McHenry County College
2016–2017 Course Catalog

Institutional Accreditation and Affiliations

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

The College is approved and/or accredited by
• The Higher Learning Commission: Member - North Central Association of Colleges and Schools
• Illinois Community College Board
• Illinois Board of Higher Education
• U.S. Office of Education
• Illinois Office of Education

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

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

McHenry County College
8900 U.S. Highway 14
Crystal Lake, Illinois 60012-2761
(815) 455-3700
www.mchenry.edu
2016–2017 ACADEMIC CALENDAR

SUMMER SESSIONS 2016

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

May 16 (Monday) Summer Semester Begins *
May 30 (Monday) College closed for Memorial Day
July 4 (Monday) College closed for Independence Day
Aug. 4 (Thursday) Summer classes end **

* Number of weeks classes are offered may vary.
** Final exam dates will vary.

FALL SEMESTER 2016

Aug. 18 (Thursday) New Student Convocation
Aug. 18 (Thursday) Opening Semester meeting for all employees; full-time and adjunct faculty workshops
Aug. 19 (Friday) Friday credit classes begin
Aug. 20 (Saturday) Saturday credit classes begin
Aug. 22 (Monday) Weekday credit classes begin
Sept. 5 (Monday) College closed for Labor Day Observance
Oct 10–14 (Monday–Friday) Mid-term week
Oct. 18 (Tuesday) College closed—Professional Development Day; No day or night classes
Oct. 19 (Wednesday) Start of second 8-week credit classes
Nov. 23–27 (Wednesday–Sunday) College closed for Thanksgiving Recess
Nov. 28 (Monday) Weekday credit classes resume
Dec. 12–16 (Monday-Friday) Final exams for credit classes
Dec. 17 (Saturday) Commencement

WINTER INTERSESSION 2016–2017

Dec. 19 (Monday) Credit classes begin
Dec. 23, 2016–Jan. 1, 2017 (Fri.–Sun.) College closed for Winter Recess
Jan. 2, 2017 (Monday) Offices Reopen
Jan. 11–12 (Wed.–Thurs.) Final exams for credit classes

SPRING SEMESTER 2017

Jan. 12 (Thursday) Opening Semester meeting for all employees; full-time and adjunct faculty workshops
Jan. 13 (Friday) Friday credit classes begin
Jan. 14 (Saturday) Saturday credit classes begin
Jan. 16 (Monday) College closed—Martin Luther King, Jr. Day Observance
Jan. 17 (Tuesday) Weekday credit classes begin
Mar. 6–10 (Monday–Friday) Mid-term week
Mar. 14 (Tuesday) Start of second 8-week credit classes
Mar. 26–April 2 (Sunday–Sunday) Spring Recess, no classes ***
Apr. 3 (Monday) Weekday credit classes resume
May 9–12 (Tuesday–Friday) Final exams for credit classes
May 13 (Saturday) Commencement

***Most College offices remain open until 4:30 p.m. Dates/times may vary per institutional policy.

NOTE: Workforce and Community Development offerings have open enrollment. For more information call Registration (815) 455-8588 or visit www.mchenry.edu/workforce.
Blended Courses ................................................................. 24
Self-Paced Online Courses ............................................... 24
MCC’s Course Management System .................................. 24
Financial Aid, Scholarships and Veterans Services ............. 25
Eligibility Requirements for Federal and State Aid ............... 25
Federal and State Aid ......................................................... 25
Disbursement Information ................................................ 25
Financial Aid Return of Funds Policy .................................. 26
Scholarships and Veteran Benefits ..................................... 26
Disclaimer ........................................................................... 26
Fitness Center ..................................................................... 26
High School Plus ................................................................. 26
Intercollegiate Athletics, Intramurals and Recreation ............. 27
International Studies (Study Abroad Programs) .................... 27
Kids & College .................................................................. 27
Learning Communities (LC)—Twofers ................................ 27
Mission ............................................................................. 27
Learning Objectives ........................................................... 27
Library ............................................................................. 27
MCC 101: The College Experience ...................................... 28
Multicultural Affairs ............................................................ 28
Sage Learning Center ........................................................ 28
Service Learning ............................................................... 28
Student Code of Conduct .................................................. 28
Student Life ....................................................................... 29
Student Performances, Publications and Artwork ................. 29
Student Veterans Resource Center ....................................... 29
Testing Center .................................................................... 29
6—Graduation
Policy on Graduation Audits ............................................... 30
Graduation Requirements and Procedures ......................... 30
Commencement Exercises .................................................. 30
Associates Degree Requirements ....................................... 31
Certificate of Completion in a Career and Technical Education Area Requirements .................. 31
Awarding of Additional Degrees ......................................... 32
Graduation Academic Honors ............................................. 32
7—Legal Guidelines
Equal Opportunity/Nondiscrimination ................................ 33
Student Code of Conduct Policy ......................................... 33
Violence Against Women Act of 1994 (Vawa), Jeanne Clery Disclosure of Campus Security Policy & Crime Statistics Act (Clery Act), and Title IX .................. 33
Harassment/Discrimination Policy ..................................... 34
 VAWA, Title IX, Harassment and Discrimination Complaint Procedure ................................ 35
Student Rights and Responsibilities .................................... 35
Student Right-to-Know ....................................................... 35
Family Educational Rights and Privacy Act (FERPA) .......... 36
Violence Against Women Act and Campus Security Act of 1990 ......................................................... 36
Armed Forces’ Freedom from Sexual Harassment Act of 1994 ......................................................... 36
Campus Crime Awareness ................................................ 37
Campus Crime Statistics ..................................................... 37
Registered Sex Offender Information .................................... 38
Drug and Alcohol Use Policy .............................................. 39
Tobacco-Free Campus Policy ............................................. 39
Student and Stakeholder Complaint Procedure .................... 39
8—Transfer Programs
Associate in Arts Degree (AA) .......................................... 40
Associate in Science Degree (AS) ....................................... 40
Associate in Engineering Science (AES) .............................. 40
Associate in Fine Arts Degree (AFA)—Art or Music Option .... 40
Transferability of MCC Courses and Programs ..................... 41
Illinois Articulation Agreement (IAI) ................................. 41
Transferology .................................................................... 42
Transfer Compact Agreement ............................................. 42
Transfer Guides by Major and Course Articulation ................. 42
Partnerships with Other Colleges & Universities ................... 42
Transfer Guarantee ........................................................... 42
Sample Academic Plans ..................................................... 42
Degree Planning Sheets ..................................................... 43
Requirements for Associate in Arts (AA) Degree .................... 43
Requirements for Associate in Science (AS) Degree ............. 47
Requirements for Associate in Engineering Science (AES) Degree ......................................................... 50
Requirements for the Associate in Fine Arts (AFA) Degree—Art Option ............................................ 52
Requirements for the Associate in Fine Arts (AFA) Degree—Music Option ............................................ 54
Requirements for the Associate in General Education (AGE) Degree ......................................................... 56
9—Career and Technical Education Programs
A Career-Focused Curriculum .............................................. 60
Program Requirements ..................................................... 60
Quality Assurance Pledge ................................................... 60
Associate in Applied Science (AAS) Degree Programs .......... 60
Certificate Programs ......................................................... 61
The Fast Track ................................................................. 62
Partnerships for College & Career Success (PCCS) ............... 62
Career and Technical Education (CTE)
Dual Credit ...................................................................... 62
Career and Technical Education (CTE)
Articulated Credit ............................................................. 63
Programs of Study ........................................................... 63
Internship Opportunities ..................................................... 64
Perkins and Postsecondary Career and Technical Education (CTE) ........................................... 64
Available Industry Recognized Professional Career Credentials ........................................... 65
Certificate and AAS Degree Planning Sheets .......................................................... 70
Accounting (AAS) ................................................................................................. 70
Certificates:
   Accounting .......................................................................................... 71
   Bookkeeping ..................................................................................... 71
   Tax Practitioner .............................................................................. 72
Administrative Office Management (AAS) .................................................. 73
Certificates:
   Administrative Office Management ................................................. 74
   Administrative Office Skills ........................................................ 75
   Legal Administration ................................................................... 75
   Medical Administration ................................................................ 75
Advanced Manufacturing ............................................................................. 76
Certificate:
   Advanced Manufacturing .................................................................. 76
Architectural and Engineering Design Technology .................................. 77
Certificate:
   Architectural and Engineering Design ............................................. 77
Automotive Technology (AAS) ................................................................. 78
Automotive Technology, Management Option (AAS) ................................................. 80
Certificates:
   Automotive Maintenance Technician ................................................. 81
   Advanced Automotive Technician .................................................. 81
Baking and Pastry Management (AAS) ......................................................... 82
Certificates:
   Assistant Confectioner ...................................................................... 83
   Baking and Pastry Assistant I ........................................................... 83
Business Management (AAS) ........................................................................... 84
Certificates:
   Business Management Principles .................................................... 85
   Entrepreneurship ........................................................................... 85
   International Business Studies .......................................................... 86
   Organizational Leadership .............................................................. 86
Computers and Digital Media ........................................................................ 87
Computer Information Systems (AAS) .......................................................... 87
Network Security (AAS) ................................................................................ 89
Certificates:
   Computer Skills .............................................................................. 90
   Advanced Computer Skills .......................................................... 90
   Computer Programmer .................................................................. 90
   Cyber Security .............................................................................. 90
   Geek Technology .......................................................................... 91
   Help Desk ..................................................................................... 91
   Networking Specialist .................................................................. 91
   PC Support Specialist .................................................................. 91
Digital Media (AAS) .................................................................................... 92
Certificates:
   Animation ....................................................................................... 93
   Game Development ......................................................................... 93
Construction Management (AAS) .............................................................. 94
Certificate:
   Construction Codes ......................................................................... 95
Criminal Justice (AAS) .............................................................................. 97
Culinary Management (AAS) ...................................................................... 100
Certificates:
   Chef’s Assistant I ........................................................................... 101
Early Childhood Education (AAS) ............................................................... 102
Certificates:
   Early Childhood Education – 12 Hour Certificate ......................... 104
   Early Childhood Education – 32 Hour Certificate ......................... 104
Emergency Medical Technician-Paramedic (AAS) ....................................... 105
Certificates:
   Emergency Medical Technician – Ambulance ................................ 106
   Emergency Medical Technician – Paramedic ................................ 107
Engineering Technology (AAS) .................................................................... 108
Certificates:
   CNC Machining ............................................................................... 109
Fire Science (AAS) ....................................................................................... 110
Certificates:
   Firefighter Basic ............................................................................ 111
   Fire Officer I ................................................................................ 112
Graphic Arts (AAS) ..................................................................................... 113
Certificates:
   Fundamentals of Design ................................................................ 114
   Graphic Design ............................................................................. 114
   Web Design .................................................................................. 115
Health and Fitness Education (AAS) .............................................................. 116
Certificate:
   Fitness Instructor Training ............................................................... 117
Health Information Technology (AAS) ......................................................... 118
Certificate:
   Medical Billing and Coding ............................................................. 119
Horticulture (AAS) ....................................................................................... 120
Certificates:
   Floral Design .................................................................................. 121
   Gardening ....................................................................................... 122
   Greenhouse ................................................................................... 122
   Landscape Management ................................................................. 122
   Turf and Golf Course Management ............................................. 123
   Industrial Maintenance Technician .................................................. 124
Certificates:
   Industrial Maintenance Technician .................................................... 124
Manufacturing Management (AAS) ............................................................... 125
Certificates:
   Manufacturing Processes ................................................................. 127
Manufacturing Supervision ........................................ 128
Marketing (AAS) ....................................................... 129
Certificate:
  Marketing ............................................................. 130
  Marketing Management .......................................... 131
  Professional Selling ............................................... 131
Nursing (AAS) ............................................................ 132
  LPN to RN Bridge Program ..................................... 133
Nursing Assistant Education ......................................... 135
  Certificate:
    Basic Nursing Assistant ...................................... 135
Occupational Therapy Assistant (AAS) .......................... 136
  Certificate:
    Paralegal Certificate .......................................... 140
Paralegal Studies (AAS) ............................................. 139
  Certificate:
    Paralegal Certificate .......................................... 140
Robotics Systems Engineering Technology (AAS) ......... 141
  Certificate:
    Robotics Systems Programmer .............................. 143
Transportation, Warehousing and Logistics ................. 144
Certificate:
  Warehousing and Distribution ................................. 144
Web Design and Development (AAS) .......................... 145
Certificate:
  Advanced Web Techniques ..................................... 146
  Web Design .......................................................... 146
  Web Development .................................................. 146
  Web Marketing ...................................................... 147

