

# REGULATIONS, POLICIES & PROCEDURES



## 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.

### TYPES OF COMPLAINTS and APPEALS

Acts of Academic Misconduct .....	see page 31
Appeal of a Capricious Final Grade .....	see page 33
General Complaint .....	see (below) page 38
Disability/Accommodation Grievance .....	see page 40
Sexual & Other Harassment Policy .....	see page 40
Suspension or Expulsion Appeal (See: B. Appeal Process).....	see pages 54-55

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, special programs, Community Education/ Continuing Professional Education) 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. Alleged illegal, intimidation, discrimination, and harassment based on sex, race, religion, age, disability, national origin or sexual orientation, and the College specifically prohibits such intimidation, discrimination, and harassment, including sexual harassment (Title IX and 504 complaints are included).
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.

### 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 and schedule a consultation with the Dean of Students to review their written complaint before proceeding with the process. 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, and any known witnesses. The written complaint must also include specifics of the incident/s.
  - a. Where a previously established grievance procedure already exists, the Dean of Students will refer the complainant to the appropriate process.
  - b. In cases of alleged illegal discrimination based on race, gender, religion, age, marital status, veteran status, disability, sexual orientation, pregnancy, or any other protected class, the Dean of Students will contact the Provost prior to advising the student about a course of action and resolution.
  - c. In all other cases, the written complaint will be referred to the immediate supervisor of the specific college employee involved.
2. After 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 student's complaint to the appropriate Supervisor or Academic Dean for investigation.
3. The immediate supervisor or Academic Dean will conduct an investigation and respond, in writing, to the student, within 30 business days of receipt of complaint. An extension for additional review and response time may be granted by the Dean of Students. A copy of the complaint response will be provided to the Dean of Students Office.
4. If the student feels that the decision of the Supervisor or Academic Dean 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 does not provide enough specifics, the Dean may ask the student to rewrite the complaint, or refuse to forward the complaint to the next steps. If this determination is made, the Dean of Students will communicate this decision to the student/s.
6. The decision of the Dean of Students, or their designee, regarding the complaint appeal shall be final.

## RVC POLICIES

### Equal Employment Policy Statement

Rock Valley College is committed to a policy of non-discrimination as an equal opportunity employer. It is the policy of Rock Valley College to provide equal opportunity through affirmative action in its employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, age, disability, marital status, special disabled veteran, other eligible veteran, Vietnam era veteran status, sexual orientation or any other non-job related characteristic, except where such distinction is required by law.

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.

### 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.

The following student data is hereby designated as Directory Information and such information may be disclosed or released by the College for any purpose and at its discretion: student name, dates of attendance, part-time/full-time enrollment status, degrees/certificates earned, awards received, participation in officially recognized activities, weights and heights of members of athletic teams.

To have Directory Information withheld, the student must give written notice to the Records and Registration Office, second floor Student Center, by the 10th day of each semester for which the student is enrolled. A student may give permission to a parent/guardian or another individual to review their record if the student completes a FERPA waiver form and files it with the Records and Registration Office. Rock Valley College has adopted policies and procedures implementing the Act. For specific details regarding these rights, refer to: [RockValleyCollege.edu/FERPA](http://RockValleyCollege.edu/FERPA).

### 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.

### Pregnant & Parenting Students

In June 2013, the Office of Civil Rights, within the Department of Education, issued a Dear Colleague letter that indicated 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 that 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. The Title IX regulation also prohibits a school from applying any rule related to a student's parental, family, or marital status that treats 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 absence should first contact their faculty member or supervisor to inform them if an excused absence is needed. A student should then seek out additional information from the Title IX Coordinator, second floor Student Center, for additional information if needed. A pregnant 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.

### Religious Observances Act Compliance Procedure

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.

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, see this complete process in this handbook "Procedure for the Resolution of Student Complaints and Conflicts" or contact the Dean of Students Office at (815) 921-4281.

### Section 504 & ADA (Disability/Accommodation Grievance)

On September 20, 1982, the Board of Trustees officially acknowledged Section 504 and ADA. Rock Valley College is committed to providing prompt and effective resolution of incidents of discrimination and harassment, and encourages informal resolution of discrimination complaints as close to the source as possible. Please contact the Director of Disability Support Services regarding any incidents of discrimination or grievances related to your disability. If your grievance is not resolved, you may be directed to speak with the ADA Compliance Officer, Dr. Amy Diaz.

#### Section 504 Coordinator - Students

Lynn Shattuck, Director of Disability Support Services  
Ground Floor, Student Center, Room 0122  
3301 N. Mulford Road, Rockford, IL 61114  
(815) 921-2356 | L.Shattuck@RockValleyCollege.edu

#### ADA Compliance Officer

Dr. Amy Diaz, Assoc. VP of Student Dev. & Dean of Students  
Second Floor, Student Center, Room 2110  
3301 N. Mulford Road, Rockford, IL 61114  
(815) 921-4283 | A.Diaz@RockValleyCollege.edu

### Sexual & Other Harassment Policy (Title IX)

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, 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.

