

ADMINISTRATIVE PROCEDURES

Elgin Community College is committed to providing an environment in which students will learn new skills to reach their educational goals. The administrative procedures listed below outline student rights and responsibilities.

Full Administrative Procedure Language

- Academic Integrity 4.407
- Academic Renewal (Fresh Start) 4.105
- Academic Residency 1.301
- Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure 3.403
- Appeal for Complaint Procedure 4.408
- Appeal of Final Grade 4.403
- College Admission 4.101
- Communicable Diseases/Contagious Illnesses 3.601/4.601
- Complaint Procedure 4.401
- Copyright 3.301
- Course Audit and Pass/No Credit 1.201
- Course Retake 1.203
- Credit for Learning Experiences other than Formal Instruction 1.101
- Criminal Background Checks and Drug Testing of Health Professions Program Students 3.406
- Death of a Student/Former Student 4.406
- Drug and Alcohol Testing of Truck Driving Program Students 3.405
- Drug-Free Campus 3.401
- Emergency Procedures
- Equal Opportunity and Affirmative Action Statement 3.402
- Extended Absence Notification for Students 4.104
- Extracurricular and Co-curricular Mandatory Attendance 4.405
- Firearms, Weapons and Concealed Carry Procedure 3.902
- Individuals with Disabilities Procedure (ADA) 3.501
- International Student Insurance Requirements 4.202
- Minimum Competencies and Placement Testing 1.104
- Placement Test Appeals 4.404
- Posthumous Awarding of Degree or Certificate 4.604
- Proctoring Policy 4.409
- Public Safety Procedure
- Refunds for Credit and Noncredit Courses 2.102 & 2.103
- Schedule Changes and Course Withdrawals 1.202
- Service Animals for Persons with Disabilities 3.904
- Smoking and Tobacco Use on Campus 3.801
- Standards of Academic Progress (SOAP) 1.102
- Student Academic Records 4.103
- Student Behavioral Threat Assessment and Intervention Team (BIT) 4.602
- Student Code of Conduct 4.402
- Student Grades 1.103
- Student Optional Disclosure of Private Mental Health Information 4.603
- Student Residency 4.102
- Student Substance Abuse Procedure
- Student Waitlist Registration 4.502
- Tuition Adjustment Advisory Council (TAAC) 2.103
- Unattended Children on Campus 3.802
- Withdrawal for Students Called to Active Duty 4.501