10—Course Information
Explanation of Course Listings .................................. 148
Academic Skill Levels ............................................... 149
Course Descriptions ................................................. 150
Telephone and Address Guide ................................... 219
Administration/Faculty Directory .............................. 220
Administration/Faculty Emeritus ............................... 228
Index ........................................................................ 229
CHAPTER 1

THE MCC ADVANTAGE

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

DIVERSE PROGRAM OFFERINGS

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

• Associate’s degree programs, which provide the first two years of a baccalaureate college curriculum;

• 27 Associate of Applied Science degrees aimed at career preparation; and

• 58 certificate programs.

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

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

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

QUALITY EDUCATION

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

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

• Critical Thinking: To identify, define, analyze, synthesize, interpret and evaluate ideas

• Information Literacy: To locate, evaluate and use resources effectively

• Effective Communication: To develop, articulate and convey meaning

• Ethical Awareness: To identify and make responsible choices in a diverse world

• Technological Literacy: To use tools skillfully

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

DEDICATED TO OUR MISSION

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

• A policy of open admissions

• A comprehensive program of educational offerings

• Maintenance of an informal student-oriented learning environment

Mission:

Our focus is learning. Student success is our goal.

Vision:

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

Values:

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

• The capacity to identify and act on opportunities to be responsive, innovative and agile in meeting student and stakeholder needs.

• A willingness to take risks and be proactive rather than reactive and to anticipate where the institution needs to be in five years, rather than focus exclusively on today’s needs.

• An institutional value that is modeled by leadership and fostered and supported by every member of the organization.
Community—MCC’s commitment to building a community of learners whose learning takes place both within and outside of the MCC campus. Community values are:

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

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

Strategic Directions:
1. Student engagement, completion and success.
2. Academic transfer and learning-centered programs.
3. Workforce development and training programs designed for career-long learning.
4. Fiscal and infrastructure development.
5. A culture of measurement, assessment and continuous improvement.

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

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

Distance Learning
MCC makes it easy to learn, even from afar. Students can earn degrees or certificates through a unique program that incorporates distance learning technology, allowing them to complete most of their coursework from remote locations through online courses, blended courses (a combination of classroom and online learning) or self-paced online courses.

Workforce, Community and Business Programs
Area businesses and organizations rely on MCC for training (including customized onsite programs), business planning and assistance, workshops and seminars, and more – all offered at the McHenry County College Shah Center (4100 W. Shamrock Lane, McHenry).

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

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

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

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

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

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

A SAFE AND ACCESSIBLE ENVIRONMENT

MCC promotes and adheres to a policy of equal opportunity and an academic and work environment free of harassment and discrimination for students, faculty and staff. The College does not discriminate on the basis of race, sex, religion, age, disability, marital status, national origin, sexual orientation, gender-related identity or any other unlawful bases, in its admissions, employment, educational programs or activities. See the Legal Guidelines section of this catalog for more information. To view the harassment/discrimination policy, visit www.mchenry.edu/sexualmisconduct. Report a concern formal complaint to the Assistant Vice President of Human Resources, (815) 455-8738 in regards to faculty of staff; or Assistant Vice President of Academic and Student Affairs, (815) 455-8613 in regards to a student.

GENERAL EDUCATION PHILOSOPHY STATEMENT

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

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

ASSESSMENT

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

In compliance with the Illinois Community College Board directive to implement end-of-program testing of graduates for all career and technical education programs, any student seeking an Associate in Applied Science degree or a certificate of 30 credits or more will be required to participate in the assessment activities designated by the department for those degrees and/or certificates. MCC is committed to assessment to ensure that we are effectively addressing the College’s Mission and are good stewards of the public trust.

E-Portfolio

Beginning with Spring 2016 graduates - If you are seeking an AA, AS, AFA, AES, or AGE degree, you will be required to complete an E-Portfolio. The purpose of the E-Portfolio is to ensure that students complete graded work in all five of the General Education goals. In addition, the E-Portfolio allows the college to assess student achievements in these areas and develop transformations in course design, teaching methods, textbooks, and scheduling to improve the college’s offerings.
ADMISSION, REGISTRATION AND PAYMENT PROCEDURES

ADMISSION

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

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

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

ADMISSION PROCEDURES

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

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

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

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

- Four years of English emphasizing written and oral communication and literature
- Three years of Social Science emphasizing history and government
- Three years of mathematics, including introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming
- Three years of science including laboratory science
- Two years of electives from any combination of foreign language, music, vocational education or art.

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

HIGH SCHOOL PLUS ENROLLMENT PROCEDURES

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

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

Forms are available online at www.mchenry.edu/highschoolplus. Questions may be directed to the associate dean of College and Career Readiness, (815) 455-8569, or to the Recruitment Office, (815) 455-8670.

HOME SCHOOL STUDENTS

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

INTERNATIONAL STUDENT ADMISSION

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

- A minimum score on the Test of English as a Foreign Language (TOEFL): 550 paper-based or 213 computer-based or 79 Internet-based (www.ets.org)
• A completed Admissions Form
• A one-time, non-refundable $15 admissions fee
• An International Student Affidavit of Financial Support, located at www.mchenry.edu/admissions/international.asp
• A Statement of Intent to pursue an academic or technical degree study on a full-time basis (minimum of 12 credit hours per semester)
• Official high school and/or university/college transcript of coursework completed outside the United States.

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

**AU PAIR STUDENTS (J-1 VISA)**

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

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

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

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

**PLACEMENT TESTING**

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

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

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

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

- Students will be placed into English, reading, and math courses based on ACT and/or MCC placement test scores.
- Students with an English ACT score of 21 or higher fulfill the prerequisite for initial placement in ENG 151 with no required Reading classes. Students whose English ACT scores fall below 21 shall take both the COMPASS E-Write and COMPASS Reading placement tests to determine their initial placement.
- Students with an SAT composite score of 990 or an SAT writing score of 490 fulfill the prerequisite for initial placement in ENG 151 with no required reading classes. Students whose SAT composite score falls below 990 or whose SAT writing score falls below 490 shall take both the writing and reading placement tests to determine their initial placement.
- Students with a math ACT score of 22 or higher and one year of high school geometry earning a C- or higher each semester fulfill the prerequisite for initial placement in MAT 120, MAT 150, MAT 161, MAT 165 and MAT 201. Students with a score of 22 are exempt from the placement test, although we encourage these students to take MCC’s placement test to qualify for higher level math courses.
- Students with a math ACT score of 28 or higher and the necessary prerequisite in geometry who have completed a high school or college trigonometry course with a C or higher fulfill the prerequisite for initial placement in MAT 175. Students with a math ACT score of 28 or higher and the necessary prerequisite in geometry do not need trigonometry to register for MAT 170, MAT 171 and MAT 220.

Students who do not meet the above math, English or reading exemptions must take the COMPASS math, e-Write and reading placement tests prior to registering for a course in these areas or a course requiring math, English or reading as a prerequisite. Students are encouraged to review, study and prepare for the tests.

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

Please allow at least two hours to complete the COMPASS e-Write test and at least 90 minutes to complete the COMPASS reading test. E-write and reading placement tests may be repeated as many times as needed, but a test retake fee shall apply after the first administration.

