CONSUMER INFORMATION & CAMPUS SECURITY

This handbook describes information that colleges and universities must disclose to the public and report to the Department of Education. The information includes: financial aid; the college’s campus, facilities, and gainful employment programs; as well as campus security and fire safety, drug and alcohol abuse prevention, and programs about them. The handbook also discusses counseling for students receiving Federal Student Assistance (FSA) loans. Additional disclosure requirements that are specific to disbursements of FSA loans are described in this handbook.

CONSUMER REPORT INFORMATION DISTRIBUTION & REQUEST

The Midstate College Consumer Information, Campus Security Report, and Drug and Alcohol Prevention Program annual disclosures are provided through the following methods:

- The Director of Student Affairs will maintain and facilitate the distribution of consumer information and campus security to all students and all employees in cooperation with the Director of Admissions and Human Resources.
- Current students and employees receive an email notification each fall with a link to the updated Consumer Information and Campus Security Handbook and the Student Handbook. The email notification includes the option to have a copy of the Handbook(s) mailed to them directly.
- Each term new students are informed during orientation of the availability of the Consumer Information and Campus Security Handbook and Student Handbook. The information includes the option to have a copy of the Handbook(s) mailed to them directly.
- Prospective students receive a consumer information and campus security notice as part of their meeting with an Admissions Representative. The notice supplies information on how to obtain a copy of the Consumer Information and Campus Security Handbook.
- Prospective employees receive a consumer information and campus security notice as part of their interview with Human Resources. The notice supplies information on how to obtain a copy of the Consumer Information and Campus Security Handbook.
- Additional notifications for obtaining information on the Consumer Information and Campus Security Reports are found in the College catalog, College website at: http://midstate.edu/admissions/consumer.php, and the display racks throughout the campus.
- Information on how to request and/or view consumer information and campus security is located and maintained in the following locations:
  - The Midstate College Student Handbook
  - The Midstate College Catalog
  - The publications and consumer disclosures sections of Midstate College’s website
  - Notices placed in the display racks throughout the campus and copies of the Handbook are available in the Resource Room in the main building (Room 210).

College personnel are available during regular business hours to provide information on financial assistance, the college, graduation and completion rates, and security policies and crime statistics. In addition, for information about Midstate’s graduation rates, the median debt of students who completed their programs, and other important information, please visit Midstate’s Consumer Information page on the Midstate College website at http://www.midstate.edu/admissions/consumer.php.

A summary of the most recent audited financial statement is available upon request from the Midstate College Controller’s office.

Midstate College encourages students and parents to comment on the contents of this report. These comments will be of use in improving the content of future reports and responding to student interests. Please send your comments or suggestions to Consumer Report Division of the Student Affairs office / 411 W. Northmoor Road / Peoria, IL 61614-3595 or studentaffairs@midstate.edu.
Consumer Information & Campus Security

General Student Disclosures
GENERAL STUDENT DISCLOSURES

As consumers of education, prospective and current students have the right to know the costs and future employability of their degrees. Midstate College has compiled the following specific information regarding program requirements, financial aid eligibility, cost of attendance, graduation percentage, and placement rates. The information is provided to any current or prospective student through informational notices, publications, mailings, and/or electronic media.

HISTORY OF MIDSTATE COLLEGE

Established in 1888, Midstate College is a private, for-profit college located at 411 W. Northmoor Rd., Peoria, Illinois. The College relocated its facility from the downtown Peoria location to the Northmoor location in October of 1997. The site offers our students several amenities including free parking and full handicap accessibility.

The origin of Midstate College dates back to 1857 when a commercial school was started in Peoria, and in 1865 a similar school opened. In 1868, the schools in Peoria were combined, and in 1888 it was purchased by G.W. Brown and named Brown’s Business College of Commerce.

Mr. Brown continued ownership and operation until 1913. At that time he owned 21 institutions in Illinois and one in St. Louis. The Peoria school was sold to a Mr. Reed who continued operation until 1961 when it was purchased by A.R. Beard, Don Beard, and Arline H. Bunch. The name was then changed to Midstate College of Commerce.

In 1965, the stock was purchased by the Bunch family, and in 1970 the name was changed to Midstate College.

Today’s Midstate College is a greatly expanded version of its 1888 predecessor. A variety of curricula, accreditations, and other improvements have been developed to better meet the needs of the community. The combination of these events has resulted in Midstate College becoming a four-year college serving students from Central Illinois and other parts of the world.

Facilities
October 1997  Campus moved to Northmoor location
January 14, 2002  Arline H. Bunch Business Center opened
May 17, 2010  R. Dale Bunch Student Center opened

R. Dale Bunch Student Center opening provided the campus with a cafe, science lab, and four additional classrooms. In addition, the library and bookstore were moved into the new building.

