

2021 - 2022



STUDENT HANDBOOK

THE BRIDGE TO A BETTER FUTURE

WWW.STAUGUSTINE.EDU
1345 W. ARGYLE ST., CHICAGO, IL 60640
773-878-8756

February, 2022

Dear Student:

Welcome to St. Augustine College! I applaud your decision to continue with your education. To better help you in achieving your goals, St. Augustine College publishes this Student Handbook. Please read the information in the following pages; this way you will become familiar with many aspects of your life as a student at St. Augustine College.

This handbook is organized into three sections that contain topics regarding academic policies and support, college services, and college behavioral standards and policies, respectively. The Student Handbook is not intended to supplant the College Catalog; if you have any further questions you should refer to the Catalog as it covers all of the topics in greater details. Your Learning Facilitator (formerly called Academic Advisor) is also a valuable source of information; this Handbook is updated on a regular basis, but your Learning Facilitator will always have the most up-to-date information.

Again, I welcome you to St. Augustine College and wish you success in your studies.

Dr. Juan E. Ojeda
Dean of Students

ST. AUGUSTINE COLLEGE MISSION

(to be provided by Dr. Gonzalez once the Board approves it)

Please note that this Handbook does not constitute a contract with St. Augustine College. The policies and programs in this Handbook are current as of February 2022. Some policies, however, may be revised during the academic year.

2021-2022 St. Augustine College’s Student Handbook
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Introduction

Every student is encouraged to review all sections of this Handbook as there is information that will assist her/his success at St. Augustine College. Learning Facilitators are here to help with any questions about the policies, procedures, and the overall organization of the College. We want you to be successful, graduate with a degree, and transfer over to a 4-year program if you so wish.

New Student Orientation

New students are required to take the New Student Orientation course (SAC 101), which is offered every term. Topics covered include, but are not limited to, an overview of the College programs, offices, and services, policies and procedures, important deadlines, transfer opportunities, available services (including tutoring), strategies to succeed in college, access to online resources, tools to identify learning styles, time management, and many more.

Student Right-to-Know and Required Public Information

St. Augustine College follows the Title IV Student Right-to-Know and HLC Required Public Information as reported here.

Graduation/Completion Rates by gender and ethnicity; Students receiving Pell grants

Summary of Graduation/Completion Rates July 1, 2019 Through June 30, 2020	
Overall Graduation Rate	46%
Graduation Rate by Gender	
Men	24%
Women	76%
Overall Graduation Rate by Race/Ethnicity	
Nonresident Alien	4%
American Indian or Alaska Native	0%
Asian	6%
Black or African American	3%
Hispanic/Latino	86%
White	1%
Two or More Races	0%
Race/Ethnicity Unknown	0%
Percent of All Students Receiving Pell Grants	86%

Source: IPEDS Enrollment Survey 2019 - 2020

The College Catalog may be found at www.staugustine.edu at the link on the Home Page. Several areas are covered with great detail in the Catalog, and we recommend referring to it especially for these topics:

Transfer-out Rate (St. Augustine College does not track transfer-out rates) and Transfer of Credits to St. Augustine College

Process for withdrawing as a student

Cost of Attendance

All student costs, including tuition, fees, training, and incidentals

Financial aid policies, practices, and requirements; and refund policy

Refund Policy, Including Title IV Refunds, and Title IV Return Policy

Current Academic Programs, Faculty Directory, and locations where programs are offered.

Academic Calendar

Admissions

Grading System

Services and Accommodations for Disabled Students

Policy for Study Abroad (Currently, St. Augustine does not offer study-abroad programs)

Applicable Accrediting Agencies and current status



Alteration and/or unauthorized use prohibited.

St. Augustine College is accredited by The Higher Learning Commission (HLC) and is a member of the North Central Association of Colleges and Schools (NCA) [\(800\) 621-7440](tel:8006217440).

Program Accreditation

The following programs maintain specialized program accreditation:

CSWE

Bachelor of Social Work

CoARC

Respiratory Therapy

College Directory

Classes may be offered remotely or on-campus; a few classes meet at different times or may have extended sessions. Always double-check your course schedule for each term.

Main Campus

1345 W. Argyle
Chicago, IL 60640
Phone: 773-878-8756

Class Hours

M - F 9:00 AM - 12:30 PM
M - F 6:30 PM – 10:00 PM
Saturday 9:00 AM – 4:00 PM

* Notice that a few classes meet at different times or have extended time; always double-check the information on your personalized course schedule – that’s the ultimate source for this information.

Office of Academic Affairs Staff: 773-878-3654

Dean of Academic Affairs: Dr. Andrea Koepke, 773-878-3068

School Chair numbers:

Education – Prof. Antuanette Mester, 773-878-3819

Health and Sciences – Dr. Lisa D. Hines, 773-878-3718

STEAM – Prof. Noe Lopez, 773-878-3371

Dean of Students: Dr. Juan E. Ojeda, 773-878-7980

Student Success Center Director: Dr. Shekeita Webb, 773-878-3960

Financial Aid Office: 773-878-8756 option 6

Bursar Office Staff: 773-878-3525 / 3606 / 4723

South Location

2610 W. 25th Place
Chicago, IL 60608
Phone: 773-878-3642
Jose Trejo, Site Coordinator

Class Hours

M - F 9:00 AM - 12:30 PM
M - F 6:30 PM – 10:00 PM
Saturday 9:00 AM – 4:00 PM
773-878-3604

West Town Location

3255 W. Armitage
Chicago, IL 60647
Phone: 773-878-3537
Cindy Morales, Site Coordinator

Class Hours

M - F 9:00 AM - 12:30 PM
M - F 6:30 PM – 10:00 PM
Saturday 9:00 AM – 4:00 PM
773-878-3513

Aurora Location

841 N. Lake St.
Aurora, IL 60506
Phone: 630-264-2288
Elizabeth Cardenas, Site Director

Class Hours

M - F 9:00 AM - 12:20 PM
M - F 6:30 PM - 9:50 PM
Saturday 9:00 AM - 3:50 PM
630-465-7506

Other important phone numbers and email addresses can be consulted through the Directory, which is updated periodically.

The Main Campus receptionist can be reached at 773-878-3732 for immediate assistance; the main phone number 773-878-8756 has a menu of options to reach the student-serving offices.

St. Augustine Academic Information

The College offers an arts and sciences curriculum leading to the following Bachelor and Associate degrees:

Curricula Offered

Degree	Majors	Credit Hours Required	Concentration
Bachelor of Arts (BA)	Business Administration	120	Human Resources
			Small Business Operations
	Early Childhood Education	125	General
	Psychology	120	General
	Hospitality Management	120	General
Bachelor of Science (BS)	Computer Information Systems	120	Database Systems Management
			Network Systems Administrator
			Web Based Application
Bachelor of Social Work (BSW)	Social Work	128	General
Associate of Arts (AA)	Business Administration	60	General
			Interdisciplinary
	Liberal Arts and Sciences	60	Psychology
			Social Service
			Child Development
			Spanish
			Computer Information Systems
	Criminal Justice		
	Accounting	60	General
	Administrative Assistant*	60	Office Technology
			Accounting Assistant

Associate of Applied Science (AAS)			Medical Office Technology
	Business Management	60	General
	Computer Information Systems	60	Applications Programmer
			Systems Support
	Culinary Arts	60	General
	Early Childhood Education	64	General
General Respiratory Therapy (RRT)	74	General	
Associate of General Studies (AGS)		60	

* This program is currently on hold, pending the result of its evaluation.

General Education Core Curriculum

St. Augustine College participates in the Illinois Articulation Initiative (IAI), a statewide agreement that ensures full transferability of general education courses completed by students at any of the participating institutions. Each student is required to complete the General Education Core Curriculum including qualifying courses in the areas of Communication (English), Mathematics, Science and Health, Humanities and Fine Arts, and Behavioral and Social Sciences.

The specific General Education Core Curriculum requirements, however, are different for the Associate of Arts and the Associate of Applied Science degrees. See the College Catalog for a complete list of the General Education requirements for each degree.

General Education Outcomes

The College has established the following integrated general education outcomes for all degree programs:

- Using appropriate methodologies, students demonstrate the ability to read, listen, and communicate with understanding and critical discernment.
- Students learn to evaluate ideas and outcomes, solve problems, and make informed decisions based upon consideration of evidence, reason, and implications.
- Students learn to access information efficiently and effectively; evaluate it critically and competently; and use it accurately and creatively.
- Students develop recognition of and respect for diversity through cultural interactions in and outside the classroom.

Writing Across the Curriculum (WAC)

In order to strengthen writing skills and computer literacy for our graduates, St. Augustine College implemented a Writing Across the Curriculum model a few years ago, which has been successful and is still in use. This model assures that students are engaged in a variety of essential writing and functional computer literacy activities across all disciplines, and it has been expanded and enriched with multiple experiences and best practices. Check with your instructor how WAC works for the courses you are taking.

The intended outcome of the initiative is to continually reinforce the student's writing and computer skills so that upon graduation each student is able to write effectively and is functionally computer literate in any professional environment.

Attendance

Class attendance (remote or in-person depending on the class) is of extreme importance for two reasons:

- *It can affect your academic performance and your grades.*
- *It can affect your eligibility to receive Financial Aid.*

If you cannot attend a class for any reason, contact your Learning Facilitator and/or your instructor and inform her/him of the absence. Keep copies of evidence or documents that justify your absences due to your illness or that of your relatives, and provide copies of these to your Learning Facilitator to be reflected in your electronic file. These records may be necessary if an appeal is required.

Student Identification Card

A student identification card (ID) is provided to each student enrolled at the College. This ID needs to be presented to access specific services. New IDs are issued during registration prior to each semester. You may be denied the use of some facilities if you do not have your ID card. If you need to replace an ID card during the semester, you may request it at no cost.

Please contact the Information Technology (IT) Help Desk at (773) 878 3855 if you need help.

St. Augustine e-Mail Addresses

Students are encouraged to provide a personal or work email address during the Admissions process for easy communication with College and necessary information updates. However, at the first course registration, the College will provide an official SAC email address for each student at no cost. Official College communications will only be sent to this address once a prospective student has completed the Admissions process, and they will be considered as delivered.

If you experience problems with the use of your St. Augustine e-mail address, please contact the IT Help Desk at (773) 878 3855. There is a process for forwarding e-mail to an alternative email address of your choice, but all communications sent from the college will go to the SAC address.

Information is provided as to how to activate and use the institutional email address and how to forward messages to an alternate email address, if preferred. You will also be asked to provide an emergency cell phone and home phone number (if available) to enable the College quick and efficient communication. This follows the U.S. Department of Education requirement that St. Augustine be able to communicate with every member of the St. Augustine community, and provide directions within 30 minutes in the case of a major emergency.

St. Augustine College Curriculum

Pre-admission

GED Classes

To assist applicants in preparing for the GED exam, the College offers GED preparation classes in Spanish and English. Please contact the GED Program Coordinator at (773) 878-6334 for further information, options, and registration.

High School Diploma/ Completion of High School or Equivalent Program (GED)

High School transcripts, the official passing results of the General Educational Development (GED) tests, or proof of completion of equivalent high school work in a foreign country are all acceptable for admission. You may also be admitted if transferring a preset amount of college credit hours. Always consult with your Admissions Counselor.

Admissions Policies & Practices

Open Admissions Policy

The College admits students primarily upon their potential to graduate from the educational programs it offers. This means that students are accepted through other indicators than the traditional requirements such as SAT or ACT. A student will be accepted with a high school diploma, a GED diploma, proof of completion of a foreign high school equivalent program, or if transferring enough college-level credit hours. Additional admission requirements apply to certain programs according to curriculum requirements and/or requirements for professional standards.

For the detailed policy, see the College Catalog.