Review manuals for math placement may be purchased in the bookstore or downloaded from www.mchenry.edu/orientation. Allow at least 90 minutes to complete the math test. The Testing Center will supply a calculator. The placement test for math may be repeated once.
It is strongly recommended that students who have completed foreign language coursework in high school take the foreign language placement test to ensure accurate placement in college-level French, German or Spanish classes. The placement test must be taken before starting any foreign language courses at MCC and may be taken only once unless permission is obtained from the department chair of Modern Languages.

Note: The above procedures are subject to change pending new placement guidelines currently under review.

NEW STUDENT ORIENTATION

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

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

REGISTRATION

Credit Hours and Course Load

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

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

Course Overload

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

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

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

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

Transfer Students and Acceptance of Credit

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

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

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

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

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

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

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

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

An evaluation of transfer credit may take up to six weeks from the date MCC receives the transcript from the previous school.
For details on how MCC participates in the Illinois Articulation Initiative (IAI) and accepts IAI-approved transfer coursework, please refer to the Transfer Programs section of this catalog.

**Evaluation of Credit from a Foreign Country**

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

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

- ECE: Educational Credentials Evaluators, [www.ece.org](http://www.ece.org)
- EP: Educational Perspectives, [www.edperspective.org](http://www.edperspective.org)

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

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

**Transcripts**

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

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

**Accommodations for Students with Disabilities**

Students with a disability who require accommodations, should contact the Access and Disability Services office for information on appropriate policies and procedures for receiving accommodations and support. Disabilities covered by ADAA may include learning, psychiatric, and physical disabilities, or chronic health disorders. Students should contact the Access and Disability Services office if they are not certain whether a medical condition/disability qualifies. In post-secondary school settings, academic accommodations are not automatic. To receive accommodations, students must make a formal request and supply documentation from a qualified professional to support that request, however, documentation is not necessary for the first meeting. Students who believe they qualify must contact the Access and Disabilities Services office to begin the accommodation process. All discussions remain confidential. The Access and Disability Services office is located in Building A, room A260. To schedule an appointment to speak with the manager, please call 815-455-8766. Information about disabilities services at MCC can be found at: [www.mchenry.edu/access](http://www.mchenry.edu/access).

**RESIDENCY REQUIREMENTS**

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

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

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

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

*See specific District #528 street names at [www.mchenry.edu/residency](http://www.mchenry.edu/residency).
Proof of Residency is required for:

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

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

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

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

Residents of Illinois, In-District

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

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

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

Residents of Illinois, Out-of-District

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

Out-of-State Residents

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

JOINT AGREEMENTS/CHARGEBACKS

Joint Agreements

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

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

- Black Hawk College
- Carl Sandburg College
- Danville Area Community College
- Elgin Community College
- Heartland Community College
- Highland Community College
- Illinois Central College
- Illinois Valley Community College
- John Wood Community College
- Joliet Junior College
- Kankakee Community College
- Kaskaskia College
- Kishwaukee Community College
- Lake Land College
- Lewis and Clark Community College
- Lincoln Land Community College
- Moraine Valley Community College
- Morton College
- Prairie State College
- Rend Lake College
- Richland Community College
- Rock Valley College
- Sauk Valley Community College
- South Suburban College
- Spoon River College
- Waubonsee Community College
In addition to programs offered by CAREER Consortium schools, MCC participates in program-specific joint agreements with the following community colleges:

- College of DuPage
- College of Lake County
- Gateway Technical College
- Harper College
- Oakton Community College

**Chargebacks**

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

**Joint Agreement and Chargeback Guidelines**

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

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

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

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

**TUITION AND FEES**

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

Please refer to [www.mchenry.edu/tuition](http://www.mchenry.edu/tuition) for current rates.

**TUITION RATES**

<table>
<thead>
<tr>
<th>Tuition (per credit hour)</th>
<th>Cost $</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-District</td>
<td>101.00</td>
</tr>
<tr>
<td>Online (regardless of residency)</td>
<td>101.00</td>
</tr>
<tr>
<td>Out-of-District*</td>
<td>347.21</td>
</tr>
<tr>
<td>Out-of-State and International</td>
<td>431.93</td>
</tr>
</tbody>
</table>

**FEES (per credit hour)**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Cost $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit</td>
<td>84.72</td>
</tr>
<tr>
<td>Blended Course</td>
<td>7.50</td>
</tr>
<tr>
<td>Online Course</td>
<td>15.00</td>
</tr>
<tr>
<td>Technology</td>
<td>9.00</td>
</tr>
</tbody>
</table>

**FEES—OTHER**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Cost $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Application</td>
<td>15.00</td>
</tr>
<tr>
<td>Graduation (per degree or certificate/non-refundable)</td>
<td>25.00</td>
</tr>
<tr>
<td>Registration (per semester/non-refundable)</td>
<td>7.00</td>
</tr>
<tr>
<td>Self-Paced Online (per course)</td>
<td>40.00</td>
</tr>
<tr>
<td>Transcript (online)</td>
<td>5.00</td>
</tr>
<tr>
<td>Transcript (faxed, in-person, letter order)</td>
<td>8.00</td>
</tr>
<tr>
<td>Course Specific Fees***</td>
<td>Varies by class</td>
</tr>
</tbody>
</table>

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

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

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

**Senior Citizen Tuition Reduction**

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

The age requirement for all discounted tuition is the person’s age as of the beginning date of the semester of record for the class, regardless of the beginning date of the individual class.
**International Students**

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

**Method of Payment**

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

Payment plan information is available online at [www.mchenry.edu/registration](http://www.mchenry.edu/registration).

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

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## REFUND POLICY

### Refund Policy

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

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

Depending on payment type, you will be issued a refund as credit to the credit/debit card used for payment in the term. All other refunds will be disbursed through the HigherOne MCC Plus Card that all students are issued at the beginning of their first semester at McHenry County College. The College reserves the right to determine method of refund.

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

The following information serves as a guideline. Specific refund dates and percentages are printed each semester on your invoice.

### Credit Refund Policy

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

### Non-Credit Refund Policy

<table>
<thead>
<tr>
<th>Rate of refund</th>
<th>Classes and Seminars</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>before first day of class/seminar</td>
</tr>
<tr>
<td>0%</td>
<td>beginning the first day of class/seminar</td>
</tr>
</tbody>
</table>

*Business days are Monday through Friday.*
ACADEMIC INTEGRITY AND STANDARDS

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

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

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

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

ATTENDANCE POLICY

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

AUDITING COURSES

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

DROPPING A COURSE

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

WITHDRAWAL FROM A COURSE

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

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

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

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

Student Appeal for Late Withdrawal

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

Step 1: Arrange to contact the involved faculty member. If the instructor no longer works at MCC, contact the dean/executive dean of the department to discuss the problem and seek a mutually acceptable solution.
Step 2: If dissatisfied with the outcome of Step 1, compose and submit a written statement outlining the nature of the problem and arrange to meet with the faculty member's dean/executive dean to review the problem and seek its resolution. (Students with documented disabilities may seek assistance from the manager of Access and Disability Services in Room A260 or call (815) 455-8676.)

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

NOTE: Efforts to resolve such problems must be made within 30 calendar days following the last day of the course during the semester in which the decision was made.

Instructor/ Administrative Withdrawal

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

Students also may be administratively withdrawn from their course for emergency or disciplinary purposes. If an instructor is recommending that a student be administratively withdrawn for a behavior-related incident, he or she will forward an Incident Report to the manager of Student Conduct & Campus Life to begin the complaint Process.

Student Appeal of Instructor/ Administrative Withdrawal

A student may appeal an Instructor/Administrative Withdrawal within 30 calendar days following the last day of the course during the semester in which the course was taken and the original grade was earned.

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

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

Step 2: If dissatisfied with the outcome of Step 1, compose and submit a written statement outlining the nature of the problem and arrange to meet with the faculty member’s dean/executive dean to review the problem and seek its resolution. (Students with documented disabilities may seek assistance from the manager of Access and Disability Services in Room A260 or call (815) 455-8676.)

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

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

STUDENTS CALLED TO ACTIVE MILITARY DUTY

A 100% refund/charge adjustment will be made of the registration, tuition and fees if students withdraw or drop a class due to military orders that call them to active duty. Formal application for a refund must be made to the Registration Office on forms provided by that office; copies of formal orders must be attached.

GRADES AND GRADE POINT AVERAGES (GPA)

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

Grades calculated in GPA:

A. Outstanding performance in mastering the subject. Achievement of superior quality. (4 grade points per credit hour)

B. Consistent performance in achievement beyond the usual requirements of the course. Achievement of high quality. (3 grade points per credit hour)

C. Performance of a satisfactory nature. Achievement demonstrating an understanding of the subject sufficient for continued study in the discipline. (2 grade points per credit hour)

D. Minimally acceptable performance. Achievement demonstrating below average understanding of the basic elements of the course. (1 grade point per credit hour)
Grades not calculated in GPA:

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

Incomplete – A temporary grade indicating completion of most but not all of the requirements of the course due to circumstances beyond the control of the student. (NOTE: An Incomplete grade requires the student to make necessary arrangements with the involved instructor to complete the remaining work before the end of the next regular [fall or spring] semester. Failure on the part of the student to do so will result in a grade of F.) An Incomplete grade does not meet prerequisite requirements and will affect a student’s ability to register for the next level course.

Student, instructor or administrator-initiated withdrawal from a course.

Audit of a course. No credit or performance grade is awarded.

Satisfactory completion of non-degree coursework or a credit course graded pass/fail.

Unsatisfactory performance in non-degree coursework or a credit class grade pass/fail.

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

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

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

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

STUDENT APPEAL FOR CHANGE OF GRADE

An instructor's grades are permanent once they have been handed to the Records Office on the final day of the term. In extenuating circumstances, a student may appeal for a change of grade. Efforts to resolve an appeal for a change of grade must be made within 30 calendar days following the last day of the course during the semester in which the course was taken and the original grade was earned.

The procedure for appealing a change of grade is as follows:

Step 1: The student confers with the instructor.