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:

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

*Please see the RVC Dean of Students web page for additional information regarding Title IX /Sexual Harassment (Sexual Assault, Sexual Harassment & Relationship Violence tab): [RockValleyCollege.edu/DeanOfStudents](http://RockValleyCollege.edu/DeanOfStudents).*

## Sexual & Other Harassment Procedures

### Informal Discussion

Before filing a formal complaint, students are encouraged to discuss their concerns with the Title IX Coordinator. This discussion is seen as the first step in the resolution procedure. It allows for sharing of information, giving of advice, and the possibility of achieving mutual resolution between/among the parties. Students who pursue this option will be informed at the outset of the right to end the informal process at any time and file a formal complaint.

### Filing a Formal Complaint

Any student who feels that he or she has been the victim of harassment of any type by another student, an employee, or a third party may submit a formal written complaint to the

Title IX Coordinator:

Dr. Amy Diaz, Assoc. VP of Student Dev. & Dean of Students  
Second Floor, Student Center, Room 2110  
3301 N. Mulford Road, Rockford, IL 61114  
(815) 921-4283 | [A.Diaz@RockValleyCollege.edu](mailto:A.Diaz@RockValleyCollege.edu)

Deputy Title IX Coordinator:

LaShun McGhee, Dean of Students Specialist  
(815) 921-4284 | [L.McGhee@RockValleyCollege.edu](mailto:L.McGhee@RockValleyCollege.edu)

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.

## Investigating Complaints

All complaints of harassment 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 or asks that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the Title IX Coordinator, or their designee, will inform the complainant that the College's ability to respond may be limited. 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 a preponderance of the evidence standard, i.e. whether it is more likely than not that sexual harassment or violence occurred. In conducting the investigation, the Title IX Coordinator, or their designee, may interview the complainant, the accused, and any other persons believed to have pertinent factual knowledge regarding the alleged conduct, as deemed appropriate is the sole discretion of the Title IX Coordinator, or their designee. The investigation will afford the accused a full opportunity to respond to the allegations. During the investigation, it may be necessary to take appropriate interim measures, such as reassigning the student to a different class or teacher or prohibiting the alleged perpetrator from having any contact with the complainant, pending the results of the investigation.

- To the extent possible, the Title IX Coordinator, or their designee, shall strive to conclude the investigation within sixty (60) days from the receipt of the complaint. This time period may be extended as necessary.
- Within fifteen (15) days of the conclusion of the investigation, the Title IX Coordinator shall prepare a confidential report regarding the investigation and whether a violation of the College's policy has occurred. The complainant and the accused shall be provided copies of the confidential report.

Any student or employee who is found after appropriate investigation to have been in violation of this policy will be disciplined and subjected to corrective action, up to and including expulsion or termination. Appropriate corrective action for students may include, but is not limited to, counseling, warning, education, suspension, or expulsion depending upon the severity of the harassment and any record of prior related behavior.

The College may also provide appropriate remedies to the complainant. Remedies for the complainant might include, but are not limited to, ensuring that the complainant and alleged perpetrator do not attend the same classes, providing counseling or medical services, providing academic support services, such as tutoring, or arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

## 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.

## Retaliation

Retaliation means adverse action taken against a student because he or she has, 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.

## 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.

## 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.

## External Complaints

While the College encourages individuals to use the College's internal complaint procedure to resolve harassment concerns, students also have the right to file a complaint with the U.S. Department of Education's Office for Civil Rights (OCR) in addition to or in lieu of filing an internal complaint. Students may also file a criminal complaint with the College's Police Department and/or the Rockford Police Department. No retaliation shall be taken against a student for filing an external complaint.



**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

## Sexual and Interpersonal 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.

**Domestic Violence and Dating 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.

**Stalking:** is committed when a person knowingly engages in a course of conduct directed at a specific person, and they know or should know that their course of conduct would cause a reasonable person to fear for their safety or the safety of a third person, or causes them to suffer from emotional distress. It can also involve knowingly following a person and/or placing them under surveillance, on at least two separate occasions.

## Assistance for Victims of Sexual Violence

### If You Have Been the Victim of Sexual Assault

Sexual Assault should be reported immediately to the RVC Police Department, and/or Title IX Coordinator. The Title IX Coordinator will provide assistance by discussing options available at the College including; assistance with support services, information on College procedures, providing remedies or administrative measures, and providing answers to questions or concerns. The Chief of the Rock Valley College Police Department, or their 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.

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.

Rock Valley College provides referral and counseling assistance for victims of sexual assault through the Title IX Coordinator and/or the RVC Personal and Success Counselor (located on the second floor of the Student Center Main Campus).