Transcripts from other Colleges, High School or GED

When you enroll at St. Augustine College, you should request to have your high school, GED, and/or other college transcripts forwarded to St. Augustine College. The Admissions Office will help with the request for your transcript, and will process it once received. However, keep in mind that you are ultimately responsible for providing the documents required for College offices to process your admission package and financial aid, among others.

The College reserves the right to deny registration if the proof of HS/GED/college coursework is still missing at the end of the first semester.

Courses, Classes, Majors, & Concentrations

Choosing a Major and Concentration

Collegiate programs at St. Augustine College consist of a **Bachelor of Social Work, three Bachelor of Arts (Psychology, Hospitality Management, and Business Administration), a Bachelor of Science in Computer Information Systems, and ten Associate Degrees.** Three types of associate degrees are offered:

Associate of Arts (AA)

Associate of Applied Sciences (AAS)

Associate of General Studies (AGS)

Our collegiate programs emphasize the ability to think and write clearly; the ability to develop career skills and goals; the ability to acquire and apply information from core fields of knowledge, including the arts and sciences; and, a commitment to life-long learning, cultural humility, and community participation. There are specific details for each one of the programs, information of which is available from the Catalog, or in-person from a Learning Facilitator.

Bachelor of Social Work

BSW enables participants to practice under social work supervision in many social service, behavioral health, health care, and community service agencies. BSW alumni are eligible to apply for an accelerated Master of Social Work program which takes less time. They are also eligible to apply for the LSW license after completing the required supervision and the state LSW exam. Employment opportunities for bilingual social workers are very high in the Chicago metropolitan area. The program is accredited by the Council in Social Work Education. Social workers provide counseling, mediation, advocacy, and community development services to individuals, families, and communities; social justice and community building are central to social work practice.

Bachelor of Arts in Psychology

BA in Psychology works in accordance with the American Psychological Association (APA) standards, and provides its graduates with an excellent background for careers that involve working with people, such as business, sales, counseling, education, and health care.

Bachelor of Arts in Hospitality Management

The BA in Hospitality Management is a comprehensive degree designed to prepare students for employment in the wide and growing field of hospitality; it is based on a liberal arts foundation, a strong business curriculum, experience in culinary arts, and content courses which cover the major areas of the hospitality industry complete the curriculum.

Bachelor of Arts in Business Administration

The BA in Business Administration is designed to prepare students for a variety of business opportunities in the private area, government, and not-for-profit organizations. It is based on a liberal arts foundation complemented by a strong business curriculum that covers the major areas of the complex and ever-changing business environment. There are two areas: Human Resources, and Small Businesses.

Bachelor of Science in Computer Information Systems

The BS in Computer Information Systems prepares students to obtain the skills and knowledge needed to obtain a position in the growing field of computer information systems, with further in-depth specialization in the areas of Database Systems Management, Network Systems Administrator, or Web-based Applications.

Bachelor of Arts in Early Childhood Education

The BA in Early Childhood Education expands on our vast experience with the Associate of Applied Sciences in Early Childhood Education, our largest and most successful program. This BA expands the general education foundation and incorporates both advanced courses in ECE and those that allow students to receive endorsements in ESL and Bilingual Education.

Associate of Arts

The AA degree offers a course of study leading to transfer to a four-year college or university. The requirements for the degree are typical for the freshman and sophomore year of a Bachelor of Arts program. St. Augustine College is committed to a comprehensive educational program that combines opportunities for intellectual and cultural growth. Approximately four fifths of the required credits for graduation in the Associate of Arts degree are devoted to general education requirements.

Associate of Applied Sciences

The AAS emphasizes occupational and technical curricula. Students may pursue this degree in order to obtain training for more immediate positions in business or industry. The Associate of Applied Sciences degree also permits a student to continue his/her career preparation at senior educational institutions offering programs compatible with his/her work in the junior college. Students interested in pursuing this option should contact the Career and Transfer Center or the Office of Admissions of the chosen four-year institution in order to obtain course transferability information.

Associate of General Studies

The AGS offers a flexible curriculum in order to satisfy individual education as well as career interests. The degree provides a general education core curriculum of 32 credit hours of carefully-chosen courses. In addition, the student selects at least 28 credit hours of courses of his/her interest, according to the study plan pursued. Working with your Learning Facilitator, you may choose an area of concentration after taking into consideration skills, interests, previous coursework (if any), and future education plans. This curriculum works best for students transferring courses in different areas while pursuing a first college degree.

Second Major

All students are entitled to pursue a second major or second degree. Students seeking a second degree/major must complete a minimum of 12 additional credit hours in the second degree/major area at St. Augustine, in addition to completing all the courses in the curriculum of the chosen second major. It is customary practice to use the word “concentration” at the associate’s level, and “minor” at the bachelor’s level; no second concentration is possible. *The second degree or major must be discussed with your Learning Facilitator who will report your continuation of studies to the Registrar’s Office and assign the proper major/degree. You should also check your financial aid status with the Financial Aid Office.*

Curriculum Worksheet/Study Plan for Degree

The Curriculum Worksheet or Study Plan refers to your plan of studies, including all of the requirements and elective options that you need to fulfill to receive your Bachelor’s or Associate’s degree. This document, along with the transcript, is prepared by your Learning Facilitator during registration, and it is a map or guide for the course sequences that you must complete. Your Learning Facilitator will provide it to you for reference, either as a paper copy or an electronic file; keep it handy to monitor your academic progress every semester.

Early Registration

The College offers you the opportunity to register early, typically during the second term of each major segment (Examples: when the second 8-week term of the spring semester begins

you can register for summer and fall; when the second 8-week term of the fall semester begins you can register for spring).

Early registration is beneficial. Remember, each course is designed for a specific and limited number of students. Once a class section is closed, opening another section of the same course depends upon demand, space, and faculty availability. It is to your benefit to register early to ensure your course selection.

Early registration offers you the following advantages:

- Secure your spot in the course(s) of your choice.
- Have more time to discuss your course selections with your Learning Facilitator.
- Have more time to make work and family arrangements so you can attend courses that might not be perfect fits for your work schedule or your family time tables.
- Have time to review your full academic performance, and your progress toward graduation.

Early registration is contingent upon you passing sequential classes and finalizing satisfactory arrangements with Bursar's Office to maintain your student account in good standing. Not having your official HS/GED/college coursework transcript may prevent you from registering.

If your courses are removed because you failed to finalize your payment arrangements, the pre-selected courses will be deleted from the computer system to permit other students to register in those courses; please see below:

Two important conditions must be fulfilled before your registration is final:

- a) Bursar & Financial Aid clearances.** Even if you have completed your course selection during early registration, the Office of Financial Aid will review the academic standards and satisfactory progress guidelines to ensure compliance; if those standards aren't met, you might be required to file a satisfactory progress appeal, for which your Learning Facilitator will provide guidance (see below). As stated above, failure to finalize a satisfactory payment arrangement with Bursar's Office would be an impediment for your registration to go through. You must consider that there are deadlines after which your registration may be cancelled.
- b) Appeals.** A student classified in Appeal Status (as it pertains to GPA guidelines or satisfactory academic progress standards) will need to submit an appeal through his/her Learning Facilitator. The Learning Facilitator will process the appeal through the appropriate committee, which will make a recommendation for the Director of Financial Aid to consider. The Learning Facilitator will notify the student of the appeal's outcome.

Summer Session

Summer sessions are opened for a limited number of classes. If you are interested in summer classes, ask your Learning Facilitator for more information. It is always important to consider the financial aid ramifications – nothing replaces a conversation with a Financial Aid person to explore your options and make educated decisions.

Add/Drop Courses

After registration is completed, you may need to change courses. These changes can be of two types:

- A change or changes to a different course(s): This is possible during the first week of the 8-week term; afterwards only if approved by the Chairperson or Dean of Academic Affairs.
- A change from one section to another of the same course: Same as above.
- Late changes (from the second week on) are strongly discouraged and will be exceptionally approved as a last resource, for example a change in your job schedule that can't be accommodated in any other way. Please be prepared to submit evidence when meeting the Learning Facilitator to request the change.

There is a system in place through which both your current and future instructors are notified of the change so they can exchange information, but you still should notify your instructor as a courtesy to him/her.

Registering for Courses

Your Learning Facilitator will enter your courses to Jenzabar (the College administrative database); once entered, advising (curricular) worksheets, graduation reports, and transcripts will show your current courses as WIP (work in progress).

Withdrawals

If you need to withdraw from classes after the deadline to drop without charges (end of week 2), talk to your Learning Facilitator. Withdrawals may affect your financial aid and could result in a balance which you would have to pay, and most often will delay your expected graduation. For more information regarding withdrawals, speak with your Learning Facilitator, and review the "Withdrawals" section of the College Catalog. There are two different types of withdrawals:
SW – Student-initiated withdrawal

AW – Administrative withdrawal (assigned by your Learning Facilitator if you've missed four or more class sessions in a row)

Independent Study

A student in the last semester of working toward his/her degree may be authorized by the Dean of Academic Affairs to take an independent study under the following conditions:

- The student has an academic record that demonstrates his/her capacity to succeed in completing the course assignment, while studying on his/her own under an instructor's guidance.
- The course needed to complete graduation requirements is not being offered in that semester and cannot be substituted for an equivalent course or, due to his/her work schedule, the student is unable to attend at the time(s) when the course is being offered.
- The department is able to locate or hire an instructor to teach the independent course.
- The nature of the course content is such that it allows for independent study. *To request an independent study, discuss your options with your Learning Facilitator.*

Student Representatives

The College is committed to implement a student governance system to replace the traditional class election of student representatives; the Student Success Center is leading this effort. Having the students be part of the institution's governance promotes the resolution of classroom-related problems and gives students the opportunity to exercise and practice leadership skills, all for the common well-being of the whole College community.

Student Course & Instructor Evaluation

During each semester, students are requested to complete a Student Course & Instructor Evaluation. This information is used in evaluating and reviewing the performance of the instructors; it's a great opportunity for your voice to be heard. However, under specific circumstances, unique concerns about your instructor should be immediately presented to your Learning Facilitator in order to be considered by the academic authorities without delay.

Volunteering Opportunities

Participation in volunteer projects is encouraged. You will gain experience in planning and developing projects, and it will give you references to cite in your résumé as extra-curricular activities. Contact your Learning Facilitator if you desire to be involved, so you can explore options.

Refunds

Institutional Refund Policy

Students who drop from a class before the end of the second week of class will be granted a full (100%) refund. Additionally, students whose classes were removed after the end of the second week and have zero attendance will be considered for full refunds. If the College cancels a class and is not able to place the student in another suitable class, any paid tuition and fees will be refunded. The overall refund policy is complex and federal and state regulations do have an impact on them; always ask to make sure you have a clear understanding of the consequences

when you withdraw completely or partially (see below). Please be aware of the importance of the second Saturday of each term, commonly referred to as the “census day”.

Return of Title IV Funds Policy

This policy applies to students who received federal Title IV student aid (Federal Pell Grant and Federal Supplemental Educational Opportunity Grant) and completely terminate enrollment prior to completing 60% of the enrollment period.

The amount of Title IV aid an institution must refund to the federal programs is determined by the federal return to Title IV funds formula as specified in Section 484 B of the Higher Education Act. St. Augustine College utilizes software provided by the Department of Education to calculate the amount of aid that must be refunded.

A St. Augustine College student who officially withdraws at any time during the semester must go through a process which begins with a Learning Facilitator. The student is then advised by the Office of Financial Aid so s/he is aware of the effect of this decision on his/her aid package. Appropriate calculations will be performed prior to the official withdrawal so the student is aware of the precise fiscal consequences. If the student decides to withdraw, the official withdrawal date provided by the Registrar’s office based on the last date of attendance, as submitted by the instructor, is utilized to document the last date of enrollment for an official withdrawal in the Return to Title IV calculation.

A student who earns all failing grades based on non-attendance is considered an unofficial withdrawal for the purpose of the Return to Title IV policy. The last date of attendance documented on the Registrar’s Office attendance report, as submitted by the instructor, will be utilized for the return of Title IV funds calculation. If the date cannot be determined, the mid-point of the semester will be utilized.