Bachelor Degrees
November 1999  Bachelor of Business Administration
August 2003  Bachelor of Science in Accounting and Bachelor of Science in Computer Information Systems
August 2005  Bachelor of Science in Realtime Reporting and Bachelor of Science in Health Services Management
August 2012  Bachelor of Arts in Law & Social Justice
February 2017  Bachelor of Science in Health Information Administration

Masters Degree
August 2018  Master of Business Administration

MISSION STATEMENT

The mission of Midstate College is to provide educational opportunities that emphasize skills and knowledge that will allow the student to adjust through a lifetime of social and technological change. We recognize that education is vital in developing skills needed for a productive society and essential in promoting the individual’s sense of worth, values, and high ethical standards. The College is committed to offering quality education that meets the needs of its students and assisting them in clarifying and pursuing their professional and educational goals.
OBJECTIVES

In fulfilling the mission of Midstate College, the institution sets forth the following objectives which reflect the overall goals of the College:

- To provide a varied selection of academic curricula in business and specialized areas enriched with instruction in general education.
- To provide the students with a background of job skills which will enhance their employability.
- To provide the students with basic skills which contribute to success in their careers and in their private lives.
- To lead the student in the self-discovery process of clarifying and raising the individual’s goals and achievements commensurate with the student’s potential.
- To provide a framework and atmosphere of learning which will enhance the student’s capability to demonstrate ethical and moral values in professional, personal, and business situations.
- To strive for and maintain excellence in business, specialized, and general education by systematically reviewing classroom facilities, equipment, curricula, faculty, and staff.
- To make available to our students activities, services, and experiences which foster personal growth and leadership qualities that will assist students in their social, vocational, and academic pursuits.
- To provide placement assistance for graduates and students through individual counseling.
- To maintain a process of communication with the community of employers to assure relevant curricula to meet the developing needs of the economic community.

CODE OF ETHICS

The following are statements that reflect the values of the various constituencies at Midstate College:

Integrity
We value responsible, accountable, ethical behavior in an atmosphere of honest, open communication with mutual respect and caring for each other.

Innovation
We value creative risk-taking and enthusiastic pursuit of new ideas.

Continuous Improvement
We value continuous improvement of our programs, services, and processes through employee empowerment and professional development in a team-based culture.

Customer Focus
We value commitment to student success and satisfaction by responding to customer needs.

Diversity
We value an educational environment that attracts, nurtures, and supports a diverse student and staff community.
FINANCIAL ASSISTANCE

The College provides to current and prospective students a description of all the Federal, State, local, private, and institutional financial assistance programs available to them. Information on the following is available through the Financial Assistance office, the College catalog, and the Consumer handbook.

- The need-based and non-need-based federal financial aid that is available to students;
- The need-based and non-need-based state and local aid programs, school aid programs, and other private aid programs that are available;
- The procedure for how students apply for aid and how eligibility is determined;
- The procedure for how the school distributes aid among students;
- The rights and responsibilities of students receiving aid;
- The procedure for how and when financial aid will be disbursed;
- The terms and conditions of any employment that is part of the financial aid package;
- The terms of, the schedules for, and the necessity of loan repayment and required loan exit counseling; and
- The criteria for measuring satisfactory academic progress and how a student who has failed to maintain satisfactory progress may re-establish eligibility for federal financial aid.

The Financial Assistance Office makes every effort to assist students who need financial help while attending college. Students and their families are encouraged to visit the Financial Assistance Office to determine eligibility for State and Federal programs. These programs are briefly outlined in the following paragraphs.

Each student who applies for financial assistance receives an award letter indicating his/her grant/scholarship eligibility, including the award amount and the number of disbursements. Included with the award letter is the cost of attendance for the award year which includes the tuition cost, books and supplies, course and loan fees, living expense, transportation expense, and, if applicable, dependent care expense. Financial assistance awards are applied to the student’s account on a quarterly basis. Students may purchase their textbooks at the bookstore, and the textbook charge will be applied to the student’s account. Prior to receiving student loan funds, a first-time borrower is required to complete entrance counseling on the federal website. Students are provided with materials from the Department of Education including a sample repayment schedule and the necessity for repaying loans. Each student receiving a direct federal loan will receive a disclosure statement from the Department of Education discussing the terms and conditions of the loan. Prior to graduation, students are required to meet with financial assistance personnel to complete exit loan counseling. If a student leaves the school prematurely, exit loan counseling materials will be mailed to the student. Exiting students are required to complete the loan exit counseling on the federal website.

State of Illinois Programs

Monetary Award Program (MAP)
This program provides need-based grants for undergraduate students to help pay tuition. The student must meet Illinois residency requirements. Students apply for the MAP grant when they complete the Free Application for Federal Student Aid (FAFSA) form. Eligibility restrictions apply to students who file their FAFSA after application deadlines established each year by the Illinois Student Assistance Commission. Award amounts and established deadlines for this grant are subject to change based upon state appropriations. Eligibility for a MAP grant is tracked by the equivalent number of quarter credit hours of MAP benefits paid on student’s behalf (MAP Paid Credit Hours). There is a limit of 75 MAP Paid Credit Hours that can be paid while students are classified as a freshman or sophomore. If this maximum is reached, students must attain junior status for their MAP grant eligibility to resume. The maximum number of MAP Paid Credit Hours is capped at 135.