A victim 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.

### Crisis Centers



Additional sexual assault information and crisis center locations are available at the Illinois Coalition Against Sexual Assault (ICASA) - [ICASA.org](http://ICASA.org).

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



You may also contact Rockford Sexual Assault Counseling, Inc. (RSAC) - [RSACOnline.org](http://RSACOnline.org).

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

*For additional information regarding Title IX, YAWA, sexual assault visit our website: [RockValleyCollege.edu/DeanOfStudents](http://RockValleyCollege.edu/DeanOfStudents).*

## Drug-Free Schools & Communities Amendment Act (Public Law 101-226)

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). 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 RVC's website: [RockValleyCollege.edu/DrugFree](http://RockValleyCollege.edu/DrugFree).

### 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 below 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	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, grievous bodily harm	memory loss, depression, severe withdrawal symptoms
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, increased blood pressure, sweating
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

## Student Life Policies

### Bulletin Board Regulations & Posting

Revisions March 8, 2012; December 2013 and Effective July 1, 2014

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

1. All signs must be stamped and marked with a removal date by the Student Life Office (SC-1202) 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 SCCE.

## 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) 921-4186
- LOC Student Development Office ..... (815) 921-4290
- SCCE Student Development Office ..... (815) 921-4146

## Distribution Policy

**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 to the Bulletin Board Regulations (see left column on this page - 44).
- 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 44, left column).

#### 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 Club 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/DeanOfStudents](http://RockValleyCollege.edu/DeanOfStudents), then click on (bottom left tab) Student Code of Conduct.



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 11:00pm until 6:30am.
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 bathrooms, locker rooms, or other area where there is a reasonable expectation of privacy, and/or taking photographs of any individual(s) against their will is strictly prohibited. Electronic transmission of photographs of any person without expressed permission 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 him/herself 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:** No person shall smoke 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 next two sections 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 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 about such property or which interferes with the free, normal, and uninterrupted use of the campus for educational programs, business activities and related social and recreation activities.
- 24. **Weapons and Explosives:** No person shall possess, store, or carry any firearms, other dangerous and deadly weapons, or explosives openly or concealed, except for those persons officially authorized by local, state, or federal law on any property the College may own or lease.
- 25. **Wildlife:** No person shall willfully kill or capture 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. Rock Valley College (the College) students are expected to demonstrate our qualities of response, civility, honesty and integrity. In addition, students should reflect the RVC values of: Excellence, Diversity, Collaboration, Mutual Respect, Innovation, Public Trust, and Learner-Centered Community.

**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) 921-4350 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 (RVCPCD) 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 ACT ENFORCEMENT**

**FINES:**

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

- 1st Offense ..... Warning & Logged with RVCPCD  
Logged with RVCPCD
- 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

**History of Rock Valley College** *[continued from page 36]*



The Starlight Theatre's Bengt Sjoström Theatre (BST) was transformed (between 2001-2003) architecturally with a design by Jeanne Gang Associates. The construction and design resulted in international

recognition. An important enhancement for an outdoor theatre Gang designed a roof that can be opened as audiences look up at the night sky, and closed during inclement weather. A constellation-themed ticket and control booth and versatile stage house made BST truly unique and moved Rock Valley College into the forefront of leadership for community arts and entertainment.



RVC Mulford Main Campus shown (above) in 2003 with construction underway to Starlight Theatre and the Support Services Building (SSB), opened in Fall 2003.

**RVC BOARD CHOOSES NEXT PRESIDENTS** | At the end of 2003, the Rock Valley College Board of Trustees unanimously voiced a need for a change in presidential leadership.

*[continued on page 48]*

As of July 1, 2015, all Rock Valley College campus locations are smoke free.

*It's all part of making RVC a healthy place to learn, play, and work!*

RVC IS A  
SMOKE  
FREE  
CAMPUS

NOT ALLOWED  
ON CAMPUS

✓ e-Cigarettes

✓ Cigars

✓ Pipes

✓ Hookahs

✓ Cigarettes

✓ Smokeless Tobacco

ROCK VALLEY  COLLEGE

[RockValleyCollege.edu/SmokeFree](http://RockValleyCollege.edu/SmokeFree)



NO SMOKING

In compliance with the new **Illinois Smoke-Free Campus Act\*** and to promote a healthier learning and working environment, all RVC campuses are now smoke free as of July 1, 2015.

We will continue to share information via our web page regarding our smoke-free campus initiatives.

*Thank you for helping us maintain a smoke-free environment!*

No person shall smoke or chew any tobacco product or electronic cigarette, cigar, pipe, or hooka **anyplace** on RVC properties, except inside one's personal vehicle.

The Act covers all parking lots, sidewalks, walking paths, athletic fields, outside all buildings/structures, and the campus(es) as a whole.

\*see smoking regulations on page 46