St. Augustine College returns unearned aid used to pay institutional charges within 45 days of the withdrawal determination in the following order:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant

If it is determined the student is eligible for Title IV funds post withdrawal, these funds will be automatically credited to the student account for allowable current outstanding charges within 45 days of the date the school determined the student withdrew. Students without outstanding charges will have grant funding refunded within 45 days of the date the school determined the student withdrew. If a student withdraws prior to completing verification, all Title IV funds will be returned.

Grade assignments & policies

Course Pre-requisites and Credit Hour Policy

Many of the courses offered at the College are designed to be taken in a progressive sequence in which one course builds upon the knowledge of the previous one. Therefore, for some courses there is a prerequisite, a course or series of courses that you must have taken and satisfactorily completed in order to enroll in subsequent courses. In the case of Developmental English and Mathematics, these prerequisites can be waived based on the outcome of a placement test. Having prerequisites waived does not reduce the minimum of credit hours required for graduation (at least sixty for the Associate Degree and one hundred twenty for the Bachelor's Degrees, but one hundred twenty-eight for Social Work).

The awarding of credit hours must also conform to the Credit Hour Policy regarding total hours of instruction and out-of-class work. The full policy is explained in another section of this Handbook.

Satisfactory Academic Progress Policy

St. Augustine College's Policy for Satisfactory Academic Progress is aimed at promoting the pursuit of high academic achievement. The College's educational philosophy abides by the principle that "a student's performance will rise to match his/her educator's expectations."

The College policy does not imply that individual learning differences be ignored, or forced into a system of arbitrary inflexibility. The institution is devoted to the fostering of educational achievement within a framework of realistic parameters and availability of resources. The parameters, which define policy standards, represent the minimal compliance requirements for academic and financial aid standing. Students must comply with the policy in order to maintain eligibility for participating in the financial aid programs. The "Satisfactory Academic Progress Policy" is based on students' compliance with the policy's standards. Students' academic standing and progress will be reviewed at the end of every term. Students who have questions about academic status and/or satisfactory progress must consult with their Learning Facilitators.

Registrar's Office, on the basis of reports received from faculty, issues midterm and final grades, which are used along with attendance records by Learning Facilitators to monitor student performance; students found to be at high risk are contacted by their Learning Facilitators advisors to set up corrective actions.

Grade Point Designations

Used in GPA computation:

A = 4 quality points
 B = 3 quality points
 C = 2 quality points
 D = 1 quality point; minimum passing
 F = 0 quality points; failed
 IF = 0 quality points, failed (unresolved incomplete)

Not used in GPA computation:

V = Audit
 EW = Withdrawal / Except. Circumstances
 AW = Administrative Withdrawal
 SW = Student-initiated Withdrawal
 S = Satisfactory*
 U = Unsatisfactory*
 NG = Grade not reported; will be changed
 T = Officially-transferred course
 TU = Unofficial transfer; pending
 I = Incomplete

* These grade designations are most often used for laboratories, which carry no credits.

Grade Definitions

Grade	Interpretation	Grade Point Value
A	Superior	4
B	Good	3
C	Average	2
D	Minimum Passing	1
F	Failure	0
IF	Fail (unresolved incomplete)	0
I	Incomplete	0
	<i>It is changed to a letter grader after successful completion of missing work within the time frame, or becomes an IF if not resolved.</i>	
AW	Administrative Withdrawal	
EW	Extenuating Circumstances Withdrawal (assigned by Dean of Students)	
SW	Student Initiated Withdrawal	
V	Audit	
S	Satisfactory	
U	Unsatisfactory	
NG	Grade not reported by instructor by the deadline. <i>It will be changed when the grade is received.</i>	
T	Transferred course	
TU	Pending transfer course; official transcript hasn't been received	

Other symbols:

* Course was retaken
 R Course repeated for credit

Cumulative GPA Measurement

The cumulative grade point average (GPA) is computed at the end of each term on the basis of all grades, A through F, earned in College credit courses.

Table of Minimum Standards for Good Academic Standing

Cumulative Number of Registered Hours	Minimum Cumulative GPA
0-6	0.5
7-12	1.0
13-24	1.3
25-36	1.6
37-48	1.9
49 – above	2.0

Table of Minimum Standards for Satisfactory Completion Rate

Cumulative Number of Registered Hours	Minimum Cumulative number of credit hours with grades of A, B, C, D, or T
0-4	0
5-8	4
9-12	8
13-16	11
17-20	14
21-24	16
25-28	19
29-32	22
33-36	24
37-40	27
41-44	30

45-48	32
49-52	35
53-56	38
57-60	40
61-64	43
65-68	46
69-72	48
73-76	51
77-80	54
81-84	56
85-88	59
89-92	62
93-96	64
97-100	67
101-104	70
105-108	72
109-112	75
113-116	78
117-120	80
121-124	83
125-128	86
129-132	88
133-136	91
137-140	94
141-144	96
145-148	99
149-152	102
153-156	104
157-160	107
161-164	110
165-168	112
169-172	115
173-176	118
177-180	120
181-184	123
185-188	126
189-192	128
193-196	131
197-200	134

These tables indicate minimum requirements. Some programs have different standards. Refer to Additional Admission Requirements for the Bachelor of Social Work and the Respiratory Therapy program. These tables are used by Learning Facilitators and Financial Aid Counselors to assess academic standards and satisfactory academic progress for financial aid.

Mitigating Circumstances for Appeals

There are circumstances that take place in the life of students that could compromise the ability to make satisfactory academic progress. Students can explain these circumstances in an appeal process. These can include the following, but the list is not exhaustive:

- Death in the immediate family
- Extended (over two weeks) and documented illness of the student or a member of the student's immediate family requiring medical intervention or hospitalization; or some other health/life threatening situation
- Childbirth by the student or student's spouse
- Family problems, such as separation/divorce, or other life-changing situations

Satisfactory Academic Progress

Satisfactory Academic Progress is measured using three criteria.

1. **Academic Progress.** Academic progress is measured using the “table of minimum standards for good academic standing.” Each term students’ GPA is compared to the table and a determination is made. If the GPA meets or exceeds the table value, the student is “IN academic compliance” (IA). If the local GPA is below the minimum standard, the student is “NOT IN academic compliance” (NA).
2. **Satisfactory Completion Rate.** The satisfactory completion rate is computed by adding all the hours registered with final grades of A, B, C, D and T and dividing this number by the total hours registered (with ANY grade) If the result is .67 or higher (2/3) the student is “IN satisfactory completion rate” (IC). If the result is .66 or less, the student is “NOT IN satisfactory completion rate” (NC). The “table of minimum standards for satisfactory completion rate” also illustrates the ratio of registered to completed hours needed to have the designation IN.
3. **Maximum Time Frame.** Students must complete academic programs within 1.5 times or 150% the number of hours required for the program of study. All registered hours,

whether the student received financial aid or not, (including repeated hours, withdrawn hours, failed hours, and transfer hours) are counted toward this requirement. If a student has not yet attempted 150% of the hours required for a program, the student is “IN time frame” (IT). If the student exceeds the maximum time frame, the student will be “NOT IN time frame” (NT). If a student exceeds the maximum time frame he or she becomes ineligible to receive financial aid; your Learning Facilitator will explore if an appeal is an option.

Satisfactory Academic Progress will be computed at the end of each term, after final grades are submitted. Summer term is treated as a regular term. The Financial Aid statuses are:

Good Progress – If a student is in academic progress (IA) AND in completion (IC) his or her status will be indicated as (GF). If a student is in the first term of attendance, he or she automatically starts at (GF) at the beginning of the first term.

Warning – If a student was in (GF) the prior term of enrollment and ends the current term out of academic compliance (NA) or out of completion rate (NC), he or she will be placed on warning (WF). If a student started a term on (WF) and ends the term on (GF) he/she will regain (GF) status.

Appeal and Plan– If a student does not regain (GF) after a term on warning (WF), his or her status will be changed to “Appeal” and he or she will need to appeal with a Learning Facilitator. The student is not be eligible for further financial aid until the appeal is reviewed and approved. Appeals will be reviewed by the Financial Aid Appeal Committee and either approved (AA) or denied (AD). The appeal must include (1) an explanation of the mitigating circumstance(s) that led to losing GF status, (2) an explanation of how the circumstances have changed and (3) a plan (PL), which specifies how the student plans to regain GF status within the maximum time frame allowed for the desired program. During the period where the standing is AA, it is the responsibility of the student to regularly meet with his/her Learning Facilitator to discuss progress. Additionally, the plan will be reviewed each term for compliance with its own terms. If not in compliance, which means that the student has not made progress with his/her own plan, the student will become ineligible to receive financial aid (XF).

Regaining financial aid eligibility after becoming ineligible (XF)—In order to regain financial aid eligibility, a student must make academic progress without the use of aid whether at this institution or another one. If the student can prove that he or she can make academic progress over at least one academic semester and prove that he or she can complete the desired program of study within the maximum time frame, he or she can regain eligibility.

As you can see, these policies, which follow governmental mandates, are strict, and may sound confusing, mostly during your first semesters at St. Augustine College; Learning Facilitators and Financial Aid Counselors will be glad to explain and clarify them at your request.

Remedial Courses

St. Augustine College does not offer standalone remedial programming; every term there might be some offerings, such as the generic -199 courses for students who need to spend additional time working on specific courses. The opening of remedial course is the prerogative of the Dean of Academic Affairs upon faculty or departmental recommendation.

Performance Notices

When an instructor feels that your academic performance or class behavior is not satisfactory, he/she may choose to send a Performance Notice to your Learning Facilitator. In the performance notice, the instructor indicates the problems in your academic performance and recommends possible solutions. Your Learning Facilitator will contact you to discuss the Performance Notice and assist you in looking for alternatives and solutions to your academic problems. The Learning Facilitator will recommend study techniques, peer tutoring, or other tutoring services that may assist you, and will conduct with you a joint assessment of the situation to decide a course of action; your instructor will receive feedback from the Learning Facilitator. Faculty also report advising needs and/or tutoring recommendations through the attendance notification system so your Learning Facilitator can contact you sooner.

Under certain circumstances, the issuing faculty makes specific recommendations to be discussed with you by the Learning Facilitator, such as mandatory tutoring or completion of additional assignments.

A Performance Notice is a warning, an indicator of a problem and potential failure of a course, with specifics on those areas in which you need to improve performance to succeed in the course. If you act upon the recommendations of your Learning Facilitator you may successfully complete the course.

Grade Point Average (GPA)

Your Grade Point Average (GPA) reflects your academic performance by averaging the grades you have received in relation to the number of hours you have enrolled. There are two forms of GPA with which you need to be familiar:

- **Semester GPA:** Reflects your academic performance in a given semester. It is calculated according to the formula given in the College's Catalog, considering only the courses you have enrolled for in one semester.
- **Cumulative GPA:** Reflects your academic performance throughout the semesters you have studied at the College, and is calculated with the same formula mentioned above, but takes into consideration all of the courses for which you have enrolled since you

started. Minimum GPA to graduate from St. Augustine College is 2.00 for the Associate and BA Degrees, and 2.75 for the Bachelor of Social Work.

Your GPA affects your academic status and is also a reflection of your academic performance, and it is an important part of your academic record.

Grade Appeals

It is the intent of the College to provide all students with procedures by which their legitimate right to seek redress can be exercised, when they do not believe that their final grade in a course is consistent with the syllabus requirement for the grade (the established grading scale is outlined in the syllabus) or with the perceived quality of your coursework.

Procedure:

1. Within 90 days from the date the grade is issued, the student must contact the department for a review of the grade calculation. If s/he is not satisfied with the outcome, then,
2. The student should file a written grade appeal petition with his/her Learning Facilitator. The Dean of Academic Affairs will form an ad-hoc academic appeals committee which will review the evidence available and make a final decision. The Committee's decision is final.

