEET WITH AN ACADEMIC, CAREER, & TRANSFER ADVISOR for registration.

To set up an appointment with an Academic Advisor:

- (815) 921-4100
- RVC-ATA@RockValleyCollege.edu

STEP 4: APPLY FOR FINANCIAL AID: fafsa.gov | FAFSA Code: 001747

For assistance with the Financial Aid process, please contact the RVC Financial Aid Office at:

- (815) 921-4150
- RVC-FIA@RockValleyCollege.edu

STEP 5: MAKE PAYMENT ARRANGEMENTS

Check Self Service for due dates and/or RockValleyCollege.edu/Calendar

STEP 6: ATTEND A NEW STUDENT WELCOME EVENT

To RSVP for the event visit:

- RVC-FYE@RockValleyCollege.edu
- (815) 921-4094

NOTE: If you are using military education benefits, contact the Veterans Service Office, at (815) 921-4163, as additional steps may be needed.

Registration and Payment deadlines may be viewed at:
RockValleyCollege.edu/Calendar.

Academic, Career, and Transfer Advising Office

Location: Student Center – Second Floor
 Open Hours: Mon. – Th. 8 a.m. – 6 p.m.
 Fri. 8 a.m. – 5 p.m.
 Phone Number: (815) 921-4100

Academic Advising

The purpose of Academic Advising is to help explore and clarify educational goals, motivation, and attitude; to map out academic plans; to receive assistance with transfer articulation to four-year schools; to select appropriate courses for college majors; and to help complete degrees (i.e., Associate of Arts, Associate in Science, Associate in Engineering Science, and the Associate in Applied Science).

Goal Setting

Transferable credits are a must for students planning to continue their education after Rock Valley College. Advisors will help you plan a transferable curriculum suited for the school of your choice. Don't be caught short of required credits!

Phi Theta Kappa – Honor Society

Phi Theta Kappa, the official honor society of two-year colleges, serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through academic, leadership, and service programming. Rock Valley College is home to the Omicron Eta chapter, which has been ranked as one of the top 100 chapters in the world. Every fall and spring, letters are sent out to students eligible for membership. Omicron Eta inducts about 100 students each semester.

To be eligible, students must be enrolled in classes at RVC at the time of induction, have completed 12 credit hours, and have achieved a cumulative GPA of 3.5. (Upon being inducted, students must maintain a 3.25 GPA.)

In addition to being an Honor Society, Phi Theta Kappa is also an active Student Organization, of 25-30 members, which is open to all RVC students. The organization's activities mirror those of the honor society. Activities include an "Honors in Action" project and volunteering for many community service projects.

For more information, please contact PTK Advisor Tim Spielman at (815) 921-4104 or T.Spielman@RockValleyCollege.edu.

Accounting

Accounts Receivable Office/ Payment Center

Location: Student Center – Second Floor
 Open Hours: Mon. – Fri. 8 a.m. – 5 p.m.
 Phone Number: (815) 921-4414

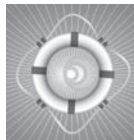
Automated Teller Machine (ATM)

ATMs are located on the Main Campus on the first floor of the Student Center, on the first floor of the ERC, and the first (main) floor of the PEC. All ATMs are provided by Illinois Bank & Trust.

Behavioral Intervention Team (B.I.T.)

B.I.T. Mission: to encourage a supportive, resourceful, and safe environment for the RVC community.

B.I.T. History: The Rock Valley College B.I.T. was created and implemented Fall 2009. B.I.T. coordinates a response to anyone within the campus community who is displaying emotional, concerning and/or distressed



behaviors or physical well-being concerns, with the intent to provide them the assistance they need.

B.I.T. Process: The team operates on a case by case situation, but aims to respond quickly to concerns brought the attention of the team; however, if an immediate response is needed, please contact the RVC Police Department at (815) 921-4357. The B.I.T. process does not replace classroom management, disciplinary processes or police responses.

B.I.T. Response: If you share a concern about someone, please be aware that your report is taken seriously, and that you will not necessarily be contacted with the outcome, and will only be contacted if additional information is needed.

B.I.T. is managed by the Dean of Students Office. To learn more about the B.I.T. process, the team, or to share concerns online, please visit RockValleyCollege.edu or call B.I.T.'s direct line (815) 921-4270.

Bookstore

Location: Student Center –
Ground Floor

Open Hours: Mon. – Thurs. 8 a.m. – 5 p.m.
Fri. 9 a.m. – 1 p.m.

Extended hours when classes begin/end.

Hours are subject to change.

The Bookstore is CLOSED during Spring Break and when the Main Campus is closed.

Phone Number: (815) 921-1680

Social Media: Facebook.com/RVCbookstore
Twitter.com/RVCbookstore

The Rock Valley College Bookstore is your source for book rentals, used, new, and digital or e-textbooks and online access codes. We are conveniently located in the heart of the Main Campus. The Bookstore carries all required and recommended books and supplies for classes including classes offered at other RVC campuses, online and hybrid. Book rentals, used books, and e-textbooks versions have substantial savings. We also price match BN.com and Amazon.com.

Check our website for price match details, book information, prices, and purchasing. In addition to textbooks, the Bookstore offers school supplies, backpacks, general reading books, Rock Valley College clothing, and everything you need to show your school pride. We accept payment using cash, credit/debit cards (Visa, MasterCard, Discover, and American Express), Barnes & Noble gift cards, and Financial Aid (contact the Financial Aid Office for more details).

We invite you (students, parents, alumni, and faculty) to download our app [Your Bookstore Mobile App](https://www.appbnc.com) (<https://www.appbnc.com>) for information and special offers.



Book Rental

Renting your textbooks is a great way to lower your upfront book costs. You will need a credit/debit card (not prepaid type) to secure your rental titles, and the rental fee can be paid with cash, financial aid, credit/debit card, or Barnes & Noble gift card. Book rentals are due on the last weekday of finals. We suggest when you take your final exam, you check in your book. There is no penalty for early check in, so bring it back when you are done with it. Check your receipt or in the Bookstore for the specific due date.

Finding Your Book List

You may view your textbooks once you have registered for classes. Log in to Self Service and then look at your schedule under “Plan and Schedule” for the current semester. Click on the green hyperlink for your registered class. A box will pop up with your class information. Scroll all the way to the bottom and you will see a “Books” link. Click on the link and it will take you to the Barnes and Nobles Bookstore Link. Enter in all of your class information (term, department, class, section) and then click on the “retrieve information” button to view the books for your classes.

Using Financial Aid Program in the Bookstore

Required and recommended books, supplies, backpacks, and computers are available for purchase against anticipated Pell or Loan funds in the Rock Valley College Bookstore the week before classes begin through approximately the first four weeks of classes. See the Financial Aid Office for details. For students with classes starting at mid-term, purchase your mid-term books and supplies at the beginning of the semester. If you only have mid-term classes, you can stop by the Financial Aid Office to see if book and supply money can be loaded to your account.

For Summer II, you need to stop by the Financial Aid Office to have your money loaded. This program is not available for the Winterim or Summer I terms.

Book Buyback

The best time to sell books back is during finals time each semester. If a book is being used the following semester, is in good condition, and the Bookstore hasn't bought the quantity needed, students may receive up to 50% of what they paid. We buy books at national market value (0-25%) every day. You will need your RVC photo I.D. to sell your books back.

Career Services, Advising, & Placement

Location: Student Center –
Second Floor
Open Hours: Mon. – Fri. 8 a.m. – 5 p.m.
Phone Number: (815) 921-4100

Rock Valley College maintains a Career Services, Advising, and Placement Office for current students and alumni.

Services Available:

- Career and internship fairs
- Career advising
- Computerized career self-assessment testing
- Information on career trends and majors
- Full-time/part-time jobs and internship opportunities are listed on: RVCjobs.com
- Assistance in resume writing, cover letters, job searching techniques, and interviewing skills

Dean of Students (DOS)

Location: Student Center –
Second Floor, Room 2130
Open Hours: Mon. – Fri. 8 a.m. – 5 p.m.
Phone Number: (815) 921-4281
Fax: (815) 921-4059

The Rock Valley College Dean of Students Office sets standards of expectations for civility, respect, and honesty for the campus. We provide support, advocacy, and education for our students surrounding academic misconduct concerns, grievances, Title IX, and social justice concerns.

Dean of Students Services:

(please see our website for a full list of services offered)

- Academic Misconduct Violations
- Behavioral Intervention Team (B.I.T.), see pages 12-13
- Prevention, Intervention, and Outreach Education
- Student Code of Conduct
- Student Complaints and Conflict Resolution
- Student Disciplinary Requests
- Student Rights and Responsibilities
- Title IX (Sexual and Domestic Violence, Sexual Harassment and Discrimination)
- Oversee various state and federal mandates for compliance (see Regulations, Policy, & Procedures Section, pages 57-85)
- Medical Leave Communication



PROCEDURES IMPLEMENTING THE COLLEGE'S PROHIBITION OF SEXUAL DISCRIMINATION, HARASSMENT, & MISCONDUCT

The college is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. Title IX of the Education Amendments of 1972, prohibits discrimination on the basis of sex in the college's programs or activities.

The college has an affirmative duty to take immediate and appropriate action once it knows of any act of sexual discrimination, harassment, and/or misconduct in any of its educational or employment programs or activities. The college will promptly and thoroughly investigate any complaints of sexual discrimination, harassment, and/or misconduct in accordance with the college's prohibition of sexual discrimination, harassment, and misconduct. To access the full policy, please visit RockValleyCollege.edu.

Disability Support Services (DSS)

Disability Support Services (DSS):

Location: Student Center –
Ground Floor,
Room 0330

Sign Language Interpreters:

Location: Student Center –
Ground Floor,
Rooms 0114 & 0110

Open Hours: Mon. – Fri. 8 a.m. – 5 p.m.

Phone Number: (815) 921-2371

Students who have a documented disability and need accommodations should contact the Disability Support Services (DSS) Office at (815) 921-2371. Information on how to register online and upload documentation will be provided. Once the online application and documentation is received, a welcome meeting is scheduled with the accommodation's specialist. During the welcome meeting, the nature of the student's disability will be discussed as well as what barriers the student may be experiencing and what reasonable accommodations may be reasonable and appropriate.

Examples of reasonable accommodations may include: extended time for exams, course materials in alternate formats, sign language interpreters, audio exams, assistance with note-taking, and use of assistive technology. Some accommodations take more time than others to implement, so students are encouraged to reach out to the DSS office as soon as a need becomes known.

Students who do not have documentation of their disability are still encouraged to contact the DSS Office. Resources and strategies, including additional RVC support services such as through personal success counseling, tutoring, or retention specialists may be provided.



The **RAISE (Raising Aspirations through an Inclusive Student Experience)** program was established spring 2010, as part of the DSS office, to provide an inclusive and supportive post-secondary program for young adults who have intellectual disabilities and who desire to participate in a comprehensive college experience. RAISE prepares students for higher education and competitive workforce opportunities through a combination of academic instruction; independent living and social skills training; and work skills development. For more information, contact Luke Markley, Program Coordinator, at L.Markley@RockValleyCollege.edu.

RVC EAGLE
LEARNING MANAGEMENT SYSTEM

Support Location: Educational Resource Center (ERC), Room 2402

Open Hours: Mon. – Fri. 8 a.m. – 6 p.m.

Phone Number: (815) 921-4646 or 4625

Email: EagleSupport@RockValleyCollege.edu

The Learning Management System used in courses at Rock Valley College is called EAGLE. It can be used to submit homework, to discuss course topics, to complete practice tests, and for course related communication.

Students can use the EAGLE mail interface to request help from their instructors or to discuss topics with other students enrolled in the same course.

All students enrolled in RVC credit classes are given EAGLE accounts.

IMPORTANT: As an RVC student, it is your responsibility to log on to EAGLE at <https://RVCeagle.instructure.com> prior to the start of class for information on Intro to EAGLE course, EAGLE training, or to contact your instructor. That way you will be assured you have received the necessary information you need to start the class. Remember to check your EAGLE and RVC Mail for any updates. For more information, go to the EAGLE home page at <https://RVCeagle.instructure.com/login>.

Financial Aid

Location:	Student Center – Second Floor
Open Hours:	Mon. – Th. 8 a.m. – 6 p.m. Fri. 8 a.m. – 5 p.m.
Phone Number:	(815) 921-4150

A Financial Aid Advisor is available on a limited basis, by appointment only. Please call for hours:
RVC Downtown (RVCD): (815) 921-2000

All students should complete and submit the Free Application for Federal Student Aid (FAFSA) as early as possible.

This is the first step needed to determine your eligibility for all types of financial aid. The application is online at: [FAFSA.gov](https://fafsa.gov).

In addition, students must have a RVC Enrollment Form and a SSN on file for the Financial Aid Office to process your FAFSA.

For priority consideration for financial aid at Rock Valley College, you must submit your FAFSA to the Department of Education's central processing center and return all requested paperwork to the Financial Aid Office before:
May 1, 2023 for Fall 2023
October 15, 2023 for Spring 2024

By submitting all your paperwork by the above deadlines, the Financial Aid Office will have adequate time to review your file, make corrections if necessary, and determine your eligibility before the first Fall or Spring payment date. If you are eligible for financial aid and have a complete file, your classes will be held through the payment date.

Students' Rights and Responsibilities and available information regarding financial aid:

A list of rights and responsibilities for students receiving Title IV and other financial aid is available in the Financial Aid Office and is also distributed to students receiving financial aid. It is the student's responsibility to read the Department of Education's Student Guide: StudentAid.ed.gov.

Other information available from the Financial Aid Office includes:

- Criteria for continued eligibility.
- Satisfactory academic progress standards and criteria to reestablish eligibility if a student fails to maintain satisfactory progress.
- Method and frequency of financial aid disbursements.
- Terms of any loans received, repayment schedules, and the requirements for repaying loans.
- Exit counseling information for student borrowers.
- Summary of requirements for the return of Title IV grant and loan assistance by withdrawn students.
- General conditions and terms applicable to any student employment offered as part of a student's financial aid award.
- Information regarding enrollment in study abroad programs and financial aid.
- Deferments of loan repayments for service in the Peace Corps, service under the Domestic Volunteer Service Act of 1973, or comparable volunteer service for tax-exempt organizations of demonstrated effectiveness in the field of community service.

Financial Aid & Withdrawing from Classes

Financial aid is paid for students who regularly attend class. If you register for classes and do not plan to attend, you are responsible for completing an Add/Drop Form in the Records and Registration Office. If students withdraw from any classes, they should contact the Financial Aid Office to see what impact this will have on their financial aid. Students receiving Title IV funds (Federal Pell Grant, Federal SEOG, and Federal Direct Loans) who withdraw from or fail all classes or receive a combination of all withdraws and grades of F (officially or unofficially) will be subject to Rock Valley College's refund policy and the federal policy regarding the possible return of Title IV funds awarded to students. Further details and information can be obtained in the Financial Aid Office.

Financial Obligation of the Student

Grade reports, transcripts, degrees/certificates, or other academic record information may be withheld for students who are in default on financial obligations. In such a case, the student maintains the right to inspect and review their records. Information will only be released once the student's account has been cleared.

Financial Aid Refund Policy

Students receiving Title IV funds (Federal Pell Grant, Federal SEOG and Federal Direct Loans) who withdraw from all classes and/or fail all classes (officially or unofficially) will be subject to Rock Valley College's refund policy and the federal policy regarding the possible return of Title IV funds awarded to the student. The student will be responsible for any tuition balance resulting from the refund(s). Before withdrawing from any classes, the student should contact the Financial Aid Office to see what effect this will have on their financial aid. In addition, students who fail all classes are subject to this calculation.

Academic Standards Of Progress For Recipients of Financial Aid

In accordance with the U.S. Department of Education and state of Illinois regulations, Rock Valley College established Standards of Academic Progress applicable to all financial aid recipients. These standards apply to all students receiving federal and state funding, including veterans and students receiving student loans or federal/RVC work-study employment. For a copy of the entire policy, students can contact the Financial Aid Office for the Financial Aid Handbook or view online at: RockValleyCollege.edu/FinancialAid.

Completion Rate Requirement: A student must achieve a 67% cumulative completion rate for all course work attempted at Rock Valley College. This applies whether or not the student previously received financial aid. In addition, the student must achieve a 67% cumulative completion rate for all course work attempted within a given semester.

- Credit hours completed are defined as completion of a course by the end of a given semester in which a student is enrolled and receiving a grade of A, B, C, D, or P.
- Credit hours attempted include all credit classes in which the student is enrolled after the last day to drop for refund. Course withdrawals after the last day to drop as well as courses with grades of "F" and "I"

count as hours attempted for financial aid purposes.

- Audits, proficiency tests, and non-credit courses are not included in the total number of credit hours attempted.

Grade-Point Average (GPA) Requirement for 2023–2024:

A student must maintain a minimum GPA requirement in order to continue receiving financial aid. Students may receive financial aid while on a Financial Aid Warning Status.

GPA	0 – 1.49	1.5 – 1.99	2.0 – 4.0
Hours attempted 1-12	Financial Aid Warning	Financial Aid Warning	Satisfactory
Hours attempted 13-24	Financial Aid Suspension	Financial Aid Suspension	Satisfactory
Hours attempted 25 +	Financial Aid Suspension	Financial Aid Suspension	Satisfactory

Maximum Timeframe Requirement

Students are expected to complete their program of study in a timely manner. A student's maximum time frame is based on total credit hours attempted and the student's degree objective. These limits apply regardless of whether or not the student has changed majors or received federal funding. The student's eligibility will end when the student has attempted 150 percent of the credits required for their specific program of study. For example, if a student is attempting an Associates of Arts Degree, the published length of program is 64 credits. Applying the 150% maximum timeframe rule on this program would limit a student to 96 attempted credits. Please note that this maximum time frame is specific to the student's chosen program, and in some cases may be more or less than 96 attempted credit hours.

THERE ARE FOUR TYPES OF FINANCIAL AID AVAILABLE



There are grants, loans, employment opportunities, and scholarships. Please note that financial aid award levels are dependent on legislative action and available funding in any given year; therefore, award amounts are listed using the most current information known at the time of this printing.

The following are the financial aid types:

GRANTS

Federal Pell Grant



FEDERAL
STUDENT AID

Who is eligible?

Undergraduate students who demonstrate financial need. Eligibility is based on the FAFSA calculation of the expected family contribution, the cost of college attendance, and the amount of available funds.

Duration: Varies with the student's financial need and the student's enrollment status as of the Financial Aid Census Date.

When to apply: We strongly recommend you start the process as early as possible after October 1st, as the whole process may take up to a month, depending on your situation.

How to apply:

1. Complete and file the Free Application for Federal Student Aid (FAFSA) online at FAFSA on the Web (FAFSA.gov). List Rock Valley College's School Code 001747 on your application. The processor will mail or email you a Student Aid Report (SAR) within a week. Filing via U.S. Mail is possible, but may add up to three (3) weeks of processing.
2. Submit a Completed Enrollment Information Form to the Recruitment and Admissions Office at RVC. You will receive more information on your next step to become a student from the Admissions Office. You must have an application for enrollment in our system for the Financial Aid Office to determine your financial aid eligibility.
3. A letter will be sent to the student via U.S. mail or RVC Mail requesting additional information needed by Rock Valley College in order to determine your eligibility.
4. Once your financial aid file is complete, you will receive an award letter (by U.S. Mail or RVC Mail, award letters are also available on the student's Online Services account) outlining what aid you are eligible to receive. You can check your award letter information online.
5. Students who first received a Pell grant on July 1, 2008 or later are limited to 12 full-time equivalent semesters of Pell.
6. Students who have filed the FAFSA, but have not completed the documentation to complete their financial aid file may be eligible for the "FA Deferred Payment

Plan." See page 33 "Online Nelnet Payment Plan." Students who are eligible for the FA Deferred Payment Plan do not have any funds deducted from their bank/credit card account until November and December 2023 (for Fall 2023) or until April and May 2024 (for Spring 2024). Students who complete their documentation and are found to have enough financial aid eligibility to cover their tuition and fees prior to these dates will not have any funds deducted from their bank/credit card account. Signing up for this payment plan prior to the payment deadline will ensure that your classes are not dropped for non-payment.

Federal Supplemental Education Opportunity Grant (FSEOG)

Who is eligible? Pell eligible RVC students who are enrolled at least half-time with exceptional financial need.

Value and duration: Varies with the student's financial need. Maximum grant: \$4,000 per academic year if funds are available. Renewable annually until first bachelor's degree is received.

Financial need must be established each year. Maximum award at RVC is generally \$600. (Subject to change without notice.)

Monetary Award Program (MAP) (State)

Who is eligible? Undergraduate students in good standing who are Illinois residents and demonstrate financial need. If funding is available, students may receive MAP if attending three or more eligible credit hours.

Duration: MAP grants cover tuition and mandatory fees. (Subject to change once Illinois State Budget is determined.) Students can receive up to the equivalent of four years of full-time undergraduate study. At a two-year school students can receive up to 75 paid MAP credits.

How and when to apply:

See Federal Pell Grant for details.

LOANS

Federal Direct Loans – Subsidized

A need-based loan for undergraduate students enrolled at least half-time. A student must complete a FAFSA for eligibility to be determined and have a complete file at Rock Valley College. .

Value and duration: A student may borrow up to their cost of attendance each academic year, based on academic level and individual eligibility. Repayment begins six (6) months after the student drops below half-time status, withdrawals, or graduates. The repayment period is up to 25 years.

How and when to apply: A student must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility and have a complete financial aid file at Rock Valley College. (See Federal Pell Grant for details.) Students must also complete an online Master Promissory Note and online entrance counseling at: StudentLoans.gov, plus an RVC student loan request application, available in the Financial Aid Office. First-time freshman borrowers must also attend a face-to-face loan counseling session with the RVC Loan Coordinator.

Federal Direct Loans – Unsubsidized

Who is eligible? A non-need based loan for undergraduate and graduate students enrolled at least half-time. Eligibility for a subsidized Federal Stafford Loan must be determined before a student can borrow an unsubsidized Federal Stafford Loan. Graduate students should check with their school for more information.

Value and duration: An undergraduate student may borrow up to their cost of attendance each year, depending on academic level and eligibility. Loan limits will be lower for academic programs which are less than one year. Repayment begins six (6) months after the student drops below half-time status, but, if eligible, the principal and interest may be deferred. The repayment period is up to 25 years.

How and when to apply: See Federal Pell Grant for details. A student must also complete a FAFSA for eligibility to be determined and have a complete file at Rock Valley College. See Federal Pell Grant for details. Students must complete an online Master Promissory Note at: StudentLoans.gov and an RVC Student Loan

Request Application, available in the Financial Aid Office.

Federal Parent Loan For Undergraduate Students (FPLUS)

Who is eligible? Federal PLUS loans provide money to qualified parents of dependent undergraduate students attending or enrolled at an approved school at least half-time.

Value and duration: The maximum a parent may borrow is up to the difference between the cost of attendance and other financial aid received. Repayment begins shortly after funds are disbursed. The repayment period is up to 25 years.

How and when to apply: Contact the Financial Aid Office for details.

Emergency Loan (RVC)

Who is eligible? Available to students with situations deemed an emergency by the Financial Aid Committee. Living expenses and monthly bills are not considered an emergency. Documentation of the emergency situation is required.

Value and duration: Maximum loan: \$300. A \$1 handling fee is required at pay back. Emergency loans are made on a 30-day repayment basis. Limit of one emergency loan per semester.

How and when to apply: Apply at the Financial Aid Office. Emergency loan applications will be available the first day of classes, but take at least one day to process once application is received and approved.

Book Purchases/FA~Link

Required and recommended books, supplies, backpacks, and computers are available for purchase against anticipated Pell or Loan funds in the Rock Valley College Bookstore the week before classes begin, through approximately the first four weeks of classes. See the Financial Aid Office for details. For students with classes starting at mid-term, purchase your mid-term books and supplies at the beginning of the semester. If you only have mid-term classes, you can stop by the Financial Aid Office to see if book and supply money can be loaded to your account. See page 13 for more information. For Summer II, you need to stop by the Financial Aid Office to have your money loaded. This program is not available for Summer I or Winterim classes.

ON CAMPUS STUDENT EMPLOYMENT PROGRAMS

Federal College Work Study (FCWS) and/or RVC Student Employment Program

Who is eligible? Available to undergraduate students who are at least halftime; eligible to work in the United States; must not be in default on a student loan; must be enrolled in a financial aid approved curriculum and must not be classified as a high school student.

Value and duration: Students must apply for financial aid by filing the FAFSA to determine their eligibility for either the Federal College Work Study Program (funded by the Federal Government) or Rock Valley College Student Employment Program (funded by RVC). Total earnings to be funded are determined by the Financial Aid Office, based on total financial aid package.

How and when to apply: See Grants on page 18 for information on how to file a FAFSA.

To view information on student job openings and the application process, please visit RockValleyCollege.edu or contact the Student Employment Office at (815) 921-4163.

SCHOLARSHIPS

The Rock Valley College Foundation offers a wide variety of scholarships to students attending RVC. Scholarship applications and submission dates are available online at RockValleyCollege.edu. You must apply in the spring semester each year.

There are many types of RVC Foundation Scholarships for which you may qualify. Examples of criteria that may be considered include the student's program of study, academic standing, financial need, high school attended, county of residence, participation in RVC activities and sports, community involvement, military service, etc.

Specific scholarship questions may be answered by emailing: RVC-Foundation@RockValleyCollege.edu, or calling the Foundation office at (815) 921-4500.

In addition to RVC Foundation scholarships, there are a number of additional scholarship resources that students should investigate. For instance, check with your local community groups, libraries, churches, and bulletin boards located in various locations on campus, along

with internet websites such as:

ISAC	ISAC.org
Fastweb	FastWeb.com
Scholarship America	ScholarshipAmerica.org
Community Foundation of Northern Illinois	CFNIL.org
Scholarships Northern Illinois	ScholarshipsNI.com

MILITARY EDUCATION BENEFITS

Location: Student Center – Second Floor

Phone Number: (815) 921-4163

Rock Valley College is approved for federal and state veteran educational benefits. Visit RockValleyCollege.edu for more information or call the Veterans Service Office at (815) 921-4163.

Rock Valley College offers priority registration to all students using military education benefits (service member, veteran, spouse, and dependent).

As of August 1, 2019 per 38 USC 3679 (e), Rock Valley College will not take the actions listed below, against any student using Post 9/11 (Chapter 33) or Veteran Readiness and Employment (VR&E) (Chapter 31) while pending payment:

- Prevent their enrollment;
- Assess a late penalty fee
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution

These provisions will be made once eligibility for the benefit has been established (ex: Certificate of Eligibility, written request to be certified, or see the VA School Certifying Official located on the second floor of the Student Center for all other requirements).

Snapshot of Benefits - Federal

- Montgomery GI Bill® – Chapter 30
- Montgomery GI Bill® – Chapter 1606 – Selected Reserves/Guard
- Post 9/11 GI Bill® – Chapter 33
- Transfer of Entitlement – Chapter 33
- Fry Scholarship



- Survivors & Dependents Educational Assistance Program – Chapter 35
- Veteran Readiness and Employment (VR&E) – Chapter 31
- Tuition Assistance

Students may go to: VA.gov regarding the application process. For more information, call the Veterans Service Office at (815) 921-4163 or visit RockValleyCollege.edu.

Snapshot of Benefits – State Illinois Veteran Grant (IVG)

Who is eligible? The student must have at least one full year of active duty in the United States Armed Forces and receive an honorable discharge; have resided in Illinois within six (6) months before entering the service; return to Illinois within six months after discharge from the service; be enrolled at an ISAC approved Illinois public two- or four-year college or university (there is no minimum credit hour requirement); not be in default on any student loan nor owe a refund on any state or federal grant; and maintain the minimum GPA required by the specific IVG policy determined by the college or university. Review website at: ISAC.org for recent updates.

Value and duration: Those eligible are entitled to full tuition and certain fees at any Illinois state-supported school. Eligible students are awarded a total of 120 units which is equivalent to 120 credit hours. Student must maintain the minimum GPA required by the colleges' Satisfactory Academic Progress Policy.

How and when to apply: The application process can be found by going online to: ISAC.org or you may contact the Veterans Representative at RVC.

Illinois Deceased, Disabled, and MIA-POW Veterans' Dependents Scholarship

Who is eligible? Dependents of a service person whose status is or has been that of prisoner of war/missing in action/killed in service/died as a result of service-connected disability or is permanently disabled with a 100% service-connected disability.

Value and duration: Those eligible are entitled to full tuition and certain fees at any Illinois state-supported school.

How and when to apply: The application process can be found by going to isac.org or call the Veterans Service Office at (815) 921-4163.

Illinois National Guard

Who is eligible? The applicant must be an active member of a National Guard Unit and must have served for at least one year in the Illinois National Guard. Time in other branches of the service does not count toward this requirement. The applicant must comply with Selective Service registration requirements and must not be in default on any student loans. The recipient must maintain an acceptable GPA according to the policy determined by the college of record.

Value and duration: In most cases, if the applicant ceases to be a member of the Illinois National Guard, the educational benefits will be terminated as of the guard termination date.

How and when to apply: The application process can be found by going online to: ISAC.org or you may contact the Veterans Representative at RVC at (815) 921-4163.