Step 2: If the instructor no longer works at MCC or, the student is dissatisfied with the outcome of Step 1, compose and submit a written statement outlining the nature of the problem, and arrange to meet with the faculty member’s immediate supervisor to review the problem and seek its resolution. All pertinent materials related to the request for change of grade must be submitted along with the written statement. (Students with documented disabilities may seek assistance from the MCC manager of Access and Disability Services in Room A260, (815) 455-8676.

Step 3: Following receipt of a written response from the immediate supervisor or dean/executive dean, if still dissatisfied, contact the manager of Student Conduct and Campus Life, Room A252, (815) 455-8696, and request an appeal to the Student Appeals Board (SAB). Following the request to the manager of Student Conduct and Campus Life, an appeal hearing date will be scheduled. The student will be given at least seven business days’ advance notice of the scheduled hearing date. The SAB will only consider the materials and rationale for change of grade which were submitted during Step 2. The decision of the SAB will be final.

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

Grade Forgiveness Policy

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

Eligibility: A student can request a one-time forgiveness of up to 15 credit hours (credit hours must have been completed within a consecutive 12-month period) of prior Ds or Fs after the following requirements are met:

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

• At least 24 months have passed since the end of the term(s) of the grades to be forgiven.

Special circumstances will be reviewed by the vice president of Academic and Student Affairs.

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

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

• Forgiveness of grades will be granted one time only for each student.
• Forgiven grades cannot be used to meet graduation requirements or to satisfy prerequisites.

• Each included MCC course and grade will be indicated as "FRGVN" in the hours column on the official transcript and will be excluded from all MCC calculations of credit hours earned and from GPA calculations.

• The College accepts no responsibility for the ways in which a transfer college/university or an employer might interpret a student's use of the forgiveness option.

• Grades earned at other colleges cannot be applied toward the eligibility requirements.

MAKING ACADEMIC PROGRESS POLICY (MAPP)

Faculty and staff at MCC strive to provide students with the best chance possible to succeed in their studies. One important way they meet this goal is through continual monitoring of student academic progress. The College has adopted a Making Academic Progress Policy (MAPP) that is used to help students achieve academic success.

Students who have attempted at least 12 credit hours at MCC and who have a cumulative GPA of less than 2.0 will be placed on Academic Alert, Academic Caution or Academic Restriction. Such students must meet with a counselor to discuss success strategies prior to registering for their next semester/term, and will be limited in the number of credit hours in which they may enroll during the next semester/term. Definitions and enrollment maximums:

Academic Alert
Cumulative GPA is less than 2.0 after attempting at least 12 credit hours. Maximum credit hours for next enrollment:
Fall Semester: 15 cr. hrs.  Spring Semester: 15 cr. hrs.
Intersession: 3 cr. hrs.  Summer Term: 7 cr. hrs.

Academic Caution
Previously on Academic Alert, cumulative GPA is less than 2.0, most recent fall or spring semester GPA is less than 2.0. Maximum credit hours for next enrollment:
Fall Semester: 13 cr. hrs.  Spring Semester: 13 cr. hrs.
Intersession: 0 cr. hrs.  Summer Term: 7 cr. hrs.

Academic Restriction
Previously on Academic Caution, cumulative GPA is less than 2.0, and most recent fall or spring semester GPA is less than 2.0. Maximum credit hours for enrollment:
Fall Semester: 7 cr. hrs.  Spring Semester: 7 cr. hrs.
Intersession: 0 cr. hrs.  Summer Term: 4 cr. hrs.

Students previously on Academic Restriction who achieve a GPA of 2.0 or higher will be restricted to 15 hours in the fall and spring semesters, and 7 credit hours in the summer term. Such students wanting to exceed these enrollment limits or who want to take an Intersession class must discuss success strategies with a counselor and receive approval from the counselor to exceed the credit hour limits.

Students Right to Appeal MAPP
Students whose credit hour enrollment is limited due to their Academic Standing may submit an appeal to the dean of Student Development if wanting to enroll in more than the maximum credit hours indicated above. Obtain a "Maximum Credit Restriction Appeal" form in the Counseling Department, Room A257. A meeting will be scheduled within one week after receipt of the form, and a decision will be made shortly after the meeting.

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

• If the student has not completed the course with a grade of C or higher, the student may repeat the course once. After two attempts and if the student has not successfully completed the course with a grade of C or higher, the student may repeat the course one additional time after obtaining approval from the department chair/dean and executive dean. All attempts on the course will remain on the transcript; however, only the highest grade received will be computed into the cumulative GPA. The repeat grade will be designated by a REPEAT in the hour column;

• The last time the student completed the course was at least four years prior or within a timeframe consistent with state regulatory guidelines and the student is repeating the course to upgrade his/her skills in that area; or

• The student took and passed the course at MCC but is being mandated to repeat the course due to technology changes in the curriculum of Career and Technical Education programs.

• Students who wish to repeat a course after receiving a grade of C or higher with the intent of bringing his/her GPA up to the minimum required for graduation, or to be accepted into limited enrollment program.

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

CREDIT FOR PRIOR LEARNING

Increasingly, colleges and universities are recognizing the fact that successful learning is not limited to the formal classroom. MCC has endorsed this principle in various ways that recognize competency and award credit toward graduation for learning acquired outside of the traditional college setting.
Students may be awarded up to 30 semester hours of credit (this is the maximum that may be applied to a degree) through any combination of the following assessments:

1. Credit by Examination
   • Advanced Placement (AP)
   • College-Level Exam Program (CLEP)
   • DANTES Subject Standardized Tests (DSST)
   • MCC Proficiency Exam

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

3. Credit for Workplace Learning
   • MCC awards college credit for specific industry, national, and state certifications.

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

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

• Acceptance of ‘credit for prior learning’ varies from institution to institution.

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

Details about any of the methods for granting credit for prior learning experiences may be obtained from the Advising and Transfer Center or the Credentials Evaluation Office. Acceptance of credit for prior learning varies from institution to institution.
### College Level Examination Program (CLEP)

#### Exams and Minimum Acceptable Score

<table>
<thead>
<tr>
<th>General Exam</th>
<th>Score</th>
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<tr>
<th>Subject Exam</th>
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<tr>
<td>American Literature</td>
<td>50</td>
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<td>ENG 260, 261</td>
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<tr>
<td>Analyzing &amp; Interpreting Literature</td>
<td>50</td>
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<td>ENG 255, 256</td>
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<td>Algebra</td>
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<td>Pre-Calculus</td>
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<td><strong>Modern Languages</strong></td>
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<tr>
<td>French, Level I</td>
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<td>8 Hours</td>
<td>FRE 151, 152</td>
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<tr>
<td>French, Level II</td>
<td>62</td>
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<td>FRE 151, 152, 251</td>
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<td>50</td>
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<td><strong>Social &amp; Behavioral Sciences</strong></td>
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<td>American Government</td>
<td>50</td>
<td>3 Hours</td>
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<td>U.S. History I</td>
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<td>HIS 170</td>
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<tr>
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<td>HIS 172</td>
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<td>Human Growth &amp; Development</td>
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<td>Western Civilization I</td>
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<td>3 Hours</td>
<td>HIS 131</td>
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<tr>
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<td>50</td>
<td>3 Hours</td>
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<td><strong>Business</strong></td>
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<tr>
<td>Financial Accounting</td>
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<td>3 Hours</td>
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<td>Information Systems</td>
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<td>CDM 110</td>
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<tr>
<td>Introduction to Business Law</td>
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<td>3 Hours</td>
<td>BUS 240</td>
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<tr>
<td>Principles of Management</td>
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<td>3 Hours</td>
<td>MGT 150</td>
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<tr>
<td>Principles of Marketing</td>
<td>50</td>
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<td>MKT 110</td>
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### College Board Advanced Placement (AP) Exams and Minimum Acceptable Score

<table>
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<th>AP Exam</th>
<th>Score</th>
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<tbody>
<tr>
<td><strong>Arts</strong></td>
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<tr>
<td>Art History</td>
<td>3</td>
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<td>Music Theory</td>
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<td>Studio Art: Drawing</td>
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<td><strong>English</strong></td>
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<tr>
<td>Language and Composition</td>
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<td>Literature and Composition</td>
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<td>ENG 151</td>
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<td></td>
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<td><strong>Social &amp; Behavioral Sciences</strong></td>
<td></td>
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<td>Comparative Government and Politics</td>
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<tr>
<td>European History</td>
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<tr>
<td>Human Geography</td>
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<td>Psychology</td>
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<td>US Government and Politics</td>
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<td>World History</td>
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<td><strong>Math &amp; Computer Science</strong></td>
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<td>Calculus AB</td>
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<td>Calculus BC</td>
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<td>Computer Science A</td>
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<td>Statistics</td>
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<tr>
<td><strong>Sciences</strong></td>
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<tr>
<td>Biology</td>
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<td>BIO 157, BIO 158</td>
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<tr>
<td>Chemistry</td>
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<td>Environmental Science</td>
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<tr>
<td>Physics C: Electricity and Magnetism</td>
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<tr>
<td>Physics C: Mechanics</td>
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<td>Physics 1: Algebra Based</td>
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<td>Physics 2: Algebra Based</td>
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<td>Physics 1 AND 2: Algebra Based</td>
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<td>PHY 280, PHY 281</td>
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<td><strong>Modern Languages</strong></td>
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<tr>
<td>Chinese Language and Culture</td>
<td>3</td>
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College Board Advanced Placement (AP)
Modern Languages (continued)

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<td>FRE 151, FRE 152</td>
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<td>FRE 151, FRE 152, FRE 251, FRE 252</td>
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<td>GER 151, GER 152</td>
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<td>Italian Language and Culture</td>
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<td></td>
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<td>Japanese Language and Culture</td>
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Capstone

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<td>AP Seminar</td>
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DANTES Subject Standardized Tests (DSST)
Exams and Minimum Acceptable Score