Incomplete Grades (I)

If a student is passing a course and misses the final examination or fails to complete a major course assignment, the instructor may assign a grade of "I". For this grade to be assigned, the following conditions apply:

- The decision to give the grade of incomplete is solely the responsibility of the faculty and the course coordinator/chairperson; student should be passing the course at the time the incomplete is considered with a C or higher grade.
- Incomplete grades (I) are given after student requests it in writing, and/or the faculty determines that an 'I' grade is acceptable, such as when the student is unavailable to make the request personally.
- Incomplete grades should be given only to students who have demonstrated responsible conduct towards meeting the course requirements and extenuating circumstances have prevented the student from completing some of the course requirements.
- Students must provide documentation describing the circumstances for requesting an incomplete.
- Incomplete grades cannot be requested after the semester has ended.

The instructor must: a) fill out an "incomplete grade report" form for each student who receives an incomplete grade; b) indicate the current student grade on the incomplete grade report; c)

explain what the student needs to do in order to complete the course; and d) maintain grade records for the period of time required to remove the incomplete.

An incomplete grade must be removed by the end of the following semester. If during a whole semester the student does not solve the incomplete, the “I” automatically becomes “IF”. Once the IF grade is assigned, the course has to be taken again if credit is to be received. In the case of courses, whose content requires practicums, the student will have up to two semesters to remove the incomplete, subject to approval from the Department Chair and Dean of Academic Affairs.

If the incomplete grade represents an impediment for graduation, the incomplete grade must be removed prior to the end of the 13th week of the semester in which the student is graduating.

Academic policies and support

Role and Responsibilities of the Learning Facilitator

A Learning Facilitator is assigned to you at the time of Registration in order to be your personal success coach, and to liaise on your behalf with the College’s offices and administrators. The assignment is based on the program you’re pursuing. Your Learning Facilitator will assist you with:

- Your academic plan and selecting appropriate courses;
- Complying with the College’s requirements for program completion and graduation;
- Career and transfer information;
- Monitoring of academic progress, attendance, and financial aid compliance;
- Information regarding extracurricular activities and student organizations;
- Processing of satisfactory progress appeals as described above;
- Receiving and processing requests for special accommodations under ADA;
- Receiving and processing complaints;
- Referrals for services not provided by the College, such as personal counseling;
- All student complaints. The full policy and forms for registering a Student Complaint are in the attachments to this Handbook;

- Learning disabilities and learning assistance adjudication. The full policy and forms for requesting an accommodation based upon a certified learning disability are in the attachments to this Handbook.

Your Learning Facilitator is available to talk with you about any problems or concerns that are interfering with your academic goals. At the beginning of each semester, the office hours for Learning Facilitator are posted and information is emailed to every student as to who the assigned Learning Facilitator is and how he/she could be contacted. Although you will have a Learning Facilitator formally assigned to you, any Learning Facilitator, at any location, will provide you with immediate help if needed and then refer you to meet your Learning Facilitator.

Academic Improvement Plan

Whenever a student is in warning status (as defined by the Academic Standards and Satisfactory Academic Progress for Financial Aid), he/she is required to develop an Academic Improvement Plan with the assigned Learning Facilitator. This plan, jointly developed by your Learning Facilitator and you, has the purpose of assisting you in overcoming the limitations that affect your academic performance. The plan must include specific remedial actions and a schedule of meetings with your Learning Facilitator. A simplified version of the Academic Improvement Plan is the action plan agreed upon when a performance notice has been discussed.

If the student was unsuccessful in removing either the warning status, he/she must file an appeal with the Learning Facilitator for his/her case to be reviewed by the Appeals Committee, which members are Learning Facilitators and administrators of the Student Services and Financial Aid areas.

Instructional Support Services / Tutoring

Instructional Support Services helps all students at St. Augustine College achieve their fullest academic potential. The ISS will assist students in most academic areas. The services will begin most of the times by week 2 and end at the end of the semester. Most of the times tutoring works remotely, but there are circumstances in which in-person tutoring can be arranged. Most tutoring groups are taught by faculty trained in the subject area, although some tutoring groups may be conducted by qualified student mentors that have demonstrated thorough knowledge in the subject area. The ISS includes individual and group sessions, as well as study groups aimed at improving the students' understanding and study skills; learning software and other resources are also available. The request for tutoring services is submitted online through the Library's webpage. *If you need help with any subject area, please contact your Learning Facilitator.*

Personal Counseling

Pursuing a college education is a very important decision in the life of any student. The decision to study may affect the rest of the student's life and vice-versa; his/her life will affect her/his academic performance.

Learning Facilitators are prepared to provide you with academic counseling and to direct you to the appropriate resources for personal matters, as we understand that college can create stress in everyone's personal life. If you are concerned about a personal matter related to your family, schools, or financial issues, please see your Learning Facilitator. He/she will listen to you and direct you to professional services if necessary.

Working with Public Aid Caseworkers and other Human Services Staff

Sometimes, if you are receiving public aid, Social Security, or other state and/or federal benefits, you may be asked questions regarding your educational program for which you may not have a clear answer. Part of the work of your Learning Facilitator is to assist you in these situations. You may find it beneficial to ask your Learning Facilitator to contact your public aid counselor in order to answer and/or clarify any doubts that your public aid counselor may have regarding your academic plans. If you are required to present any documentation of your attendance, academic progress, etc., the Learning Facilitator can provide them for you. It should be taken into consideration that FERPA requires Learning Facilitator to have a written permission from you to release your academic information; ask the Learning Facilitator for the details and see the FERPA section at the appendices.

When requesting letters for Public Aid or similar agencies, you must allow at least 72 hours for them to be prepared. There are many students requesting similar services and it may be impossible to prepare the letters for you at a moment's notice.

Career and Transfer Center

The mission of the Career and Transfer Center at St. Augustine College is to provide professional and personalized academic and workforce support services to St. Augustine students and alumni. The center assists students in the process of transferring to a four-year institution, career counseling, career exploration, workshops on topics of interest, and the implementation of strategic job searching and skills development required to succeed in a global workplace. Located at the Main Campus, their services are available for students at all campuses; contact them at (773) 878 3960 if you are interested in exploring these opportunities. Future plans for the CTC include a more active role in securing internships/externships for students, including those required for specific courses such as capstone courses in several programs.

It is your responsibility to request assistance and to ensure that the chosen curriculum meets the requirements of the four-year institution to which you plan to transfer. St. Augustine College has

a transferable General Education Core Curriculum that meets the requirements established by the Illinois Board of Higher Education.

The College has articulation agreements with several local universities and dual admissions agreements with Northeastern Illinois University, National-Louis University, DeVry Institute of Technology, and others. Contact the Career and Transfer Center for more information.

Graduation

Graduation Clearance Procedures

At the time you are enrolling for your last semester towards a degree, you must review, with your Learning Facilitator, your academic performance to date.

- You must fill out a graduation application in order to get the graduation process started. The graduation petition summarizes your coursework at St. Augustine College, and reflects the completion of all the requirements. Its acceptance by the Registrar's Office means that you have completed the graduation clearance procedure.
- Your Learning Facilitator will notify you of any impediments to your graduation, and work with you on a plan to overcome any hindrances to graduation.
- You will be asked to fill out an online graduation survey.

See the catalog for a complete list of the Graduation Requirements.

Receiving your Diploma or Degree

In order to receive your Diploma or degree, it is necessary to have fulfilled all of the graduation requirements, and have completed your graduation petition and clearance procedures. Diplomas are issued five times a year, at the end of the Fall 1, Fall 2, Spring 1, Spring 2, and Summer terms, but there is only one commencement ceremony (graduation) each year, at the end of the Spring 2 term. Students fulfilling incomplete coursework or other graduation requirements during the summer will have their diplomas issued by the summer graduation day if possible; if not, by the end of the following Fall semester.

Graduating with Honors

To celebrate academic achievement, the College awards degrees of distinction to those students graduating with cumulative grade point averages of 3.5 or higher as listed below:

- Cum Laude: GPA of 3.50 to 3.699
- Magna Cum Laude: GPA of 3.70 to 3.899
- Summa Cum Laude: GPA of 3.9 to 4.00

These honors are awarded during the Commencement Ceremony.

Graduation Ceremony

There is one annual official graduation ceremony, called Commencement, and it is held at the end of the Spring semester. In order to participate in the ceremony, you must complete the Graduation Clearance Procedure. Those students with the highest Grade Point Average (GPA) proudly wear their honors' medals for the occasion. It is the honor of the Graduation Class Representatives, usually referred to as valedictorians (one for the Associates and another for each one of the Bachelors' degrees) to give speeches on behalf of their graduating class.

Reference Letters for employment or transfer

For the purposes of employment and transferring to other colleges, you may be required to provide personal reference letters. Your professors and your Learning Facilitator can provide these letters for you. It is rather difficult to obtain them at the last moment. If you need reference letters, allow at least one week for the person(s) writing them to have them ready. You can request these letters directly or by leaving a note for your Advisor or professor.

Financial Aid

Anyone accepted for admission to St. Augustine College who is a citizen or permanent resident of the United States may be eligible for financial aid. Although the government regulations largely determine what "financial need" is, the staff of the Financial Aid Office will assist students in meeting their financial needs in order to attend the College.

State Financial Aid: The Illinois Student Assistance Commission (ISAC) MAP Awards

The Illinois Student Assistance Commission Monetary Award Program is available to any student attending an approved Illinois college or university who can demonstrate financial need and qualifies as an Illinois resident. Application must be filed for each academic year (jointly with the federal application).

Federal Financial Aid: Federal Pell Grant

This is a federal assistance program for any undergraduate student who demonstrates financial need. The amount of the grant varies according to the student's need and the maximum allowed under the federal program. Application also must be filed for each academic year (jointly with the state application).

Federal Supplemental Educational Opportunity Grant (FSEOG)

This federal program is designed for any undergraduate who demonstrates financial need annually. The federal government provides post-secondary institutions with allocations from which the Director of Financial Aid assigns awards.

Federal College Work-Study Program

St. Augustine College participates in the College Work-Study (CWS) Program, a federal financial aid program that helps colleges to provide jobs for students who exhibit need in financing their college education. To participate in the College Work-Study Program, a student must receive a CWS award as part of a financial aid offer from the Financial Aid Office. In order to maintain eligibility to participate in the CWS program, the student must comply with Financial Aid Office requirements. If interested, contact the Financial Aid Office.

St. Augustine College Financial Aid

St. Augustine College offers limited merit-based and need-based awards and grants, such as the SAC Promise Award or the Summer Challenge Award. Since the eligibility qualifications and conditions are different for each one of them, it is recommended that interested students talk to either a Learning Facilitator or a Financial Aid Counselor for further details.

Presidential Discretionary Fund and Other Awards

Occasionally, St. Augustine College receives grants or donations for specific academic or occupational programs, or there are limited moneys for specific purposes. Information about these scholarship opportunities can be obtained from a Financial Aid Counselor or from a Learning Facilitator.

Presidential Scholarships

The College grants these awards to students who demonstrate scholastic achievement in their academic programs. This award is given at the beginning of the semester and is for 50% of tuition and fees. New and continuing students may apply.

New Students:

A new student must apply through the Financial Aid Office and plan with the Admissions Office to take a test designated for this purpose.

Continuing Students:

A student must complete an application for institutional aid. The Financial Aid Director will review the student's academic record and make the award if funds are available and the student is eligible.

Financial Aid Award Letter

Every year, after completing your financial aid application process, you will receive an award letter from the Financial Aid Office. This letter indicates what funds are being awarded to you for the current academic year by both the Federal and State granting sources, and by signing it you accept the award and commit to provide the information required by the Financial Aid Office.

Ineligibility if Convicted for Possession or Sale of Controlled Substances

Any student currently receiving financial aid who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance during the period beginning on the date of such conviction and ending after the interval specified. This restriction is part of the Higher Education Act Amendments of 1998; for further information visit www.ed.gov.