RVC Veterans Student Association

RVC Student Veterans Association strives to engage our student veteran population throughout the academic year. For more info, regarding student organizations, see page 37.



ADDITIONAL FINANCIAL AID INFORMATION

For additional information regarding financial aid, please refer to the Guide for Federal Student Aid from the U.S. Department of Education available in the Financial Aid Office or at: StudentAid.ed.gov or the Illinois Student Assistance Commission website (ISAC.org).

There are many additional places where you can find information on how to get assistance paying for college. Some resources include:

RVC Financial Aid Office:
(815) 921-4150

Illinois Student Assistance Commission (ISAC):
(800) 899-4722 ISAC.org

U.S. Department of Education:

(800) 433-3243 StudentAid.ed.gov

FAFSA on the Web:

(800) 433-3243 FAFSA.gov

The Financial Aid Information Page FinAid.org

Tax Benefits for Higher Education IRS.gov

Department of Veterans Affairs VA.gov

Mapping Your Future Mapping-Your-Future.org

Wired Scholar WiredScholar.com

Fastweb FastWeb.com

Fitness, Wellness, & Sport**ATHLETICS**

There are ten (10) teams of men's and women's intercollegiate sports offered at RVC. The Golden Eagles of Rock Valley College are a member of the North Central Community College Conference (N4C) and compete in the NJCAA (National Junior College Athletic Association) at the Division II level in Region IV. The official school colors are navy blue and gold and the Golden Eagles mascot's name is Arvee.

**INTERCOLLEGIATE SPORTS****Men's**

Baseball
Basketball
Bowling
Golf
Soccer

Women's

Basketball
Bowling
Soccer
Softball
Volleyball

For information regarding any of the above sports, please contact the Athletics Office at (815) 921-3801 or visit: RVCsports.com.



As an RVC student, you can attend home games for any of our athletics teams for FREE simply by presenting your student ID!

PHYSICAL EDUCATION CENTER (PEC)**Fitness, Wellness, & Sport (FWS) Division Office Hours:**

Location: Division Office –
PEC Room 1024

Semester Hours: Mon. – Thurs. 12 – 6 p.m.
Friday 11 a.m. – 5 p.m.

Phone Number: (815) 921-3801

Fall & Spring Semester Hours:*

Open Gym – Mon. – Fri. 11 a.m. – 1 p.m.

Fitness Lab Containing Weight & Cardio Equipment Workout

Open Hours: Mon. & Wed. 12 p.m. – 7 p.m.
Tues., Thurs., & Fri. 12 p.m. – 6 p.m.

* Hours listed are for dates when classes are in session and subject to change based on scheduling of credit classes, RVC athletic events and RVC-sponsored community events.

The Fitness Lab and PEC facility will be closed when classes are not in session (e.g., the Friday after Thanksgiving) or when the college is closed.

The PEC facility is available to all students (enrolled in a minimum of 6 credit hours) and faculty/staff during the hours listed. Facilities available include basketball and volleyball courts, and a running/walking track. We also offer a Cybex Premier Fitness Lab containing both weight and cardiovascular exercise equipment for your use. General locker rooms are located on the ground floor of the PEC for day use only.



Use of the Fitness Lab & PEC Facility

If you would like to use the PEC facility and/or Fitness Lab, you will need to purchase* a RVC Fitness Bar Code**. Your Student ID must be presented at the time of purchase. Your Student ID with the RVC Fitness Bar Code must be presented, when entering, and carried with you at all times, when using the PEC facility and/or Fitness Lab.

* Purchase a RVC Fitness Bar Code from the Fitness Lab Office, located in PEC-1206. All payments must be in the form of cash or check and are payable at the Accounts Receivable Office..

** Student IDs may be obtained at the Welcome Center, in the Student Center, on the Main Campus (see page 25).



Student Membership Fees PER SEMESTER

- \$50/semester for full-time or part-time students

Attire & Etiquette

Appropriate workout clothing and footwear are required when using the gym, weight rooms and cardiovascular exercise rooms. Food and beverages are not allowed in either of the weight rooms or in the cardiovascular room. Proper conduct and etiquette is expected.

Use of Equipment

Participants must bring their own basketballs, volleyballs, etc. Only equipment designated as indoor equipment is allowed in the PEC.



Food Service & Vending Machines

MAIN CAMPUS FOOD SERVICE:

Located in the Student Center –

- **Papa John's:** offers small pizzas, cheese sticks, individual slices, and more: first floor, across from the Welcome Center.
- **Subway:** offers sandwiches, wraps, salads, cookies, and more: first floor, across from the Welcome Center.
- **RVC Bookstore:** offers "instant lunches," salty and sweet snacks, candy, gum, and mints (ground floor).
- **Microwave Oven:** available for student use: first floor, in the hallway between "The Hub" and the Atrium.

VENDING MACHINES:

a variety of beverages and snacks are located in these buildings:

- Main Campus*
 - Athletic Fields
 - Building F (Silo area of the Barn)
 - CLI
 - CLII
 - Starlight Theatre (Bengt Sjostrom)
 - ERC
 - JCSM
 - HSC
 - PEC
 - SC
 - SSB
 - WTC
- Advanced Technology Center (ATC)
- Aviation Career Education Center (ACEC)
- Bell School Road Center (BELL)
- RVC Downtown (RVCD)
- Stenstrom Center (SCCE)

*Refunds:

All vending machine refunds may be obtained at the Student Center – Welcome Center. There is a two-day grace period in which to verify funds (applicable for the Main Campus).

Early College (EC)

[Dual Credit, Pathways, and Summer Bridge Programs]

Location: Classroom Building II – Room 153
 Open Hours: Mon. – Fri. 8 a.m. – 5 p.m.
 Phone Number: (815) 921-4080

Rock Valley College offers opportunities for high school students to earn college credit at RVC or at district high schools. Early College provides services and support to students enrolled in college credit courses and programs including Running Start, Senior Semester, Dual Credit, Pathways, Articulated Credit, and Summer Bridge Programs.

First Year Experience

Location: Student Center – First Floor, Room 1102
 Open Hours: Mon. – Fri. 8 a.m. – 5 p.m.
 Phone Number: (815) 921-4094
 Email: RVC-FYE@RockValleyCollege.edu

Tech Connect Session (TCS)

Tech Connect Session (TCS) are hour-long sessions to help new and current RVC students learn more about Self Service and EAGLE, RVCs LMS. Advance registration is required and space is limited. Face to face and virtual options are available.

New Student Welcome Event

First Year Experience hosts the New Student Welcome events prior to each fall and spring semester. The event is an opportunity for new and returning students to connect with the RVC community. Attendees will meet other students, RVC staff, and learn about departments and resources available to them on campus.

Student Success Workshops

Student Success Workshops are offered throughout the year and open to all RVC students. A diverse range of topics are covered: time management, computer skills, transferring after RVC, and more. There are online or face-to-face workshops that provide an opportunity for students to learn new skills and engage. If there is a topic of interest that you would like to see presented, please contact First Year Experience: RVC-FYE@RockValleyCollege.edu.

Peer Mentoring

Get Real Answers from Real Students!

Peer Mentors are college students just like you. Our Peer Mentors are here to answer your questions and to help you get connected to the resources you need. If you're looking for ways to become more engaged on campus, curious about the tutoring labs, wondering how to set up a payment plan, or anything in between, but you're not sure where to start, ask a Peer Mentor.

Student Development 100 (STU 100)

STU 100: Planning for Success (1 credit hour)
 This course is required to graduate with a transfer degree from RVC.

STU 101: Career Planning (2 credit hours)

STU 103: Work Ethics (1 credit hour)
 For a course description of each course, visit Self Service or the *College Catalog*.

For more information or to find out if you are required to take any of these courses, talk to an Academic Advisor.

Welcome Center



Location: Student Center – First Floor
 Open Hours: Mon. – Th. 8 a.m. – 6 p.m.
 Fri. 8 a.m. – 5 p.m.
 Phone Number: (815) 921-4000

The Welcome Center is located in the center of the first floor of the Student Center, and is the place to go with any question you might have. In addition to being a resource for information, it provides a variety of services to students, faculty, and staff.

Student Ambassadors: Student Ambassadors serve as a resource to both new and continuing students at Rock Valley College. They are trained to provide campus tours, issue student IDs, and help troubleshoot issues with Self Service. Student Ambassador positions are available. Inquiries can be made at the Welcome Center.

Student Identification Cards (I.D.):

Rock Valley College issues I.D. cards that contain your name and Student I.D. number. With your I.D., you will be able to:

- Check out books from the RVC Library
- Sell books back at the RVC Bookstore
- Utilize online database resources
- Access the PEC Facility & Fitness Lab (fee applies - see pages 22-23)
- Access to Financial Aid money for books and supplies in the RVC Bookstore – the FA~Link Program (see page 13 for more information)
- Show proof of student status for discounts at local and national stores, restaurants, and entertainment venues

To obtain your Student I.D.: You must have a valid photo I.D. and a current term class schedule to a current term class schedule.

RVC Self Service Support:

The Welcome Center staff can help reset student's RVC network passwords. To request a link to reset passwords, students can email: RVC-Admissions@RockValleyCollege.edu, or go to the Welcome Center. Please call (815) 921-4000 for more information.

Network Password Support: The Welcome Center staff can help students having difficulty accessing the RVC network.

Vending Machine Refunds: Refund slips for vending machines on the Main Campus are given out at the Welcome Center. Money is refunded after two business days. Contact your credit/debit card company for purchases used with your card.

Lost & Found: Students can drop off items found or claim items lost at the Main Campus Welcome Center during operating hours. Items are kept for 30 days.

Intercultural Student Services (ISS)

Location: Student Center – Second Floor

Open Hours: Monday – Friday 8 a.m. – 5 p.m. Phone Number: (815) 921-4115

Every day, we serve an increasingly diverse group of students, so the Intercultural Student Services (ISS) office offers distinct options to help navigate your Rock Valley College experience. Intercultural Student Services can enhance all aspects of your life: academic, professional, personal, social, and cultural. The ISS initiative explains services offered, expands our mission and helps you identify which of our services will meet your needs:

1. **Intercultural Student Services:** For all students; with a focus on underrepresented and underserved students
2. **International Student Services:** For international students

Mission: The Intercultural Student Services (ISS) office is committed to the overall development of our diverse student populations through educationally purposeful initiatives that enhance academic and personal success, student engagement, and embrace diversity and global awareness.

International Showcase: Every October, since 2003, there has been a *multicultural celebration of dance, music, art, history, and lifestyle*, including ethnic dinner and showcase, from 6-9 p.m.



Estelle M. Black Library

Location:	Educational Resource Center (ERC) – First & Second Floors	
Spring & Fall:	Mon. – Th.	8 a.m. – 6 p.m.
Open Hours	Fri.	8 a.m. – 1 p.m.
Summer Session I	Mon. – Th.	8 a.m. – 6 p.m.
	Fri.	8 a.m. – 1 p.m.
Summer Session II	Mon. – Th.	8 a.m. – 6 p.m.
Winterim	Mon. – Th.	8 a.m. – 6 p.m.
	Fri.	8 a.m. – 1 p.m.

Check the Library website for changes or adjustment in hours.

Phone Numbers:

Reference Desk: (815) 921-4619

Circulation – call-in Renewals: (815) 921-4615

Email: RVC-LibRef@RockValleyCollege.edu

The Estelle M. Black Library, located within the ERC (Educational Resource Center), provides space for individual and group study and services focused on circulation of materials and



instruction in the use of the online catalog and electronic databases as well as orientation to the major collections within the Library. Faculty librarians are available to assist users with the research process, the Library

catalog and the electronic databases available through the Library.

The Library is a member of I-Share, which allows RVC students to request and receive books from the collections of 90 Illinois academic libraries. The Library provides access to 80 electronic databases and several streamed media services.

Checking Out Materials

Rock Valley College students, faculty, staff, and RVC College District #511 residents (patrons) may check out materials from the Library at no cost. All Library patrons must furnish a photo I.D. to check out materials, a student I.D. is preferred. District #511 residents may use the library and may obtain a Community User Card at the Circulation Desk at no cost.

CHECK OUT PERIODS:

MATERIAL TYPE	LENGTH OF TIME
Books	28 days (generally)
CDs, DVDs, & videos	7 days
Reserve books	varying loan periods
Reference books	must remain in the Library
Periodicals	must remain in the Library

Overdue Library Materials – LATE FEE CHARGES:

COST	MATERIAL TYPE
No daily fines	Overdue Books
\$0 per day	Audio-Visual materials (incl. DVDs, CDs, & videotapes)
\$1.25 per day	Reserve Materials/Items
\$.25 per hour	Hourly Materials

Due to COVID, we are only assessing fines for Interlibrary Loan and titles from the Reserves Collection.

Report lost materials to the Circulation Desk immediately. A charge for the replacement cost and a processing fee will be assessed.

All faculty, staff, students, and community patrons must have clear library records with no fees or fines at the end of the semester. No grades or transcripts will be released, class registration will be blocked, and borrowing privileges will be suspended until library materials are returned and fines and replacement fees (for lost items) are paid.

Interlibrary Loan

The Library provides an Interlibrary Loan service to obtain items from other libraries that are not available from the Estelle M. Black Library. The average Interlibrary Loan request takes seven (7) to ten (10) days to fill and the check-out loan period will be shorter than 28-days. Interlibrary loan items have one renewal; current textbooks are not available for loan. Only owe the fine issued by the loaner library.

Other Services

The Library provides 27 computers and two (2) iMacs for student, faculty, staff, and community use. A PC on each floor is dedicated for searching the library catalog.

Six (6) student group study rooms located on the second floor are available by reservation for a maximum of three hours. Reservations may be made by contacting the Circulation Desk.

The Library also has: an Assistive Technology Lab; A/V Viewing Room; faxing, scanning, and copying services; and several tables for quiet individual study.

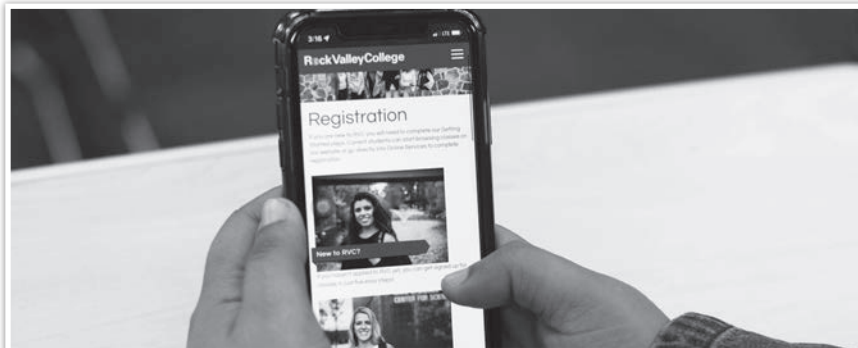


RVC Student Password

As of July 1, 2010, all students are set up with a username and password that works for RVC resources, including RVC EAGLE, RVC Mail, Online Services, and for logging on to RVC campus computers. If you forget your password and remember your answers to the security questions, you can go to: RockValleyCollege.edu/Password.

However, if you do not remember the answers to your security questions you will be required to come to campus and present a photo I.D. to the Welcome (Information) Center on the first floor in the Student Center.

Quick access to all of Rock Valley College's most used web resources is available RockValleyCollege.edu under MyRVC.



RVC Mail

RVC has a student email system that allows students to interact not only with each other, but also allows campus offices to communicate information to students. It is important for students to access their RVC Mail account every 24 hours in order to stay informed regarding important dates, course wait list information, and campus events. Students may access this email system by logging onto:

<https://mail.student.RockValleyCollege.edu>.

All students enrolled in RVC credit courses are issued a free RVC Mail account. Technical Support for RVC Mail is located in the EAGLE Support area on the second floor of the ERC–Room 2402 (accessible by the ERC stairway, nearest to CLII, and the elevator in the ERC Lobby).

The format for RVC Mail (student's email address) is:

@student.RockValleyCollege.edu

RVCmail

“myRVC”

At “myRVC” you will find links to:

- Self Service
- RVC Alerts
- Catalogs
- Course Schedules
- EAGLE
- RVC Mail
- Password & Log-in
- Management



You can also access “myRVC” from any page on the RVC website (RockValleyCollege.edu) by clicking on the link in the gold header at the top of every page.

Personal & Success Counseling Office

Location: Student Center –
Second Floor

Phone Number: (815) 921-4100

The Rock Valley College Personal and Success Counseling's mission is to prepare students for learning and personal success throughout life. We educate and facilitate the growth of the whole person for living, learning, and coping in an unpredictable and diverse world. We work in conjunction with our colleagues across campus towards the promotion of a healthy campus environment and advocate for all students regardless of age, race, sexual orientation, or political beliefs.

Students will be provided assistance for feelings of anxiety, depression, inadequacy, loneliness, or any other personal concern students may be struggling with. The Personal and Success Counselors will provide short term counseling and will connect students to community resources if long term counseling is the better solution.

Students who do not meet the Financial Aid required Standards of Academic Progress (SAP) will be required to meet with a Personal and Success Counselor as a requirement for appealing their Financial Aid Eligibility. Students will develop an academic recovery plan and discuss any possible barriers preventing them from being successful and strategies to overcome them. Students are encouraged to continue visiting with the Personal and Success Counselor after the initial appointment. See "Financial Aid" for more

details about requirements and appeals.

In addition, the Personal and Success Counseling Office coordinates the college Early (academic) Alert Program and leads Academic Recovery Program for students on Academic Probation. Students looking to implement or improve successful time management, study skills, or stress relief techniques are encouraged to schedule an appointment.

Also available to students:

ULifeline
(ULifeline.org)

ULifeline

Your online resource for college mental health

is an anonymous, confidential, online resource center, where college students can be comfortable searching for the information they need and want regarding mental health and suicide prevention.

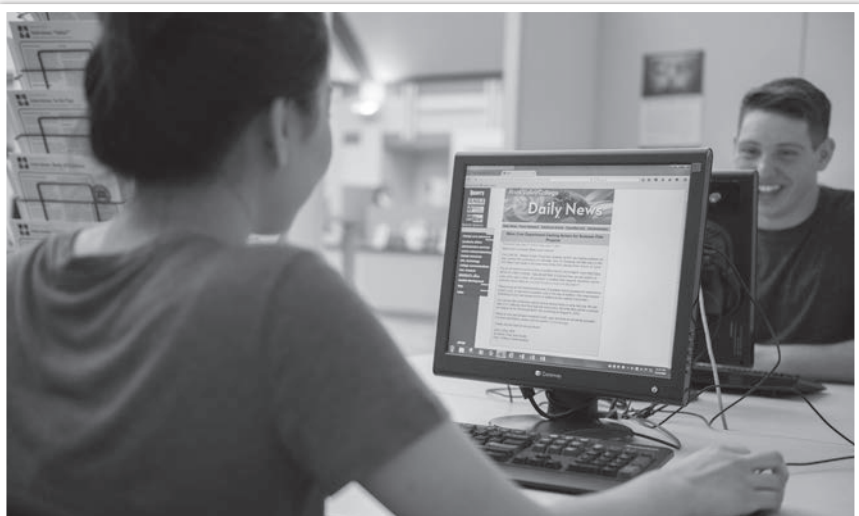
Crisis Text Line
(CrisisTextLine.org)

CRISIS TEXT LINE |

Text START to 741-741

serves anyone, in any type of crisis, providing access to free, 24/7 support and information via the medium people already use and trust: text messaging. Here's how it works:

1. Text 741-741 from anywhere in the USA, anytime, about any type of crisis.
2. A live, trained Crisis Counselor receives the text and responds quickly.
3. The volunteer Crisis Counselor will help you move from a "hot moment" to a "cool moment."



Police Department

Location: Support Services Building (SSB), Room 1100
Hours: 365 days a year, emergency response 24/7
Phone Numbers:
Non-Emergency College Issue: (815) 921-4357
Non-Emergency Police Issue: (815) 966-2900
Emergency: 911



The Rock Valley College Police Department (RVCPD) has the responsibility to contribute to a safe learning environment in which to work and pursue educational objectives.

Authority

The RVCPD is authorized by 110 ILCS 805/3-42.1. All Rock Valley College Police Officers have the same authority as city police and county sheriffs, including the power to arrest on sight. RVCPD enforces all the laws of the state of Illinois, city of Rockford, and regulations of the college.

Identification

Every RVCPD officer is issued a badge and carries a photo identification card.

Services

RVCPD provides many services to the RVC community including, but not limited to, the following.

- Police Patrol
- Criminal and Traffic Law Enforcement
- Criminal and Non-Criminal Investigations
- Emergency First Aid Response
- Parking Enforcement
- Traffic Control
- Special Event Security
- Fire and Safety Inspections
- Community Services - including Crime Prevention Education, Personal Safety Presentations
- Public Assistance - including Vehicle Assistance and Building Access
- Safe Walk Program

Emergency Call Boxes & Emergency Telephones

Emergency Call Boxes & Emergency Telephones are located around campuses, walkways, and in buildings. In the event of an emergency, using these boxes and telephones will put you in touch with trained personnel.

Safe Walk Program

The Safe Walk Program is provided to any individual on campus that, for reasons of personal security, would like an officer to walk with them to and from their vehicles or between buildings. This service is available to all students, staff, faculty, and visitors to campus. Call (815) 921-4357 to request a police officer's assistance. Please note: officers are unable to provide rides from one location to another.

Campus Parking

Parking permits are required in designated areas and gated lots. Parking permits are available only to Rock Valley College staff and faculty. Parking in these areas without a permit may result in a fine.

All other parking areas on campus are "open parking" areas, unless otherwise marked. All of the roadways are considered to be fire lanes, and parking is prohibited. No parking is allowed on the campus sidewalks or along the side of any campus road. All vehicles must be parked in designated parking areas and vehicles must be within the painted parking lines. You are responsible for observing appropriate parking regulations. Violations may result in a fine.

Overnight parking is not permitted. Vehicles left overnight, without special permission from the Rock Valley College Police Department, are subject to a fine and possible tow.

Parking Violations

Anyone parking on campus must observe RVC parking regulations and obey all signage. If you receive a parking ticket, you may pay your fine at our Accounts Receivable Department located in the Student Center. If you wish to dispute your ticket, you have the right to appeal within 90 days from the date on the ticket. Appeal forms are available online.

Handicapped Parking

If you need temporary handicapped parking on campus, visit the Disability Services department located in the Student Center (ground floor) to begin the process of receiving a temporary permit. Temporary permits must be submitted with a doctor's authorization and cannot exceed 90 days. Temporary permits are valid only on RVC campuses.

Anyone parking in a handicapped parking spot without proper plates or displaying a placard is subject to fines up to \$250.00. The use of a placard or plates when the authorized user is not present and entering or exiting the vehicle is illegal and subject to fines up to \$600.00. Illegal use may also result in revocation of the placard or plate and possible loss of driving privileges.

Campus Speed Limits

To ensure safety, **20 mph** speed limit signs are posted and enforced by RVCPCD throughout ALL campus roadways. The speed limit in ALL campus parking lots is **10 mph**.



Smoking on Campus

Smoking is prohibited on campus. Violators are subject to a fine indicated by Illinois state law.

Severe Weather

RVC has established a liaison with the Winnebago County Emergency Services and Disaster Agency to be placed in the emergency warning network. Established plans have been given to staff and faculty members, and during severe weather warnings, you should follow their instructions and the instructions of the RVCPCD. The ground floor, interior classrooms, stairwells, and restrooms will give you the best protection. Avoid corridors, windows, and roofs with long spans. Designated Severe Weather Areas are marked with signs.

RVC Alerts

You are strongly encouraged to sign up for RVC Alerts to receive up-to-date information on severe weather response, campus closings, and other emergencies. Go to: RockValleyCollege.edu to sign up for RVC Alerts.

Crime Stoppers



The Rockford Crime Stoppers program can be contacted at (815) 963-7867 to provide information on a crime. You do not have to leave your name to provide

information on a crime. If the crime is an ongoing emergency, call 9-1-1.

CAMPUS SEX CRIME PREVENTION ACT

This law requires the tracking of registered sex offenders enrolled at or employed by institutions of higher education. This is in conjunction with the federal law enacted on October 28, 2000.

The act amends the Jacob Wetterling Crimes Against Children Act and Sexually Violent Offender Registration Act to require sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Sex offenders who fail to register their status as a student or employee at an institution of higher education are in violation of the registration act and face arrest.

This act also amends the Jeanne Clery Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that act, advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained.

The Illinois State Police provides a listing of sex offenders required to register in the state of Illinois. The database is updated daily and can be found at the following website: ISP.State.IL.US/sor

Lastly, the act amends the Family Educational Rights and privacy Act of 1974 (FERPA) to clarify that nothing in the act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take the appropriate steps to notify educational institutions that disclosure of this information is permitted.

REGISTERED SEX OFFENDERS AT RVC

The Rock Valley College Police Department also maintains a “Sex Offender List” which documents all known Sex Offenders who are students and/or employees at Rock Valley College. This Sex Offender List is available for viewing at: the Rock Valley College Police Department in the Support Services Building (SSB), the Student Center Information Desk, and at the main office at our RVC Downtown location. The Registered Sex Offender process is managed by the RVC Police Department and the Dean of Students Office. This mandate applies to all RVC courses including General Education Development (GED), High School Equivalency (HSE), English as a Second Language (ESL), Adult Basic Education (ABE), and Community/Continuing Education (CCE). This also applies to students registered as part-time (less than 12 credit hours) and enrolled students of collaborative and partnership programs.

REGISTERED SEX OFFENDER - RVC POLICE DEPARTMENT REQUIREMENTS

The sex offender must register with Rockford Police Department (RPD) and the Rock Valley College Police Department (RVCPD). You are required to meet once per year with RVCPD unless your student status changes (full-time to part-time, no longer a student, re-enrolling after dropping out, etc.).

If your status changes, you must inform RVCPD and re-register with both RPD and RVCPD. In addition, if you add, drop, or withdraw from courses anytime, you must contact RVCPD by calling (815) 921-4357.

Finally, you must complete sex offender registration paperwork with the Rock Valley College Police Department within three (3) days of enrollment.

REGISTERED SEX OFFENDER - DEAN OF STUDENTS OFFICE EXPECTATIONS

In addition, all students who are Registered Sex Offenders enrolled in RVC courses(s) are to meet with the Dean of Students, or their designee, each semester. You must meet prior to the beginning of each semester enrolled, complete and comply with the Expectation Sheet, and inform the Dean of Students Office of any change in schedule or enrollment status.

After you have met with the RVCPD, call the Dean of Students Office at (815) 921-4281 to schedule an appointment. Finally, all students are to be treated fairly and without discrimination. If you believe you are being subject to unfair treatment or experiencing harassment based on your status, please contact our office..

ANNUAL SECURITY REPORT

This report includes statistics for the previous three (3) years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Rock Valley College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

The complete report is available at: RockValleyCollege.edu

You may also request a paper copy of this report by contacting the RVCPD at (815) 921-4357 or visiting us in the Support Services Building (SSB) on the Main Campus



Records & Registration

Location: Student Center –
Second Floor

Open Hours: Mon. – Th. 8 a.m. – 6 p.m.
Fri. 8 a.m. – 5 p.m.

Phone Number: (815) 921-4250

Services provided are:

- Registration
- Verifications
- Tuition Appeals
- FERPA
- Student Information Update
- Joint Agreement
- Enrollment Appeals
- Graduation
- Transcripts
- Transcript Evaluations

Information about the above services can be found at the Records and Registration Office, on our website or through Self Service.

For current registration dates and deadlines please refer to our website at: RockValleyCollege.edu/Calendar or the current course schedule.

PRIORITY REGISTRATION

- Priority Registration is meant to give priority to the students who are close to graduation so that they may enroll in the required courses needed to graduate.
- Priority Registration was implemented in response to a significant number of student complaints received from previous registration periods due to high volume and length of time necessary to register on the first day.
- Priority Registration is awarded on the dates specified to students who have completed the following number of credits (both developmental and college level; does not include credits in progress):
 - Day 1 32 or more credit hours completed**
 - Day 2 16 or more credit hours completed**
 - Day 3 Currently enrolled with no credit hours earned**
- Only students enrolled in the past year will be assigned a priority date. If they were enrolled prior to the past year, they will be considered a new student and fall into the open registration category. Drops and withdrawals do not count as completed semesters.
- Priority Registration does include transfer credits earned as long as they were evaluated prior to the assignment of the priority registration date and earned within the past year at the other institution.

Adding/Dropping a Class

Adding or dropping a course can be completed through Self Service, or at one of our Rock Valley College locations. Registration dates are listed online at: RockValleyCollege.edu/ImportantDates.

Withdrawal From a Class

Rock Valley College reserves the right to administratively withdraw those students who are not actively attending and/or participating in the course as determined by the instructor. Please review individual course syllabi for instructor's individual processes. Students may also be withdrawn for emergency or disciplinary reasons or if they are enrolled in courses not consistent with placement testing and course prerequisites.

Students are responsible for officially withdrawing from course(s) they are no longer attending. These types of withdrawals do not remove any financial obligations incurred for the course(s). Students must withdraw from courses in person at the Records and Registration Office. Students are encouraged to consult with their instructor, academic advisor, and the Financial Aid Office if they are receiving aid before withdrawing from a course. Withdrawal after the last day for tuition refunds date will result in a "W" grade on a student's transcript. Deadlines for shorter-term courses may be found in the Records and Registration Office or on the individual course syllabus.