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<th>Score</th>
<th>Credit Granted</th>
<th>Class Equivalent</th>
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<tr>
<td>Ethics in America</td>
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<td>Introduction to World Religions</td>
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<tr>
<td>Math</td>
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<tr>
<td>Principles of Statistics</td>
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<td>3 Hours</td>
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<td>Social &amp; Behavioral Sciences</td>
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<td>General Anthropology</td>
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<td>Lifespan Developmental Psychology</td>
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<td>BUS 150</td>
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<td>Principles of Supervision</td>
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<tr>
<td>Substance Abuse</td>
<td>400</td>
<td>3 Hours</td>
<td>HFE 251</td>
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<tr>
<td>Here's to Your Health</td>
<td>400</td>
<td>3 Hours</td>
<td>HFE 150</td>
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ACADEMIC ACHIEVEMENT

Dean’s List and President’s Honor List Recognition
Dean of Student Development
Room A257  (815) 455-8917

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

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

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

Honors Program
Room B255  (815) 479-7877  kkramer@mchenry.edu
Kate Kramer

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

Phi Theta Kappa
Chi Upsilon Chapter Office
Room E118  mccptk@mchenry.edu
Chapter Advisors  Heidi Boring and Anne Humphrey

Founded in 1918, Phi Theta Kappa is the international honor society for two-year colleges offering associate’s degree programs. MCC’s Chi Upsilon Chapter is one of more than 1,200 chapters in the United States and Canada. Early in the fall and spring semesters, eligible students are sent a letter of invitation to join Phi Theta Kappa. To qualify, a student must have earned a 3.5 GPA, accumulated a minimum of 12 grade-point credit hours, be currently enrolled in 6 credit hours, and be pursuing an associate’s degree or enrolled in the baccalaureate transfer program.

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

Phi Theta Kappa membership benefits at MCC include:

- Recognition of Phi Theta Kappa honors on College transcript for enhanced members completing a degree
- Leadership and service opportunities
- Eligibility for travel scholarships to regional and international events
- Opportunity to participate in the College’s Honors Program
- Eligibility for annual scholarships through the local chapter, Chi Upsilon
- Eligibility for Phi Theta Kappa transfer scholarships to Illinois colleges and universities
- Graduate Phi Theta Kappa
WORKFORCE AND COMMUNITY DEVELOPMENT PROGRAMS AND SERVICES

ADULT EDUCATION
Room A362  (815) 455-8752  
www.mchenry.edu/ged

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

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

ENGLISH AS A SECOND LANGUAGE (ESL)
Room A362  (815) 455-8752
www.mchenry.edu/esl

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

HIGH SCHOOL EQUIVALENCY (HSE) PROGRAM
Room A362  (815) 455-8752
www.mchenry.edu/ged

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

IPathways: Instruction for the High School Equivalency (HSE) test preparation is provided through an online class. Students must score at an eleventh grade reading level or higher on an assessment for placement and attend an orientation to register for this class. Visit the MCC website for more information.

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

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

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

INTEGRATED CAREER AND ACADEMIC PREP SYSTEM (I-CAPS)
Room A362  (815) 455-8752  
www.mchenry.edu/icaps

Attend MCC and earn a certificate through the I-CAPS program. Ideal for high level ESL students or students in the process of earning a GED, the I-CAPS program blends instruction in math, English, reading and other basic skills with specific subject matter in your chosen field.

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

Workforce Services provides direct and coordinated services to adult residents of McHenry County. MCC is one of three partners that operate the McHenry County Workforce Center. Headquartered in Woodstock with a satellite office in Harvard, the center provides Workforce Investment Act (WIA) one-stop services for job seekers and businesses. The MCC Workforce Services staff at the Woodstock center provides college orientation, job-search assistance, and information on job opportunities and training.
MCHENRY COUNTY COLLEGE 2016–2017 COURSE CATALOG

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

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

CONTINUING EDUCATION (CE)—PERSONAL DEVELOPMENT
Room A109 (815) 455-8758
www.mchenry.edu/community

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

ONLINE CE/CAREER TRAINING
Room B256 (815) 479-7591
www.mchenry.edu/noline

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

CONFERENCES AND FACILITY RENTAL
Room B171 (815) 455-8764
www.mchenry.edu/conferences

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

THE LOU MARCHI TOTAL RECYCLING INSTITUTE
Room A248 (815) 479-7817
www.mchenry.edu/recycling

The Lou Marchi Total Recycling Institute was established through an endowment to the College to promote recycling as an alternative waste disposal solution. The mission of the Institute is to provide programming on recycling issues and related topics. The Institute publishes the official McHenry County Green Guide Recycling Directory, which combines the general recycling directory, the McHenry County Business Recycling directory and a new Green Living section. The Guide, as well as information about household hazardous waste collection sites, athletic shoe recycling and much more, can be accessed on the Institute’s webpage. The Institute also sponsors an annual Bioneers Symposium.

TRIPS AND TOURS
Room A109 (815) 455-8782
www.mchenry.edu/trips

The Trips and Tours Program provides educational trips that cover a wide variety of destinations. These range from one-day excursions to extended travel that is both national and international.

RETIRED ADULT PROGRAM (RAP)
Room A109 (815) 455-8559
www.mchenry.edu/rap

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

At the McHenry County College Shah Center
(815) 455-8593
www.shahcenter.mchenry.edu

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

PROFESSIONAL CAREER PROGRAMS

Room A109 (815) 455-8782
www.mchenry.edu/community

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

ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER (ISBDC)

At the McHenry County College Shah Center
(815) 455-6098
www.shahcenter.mchenry.edu/sbdc

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

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

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

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

TRAFFIC SAFETY PROGRAM

At the McHenry County College Shah Center
(815) 479-7777
mctss@mchenry.edu

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

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

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

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

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

ACCESS AND DISABILITY SERVICES

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

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

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

ADVISING AND TRANSFER CENTER

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

Academic advisors serve all current and returning students in good academic standing. Students are able to make appointments or meet with an academic advisor on a walk-in basis. New, full-time students will initially meet with an academic advisor during New Student Orientation. Athletes, Veterans and Access and Disability Services students are assigned to a dedicated advisor, providing additional support to these specific populations.

In the Advising and Transfer Center, academic advisors assist students with:
- Completing unofficial audits towards degree and certificate progress
- Matching major to career goals
- Transfer guidance
- Illinois Articulation Agreement information

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

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

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

CAREER SERVICES

Room A257  (815) 455-8576  
www.mchenry.edu/careerservices

Services for students and alumni include:
- Resume, portfolio and cover letter development
- Resume development and critique
- Job search strategies
- Interviewing skills and mock interviews
- Internship opportunities
- Career management planning and employability skills
- Access to local job postings and search information 24 hours a day on collegecentral.com/mchenry
- Information on Job Fairs
- Undergraduate Research Scholar Program
CHOOSING A COLLEGE MAJOR, CAREER DECISION-MAKING
Counseling Center  (815) 455-8765
Room A257    www.mchenry.edu/counseling

Counselors provide assistance to students and adult community members who want help with choosing a career or college major. Assistance may involve:

- Developing greater self-awareness
- Researching educational and career options
- Learning effective decision-making strategies

Counselors are available on an appointment basis for career counseling, teach “PDV 110 – Career Decision-Making” classes and provide career counseling through seminars and individual.

CHILDREN’S LEARNING CENTER (CLC)
Room C115    (815) 455-8555
www.mchenry.edu/clc

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

COUNSELING
Room A257    (815) 455-8765
www.mchenry.edu/counseling

The Counseling Department provides free, confidential counseling services for MCC students. Professional counselors help students with a wide range of personal, career planning, and academic success issues. Walk-ins and appointments are available. No appointment is needed for an emergency or crisis situation. Students needing assistance with a crisis situation after office hours, should contact the 24-hour McHenry County Crisis Program at (800) 892-8900.

DISTANCE LEARNING
Room A210    (815) 479-7878
www.mchenry.edu/online

Distance Learning offers students the ability to complete coursework at convenient times from locations of their choice through online courses, self-paced online courses and blended courses. MCC distance learning students have access to a variety of student support services, many of which can be accessed via the Internet. The College complies with the Higher Learning Commission’s Guidelines.

Distance Learning Degrees (www.mchenry.edu/onlineprograms)
MCC offers accredited Associate in Arts, Associate in Science and Associate in General Education degrees via distance learning technology.

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

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

Self-Paced Online Courses
Self-paced online courses offer scheduling flexibility and the ability to work independently from any place at any time. Although a student is able to complete the work at their own pace, there are specific deadlines for completion of the course assignments. Self-paced online courses consist of a syllabus, textbook, study guide, and videotapes, DVDs or CD-ROMs. Students may interact with instructors via MCC’s course management system and telephone and/or campus visits. Students may be required to come to campus for testing. Many of MCC’s self-paced online courses have multiple start dates with a specified completion date.

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

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

All of this info is available at www.mchenry.edu/canvas. Students with either PC or Mac computers should access Canvas using the latest version of browsers, including Internet Explorer, Firefox, Google Chrome, and Safari. Canvas can also be accessed through iOS and Android mobile devices.
MCHENRY COUNTY COLLEGE 2016–2017 COURSE CATALOG

FINANCIAL AID, SCHOLARSHIPS AND VETERANS BENEFITS

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

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

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

Eligibility Requirements for Federal and State Aid
To be eligible for assistance a student must:

• Be a citizen of the United States or an eligible noncitizen with a valid Social Security number
• Be registered with Selective Service, if you are a male between the ages of 18 and 25
• Be enrolled in a financial aid eligible certificate or degree program. Only classes required for your selected degree or certificate will be eligible for financial aid.
• Not be in default on a federal student loan and not owe money on a federal student grant
• Maintain Satisfactory Academic Progress (SAP). www.mchenry.edu/financialaid/progresspolicy.asp (GPA = 2.0 Completion Rate of 67%)
• Show you are qualified to obtain a college or career school education with a high school diploma, GED, completed homeschool credential, or enroll in an eligible career pathway program and meet one of the ability to benefit alternatives.
• Demonstrate financial need as determined by the FAFSA

Federal and State Aid—
Grants: need based assistance without the requirement of repayment. A student may have to pay back part or all of a grant if, for example, they withdrew from school before finishing the semester. Students can receive federal and state grants at only one institution each semester.