Payments and records

Transcripts

When you transfer to another college, or when applying for a job, you will need a copy of your official transcripts. You must request your transcripts by completing an online request form (Student Resources → Office of the Registrar). Registrar's Office processes transcripts through the National Student Clearinghouse; NSC will mail/email your official transcript directly to the institution to which you are planning to transfer and/or to you. The first transcript is issued at no charge; there is a nominal fee for successive requests. **Transcripts will not be released if a student has any debt with the College.**

Bursar's Office

The Bursar's Office is responsible for keeping the accounting records of all of the students. For any questions regarding your balance, contact the Bursar's Office (Main Campus). This Office mails statements of student accounts, makes payment plans, etc. This is also where you make payments for transcript requests and where the overall management of your student account occurs.

Bursar's Office Clearance

As part of the registration process the status of your account will be reviewed for clearance. Outstanding balances above the amount determined by the Administration may require payment arrangements or eventually prevent your registration. Contact Bursar's Office staff for any question regarding your student account.

Student's Change of Address, Phone & E-mail

In order to keep your records updated, it is important that you report every change of address, telephone number and e-mail. Please ask your Learning Facilitator or an Admissions Counselor to update your address, phone and/or e-mail while you wait. This is vital for emergency purposes as well as to ensure the accuracy of the administrative records.

Student's Name Change

In addition, in order to keep your records updated, it is important that you report any legal name change to your Learning Facilitator or Admissions Counselor. It is imperative in this case that you provide appropriate legal documentation, such as a court order, to the Learning Facilitator or the Admissions Counselor. This information is important when processing correspondence, grant applications, registrations, and transcripts.

Learning Resources

Computer Laboratories

A limited number of computers are available for general use, mostly in the Student Success Center area. It is expected that students attending in-person activities, including classes, for which a device is needed will bring their own ones.

Guidelines for Use of Computers and the Internet at St. Augustine College

General guidelines for the use of the college computing, networking, information resources and the Internet at St. Augustine must be understood and honored by every student, faculty and administrator.

Individual rights regarding intellectual property, privacy, freedom from harassment and academic freedom must be respected. Acceptable uses are research, education, and public service; unacceptable uses, including illegal or commercial purposes, or transmitting threatening, obscene or harassing content are prohibited. These provisions apply to every member of the St. Augustine community as a user.

For your reference, the Acceptable Use Policy of the College is explained below, and it is also available from the College catalog. The statement part must be signed by each student before a password is issued for access to the College's computers, software, network, and other online resources.

Technology-based instruction and resources (Canvas and Zoom)

Canvas is a web-based Learning Management System that allows students to take classes under a distance-learning approach; students access assignments and e-books, upload work, take quizzes and exams, and in general, have all the course's resources available from their Canvas shells.

It's highly recommendable to access your Canvas shell as soon as you receive the welcome email with instructions so you can navigate the system before your courses start. Synchronous lectures use Zoom for delivery; the link is available from your Canvas shell. Our education

model includes the possibility of attending in-person to meet your professor, or connecting synchronously from a remote location. Ask your Learning Facilitator for the details.

Information Commons/Library (library.staugustine.edu)

The Information Commons/Library provides students with tools to discover, access, evaluate, and use published and unpublished information. Library staff provide reference and library instruction services to all students and faculty. Technology specialists provide computer and Internet connectivity assistance at all teaching locations. ***Instructions for accessing the Information Commons/Library online through the campus website is Attachment B.***

St. Augustine College has four teaching locations that use the Internet to deliver most library and technology resources and services. More than one million books and journal articles resources are indexed in SAC's online databases. In addition, students, faculty and staff may access the virtual library 24 hours a day, every day of the year via the library's web site, library.staugustine.edu. This web site is the key to the library's online catalog, reference sources, 150,000+ e-books, and 500,000+ full-text journal articles, and also for tutoring services.

The main Library at the Argyle Campus maintains a collection of 10,000+ current books and multimedia instructional resources that support the college's curriculum. A special collection of Spanish-language literature and the 72-volume historical encyclopedia, *Enciclopedia Universal Ilustrada Europeo-Americana*, also known as *Enciclopedia Espasa*, are housed at Argyle library. Books and videos are delivered from the Main Campus to faculty and students at any teaching location on request via SAC's Intercampus Delivery Service.

St. Augustine College is a partner in library consortia that provide interlibrary loan services to SAC students and faculty: Chicago-area, the statewide ILLINET, and the international OCLC Worldcat networks. Interlibrary loan services are available without charge to SAC students and faculty for books and journal articles that are not available in SAC's Library.

The Library at the Main/Argyle Campus is open Monday-Friday 8:30 am – 9:45 pm, and Saturday 8:30 am – 4:00 pm during academic terms; hours may vary and accurate information is available for each term on-site. SAC Librarians and Library/IT staff are available to answer questions in person, by phone, by e-mail, or text message at all hours the Library is open.

Contact the Information Commons/Library Director at (773) 878 3710

Cultural Events

The Office of Student Services is responsible for coordinating all of the cultural events that take place at the College with the exception of those promoted by external agencies, which are coordinated by the Office of Development. These events usually fall in one of the following categories:

- Cultural events promoted and organized by the Office of Student Services. These include concerts, theater performances, visiting artists, exhibits, and other similar activities, and are generally offered free of charge to the students and their families.
- Cultural events promoted by external agencies; many community-based groups hold cultural presentations at the College. In these cases, the College serves as a host, and there is usually an admission charge, with special ticket prices for students.
- Cultural events organized by the students; students are encouraged to organize and to participate in cultural events. If you are interested in organizing or participating in cultural activities, ask your Learning Facilitator about ways to get involved.

Administrative Services

Parking

Limited parking, including space for the disabled, is provided at the main campus and at each satellite. There is additional on-street parking. Unauthorized cars parked in reserved and spaces for the disabled, or cars illegally parked, are subject to towing. All parking is free of charge on a first-come, first-serve basis.

Food and Vending Service

Food services are provided at the main campus and satellites with schedules that accommodate most student needs. At this time food services are on hold and it's uncertain if/when they will be restored. Vending machines are also available at selected locations in each building.

Campus Security Act of 1990 (Jeanne Clery Act)

St. Augustine College follows the Campus Security Act. (P.L. 101-542). Information is collected to provide institutional safety policies and crime statistics to students. Further information regarding the annual crime statistics are available through the Office of the Dean of Students.

Personal Emergencies

Please inform your friends and family that in the event of an emergency, you may be reached through the Office of Student Services, the Site staff, or through the Receptionist at the Main Campus. Since the office hours of different departments vary, it is recommended to call the College's Receptionist at (773) 878 3732 for immediate assistance.

If you're attending in-person, it will be important that those calling you know the name of the class that you're in; otherwise, it may be difficult to locate you.

St. Augustine Emergency Notification to Students, Faculty, and Staff

In compliance with state and federal law, St. Augustine College has an Emergency Notification System to reach all students, faculty and staff. This system provides immediate notification to the St. Augustine community through e-mail and other ways, and emergency notifications are posted on the St. Augustine website and at any or all campuses of the College.

When it is necessary to close the College during regular business hours due to an emergency, including a weather emergency, an announcement indicating that the College is closed will also be broadcast on WMAQ (670 AM) WGN (720 AM) and WBBM (780 AM) radio stations.

In order for the St. Augustine Emergency Notification System to reach all students, faculty and staff, you are assigned a St. Augustine e-mail address. In addition, the System will reach you at any e-mail or phone number that you provide to the College when you register for the semester.

St. Augustine Policy Regarding Emergency Situations

The College has a full statement of policies and safety instructions regarding emergency situations. *This statement may be found in the Attachment C for your information.*

Campus Security Services

The College provides for your security through Security Guards/Building Monitors, whose responsibility is to protect students, faculty and staff, as well as the surveillance of the facilities. Since they constantly move around the premises, the best way to contact them is through the Receptionist. Security Guards/Building Monitors are easily identifiable by their uniforms and badges.

St. Augustine College complies with the Crime Awareness Act and reports to the College community, on a yearly basis, its statistics regarding criminal occurrences in any of its facilities. Preventive measures are in place through the use of security guards and alarm systems.

Ambulance Services

Should a staff member of the College determine there is the need for an emergency transfer to the hospital, either for medical or psychiatric reasons, the Chicago Police and Fire Departments (911) will be called. The Police and Fire Departments will assess the situation and, if appropriate, transfer the student to a local hospital. In most cases, College staff members do not accompany students to the hospital. In all cases, students are financially responsible for all costs related to the ambulance and/or off-campus care. The College does not provide transportation to and from the hospital or other off-campus services.

Liability Insurance

Any accidents that take place must be reported immediately to the Director of Physical Facilities. The College carries a limited insurance policy for cases in which its liability might be invoked after the injured person has his/her claim processed by his/her insurer; field placement situations are also covered under the policy. However, the College is not insured for loss or damage to personal property and is not responsible for such losses.

College Behavioral Standards & Policies

College Standards and Appeals

Representing the College in Public

Only those persons expressly authorized by the President of the College may represent the College in any public speaking appearances. Whenever you make any public statements identifying yourself as a student of the College you must indicate that you are presenting your personal point of view and opinions and not those of the College. Unless said otherwise, it is implied that individuals voicing personal opinions do not represent the College.

Academic Integrity

Scholastic integrity lies at the heart of this academic institution. It is expected that all material submitted as part of any class exercise, in or out of class, is the actual work of the student whose name appears on the material or is properly documented otherwise. Plagiarisms, collusion, other forms of cheating, or scholastic dishonesty are incompatible with the principles of St. Augustine. Students engaging in such activities may receive failing grades or no credit for assignments or examinations, may be required to resubmit assignments or retake examinations, may receive a failing grade in the course, or may be suspended or expelled. Cases involving academic dishonesty are initially considered and determined at the faculty and department/program levels. Appeal of the department/program decision is to the Dean of Academic Affairs, whose decision is final.

Copyright Policy

The College community is required to comply with the *United States Copyright Law of 1976 (the "Act"), 17 U.S.C. 101 et seq.* The College is also committed to preserving the rights accorded to users of copyrighted works under the "fair use" provision of the Act. All faculty, staff and students must adhere to College copyright policy and are expected to review authoritative online resources, such as those cited below, when considering the use of copyrighted works of others in the course of instruction.

Copyright protects "original works of authorship fixed in any tangible medium of expression." 17

U.S.C. 102 (a). Copyright generally extends automatic protection to any original expression of creative work that is recorded in any tangible form (published or unpublished). 17 U.S. C. 101. These works include, but are not limited to: literary works; musical works; dramatic works; pantomimes or choreographic works; pictorial, graphic and sculptural works; motion pictures and other audio-visual works; sound recordings; and architectural works. A copyright notice is not required for copyright protection.

St. Augustine encourages an environment that provides for the fair use of copyrighted materials to achieve the goals of teaching, service, and research, while remaining in compliance with applicable laws. A “fair use” can be determined by examining four (4) factors: (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work. U.S.C. 107. The four “fair use” factors should be evaluated each time an employee seeks to copy materials for instructional use.

Further explanation of the four “fair use” factors may be found at the following two URLs and other educational sites: www.lib.purdue.edu/uco/Copyrightbasics/fair_use.html [http://fairuse.stanford.edu/Copyright and Fair Use Overview/chapter9/9-b.html](http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/chapter9/9-b.html). For further guidance on copyright, see www.knowyourcopyrights.org/resourcesfac/kycrbrochure.shtml, the Library of Congress, the American Library Association, the Association of Research Libraries, other recognized national or state library organizations or at www.copyright.gov.

Student Complaint Policy

The College provides the right to a fair hearing for each student complaint arising during his/her time as a student at St. Augustine College.

Complaints

This procedure is designed to address complaints regarding any department or service, including, but not limited to dissatisfaction expressed by a student because he/she believes that a policy, procedure or practice has occurred that adversely affects the student, allegations of discrimination by reason of race, sex, national origin, disability, religion or other areas covered by federal or state laws, guidelines and regulations, and College policies and procedures.