Grades of "W" (withdrawal) are not used in calculating GPA or semester hours attempted, but will count toward financial aid eligibility. No withdrawals are accepted after the deadline except in case of extenuating circumstances.

Students with extenuating circumstances (military activation, death of an immediate family member, or serious medical condition) may submit an Enrollment Appeal to the Records and Registration Office. Enrollment Appeal forms are available in the Records and Registration Office. All appeal forms must be accompanied by supporting documentation or the appeal will be denied. Submitting an appeal does not guarantee and approval.

Auditing a Class

Students who wish to audit a course without receiving credit must visit the Records and Registration Office. Auditing students pay full tuition and fees – see “Tuition and Fees” located on the RVC website: RockValleyCollege.edu/Tuition.

The choice to audit a course must be made at the Records and Registration Office prior to the start of the course.

Changes may be made from credit to audit, or vice versa, only during the open registration period. Audits are not allowed for non-credit courses.

CREDIT FOR PRIOR EXPERIENCE

See Academic section on pages 52-53.

Paying Tuition

Payment in full is due in the Accounts Receivable Office by the payment due date (view important dates at: RockValleyCollege.edu/Calendar).

Failure to make payment in full or sign up for the **Nelnet** payment plan by the deadline will result in the cancellation of classes. Failure to receive a bill does NOT affect the payment due date.

Payment can be made in any of the following ways –

Walk-In: You may visit the Accounts Receivable Office (or Payment Center), located on the second floor of the Student Center to pay in full. The Payment Center accepts cash, checks, money orders, VISA, Mastercard, American Express, and Discover. **NOTE:** there is an additional service fee charged for debit or credit cards.

Online: Go to: RockValleyCollege.edu and click on MyRVC to access Self Service. Log on to your account with your student ID number and password. Select “Student Finance,” then under account summary, “Make a Payment,” Payment can be made as an automated payment (ACH) from a checking account or with a credit card. An additional service fee is charged for debit or credit cards.

NELNET PAYMENT PLAN: A monthly payment plan option is offered through Nelnet Campus Commerce; brochures are available in the Payment Center. It’s simple – just complete a short form online and you can pay your tuition and fees with monthly payments. The earlier you sign up, the more options available.

The monthly payment program is not a loan, so you don’t pay any interest. You don’t need to fill out complicated loan forms. The cost of the program is \$30 per semester. The Nelnet monthly payment plan uses a convenient electronic payment system that automatically deducts from your account.

Enrolling in the Nelnet program is secure and easy. Go to: RockValleyCollege.edu and click on RVC

Self Service. Log on to your Self Service account with your student ID number and password. Under Financial Information, select “Payment Plan”.

When using the Nelnet Payment Plan make sure you read all the information provided. Before you click the submit button, please carefully read through the Final Review and Terms and Conditions. An immediate e-mail will be sent (if an e-mail address was provided for the person responsible for payment) confirming enrollment through NBS e-Cashier.

Tax Information

Prior year tuition and fees tax information (form 1098T) will be available through your Self Service account under “Tax Information,” by January 31.

Past Due Payments

Past due balances will be sent to Collections and the Illinois Debt Recovery Program.

Financial Aid Options

The Financial Aid Office can provide you with information about financing your education through grants, scholarships, loans, Veterans services and student employment. For more details, refer to the Financial Aid section in this *RVC Student Handbook* (pages 16-22).

Residency

Students enrolling at RVC are classified for the purpose of determining tuition and fee rates. Evidence of resident status is provided by each applicant via the application for admission. Questions regarding classification should be directed to the Registrar. See the *RVC College Catalog* or visit RockValleyCollege.edu.

Student Records

It is your responsibility to notify the Records and Registration Office of any change in name, address, phone number, and/or any other incorrect information on your record. It is imperative that this information be kept current and accurate.

Transferring Credit to RVC

If you are a student at Rock Valley College who has credit from another college and plans to earn a degree or certificate at RVC, send us your official transcript. Official transcripts will only be assessed once our office has received a transcript evaluation request form. The form is available at RockValleyCollege.edu or you can fill a form out in person at the Records and Registration office.

Transcripts

For transcript request information, visit: RockValleyCollege.edu.

TUITION & FEES

By registering for a credit course, you agree to pay the required tuition and fees for that course. Tuition is charged per semester hour and varies depending upon residency. Tuition rates and fees are subject to change without prior notice. To view Rock Valley College tuition, fees, and payment information, visit our website at: RockValleyCollege.edu.

Tuition Refunds

Rock Valley College has determined that students may receive a tuition refund upon dropping credit courses based on the following guidelines. In each case if the student drops courses by the specified date, all tuition and fees are refunded. There is no prorated schedule for tuition and fee refunds. Refunds will be made according to the following schedule:

Course Length	100% Refund	No Refund
16-week course (fall – spring)	Before or during first 9 business days of the semester	After the 9th business day of the semester
4- to 15-week course	On or before 4th business day from start of class	After 4th business day
Less than 4-week course	On or before 3rd business day from start of class	After 3rd business day

Saturdays are considered scheduled course days and used in the calculation of business days. The college reserves the right to make the final decision on all refunds.

- Refund dates are printed in the credit schedule. It is the student's responsibility to know the refund dates for their courses.
- Non-attendance does not constitute a drop in a course nor qualify you for a refund.
- Failure to drop a course properly may result in a failing grade.

- No refunds will be granted when a student is dismissed or suspended from the college for disciplinary reasons.

Appeals – No tuition refund will be granted following the refund date. If extenuating circumstances exist (i.e., military activation, death of immediate family member, or a serious medical condition) a student may submit a Tuition Appeal Form with supporting documentation to the Records and Registration Office. An appeal does not automatically result in a refund. Appeals must be made prior to the end of the term in which the late drop occurred.

WAITLISTING

Waitlisting requires the student to check their RVCmail account daily. For step-by-step instructions, contact us at (815) 921-4250 or visit RockValleyCollege.edu for information.

WITHDRAWING FROM CLASS

You are responsible for officially withdrawing from courses you are no longer attending. You are encouraged to consult with your instructor, an Academic Advisor, and the Financial Aid Office if you are receiving aid, before withdrawing from a course. A withdrawal form can only be completed in person or by accessing and emailing the Records and Registration Office at: RVC-Records@RockValleyCollege.edu.

- RVC Main Campus | Student Center – Room 2200 (2nd floor)
- RVC ACEC – Room 1013
- RVC ATC – Room 1139 (in Belvidere)
- RVC Downtown – Room 6200B

Withdrawal (W) after the "Last Day for Tuition Refunds" date will result in a "W" grade on your transcript. Grades of "W" are not used in calculating your GPA or semester hours attempted, but will count negatively toward financial aid eligibility. No withdrawals are accepted beyond the deadline.

Students with extenuating circumstances must submit an Enrollment Appeal to the Records and Registration Office. Enrollment Appeal forms are available at the Records and Registration Office. All appeal forms must be accompanied by supporting documentation or the appeal will be denied. Submitting an appeal does not guarantee approval.

Graduation Requirements

The general procedures for graduation are outlined below. Course requirements and other regulations are explained for each degree and major in the “program section” of the *College Catalog*.

- 1. Advising:** As you work toward your Associate Degree, meet early and often with an Academic Advisor to plan your program of study and to ensure you meet all requirements to graduate. Call (815) 921-4100 to schedule an appointment.
- 2. Curriculum:** Know and observe the requirements of your curriculum and the rules governing your academic work. Advisors can help you make wise decisions but the ultimate responsibility for meeting the requirements to graduate rests with you.
 - In the case of curriculum changes and the cancellation or withdrawal of courses, every effort will be made to substitute current course work to fulfill certificate or degree requirements.
 - Course substitutions must be approved in writing by the appropriate academic chairperson or dean. The student has the ultimate responsibility to fulfill the requirements for the certificate or degree, to check their eligibility to take courses, and to observe the academic rules governing the program.
 - The rules given apply only to requirements for certificates and degrees. All students are subject to the academic regulations stated in the most recent *College Catalog*.
- 3. Transfers:** If you complete any courses (including final ones) from another college, you must submit official transcripts as soon as possible and notify Rock Valley College’s Records and Registration Office to request an evaluation.
- 4.** Receive a minimum Grade Point Average (GPA) of 2.0 for all college-level coursework.
- 5.** A minimum of 15 credit hours must be completed at Rock Valley College if applying for a degree.
- 6.** Meet with an Academic Advisor to apply for graduation and complete the graduation survey. This must be done during the semester in which the student plans to complete program requirements by the following deadlines:

Spring completion	apply by March 1
Summer completion	apply by June 1
Fall completion	apply by October 1

Graduation Academic Honors

Graduates with a cumulative GPA of 3.25 to 3.74 will graduate with honors. Those with a cumulative GPA of 3.75 to 3.99 will graduate with high honors. Those with a cumulative GPA of 4.00 will graduate with highest honors.

Second Degree Requirements

A student who has received or qualified for one Associate Degree from Rock Valley College may receive a second degree upon satisfactory completion of all graduation requirements for the second degree, including 15 semester hours of residency. All specific course requirements for the second degree must be satisfied and at least 15 semester hours of credit, not applied to meet minimum requirements for the first degree, must be applicable toward the second degree.

A student who has received a degree from any other college accredited by a regional accrediting agency, such as the Higher Learning Commission (HLC), may receive a second degree from Rock Valley College upon satisfactory completion of all graduation requirements for the second degree, including a minimum of 15 semester hours of residency at Rock Valley College.

Commencement Ceremony – Friday, May 17, 2024

Commencement exercises are held once each year at the end of the spring semester. All students who will complete degree requirements at the end of the spring semester or summer immediately following, as well as those who completed their requirements the previous summer or fall semesters, are encouraged to participate. If you choose to participate in the Friday, May 19, 2023 ceremony, you must indicate your decision to participate on your graduation application. A cap and gown reservation form will be sent ONLY to students who indicated their interest on the graduation application. The cap/gown reservation form must be returned to the Records and Registration Office by the deadline indicated on the form.

See more about Graduation/Commencement in the Academics section on page 56.

Student Life Office

Student Life exists to connect, engage, and develop RVC students in a supportive environment through positive leadership and community building opportunities while serving as a bridge to their future accomplishments. Student involvement is essential to making the most of your college experience!

LIVE
LEARN
LEAD



Location: Student Center (SC)First Floor
Student Life OfficeSC-1124
Student Life Manager.....SC-1122

Open Hours: Mon.- Fri. 8:00 a.m.-5:00 p.m.

Phone Number: (815) 921-4183

Social Media:

 Facebook: Facebook.com/RVCStudentLife

 Twitter: @RVCStudent_Life

 Instagram: RVCStudentLife

Your link to what is happening at RVC!



Visit RockValleyCollege.edu to:

- View events
- Join a student organization
- Meet other students
- Create a profile

STUDENT ENGAGEMENT

Top 5 Reasons to Get Engaged in Student Life at RVC

- #5. Discover Passions and Strengths:** Student organizations cater to your interests and can help you to further develop a hobby or a skill. Student Life offers the opportunity to create any new organization with a group of like-minded individuals to enhance your academic experience.
- #4. Make Connections:** Many activities in Student Life are designed to give you an opportunity to make new friends and to enjoy the college experience. Having someone to study with or to hang out with between classes allows you to become

more connected on campus.

#3. Build Your Resume: Student Life offers a co-curricular transcript that lists organizations and any executive board offices held while at RVC. It is a great addition to any resume. Studies show that participation in activities allows students to develop leadership skills as well as interpersonal skills that employers find attractive.

#2. Adjust to College: There are many resources on campus of which students may not be aware of. Becoming involved ensures that students are connected to campus and can benefit from all that RVC has to offer.

... **and the #1 reason to get involved is:**

#1. Increase GPA: Participating in Student Organizations and Clubs increases GPA! Students who are consistently involved devote more time to academics and can increase study skills such as time management.*

*(Foubert & Zacherman, 2014)

Located on the first floor of the Student Center:

The HUB, Student Lounge, and Student Club Resource Room:

- **The HUB**, located across from the Welcome Center, is the focal point for Student Life activities and information. Student organizations and various campus departments will often be at the HUB to distribute information, host an event, or give away free food. It's the big horseshoe in the middle of the Student Center lobby. *You can't miss it!*
- **The Student Lounge (SC-1200)** is across from the First Year Experience (FYE) in SC-1102. It includes a mini-eating area, comfy seating with a big screen TV. We also host special events and activities such as live poetry, open mic sessions, and more. The Student Lounge is a great place to hang out while in-between classes or just grabbing a bite to eat. Student organizations can also reserve this space for special events.
- **The Student Club Resource Room (SC-1126)** is a space for all Student Organizations and Clubs to hold meetings and where their storage is located.

HOW TO START OR JOIN A STUDENT ORGANIZATION

There are over 30 registered student organizations at RVC for you to choose from. Joining a student organization is a step in the right direction for any student. Not sure if you'd fit in? Check out a few stats from a survey of graduating RVC students:

Here's what it takes and the requirements of a recognized active RVC student organization:

- Any group of at least seven (7) current full-time or part-time students; five (5) for returning organizations. (Non-RVC volunteers may participate in Student Organizations activities, but are not permitted to join.)
- Must complete organization renewal process (or registration for new student organizations) by the advertised deadline.
- Have an appointed or elected president, treasurer, and an advisor (who must be a full-time or part-time Rock Valley College employee with a completed supervisor approval form).
- Has an up-to-date constitution and bylaws on file with the Student Life Office.

NOTE: Recognition of an organization extends the privilege of identification with the college and the use of institutional facilities.

Benefits of Organizational Recognition

Non-RVC Students may participate in student organization activities (excluding contact sports) but are not permitted to become members.

- Ability to petition Student Government Association (SGA) for additional funding (if needed)
- Access to specific student leadership trainings, speakers, seminars, and conferences
- Access to the Print Services department.
- Eligible for SGA Budget Allocation
- Free use of college facilities (community groups have to pay rental fees)
- Greater freedom to post flyers on campus (outside groups are limited as to the placement and number of flyers that they can post)
- Access to storage space

Student Organizations/Clubs (as of Fall 2023)

1. Association of Latin American Students (ALAS)
2. Black Student Union (BSU)
3. Belegarth Medieval Combat Society
4. Campus Activities Board (CAB)
5. Chemistry Club
6. Delta Alpha Phi
7. Health Science Club
8. Intramurals-SAAC
9. Intervarsity Christian Fellowship
10. SAGE
11. Multicultural Club
12. Peer Mentoring Club
13. Phi Theta Kappa (PTK)
14. Philosophy Club
15. Promise Scholars
16. Rock Valley College Student Veterans of America
17. Running Start Club
18. RVC E-Sports
19. Student Government Association
20. Students of Service
21. Students of the American Dental Hygienists' Association
22. Students for Better Breathing
23. Students for Responsible Environmental Sustainability
24. The Bookworms
25. TRIO First Gen Club



Student Life Event Approval Process:

1. Must be officially recognized student organization in good standing
2. Complete event request form, noting date, time, location, expected participation.
3. Provide safety plan to Campus Police for review
4. Check with the Manager of Student Life to see if appropriate funding is available
5. Agree to abide by health and safety guidelines

Please refer to [Applicable RVC Board of Trustees Policies and Procedures Regarding the Demonstrations and Use of Facilities and Grounds](#)

For more information or to meet the Student Life team, please contact the main office at (815) 921-4183. We wish you the best of luck this academic season. *See you on campus!*

Technology Services

**EAGLE
(Learning
Management
System)**

See page 15.

For **Apple**
(iPhone/iPad)
devices**Engage**

See Student Life page 36.

For **Android**
devices

– or –

Go to your App store,
search “**Ellucian GO**”
and look for this
(maroon) icon:**RVC Alerts**Sign up for RVC Alerts and
be notified of campus
emergencies and weather-
related closings. Go to “myRVC.”**RVC Mail**(student e-mail)
See page 27.**RVC Mobile App**Rock Valley College has a
Mobile App for you to
download on your smartphone
or mobile device!You may use the RVC **Mobile App** to register
for classes! Your Online Services log-in will be
required for this feature.The **Mobile App** also allows for quick and easy
access to:

- Your Grades
- Campus Maps
- Your Class Schedule
- RVC Social Media Sites
- Important Dates
- Much More!
- Key RVC Phone Numbers

The **Mobile App** is available for iPhone and
Android devices and can be found in the Apple
store or Google Play store on your device by
searching for “Ellucian™ GO.”Once “**Ellucian GO**” is installed, click “Open” and
it will ask you to choose your school from the
list. **Be sure to wait for the list to populate** as it
may take a little time and will say “Currently no
institutions to display.” Be patient and the list
of schools will appear. Choose – **Rock Valley
College** and you are good to go!Features such as registration, access to your
grades, and class schedule will require your
Self Service login. All other features will work
without signing in to the App.If you are on a tablet or smartphone, you may
click the appropriate link to be taken to the
App store on your device:

COMPUTER LOGIN INFORMATION

Computer Use PolicyAll RVC students are responsible for adhering
to the procedure for acceptable use of RVC
Information Technology Policy. Please see the
college website, for the most current policy:
visit RockValleyCollege.edu.**Copy Machine**A coin-operated copy machine is available to
students on the first floor of the Library and is
accessible during regular operating hours
(see the Library’s open hours on page 26).
This copier’s scan-and-save-to-thumb-drive
function is free of charge.**Scanning Station**The Library has a scanning station available to
save digital copies of documents and photos.

COMPUTER LABS

All PCs have this standard software installed:

- Learning Management System – EAGLE
- Quick Time
- Internet Explorer 11
- Real Player
- Microsoft Office 2013
- Firefox

Open Computer Lab Locations & Hours:

NOTE – since hours vary due to classes scheduled in the Computer Lab Rooms, “open” hours are posted on all Computer Lab Room doors. Each open lab on Main Campus has primarily PC’s with two (2) Macintosh computers in each.

Educational Resource Center (ERC)

First Floor inside Library – “Information Commons” Area

Spring & Fall:	Mon. – Th.	8 a.m. – 6 p.m.
Open Hours	Fri.	8 a.m. – 1 p.m.
Summer Session I	Mon. – Th.	8 a.m. – 6 p.m.
	Fri.	8 a.m. – 1 p.m.
Summer Session II	Mon. – Th.	8 a.m. – 6 p.m.
Winterim	Mon. – Th.	8 a.m. – 6 p.m.
	Fri.	8 a.m. – 1 p.m.



RVC Downtown (RVCD)

Room 2114 (In the study room)
(815) 921-4290

Open Hours:	Mon. – Fri.	8 a.m. – 5 p.m.
	Tu., Wed., Th.	8 a.m. – 8 p.m.
Summer Sessions I & II	Mon. – Fri.	8 a.m. – 5 p.m.

Woodward Technology Center (WTC)*

First Floor – Room 1100 • (815) 921-1108

Fall & Spring

Semester Hours: Mon. – Th. 7:30 a.m. - 9:45 p.m.
Fri. 8:00 a.m. - 4:45 p.m.
Sat. 8:00 a.m. - 1:45 p.m.

Summer Session I & II Hours

(may change due to class needs):

Mon. – Fri. 8:00 a.m. - 3:45 p.m.

*A computer lab assistant or student worker is available, in both the Student Center (SC) and Woodward Technology Center (WTC) labs, to assist students by answering questions and assisting with computer functions.

RVC SELF SERVICE

As a current Rock Valley College student, RVC Self Service is your connection to a variety of services:

- Check up-to-the-minute course availability
- Access your grades
- Review your financial aid status
- Print your financial award letter
- Print your unofficial RVC transcript
- Monitor the status of your transcript request
- Print your class schedule
- Print your bill
- Online transcript requests
- Register for classes
- Online change of address
- Manage your wait list
- View your program evaluation
- Make a full payment
- Obtain Annual 1098T
- Utilize Student Planning

Self Service may be accessed at:
RockValleyCollege.edu

How Do I Log in to Self Service?

- Click the “Log-In” button in the upper right hand corner
- User I.D.: Your User ID is simply your student number with an “s” in front of it (e.g., s0123456)
- Password: Your Password is created in the enrollment process. If you need assistance with your password, contact the Welcome Center at (815) 921-4636 or go to: RockValleyCollege.edu/Password

You will need to set up security questions at that time. Due to recent changes in the federal guidelines we can no longer change passwords over the phone. For your convenience we now offer password assistance at two (2) campus

locations. Please visit either our Main Campus, or our RVC Downtown with a photo ID.

Do you have any questions? If so, call the Main Campus Welcome Center at (815) 921-4250.

Free and Discounted Software

Students are able to download and install free Microsoft Office 365 on personal computers and mobile devices. This includes full versions of Word, Excel, PowerPoint, Outlook, and OneNote.

Software Discounts

As a college student, you are eligible to purchase software at an academic discount. Shop online at: ThinkEDU.com/BN to see the discounted software prices.

WEBSITE

Looking for information about the college or updates on college events and activities? Check out the RVC website: RockValleyCollege.edu.

WIFI

WiFi is available in all buildings on the Main Campus but not outside. To find the most current RVC WiFi information, tips, and troubleshooting, please visit: RockValleyCollege.edu.

On the Main Campus, if you have difficulties connecting to the WiFi, call (815) 921-1108 or visit the Open Computer Lab in the Woodward Technology Center (WTC), room 1100.

Student Support Services (SSS)

TRIO TRIO SSS promotes the retention and graduation of low income, first generation college students, and/or students with disabilities through tutoring, mentoring, skill development, and other services to empower them to graduate. TRIO SSS is funded by the U.S. Department of Education and provides individual and group services to students. Tutoring is available daily during office hours and on select days until 7 p.m. (please inquire with a TRIO staff member).

TRIO ACHIEVE SCHOLARS

Location: Student Center – Second Floor
 Phone Number: (815) 921-4280
 Open Hours: Mon. - Fri. 8 a.m. – 6 p.m.

TRIO COMPLETE

Location: Student Center – Second Floor
 Phone Number: (815) 921-4114
 Open Hours: Mon. - Fri. 8 a.m. – 6 p.m.

TRIO UPWARD BOUND

Location: Student Center – Second Floor
 Phone Number: (815) 921-4127
 Open Hours: Mon. - Fri. 8 a.m. – 6 p.m.

Eagles Nest Food Pantry

Location: Student Center – Second Floor
 Phone Number: (815) 921-4637
 Open Hours: Mon., Wed., Fri. 9 a.m. – 1 p.m.
Please refer to the college website for any time changes.

The mission of the Eagles Nest Food Pantry is to combat food insecurity by distributing food to RVC students.

This program collects and stores foods to distribute free-of-charge to **ALL RVC students**. This includes those enrolled in GED and ESL classes or international.

The Pantry provides free supplemental food, clothing, and toiletry closet for students and their families to meet basic, personal needs. At each distribution, students have a choice of canned fruits and vegetables; bread, rice, pasta, and cereal; canned beans, soups, and other protein sources; and toiletries.

Students, in need, are asked to check in on the second floor at TRIO and must provide RVC Student Identification number. They can also enroll online. Each student gets to choose which products in each category are most useful to them. Students are encouraged to bring their own bag, box, or other container for their food.

Please contact TRIO Offices for information regarding the programs.

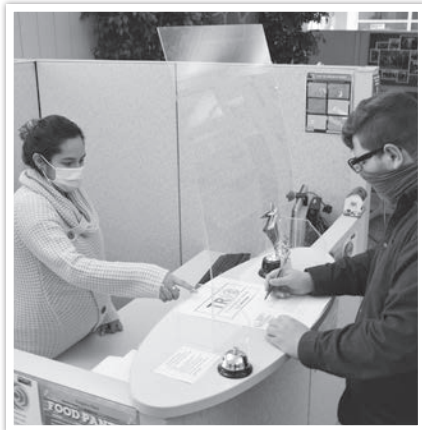


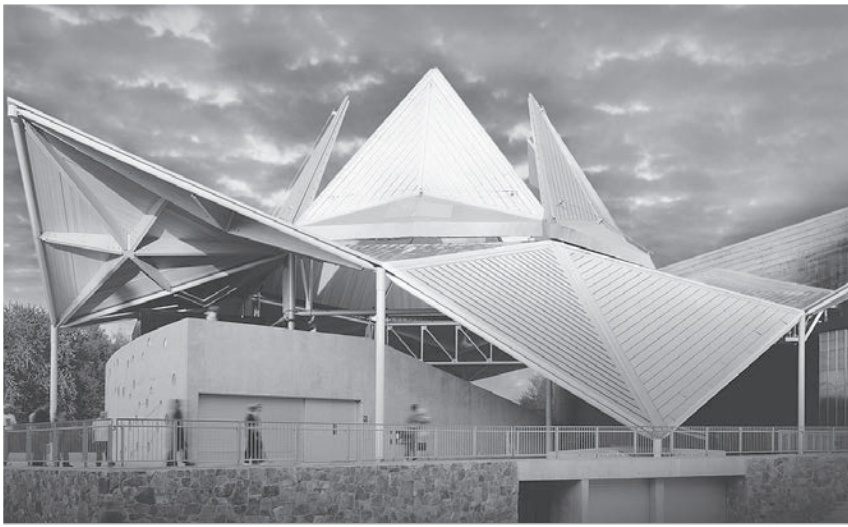
The student human services club, RVC Students of Service (SOS), is a peer-to-peer crisis intervention club organized to:

1. Effectively assist the needs of RVC students by providing resources, such as time, and more specific services.
2. Be a known center for guidance and resources for students and teachers in crisis.
3. Provide an outlet for members to gain the knowledge, skills, and competency required to have a positive impact on peers and in their communities.
4. Benefit from a collective environment of creativity and pro-activity centered on servant leadership.

Goals include assisting TRIO by:

1. Maintaining a food pantry and toiletry items.
2. Offer bus passes and transportation assistance for students with accessibility challenges to campus.





Rock Valley College is proud to feature a wonderful theatre venue for student and community theatrical productions: The Bengt Sjostrom Theatre (BST) – home of Starlight Theatre, a completely original one-of-a-kind outdoor theatre with our world-renowned roof that opens to the stars!

Starlight Theatre

Starlight Theatre has been a part of the campus of Rock Valley College for 54 years, however in 2003 Jeanne Gang, the renown international architect, unveiled her design of the new Starlight with a 1,000-seat venue situated under a very unique opening roof. Starlight is a community theatre providing the region with a venue with lasting and resounding impact to all who walk under our roof!

Summer Musical Productions

Starlight provides four major musical productions each summer. We rely on local talent to fulfill the role of actors, stage production, sound, set construction, lighting, and costume building. We only exist through our volunteer participation! If you are interested in volunteering, please see the list and contact info on page 43.

StarLittle Series

Attention Starlight families! Our StarLittle series is about creating onstage musical adventures for you to enjoy with your kids and grandkids to introduce them to the theatre world that you know and love! We choose a great kid-friendly show for you and your

family to enjoy together. Enjoy this as a single show to bring your family to or as an addition to your Starlight season. Either way, you will have done it right, as this show is going to be a spectacular adventure for kids from ages 3 to 103!

Starlight Shakes

Every year, ardent supporters and producers of the Bard's work gather at the Ray Castle stage, which is nestled into secluded areas of the RVC campus, to perform and celebrate the beauty of the outdoors and William Shakespeare's plays! So bring your chairs, blankets, food, and frivolity to what will surely be one of the most magical nights of your year! Oh, and this is a "pay what you think it's worth" event, so no advanced ticket sales are necessary!

The Traditions Series

Our Traditions Series focuses specifically on families, by birth or otherwise. It is our mission to create experiences tailored for families to enjoy every year. To enjoy each other's company in this crazy, fast-paced world if only for a couple hours, but make memories that will last their lifetimes. In short, we're hoping to create traditions.

Audition Information

Please visit our website at RVCstarlight.com to add your name to the email list. Once on the list, you will receive email information regarding all upcoming auditions. Call the Box Office with any questions about auditions.

Costume Rentals

The costume shop housed in the barn (Building F) on campus creates the costumes for all shows. We also receive donations of clothing and props to be used in our productions. The costume shop runs on volunteers! If you are interested in volunteering in the costume shop, contact Vicki Benson at (815) 921-2167 or V.Benson@RockValleyCollege.edu.

Student Workers

If you are a student at Rock Valley College and are interested in the theatre, there are student worker opportunities in our stage, costume, and Box Office areas. Please see the Financial Aid Office to get all requirements.

Theatre Courses

There are many opportunities to take theatre classes; intro to theatre, acting, and practicum along with others. Please check your course section under the Theatre Department. Your classes will be instructed by professionals in the field. Many of our student workers and theatre students have gone on to study this field at 4-year universities and colleges well-prepared and also well-networked with professionals at these institutions.

Tickets – Box Office & Hours

Phone Number: (815) 921-2160

Website: RVCstarlight.com

Location: Barn (Building F) Box Office

Hours: Tuesday-Friday 10 a.m. – 4 p.m.
– and –

Location: Bengt Sjostrom Theatre (BST)/
Starlight Theatre Box Office

Hours: open one (1) hour before
performances on days/nights when
there are Starlight performances

For schedules and tickets, call the Box Office or tickets can also be purchased on our web page. *Ask about student and senior discounts!*

Volunteer Opportunities

Our success at Starlight Theatre depends heavily on the time our volunteers are willing to commit to the support of our program and are needed in order for us to function!

