**Section 1600.10 Frequently Used Terms**

"Administrator" – An employee charged with administering a major program, department, or segment of the institution who is subject to call on a basis of a 24 hour day and a 12 month year and may or may not be civil service.

"Civil Service Employee" – One who holds a classified position under the University Civil Service System of Illinois. These classified positions cover a broad range, thus "Supervisory", or "Managerial" employees, as well as clerical may be classified as civil service.

"Contract Year" –

Teaching Faculty – Contract for nine months teaching 14-16 quarter credit hours per term (three quarters) averaging 15 hours for the academic year except for Learning and Child Care Laboratory who contract for 12 months.

Professional Staff – Librarians, 12 month contract, normally averaging 40 hours per week; Counselors, contract for 12 months, normally averaging 40 hours per week.

Staff – Contract for 12 months, normally averaging 40 hours per week.

Administration – Contract for 12 months normally averaging 40 hours per week.

"District #601" – The State Community College District, consisting of East St. Louis, Fairmont City, Washington Park, Brooklyn/Lovejoy, National City, Alorton and Centreville, Illinois.

"Exempt Employee" – An employee who is not subject to the overtime provisions of the Fair Labor Standards Act.

"Freshman" – One who has earned less than 48 quarter hours credit in all colleges attended.

"Full-time Teaching Faculty" – Includes both academic and vocational-technical instructors who teach 14-16 credit hours and maintain 10 office hours per week per quarter.

"Full-time Student" – One who is enrolled in 12 or more quarter hours.

"Guest Lecturer" – An Individual under short term special contract to discuss a special topic.

"Guideline" – Statement of recommended action for guidance of staff, faculty, students or Board Members employed by or affiliated with State Community College. Guidelines are usually related to the policies and procedures of the Illinois Community College Board, the State Community College Board, and/or the college administration. They are not mandatory, but rather expressions of the philosophy and viewpoint of the institution.

"Grading System" –

"A" Indicates excellent scholastic performance by the student enrolled.

"B" Indicates above average scholastic performance by the student enrolled.

"C" Indicates average scholastic performance by the student enrolled.

"D" Indicates below average performance by the student enrolled.

"F" Indicates failing scholastic performance for one or more of the following:

Failure to meet and/or carry out assignments of a course.

Chronic Absence

"I" indicates incomplete work. An "I" may be awarded when a student has completed at least 80% of the requirements of a course and has the consent of the instructor to complete the additional requirements for a quality grade. The required work must be completed within the following quarter.

An "I" is a failing grade and is computed as such in the student's grade point average. An "I" remains as an "I" unless the required work is completed within the next regular quarter. An "I" can be removed at anytime by repeating the course.

"Half-time Student" – One who is enrolled in 6 to 8 quarter hours.

"Half-time Teaching Faculty" – Includes both academic and vocational teachers who teach 7-8 quarter hours and maintain 5 office hours per week per quarter.

"Multi-Employer Area Agreement" – Any institution or public agency in the State of Illinois, which employs members of the multi-trade union, under contract, must conform to the prevailing wage rates for its area (state, county, etc.) as provided in "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any other contract for public works" (Ill. Rev. Stat. 1981, ch. 48, pars. 39s-1 et seq.).

"Non-Exempt Employee" – An employee who is subject to the overtime provisions of the Fair Labor Standards Act (Ex: clerks, typists, secretaries, building service workers, etc.).

"Normal Full-time Student Load" – A normal full-time load of work for regularly enrolled students in any of the quarters of the college year is 15-17 quarter hours.

"Part-time Student" – One who is enrolled in fewer than 12 quarter hours.

"Part-time Teaching Faculty" – Includes both academic and vocational teachers who teach 7-8 quarter hours and whose assignment is based solely on quarterly enrollment.

"Policy" – A general statement of principle adopted by the State Community College Board (SCCB) to be followed by the faculty, staff and students at the college.

"PR" – Indicates that the student has made progress in his or her development studies but that the student has not achieved to the point of advancement to another level or sequence and should remain in the course longer than the quarter timeframe without additional credit. A student who repeats a course and who then completes the goals set forth in the course description and objectives would be eligible to receive a letter grade for that level or sequence. Again, the "PR" grade would only be given to the student whose attendance, work and progress signifies that he is working at this capacity level in developmental studies.

"Procedure" – The plans, steps, and/or requirements designed to implement the policies of the State Community College Board and the institution. Procedures are directive in nature, and should be followed. Procedures are open for periodic review and changes are made as may be required by the President.

"Procedures Manual" – A document identifying the specific procedures of the State Community College staff on a major topic or subject to be utilized in implementation of the rules.

"Professional Employee" – A full-time employee of State Community College who is not covered by the University Civil Service System of Illinois, including such non-teaching employees as counselors, librarians, and the like.

"Satisfactory Progress" – A student receiving financial assistance at State Community College is considered making satisfactory progress as long as the student meet the following requirements:

A student must complete 50% of the class(es) within a course of study in which (s)he is enrolled after the end of the first ten calendar days of classes with a letter grade of A, B, C, or D and must maintain "Good Academic Standing" as defined in the State Community College Handbook.