St. Augustine provides published policies in the College catalog on Grade Appeals, which is a separate procedure. Grade Appeals are not considered as complaints that are to be included in the log of student complaints.

Complaint Resolution

Any student who believes that his/her rights as a student have been infringed upon should initiate a written Student Complaint with his/her Learning Facilitator within fifteen (15) working days of the incident, unless extenuating circumstances necessitate additional time.

The Dean of Students shall then collect all pertinent information and convene all parties involved, if appropriate. The Office of Student Services and the student may mutually agree to invite others to serve as resource persons in their attempts to resolve the complaint. Every reasonable effort shall be made in good faith by all parties to resolve the complaint satisfactorily.

The student filing the complaint will be informed of the action taken or progress accomplished within thirty (30) working days of the filing date of the complaint, unless extenuating circumstances necessitate additional time. Moreover, the student shall be informed, along with the nature of the extenuating circumstance, if more than thirty (30) days are required.

The detailed procedure and form for student complaints is Attachment A in this Handbook.

Students Rights and Responsibilities

Students are both citizens and members of an academic community. As a citizen, each student has the freedoms of speech, assembly, association, and the press, and the rights of petition and due process, which are guaranteed by the State and Federal constitutions. As members of an academic community, students have the right and the responsibility to participate, through the student course representative system and through dialogue with the College's Administration.

Student Code of Conduct

St. Augustine College is an institution that provides educational services. It operates on the basis of consideration and respect for all members of our community: faculty, staff, and students. For this reason, the College requires that students observe certain standards of behavior. If students do not want to risk disciplinary action, they must not engage in conduct which interferes with the requirements of appropriate behavior which the Board of Trustees has established for the operation of the College.

Academic Guidelines and Expectations

- Students must attend all classes, arrive on time, and stay in the classroom, even the virtual one, until the instructor dismisses the class. If they arrive late, students must enter the classroom quietly so as not to disrupt the class.

- The use of laptops and cell phones for non-academic purposes during class is not allowed. Therefore, students are expected to keep cellular phones off or in vibrator mode inside classrooms. Laptops may be used in non-online courses with the permission of the instructor if related to the needs of the course. During testing, cell phones are to be turned off.
- Students who plagiarize will receive the grade "0" (zero) in the corresponding assignment or project. Students who copy on exams or submit assignments or projects prepared by a third party shall receive the grade of "0" (zero). Instructors assigning this grade will notify the student, the Learning Facilitator, and the corresponding School Chair.
- Students who behave in a disruptive manner, such as to inhibit the learning of other students, shall be asked by the instructor to leave the classroom. In such a case, the instructor shall inform the site staff, the student's Learning Facilitator, and the Chair of his/her School.
- Students shall take their break at the designated time, and only for 15 minutes. Instructors are authorized to resume instruction after the 15 minutes have ended.
- Students who miss classes are responsible for finding out what material was covered and what assignment they need to prepare for the following class. This can be completed by checking the syllabus, talking directly with their instructor, emailing the instructor, or consulting with their Learning Facilitator.
- Students who are aware, ahead of time, that they will miss classes should contact the instructor to find out what work is expected of them.
- Students are responsible for completing all their assignments before they come to class. If a student does not do homework or class assignments, the student is responsible for following the instructor's guidelines for late or incomplete work.
- Students shall submit all assignments and class projects directly to the instructor, or as otherwise indicated by the instructor. Students should keep a copy of the assignment in case it is misplaced.
- Students are not allowed to bring visitors to the classroom, unless they are authorized in advance to do so.
- Lack of compliance with these guidelines and expectations will be handled by the Instructor or as otherwise indicated below.

Prohibited Conduct

Students are subject to disciplinary action, if they engage in the following behaviors:

- Forging, altering, misusing, or misrepresenting documents or records.
- Vandalizing or destroying public or private property.
- Engaging in behaviors that obstruct or disrupt authorized institutional activities.
- Failing to enter or use institutional facilities at authorized times and in an authorized manner.

- Engaging in physical, verbal or abusive conduct which may offend, threaten or endanger the well-being of another member of the College community or of visitors to the campus.
- Displaying disorderly conduct or using inappropriate verbal expressions on campus or at functions sponsored or supervised by the College.
- Failing to adhere to institutional regulations including, but not limited to, registration of organizations, manner and place of public expression, and use of institutional facilities.
- Engaging in conduct that is a crime under local, state or federal law, either on College premises or at off- campus functions sponsored or supervised by the College.
- Possessing, using, or distributing narcotics, or dangerous and controlled substances, except as permitted by law.
- Possessing, using, distributing or under the influence of alcohol on College premises without the authorization of the President.
- Possession of weapons, as described in the Campus Weapons Policy on p. 41.
- Possession of explosives, firecrackers, dangerous chemicals, or other substances prohibited by law.
- Failing to meet financial obligations relative to the College.
- Smoking, in areas not designated for this purpose.
- Destroying or removing College property such as tools, materials or equipment.

Sanctions for Violations of the Code of Student Conduct

Violations of the Code of Student Conduct shall be reported to the Dean of Students. The Dean will gather pertinent information and documentation, and take appropriate action.

When circumstances allow, efforts should initially be made to resolve violations of the Code of Student Conduct at the local level by the Instructor, the Site staff, or a student mediator. If there is an immediate threat, call 911.

The College will investigate the charge. Investigation will include discussions with the School Chair and Site staff, as well as other appropriate measures, depending on the circumstances and nature of the offense, all led by the Dean. If the College determines, after reasonable investigation, that the student has violated the Code, the College may impose one of the following sanctions:

Admonition:

An oral statement to the student that the student is violating or has violated the Code of Student Conduct will be documented in the student's electronic file.

Warning:

Notice, orally and in writing, of further violation(s) of the Code being possible cause for Severe Disciplinary Action. This will be documented in the student's file.

Severe Disciplinary Action:

When a violation of the Code of Student Conduct is continued, repeated, or when a major violation that could warrant reparation or expulsion occurs, the Dean of Students will refer the case to the Ad-hoc Disciplinary Committee. The Disciplinary Committee is composed of the Dean of Students, the Dean of Academic Affairs, the student's Learning Facilitator, a student representative and — when the violation involves an instructor — the corresponding School Chair or designee. Depending on the nature of the violation, additional persons may be asked to sit as part of the Committee.

In making its determination, the designated Disciplinary Committee shall consider a written report by the Dean of Students, as well as oral and written arguments by the student and other affected members of the College, which shall become a part of the student's file. Both the violation and the resolution adopted shall be documented in writing and a copy placed in the student's file.

The Office of Human Resources may be involved in the resolution of the problem if the violation affects human rights, institutional policies, or the law. When the violation involves the law, the College authorities shall involve the police and/or attorneys as appropriate to the case.

Any party involved may appeal the decision of the Disciplinary Committee to the College President, who will determine whether the case merits further consideration by the President's Cabinet; in these cases, the President's decision (either directly or through the Cabinet) is final.

Campus Weapons Policy

The new policy below, which replaces all previous versions, is incorporated into the College Catalog, into student, faculty, adjunct faculty and staff handbooks, and on the College website, effective immediately.

St. Augustine College is committed to providing a safe environment for work and study. Violent behavior and threats of violence are strictly prohibited on College property. The possession or use of weapons of any kind, including firearms and explosives, is also expressly prohibited in College-related activities and on College property, except that an Illinois Concealed Carry

Licensee who has a concealed firearm inside his or her vehicle shall be permitted to keep the firearm inside the vehicle and park the vehicle in a St. Augustine College owned parking lot. A licensee may keep the firearm, or ammunition, concealed in a case within a locked vehicle or in a locked container out of plain view within the vehicle while it is parked in a College owned parking lot. "Case" is defined as a glove compartment or console that completely encases the weapon or firearm carrying box, shipping box or another container. A licensee may carry a concealed firearm in the immediate area surrounding the vehicle solely in order to store the firearm within the trunk or retrieve it from the trunk, as long as the firearm is unloaded before it is carried outside the vehicle.

The exception is that any law enforcement personnel, on-duty armed private security personnel, other government personnel authorized to carry a weapon, and retired law enforcement personnel with valid Retired Officer Carry Cards are exempt as per state law.

As any object has the potential to become a weapon, the College reserves the right to define a "weapon" based on its potential for damage or threat. Replicas and facsimiles of weapons are similarly prohibited. As warranted, violations will be referred to local law enforcement officials by immediately calling 911.

Any claims that an individual possesses a weapon or explosive will be responded to as an actual threat, whether or not evidence of said weapon or explosive exists. This prohibition applies to all students, faculty, staff, independent contractors, and visitors. Violators of any part of this policy will be subject to disciplinary action which may include immediate removal from the campus or sanctions including dismissal from the College.

Additional Program Enrollment or Acceptance Requirements: Medical History and Exam and/or Police Background Check

Additional enrollment or acceptance requirements apply to certain programs at St. Augustine College because of curriculum requirements, professional program standards, and/or legal responsibilities related to employment settings.

Some programs, such as Respiratory Therapy, require that students undergo medical exams and present their medical history.

Students in programs that include hospital or clinical rotations, direct contact with clients in social work settings, field observations and practicums in schools, for example, must submit evidence of having completed a Criminal Background Check (sometimes called a Fingerprint Background Check) prior to engaging in such settings. Program-specific requirements and

professional implications of a felony conviction for the Social Work, Respiratory Therapy, Early Childhood and other programs should be discussed with the Learning Facilitator in charge of the program for which a student is enrolling or applying.

General College Policies

Acceptable Use (of Electronic Resources) Policy

The College's Acceptable Use (of Electronic Resources) Policy must be signed by every faculty, staff and student. These requirements are essential regarding electronic communications and Internet use, and are included in the Human Resources Policy Handbook for all employees and for Faculty and Students in the College Catalog. The full policy is available from the website.

Title IX

St. Augustine College adheres to the provisions outlined in Title IX of the 1972 Federal Education Amendment Act prohibiting sex discrimination and harassment in all activities of the College. Title IX is coordinated by the Office of Human Resources.

Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973

St. Augustine College follows the provisions of the Americans with Disabilities Act, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973 that prohibit discrimination on the basis of an individual's disability and offers disabled persons the opportunity to participate fully in all educational programs and activities.

St. Augustine College's Office of Student Services coordinates and ensures services and accommodations for registered students with disabilities. These services provide equal educational opportunities to students by minimizing the impact of functional limitations upon their academic lives and offer disabled persons the opportunity to participate fully in all educational programs and activities.

The Dean of Students serves as the College ADA compliance officer. The Dean assumes responsibility for seeing that the College is properly interpreting federal regulations that require the College take such steps as are necessary to ensure that reasonable accommodations are made for all students with documented learning disabilities. The Dean is responsible for coordinating the College's compliance with these regulations with the Office of Student Services.

The College adheres to all confidentiality and privacy concerns as outlined in these regulations.

Any student with an appropriately documented disability is eligible for services. The Office of Student Services will serve students with permanent, temporary or episodic disabilities including psychological, medical, physical, visual, hearing and learning disabilities, including ADHD/ADD. Students seeking ADA and Section 504 services should contact the Office of Student Services as early as possible, including during the admission or registration process.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy act of 1974 affords certain rights to students with respect to the student's educational records. 1) The right to inspect and review their records within 45 days of a request for access. 2) The right to request amendment of the student's educational record that the student believes to be inaccurate. 3) The right to consent in writing to disclosures of personally identifiable information contained in the student's record. 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures of St. Augustine College to comply with the requirements of FERPA. The office which administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Ave, SW; Washington, DC 20202.