CONCESSIONAIRES are responsible for preparing the concession stands and food items before the show, selling the food before the show and during intermission, and cleaning the stands after intermission. Concessionaires arrive one or two hours before the show, and are free to leave about 20 minutes after intermission.

COSTUME SHOP (as needed) Volunteers assist our Costume Designer and Student Workers to alter and adorn costumes — and sometimes even create them from scratch! Knowledge of sewing and clothing repair required. Costume Shop Volunteer schedules are very flexible.

HOUSE MANAGERS are responsible for directing the crew of ushers (during Starlight season, they recruit the crew of 12 ushers for the show). They count the ticket stubs and report the count for each performance. They oversee and participate in the post-show cleanup They report any problems to our staff. House Managers arrive an hour before the show, and are usually free to go about 20 minutes after the show ends.

RUNNING CREW (as needed) are the people in dark outfits that you may see rearranging the sets between scenes, and who you don't see doing all sorts of other things behind the curtain. They work under the direction of the Stage Manager and are often the busiest volunteers on, below, above, or behind the stage. They usually work a few rehearsals before the show opens and during the entire run of the show. Unlike our other volunteers, the Running Crew reports to the Stage Manager.

SET CONSTRUCTION are people, typically carpenters and painters (or people who have an interest in carpentry or painting), who would like to be a part of the crew that makes the set happen. These people use power tools, take and build from designs, and do finish work on the sets. There are a wide variety of skills and interests needed, and it is one of the most rewarding volunteer opportunities available.

USHERS are responsible for taking tickets from the patrons, distributing programs, helping patrons find their seats, and helping pick up after the performance. Ushers arrive about an hour before the show, and are free to go about 20 minutes after the show.

To sign up to volunteer, please call the Box Office at (815) 921-2160 or email – RVCstarlightTheatre@gmail.com!

Math Lab

Location: Jacobs Center for Science & Math (JCSM)
Ground Floor
Room 0210

Open Hours: Hours Vary (check website)
or schedule posted on door

The Math Lab, located in the Jacobs Center for Science and Math (JCSM), offers drop-in tutoring from RVC math faculty as well as other helpful resources. There are computers that can be used for any online needs related to a math class, such as online homework. Copies of every math textbook used in the department are available for use in the Math Lab.

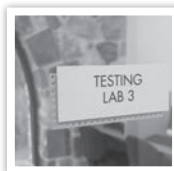
The Math Lab also offers students a place to study or complete math homework and get help as needed for all levels of math courses, developmental through college level.

A few graphing calculators are available for student use during the tutoring period in the Math Lab.

Please see the website for the current lab schedule.

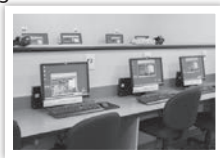


Testing Center



The Testing Center serves as the central location for the administration of testing programs and services offered at Rock Valley College. The Testing Center provides

several types of testing: placement testing for incoming students, instructional testing for RVC students (online/hybrid courses or classroom make-up), testing for community residents enrolled in other colleges/universities, accommodated testing for students with disabilities, and other types of certification and program admission testing. A photo ID is required for all testing.



Location: Student Center –
Ground Floor

Fall & Spring

Semester Hours: Mon. 8 a.m. – 5 p.m.
Tues., Wed. 8 a.m. – 8 p.m.
Thur. 8 a.m. – 5 p.m.
Fri. 8 a.m. – 1 p.m.

Important Note:

Testing Center hours are subject to change between academic semesters, breaks and summer. Always visit: RockValleyCollege.edu to verify hours of operation.

Phone Number: (815) 921-2380

Email:

RVC-Testing-Center@RockValleyCollege.edu

Science Resource Room

Location: Jacobs Center for Science & Math (JCSM), First Floor, Room 1011

Phone: (815) 921-1167

Open Hours: Hours change each semester; current schedule is posted on door.

Manager: Lisa Strong | (815) 921-3454

The Science Resource Room is a place to study biology, chemistry, and other sciences by yourself or in small groups. Textbooks, computers, and limited lab materials are available for use by Science students. Science faculty or peer tutors may be available. Please bring your own paper if you need to print.

Tutoring Center

The purpose of the Tutoring Center is to assist Rock Valley College students in achieving academic success by providing help from peer tutors in course content, study skills, and the basics of reading, writing and math. Tutors are current and previous RVC students who have been recommended by their professor and have earned an A or B in the classes they tutor.



- Most academic subjects tutored
- Free service to RVC students
- Tutoring done in groups of three or fewer students
- Drop-in tutoring available for some subjects
- Sessions are 50 minutes and start on the hour.
- Upswing Online tutoring service available free to RVC students enrolled in credit classes. It covers most subject areas and can be accessed 24 hours a day, seven days a week through the "Help" button on Eagle.

Stop by or call to schedule a session.

Location: Student Center –
Ground Floor

Fall & Spring

Semester Hours: Mon. – Th. 9 a.m. – 5 p.m.
Fri. 9 a.m. – 1 p.m.

Phone Number: (815) 921-2370

Please visit the Tutoring website for more information.

Writing Center

The RVC Writing Center provides one-on-one assistance to students needing help in any phase of the writing process, whether it is for a paper, speech, or any assignment that involves writing. All of our Writing Center coaches have a masters degree in English and are experienced in working with college students.

Meeting face-to-face with a Writing Center coach is usually the preferred way for students to gain assistance with their writing. When that is not possible due to scheduling conflicts, etc., Upswing Onling Tutoring is a wonderful resource. Not only does Upswing Online Tutoring provide synchronous help in writing; it also has a feature called AskUp that makes it possible to upload papers and any other assignment to be reviewed later by highly qualified tutors. Best of all, it is free to RVC students enrolled in credit classes.



Location: Student Center (SC) –
Ground Floor,
inside the Tutoring Center

Phone Number: (815) 921-2370

Hours: Mon. - Th. 9 a.m. - 5 p.m.
Fri. 9 a.m. - 1 p.m.

The Writing Center is not open on days
when there are no classes.



Transportation



The Rockford Mass Transit District buses serve Rock Valley College. For information regarding bus schedules, routes, and fares, please visit: RMTD.org.

The Rockford Mass Transit District office can be reached at (815) 961-9000 with any questions.



Bus Stop locations:

- Main Campus –
 - outer edge of Parking Lot #9, near the Spring Brook Road entrance
 - outer edge of Parking Lot #4, north of the Health Sciences Center (HSC)
- RVC Downtown – bus stop across the street
- Stenstrom Center (SCCE) – by the main (north) entrance

The Valley Forge (Student News Source/Website)

The Valley forge

The student-run news source of Rock Valley College

The Valley Forge is RVC's award-winning student news source. It is updated weekly throughout the Spring and Fall semesters.

Location: Educational Resource Center (ERC) – Ground Floor – Room 0114

Phone Number: (815) 921-3331

Website: RVCValleyForge.com

Twitter: [@ValleyForgeRVC](https://twitter.com/ValleyForgeRVC)

Facebook: [Facebook.com/RVCValleyForge](https://www.facebook.com/RVCValleyForge)

Instagram: [Instagram.com/RVCValleyForge/](https://www.instagram.com/RVCValleyForge/)

Any RVC student may apply to work on **The Valley Forge**. To apply visit:

RVCValleyForge.com/index.php/join-the-valley-forge.

The Valley Forge also encourages the submission of ideas, articles, columns, and letters to the editor by the entire RVC community. The links for sending that information can be found at: RVCValleyForge.com.

Veterans Services Office

For Veteran Services information, please see pages 20-21.





Academic Calendar 2023-2024



EIGHT-WEEK SESSION (28 days, plus 2 final exam days)
FOUR-WEEK SESSION (14 days, plus 1 final exam day)
SECOND FOUR-WEEK SESSION (14 days, plus 2 final exam days)

2023 SUMMER SEMESTER II

June 19 (Monday) [Juneteenth] No Classes/College Closed
June 20 (Tuesday) Classes Begin for First 4-week and 8-week Sessions of Session II
July 4 (Tuesday) No Classes
July 13 (Thursday) Final Exam Day for First 4-week classes of Session II
No Classes for 8-week Classes
July 17 (Monday) Classes Begin for Second 4-week Session of Session II
August 8 (Tuesday) End of Classes
August 9-10 (Wednesday, Thursday) Final Exams for Session II
August 13 (Sunday) Grades Due By 11:59 p.m. Sunday Night

2023 FALL SEMESTER – Traditional start

August 19 (Saturday) Weekend Classes Begin
August 21 (Monday) Weekday Classes Begin
September 2, 3, 4 (Saturday, Sunday, Monday) No Weekend Classes/College Closed
September 5 (Tuesday) Faculty & Staff Development Day/No Classes/Offices Closed
November 22 (Wednesday) Fall Recess/No Classes/College Open
November 23, 24, 25, 26 (Thursday, Friday, Saturday, Sunday) No Classes/College Closed
December 8 (Friday) End of Weekday Classes
December 9 (Saturday) End of Weekend Classes
December 11-16 (Monday-Saturday) Final Exams for Weekday Classes & Weekend Classes
December 17 (Sunday) Grades Due by 11:59pm Sunday Night
December 16 (Monday) Winterim Begins
December 22, 23, 24, 25 (Friday, Saturday, Sunday, Monday) No Classes/Offices Closed
December 26, 27, 28 (Tuesday, Wednesday, Thursday) No Classes/College Offices Open
December 29-January 1 (Friday, Saturday, Sunday, Monday) No Classes/College Closed

2024 SPRING SEMESTER

January 2 (Tuesday) Offices Open
January 10 (Wednesday) Winterim Ends
January 11 & 12 (Wednesday, Thursday) Winterim Finals
January 12 (Friday) Faculty Development Day/College Open
January 13 (Saturday) Weekend Classes Begin
January 15 (Monday) No Classes/College Closed
January 16 (Tuesday) Weekday Classes Begin
March 10-17 (Sunday-Sunday) Spring Recess - No Weekday or Weekend Classes
March 18 (Monday) Classes Resume
March 28 (Thursday) Faculty & Staff Development Day/No Classes/ Offices Open
March 29, 30, 31 (Friday, Saturday, Sunday) No Classes/College Closed
May 4 (Saturday) End of Weekend Classes
May 10 (Friday) End of Weekday Classes
May 11 (Saturday) Final Exams for Weekend Classes
May 13-17 (Monday-Friday) Final Exams for Weekday Classes
May 17 (Friday) at 6 p.m. Commencement Exercises
May 19 (Sunday) Grades Due By 11:59 p.m. Sunday Night

FOUR-WEEK SESSION (14 days, plus 1 final day)

2024 SUMMER INTERIM

May 20 (Monday) Classes Begin
May 27 (Monday) College Closed
June 13 (Thursday) Final Exams
June 16 (Sunday) Grades Due By 11:59 p.m. Sunday Night

* Most classes (16-week) begin this week. Check class schedule for specific dates.
Deadlines vary for courses less than 16 weeks in length.
Contact the Records and Registration Office for specific dates at (815) 921-4250.

ACADEMIC INTEGRITY

Honesty Statement

The faculty and administration expect that RVC students are serious and honorable scholars. Academic integrity is a part of the learning process which is infused throughout the student's experiences at RVC, both in and out of the classroom. Additionally, support resources on campus exist to aid students in their pursuit of academic excellence.

Students are expected to do their own, original work, except when collaboration on projects is directed by faculty as part of the course or specific assignment. Students are expected to observe the commonly accepted standards of academic honesty at all times and in all learning environments. This includes but is not limited to face-to-face, hybrid, and online class meetings; experiential learning opportunities; clinical and lab sites; alternative testing environments like the Testing Center; and, crucially, the production of homework and major and minor projects.

Students who commit any of the forms of academic misconduct as outlined below are subject to the penalties and sanctions agreed upon by the faculty and administration of Rock Valley College.

Acts of Academic Misconduct

1. Plagiarism

Plagiarism is the representation of someone else's intellectual property (words, ideas or data) as one's own. When a student submits work for credit that includes the work of others, the source of that information must be properly acknowledged through complete, accurate and specific references. If verbatim statements are included, quotation marks must be used and the source must be cited.

2. Cheating by Copying

Students may not copy or purchase any part of another student's or entity's assignment, computer program, or examination. No unauthorized communication is allowed between students during an examination. No student is permitted to keep books, papers, calculators, computers, cell phones or the like, or notes during an examination, unless permitted by the instructor or proctor.

3. Dishonest Collaboration

Collaboration in the completion of assignments is prohibited unless explicitly permitted by the instructor. Students must acknowledge any collaboration and its extent in all submitted course work.

4. Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other finds with the intent to deceive.

5. Other acts of academic dishonesty include, but are not limited to:

Giving or receiving information during an exam; aiding cheating or other acts of academic dishonesty by providing material or information to another student with the knowledge that this material or information will be used improperly.

Academic Integrity Considerations

In online learning environments, students are expected to be mindful that any consultation of apps, services, or resources without the instructor's approval will be considered "cheating by copying." In some courses, students will be required to use online proctoring for quizzes, tests, or other exams. Online proctoring allows students to complete tests in the Testing Center or on their own personal device.

When academic misconduct has been identified, faculty members will exercise their best judgment about the consequences and will, at all times, consider what the student

should take away from the experience. In some cases, a failing grade on the assignment or the course will achieve these goals. Faculty are encouraged to outline in the course syllabus the range of consequences students might face if academic misconduct is discovered.

In addition to the penalty assigned, faculty members should report all incidences of academic dishonesty to the Dean of Students Office, even if the penalty is a warning, so that students may receive support to correct the academic integrity concerns.

Students who have been reported multiple times for committing acts of academic

misconduct (by a single instructor or by multiple instructors) will be required to discuss with the appropriate Vice President in Academic Affairs necessary measures to better understand Academic Honesty and appropriate resources to use prior to pursuing the appeal process. In extreme cases, a suspension or expulsion might be warranted. Students should refer to the *Student Handbook* and Student Code of Conduct for complete procedures for addressing academic misconduct and the academic appeal and review process.

The following links are meant to be quick references for both prospective and current students at Rock Valley College:

- https://wpacouncil.org/aws/CWPA/pt/sd/news_article/272555/_PARENT/layout_details/false

Procedures for Addressing Academic Misconduct

1. Action Taken by Instructors

- a. A faculty member has the original jurisdiction over instances of academic misconduct that occur in their course; the faculty member's jurisdiction is subject (in some cases) to departmental policy.
- b. When academic misconduct by a student is identified by an instructor, an appropriate academic penalty will be assessed by the faculty. The Dean of Students and the Academic Dean should be informed of both the nature of the offense and the action taken. The instructor may impose one or more of the sanctions:
 - An oral reprimand
 - A written reprimand
 - An assignment to repeat the work, to be graded on its merits
 - A lower or failing grading for the exam, paper, or project
 - A lower grade for the course
 - A failing grade for the course
- c. The instructor will report the violation and action taken to the Dean of Students Office for the purpose of centralized reporting and review.

The online referral form is available at RockValleyCollege.edu.

d. Accordingly, an instructor or designated proctor who has witnessed an act of academic misconduct or who has other evidence that academic dishonesty has occurred, will advise the student involved that there is reason to believe that the student has committed a violation of academic integrity and a report has been made to the Dean of Students Office.

A letter will be sent from the Dean of Students Office to the student's RVC email address acknowledging this report. If this incident has

occurred previously with the same student, the student will first be referred to the appropriate Academic Vice President for a consultation regarding multiple incidents of academic misconduct.

e. The request to appeal should be made within 10 business days of the notification letter from the Dean of Students Office or the student forfeits the right to appeal.

2. Academic Appeal and Review Process

- a. Student Appeal Process
If the student does not agree to the action taken by the faculty member, the student should contact the faculty's Dean. After meeting with the Dean, if the student chooses to request a formal appeal by an Academic Conduct Hearing Panel, the student will follow these steps:
 - i. Student submits, in writing, a request to appeal the faculty member's allegation. Student should include any supporting documentation. Student submits request to the Dean of Students.
 - ii. Student will be provided a written notice of the allegation(s) from the Dean of Students. The notice will also include the date, time, and place of the Academic Conduct Hearing Panel.
 - iii. The Academic Conduct Hearing Panel will consist of the Dean of Students (facilitator, non-voting member), the appropriate Academic Dean, two (2) faculty members from the same academic discipline as the faculty member bringing the charge. If two additional faculty members do not exist within that department, the Dean of Students will consult with the Academic Dean to select other faculty members within the Division that teach a similar or related subject,

one (1) faculty member from outside that department, and one (1) Student Development administrator; all five (5) will be chosen by the appropriate Associate Academic Vice President in consultation with the Dean of Students.

- iv. If the student does not attend the Academic Conduct Hearing Panel as scheduled or notify the Dean of Students Office of their inability to attend the panel within 48 hours of the date selected, the student forfeits their right to appeal and the assigned sanction stands as is.

b. Faculty Review Process

If a faculty member feels a penalty greater than an “F” in the course is warranted:

- i. Faculty member consults with Academic Dean.
- ii. If Faculty member chooses to request a formal review, they will contact the Dean of Students to initiate the Academic Conduct Hearing Panel process.

3. Academic Conduct Hearing Procedures

- a. Any documentation should be submitted to the Dean of Students Office within 48 hours of the scheduled Academic Conduct Hearing Panel for consideration. The student will meet individually with the Panel first. After the student has met with the Panel, the faculty member making the allegation will meet individually with the Panel.
- b. Legal counsel shall not be permitted; however, a non-attorney representative from within the college shall be permitted for both faculty and student for support and may speak, only when addressed by the facilitator.
- c. The Panel shall have the right to examine all documents presented, and question all participants.
- d. The Panel will reach its decision, in closed session, within three to five (3–5) business days. Both the student and faculty member will be informed, in writing, by the Dean of Students of the results of the Panel’s decision. Decisions of the Academic Conduct Hearing Panel are final.

4. Penalties

- a. If, as a result of the hearing, the student is found responsible for the violation, one or more of the following penalties* may

be assigned by the Academic Conduct Hearing Panel:

- Faculty member’s original penalty remains in place.
- The Academic Conduct Hearing Panel may impose the following sanctions:
 1. Withdrawal from course;
 2. Dismissal from program, or withdrawal from the course;
 3. Suspension from the college.
- b. If the student is found not responsible, the Panel will consult with the faculty member regarding the removal of the penalty.

* The prior disciplinary record of a student may be considered in establishing an appropriate sanction but not in establishing a student’s responsibility.

Please contact the Dean of Students Office for questions regarding the Academic Misconduct Procedure.

Academic Procedure Revisions: June 2010; August 2012; June 2013

Academic Policies & Procedures

Transcript Requests

In order to obtain a transcript from Rock Valley College, consent must be given through one of the following options: National Student Clearinghouse, Rock Valley College Online Services, mail, or walk-in.

NOTE: Transcripts listing courses numbered 100 and above will be sent for each request. If you took courses numbered below 100 (remedial), Community and Continuing Education courses or Adult Education courses, you will need to specifically request inclusion of these records.

Transcripts of work completed at other institutions become a part of a student’s record at Rock Valley College and are not released or copied for distribution. Copies must be obtained from the institution where the courses were completed.

All financial and academic obligations to Rock Valley College must be satisfied before transcripts will be released.

For detailed information and to order your transcript, visit RockValleyCollege.edu or contact the Records and Registration Office at (815) 921-4250 with questions.

Financial Obligation Of The Student

Grade reports, transcripts, degrees/certificates, or other academic record information may be withheld from students who are in default on financial obligations. In such a case, students maintain the right to inspect and review their records. Information will only be released once the student's account has been cleared.

Updating Student Records

It is the responsibility of students to notify the Records and Registration Office of any change or correction to their name, address, telephone number, and/or any other information on their record. It is imperative that this information be kept current and accurate.

Repetition Of Courses

The highest grade of the repeated course will be computed in the student's Grade Point Average (GPA), but all attempts will be listed on the transcript. If a student chooses to audit a course, it will not be considered a repeat or counted in the GPA. This does not apply to grades earned at other colleges. It is important to note that other colleges may count all grades for repeated courses when arriving at a GPA. It is the students' responsibility to acquaint themselves with the policy of the college(s) to which they plan to transfer.

Placement into Developmental Coursework

Rock Valley College offers developmental coursework in Reading, Math and English. Placement into developmental courses is determined by multiple measures as indicated in the Illinois Developmental Education Reform Act (110 ILCS 175/100-15 Section 100.15. Placement Measures)

Placement may be determined from one of the following measures: 1. Placement Testing, 2. Cumulative High School GPA, 3. Successful High School Transition Course in Mathematics or English, 3. Standardized Testing 4. Successful Placement Course Completion at another Post-Secondary Institution

Students are strongly encouraged to meet with an RVC Academic Advisor regarding placement testing and developmental coursework before registering for course for appropriate placement. Additional information may be found on the Rock Valley College website at RockValleyCollege.edu.

Students placing into beginning algebra or lower must satisfy the geometry requirement prior to taking a college-level class. Students must either take MTH 097 or complete a geometry waiver form or pass a competency test.

Credit For Prior Experiences

1. Proficiency Examinations

Proficiency exams are given at Rock Valley College for specific courses in several divisions. Students who wish to receive credit by examination should contact the proper departmental chairperson or Dean for information about what is available. Students must submit a proficiency examination application for exams that meet their needs. The credit-hour nonrefundable fee is 50% of the regular tuition rate for that semester; the receipt for this fee serves as admittance to the testing session. Credit will be recorded after successful completion of the exam, meeting the divisional requirements.

2. College Level Examination Program

The College Level Examination Program (CLEP) gives students an opportunity to demonstrate prior learning and to earn credit for that knowledge. Certain fees apply for taking CLEP exams at RVC. Credit awarded is based on CLEP score(s) earned and submission of official CLEP score report(s) to the Records and Registration Office for evaluation.

To obtain more information about CLEP, visit: CLEP.CollegeBoard.org and RockValleyCollege.edu -or- contact the Testing Center at (815) 921-2385.

3. Advanced Placement (AP)

Credit may be granted to students who have participated in the Advanced Placement (AP) program. Credit awarded is based on AP score(s) earned and submission of official AP score report(s) to the Records and Registration Office for evaluation. AP credit is recorded on a student's transcript.

To obtain more information about AP, see: APCentral.CollegeBoard.com and RockValleyCollege.edu or contact the Testing Center at (815) 921-2385. Students who have participated in the AP program should also consider credit earning opportunities available through the College Level Examination Program (CLEP).

4. Dantes Subject Standardized Tests (DSST)

Dantes Subject Standardized Tests (DSST) gives students an opportunity to demonstrate prior learning and to earn credit for that knowledge. Certain fees apply for taking DSST exams at Rock Valley College. Credit awarded is based on DSST

score(s) earned and submission of official DSST score report(s) to the Records and Registration Office for evaluation.

To obtain more information about DSST, visit: RockValleyCollege.edu or call the Testing Center at (815) 921-2385.

5. Credit For Alternate Learning

College credit may be granted toward an Associate Degree for the following programs certified by the U.S. Department of Labor, Bureau of Apprenticeship and Training.

- **Early Childhood Education** (formerly Child Care and Development): Maximum three (3) hours for Child Development Associate Credential (CDA).
- **Chrysler Institute:** Equivalent hours of college credit for successful completion.
- **Criminal Justice:** College course credit may be granted for successful completion of a state-approved full-time or part-time academy in law enforcement.
- **Fire Science:** College course credit may be granted for the successful completion of Office of the State Fire Marshal (OSFM) approved course programs (Illinois or Wisconsin), Illinois Fire Chiefs Association, National Fire Academy (NFA), Illinois Fire Service Institute (IFSI), Department of Defense, Emergency Medical Technician (National Registry), and Illinois Department of Public Health courses/certificates (Policy 209).
- **Military:** Military transfer credit may be awarded upon evaluation of the Joint Services Transcript. The Joint Services

Transcript (JST) can be ordered at no cost to the student by going to the website – <https://jst.doded.mil> (for Army, Navy, Marine, and Coast Guard)

Air Force must request an unopened copy of their official transcripts from the Community College of the Air Force.

In response to the new Credit for Military Experience ACT, (HB3701), the college will use ACE, American Council on Education, to conduct and facilitate academic reviews of military courses and occupations.

Four (4) Fitness, Wellness, and Sport (FWS) credits will automatically be awarded to students who have completed basic training.

- **Office Occupations:** Maximum 12 hours college credit for successful completion of the Certified Professional Secretary Examination (CPS).
- **Production and Inventory Control:** Maximum of nine (9) hours of college credit for Production and Inventory Management (CPIM) designation.

President's List & Dean's List

To be eligible for the President's List and Dean's List for a given semester, students must earn at least 12 credit hours of college course work which count toward a certificate or degree.

Students who meet the eligibility requirements and earn at least a 3.25 GPA will be named to the Dean's List (fall and spring semesters only).

Students who meet the eligibility requirements and earn at least a 4.0 GPA will be named to the President's List (fall and spring semesters only).

APPEAL OF A CAPRICIOUS FINAL GRADE

The following procedures are available only for review of alleged capricious grading, and not for review of the judgment of an instructor in assessing the quality of a student's work. Capricious grading is limited to one or more of the following:

- a. The assignment of a final course grade to a particular student on some basis other than performance in the course.
- b. The assignment of a final course grade to a particular student by a substantial departure from the instructor's standards announced during the term which are not uniformly applied to others in the class.

The assessment of the quality of the student's academic performance is solely and properly the professional responsibility of the RVC faculty. It is essential for the standards of the academic programs at RVC and the integrity of the degrees conferred that these professional judgments are not subject to pressures or interference from any source.

If a grade concern does not meet one of the two criteria listed, a student may submit a general complaint for review to the Dean of Students Office.

Process For Capricious Final Grade Appeal

A student who wishes to appeal a final course grade which he/she feels has been capriciously given should follow the steps below. Grades may be appealed no later than the beginning of the fourth week of the academic term or summer session which directly follows the term in which the grade involved was awarded.

1. A student who wishes to appeal a capricious final grade must first meet with the faculty member to review the criteria applied in assigning that grade.
2. After this initial review, if the problem is not resolved, the student may next appeal in writing to the supervising Dean. Once the appeal is read, the Dean will meet with the faculty member to review the criteria applied to the student's performance in assigning the capricious grade. When the faculty member and the Dean have reached a decision, the Dean will communicate that decision in writing to the student.
3. If the problem is still not resolved, the student may appeal in writing to the Vice President of Academic Affairs for further review. When the faculty member and the vice president have reached a decision, they will communicate the decision in writing to the student.
4. In the event the matter is not resolved, the student may file a petition with the Chief Academic Officer (CAO) requesting a hearing by the Grade Review Committee. All decisions of this committee are final. See *College Catalog*, page 27.

The Grade Review Committee (GRC) Process is as follows:

- a. A student must submit in writing their request for a hearing to the Chief Academic Officer (CAO).
 - b. The CAO, or their designee, will convene the GRC within 30 business days from the request.
5. The committee will consist of a Dean (from outside the academic department) and two (2) faculty members (one from the same academic discipline and the other from outside the academic discipline). All three (3) voting members of the GRC will be selected by the Chief Academic Officer (CAO), or their designee. The Vice President of Student Services will facilitate the committee as a non-voting member.
 - a. The Student will meet with the committee individually to present their appeal and any pertinent documentation.

- b. The faculty member, who assigned the final grade, will then independently meet with the committee and present the criteria they applied in assigning the final grade.
- c. The committee will reach a decision in closed session immediately following the hearing. The Vice President of Student Services will inform the student in writing regarding the decision of the committee, within five (5) business days. The decision of the Grade Review Committee is final.

Grading

Grade points at Rock Valley College are assigned on the following scale:

GRADE LEVEL SIGNIFICANCE GRADE-POINT

- A superior 4.0
- B good 3.0
- C average 2.0
- D poor 1.0
- F failure 0
- NA = not applicable
- W withdrew/not completed NA
- T credit by proficiency NA
- AU audit* NA
- P successful completion NA
- I incomplete** 0

* Audit – Students may elect to audit a course (no credit, no grade points, not figured in grade point average). Audit status indicates that the student will attend the classes but will not receive credit. (A student must declare audit status before the first day of classes.)

** Incomplete – Upon prior arrangement and agreement with the course instructor and upon submission of the college's "incomplete grade agreement form" submitted by the instructor, an incomplete (I) indicator will be recorded on the student's record.

An "I" will be issued at the discretion of the instructor when course requirements are not fulfilled by the end of the term only when the instructor believes that the reason the student cannot complete the course in a timely fashion is sufficiently serious to warrant the issuance of the "I" indicator.

The incomplete grade agreement is a contract made between the student and the instructor,



Commencement Ceremony

The Commencement Ceremony is held once a year at the end of the spring semester May 17, 2024. All students who complete graduation requirements for the following degrees; A.A., A.S., A.E.S., A.A.S., and A.G.S. are eligible for participation in the Spring Commencement Ceremony. Students who expect to complete their degree at the end of the spring semester or summer immediately following, as well as those who completed their requirements the previous summer or fall semesters, are encouraged to participate. Students must submit an application for Graduation to participate in the Commencement Ceremony (see more about Graduation/Commencement in the Student Resources section on page 35). These students will be sent additional information and notified about picking up their cap and gown during the spring semester. Students completing a certificate program will receive their certificate in the mail following the semester of completion. Certificate recipients will have the opportunity to participate in the Certificate Earners Ceremony, which is held once a year (May 16, 2024).