A student must pass at least six (6) hours per quarter of the class(es) in which (s)he is enrolled with a letter grade of A, B, C, or D.

Additional Criteria:

A student will receive only one additional quarter of financial aid for a class(es) in which the student has previously received a letter grade of D, F, or "PR".

A student will not receive financial aid for a class(es) in which (s)he has previously received a letter grade of A, B, or C.

A student will not receive financial aid for a class(es) in which (s)he has previously received an "I".

"Evaluation": A student will be evaluated for satisfactory progress by the Student Financial Assistance Office after completion of two consecutive quarters of attendance and each quarter thereafter on a continuous basis.

"Probation": A student who fails to maintain satisfactory progress will be placed on probation. A probationary student will be allowed to attend one additional quarter with financial assistance.

Termination: A student who fails to maintain probationary status will be terminated from all federal and state funded programs. A student who has been terminated from receipt of financial assistance can reestablish satisfactory progress (#1) after completion of one quarter at his/her own expense. (Requirement #1) A student whose financial assistance is terminated may petition in writing to the Student Financial Assistance Advisory Committee.

"Scholastic Honor System" – State Community College encourages academic excellence on the part of all its students. In view of this fact, a list of names of all students who accumulate a quarterly grade point average of at least 3.0 (B average) is published and posted each quarter. Students whose scores range from 3.0 to 4.0 are places in various categories that comprise the Honor System.

Honors – Upon recommendation of the faculty of State Community College, a student will be designated to receive honors provided he/she has completed within one quarter, 12 or more quarter hours with a grade point average of 3.0 to 3.49.

High Honors – Upon recommendation of the faculty of State Community College, a student will be designated to receive high honors provided he/she has completed within one quarter, 12 or more quarter hours with a grade point average of 3.5 to 3.74.

Highest Honors – Upon recommendation of the faculty of State Community College, a student will be designated to receive highest honors provided he/she has completed within one quarter, 12 or more quarter hours with a grade point average of 3.75 or above.

"Sophomore" – One who has earned at least 48 quarter hours credit in all colleges attended.

"Special Student" – One who has earned more than 96 quarter hours of credit in all colleges attended.

"Student Grievance Procedure" – A student who wishes to file a complaint must first contact and speak personally with the party against whom he/she has the grievance and to his Counselor in an effort to effect a solution.

The complaining party may then speak to the immediate supervisor of the party against whom he/she is complaining in an attempt to effect a solution.

In the event of the failure of the procedures, the complaining party may then speak to the appropriate Dean.

Either party may request permission of the President of State Community College to appeal a decision of the Board of Student Appeals. Such request shall be made in writing setting forth in complete detail the reasons for the appeal request. Such requests shall be filed in the President's Office within ten (10) days from the date of the Board of Student Appeals decision. The President shall provide a disposition to the appeal within ten (10) working days of either parties request

Either party may request permission of the Board of Trustees of State Community College to appeal a decision of the Board of Student Appeals and the President. The State Community College Board shall provide a disposition to the appeal within ten (10) working days of either parties request.

"Student Overload" – A normal overload of work for regularly enrolled students in any of the quarters of the college year consists of more than 17 quarter hours of academic courses.

"Three Quarter Student" – A student who is enrolled in 9-11 quarter hours.

"Transfer Student" – One who has attended another college or university and transfers credit to apply towards a degree or certificate at State Community College.

"V" – Indicates registration in a class for visiting purposes and not for credit. Auditing of classes will be permitted whenever space is available after students enrolling for credits are accommodated. Intent to enroll for visiting purposes is to be declared upon registration in the Office of Student Services. Once declared, neither the student nor the instructor can change the declaration to regular enrollment for credit.

"W" – Indicates either an institutional withdrawal or a student initiated withdrawal prior to the mid-point of the quarter. Institutional withdrawals are the results of non-attendance after certification by the faculty during the second week of class.

"Withdrawals" – A student will be automatically withdrawn in the computer processes if he/she fails to attend once within the first ten (10) days of a regular quarter, or once within the first five (5) days of a Summer Quarter.

Student Initiated Withdrawal – A student who finds it necessary to withdraw from the college or a course at anytime must follow the official procedure outlined below:

Consult his/her counselor or Dean of Student Services for an exit interview.

Complete a withdrawal form in the Office of Student Services.

Fulfill all financial obligations to the college.

A student may withdraw during the first two weeks of any quarter with no grade recorded on his record. A "W" grade will be recorded if a student withdraws during the sixth week. A student who withdraws after the sixth week will receive a "WP" if he was passing the course, or a "WF" if he was failing the course on the date of his withdrawal, except that any student who must withdraw because of extended illness, emergency family matters, or induction into the military services will receive a grade of "W".

Withdrawal from individual courses originate in the Office of the Registrar. Withdrawal from the college must be made in the Office of the Registrar. Any withdrawal not correctly made through the proper office will constitute an irregular withdrawal and will result in the recording of the grade on the permanent record.