In compliance with the Family Educational Rights and Privacy Act of 1984, St. Augustine College protects the rights of students with relation to the accuracy and privacy of their educational records. Students requesting inspection, amendment or correction of the student's records may do so through the Associate Dean of Student Services or the Dean of Academic and Student Affairs. As the law permits, St. Augustine College has designated the following categories of information as directory information, to be released without prior written consent. Directory Information includes the student's name; SAC e-mail address and phone number (currently enrolled students only); dates of attendance; date of any degree awarded and major; honors or awards received; and photographs. Students may direct that any of all of the listed directory information be withheld from public disclosure by completing a form with their Learning Facilitator each year.

FERPA Annual Notice – Possible Federal and State Data Collection & Use

On January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which a student's education records and personally identifiable information (PII) contained in such records— including Social Security Number, grades, or other private information—may be accessed without the student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("federal and state authorities") may allow access to student records and PII without consent to any third party designated by a federal or state authority to evaluate a federal- or state- supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to students' education records and PII without their consent to researchers performing certain types of studies, in certain cases even when St. Augustine College objects to or does not request such research. Federal and state authorities must obtain certain use-restriction and data security promises from the entities that

they authorize to receive a student's PII, but the authorities need not maintain direct control over such entities.

In addition, in connection with statewide longitudinal data systems, state authorities may collect, compile, permanently retain, and share without students' consent PII from their education records, and they may track their participation in education and other programs by linking such PII to other personal information about students that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The Solomon Amendment (10 U.S.C. §983, effective January 2000)

Federal law that mandates that colleges provide student recruiting information upon request to military recruiting organizations. The request and information released by the College is limited to military recruiting purposes only. The request for information must be in writing on letterhead that clearly identifies the military recruiting organization. The release of student recruiting information follows the FERPA guidelines defining student directory information. Students are not permitted under federal law to restrict the release of this information specifically to military organizations, but if students withhold the release of directory information generally, then the College may not release this information to military organizations.

Non-Discrimination Policy

St. Augustine College is committed to the most fundamental principles of academic freedom, equality of opportunity, and human dignity. Decisions involving students and employees are based on individual merit and are free from invidious discrimination in all its forms. Therefore, it is the policy of St. Augustine College not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders, and regulations. The non-discrimination policy applies to admissions, employment, access to and treatment in College programs and activities. Complaints of discrimination prohibited by College policy are to be resolved within existing College procedures.

Inquiries regarding compliance with State or Federal non-discrimination requirements may be addressed to the Office of Human Resources and Payroll, 1345 West Argyle Street, Chicago, Illinois 60640, (773) 878 7798; or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C.

Harassment Policy

In keeping with the spirit and the intent of federal and state law, St. Augustine College strives to provide a comfortable work environment. We are committed to an institution that is free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status. Offensive or harassing behavior will not be tolerated against any student or employee. Any student, faculty, or employee who believes s/he has been sexually harassed may obtain redress through the established grievance procedures.

Sexual harassment is defined as any use of one person's power and/or authority over another person to attempt to coerce a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working environment.

Sexual harassment is understood to include a wide range of behaviors, including, but not limited to, the actual coercing of sexual relations, verbal or physical sexual advances, sexually explicit or derogatory statements, physical aggressiveness such as touching, pinching or patting, and slurs, jokes, posters, cartoons, and gestures. Such behavior may offend the aggrieved party, cause discomfort or humiliation, and interfere with job performance. This definition will be interpreted and applied consistent with accepted standards of mature behavior and freedom of expression.

Mandated Reporters of Child Abuse and Neglect

The Illinois Abused and Neglected Child Reporting Act (ANCRA), has been amended in 2012 to include "*personnel of institutions of higher education.*" Accordingly, all individuals employed and/or appointed by the College, including but not limited to faculty, staff, student employees, and volunteers are considered Mandated Reporters of child abuse and neglect. This means that all employees have a duty to immediately report or cause a report to be made whenever they have "reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected." St. Augustine College employees have a legal obligation to immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) at (800) 25-ABUSE, or (800-252-2873).

Students in the Social Work, Psychology, Respiratory Therapy and Early Childhood Education programs are mandated reporters of child abuse and neglect whenever they have reasonable cause to believe that a child known to them through their student participation in field placements, internships and teaching placements in social service agencies, health care facilities and child care/school settings, may be abused or neglected.

Policy on Controlled Substances and Alcohol Abuse

Drug and alcohol abuse constitute a grave threat to physical and mental well-being and significantly impedes learning. No student, staff member, faculty, or any other person or persons can manufacture or use, possess, deliver, sell, or distribute any state- or federally-controlled substance on College premises, except as authorized by law. No student, staff, faculty or any other person or persons of legal age, as defined by the State of Illinois, are to consume, transport, or possess any alcoholic beverage on the Main Campus or other locations except as authorized by law or College administrative directives.

Any staff, faculty or student in need of professional assistance to deal with drugs and alcohol problems shall contact a Learning Facilitator, who shall assess the condition, and, if appropriate, shall refer them to a community agency.

The College reserves the right to act firmly to control either drug or alcohol usage including dismissal from the College and employment. Students should be aware that violations of any state, federal or municipal law while on the main campus or other locations may be subject to enforcement of these laws.

- **Smoke-Free Campus**

As of July 1, 1993, all College facilities and vehicles are smoke-free environments. This policy is designed to promote and protect the health of students, employees, and visitors and to protect College furnishings and equipment from smoke damage.

- **Alcohol and Drug-Free Campus**

The College promotes safety in the work place and employee and student health and wellbeing. Involvement with drugs and alcohol can adversely affect performance, morale, and safety. The College, therefore, maintains a work/study environment free from the effects of drug and alcohol abuse.

- **Sanctions**

The use, possession, sale, transportation, or distribution of controlled drugs, drug paraphernalia, or alcohol by anyone while on College property or on College business will be cause for discharge. Illegal substances shall be confiscated, and the appropriate law enforcement agencies shall be notified. Notwithstanding this policy, the College may serve alcoholic beverages in moderation at certain College-sponsored social functions.

- **Student Assistance Program**

Consistent with this goal and with the requirements of the Drug-Free Work Place Act of 1989, the College encourages students with a drug or alcohol problem to contact the Office of Student Services for help in dealing with these problems in themselves or in their families.

All communications will be strictly confidential. Students will not be subject to discipline for voluntarily acknowledging their drug or alcohol problem prior to detection. However, voluntary acknowledgment and referral for assistance will not thereafter excuse violations of this drug and alcohol policy for which the student is subject to discipline. It should be also considered the special circumstances applicable to specific programs, such as the case of students taking clinicals or internships, in which cases stricter regulations may apply. Ask your academic advisor for additional information.

St. Augustine College Credit Hour Policy

St. Augustine College assigns and awards credit hours that conform to commonly accepted practices in higher education. The College employs the *Federal Credit Hour Definition* in the assignment and awarding of credit hours, as stated in the following policy:

At St. Augustine College a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than—

- 1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester for each credit hour. Notice that this is proportionally adjusted for 8-week terms.
- 2) At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practicums, studio work, and other academic work leading toward the award of credit hours.

For traditional **lecture-discussion and seminar** courses, a one (1) credit hour class meets 50 minutes per week over the course of the semester, which is adjusted if eight-week terms are used.

Short-term courses: Courses offered over a different period of time will require the same amount of classroom and out-of-class work per credit hour as required of semester-long courses with that work distributed over the shorter period of time.

Practicums, Clinicals, Field Placements, Internships and Externships require at least one full-time five-day week of professional practice or the equivalent over a longer period of time for one credit hour, or the combination of such with required coursework.

Workshops and Contract Courses: Credit-bearing courses offered for special populations by special arrangement will meet regular academic credit hour standards.

Independent Study will represent a minimum of three hours of student work per credit hour per week throughout the course of the semester or the equivalent work distributed over a different period of time.

In what pertains to **Hybrid (Blended) or Fully Remote Courses**, the credit hour policy will be consistent with the standards of courses offered through face-to-face instruction, although some or all of content delivery and faculty-student interaction could occur through one or more forms of distance education.

Attachments

Attachment A: Student Complaint Policy and Log

Revised and Adopted June, 2012; Updated and Approved December, 2013

Student Complaint Policy

The College provides the right to a fair hearing for each student complaint arising during his/her time as a student at St. Augustine College.

Complaints. This procedure is designed to address complaints regarding any department or service, including, but not limited to:

- Dissatisfaction expressed by a student because he/she believes that a policy, procedure or practice has occurred that adversely affects the student.
- Allegations of discrimination by reason of race, sex, national origin, disability, religion or other areas covered by federal or state laws, guidelines and regulations, and College policies and procedures.

St. Augustine provides published policies in the College catalog on **Grade Appeals**, which is a separate procedure. **Grade Appeals** are **not** considered as complaints that are to be included in the log of student complaints.

Complaint procedure. When possible and as circumstances allow, students should make every effort to resolve complaints by working informally with the person(s) whose actions or inactions have caused the dissatisfaction, or that person's department supervisor.

It is recommended that, when possible and as circumstances allow, a student first make an informal or verbal complaint to the institutional officer who is responsible for the area to which the complaint is directed. If, however, an informal complaint is not satisfactorily resolved or is inappropriate, a student may submit a formal written complaint through the Office of Student Services at any location.

The form for the filing of a formal written Student Complaint is available at the Office of Student Services at any location, or may be printed from the St. Augustine website at www.stagustine.edu, under the Student Services tab. The written Student Complaint must be returned to the Office of Student Services, again at any St. Augustine location, to be received and recorded in the receipt book. A copy will be provided to the student upon receipt, with the signature of the person in the Office of Student Services who has accepted the complaint.

A written complaint filed with the Office of Student Services must contain the following information (see the form attached to this policy):

- a. Student name and Student ID number;
- b. Description and date of the problem or concern;
- c. Names of persons, department or policy responsible for the complaint (if known);
- d. Description of any actions taken informally to resolve the problem or concern;
- e. Recommendation as to what could be possible resolution(s) of the complaint;
- f. Any background information believed to be relevant;
- g. Signature and date of the student filing the complaint.

Complaint resolution Any student who believes that his/her rights as a student have been infringed upon should initiate a written Student Complaint with the Office of Student Services within fifteen (15) working days of the incident, unless extenuating circumstances necessitate additional time.

The student filing the complaint will be informed of the action taken or progress accomplished within fifteen (30) working days of the filing date of the complaint, unless extenuating circumstances necessitate additional time. Moreover, the student shall be informed, along with the nature of the extenuating circumstance, if more than fifteen (30) days are required.

Formal Office of Student Services' Student Complaint Process

The process that is followed by the Office of Student Services in responding to a student complaint specifically has six steps:

Step #1: The Student completes the "Written Student Complaint Form," which is included with this policy, and submits the written complaint to the Office of Student Services at any location.

The Office of Student Services representative will immediately:

- a. Return a signed and dated copy of the complaint to the student;
- b. Record receipt of the complaint in the paper log book, noting all appropriate details; and
- c. Submit the original written complaint to the Dean of Students.

Step #2: The Dean of Students will:

- a. Create a folder in the electronic complaint log,
- b. Respond to the student in writing at the student's St. Augustine e-mail address to acknowledge the complaint has been received and logged;
- c. Collect all pertinent information;
- d. Direct the complaint to the institutional officer who is responsible for the area in which the complaint is made, and convene all parties involved, as appropriate.

An “institutional officer” may be anyone in the position of director or above at any St. Augustine campus or site.

Step #3: The institutional officer to whom the student complaint has been referred is expected to respond within 10 working days to the Dean of Students regarding the recommended action or explanation as appropriate.

Step #4: The Dean of Students will:

- a. Collect copies of all communication and other supporting documents for inclusion in the complaint file;
- b. Document any other external actions initiated by the student to resolve the complaint, if known to St. Augustine (e.g. lawsuit, EEOC investigation, etc.);
- c. Document in the electronic file all steps taken to resolve the complaint;

Step #5: The Dean of Students is responsible for then informing the student, again at the student’s St. Augustine e-mail address, of the recommended resolution, action or explanation regarding the formal written complaint.