Second Degree Requirements

A student who has received or qualified for one Associate Degree from Rock Valley College may receive a second degree upon satisfactory completion of all graduation requirements for the second degree, including an additional 15 semester hours of residency. All specific course requirements for the second degree must be satisfied and at least 15 semester hours of credit, not applied to meet minimum requirements for the first degree, must be applicable toward the second degree.



A student who has received a degree from any other college accredited by a regional accrediting agency, such as the Higher Learning Commission (HLC), may receive a second degree from Rock Valley College upon satisfactory completion of all graduation requirements for the second degree, including a minimum of 15 semester hours of residency at Rock Valley College.



Student Code of Conduct & Policy & Procedures

Revisions: Any question of revision or interpretation regarding the Code or college policy and procedures may be referred to the Dean of Students, or their designee. The Code and college policy and procedures may be periodically reviewed and amended as necessary. See the college website for the most recent version of the Student Code of Conduct.

For more information on the Code, contact the Dean of Students Office –

Phone: (815) 921-4281 or

Email: RVC-DeanofStudents@RockValleyCollege.edu

Interpretation of College Policies and Procedures: Campus-wide administrative policies and procedures are created and managed by various college departments. The Dean of Students Office assists students with navigation and interpretation of these college policies and procedures.



CONFLICT RESOLUTION

Procedure for the Resolution of Student Complaints or Conflicts

Students may encounter a variety of conflicts during their courses of study at Rock Valley College that may require review by appropriate administrative or academic personnel. The purpose of the following procedure is to provide an equitable system for resolving conflicts between students and faculty or staff members when a review of the issue is not otherwise available under established college policies and procedures. In addition, the college has established procedures for some specific areas, see Complaints and Appeals.

COMPLAINTS and APPEALS

COMPLAINTS

- Acts of Academic Misconduct see pages 49-51
- General Complaint see page 59
- Disability/Accommodation Grievance see pages 62-63
- Title IX (Sexual & Domestic Violence, & Harassment & Discrimination) see pages 64-74

APPEALS

- Capricious Final Grade Appeal see pages 53-54
- College Suspension or Expulsion Appeal
(See: B. Appeal Process) see pages 96-98
- Title IX concerns, please see the Title IX Comprehensive Policy for the new Title IX Appeal process, go to: RockValleyCollege.edu

Questions regarding these procedures or guidance on the applicability of any RVC policy or procedure to a student's specific problem should be directed to the Dean of Students, or their designee.

Applicability

This complaint procedure applies to all registered RVC students (full-time, part-time, non-credit programs, special programs, Community Education/Continuing Professional Education) partnership programs and is applicable in the review of problems such as the following:

1. All aspects of the degree granting process, including grading, evaluation or status (unless established policies are already available).
2. Alleged professional misconduct toward a student by a faculty or college staff member while in the scope of college employment.
3. Applicability: Alleged illegal, intimidation, discrimination, and harassment based on sex, race, religion, age, physical or mental disability, national origin or sexual orientation, sexual identity, including pregnant and parenting students, veteran status, or unfavorable military discharge and the college strictly prohibits such intimidation, discrimination, and harassment, including sexual harassment, and other protected class student concerns.
4. Allegations concerning the application or propriety of college, regulations, policies, and procedures regarding student rights and behavior.

General Complaint and Conflict Resolution Procedures

No student shall be penalized by the college for filing or participating in the complaint process when the student has acted reasonably and in good faith. All complaints must be initiated within 60 days of the date of the incident or after the student should have become aware of the incident giving rise to the complaint. The college reserves the right to waive the 60-day rule based on the facts and circumstances of the complaint and after giving due consideration to the protection of the rights of both parties.

Preliminary Complaint Form

To initiate and notify RVC of your Informal or Formal concern or complaint, you may access the preliminary complaint form at RockValleyCollege.edu.

Informal Procedures

All students are encouraged to first utilize informal discussion to resolve any problems encountered at the college. Each student, faculty member, administrative and staff member has an obligation to resolve problems fairly and informally through discussion between the aggrieved student(s) and the specific college person immediately involved with the problem. Although students are strongly encouraged to use informal discussion for problem solution, it is not a requirement for the filing of a formal complaint.

Formal Procedures

Students should always first attempt to resolve issues through an informal process. If a student is unable to resolve the issue informally, they may file a formal written complaint. The formal written complaint process begins with the Dean of Students Office. All questions or concerns regarding both the formal and informal process should be directed to the Dean of Students Office.

1. Student must submit a written summary of their complaint to the Dean of Students.
A consultation with the Dean of Students to review their written complaint before proceeding with the process may be scheduled. The written complaint must be signed and dated by the student and must clearly state the nature and basis for the complaint, including names of person(s) for which the complaint is being made against, any known witnesses and desired outcome. The written complaint must also include specifics of the incident(s). Consent to move forward with the complaint is implied when received electronically unless otherwise indicated.
 - a. Where a previously established grievance procedure already exists, the Dean of Students, or designee will refer the complainant to and or resolve the complaint through the appropriate process.
 - b. In cases of alleged illegal discrimination based on any protected class, the Title IX Coordinator or Deputy Title IX Coordinator will address the concern under Title IX or other appropriate policy and inform the Vice President of Student Affairs.
 - c. In all other cases, the written complaint will be referred to the immediate supervisor of the specific college employee involved.
2. After the student consults with the Dean of Students to review the written complaint, and review the formal complaint process, the student will acknowledge they understand the process and agree to follow the college procedures before the complaint moves to the next step. Upon acknowledgement by the student, the Dean of Students will forward the students complaint to the appropriate Academic Dean or Department Supervisor for investigation.
3. The immediate Academic Dean or Department Supervisor will conduct an investigation and respond, in writing, to the student, within 30 business days of receipt of the complaint. An extension for additional review and response time may be granted by the Dean of Students if requested by the Academic Dean or Department Supervisor. The responding Academic Dean or Department Supervisor will provide a copy of the complaint response to the Dean of Students Office and the Academic Dean or Department Supervisor will log the resolution in the centralized tracking database (Maxient).

4. If the student feels that the decision of the Academic Dean or Supervisor is arbitrary or capricious, or if the student has new evidence to present, they may **appeal** the decision in writing within 10 business days of receiving the complaint response, to the next level of supervision or an individual designated by the Dean of Students .
 - a. The written appeal must be submitted to the Dean of Students within 10 business days.
 - b. The Dean of Students will forward the written appeal to the appropriate individuals and will communicate the results to the student, in writing, within 30 business days from the submission of the student's written appeal.
5. The Dean of Students may designate different persons to review complaints or may consolidate complaints. When consolidation is important for the efficiency of fair resolution, the Dean of Students will notify all parties involved. If the Dean of Students deems a complaint to be frivolous, harassing in nature, or it does not provide enough specifics, the Dean may ask the student to rewrite the complaint, or may be limited in forwarding the complaint to the next steps. If this determination is made, the Dean of Students will communicate this decision to the student.
6. The decision of the Dean of Students, or their designee, regarding the complaint appeal shall be final.

External Complaints

Students may file a complaint with the Illinois Community College Board (ICCB) **AFTER** attempting to resolve the issue with the institution, according to the formal procedures set in place by Rock Valley College. Steps for completing this process are found on the ICCB Website: <https://www.ICCB.org/students/filing-complaints-about-an-illinois-community-college/>.

How to file a follow up complaint with the Illinois Community College Board (ICCB): https://www.ICCB.org/students/wp-content/pdfs/Student_Complaint_Form-2015.pdf.

Equal Employment & Notice of Nondiscrimination

Board Policy 3:10.010; 4:10.010

It is the policy of Rock Valley College to provide equal opportunity in its admissions, employment and educational programs and activities consistent with federal and state law. Discrimination is prohibited on the basis of race, color, religion, national origin, ancestry, citizenship status, sex, age, physical or mental disability, marital status, order of protection status, sexual orientation, gender identity (including gender expression and gender questioning), veteran status, or unfavorable military discharge, use of lawful products while not at work, genetic information, or other legally protected categories.

This policy of equal employment opportunity applies to all policies and procedures. This policy governs admission, access, participation, and treatment in programs and activities, application for and treatment in all aspects of employment, including but not limited to: recruitment, hiring, transfers, promotions, demotions, reclassifications, compensation, benefits, tuition assistance, training, discipline, layoffs, termination, social and recreational programs, use of college facilities, or any other terms, conditions, and privileges of employment.

In addition, the college has established an affirmative action program designed to promote the full utilization of protected groups at all levels and in all segments of its workforce, and to ensure equal employment opportunities to persons with disabilities and to Vietnam-era or disabled veterans. RVC is committed to taking affirmative action to increase opportunities at all levels of employment and to increasing participation in programs and activities by all faculty, staff, and students.

Upon request, RVC will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would create an undue hardship. Inquiries regarding compliance with state or federal nondiscrimination requirements may be directed to the Title IX Coordinator or appropriate staff person for the respective college procedure.

Pregnant and Parenting Students

In June 2013, the Office of Civil Rights, within the Department of Education, issued guidance that it is illegal for schools to exclude a pregnant student from participating in any part of an educational program. This prohibition applies to classes, extracurricular programs, interscholastic sports, and student leadership opportunities. The purpose of this amendment is to encourage and support students who may not otherwise complete their education due to pregnancy and conditions related to pregnancy.

This Title IX regulation specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions, this includes the parenting fathers. The Title IX regulation also prohibits a school from applying any rule related to a student's parental, family, or marital status that treats the student differently based on their sex.

At Rock Valley College, a pregnant student may utilize the process established for any student with a temporary medical condition. A pregnant student must be given excused absences due to pregnancy or pregnancy-related issues for as long as deemed medically necessary by a doctor. The student seeking an excused or extended absence should first contact the Dean of Students Office using the Hospitalization Procedure and provide medical documentation. The Dean of Students Office will then communicate with the students faculty alerting them to their medical leave and requesting reasonable accommodations. The student will be strongly encouraged to also contact their faculty member or supervisor to inform them if an excused absence is needed. The student and faculty will identify a reasonable timeframe for any missed assignments and/or class accommodations. If a pregnant or parenting student feels they are being treated unfairly, the student should then seek out additional information from the Title IX Coordinator, second floor Student Center. A pregnant or parenting student will be expected to provide medical documentation from their doctor.

In addition, Rock Valley College provides a "Lactation Room" available for nursing mothers. It is located in the Student Center and is available on a first-come, first-serve basis. To learn more, contact the Dean of Students Office at (815) 921-4281.

University Religious Observances Act

P.L. 097-1038 110 ILCS 110/1.5

The University Religious Observances Act (110 ILCS 110/0.01 from Ch. 144, par. 2101) establishes specific requirements for compliance in reasonably accommodating all aspects of religious observance and practice of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. The college recognizes and respects the diversity of religious beliefs and practices of its students in accordance with the University Religious Observances Act. See Board Policy Manual 4:20.130.

As of January 1, 2013, any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such requirement and shall be provided with an opportunity to make up the requirement missed due to such absence in a particular day; provided the student notifies the faculty member or instructor in advance of any anticipated absence or pending conflict and the make-up examination, study, or work does not create an unreasonable burden upon the institution.

No fees of any kind shall be charged by the institution for making available to the student such opportunity. Further, no adverse or prejudicial effects shall result to any student due the provisions and accommodations of the Act. If a student chooses to file a grievance they may do so by utilizing the college's established procedures for the resolution of student complaints. The Dean of Students will work with the faculty member and appropriate academic administrator(s) to work toward a reasonable accommodation for religious observance.

Section 504 & ADA (Disability/Accommodation) P.L. 93-112. 87, Stat. 394

ADA/504 COMPLAINT PROCEDURE

Rock Valley College is committed to providing prompt and effective resolution of incidents of discrimination and harassment under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 and encourages informal resolution of discrimination complaints as close to the source as possible. If a student believes that they are not receiving appropriate accommodations or that they are being treated in a discriminatory manner, they may follow the procedures listed below.

For concerns that are not related to a disability, the student should follow general RVC complaint procedures, as outlined in the *RVC Student Handbook*.

Informal Complaint Resolution Procedure

Step 1: Informal Process

Complaints specifically related to services for students with disabilities authorized by the Disability Support Services (DSS) office as required under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act should be initially addressed to the Accommodations Specialist:

Cara Vande Voorde
Office Location: Student Center, Room 0112
(815) 921-2362
C.VandeVoorde@RockValleyCollege.edu

Step 2: Formal Process

Students are expected to first address their complaint with the Accommodations Specialist. However, if a resolution is not reached or if there is a conflict with the Accommodations Specialist, students may file a formal grievance. A grievance must be filed within fifteen (15) business days of the alleged offense and can be initiated by completing and submitting the ADA/504 Complaint Form, which is handled by the ADA Compliance Coordinator:

Dr. Deb Gilster
Office Location: WTC-2208
(815) 921-2067
Email: D.Gilster@RockValleyCollege.edu

The ADA Compliance Coordinator will initiate a formal review within five (5) business days following the submission of the grievance form. Investigations should typically be completed within 30 business days after initiation and a final written decision shall be issued to the involved parties within five (5) business days of completion of the investigation.

If the ADA Compliance Coordinator is the subject of the complaint or otherwise has a conflict of interest, the grievance shall be submitted to the Vice President of Diversity, Equity, & Inclusion who may appoint another administrator to conduct the investigation.

Step 3: Appeal Process

Students may contact the Diversity, Equity, and Inclusion office at (815) 921-4006 to appeal the determination made through the formal complaint process. Appeals must be initiated within ten (10) business days after receipt of the written decision. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Diversity, Equity and Inclusion office and a copy forwarded to the student no later than 30 days after it is filed.

The only permissible grounds for appeal shall be:

- New information was discovered, which was not available at the time of the hearing, and such evidence is likely to affect the outcome of the matter; or
- A substantial procedural error occurred in the process, which materially affected the decision; or
- A sanction of suspension or dismissal from the College was imposed and is not commensurate with the violation.

External Complaint Resolution Process

Although students are encouraged to utilize the college's internal procedures which are designed to ensure a timely and effective resolution of student complaints, students may file a complaint directly with the Office for Civil Rights:

Office for Civil Rights- Chicago Office

U.S. Department of Education

Citigroup Center

500 W. Madison Street, Suite 1475

Chicago, IL 60661-4544

Telephone: (312) 730-1560

Fax: (312) 730-1576; TDD: (800) 877-8339

Email: OCR.Chicago@ed.gov

Confidentiality

Any information regarding the filing of a complaint, the investigation of a complaint, and/or the disposition of the complaint shall be handled in a confidential manner and will be disclosed only as needed. Unauthorized breaches of confidentiality may result in disciplinary action.

Retaliation

No college community member shall discriminate against any individual because that individual has opposed any act or practice made unlawful by the applicable laws, or because that individual submitted a complaint or charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under any applicable law or this procedure.

Illinois Preventing Sexual Violence in Higher Education Act (PL-99-0426)



The Preventing Sexual Assault in Higher Education Act is intended to help colleges and universities prevent and address sexual assault, and was signed into law by Illinois Governor Bruce Rauner on August 21, 2015. The new law, effective August 1, 2016, mandates that every Illinois higher education institution develop a clear, comprehensive campus sexual violence policy, including detailed incident reporting options and university response guidelines, and provide a confidential advisor to survivors medical and legal assistance, and rights for both complainant and respondent, among other requirements. Rock Valley College recognizes the severity of this concern on college campuses and provides a fair and impartial response for all parties involved in such incidents. We will uphold these additional requirements beyond the federal requirements.

Examples of some of the key areas we will offer in the best interest of and support for our students are:

Immunity: Anyone reporting a sexual misconduct act while under the influence of alcohol or other substance will be granted immunity within reason (e.g., individual was drinking and underage or violated the code of conduct while a witness to a sexual or domestic violence).

Confidential Advisor: If a student requests a confidential advisor, they can make that request known to the Title IX Coordinator or Deputy Title IX Coordinator and they will be referred to the campus confidential advisor, Rockford Sexual Assault Counseling. The comprehensive policy will have a full list of other protections and options for students.

Prohibiting Sex-Based Misconduct

Rock Valley College is committed to providing an educational environment that is free from all forms of harassment as defined and otherwise prohibited by state and federal law. It is the policy of Rock Valley College that sexual harassment or any other form of harassment of a student by another student, an employee or a third party is prohibited and will not be tolerated. Any student or employee who is found after appropriate investigation to have violated this policy will be subject to disciplinary action, up to and including expulsion or termination.

Students who believe they have been subjected to harassment in violation of this policy shall have the right to submit complaints to the college in accordance with the administrative procedures implementing this policy.

Consistent with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, the college will provide training for administrators, teachers, staff, and students to help ensure that they understand what types of conduct constitute sexual harassment or violence, can identify warning signals that may need attention, and know how to properly respond.

Prohibited Conduct: Sexual Harassment, Sexual Violence, Harassment, Retaliation, Reprisals, False Claims, Inappropriate Consensual Relationships.

Sexual & Other Harassment Defined

Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature from another student, an employee or a third party when:

- a. Such conduct denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the college's programs or activities;
- b. Submission to or rejection of such conduct is used as a basis for educational decisions affecting such individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

This policy applies in all college environments (where the college has jurisdiction), whether on campus, off campus, at college-sponsored social functions, or otherwise.

Examples of Sexual Harassment

Sexual harassment, as defined above, can range from unwelcome sexual flirtation to sexual assault. The following is a list of examples of conduct that may violate this policy. It is not intended to be an exhaustive list:

1. Direct propositions of a sexual nature
2. Physical assaults or sexual violence
3. Unwelcome and offensive physical contact such as patting or pinching
4. Unwelcome sexual flirtation
5. Sexually explicit statements, jokes, or anecdotes
6. Remarks or speculation about sexual activity
7. Direct or implied threats that submission to sexual advances will be a condition of grading, promotion, or other educational actions
8. Sexual slurs, sexual innuendos, and other comments about a person's body
9. Telephone calls, emails, text messages, use of social media, and other electronic communications of an unwelcome sexual nature
10. Deliberate touching of another's sexual parts without consent
11. Deliberate sexual contact of another without consent
12. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury
13. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give knowing consent due to drug or alcohol intoxication, mental incapacity, or under the age of 17
14. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would be reasonably offensive to others

This policy also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited and will be addressed in accordance with student conduct proceedings.

Harassment means unwelcome verbal, physical, or other conduct based upon student's race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law that:

- a. Has the purpose or effect of creating an intimidating, hostile or offensive educational environment
- b. Has the purpose or effect of unreasonably interfering with a student's academic performance
- c. Otherwise adversely affects a student's educational opportunities

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; offensive jokes; and written material that shows hostility or aversion towards an individual or group based upon a legally protected characteristic.

Consensual Relationships

A sexual or romantic relationship between an employee and a student creates a conflict of interest when one of the individuals has direct evaluative authority over the other. Voluntary consent to a relationship of this nature is inherently suspect given the dynamics of the relationship. Therefore, it is a violation of this policy for an employee to have a sexual or romantic relationship with a student enrolled in a course being taught by the employee or whose work that employee supervises.

Relationships of this nature can affect other students, faculty, and staff because it places the employee in a position to favor or advance one student's interest at the expense of the others. This relationship may also send an implicit message that obtaining benefits is contingent on a sexual or romantic relationship.

1. Initial Discussion

The college encourages students who have experienced sex-based misconduct to talk with someone about what happened so that they can get the support they need and so that the college can respond appropriately. Different employees on campus have different reporting obligations with regard to alleged sex-based misconduct. Designated Responsible Employees are required to report all incidents of sex-based misconduct to the Title IX Coordinator and all members of the College community (including students) are encouraged to report such incidents to the Title IX Coordinator.

2. Filing a Formal Complaint

Any student who feels that they have been the victim (or complainant) of sex-based misconduct of any type by another student, an employee, or a third party may submit a formal written complaint to the:

Title IX Coordinator | (815) 921-1500 | RockValleyCollege.edu/SexualAssault
or email: RVC-DeanofStudents@RockValleyCollege.edu

located in the: Dean of Students Office, Main Campus, Student Center, 2nd Floor
3301 N. Mulford Road, Rockford, IL 61114 | (815) 921-4281

Written complaints must be signed and, to the extent possible, should state in detail the time, place, pertinent facts, and circumstances of the alleged harassment along with any witnesses. Written complaints must also state the remedy or relief being sought.

See page 70 for Reporting options.

3. Initiating a Complaint

All complaints of sex-based misconduct are taken seriously and will be investigated promptly. The Title IX Coordinator, or their designee, will inform and seek consent from the complainant before beginning an investigation. If the complainant requests confidentiality (and/or insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, or respondent), the Title IX Coordinator, or their designee, will inform the complainant that the college's ability to respond may be limited and that the college may be required to act regardless in the interest of the safety of the campus and community.

The Title IX Coordinator or their designee will also inform the complainant that this policy prohibits retaliation, and the college will not only take steps to prevent retaliation, but also take strong responsive action if retaliation occurs. The Title IX Coordinator or their designee will inform the complainant that the college cannot ensure confidentiality.

The purpose of the investigation is to determine whether the alleged violation of the college policy has occurred. In making this determination, the college uses the preponderance of evidence standard, i.e., whether it is more likely than not that the sex-based misconduct occurred.

4. Supportive Measures

Once the Title IX coordinator or their designee receives the report and then communicates with the complainant, they will discuss supportive measures that the complainant may have access to, which includes but is not limited to the following examples:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, dining, transportation and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus no contact orders; and
- Enforcement of an order of protection or no contact order entered by a State civil or criminal court.

5. Grievance Process

Once the complainant has spoken with the Title IX coordinator, if they choose to file a formal complaint, the college will start the grievance process in accordance with the Federal Title IX Formal Grievance Procedures. A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator, alleging a Sex-Based Misconduct Violation and requesting the college to investigate. At the time of filing, the complainant must be participating in, or attempting to participate in the college's programs or activities as a student or employee. Within 10 business days of signing a formal complaint, The Title IX Coordinator will provide written notice to all parties involved to inform them of the following information:

- The Grievance Process
- The Allegations
- Acknowledgement that the respondent is not currently responsible, and a final determination is made at the conclusion of the process
- Awareness that parties may have an advisor of their choice (can be an attorney, but doesn't have to be)
- Acknowledgement that parties may inspect and review directly related evidence that is part of the investigation
- Review of the College Code of Conduct provision(s) that prohibit submitting false statements/information

The college will provide written notice if they investigate allegations not included in the original written notice of allegations.

6. Informal Resolution:

After the initial notice of allegations, both parties may agree to participate in the Informal Resolution Process. The Complainant and Respondent must provide voluntary written consent participate and may withdraw from this process at any time before a finalized signed agreement is reached. If one party withdraws from the informal resolution process, the college resumes the grievance process as a formal complaint. Informal Resolutions are not permitted for cases involving Sex-Based Misconduct by a college employee toward a student.

7. Consolidation/Dismissal of Formal Complaints:

The Title IX Coordinator may consolidate related formal complaints that come from the same facts or circumstances.

The Title IX Coordinator may dismiss an investigation if Title IX regulations are not applicable. If this occurs, the college will inform parties of this action and will give directives regarding other college policies and procedures that may be used to resolve the concern. A Title IX case may also be dismissed if the complainant requests in writing that the case be withdrawn, the respondent is no longer enrolled in and/or employed by the college or if specific circumstances prevent the college from gathering evidence needed for a determination.

8. Investigation of a Formal Complaint:

The Title IX Coordinator will assign a trained investigator to investigate the complaint. They will gather evidence and witness information from each party. Both parties may be accompanied by an advisor of their choice, but the advisor's role is limited to providing support, guidance, and conducting cross-examination during the live hearing. The advisor may not speak on behalf of the party during the meeting and must comply with the investigator's rules and expectations. If these procedures are violated in any way, that advisor may be prohibited from further participation.

Each party will receive a notice in writing with the date, time, location, participants and purpose of the investigative meeting. Three (3) Business days' notice will be given to the parties by the investigator.

At the end of the investigation, the investigator will send each party (and advisor, if relevant) the evidence collected in electronic format. The parties will have 10 days to submit a written response to the evidence for the investigator to consider before completing their report.

After completing their report, the investigator will forward a copy to the Title IX coordinator. The Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing,

the Title IX Coordinator will Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing. They will also send to each party (and the party's advisor, if any) the investigative report [in electronic format or hard copy] for their review and written response.

9. Hearings

A hearing will be conducted by a Hearing Officer appointed by the college. Both parties will have the opportunity to request a substitution if the selected Hearing Officer poses a conflict of interest. A party wishing to request a substitution must contact the Title IX Coordinator within three (3) business days after the party's receipt of the notice of hearing to make such a request.

At the request of either party, the college will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the Hearing Officer and parties to simultaneously see and hearing the party or witness answering questions. This request is made by contacting the Title IX Coordinator at least three (3) business days in advance of the hearing. The college may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the college will provide the party with an advisor of the college's choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify the college that they do not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Hearing Officer, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, either due to absence from the hearing or due to the party's or witness's refusal to answer cross-examination or other questions, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The college will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, the college will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

10. Determination Regarding Responsibility

Within ten (10) business days after the conclusion of the hearing, the Hearing Officer will make a decision regarding responsibility. The Hearing Officer will apply a preponderance of the evidence standard when determining responsibility. Within seven (7) business days of reaching their decision, the Hearing Officer will issue a written determination to both parties

simultaneously. The written determination will include:

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence or stalking pursuant to the Preventing Sexual Violence in Higher Education Act;
The new Title IX regulations require the college to provide parties with at least 10 days to submit a written response to the evidence, and they require the investigator to consider those responses before completing the report.
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College Code of Conduct or other conduct standards to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the college imposes on the respondent, and whether remedies designed to restore or preserve equal access to the college's education program or activity will be provided by the college to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

11. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Vice President of Student Affairs or designee. An appeal must be based on one or more of the following grounds:

1. A procedural irregularity occurred;
2. New evidence or information exists that could affect the outcome of the matter;
3. The Title IX Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
4. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Vice President of Student Affairs or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Vice President of Student Affairs will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the Vice President of Student Affairs or designee has concluded their review of the appeal, the Vice President of Student Affairs or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Vice President of Student Affairs or designee's decision is final.

12. Confidentiality

The college will strive to protect the confidentiality of the parties and records to the extent permitted by law. However, the college cannot ensure confidentiality in every situation. The college will evaluate requests for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Accordingly, the college may weigh

the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the alleged harasser's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.15.

13. Retaliation

Retaliation means adverse action taken against a student because they have, in good faith, reported harassment or provided information in support of a harassment complaint. Retaliation violates the college's policy and is also illegal. A person engaging in retaliatory conduct will be subject to corrective action, up to and including expulsion or termination.

14. Reprisal Against Alleged Harasser

It is against this policy to take into account the filing of a complaint against an employee or a student when making determinations such as reappointment, tenure, promotion, grades, merit, or any other evaluation, unless a final determination has been made that the employee or student did in fact violate this policy. The fact that a complaint has been filed is not proof of the prohibited conduct and should not be treated as such.

15. False Claims

Allegations of harassment are extremely damaging by their very nature. All claims of harassment must be made in good faith. Any claims that are brought while knowingly false, with malicious intent, or out of retaliation are a violation of this policy. Students who violate this policy will be disciplined and subjected to corrective actions, up to and including expulsion.

16. External Complaints

While the college encourages individuals to use the college's internal procedures to resolve harassment, discrimination or sexual violence concerns, students also have the right to file a complaint with various external agencies. They may file in addition to or in lieu of filing an internal campus complaint. Students may also file a criminal complaint with the RVC Police Department or the Rockford Police Department. No retaliation shall be taken against a student for filing an external complaint.

At any time during the course of the investigation, hearing, and/or appeal, students and employees with questions about Title IX or those who believe they have been subjected to sexual misconduct or retaliation may file a complaint with the Office for Civil Rights (OCR):



Chicago Office - Office for Civil Rights

U.S. Department of Education – Citigroup Center
500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544
(312) 730-1560 | Fax: (312) 730-1576
Email: OCR.Chicago@ed.gov
OCR Website: www.ed.gov

Sexual misconduct or retaliation based thereon in violation of Title VII of the Civil Rights Act, 42 U.S.C. § 2000e et seq., may file a complaint with the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC):

Illinois Department of Human Rights

James R. Thompson Center
100 W. Randolph Street, Suite 10-100, Chicago, Illinois 60601
(312) 814-6200 | TTY: (866)740-3953
Website: www2.state.il.us/dhr

Equal Employment Opportunity Commission

JCK Federal Building

230 S Dearborn Street, Chicago, Illinois 60604

(312) 872-9744 | TTY: (866)740-3953

Website: www.eeoc.gov

Sexual & Intimate (Domestic) Violence Terms

Bystander Intervention: includes without limitation the act of challenging the social norms that support, condone, or permit sexual discrimination, harassment and or misconduct including domestic and dating violence, stalking. A bystander may observe an emergency or a situation that looks like someone could use some help. They must then decide if they are comfortable stepping in and offering assistance. A bystander may be a third party in receipt of information about an incident that has already occurred, an actual witness to, and whom may or may not know the impacted party.