Grants offered at MCC:
www.mchenry.edu/financialaid/grants.asp
• Federal Pell Grant (PELL)
• Federal Supplemental Educational Opportunity Grant (SEOG)
• Illinois Monetary Award Program Grant (MAP)

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

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

Federal Work-Study: provides part-time jobs for students with financial need without the requirement of repayment. Students may obtain a job on campus and earn a paycheck. Students must be enrolled at least half-time to be eligible. Job listings can be found at www.mchenry.edu/workstudy. Institutionally funded positions may be available for students not eligible for federal work-study through the FAFSA.

Disbursement Information
Grants are disbursed after the mid-point of each semester. MAP grants are applied to tuition only. PELL grants are applied to tuition, fees, and other campus charges (e.g. bookstore, childcare). SEOG grants will be applied to the student account. Credit balances will be disbursed according to a student’s myMCC plus card selection. For information on the myMCC plus card please visit www.mchenry.edu/mymccpluscard.

Loans are disseminated in two disbursements. For example, funds for loans that cover a two semester period will be disbursed once each semester; loans that cover only one semester will be split into two disbursements during that same semester. Loans will disburse according to the appropriate disbursement schedule provided by the Financial Aid office.

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

Financial aid awards are set based on student enrollment during each term. If a student receives financial aid and withdraws completely from the college prior to completing 60% of the semester, an overpayment may result. Students will be contacted by the Financial Aid Officer or the Bursar if they must repay any overpayments to MCC. Students should actively participate in their courses and utilize the learning support resources available on campus. If a student withdraws due to mitigating circumstances, they must follow official withdrawal procedures found in Chapter 3 of this catalog.

Financial aid must be considered “earned” for it to be applied to the student account. Earned aid is calculated by dividing the number of days a student attended class by the total number of days in the semester. This result should then be multiplied by the original award amount.

Participation in courses and completion of assignments are two critical components to student success. Students who use financial aid and fail all courses in a term will be reviewed for participation. Students who cease participation in graded activities before the midpoint of the term will be classified as receiving a “not pursuing F” and a recalculation of their Financial Aid eligibility will be conducted based on their last date of attendance. The last date of attendance is defined as the last time the student participated in a graded activity within the course. This recalculation may result in a balance owed and may place future financial aid eligibility and registration for subsequent terms at risk.

Scholarships and Veteran Benefits

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

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

Benefits offered through MCC:
- Post 9/11 G.I. Bill
- Montgomery G.I. Bill
- Montgomery G.I. Bill – Selected Reserve
- Survivor and Dependent Assistance
- Veterans Vocational Rehabilitation Program
- Illinois Veterans Grant
- Illinois Nation Guard
- MIA/POW Scholarship (dependent benefit)
- Military Tuition Assistance – Army reservists can visit www.goarmyed.com after invoices have been approved through their unit. Marine invoices are turned in directly to the Office of Financial Aid.

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

Disclaimer

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

FITNESS CENTER

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

The Fitness Center is a college/community fitness facility conveniently located on campus. Through programs designed by degreed and certified instructors, students and other members learn how safe and effective exercise can promote a healthy lifestyle and reduce major health risks. Members can take advantage of a wide variety of exercise equipment, fitness evaluations, one-on-one program consultations, special programming, educational seminars and printed resources. The Fitness Center offers a supportive environment for getting and staying healthy and fit.

HIGH SCHOOL PLUS

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

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

MCC’s Workforce Services staff coordinates High School Plus initiatives that make it possible for eligible students to earn college credit while still in high school. Academic and Career and Technical Education (CTE) courses are offered at MCC through the High School Plus Program. CTE courses are offered at local high schools through formal articulation agreements between the high school and MCC. Additionally, CTE courses are offered at MCC for dual credit. MCC collaborates with the McHenry County Cooperative for Employment Education to ensure that CTE programs transfer from the secondary to the postsecondary level.
INTERCOLLEGIATE ATHLETICS, INTRAMURALS AND RECREATION
Room A109  (815) 455-8580  www.mchenry.edu/athletics

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

INTERNATIONAL STUDIES (STUDY ABROAD PROGRAMS)

MCC is an active member of the Illinois Consortium for International Studies and Programs (ICISP). Through this consortium, MCC students can experience studying and living abroad in such countries as Austria, China, Costa Rica, England, France, India, Ireland and Spain. Students receive MCC credit for the classes taken at an international college or university. Fall, spring and summer semester programs are available. MCC also offers a field studies program in Belize each Fall semester (online class dates: second eight weeks of the semester; travel dates: one week in December after final exams).

For more information, contact Lindsay Carson, chair of International Studies at lcarson@mchenry.edu or visit www.mchenry.edu/internationalstudies.

KIDS & COLLEGE
Room B255  (815) 455-8597  www.mchenry.edu/kidsandcollege

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

In addition, Kids & College offers year round ACT Prep Courses and ACT Practice tests to help prepare high school students for success with this exam.

Visit www.mchenry.edu/kidsandcollege for summer catalogs and www.mchenry.edu/actprep for ACT Prep course schedules.

LEARNING COMMUNITIES (LC) - TWOFERS

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

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

Mission

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

Learning Objectives

Students will -

- Think critically: demonstrate complex interdisciplinary analysis.
- Engage globally and ethically: interrogate cultural truths across traditional boundaries.
- Articulate the interconnectedness of topics across curriculums.
- Participate in the formulation of a distinct community of learners.

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

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

LIBRARY
Room A212  (815) 455-8533  www.mchenry.edu/library

The MCC Library meets the information needs of the college community by providing a balanced collection of resources in all appropriate formats; teaching our patrons to find, evaluate and use information effectively; and delivering friendly, courteous and professional service. We value intellectual freedom, inquiry, and lifelong learning, and we encourage these values in those we serve.
MCC 101: THE COLLEGE EXPERIENCE
Room A257  (815) 455-8765
www.mchenry.edu/collegeexperience

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

MCC 101: The College Experience is a course designed to help make the transition to college successful by focusing on academic goals, skills and an understanding of the resources MCC has to offer. All full-time students must successfully complete MCC 101 preceding or during their first semester at MCC unless they have completed one of the following:

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

If the MCC 101 requirement has not been satisfied preceding or during the first semester, the student’s ability to register for classes for a second semester at MCC will be restricted.

MULTICULTURAL AFFAIRS
Room A252  (815) 479-7749
www.mchenry.edu/multicultural

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

SAGE LEARNING CENTER
Room A247  (815) 455-8579
www.mchenry.edu/sage

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

SERVICE LEARNING
Room A124  (815) 455-8568
www.mchenry.edu/service

Service Learning provides a broad range of programs and services for MCC students and faculty, designed to enhance academic knowledge through volunteer service in addition to traditional classroom instruction. The department offers the Silver Cord Award, a service excellence award for students who volunteer while attending MCC. Service Learning encourages community involvement through volunteerism.

STUDENT CODE OF CONDUCT
Room A252  (815) 455-8696
www.mchenry.edu/conduct

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

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

Each student is responsible for knowledge of and compliance with this Student Code of Conduct. The College further recognizes each student’s rights to fair procedures, including notice that specifies the alleged violation(s) of the Code of Conduct, an opportunity to respond to the allegations, and an appeal process appropriate to the nature and potential consequences of the violation.
STUDENT LIFE
Room A252  (815) 455-8550
www.mchenry.edu/studentlife

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

STUDENT VETERANS RESOURCE CENTER
Room C122  (815) 479-7543
www.mchenry.edu/veterans

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

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

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

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

STUDENT PERFORMANCES, PUBLICATIONS AND ARTWORK

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

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

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

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

See www.mchenry.edu/artgallery for exhibit schedules and gallery information.
CHAPTER 6

GRADUATION

POLICY ON GRADUATION AUDITS

Students are responsible for knowing and observing the requirements of their certificate or degree program and the rules governing academic progress. Academic advisors are available to assist students in making informed decisions. However, ultimate responsibility for meeting the requirements to graduate rests with each student. Specifically, each student has the responsibility to fulfill the requirements for the certificate or degree, check the eligibility to take courses, and observe the academic rules governing the program.

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

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

GRADUATION REQUIREMENTS AND PROCEDURES

www.mchenry.edu/graduation

For questions on:
Degree Audits: (815) 479-7632 or (815) 455-8932
Commencement: (815) 479-7654

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

Candidates for graduation must complete the Notice of Intent to Graduate form during the semester in which they will complete graduation requirements.

Commencement Exercises

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

Students who plan to attend the commencement must submit the Notice of Intent to Graduate form by the following deadlines:
   - May graduates – March 15
   - August graduates – July 15
   - December graduates – October 15

Students who do not plan to attend the commencement must still complete the Notice of Intent to Graduate form to have their degree or certificate posted to their official transcript.

Eligible graduation candidates will receive a packet containing commencement details along with a Graduation Reply Form.

- Students who plan to attend commencement must submit the Graduation Reply Form to the Registration Office along with a $25 non-refundable fee (per degree and/or certificate) to cover the cost of a hard copy of their diploma/certificate, cap and gown, and commencement participation.

- Students who do not plan to attend commencement, but would like a hard copy of their degree/certificate, must still submit the Graduation Reply Form to the Registration Office along with a $25 non-refundable fee (per degree and/or certificate).

NOTE: Failure to clear financial liability may delay the processing of diplomas/certificates until such obligation is cleared.
**Associate’s Degree Requirements:**

1. Satisfactory completion of 60 or more credit hours depending on the specific program, with a 2.0 or higher cumulative GPA at the time graduation requirements are met. Awarding of degrees will be dated in the semester and year in which all requirements were met. GPA of transfer credits and developmental courses does not apply.