Step #6: If the complaint is not resolved to the student’s satisfaction, the student may first follow the Grievance Procedures, which are published in the College Catalog, to appeal the decision.

Any student who has completed the full complaint resolution process, but believes that the complaint has not been satisfactorily resolved, has the right to contact The Higher Learning Commission of the North Central Association at www.ncahlc.org and/or the higher education regulatory agency in his or her home state. Illinois residents may contact the Illinois Board of Higher Education at www.ibhe.state.il.us. Indiana residents may contact the Indiana Board of Proprietary Education at www.in.go/bpe.

Retaliation Any retaliatory action taken by a member of St. Augustine College (student or employee) against any student or employee of the College as a result of a student seeking a resolution of a written complaint under this policy, or cooperating in an investigation, is prohibited and shall be regarded as a separate and distinct matter under these procedures.

Student Complaint Log

The information in the electronic log of student complaints, which is maintained by the Office of Student Services, includes the following confidential information on each complaint:

1. Date the complaint was submitted;
2. Nature of the complaint;
3. Steps taken to resolve the complaint, and all documentation associated with those steps;
4. Date and the final resolution, action or explanation regarding the complaint, including referral to outside agencies; and
5. Any other external actions initiated by the student to resolve the complaint, if known by St. Augustine (e.g. lawsuit, EEOC investigation, etc.)

Information on all student complaints may be made available for outside review by the Department of Education, the Higher Learning Commission and any other official legally entitled to such review. However, steps will be taken to insure the anonymity of any student who files a complaint.

The purpose of an outside review can include but is not limited to:

1. Establish that St. Augustine processes complaints in a timely manner
2. Demonstrate fairness and attention to student concerns, and
3. Identify any pattern in the complaints that suggests problems with institutional quality.

St. Augustine College - Written Student Complaint Form

Instructions: Please complete Part A1-6 of this form in your own words, and submit it to an Academic Advisor in person at any St. Augustine campus. Be sure to receive a copy of this complaint, signed by the Academic Officer who accepted this written complaint before leaving the office.

Part A1: Student Information:

First Name: _____ Last
Name: _____

SAC ID number: _____

Please note that St. Augustine College, for the protection of the confidentiality of the student and of the College, will relay all communications regarding this complaint to the student's St. Augustine College assigned e-mail address only.

Part A2: Briefly describe the problem or concern in terms of what happened, person(s) involved, when and where it occurred. Please attach a copy of any additional information that may be pertinent to the complaint:

Part A3: Briefly describe what you did informally to resolve the problem, if anything, before filing this formal, written complaint. And why was your informal attempt at resolution not successful:

Part A4: What is your best recommendation as to the resolution that you prefer St. Augustine to take to resolve this complaint?

Part A5: Student signature: The information that I have reported above is accurate and true to the best of my knowledge and will be treated as confidential.

Signature of Student _____ Date: _____

Part A6: Office of Student Services acknowledgement: Signature of the Learning Facilitator who received this written complaint and accepts responsibility for assuring the complaint is logged and forwarded to the Dean of Students.

Signature of Learning Facilitator _____ Date: _____

Complaint Log Number _____ **COPY TO STUDENT AFTER SIGNATURE!**

Part B1: Analysis by the Dean of Students of the actions/discussions needed to resolve the complaint: What steps/actions need to be taken in order to resolve this complaint, including identification of those St. Augustine personnel who need to be involved in the resolution.

Part B2: Recommended resolution of the written complaint by the Office of Student Services:
Please document here the steps/actions taken in order to resolve the Student Complaint, including identification of those St. Augustine personnel involved in the resolution.

Additional notes on any special circumstances or explanations:

Part B3: REVIEW

Date: _____

Part B4: Dean – Approve the resolution of the complaint, and attach copy of the communication sent to the student explaining the resolution put in place.

Signature _____

Date: _____

Dean of Students

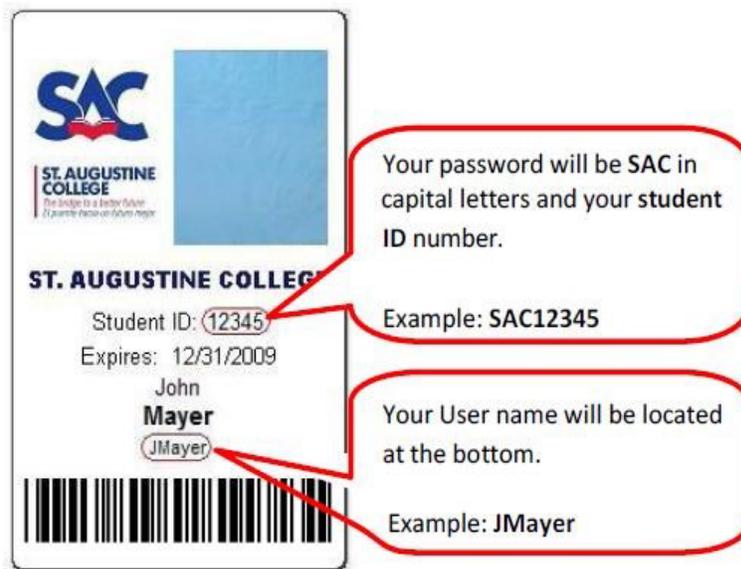
Attachment B

How to get to your Information Commons/Library website:

1. Go to the Library Website which is www.staugustine.edu
2. Choose the Student Services tab at the top;
3. Next, choose Library (at the bottom of the student services list).
4. Also, you might use the address library.staugustine.edu
5. When you wish to use the subscription databases you will log in with your SAC ID student account (this is the same login that you use for your computer).

User Name: The user name is located on your student ID. Password:
Type in all capital letters SAC(ID#).

The library website is accessible from any computer with Internet, either on campus or at your home.



Attachment C: St. Augustine Policy Regarding Emergency Situations

Emergency situations

If you observe a situation that requires an emergency response, **call 911** immediately for assistance from the Chicago Fire Department, Emergency Medical Services or the Chicago Police Department

The addresses when reporting an emergency situation are:

Main Campus: 1333-45 W. Argyle, Chicago, IL 60640

West Location: 3255 W. Armitage, Chicago, IL 60647

South Location: 2610 W. 25th Place, Chicago, IL 60608

Aurora Location, 841 N. Lake St., Aurora, IL 60506

Notify the Administration at the Main Campus (773.878.8756) or the Site staff on duty at the West, South, Southeast or Aurora locations of any emergency either after calling 911 and finding a safe location, or directly if immediate assistance is not required.

The College has the following policies regarding emergency situations:

Fire evacuation

Anyone observing or suspecting a fire in any building should immediately:

Pull the fire alarm;

Call 911 to alert the fire department to come immediately. Tell the location clearly.

All students, faculty and staff must immediately evacuate to the parking lot at any St. Augustine building. Child care children must immediately be taken, per federal law, at least 100 yards from the building, which means at least one block.

Supervisors and faculty are expected to assure that all persons in their responsibility have evacuated immediately and are accounted for whenever the fire alarm is sounded

Communication should be maintained among faculty and supervisors as the situation progresses or the most immediate person in the chain of command issues an "all clear."

Violent assault (no weapon)

Immediately call 911 whenever a violent assault observed, describing the address and location on campus, the situation you are observing, the features of the perpetrator, and if anyone is hurt or injured.

If reasonable, try to distract the person to stop confrontation, but do not engage in the struggle.

Find a safe place away from the offender as quickly as possible.

Alert everyone in the area to the danger and to exit the area.

If possible after calling 911 and finding a safe location, contact front office to alert them to the situation and help as needed.

Some sites might have security guards on duty at the time of the incident; if that is the case, get security guard to take charge of situation.

Vandalism or property damage

Property damage does not merit risking safety, even if observed.

Call 911 and notify front office, identifying the address and location on campus, the perpetrator and the situation as thoroughly as possible.

Assure that anyone in the vicinity is alerted and evacuates area, and exit yourself.

Active shooter or violent threat

If you see or know that a person has a firearm on campus or if you hear shots fired on campus or if you witness an armed person shooting people, protect yourself first - move to a safe location.

As soon as possible, call 911. Tell the dispatcher your name, address/location, and cell phone number and describe the situation you are reporting: who, what, when, where, how and why (if known). Is anyone hurt or injured?

If possible, alert others in the immediate area about the current situation.

When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.

If the shooter is outside the building or in a hallway, turn off all the lights, close and block the door with desks and chairs. If you can do so safely, get all occupants on the floor, remain silent, silence cell phones, and remain out of the line of fire.

If the shooter is inside your building and it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave in the room books, backpacks, purses, etc.

As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.

Medical emergencies

Call 911 and tell the dispatcher the address/location, nature of the medical emergency and your cell phone number and describe the situation you are reporting: who, what, when, where, how

and why (if known). Administer CPR if trained or reach the nearest Respiratory Therapy faculty, all of whom are CPR trained and can provide emergency assistance, immediately. Remain with the person in distress until Emergency Medical Technicians arrive and provide them with as much information as possible about the person and circumstances. Contact the front office about the circumstance and action as quickly as possible.

Snow Emergency

A snow emergency is determined by the President based upon the forecast or ongoing circumstances like an accumulation.

Elements for consideration are combination of ice, driving conditions are/will be exceptionally hazardous, etc. The President or his designee will notify snow emergency system for distribution to radio, TV, and websites. Once the Emergency Notification System is implemented, messages will be sent to all students, faculty and staff regarding the cancellation.

Options could be cancellation for morning, evening, or both. Customarily St. Augustine is closed for only one day.

Gas leak or chemical spill

Call 911 immediately if a gas leak is smelled or a chemical spill occurs. If there is a gas leak, the dispatcher will relay a message to the gas company. Be sure to tell the dispatcher the address and location of the gas smell/leak or chemical spill.

Do not touch any chemicals that have been spilled or attempt to clean up. Rather, keep everyone away, and be sure that no one places a spark or fire source near a gas leak or chemical spill.

Evacuate everyone in the immediate vicinity of any gas leak or chemical spill and assist in alerting everyone in the building if a gas leak threatens the safety of students, faculty and staff beyond the immediate vicinity.

Power outage

If there is a power outage, wait 30 minutes before dismissing if it is still daylight.

Dismiss in 15 minutes if it is after dark (Emergency lights in hallways allow for student/faculty to evacuate outside classrooms to wait for a reasonable amount of time).

Administrative office will check with ComEd for a status report on restoration of power. However, the estimate from ComEd can be more extended than actual restoration. So please hold students for at least 15 minutes if possible before dismissing.

Heat outage

Heat loss usually takes up to 12 hours, and, therefore, advanced notice will be provided to all faculty, staff, and students through the new Emergency Notification System if a heat outage of more than 6 hours is anticipated. Please do not dismiss classes if the heat has gone out during class as the temperature will not drop sufficiently in the three hours of class to justify dismissal. A notice will also be posted on the Chicago message system about any heat outage or water main breakage that results in closing the college. These are the messages that are scrolled across TV screens and announced on the radio.

Tornado Watch/Warning

A tornado warning will trigger surveillance as to the direction and intensity of an anticipated tornado to prepare for a possible evacuation.

Evacuation will immediately be ordered and the fire alarm system will be activated if the Chicago Fire Department sirens are sounded or a tornado warning has been issued by the National Weather Service for the any campus location.

Evacuation is expected to the 1st floor hallways in all buildings.

Supervisors and faculty are expected to assure that all persons in their responsibility have evacuated and are accounted for.

Evacuation drills

The Child Care students must practice a fire drill at least once a month.

Faculty and supervisors are asked to be sure that those under his/her responsibility know the location of the nearest exit at the beginning of each course.

If a fire alarm is sounded, it is the responsibility of the faculty and staff to assure that everyone leaves the building immediately and that all within their class or area have evacuated.

Warnings

Doors may not be locked in stairwells from the inside. Fire alarms are checked routinely according to contract and law.