Comprehensive Policy: the policy created and implemented by a higher education institution, including Rock Valley College to address student allegations of sexual violence, domestic violence, dating violence, and stalking.

Confidential Advisor: means a person who is employed or contracted by a higher education institution to provide emergency and ongoing support to student survivors of sexual violence with the training, duties, and responsibilities specific to addressing such concerns. Confidential advisors receive 40 hours of training. The confidential advisor for Rock Valley College is Rockford Sexual Assault Counseling (RSAC).

Confidential Communication: Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers, mental health providers, licensed professional counselors, and ordained clergy, all of whom may engage in confidential communications under Illinois law. In the event of imminent threat or danger, this confidential communication may need to be shared to provide assistance for mental health, medical or other services. Confidential resources employees (Counselors) are not required to report any information about an incident to the Title IX Coordinator or others at the college without an individual's permission.

Consent: is freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the survivor resulting from the use of force or threat of force by the accused shall not constitute consent. A person's manner of dress does not constitute consent. A person's consent to past sexual activity does not constitute consent to future sexual activity. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. (See the comprehensive policy for full definition.)

Dating Violence: is violence committed by a person:

1. who is or has been in a social relationship of a romantic or intimate nature with the survivor; and
2. 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/Intimate Partner Violence: involves a person knowingly, without justification, causing bodily harm to any family or household member, or making physical contact of an insulting or provoking nature with them. A family or household member includes spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child(ren) in common, person who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of the Illinois Domestic Violence Code.

Immunity: Any student who reports, in good faith, an alleged violation of the Rock Valley College

comprehensive policy to a responsible employee, or other college official, so that the reporting student will not receive a disciplinary sanction for a student conduct violation, such as underage drinking, that is revealed in the course of such a report, unless the incident or action is determined to be egregious, including without limitation an action that places the health or safety of any other person at risk.

Private Communication: Privacy means that information related to a report of violations of the policy or incident will be shared with a limited circle of college employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report. Professional staff may share information without revealing any personally identifying information about an incident to the college.

Responsible Employee: is someone who has the authority to redress sexual discrimination, harassment or misconduct, who has the duty to report incidents of such or other student misconduct, or who a student could reasonably believe has this authority. They are required to report to Title IX Coordinator.

Sex Discrimination: Discrimination on the basis of sex, sexual orientation, or gender-related identity. Sex discrimination includes sexual harassment, sexual misconduct, and sexual violence.

Sexual Violence:

- refers to physical sexual acts perpetrated against a person’s will, or where a person is incapable of giving consent. Consent must be given freely and voluntarily. It must be active and cannot be passive; silence or an absence of resistance, does not imply consent. A person may not give consent if they are unconscious, under the age of 17, incapacitated due to the use of alcohol or drugs, or have an intellectual or other disability. Past consent does not imply future consent, consent can be withdrawn at any time. Coercion, force, or threat of either; invalidates consent. Examples of sexual violence includes; rape, sexual assault, sexual battery, and sexual coercion. All such acts are forms of sexual harassment covered under this policy.
- involves the use of force or threat of force to sexually touch or sexually penetrate the victim’s body or forcing the victim to touch or penetrate the offender’s body. Threats of death or use of a weapon increases the severity of criminal charges. According to Illinois law, sex crimes can be prosecuted even if the victim knew the attacker; the victim did not fight back; the victim had consensual sex with the attacker previously; or the victim was intoxicated or unconscious.

Stalking: is a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear. Stalking behaviors include defaming character, use of Internet and e-mail (cyberstalking) to harass and spread rumors about an individual, damaging or threatening to damage one’s property and following or lying in wait for an individual. Stalking is a crime under law in the state of Illinois.

Survivor: means a student who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled at RVC.

See Title IX Comprehensive Policy for full list of terms, by visiting: RockValleyCollege.edu.

Assistance for Survivors of Sexual or Interpersonal Violence

If You Have Been the Survivor of Sexual Violence

We take sexual misconduct seriously and provide support for on- and off-campus incidents. If you have been the survivor of a sexual, domestic or stalking concern, we encourage you to report it immediately to the appropriate campus official. The following protections and options are available for you.

Reporting: You have several options for disclosing on- or off-campus incidents: Title IX Coordinator, or their designee; RVC Personal & Success Counselor; Responsible Employee (RE) or Campus Security Authority (CSA); Confidential Advocate/Advisor or RVC Police Department. RE's, CSA's and RVC Police are obligated to report incidents of sexual and domestic violence to the Title IX Coordinator. See the website and/or the comprehensive policy for each of their individual roles and obligations.

Title IX Coordinator Role: provide assistance by discussing options available at the college including: assistance with support services, confidentiality, college procedures, implementing interim measures or administrative measures, option to involve law enforcement and providing answers to questions or concerns.

Investigations: The Title IX Coordinator, or their designee, will provide investigation of campus policy violations, if the student chooses. We will evaluate a survivor's request of confidentiality and choosing not to want to participate in the investigation. This may limit our ability to respond. However, there may be times that we have to act in the best interest of the parties involved and/or in the best interest of the college community.

Sanctions: Sanctions for students found responsible for sexual misconduct may range from disciplinary warning or probation to suspension or expulsion from the college. Please visit the website (RockValleyCollege.edu) for the 2019-2020 Title IX comprehensive policy for a full list of sanction options.

Rock Valley College Police Department (RVC PD): The Chief of the Rock Valley College Police Department, or their designee, will inform the survivor of their reporting obligations and the survivor's right to speak with the Title IX Coordinator in lieu of an RVC Police investigation and offer resources. If warranted and appropriate, the Chief of Police or designee will complete a campus report and explain to the student their options for pursuing the complaint through the legal system. The Rock Valley College Police Department can also assist with the needed hospital treatment (or other appropriate agency) and investigation of the complaint. It is important to have prompt, thorough medical care after a sexual assault. The primary medical concerns are physical injuries, sexually transmitted diseases, and pregnancy. At the time of the medical examination, testing will also be done to collect evidence that can be used to prosecute the individual who committed the assault. For this reason, sexual assault victims should not bathe or change their clothing after an assault, because it could destroy evidence.

The RVC Police Department will notify college officials and will report the complaint to the Title IX Coordinator for determination of the need for campus adjudication to take place regardless of prosecution through the legal system.

Referral and Counseling: RVC provides referral to off campus resources and counseling assistance on campus, as appropriate. Referrals can be provided by the Title IX Coordinator and/or the RVC Personal and Success Counselor (located second floor of the Student Center Main Campus). An RVC Counselor may provide confidential response to obtain resources, discuss options and help navigate the process. For absolute privilege and confidential, advisor, a survivor may contact Confidential Advocate/Advisor Rockford Sexual Assault Counseling.

Any case of sexual assault referred to the Title IX Coordinator will be investigated. Sanctions for students found responsible of sexual assault may range from disciplinary warning or probation to suspension or expulsion from the college.

A survivor may report directly to an RVC Personal and Success Counselor for immediate confidential response to obtain resources, discuss options, and to help navigate the process.

Resources / Crisis Centers



Rockford Sexual Assault Counseling, Inc. (RSAC) – RockfordSexualAssaultCounseling.org

RSAC's services are confidential & free, 24 hours a day/7-days a week at: (815) 636-9811



Additional sexual assault information and crisis center locations are available at the **Illinois Coalition Against Sexual Assault (ICASA) – ICASA.org**

Phone number in Springfield, IL: (217) 753-4117



Remedies

220 Easton Parkway, Rockford, IL 61108

24 hour Domestic Hotline (815) 962-6102

RemediesRenewingLives.org



The National Domestic Violence Hotline

P.O. Box 161810, Austin, TX 78716

Phone 1-800-799-SAFE (7233), or

1-800-787-3224 (TTY)

NCADV.org

***Live Chat Offered:** Seeking Help?

Chat is Safe, Private and Secure

*Available every day from 7 a.m. – 2 a.m. CT



2-1-1 | phone: 211 | 211.org

Help starts here. This community resource connects you to various community agencies and providers with one phone call or one click of the mouse.

Family Educational Rights & Privacy Act (FERPA) Notification

The following notice and information is given by Rock Valley College to advise students of their rights under FERPA. The Act established the right of the student to inspect and review their educational records; provides that personally identifiable information will not, with certain exceptions, be disclosed without the student's written permission; provides for guidelines for the correction of inaccurate or misleading data through informal or formal hearings; and grants the student the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures of the college to comply with the Act. A student who wishes to review their education records must complete the appropriate form and submit it to the Records and Registration Office. The student will be notified in writing of the date and time they may review the records.

Rock Valley College has designated the following categories of student information as public or directory information: first and last name, dates of attendance, part-time/full-time enrollment status, degrees/certificates earned, awards received, participation in officially recognized activities, college-assigned e-mail address, and height and weight of athletic participants.

Such information may be disclosed by the college for any purpose at its discretion. However, the student may withhold disclosure by filing written notification with the college.

Information may be withheld by filing written notification with the Records & Registration office, located on the second floor of the Student Center, prior to the tenth day of classes each semester. Forms requesting the withholding of categories of directory information are available in the Records & Registration office.

Rock Valley College assumes that failure on the part of any student to specifically request the withholding of directory information indicates approval of disclosure.

Student Right-to-Know & Campus Security Act (P.L. 101-542)

The Student Right-to-Know and Campus Security Act requires higher education institutions receiving federal financial assistance to disclose their graduation rates and other consumer statistics of institutional effectiveness. The Act also requires that prospective and current students receive the following information to help them make informed decisions about the safety, educational benefits, including but not limited to: retention, transfer, and graduation rates, campus safety, voter registration, net price calculator, Title IX, and Drug Free Schools Act. A complete list of consumer information is available at RockValleyCollege.edu.

Automated License Plate Recognition System

Proactive enforcement measures aimed at protecting students, faculty, staff, and visitors are a constant challenge for the Rock Valley College Police Department (RVCPD). Identifying persons of interest, stolen vehicles, and wanted criminals are among those challenges. RVCPD is now utilizing new technology to assist in locating vehicles/persons of interest, developing investigative leads, and solving crimes.

Rock Valley College has implemented an Automated License Plate Recognition (ALPR) system at its Main Campus entrance/exit drives.

This system contains integrated processors which rapidly process license plate images using optical character recognition which is cross-referenced to national, state, and local license plate databases.

If the license plate or registered owner(s) matches the databases "hot list", notification is made to the RVCPD for evaluation and potential action. ALPR systems are being utilized by local communities such as; Rockford, Loves Park, and Machesney Park, with which we will be working closely to utilize this technology to reduce crime in our region.

Abused & Neglected Child Reporting Policy

Mandated Reporters: All personnel of institutions of higher education, all athletic program personnel and all athletic facility personnel are mandated reporters (325 ILCS 5/4). Mandated reporters are required to immediately report to the DCFS whenever there is reasonable cause to believe that a child with whom they have contact in their professional capacity may be abused or neglected. Students enrolled in an academic program leading to a position as a child care worker, school service personnel and/or education degree are also mandated reporters pursuant to the Act.

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to the Act.

Immunity for Good Faith Reports: The Act provides immunity for anyone who makes a report in good faith.

No Retaliation: Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under the Act is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion and/ or other sanctions. Procedures to implement this policy will be published through the college's Human Resources Department and available in that Office, the Dean of Students Office, and on the college's website.

Student Optional Disclosure of Private Mental Health Act P.A. 99-278, (110 ILCS 74/)

Rock Valley College cares about the mental health of students and employees. Effective January 1, 2016 and in compliance with the State of Illinois Student Optional Disclosure of Private Mental Health Act, Rock Valley College will provide all incoming students an option for students to disclose mental health information. This act ensures that every new student is given the opportunity to complete and submit the authorization form to disclose private mental health information, if they choose to. The institution may disclose that mental health information if a physician, clinical psychologist or **qualified examiner** (as explained in the mental health and developmental disabilities act) makes a determination that the student poses a clear danger to himself or others.

The student may complete and file a FERPA form through the Records and Registration Office which includes the "Student Optional Disclosure of Mental Health Act" disclosure. This form allows a student to designate whom RVC and/or the qualified medical examiner may disclose certain private mental health information.

Compassionate Use of Medical Cannabis Program Act

(P.L. 98-122, Section 30. Limitations and penalties (i). (410 ILCS 130/1)

Effective January 1, 2014, an ACT concerning alternative treatment for serious diseases causing chronic pain and debilitating conditions passed. Illinois is an approved state for allowing dispensary of cannabis for medicinal purposes. A statement on medical marijuana use on campus: At this time, marijuana use remains prohibited on campus for medicinal or recreational purposes. Any use of marijuana **on campus** would be a violation of federal and campus policy and may result in disciplinary action.

Smoke Free Illinois Act & Smoke Free Campus Act

Effective July 1, 2015 all Rock Valley College campuses are smoke free. Violators may receive up to \$250 fine. (See pages 84-85 for details of both statutes.)

The following information is provided to all Rock Valley College students and employees in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226) and the Drug Free Schools and Campuses Regulations [EDGAR Part 86].

We provide **Annual Notification** about the impact, risks and penalties of drugs and alcohol to both students and employees.

Statement on Medicinal Marijuana in Illinois:

Please see the Policy & Regulation Section of this handbook listed above.

Questions and concerns regarding this legislation or any of the information contained in this document should be directed to the Dean of Students Office.

1. Policies - Alcohol, Other Drugs

As an academic community, Rock Valley College is committed to providing an environment in which learning and scholarship can flourish. The possession or use of illegal drugs, alcoholic or the abuse of those which may otherwise be legally possessed, seriously affects the college environment, as well as the individual potential of our students and staff. The college enforces

state laws and related college policies, including those prohibiting the following activities on campus:

- a. Providing alcoholic beverages to individuals under 21 or possession or consumption of alcoholic beverages by individuals under 21.
- b. Possession, consumption, distribution, or manufacturing of any alcoholic beverages on the campus or any property that the college may own or lease, except as approved by the college President, or their designee.
- c. Distribution, possession, or use of illegal drugs or controlled substances.

The use of alcohol by students, regardless of age, is prohibited by the Student Conduct Code. The college can, and will, impose disciplinary sanctions for violations. Students are also subject to city ordinances and state and federal laws. A separate policy addresses violations by college staff.

The college strongly encourages students and staff members to voluntarily obtain assistance for dependency or abuse before such behavior results in an arrest and/or disciplinary referral which might result in their separation from the institution.

The use of, or addiction to, alcohol, marijuana, or other controlled substances is not considered an excuse for violations of the Student Conduct Code, and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations.

Help is available both on campus and within the community for students and staff members who are dependent on, or who abuse the use of alcohol or other drugs.

2. College Sanctions

For a complete description of College disciplinary sanctions, State of Illinois and Federal Drug Laws Penalties, visit RockValleyCollege.edu.

3. Counseling and Treatment

Students may be referred by the Rock Valley College Counselor or other staff to community treatment programs for assessment or more intensive treatment through Rosecrance Inc. or Treatment Alternatives for Safe Communities (TASC) in Rockford, Illinois; additional counseling and treatment services may be recommended. These agency services include intake/evaluation, social setting detox, intensive residential and day program, chemical dependency programs, adolescent and adult outpatient services, assessment DUI evaluations and prevention education.

4. Health Risks Associated with the Use of Illicit Drugs and Alcohol

See "Substance" chart, on page 78, for more information.

5. Treatment

RVC provides a complete listing of counseling and treatment programs available in the Winnebago/Boone County area. This listing is available in the RVC Personal and Success Counseling Office, or RVC website under B.I.T. resources. In addition, students and employees may seek assistance from the RVC Personal and Success Counselor.

6. Consequences

RVC will not tolerate the abuse of alcohol or illicit drugs among students and employees. Those found in violation of college rules and regulations regarding the use of these substances will be subject to penalties which include but are not limited to warnings, disciplinary actions, probationary status, suspensions from classwork or employment, expulsion from school, and referral for prosecution.

Substance Chart

Substance	Nicknames/Slang Terms	Risks/Long Term Effects
Alcohol	beer, wine, liquor	toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome
Amphetamines	uppers, speed, meth, crack	loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis
Barbiturates & Tranquilizers	barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence
Cocaine	coke, cracks, snow, powder, blow, rock	loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury
Gamma Hydroxy Butyrate	GHB, liquid B, liquid X, liquid ecstasy, G georgia homeboy	memory loss, depression, severe withdrawal symptoms grievous bodily harm
Heroin	H, junk, smack, horse, skag	physical dependence, constipation, loss of appetite, lethargy
Ketamine	K, super K, special K	major convulsions, muscle rigidity
LSD	acid, stamps, dots, blotter, A-bombs	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia
MDMA	ecstasy, XTC, adam, X, rolls, pills	same as LSD, sleeplessness, nausea, confusion, sweating increased blood pressure
Marijuana/ Cannabis	pot, grass, dope, weed, joint, bud, reefer, doobie, roach	bronchitis, conjunctivas, lethargy, shortened attention span, cancer
Mescaline	peyote cactus	may intensify existing psychosis, hallucinations at high dose
Morphine	M, morf	physical dependence, constipation, loss of appetite
PCP	crystal, tea, angel dust	psychotic behavior, violent acts, psychosis, hallucinations at high dose
Psilocybin	magic mushrooms, shrooms	may intensify existing psychosis, confusion, memory loss, shortened attention span, flashbacks
Steroids	roids, juice	cholesterol imbalance, acne, baldness, anger management problems, masculinization in women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage

Bulletin Board Regulations & Posting

Revisions June 7, 2019 and Effective July 1, 2019

The following are general regulations for Student Life bulletin boards located in various Rock Valley College buildings on the Main Campus and Stenstrom Center.

1. All signs must be stamped and marked with a removal date by the Student Life Office (SC-1124) prior to being posted.
2. All event signage must include a date, time, location, and a point-of-contact.
3. Signs that include advertising for alcohol, drugs, or hate speech are prohibited.
4. No posters/signs promoting activities or opportunities that go against Rock Valley College's policies are allowed, including, but not limited to, activities or opportunities which Rock Valley College's insurance will not cover.
5. Signs may not be posted on doors, windows, walls, vending machines, or anything else on campus other than bulletin boards.
6. No more than one sign per event is permitted on any one (1) bulletin board.
7. No sign may cover up another sign that is already posted.
8. Signs may be posted for up to three (3) weeks. Student Life will allow for ONE three-week extension, if asked for allowing the posting to be up for a total of six (6) weeks.
9. Bulletin boards will be cleared of outdated flyers weekly by Student Life Office staff.
10. Student Life reserves the right to remove any signage without notice, including, but not limited to, outdated signage, signage that does not adhere to the regulations above, or is contrary to college standards.
11. Size restrictions: Posters/signs are to be the recommended 8.5" by 11", and no larger than 11" by 17", unless granted special permission by the Student Life Office.

Additional posting policies pertaining specifically to recognized Student Clubs and Organizations:

1. Signs advertising club/organization events and special meetings are to be only on Student Life labeled bulletin boards.
2. It is the responsibility of the clubs/organization to post their signage on approved bulletin boards.
3. It is never permissible to post on or within faculty, staff, or department offices, unless special approval is granted by the individual to whom the office belongs or by their designee.
4. **Electronic Postings:** Recognized clubs/organizations may post electronically via the Student Weekly News or campus TV monitors. For more information, please email the College Communications Department at: RVC-PublicRelations@RockValleyCollege.edu.
5. **Chalking:** Recognized clubs/organizations have the option to use washable sidewalk chalk to advertise its event. Chalk is only permitted on sidewalks, outside on the Main Campus' bridge, and on sidewalks at Stenstrom Center.

Community Happenings

1. Signs, advertising, community events, non-profit community services, job listings, and personal items offered for sale by RVC students or employees, as well as signs exercising freedom of expression are only allowed on designed "Community Happenings" boards.
2. It is the responsibility of the group or individual to hang signs on the available "Community Happenings" boards.
3. Outdated signs will be removed by the Student Life Office, or their designee.

Questions regarding the Student Life Posting Policy may be directed to:

- Student Life Office
Student Center, Main Campus (815) 921-4184

Distribution Policies

Purpose: The RVC Distribution of Materials/Information and Posting Policy set forth the conditions under which written materials may be distributed and/or posted on campus.

Authority: 110ILCS 10/2 establishes that the administration of each institution of higher education in the state of Illinois “is responsible for maintaining decorum and order on the campus of that institution” and provides that each college may establish procedures for persons or organizations to exercise their right to free speech. Each college may reasonably confine/coordinate this activity to a specific location, time duration and manner of delivery so as not to interfere with normal college operation.

1. Approval for Distribution on Campus

- a. **RVC organizations:** Any officially recognized RVC department or organization may distribute or post materials which pertain to the activities of the group at any authorized distribution center, bulletin board, or display area, and are subject to the restrictions defined in this policy.
- b. **Off-campus groups or individuals:** Any off-campus group or individual wishing to distribute or post any type of materials on the RVC campus must obtain prior approval from the Manager of Student Life and is subject to the restrictions as defined in this policy.

2. Distribution

- a. There shall be no door-to-door distribution of free materials or sale or soliciting of products, services, or information by any persons on the RVC campuses.
- b. The distribution of handbills, flyers, or other printed materials by placing them on any vehicle located on the college campus is prohibited.
- c. Approval for distribution outside the confines of campus buildings by any group must be obtained from the Manager of Student Life, and may not in any way impede the vehicular or pedestrian traffic on any RVC roadway, sidewalk, or impede access to or egress from any campus buildings or activities.
- d. Written materials may be posted on bulletin boards on campus according the “Bulletin Board Regulations” (on page 79).
- e. Groups or individuals who wish to distribute written information or materials within the confines of campus buildings but not on campus bulletin boards must obtain prior approval from the Manager of Student Life. Upon approval, information or materials may be distributed from prearranged tables. There shall be no distribution of information or materials by standing in hallways or doorways on the campus.

3. Posting

- a. There shall be no posting of signs or written information on the campus grounds except as permitted by RVC policies/procedures, or as approved by the Manager of Student Life.
- b. There shall be no posting of written materials on any permanent structure on the RVC campus. Permanent structures include, but are not limited to, concrete, and redwood on campus buildings.
- c. Signs may not be posted on doors, windows, walls, vending machines, elevators or anything else on campus other than bulletin boards; with the occasional exception of select window locations upon approval.
- d. Recognized RVC departments and organizations may post written materials on campus bulletin boards as permitted by the “Bulletin Board Regulations” (see page 79).

4. Selling or Solicitation

- a. There shall be no soliciting on any RVC campus.
- b. There shall be no sales on any RVC campus by individuals or groups solely for their own gain.
- c. Recognized RVC departments or organizations may offer commercial products, printed information, or services for sale on campus only in support of the activities and programs of the recognized group. The name of the sponsoring college group must be clearly marked on the product or the location where the sale takes place.
- d. The sale of commercial products on the RVC campus is prohibited except as described in Section IV-C of this policy. The college may elect to rent space to an individual or organization from outside the campus community when the products or services for sale fulfill an essential need not presently met by the college.
- e. Recognized RVC departments or organizations may sponsor programs for donations for charitable or non-profit groups. Student Clubs and Organizations must receive prior approval from the Manager of Student Life, or their designee. The name of the sponsor and the purpose of the donation must be clearly posted at the point of solicitation.
- f. Off-campus individuals or groups may solicit for donations for charitable or non-profit groups when such solicitation is sponsored by a recognized college organization, in which case Section 4-E of this policy must be followed.

5. Refusal of Permission to Distribute or Sell

RVC reserves the right to refuse permission to any individual or group for distribution, sale, or solicitation at any time that:

- a. Normal college activities would be impeded or disrupted.
- b. The procedures of this policy are not followed.
- c. Special or emergency circumstances exist on the college campus which would make distribution inappropriate.

Campus Regulations Enforced by RVC Police Department



No person shall violate any federal, local or state laws specifically covered in the Illinois Compiled Statutes. All RVC students, staff and guests of Rock Valley College are expected to follow the regulations listed below. In addition, all RVC enrolled students are expected to follow the "RVC Student Code of Conduct." Each student is responsible for reading and complying with the Student Code of Conduct, which is made available in this document and on the RVC website (RockValleyCollege.edu). Rock Valley College students are expected to demonstrate our qualities of response, civility, honesty, and integrity. In addition, students should reflect the RVC Core Values of: Learner-Centered Community, Mutual Respect, Excellence, Diversity, Collaboration, Innovation, and Public Trust.

1. **Alcoholic Beverages:** No person shall possess, use, distribute or manufacture any alcoholic beverages on the campus or any property that the college may own or lease, except as approved by the President, or their designee.
2. **Assault:** No person shall assault, molest, threaten, intimidate, harass, disturb, or interfere with any other person engaged in lawful activities on the campus or any property that the college may own or lease.
3. **Bicycles, Rollerblades, and Skateboards:** No person shall take or use bicycles, rollerblades, or skateboards without permission of the owner, or operate bicycles, rollerblades, or skateboards in a manner as to endanger other persons or property on the campus or any property that the college may own or lease.

4. **Boating:** No person shall operate a boat on any body of water on the campus except in accordance with the rules promulgated by the President, or their designee.
5. **Camping:** No person shall construct or occupy any tent, trailer, lean-to, or other temporary shelter on the campus without permission of the President, or their designee.
6. **Closing Hours:** No person shall remain on the college grounds or in college buildings, nor shall any person leave property on the grounds after closing time without permission of the President, or their designee. Rock Valley College and its off-campus sites shall be closed from 11:00 p.m. - 6:30 a.m.
7. **Dogs and Other Animals:** No person owning or controlling any dog or other animal, except service dogs or other authorized exceptions shall bring such animal to the RVC campus or any property the college may own or lease, except when using the exercise path. Use of a leash or harness is mandatory, and the person(s) controlling such animals shall be responsible for removing any waste left by the animal.
8. **Electronic Devices** (including, but not limited to, cellular phones, fax machines, pagers, computers): No person shall use any electronic device on campus or any college-owned or operated facility, to harass, offend, or disturb any other person, nor shall any person use threatening or obscene language over any campus electronic device, nor shall any person use any electronic device to summon emergency service of any kind as a prank or otherwise when such service is not needed. Photographing individuals in secured areas such as restrooms, locker rooms, or other area where there is a reasonable expectation of privacy, **is strictly prohibited.**
9. **Fire/Emergency Alarms:** No person shall sound an alarm for fire or other emergency on the campus or any property that the college may own or lease except upon reasonable information and belief that there is an emergency which requires such alarm.
10. **Fires:** No person shall light or make use of any fire on the campus or any property that the college may own or lease.
11. **Gambling:** No person may participate in games for money or other personal property or operate gambling devices on the Rock Valley College campus or any property that the college may own or lease.
12. **Golf:** No person shall play or practice golf on the campus or any property the college may own or lease except as permitted by the college President, or their designee.
13. **Littering:** No person shall dispose of any refuse, litter, dirt, or waste materials of any kind on the campus or any property that the college may own or lease except in receptacles and locations designated by Rock Valley College.
14. **Locks:** No person shall possess, duplicate, make or cause to be duplicated any key, card, or unlocking device to operate any lock used or maintained by the college except with the permission of the President, or their designee.
15. **Misrepresentation:** No person shall misrepresent himself to any other person as a student, employee, or official of the college.
16. **Radio Controlled Devices:** No person shall operate any radio controlled device on the campus or any property that the college may own or lease.
17. **Selling and Advertising:** No person shall sell, solicit for sale or advertise for sale any goods or services, or take orders for or make contracts for such sales on the campus or any property that the college may own or lease except as authorized by the President, or their designee.
18. **Signs:** No person shall post any sign, poster, handbill, or advertisement on the campus or any property the college may own or lease except as permitted by the President, or their designee.
19. **Smoking/Vaping/E-Cigarettes:** No person shall smoke, vape, or use E-Cigarettes on RVC campuses or any property that the college may own or lease, except that a person(s) may smoke while inside in their personal vehicle. [See upcoming sections (pages 84-85) for the Smoke-Free Campus (110 ILCS 64) and Smoke-Free Illinois (410 ILCS 82) Acts.]
20. **Swimming:** No person shall swim in any waters on the campus or any property that the college may own or lease, except as authorized by the President, or their designee.

21. Traffic Regulations: Vehicle movement about the campus is governed by the Illinois Vehicle Code, 625 ILCS 5. The speed limit on campus roadways is 20 mph and is 10 mph in parking lots. No person shall drive on the walkways except as authorized by the college President, or their designee. All drivers are required to obey all traffic control signs, markings, and devices. Violators may be issued a state citation and prosecuted by the Office of the Winnebago County State's Attorney.



22. Trespassing/Loitering: No person shall trespass, loiter, or prowl on the campus or any property the college may own or lease at a time or in a manner not usual for law abiding individuals and under circumstances that warrant alarm for the safety of persons or property in the vicinity, nor shall any person occupy or use any room or building on such property except with proper authorization or upon lawful invitation.



23. Unlawful Assemblies: No person shall alone, or assemble with others to lead or incite others on the campus or any property the college owns or leases in a manner that causes disturbance, noise, riot, or disruption which obstructs or interferes with the free movement of persons, vehicles, pedestrian walkways, about such property or which interferes with the free, normal and uninterrupted use of the campus for educational programs, business activities, normal activities, and related social and recreational activities.