2. Satisfactory completion of all course requirements, subject to the following:
   
   A. Course requirements are defined as those contained in MCC’s catalog at the time the student first enrolled at the College, provided there has been no break in his or her MCC education exceeding five consecutive years. Failing grades, non credit courses and course withdrawals are not considered as attendance for this purpose.

   B. Course requirements are defined as those contained in MCC’s catalog at the time of re-entry for those students who have experienced a break in their education exceeding five consecutive years.

   C. In the case of curriculum changes or the cancellation or withdrawal of courses, every effort will be made to substitute current coursework to fulfill degree requirements. Course substitutions and waivers must be approved in writing by the appropriate department chair, counselor or dean.

3. Completion of 15 credit hours in credit courses at MCC. Credit earned through CLEP, MCC proficiency, DANTES and AP examinations does not satisfy this residency requirement. Students completing an AAS degree must complete a minimum of 15 credit hours of program-specific coursework through MCC (i.e., not general education coursework).

4. End-of-program assessment is required for degree completion.
   
   A. Students seeking a degree of AA, AS, AES, AFA or AGE will be required to complete an E-Portfolio of work demonstrating their achievements in the five general education goals of the college, beginning with Spring 2016 graduates.

   B. Students seeking a career and technical education AAS degree will be required to complete an end-of-program assessment as directed by the specific department.

5. Submission of completed Notice of Intent to Graduate form, available in the Registration Office, Room A258, prior to the posted deadline.

**Certificate of Completion in a Career and Technical Education Area Requirements**

1. Completion of the necessary semester hours of credit specified for the program with a 2.0 cumulative GPA at the time graduation requirements are met. Awarding of certificates will be dated in the semester and year in which all requirements were met. GPA of transfer credits and developmental courses does not apply.

2. Satisfactory completion of all course requirements, subject to the following:
   
   A. Course requirements are defined as those contained in MCC’s catalog at the time the student first enrolled at the College, provided there has been no break in his or her MCC education exceeding five consecutive years. MCC course withdrawals are not considered as attendance for this purpose.

   B. Course requirements are defined as those contained in MCC’s catalog at the time of re-entry for those students who have experienced a break in their education exceeding five consecutive years.

   C. In the case of curriculum changes or the cancellation or withdrawal of courses, every effort will be made to substitute current coursework to fulfill certificate requirements. Course substitutions and waivers must be approved in writing by the appropriate department chair, counselor or dean.

3. For certificates of less than 12 credit hours, all coursework must be completed at MCC. For certificates of 12 or more credit hours, one-half of the minimum credit hours required must be completed at MCC. Credit earned through proficiency examinations does not satisfy this requirement.

4. Certificates of 30 or more credit hours require an end-of-program assessment as directed by the specific department.

5. Submission of completed Notice of Intent to Graduate form, available in the Registration Office, Room A258, prior to the posted deadline.
Awarding of Additional Degrees
A graduate of MCC may pursue and be awarded additional degrees. The following requirements must be met:

- All degree requirements, including the general education requirements and also those specialized classes normally required.
- Twelve semester hours of additional credit earned at MCC. The additional 12 hours of credit may not be applied to the first degree earned.
- Minimum of a 2.0 cumulative GPA at the time graduation requirements are met.
- Submission of completed Notice of Intent to Graduate form, available in the Registration Office, Room A258, prior to the posted deadline.

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

- **High Honors** – 3.75 to 4.0 cumulative GPA
- **Honors** – 3.5 to 3.74 cumulative GPA

Academic honors are recognized both on the student's transcript and at the commencement exercises. To be considered for academic honors, students must earn 30 semester hours of grade point credit in residence at MCC.
CHAPTER 7

LEGAL GUIDELINES

EQUAL OPPORTUNITY/NONDISCRIMINATION

MCC promotes and adheres to a policy of equal opportunity. The College, therefore, does not discriminate on the basis of race, sex, religion, age, disability, marital status, national origin, sexual orientation, gender-related identity, veteran status, or any other unlawful bases, in its admissions, employment, educational programs, or activities.

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

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

STUDENT CODE OF CONDUCT POLICY

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

Access the Student Code of Conduct Policies and Procedures at www.mchenry.edu/conduct.

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

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

Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on sex and gender, which includes sexual harassment and sexual violence, in educational programs and activities. “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...” “Title IX prohibits a recipient from discriminating on the basis of sex in admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing, and employment.” www.justice.gov/crt/about/cor/Pubs/sexbrochure.php

Title IX Coordinator

The Title IX Coordinator is the responsible employee of the College with major responsibility for Title IX oversight and compliance efforts. The Title IX Coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX.

Important Terms of VAWA and Title IX

- Sexual Misconduct includes dating violence, domestic violence, sexual assault, sexual exploitation, sexual violence and stalking.
- Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Domestic violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
- Sex discrimination is defined as an adverse action taken against an individual on the basis of gender or sex and includes sexual harassment, sexual misconduct and sexual violence.
• Sexual assault is defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity, including when the victim lacks capacity to consent.

• Sexual harassment is defined as unwelcome conduct of a sexual nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Acts of sexual harassment are forms of sex discrimination prohibited by Title IX.

• Sexual violence is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s age, use of drugs or alcohol or because an intellectual or other disability prevents the person from having the capacity to give consent. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Acts of sexual violence are forms of sex discrimination prohibited by Title IX.

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

• For additional information and training on Preventing Sexual Misconduct at MCC, visit www.mchenry.edu/sexualmisconduct.

What’s Your Responsibility?
If you observe or hear of an act as described above and are not an employee subject to confidentiality requirements, you must immediately contact the Campus Title IX Coordinator, Julett Patrick, Assistant Vice-President of Academic and Student Affairs at (815) 455-8613. You may also contact your Administrator or the Campus Police. Refer to the “VAWA, Title IX, Harassment and Discrimination Complaint Procedure” section below for information on how to make a VAWA or Title IX complaint.

HARASSMENT/Discrimination Policy
Pursuant to Board Policy 4.3.2, Student Harassment/Discrimination, the College seeks to maintain an academic and work environment free of harassment and discrimination for students, faculty and staff. Harassment and discrimination are contrary to the standards of the College community; it diminishes individual dignity and impedes equal employment and educational opportunities. In compliance with the College Affirmative Action Policy, Executive Order 11246 and 11375, Title IX of the Educational Amendments of 1972, Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Illinois Human Rights Act, the College prohibits discrimination and harassment based on sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, gender-related identity, color, marital status, military status or unfavorable military discharge in its admissions, employment, educational programs, or activities. The College seeks to provide academic and work environments that are free from intimidation, discrimination, and harassment based on any of these characteristics and the College specifically prohibits such intimidation, discrimination, and harassment, including sexual harassment.

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

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

• Submission to or rejection of such conduct of by an individual is used as the basis for employment or educational decisions affecting such individual; or

• Such conduct has the purpose or effect of substantially interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or learning environment.

Examples of prohibited Verbal Behavior include, but are not limited to:

• “Humor” or “jokes” about sex or gender-related characteristics

• Suggestive comments about a person’s clothing, body or sexual activity

• Sexual propositions

• Direct or indirect threats linked to sexual propositions or activity

Examples of prohibited Nonverbal Behavior include, but are not limited to:

• Leering

• Whistling

• Suggestive or insulting sounds

• Obscene gestures
Examples of prohibited Physical Behavior include, but are not limited to:

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

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

Discrimination, harassment or similar unacceptable activities that could become a condition of employment or a basis for educational or personnel decisions, or which create a hostile, intimidating or offensive environment are specifically prohibited by the College. Any individual who engages in such discrimination or harassment, or retaliates against another individual because he or she made a report of discrimination or harassment or participated in the investigation of a claim of discrimination or harassment is subject to immediate discipline up to and including suspension or expulsion.

Inquiries concerning sexual harassment and/or the application of Title IX may be referred to the College’s Title IX Coordinator, Juletta Patrick, Assistant Vice President of Academic and Student Affairs at (815) 455-8613 or to the Office for Civil Rights at (800) 421-3481.

VAWA, Title IX, Harassment and Discrimination Complaint Procedure

Any student who believes that he or she has been harassed or discriminated against by any other member of the College community may contact the Student Conduct Office, Room A252, (815) 455-8696, to receive information on initiating a complaint. If the complaint involves allegations of sexual harassment and/or the application of Title IX, the Student Conduct Officer shall refer the complaint to the College’s Title IX Coordinator, Juletta Patrick, Assistant Vice-President of Academic and Student Affairs. If the student believes the Student Conduct Officer is responsible for or has permitted the prohibited discrimination, harassment or retaliation to occur, he or she should report the matter immediately to the Assistant Vice President of Academic and Student Affairs, Juletta Patrick, at (815) 455-8613. Reports will be investigated promptly.

Please retain any notes, letters or other written material that relate to the complaint.

Any student who believes that he or she has been harassed or discriminated against by any other member of the College community may also contact the MCC Campus Police Department, Room B176, (815) 455-8733 (non-emergency) or 911 (emergency), to initiate a police investigation. The College will conduct its own investigation of any harassment/discrimination complaints independent of any criminal-related law enforcement investigation; however College and law enforcement investigations into harassment/discrimination may proceed simultaneously.

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

To view the entire harassment/discrimination policy, visit the MCC Student Code of Conduct at www.mchenry.edu/conduct.

STUDENT RIGHTS AND RESPONSIBILITY

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

STUDENT RIGHT-TO-KNOW

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

- All Student Consumer Information – www.mchenry.edu/consumer
• Crime Statistics Report and Availability of Annual Campus Security Report –
  www.mchenry.edu/safety/crimestats.asp
• Registered Sex Offender Database –
  www.isp.state.il.us/sor
• Sexual Harassment Policy –
  www.mchenry.edu/sexualmisconduct
• Completion, Graduation and Transfer-Out Rates –
  www.mchenry.edu/sturight2know
• Drug and Alcohol Prevention Information –
  www.mchenry.edu/policy/drugpolicy.asp
• Athletic Program Participation rates and Financial Support – Athletic tuition waiver scholarships are available to qualified and select student athletes as recommended by the head coach of each sport. Athletic prospects should contact the appropriate head coach to express interest in being considered for the program. For more information, visit the Athletics Office, Room A109, or call (815) 455-8580.
• Voter Registration Information—
  www.elections.il.gov/votinginformation/register.aspx

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records:

• The right to review their educational records. Students may contact the Dean of Enrollment Services and arrangements will be made to provide this information to the student.

• Students may request that their educational records be changed if the student believes the information is inaccurate or misleading.

• The right to permit disclosure of the student's educational record. Students may sign a Release of Confidentiality Form in the Registration Office giving MCC permission to disclose information to any individual that the student designates.

• Students may request to have their directory information withheld. The following student information is designated as the directory information and may be disclosed or released by MCC at its discretion: Name, major field of study, image, dates of attendance, enrollment status, degrees and awards received, the most recent educational agency or institution attended by the student, participation in officially recognized activities and sports, and height and weight of members of athletic teams. To have all of the directory information withheld, the student must give written notice, in person, to the Dean of Enrollment Services.

• The right to file a complaint with the U.S. Department of Education concerning the College's violation of FERPA. The name and address of the office that administers FERPA is:
  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202-4605

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

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

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

CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990
Room B176 (815) 455-8733
The primary goal of the McHenry County College (MCC) Police Department is to ensure the safety and well-being of all individuals on the campus and to provide protection for all College buildings, facilities and property.

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

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

All in progress criminal activity, life threatening medical emergencies or similar situations should be reported immediately to the MCC Police Department by dialing 911. A campus police officer will be dispatched.
For all non-emergent calls, please dial x8733 from any campus telephone located in the halls and classrooms throughout the campus buildings, or by dialing (815) 455-8733 from an outside line.

Emergency call boxes are located in strategic areas of the College parking lots, providing direct access to the department through an emergency 911 dispatcher.

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

**Firearms**

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

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

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

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

**Campus Crime Awareness**

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

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

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

Secure your vehicle:

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

**CAMPUS CRIME STATISTICS**


The MCC Police Department is required by federal law to compile a Campus Crime Statistical Report to make it available to the public. The report is available on our website, in the library, and student life office (A252). Individual copies are available upon request at the MCC Police Department (B176). Further information concerning compliance should be directed to the MCC Police Department.
Main Campus  
(8900 US Highway 14, Crystal Lake, IL)  
Crime Statistics by Category and Year

<table>
<thead>
<tr>
<th>Crime Category</th>
<th>2014</th>
<th>2013</th>
<th>2012</th>
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<tbody>
<tr>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
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<tr>
<td>Non-forcible Sex Offens</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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<td>0</td>
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<tr>
<td>Domestic/Dating Violence Related</td>
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</tr>
<tr>
<td>Stalking</td>
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Shah Center  
(4100 West Shamrock Lane, McHenry, IL)  
Crime Statistics by Category and Year

<table>
<thead>
<tr>
<th>Crime Category</th>
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<th>2013</th>
<th>2012</th>
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</thead>
<tbody>
<tr>
<td>Murder</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
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<tr>
<td>Aggravated Assault</td>
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<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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</tr>
<tr>
<td>Theft</td>
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<tr>
<td>Liquor Law Arrests</td>
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</tr>
<tr>
<td>Stalking</td>
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<td>N/A</td>
</tr>
</tbody>
</table>

Registered Sex Offender Information

The Illinois State Police provides a list of registered sex offenders which can be accessed online. The online database is updated daily and allows searches by name, city, county and zip code. Information about registered sex offenders may be obtained at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/).

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

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

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

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

- Upon enrollment of a registered sex offender, the manager of Student Conduct and Campus Life or his/her designee will meet with Campus Police to review the student’s class schedule and determine which restrictions should be put in place.

- After determining the appropriate restrictions for a particular student, manager of Student Conduct and Campus Life will contact the registered sex offender student for a meeting to discuss the restrictions which will be in place while the student is on the College’s campus.
• During the meeting, the manager of Student Conduct and Campus Life will provide the student with a written letter containing the restrictions the student must abide by while on the College’s campus and will discuss each restriction verbally with the student. During this meeting, the student will also be advised that his/her failure to comply with the restrictions outlined in the letter may result in denial of enrollment and access to campus and/or the decision of the College to contact local law enforcement authorities.

• If a sex offender student is enrolled in a college class along with a student who is under the age of 18, the manager of Student Conduct and Campus Life will notify the class instructor of the student’s status as a sex offender. The manager of Student Conduct and Campus Life will also determine if there are other College staff members who need to be notified of a student’s status as a registered sex offender in order to protect persons under the age of 18 on the College’s campus. In some circumstances, the registered sex offender may be required to enroll in a course section that does not contain minors.

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

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

**DRUG AND ALCOHOL USE POLICY**

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

**TOBACCO-FREE CAMPUS POLICY**

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

Learn about details and procedure information at www.mchenry.edu/board/boardpolicymanual.pdf

**STUDENT AND STAKEHOLDER COMPLAINT PROCEDURE**

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

How to submit a complaint:

• Students/stakeholders may file a complaint in person, via email, phone, mail, comment cards (available on campus), or online at www.mchenry.edu/complaints. When a complaint is received, the employee directly responsible for the area the complaint is about will investigate the issue. Immediate action will be taken to resolve the issue, provide follow-up information if requested, and record the outcome.

• If a student/stakeholder does not agree with the resolution or feels that the issue has not been fully resolved, he/she may appeal to the next-level supervisor of that area/department in question. To appeal, please submit a written statement describing the issue to the next-level supervisor for review, and arrange a meeting if necessary. Appeals must be submitted within seven business days from the date the student/stakeholder received follow up from the initial employee. The next-level supervisor will respond to the student/stakeholder within 15 business days from the date of the appeal submission.

• If the results of the appeal are unsatisfactory, the student/stakeholder may appeal to the Assistant Vice President of Academic and Student Affairs within seven business days from the date of the previous response from the next-level supervisor. To appeal, please submit a written statement describing the issue and arrange to meet with the Assistant Vice President if necessary. The Assistant Vice President will respond to the student/stakeholder within 15 business days from the date of the appeal submission. The decision of the Assistant Vice President of Academic and Student Affairs will be considered final.

• The Assistant Vice President of Academic and Student Affairs may intervene at any point in the procedure outlined above.
CHAPTER 8

TRANSFER PROGRAMS

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

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

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

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

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

Note: On September 18, 2015 the Illinois Community College Board approved changes to the AS degree. Changes are effective beginning with the 2016-2017 academic year (Summer 2016 for MCC). The new AS model requires fewer credits in humanities, fine arts and social and behavioral sciences and requires additional credits in sciences and mathematics. Effective with the 2016-2017 catalog, the AS degree no longer includes the IAI GECC package. The new model is intended to better serve students who plan to major in sciences and to provide them with the opportunity to earn an associate’s degree. Students entering MCC prior to Summer 2016 may use degree requirements from a previous catalog. For details, please refer to catalog requirements posted under Associate’s Degree Requirements listed in the Graduation section of this catalog.

Since degree requirements vary among baccalaureate institutions, it is important to decide on a transfer school as early as possible and to create a transfer plan with an MCC academic advisor. Depending on the baccalaureate major and the transfer institution, it may benefit the
Following are IAI GECC requirements: refer to AA degree course requirements in this catalog. For specific MCC courses that fulfill IAI GECC requirements, year.

The IAI GECC is included in MCC's AA degree program and consists of at least 12 courses (37-41 semester credits) chosen from five different categories. No more than two courses from any one discipline can be used to fulfill the requirements. Note: The AS degree no longer includes the entire IAI GECC package, as of the 2016-2017 academic year.

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

**Communications**
3 courses (9 semester credits)
Must include a two-course sequence in writing completed with grades of C or higher (6 semester credits) and one course in oral communications (3 semester credits) – a C being at least two quality points on a four-point scale

**Mathematics**
1 or 2 courses (3-6 semester credits)

**Physical & Life Sciences**
2 courses (7-8 semester credits)
Must include one course from the physical sciences and one course from the life sciences; at least one must include a lab

**Humanities & Fine Arts**
3 courses (9 semester credits)
Must include at least one course from the humanities and at least one course from the fine arts

**Social and Behavioral Sciences**
3 courses (9 semester credits)
Must include courses from at least two different disciplines

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

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

- The IAI GECC is included in MCC's AA degree. Certification of IAI completion will be noted on the official transcript.
- Students who complete the IAI GECC but do not receive an AA degree must request an IAI audit by submitting an application to the Registration Office. Certification of IAI completion will be noted on the official transcript.
- MCC will recognize courses on the approved list of IAI courses taken at any participating college or university and apply the credit toward fulfilling IAI GECC requirements at MCC.
- MCC may recognize courses taken at non-IAI participating accredited colleges and universities, at MCC prior to summer of 1998, and through Advanced Placement and CLEP. These courses will be evaluated through the Office of Credentials Evaluation and may satisfy IAI GECC requirements at MCC with completion of an AA degree. For students planning to transfer, the transfer school will follow their established credit policies and may wish to re-evaluate this coursework.
Courses with D grades or higher are accepted for the core curriculum requirements, but students must have a minimum cumulative 2.0 GPA in order to be certified as having completed the IAI GECC. Exceptions: The Communications component of the IAI GECC requires a minimum grade of C in both writing courses.

Students must complete a minimum of 37 semester credits to satisfy IAI GECC requirements. For IAI credits transferring to MCC, MCC will recognize minimum hours required per IAI category. If a student satisfactorily completes the objectives of the Communications writing sequence with only one course, earning 3 or 4 credit hours, the student must complete a 200 level IAI literature course to satisfy the remaining Communications requirement.

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

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

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

- Chicago State University
- Eastern Illinois University
- Governors State University
- Illinois State University
- Northern Illinois University
- Southern Illinois University Carbondale
- Southern Illinois University Edwardsville
- University of Illinois Springfield
- Western Illinois University

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

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

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

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