24. Weapons and Explosives: No person shall possess, store, or carry any firearms, other dangerous and deadly weapons, or explosives openly or concealed on any property the college may own or lease. Per the Illinois Concealed Carry Act [(section 65(a)(15)] carrying a concealed firearm is prohibited on community college property even if the individual has a valid concealed carry license (CCL). The prohibition on firearms does not apply to certified law enforcement personnel who are authorized to carry firearms on or off duty.



25. Wildlife: No person shall willfully kill, capture, or otherwise harass any animal, bird, or fish on the campus or any property the college may own or lease, except that the college President, or their designee may approve of fishing for specific educational purposes. This section shall not interfere with the lawful trapping or removal or wildlife deemed to be a nuisance or danger to the public.



26. Student Assemblies: Student assemblies are an important part of the college experience and provide an opportunity for students to present issues in a manner appropriate to the traditions of the academic community. To protect the rights and privileges of all students so they may benefit from the educational opportunities offered by the college, the rules and regulations regarding student assemblies are as follow:

1. Student assemblies, rallies or demonstrations to be conducted on the Rock Valley College campus(es) require an Event Request Form.
2. Submit the Event Request Form to the Student Life Office at least three (3) weeks prior to the date of the requested assembly so college resources can be coordinated.
3. Follow the stated rules that apply to all scheduled use of the college's facilities by recognized organizations and that have been approved by the Board of Trustees.

Children on Campus

For the safety of children on campus, children may not accompany students to class, tutoring, or testing sessions. Also, children may not be left unattended on the campus grounds, whether in college buildings, or other college locations, or at any college event. If a child is found unattended, call the RVC Police Department at (815) 921-4357 and an officer will be dispatched to investigate the circumstances and assist the child.



SMOKE-FREE ILLINOIS ACT

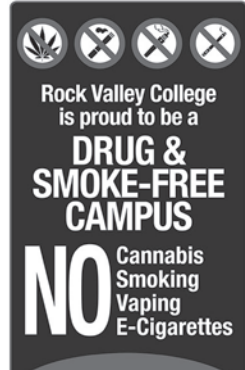
The Smoke-Free Illinois Act (410 ILCS 82) establishes specific requirements for compliance in creating smoke free areas through proper signage and enforcement. It also establishes fine structures for smoking violators and organizations which fail to enforce the statute.

SMOKE-FREE CAMPUS ACT

The Smoke-Free Campus Act (110 ILCS 64)

establishes that smoking is prohibited on each campus of a State-supported institution of higher education, both indoors and outdoors. This includes nicotine products, e-cigarettes, and other devices. Smoking is not permitted anywhere on campus with the exception of inside one's personal vehicle.

Rock Valley College Police Department (RVCPD) officers will be the primary enforcers of this procedure and statute. Officers will first attempt to gain compliance from violators by advising the violator of this procedure and requesting compliance. Violators who refuse to comply with the procedure after having been notified may be referred to the Dean of Students for disciplinary actions, and or issued an RVC citation or state citation at the officer's discretion.



SMOKE-FREE CAMPUS ENFORCEMENT

Violators of the Smoke-Free Campus Act (110 ILCS 64) or this Administrative Procedure may be fined as follows:

- 1st Offense Warning & Logged with RVCPD
- 2nd Offense \$50 Fine
- 3rd & Subsequent Offense \$150 Fine

Violators of the Smoke-Free Illinois Act (410 ILCS 82), which includes smoking within 15 feet of entrances, exits, windows that open, and ventilation intakes that serve an enclosed area may be fined as follows:

- 1st Offense \$100 Fine
- Subsequent Offenses..... \$250 Fine

If you are issued a smoking citation, you have the right to appeal. Please contact RVCPD for "Submission of Appeal."





Creating a
R.I.C.H. Culture

Respect

Integrity

Civility

Honesty

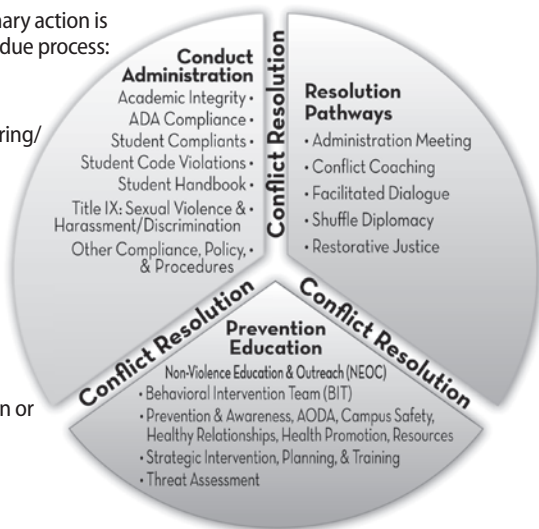
Student Conduct Code Policies

The college recognizes each student's procedural right to due process, which includes providing notice setting forth alleged violation(s) of the Code, and a speedy and fair hearing/administrative meeting. An appeals process is available to students that are suspended or expelled from the college. Any member of the college community can initiate accusation of an alleged violation. If a student is referred to the Dean of Students for an alleged violation, they will receive notice of the alleged violation which will include a request for an administrative meeting with the Dean of Students, or their designee. If requested, students are obligated to respond to notification to meet, if the student does not respond, they are in violation of the Code.

Procedural Right to Due Process

Any student facing possible disciplinary action is entitled to the following procedural due process:

- To be notified of the allegations against them.
- The right to a speedy and fair hearing/administrative meeting.
- To know the nature of the information against them, unless release of the information would endanger the health or safety of victim(s) or witness(es).
- To present information and/or witnesses relevant to the allegation.
- To appeal a sanction of suspension or expulsion, if applicable.



Student Conduct & Conflict Resolution Model

College Jurisdiction

Jurisdiction is maintained between periods of enrollment for all students. The term "student" includes all registered Rock Valley College Students (full-time, part-time, special programs, Community/Continuing Education, Professional Education). Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the college or who have been notified of their acceptance for admission are considered "students." This Student Code applies to all college locations, including the Main Campus, RVC Downtown, Stenstrom Center, and all other off-campus sites and General Education Development (GED)/High School Equivalency (HSE), English as a Second Language (ESL), OR Adult Education, and Community/Continuing Education; and enrolled students of collaborative and partnership programs.

- Sanctions may be imposed for prohibited conduct which occurs on college premises, at off-campus instructional sites (e.g., experiential coursework, internships, lab, or clinical sites), at college-sponsored extracurricular activities or events when a student serves as a representative of the college at off campus events where two or more students are involved, or in the course of using college technology or property.

- The Dean of Students, or their designee, shall determine whether the Code shall be applied to conduct occurring off campus, in accordance with the best interests of the college. Sanctions may be imposed for conduct that occurs on or off campus which substantially interferes with the college's operation or educational programs or the safety and welfare of the college community. A substantial college interest is defined to include:
 - a. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others
 - b. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder
 - c. Any situation that is detrimental to the educational mission and/or interests of the college

The Student Conduct Code may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The college does not regularly search for this information but may take action if and when such information is brought to the attention of college officials.

Records maintained and/or created by a law enforcement unit of an educational institution for purposes of law enforcement are not considered "student records" under the Family Educational Rights and Privacy Act ("FERPA") and may be released to third parties as necessary without violating FERPA. Contact the RVC Police Department on how to view law enforcement records.

Violations of The Law

1. College discipline may be imposed on students charged with an off-campus violation of federal, state or local laws even when there is no accusation of any other violation of the Code. This action is necessary to provide for the safety and welfare of the college community. Disciplinary action may be taken and sanctions imposed only for grave misconduct, which demonstrates flagrant disregard for the college community.
2. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state, or local law which is also a violation of this Student Code, that is, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
3. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the college may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of law on campus, and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they consider appropriate. Students accused of crimes may request to take a leave from the college until the criminal charges are resolved. In such situations, the college procedure for voluntary leaves of absence is subject to the following conditions:
 - The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial.
 - The responding students must comply with all interim actions and/or restrictions imposed during the leave of absence.
 - The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process, and must comply with all sanctions that were imposed.

Conduct Process Overview

A. Reporting a Code Violation

Any member of the college community may file a Code violation allegation against any student (with the exception of complaints of academic misconduct, faculty have original jurisdiction over these matters). Reports may be sent to the Dean of Students, or their designee. Reports can be made in person or online at RockValleyCollege.edu.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the college's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Dean of Students Office or the RVC Police Department.

B. Notice and Response

Within 30 business days of receiving an alleged Code violation, the Dean of Students, or their designee, will notify the responding student of the allegation.

The notice shall include:

- (a) the alleged Code violation;
- (b) the opportunity for the student(s) to meet with the Dean of Students, or their designee, for purposes of resolving of the allegation(s).

The student may choose to have an "advisor or support person" accompany them during the meeting (such as a peer, friend, family member, or Rock Valley College employee).

The advisor/support person may be present during the administrative meeting but may not be permitted to speak for or on behalf of the student unless deemed appropriate by the Dean of Students or their designee.

If the student does not meet with the Dean of Students, or their designee, or chooses not to participate in the process within 10 business days of the notice, the Dean of Students will make a decision without input from the student.

A student against whom a Code violation has been filed and/or disciplinary charges are pending may have a "hold" placed on their academic record until charges are resolved.

A hold will prevent the student from requesting an official transcript, registering for classes or withdrawing, dropping courses, etc.

C. Findings/Resolution

Once a determination has been made regarding the violation, there are generally two outcomes for student conduct violations. Responsible or Not Responsible.

D. Sanctions

If a student is found responsible for alleged Code violation, they may be issued sanctions. Sanctions will need to be completed or turned in by the time frame given, before the case will be closed out. If the sanction isn't completed within timeframe given, the student may have additional sanctions assigned and/or may be prevented from participating in various campus events or activities, including registration. Please see pages 91-95 for a full list of student disciplinary sanctions.

Student Conduct Expectations

Rock Valley College considers the behavior described in the following section below as inappropriate for the college community and in opposition to the Core Values (located on page 5) and qualities set forth in this document. These expectations and rules are applied to all students. The college encourages community members to report to college officials all incidents that involve the following actions. Any student found to have committed, or to have attempted to commit, the following misconduct is subject to the sanctions outlined in this document.

Statement on Housing and Residential Life

We are a non-residential campus. Rock Valley College does not offer residential housing for any students. No student shall be enrolled at Rock Valley College and be housed on another college or university campus.

Student Code Violations

Abuse of Conduct Process:

1. Failure to obey a notice from a college official to appear for an administrative meeting or hearing as part of the Code process.
2. Falsification, distortion, or misrepresentation of information before the Dean of Students, or their designee, and/or the *Conduct Review Board*.
3. Disruption or interference with the orderly conduct of Code proceedings.
4. Attempting to discourage an individual's proper participation in, or use of the Code system.
5. Attempting to influence the impartiality of a member of the *Conduct Review Board* prior to and/or during the course of the Code proceeding.
6. Harassment (verbal, written, or physical) and/or intimidation of a member of the *Conduct Review Board* prior to, during, and/or after a Code proceeding.
7. Failure to comply with the sanctions(s) imposed under the Code.
8. Influencing or attempting to influence another to commit an abuse of the code system.
9. Being an accessory to any person on the college campus who violates this code.

Alcohol and Other Substances, or Acts

10. Possession, use, or distribution of alcohol or paraphernalia, except as expressly permitted by law.
11. Possession, use, or distribution of illegal drugs and other controlled substances or drug paraphernalia (including prescription drugs), except as expressly permitted by law.
12. Under the influence of drugs, or alcohol, or public intoxication.
13. Prescription Medications – abuse, misuse, or distribution of prescription or over-the-counter medications.
14. Smoking or use of tobacco or electronic smoking devices is prohibited except in personal vehicles.

College Officials and Misuse of Resources

15. Failure to comply with reasonable directives of college officials or RVC Police Officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
16. Forgery, alteration or misuse of any college document, record, electronic file, form, or instrument of identification or providing false information to a college official, or college business office, on behalf of oneself, or another, to defraud the college or falsify a college record or document.
17. Unauthorized possession, duplication or use of identification badges, and keys to any college premises or unauthorized entry to or use of college premises.

18. Personal misrepresentation, defined as representing oneself as another, giving false information to any college official, or alleging to represent the college or any of its recognized organizations without specific prior consent of the respective college official(s).
19. Trademark, unauthorized use (including misuse) of college or organizational names and images.

Disruptive Behavior

20. Substantial disruption of college operations including obstruction of teaching, learning, research, administration or other college activities and/or other authorized non-college activities; which occur on campus, including its public service functions on or off campus.
21. Conduct that is lewd or indecent. May include deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
22. Leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
23. Rioting, causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
24. Participation in a campus demonstration that *substantially* disrupts the normal operations of the college and infringes on the rights of other members of the college community, including obstruction of the free flow of pedestrian or vehicular traffic on college premises, or at college-sponsored or supervised functions.
25. Health and Safety – creation of health and safety hazards such as dangerous pranks, or acts, on the college premises.

Technology

26. Violations of the RVC Acceptable Use of Information Technology Systems Policy. For the entire policy, refer to the college website (RockValleyCollege.edu).
27. Unauthorized use of cell phones and other communication devices in all instructional areas, the library, computer labs, and including all labs and classrooms during instructional sessions or while participating in college-sponsored educational programs or activities on or off campus.

Theft and Property

28. Intentional and unauthorized taking of college property or the personal property of another, including goods, services and other valuables.
29. Knowingly taking or maintaining the possession of stolen property.

Damage and Destruction

30. Intentional, reckless and/or unauthorized damage to, or destruction of, college property or the personal property of another.
31. **Unauthorized Entry:** misuse of access privileges to college premises or unauthorized entry to or use of buildings, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a college building.
32. **Fire Safety:** violation of local, state, federal or campus fire policies, including but not limited to, intentionally or recklessly causing a fire which damages college or personal property or causes injury. Failure to evacuate a college-controlled building during a fire alarm, or tampering with or improperly engaging a fire alarm or detection/control equipment on college property.

Threatening or Alarming Conduct

33. **Threatening Behaviors:** written, physical, or verbal conduct that intimidates or causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
34. **Intimidation:** threats or acts that cause a reasonable fear of harm to another
35. **Harm to Persons:** intentionally or recklessly causing physical harm or endangering the health or safety of any persons.

36. Conduct to alarm or disturb another and/or provoke a breach of the peace.
37. Initiation of or participation in a hate crime as defined in IL Criminal Code 720/ILCS 5/12-7.1.
38. **Bullying and Cyberbullying:** bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
39. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization. Participation or cooperation by the person/s being hazed does not excuse the violations. Failing to intervene to prevent and/or failing to discourage or report those acts may also violate this Code.
40. **Dating violence:** Violence or abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.
41. **Domestic violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the survivor; or physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation of a family or household member.
42. **Stalking:** stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.
43. **Sexual misconduct:** includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (see RVC Sexual and Other Harassment Policy on pages 64-74).
44. Deliberate attempts to use gang representation signing or graffiti-tagging to cause alarm.
45. Participating in online behavior, or use of electronic technology to misrepresent the college, harass, threaten or intimidate another member of the college community, delivered by Facebook, email, blogs, web pages, Twitter, text or instant messaging, social networking sites and any other electronic entries. The college does not regularly seek out this information, but will take action if and when such information is brought to the attention of college officials.

General Compliance

46. **Discrimination:** any act or failure to act that is based upon an individual or group's actual or perceived status, other protected status that is sufficiently severe that it limits or denies the ability to participate in or benefit from the colleges' educational program or activities.
47. **Harassment:** any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status. Any unwelcome conduct should be reported to campus officials who will act to remedy and resolve reported incidents on behalf of the victim and community. (See RVC Sexual and Other Harassment Procedures on pages 64-74.)
48. **Retaliation:** any intentional, adverse action taken against another individual that has reported an alleged code or college policy violation.
49. **Collusion:** the act or inaction with another or others to violate the Code of Conduct.
50. **Trust:** the violations of positions of trust within the college community.
51. **Bribery** is the offering, giving, receiving, or soliciting of anything of value to influence action as an official or in discharge of legal or public duty.
52. **Extortion** is the attempt to obtain property, services or benefits from another induced by actual or threatened force, violence, fear or coercion, or false pretense.
53. Violation of published other college and program policies, rules, or regulations.
54. Violation of Student Life clubs and organizations regulations and policies.
55. Violation of local, county, state, or federal law, whether it is on- or off-campus, when the Dean of Students is notified a definite college interest is involved and/or where the student misconduct distinctly and adversely affects the college's pursuit of its educational mission. Violation of these laws may lead to prosecution by law enforcement agencies in addition to sanctions by the college.

Weapons

56. The college prohibits anyone from wearing, transporting, storing, or possessing firearms or other weapons on college property (including college-owned vehicles, personal vehicles, and parking lots), at college sponsored or college-related functions or events, and during times when acting as a representative of the college whether on or off college premises. Individuals who commit such acts may be removed from college premises and/or subject to disciplinary action, criminal penalties, or both. The term “weapon” is defined in accordance with state law and includes any object or substance designed to inflict a wound or cause bodily injury or damage to property. “Weapons” does not include mace or pepper spray type products designed and carried solely for the purpose of self-protection.
- This does not apply to any certified law enforcement personnel engaged in official duties.
 - Activities requiring use of the prohibited items may be conducted only with the approval of Chief of Police, RVC Police Department, or their designee.
 - This does not apply to, or prevent anyone from obtaining an Illinois Concealed Carry permit, and carrying that weapon at places away from college property and events, in compliance with Illinois law. Illinois Concealed Carry license holders arriving on campus may store their weapon in their vehicle, in a locked container, compartment or trunk, out of plain view, as provided in the Illinois Concealed Carry Act.

Conduct Sanctions

One or more of the following sanctions may be imposed upon any student for any single violation of the Code of Conduct or other college policies, rules or regulations.

A. Temporary Suspension

In certain circumstances, the Dean of Students or RVC Police Department, or their designee, may impose a college temporary suspension prior to an administrative meeting and/or the hearing before a *Conduct Review Board*.

Temporary suspension may be imposed only:

- To ensure the safety and well-being of members of the college community or preservation of college property
- To ensure the student’s own physical or emotional safety and well-being
- If the student poses a definite threat of disruption of or interference with the normal operations of college

During the temporary suspension, students will be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.

Students may be allowed make-up privileges if they are found not to have violated the Code. This will be at the discretion of the Dean of Students, Faculty, and the Academic Dean.

B. Warning

An unofficial written notice that the students, conduct was inappropriate for the educational environment and that future violations will result in more severe sanctioning.

C. Disciplinary Probation

A reprimand for the violation(s) of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s). Regular probationary meetings may also be imposed.

D. Discretionary Sanctions

Work assignments, community service, other service to the college or neighboring communities, or other related discretionary assignments (such assignments must have the prior approval of the Dean of Students).

E. Loss of Privileges

Denial of specified privileges for a designated period of time.

F. Restitution

Repayment for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

G. Withdrawal from Class

Administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.

H. Limited Access

Administrative restriction to selected parts/locations of campus buildings.

I. Educational Programming

Required to attend, participate, or present in a program related to the violation. Student may be required to pay for any cost related to participation in the program, may include online programs. Student may be asked to complete a reflection paper as part of the outcome of this sanction.

J. Behavioral Requirement

Student may be required to provide proof of participation or completion of recommendations which includes required activities, but not limited to; seeking academic advising, personal counseling, substance abuse screening etc.

K. College Suspension

Separation of the student with possible loss of tuition and fees from the college for a designated period of time, after which the student may be eligible to return. Student must meet with Dean of Students prior to registering for courses to discuss conditions for re-enrollment. Conditions may include ineligibility for specific courses, services, and the restrictions.

L. College Expulsion

A permanent separation from the college with consequent loss of tuition and fees. Due to the severity of this sanction, it may be noted on the student's official college academic transcript.

M. Parental Notification

The college reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under the age of 21 for alcohol and/or drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

N. College Record

A hold may be placed on a student's academic record, denying them access to official transcripts, registration or degree until all of the obligations of the college conduct process and/or assigned sanctions are completed.

O. Sexual Misconduct Sanctions

Student who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct are subject to sanctions identified in the comprehensive policy from minimum sanction, up to and including expulsion. Please see the website or contact the Dean of Students Office for the comprehensive policy.

Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students, or their designee.

Sanctions may be imposed upon college groups or organizations found to have violated the Code of Conduct; such as deactivation, de-recognition, or loss of all privileges including the status as a college registered organization for a specific period of time, or one or more of the sanctions listed above.

Student Discipline/Conduct Procedure

Conduct procedures are based on fundamental fairness practices and preponderance of evidence. They are not formal legal proceedings and are not subject to the same rules that govern civil or criminal hearings including but not limited to, the rules of evidence.

Preliminary Investigation and Administrative Meeting

A. The Dean of Students

The Dean of Students, or their designee, will conduct a preliminary investigation to determine if the allegation has merit. If the allegation can be disposed of at the preliminary investigation stage, such disposition will be final and there will be no subsequent proceedings.

If necessary, the Dean of Students, or their designee, shall meet with the responding student and inform the student of their procedural rights to due process. The Dean of Students, or their designee, may determine the following:

- Find student responsible for code violation(s)
- Issue sanctions for code violations
- Dismiss the case
- Refer parties to conflict resolution or mediation
- Refer case to Behavioral Intervention Team (BIT)
- Refer student to educational programming
- Refer student to RVC Personal and Success Counselor
- Refer the case to the appropriate college administrator, or their designee
- Refer to community resource

The Dean of Students, or their designee, will notify the student in writing within **20** business days of the decision.

The outcome of the conduct process is part of the education record of the responding student and is protected from release under FERPA, except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “Crime of Violence” or forcible or nonforcible sex offense, the college will inform the alleged survivor/ party bringing the complaint in writing of the final results of an administrative meeting, regardless of whether the college concludes that a violation was committed. Such release of information may only include the alleged student’s and responding student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will be shared with all parties to the complaint in addition to the finding and sanction(s). (See Title IX policy.)

In cases where the college determines through the student conduct process that a student violated a policy that would constitute a “Crime of Violence,” the college may also release the above information publicly and/or to a third party. FERPA and Clery Act defines “crimes of violence” to include: arson, assault offenses (includes stalking), burglary, criminal homicide (manslaughter by negligence), criminal homicide (murder and non-negligent manslaughter), destruction/damage/vandalism of property, kidnapping/abduction, robbery, forcible sex offenses, and non-forcible sex offenses.

B. Expulsion or Suspension Appeal

1. Appeal of Sanctions:

The *Conduct Review Board*, or Chief Academic Officer (CAO), will hear cases of appeal for suspension or expulsion sanctions only. The Conduct Review Board may consist of a minimum of three (3) individuals and no more than six (6), two (2) faculty members appointed by Academic Affairs, two (2) students appointed by the Director of Student Life and Intercultural Student Services, and two (2) Student Affairs administrators (one of whom will serve as non-voting chairperson) appointed by the Chief Academic Officer (CAO). The Dean of Students, or their designee, shall serve as non-voting Secretary and advisor to the *Conduct Review Board*. No *Conduct Review Board* member may sit on the Board during a hearing if that member is a complainant, witness, has a direct or personal interest in the outcome of the hearing, or has previously acted in an advisory capacity to the accused student. The Chair of the *Conduct Review Board* may establish a hearing format consistent with this Code. In cases involving more than one responding student, the chair of the *Conduct Review Board* and the Dean of Students, or their designee, will determine if hearings or conferences concerning each student will be conducted jointly or separately.

2. Appeal Hearing Procedures:

Formal appeal hearings will be conducted by the *Conduct Review Board* or the Chief Academic Officer (CAO) according to the following guidelines:

- A written appeal must be received within 10 business days from sanction notice date, sent by the Dean of Students.
- The Dean of Students, or their designee, will determine if the appeal will be referred to the *Conduct Review Board*, or the Chief Academic Officer (CAO).
- The Dean of Students, or their designee, will notify the student of the appeal hearing within 15 days of receipt of appeal request. The notice will include the date, time, location and type of hearing.
- Decisions made by the *Conduct Review Board* or the Chief Academic Officer (CAO) are final.

3. The Student's Role:

- The student must submit an appeal in writing, within 10 business days of the date of the sanction notice, to the Dean of Students.
- The responding student may be accompanied by an advisor. The advisor may attend the hearing with the student to support them. The responding student and advisor may be present during the entire hearing, but neither may be present during deliberations of the *Conduct Review Board*. In no event may the advisor participate directly by speaking for the student or questioning witnesses or the *Conduct Review Board*. Admission of any other person to a *Conduct Review Board* hearing will be at the discretion of the Board Chair.
- Both the responding student and the complaining parties may present information, including witnesses and written statements.

4. The Dean of Students Role:

- Notify the student by certified mail of the appeal hearing within 15 business days in advance of the hearing. The letter will inform the student of:
 - The violation(s) and assigned sanction
 - The time, date, and location of the hearing
 - If the appeal will be heard by the *Conduct Review Board* or the Chief Academic Officer (CAO)
- The Dean of Students, or their designee, shall notify the student via certified mail, return receipt requested within 15 days of the appeal decision by the *Conduct Review Board* or the Chief Academic Officer (CAO).

5. The Chief Academic Officer's (CAO) Role:

- a. Review the written appeal
- b. Review all documents or information available pertaining to the case
- c. Meet with the student who originated the appeal
- d. Arrive at a decision within 10 business days after hearing the appeal
- e. Chief Academic Officer (CAO) will communicate to student in writing the results of their decision. A copy of this letter will be provided to the Dean of Students Office.

6. Conduct Review Board Role and Process:

- a. Hearings will be closed to the public.
- b. In all cases, information related to the case will be presented and considered whether or not either party is in attendance.
- c. Quorum for a hearing requires that a minimum of three (3) **Conduct Review Board** members are present for the hearing.
- d. Pertinent and relevant information may be reviewed without regard to the legal rules of evidence.
- e. The **Conduct Review Board** may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation via telephone, video-phone, closed-circuit television, video conferencing, CD/DVD, audio tape, written statement, or other means.
- f. Both the responding student and the complaining parties may present information, including witnesses and written statements. The Chair of the **Conduct Review Board** will determine the format of the hearing, the admissibility of witnesses or written statements, and may elect not to hear such information if deemed redundant or irrelevant.
- g. The Chair of the **Conduct Review Board** retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties.
- h. The Chair of the **Conduct Review Board** may opt to hear the witnesses separately.
- i. There will be a single verbatim record, such as an audio recording, of all hearings before the **Conduct Review Board**. Review of the verbatim record may only occur on college premises and in the presence of the Dean of Students, or their designee. The verbatim record is property of the college.
- j. Determination of final sanction shall be made based on the preponderance of evidence.
- k. Decisions by the **Conduct Review Board** shall be by majority vote of the members present for the hearing. A decision reached by the **Conduct Review Board** is final.

NOTE:

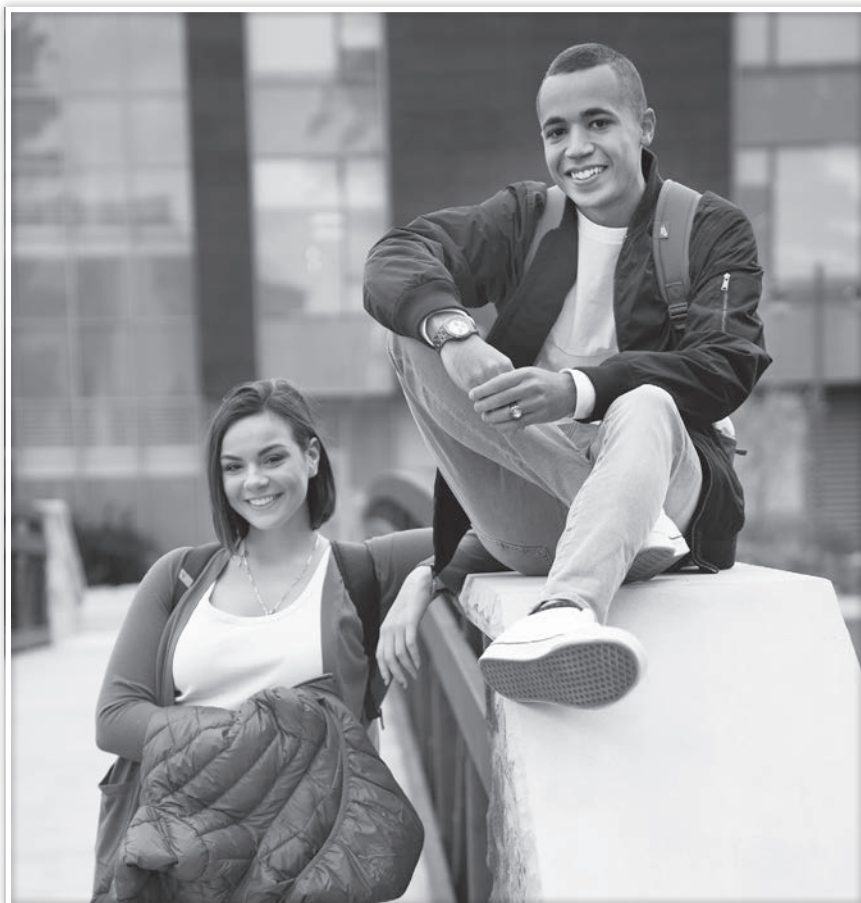
If the sanction decision is overturned by the **Conduct Review Board**, or the Chief Academic Officer (CAO), and if coursework has been missed as a direct result of action taken against the student, appropriate accommodations may be made in order to assist the student.

Definitions of Terms

- A. The term **“academic year”** is defined as beginning with the fall semester, spring semester, and the two (2) summer sessions.
- B. The term **“administrative meeting”** is defined as a discussion between the Dean of Students, or their designee, and the student(s) who committed an alleged code violation, to resolve the matter(s).
- C. The term **“advisor”** or **“support person”** is defined as a friend, family member, staff/faculty member of the college, or peer who may accompany a respondent or complainant.
- D. The term **“business day”** is defined as any day excluding Saturdays, Sundays, breaks in the academic year, or any holidays recognized by the college.
- E. The term **“the Code”** means Student Code of Conduct.
- F. The term **“college”** means Rock Valley College.
- G. The term **“college official”** includes any person employed by the college performing assigned administrative or professional staff responsibilities.
- H. The term **“college premises,” “Campus(es),” “On Campus(es),” “Non Campus(es),” “Off Campus(es),”** and **“all other sites,”** includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).
- I. The term **“complainant”** means any person who submits a charge alleging that a student violated this Code.
- J. The term **“Comprehensive Policy”** (see pages 58, 64, 71-73, 95 or college website).
- K. The **“Conduct Review Board”** consists of two faculty members appointed by Academic Affairs, two students appointed by the Manager of Student Life, and two administrators (one of whom will serve as non-voting chairperson) appointed by the Chief Academic Officer (CAO). The Conduct Review Board will only consider an appeal to sanctions of suspension or expulsion imposed by the Dean of Students, or their designee.
- L. The term **“Deputy Title IX Coordinator”** (students) means they assist the Title IX Coordinator with Title IX training for students, employees and faculty and responsible employees, monitor compliance, deadlines, and provide case management for tracking and reporting of such incidents. The Deputy completes Title IX investigations including: complainant, respondent and witness statements, offer resources and information to all parties and write summary reports, findings and make recommendations to the Title IX Coordinator. The Deputy provides primary prevention and awareness education and in consultation with the Title IX Coordinator, reviews materials, publications and website for accuracy, consistency and compliance.
- M. The term **“faculty member”** includes any person who is either a credit or non-credit, full- or part-time, teacher, coach, or librarian.
- N. The term **“responding student/respondent”** means any student accused of violating the Code of Conduct.
- O. The term **“Risk Reduction”** means options assigned to decrease perpetration and bystander inaction, and to increase empowerment to victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. (RVC risk reduction examples, blue lights/phones, encouraging responsible behavior of all RVC community members.)
- P. The term **“Sexual Violence, Sexual Misconduct, Domestic Violence, and Stalking”** (see pages 64-74 and 100).



- Q. The term **“student”** includes all persons taking courses at Rock Valley College, either full-time or part-time (less than 12-credit hours); persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered “students.” This Student Code does apply at all locations of the college, including the Main Campus, RVC Downtown, Stenstrom Center, and all other off-campus sites and General Education Development (GED)/High School Equivalency (HSE), English as a Second Language (ESL), Adult Education, and Community/Continuing Education; and enrolled students of collaborative and partnership programs.
- R. The term **“Title IX Coordinator”** (for students) is responsible for overall Title IX compliance and grievance procedures for sex based and other Title IX related concerns identifying and addressing any patterns or systemic problems. In particular, student complaints involving sex based misconduct (including sexual, dating and domestic violence, and stalking concerns) and sexual discrimination and harassment in educational programs and activities sponsored by the college. The Title IX Coordinator reviews reports for merit, weighing confidentiality upon request, and issue findings and sanctions, and determine interim measures, where applicable. The Title IX Coordinator may also complete investigations when there is a conflict of interest. The Title IX Coordinator provides training and education for students, employees, faculty, and responsible employees free from gender bias.
- S. The term **“witness”** means a person who sees an event take place. If you are witness to an incident or concern on campus, you are encouraged to participate in the process, if requested to do so by a college official.





THINGS TO DO THIS
MONTH / NOTES:

AUGUST 2023

	SUNDAY	MONDAY	TUESDAY
			1
	6	7	8
			End of Summer II Classes
	13	14	15
	Grades Due by 11:59 p.m. Sunday Night		
	20	21	22
		Fall Semester 2023: Weekday Classes Begin	
	27	28	29

AUGUST 2023

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5
9 FINALS SUMMER II	10 FINALS SUMMER II	11	12
16	17 Fall 2023 Waitlist Ends	18	19 Fall Semester 2023: Weekend Classes Begin
23	24	25	26
30 Last Day for Tuition Refund Last Day to Drop	31		

SEPTEMBER 2023

THINGS TO DO THIS MONTH / NOTES:

	SUNDAY	MONDAY	TUESDAY
	3 No Weekend Classes	4 LABOR DAY College Closed	5 Faculty & Staff Development Day/ No Classes/ Offices Closed
	10	11	12
	17	18	19
	24	25	26

SEPTEMBER 2023

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 No Weekend Classes
6	7	8	9
13	14	15	16 Fall Classes Begin (12 week classes)
20	21	22	23
27	28	29	30

THINGS TO DO THIS
MONTH / NOTES:

OCTOBER 2023

	SUNDAY	MONDAY	TUESDAY
	1 LAST DAY TO APPLY FOR FALL GRADUATION	2	3
	8	9 SPRING PRIORITY REGISTRATION WINTERIM REGISTRATION OPENS	10 SPRING PRIORITY REGISTRATION
	15	16	17
	22	23	24
	29	30	31

OCTOBER 2023

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7
11 SPRING PRIORITY REGISTRATION	12 SPRING REGISTRATION OPENS	13	14 Fall Classes Begin (8 week classes)
18	19	20	21
25	26	27	28

THINGS TO DO THIS MONTH / NOTES:

NOVEMBER 2023

	SUNDAY	MONDAY	TUESDAY
	5	6	7
	12	13	14
	19	20	21
	26	27	28
	No Classes/ College Closed		

NOVEMBER 2023

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 LAST DAY TO WITHDRAW FROM CLASS by 5 p.m.	3	4
8	9	10	11 Fall Classes Begin (4 week classes)
15	16	17	18
22 Fall Recess/ No Classes/ College Open	23 THANKSGIVING DAY No Classes/ College Closed	24 No Classes/ College Closed	25 No Classes/ College Closed
29	30		

THINGS TO DO THIS
MONTH / NOTES:

DECEMBER 2023

	SUNDAY	MONDAY	TUESDAY
	3	4	5
	10	11	12
		Final Exams for Weekday Classes	Final Exams for Weekday Classes
	17	18	19
	Grades Due by 11:59 p.m. Sunday Night		
	24	25	26
	College Closed	College Closed	No Classes/ College Closed
	31		
	College Closed		

DECEMBER 2023

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2
6	7	8 End of Weekday Classes	9 End of Weekend Classes
13 Final Exams for Weekday Classes	14 Final Exams for Weekday Classes	15 WINTERIM REGISTRATION CLOSES Final Exams for Weekday Classes	16 WINTERIM BEGINS Final Exams for Weekend Classes
20	21	22 College Closed	23 College Closed
27 No Classes/ College Closed	28 No Classes/ College Closed	29 College Closed	30 College Closed

THINGS TO DO THIS
MONTH / NOTES:

JANUARY 2024

	SUNDAY	MONDAY	TUESDAY
		1	2
		College Closed	
	7	8	9
	14	15	16
	WINTERIM Final Grades Due by 11:59 p.m. Sunday Night	DR. MARTIN LUTHER KING JR. DAY No Classes/ College Closed	Spring Semester 2024: Weekday Classes Begin
	21	22	23
	28	29	30

JANUARY 2024

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4 LAST DAY TO WITHDRAW AT 5 p.m.	5	6
10 WINTERIM ENDS SPRING WAITLIST ENDS	11 WINTERIM FINALS	12 WINTERIM FINALS Faculty Development Day/ College Open	13 Spring Semester 2024: Weekend Classes Begin
17	18	19	20
24	25 LAST DAY FOR REFUND/DROP AT 5 p.m. (SPRING)	26	27
31			

THINGS TO DO THIS
MONTH / NOTES:

FEBRUARY 2024

	SUNDAY	MONDAY	TUESDAY
	4	5	6
	11	12	13
	18	19	20
	25	26	27

FEBRUARY 2024

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29		

THINGS TO DO THIS MONTH / NOTES:

MARCH 2024

	SUNDAY	MONDAY	TUESDAY
	3	4	5
	10	11	12
	Spring Recess - No Weekend Classes	Spring Recess - No Weekday Classes	Spring Recess - No Weekday Classes
	17	18	19
	Spring Recess - No Weekend Classes	WEEKDAY CLASSES RESUME	
	24	25	26
	31		
	College Closed		

MARCH 2024

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 LAST DAY TO APPLY FOR SPRING GRADUATION	2
6	7	8	9
13 Spring Recess - No Weekday Classes	14 Spring Recess - No Weekday Classes	15 Spring Recess - No Weekday Classes	16 Spring Recess - No Weekend Class
20 SUMMER I & II OPEN REGISTRATION BEGINS AT 9:00 p.m.	21	22	23 WEEKEND CLASSES RESUME
27	28 FACULTY & STAFF DEVELOPMENT DAY / No Classes	29 No Classes/ College Closed	30 No Classes/ College Closed

THINGS TO DO THIS
MONTH / NOTES:

APRIL 2024

	SUNDAY	MONDAY	TUESDAY
		1	2
	7	8	9
	14	15	16
	21	22	23
	28	29	30

APRIL 2024

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6
10	11 LAST DAY TO WITHDRAW (SPRING)	12	13
17	18	19	20
24	25	26	27

THINGS TO DO THIS MONTH / NOTES:

MAY 2024

	SUNDAY	MONDAY	TUESDAY
	5	6	7
	12	13	14
		Final Exams for Weekday Classes	Final Exams for Weekday Classes
	19	20	21
	Grades Due By 11:59 p.m. Sunday Night	SUMMER I BEGINS	
	26	27 MEMORIAL DAY	28
		No Classes/ College Closed	

MAY 2024

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 SPRING WEEKEND CLASSES END
8	9	10 End of Weekday Classes	11 Final Exams for Weekend Classes
15 Final Exams for Weekday Classes	16 CERTIFICATE & GED CERTIFICATE CEREMONY Final Exams for Weekday Classes	17 COMMENCEMENT EXERCISES Final Exams for Weekday Classes	18
22	23	24	25
29	30	31	

THINGS TO DO THIS
MONTH / NOTES:

JUNE 2024

	SUNDAY	MONDAY	TUESDAY
	2	3	4
	9	10	11
	16	17	18
	Grades Due By 11:59 p.m. Sunday Night	SUMMER II BEGINS	
	23	24	25
	30		

JUNE 2024

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 SUMMER GRADUATION APPLICATION DUE
5	6	7	8
12	13 FINAL EXAMS SUMMER I	14	15
19 JUNETEENTH College Closed	20	21	22
26	27	28	29

THINGS TO DO THIS
MONTH / NOTES:

JULY 2024

	SUNDAY	MONDAY	TUESDAY
		1	2
	7	8	9
	14	15	16
		SECOND 4-WEEK SUMMER II CLASSES BEGIN	
	21	22	23
	28	29	30

JULY 2024

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4 INDEPENDENCE DAY No Classes/ College Closed	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31			

ROCK VALLEY COLLEGE CAMPUS LOCATIONS

Main Campus

Location:

3301 N. Mulford Road, Rockford, IL 61114-5699

Phone Number: (815) 921-4000

Toll Free: (800) 973-7821

Website: RockValleyCollege.edu

CLI, CLII, ERC (Library & PAR), HSC, JCSM, PEC, SBHS, SC, SSB, WTC, Bldgs. E, F, Starlight Theatre, plus Athletic – Baseball, Soccer, and Softball Fields



Advanced Technology Center (ATC)

Location: 1400 Big Thunder Boulevard, Belvidere, IL 61008

RVC's Advanced Technology Center (ATC) is a regional approach that has commitment and collaboration from regional partners that will help transform the region through education and workforce development. This new, state-of-the-art, 77,000 square-foot facility is conveniently located off Business 20 in Belvidere, and will house many of RVC's manufacturing, technology, and industrial-based programs. The ATC will offer both credit and non-credit programs, including certificate programs and stackable credential models that can be completed in as few as five weeks. Please keep in mind, each program has limited seating.

Programs offered at the ATC include:

- CNC Machining • Fork Lift Training • Mechatronics • Welding • Custom Training
- Truck Driver Training Program



Aviation Career Education Center (ACEC)

Location:

6045 Cessna Drive, Rockford, IL 61109
(at the Chicago-Rockford International Airport)

Office Hours: Mon. – Fri. 8 a.m. – 5 p.m.

Hours of AVM classes: Mon. – Fri. 7 a.m. – 10 p.m.

Phone Number: (815) 921-3016

The Aviation Career Education Center is home to the Aviation Maintenance Technology (AVM) Program. Federally licensed graduates of this program are prepared to assume positions as airline or general aviation engine and/or airframe mechanics.

The AVM Program is certified to provide approved instruction leading to FAA Airframe and Powerplant certificate examinations. Currently, 2,000 hours of instruction are offered in the areas of airframe and powerplant, which translates to 11 months of instruction in each year of the two-year program.

Graduates also qualify for job-related responsibilities including sheet metal construction and repair; air conditioning, hydraulic, pneumatic, and electrical systems maintenance; reciprocating, turbine, and turbo-prop engine repair and overhaul; and engine accessory overhaul and repair.



ROCK VALLEY COLLEGE CAMPUS LOCATIONS *(continued)*

Bell School Road Center (BELL)

Location: 3350 N. Bell School Road, Rockford, IL 61114

Phone Number: (815) 921-3931

Home to Center for Learning in Retirement (CLR) & many Community & Continuing Education (CCE) classes.



North Main Street Center (NMST)

Location: 303 N. Main Street, Rockford, IL 61101
(in the Supply Core building)

Phone Number: (815) 921-2200

WIOA/Employment Grants:

- *Citizenship*
- *DACA*
- *Dislocated Workers Programs*
- *Illinois Immigrant Welcoming Center*
- *Refugee & Immigrant Services*



Stenstrom Center for Career Education (SCCE)

Location:
4151 Samuelson Road, Rockford, IL 61109
(just east of Rockford Jefferson High School)

Office Hours:

Mon. – Fri. 8 a.m. – 5 p.m.

Phone Number: (815) 921-7821



The Stenstrom Center is home to Automotive Technology Program.

ROCK VALLEY COLLEGE CAMPUS LOCATIONS *(continued)*

Rock Valley College Downtown (RVCD)

Location: 99 E. State Street, Rockford, IL 61104 (second floor, in the Rockford Register Star building)
Open Hours: Mon. & Fri. 8 a.m. – 5 p.m.
Tu., Wed., Th. 8 a.m. – 8 p.m.
Summer Hours: Mon.-Fri. 8 a.m. – 5 p.m.
Phone Number: (815) 921-4290

At RVC Downtown, we are dedicated to serving students in the downtown and west side of our district. A variety of college courses leading to a certificate or degree are offered in a location that is convenient to you.

Student Services – provided at this location are:

- Academic Advising
- Records & Registration
- Financial Aid (by appt. only)
- Testing Services (by appointment only)
- Computers to access the Internet, RVC Self Service, EAGLE, and Microsoft Office programs.

Credit Classes – a variety being offered at this location may include:

- Biology
- English
- Math
- Sociology
- Business
- Graphic Arts
- Psychology
- STU
- CIS
- Humanities
- Reading
- Supply Chain

ADULT EDUCATION

Whether students want to earn a General Education Development (GED)/High School Equivalency (HSE), polish basic skills to prepare for a career, or improve English-language skills, there's something for students at Rock Valley College Adult Education. We have programs that will position students for success, regardless of experience level.

- Adult Education Bridge Programs Healthcare
- English as a Second Language (ESL)
- General Education Development (GED)/High School Equivalency (HSE)
Basic skill instruction in the areas of Reading, Writing, and Math.
- Integrated Career & Academic Preparation System (ICAPS) in Mechatronics, Industrial Welding, and IT Networks Technician



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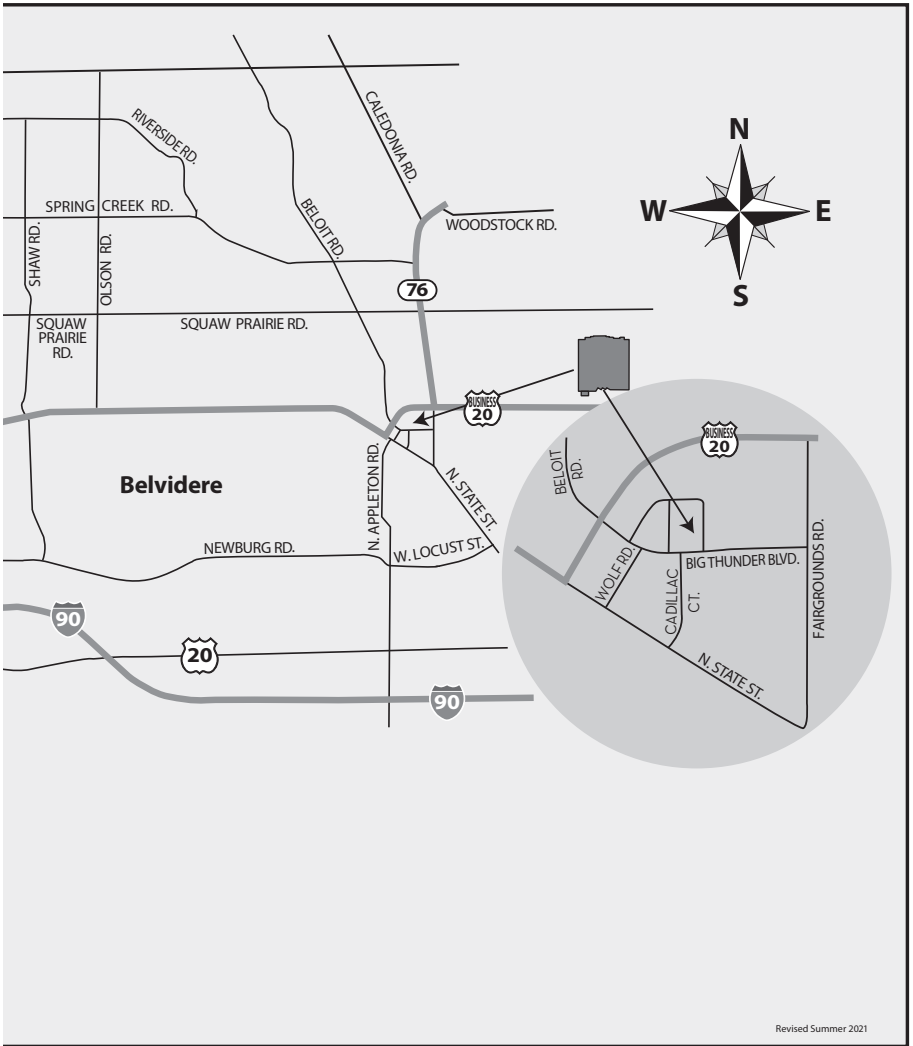
RVC CAMPUS/BUILDING LOCATIONS IN DISTRICT #511



KEY-

- 
Main Campus
 3301 N. Mulford Road, Rockford, IL 61114
 (CLI, CLII, ERC (Library & PAR), HSC, JCSM, PEC, SC, SSB,
 Spring Brook House, Starlight Theatre, WTC, Bldg. G-Piano Lab)
- 
RVC Downtown (RVCD) (2nd Floor, Rockford Register Star Building)
 99 E. State Street, Rockford, IL 61104
 Home to Adult Education, Developmental Reading & Math,
 plus General Education Credit Classes
- 
 interchange (on & off freeway/tollway)
- 
North Main Street Center (NMST)
 303 N. Main Street, Rockford, IL 61101 (in the Supply Core Building)
 houses Workforce Development: "employment-based"
 Adult & Dislocated Workers Program (DWP),
 Program, plus Refugee & Immigrant Services

RVC CAMPUS/BUILDING LOCATIONS IN DISTRICT #511



Revised Summer 2021



Stenstrom Center for Career Education (SCCE)
4151 Samuelson Road, Rockford, IL 61109
Automotive Program



Aviation Career Education Center (ACEC)
6045 Cessna Drive, Rockford, IL 61109
Aviation Maintenance Technology Program

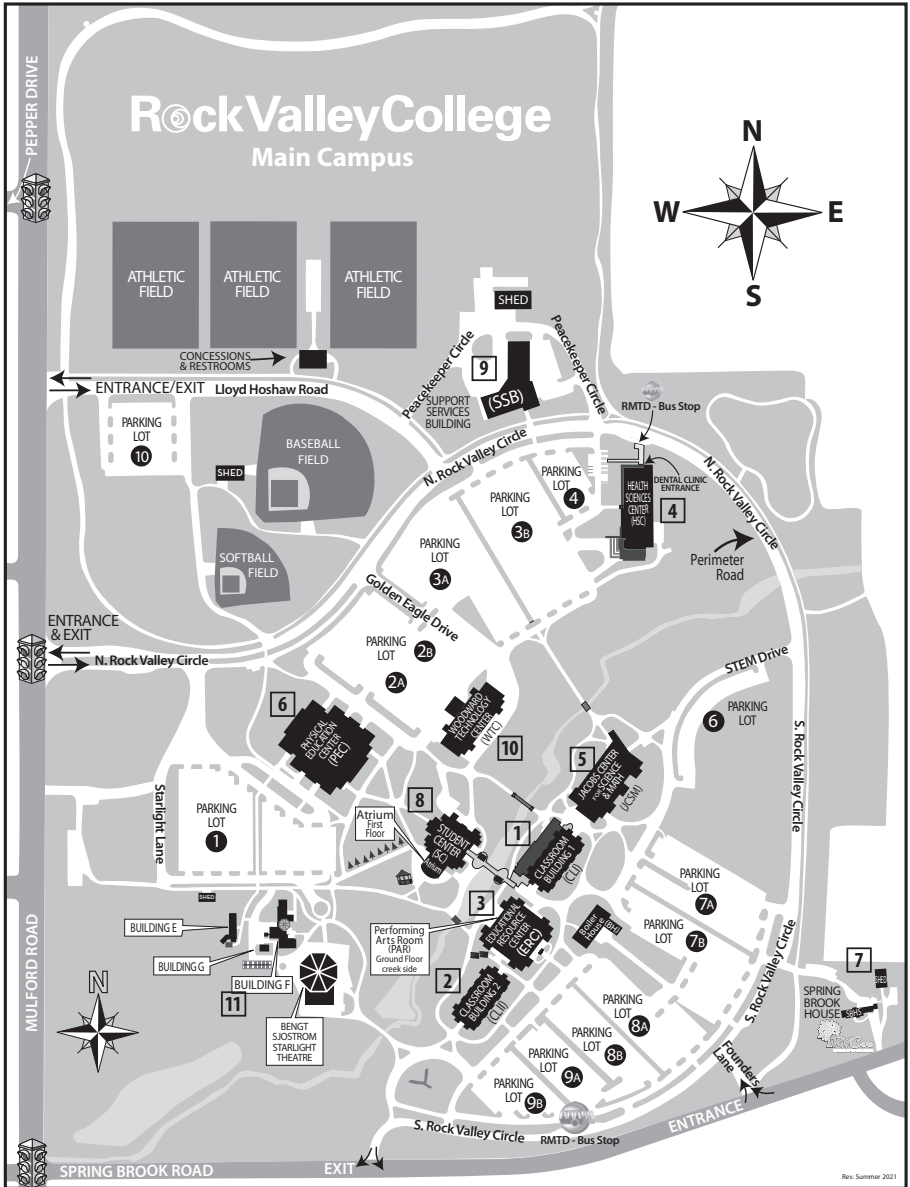


Bell School Road Center (BELL)
3350 N. Bell School Road, Rockford, IL 61114
Home to Center for Learning in Retirement (CLR) & many
Community & Continuing Education (CCE) classes



Advanced Technology Center (ATC)
1400 Big Thunder Boulevard, Belvidere, IL 61008
Home to CNC Machining, Industrial Maintenance,
Mechatronics, Truck Driver Training (TDT), & Welding

MAIN CAMPUS MAP



1 Classroom Building 1 (CLI)

Arts & Social Sciences (Anthropology, Art, Criminal Justice, Early Childhood Education, Education, Political Science, Economics, History, Music, Psychology, & Sociology)

Communications & Humanities (Comp & Lit, Humanities, Modern Languages, Philosophy, & Speech)

2nd Floor - Comp & Lit Class - Computer Labs
- Instructional Classrooms

1st Floor - Instructional Classrooms

Ground Floor - Visual Arts Labs (Ceramics, Drawing & Painting Studios, Design, Art History, & Printmaking)

2 Classroom Building 2 (CLII)

2nd Floor - Communications & Marketing
- Instructional Classrooms
- Workforce Equity Initiative (WEI)

1st Floor - Community & Continuing Education, plus Whiz Kids
- Early College Department
- Massage Therapy Program (CCE)

Ground Floor - Graphic Arts Technology Program (GAT)
- Highway Construction Careers Training Program (HCCTP) (CCE)
- Piano Lab
- Traffic Safety Program

3 Educational Resource Center (ERC)

2nd Floor - Academic Affairs Office
- EAGLE Support
- Group Study Rooms (inside Library)
- Institutional Research
- Instructional Classrooms
- Instructional Support/ATLE
- Media Maker Lab: Audio & Video Studios, Editing Lab, Collaboration Area
- Meeting & Conference Rooms (inside Library)

1st &

2nd Floors - Estelle M. Black Library

1st Floor - Computer Lab (inside Library)

Ground Floor - Mass Communication
- Performing Arts Room (PAR)
- Valley Forge (Student News Source)

4 Health Sciences Center (HSC)

4th Floor - OSF/St. Anthony College of Nursing Classes

3rd Floor - Nursing/Allied Health, Dean's Office
- Conference Rooms
- OSF/St. Anthony College of Nursing Offices

2nd Floor - CNA, Nursing, Respiratory Care Programs

1st Floor - Dental Hygiene, Fire Science (EMT/Paramedic Lab), Phlebotomy Technology Programs

5 Karl J. Jacobs Center for Science & Math (JCSM)

2nd Floor - Physical Sciences

1st Floor - Life Sciences

Ground Floor - Math/Math Lab

6 Physical Education Center (PEC)

1st Floor - Dance / Exercise Studio
- Gymnasium
- Fitness Rooms (Cardio & Weights)
- Fitness, Wellness, & Sport Dept.

Ground Floor - Instructional Classrooms
- Locker Rooms

7 Spring Brook House (SBHS)

RVCare (Employee Wellness Clinic)
RVC Foundation (Scholarships)

8 Student Center (SC)

2nd Floor - Academic & Transfer Advising
- Accounts Receivable/Payment Center
- Career Services, Advising, & Placement
- Dean of Students/Title IX Coordinator
- Diversity, Equity, & Inclusion (DEI) Department
- Financial Aid
- Intercultural Student Services (ISS)
- Personal & Success Counseling
- Records & Registration
- TRIO Achieve, Complete, & Upward Bound Programs & Food Pantry
- Veteran's Services & Student Employment

1st Floor - Atrium
- First Year Experience (FYE)
- Welcome (Information) Center
- Meeting Rooms
- Student Club Offices (C.A.B. & S.G.A.)
- Student Life
- "the HUB" & Food Court (Subway, Papa John's Pizza, & Vending Machines)

Ground Floor - Bookstore
- Disability Support Services (DSS)
- Testing Center

- TRIO Program
- Tutoring & Writing Centre

9 Support Services Building (SSB)

2nd Floor - Financial Services
- Facilities, Plant Operations, & Maintenance (FPOM)

1st Floor - Human Resources (HR)
- Mail Distribution Center
- Print Services
- RVC Police Department (RVCPD)

10 Woodward Technology Center (WTC)

2nd Floor - Dean's & Vice President's Offices
- Information Technology (IT) Department
- Instructional Classrooms & Computer Labs in:
- Apprenticeships
- Accounting
- Business Administration
- CISCO
- Computer & Information Systems (CIS)
- Office Professional
- PC Info Specialist
- PC Tech Specialist
- Supply Chain Management
- Sustainable Energy Systems
- Web Programming & Design

1st Floor - Open Computer Lab
- Instructional Classrooms & Computer Labs in:
- Engineering
- NIU@RVC Classrooms

Ground Floor - CIM Cell, Robotics, & Electrical Labs
- Electronic Engineering Technology
- Manufacturing Engineering Technology
- NIU@RVC Labs

11 Building F (the Barn with silo) – for Starlight Theatre

1st Floor - Box Office
- Costume Shop & Prop Rentals
- Studio Theatre

Rock Valley College

3301 N. Mulford Road | Rockford, IL 61114-5699

(815) 921-7821 | (800) 973-7821

RockValleyCollege.edu

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