Federal Programs

Federal Pell Grant Program
The Federal Pell Grant is an award for undergraduate students. Eligibility is determined by the Department of Education using a standard formula to evaluate the information submitted on the Free Application for Federal Student Aid (FAFSA). The amount of the Federal Pell Grant award varies from year-to-year depending on annual government appropriations and student eligibility. A student can receive a Federal Pell Grant for no more than six years.

Federal Supplemental Educational Opportunity Grant Program (SEOG)
The Federal Supplemental Educational Opportunity Grant is for undergraduate students with exceptional financial need. Priority is given to Federal Pell Grant recipients when awarding this grant. The maximum Federal SEOG award a Midstate College student can receive varies according to award year allocations and the number of classes for which the student is scheduled.
Federal Work Study Program (FWS)
This program provides employment for students who need financial help. FWS gives students a chance to earn money to help pay for their educational expenses. Like other Federal programs, students must demonstrate financial need to be considered for employment opportunities. Work hours are usually limited to 10 hours per week per student. Positions are available both on- and off-campus. Positions off-campus are limited to non-profit organizations performing a service in the community.

Direct Loan Program (Subsidized)
The Direct Loan Program provides a maximum loan of $3,500.00 per academic year during the student’s freshman level and $4,500.00 per academic year for the sophomore level. Junior and senior loans are available at a maximum of $5,500.00 per academic year. The eligibility to receive this loan is determined by completion of the FAFSA. The student must be attending at least half-time. Application forms are available through the Financial Assistance Office. The Financial Assistance Office will determine each student’s eligibility for loan amounts based on the cost of attendance, expected family contribution, and the amounts of other financial aid available to the student.

Direct Loan Program (Unsubsidized)
This loan program is for borrowers who do not show need for interest subsidies under the existing Direct Loan Program. The eligibility conditions are the same as the subsidized Direct Loan Program. The Federal government does not pay an in-school interest subsidy on the unsubsidized Direct Loan. Like the subsidized loan, applications are available through the Financial Assistance Office.

Direct PLUS Loan Program
Direct PLUS loans are for parents who want to borrow to help pay for their dependent child’s education. The Financial Assistance Office can supply interested students or their parents with more information and applications for this loan program.

Repeat Enrollment
Federal and State regulations allow the use of student aid funds for one repeat enrollment of a previously passed course. This applies when the original attempt at the course was paid for by financial aid. Federal and State regulations state a passing grade for purposes of the regulations is any grade higher than an “F”. This regulation applies regardless of any program policy requiring a higher grade.

Scholarships
Merit-Transfer Scholarship - Award of up to $2000 for First Year of Enrollment at Midstate College
The Scholarship Committee will award a scholarship to deserving students who have earned an associate degree at Midstate College or from another accredited institution and are entering a bachelor degree program. Applicants must meet the standards which have been established by the Scholarship Committee on a continuing basis throughout their first four quarters of a bachelor degree at Midstate College. The requirements for this scholarship include completing a scholarship form, achievement of a composite score of 45 or higher on the Midstate College Entrance Examination and maintaining at least a 2.0 cumulative GPA to continue receiving the scholarship. Scholarships will be awarded on a first come first serve basis. The scholarship will be prorated for enrollment at a less than full-time basis. The Admissions Representative will supply the prospective applicant with the application form.

First-Time, Full-Time Scholarship
$1000 Annually for up to 4 years for Bachelor Degree and 2 years for Associate Degree
Midstate College invites first-time, full-time students to apply for the First-Time, Full-Time Student Scholarship. Students must enroll for the first time in the Fall Term to be eligible. We believe that a college education can be an essential tool in providing opportunities for people to achieve their dreams, and we are looking to reward students who share this same belief. The requirements for this scholarship include completing a scholarship application, completion of a typed essay, full-time enrollment along with not having any other college experience, and maintaining at least a 2.0 cumulative GPA to continue receiving the scholarship. Scholarship recipients will be selected and notified by the scholarship panel. Scholarship will be awarded $250 per quarter for a maximum of four consecutive quarters each year. The length of the scholarship will vary based on if the student is enrolled for a Bachelor Degree (4 years) or an Associate Degree (2 years.) The Admissions Representative will supply the prospective applicant with the application form.
High School Graduate Scholarship - $1000 for First Year of Enrollment
Midstate College invites all high school seniors and recent graduates to apply (within one year of high school graduation) for the High School Graduate Scholarship. We believe that a college education can be an essential tool in providing opportunities for people to achieve their dreams, and we are looking to reward students who share this same belief. Scholarship recipients will be selected and notified by the scholarship panel. The requirements for this scholarship include completing a scholarship application by July 1, of the graduating year, completion of a typed essay, high school GPA or at least 2.5 or higher, and maintaining at least a 2.0 cumulative GPA to continue receiving the scholarship. The Scholarship to be awarded is for $250 per quarter for a maximum of four consecutive quarters based on full-time enrollment. The scholarship will be prorated for enrollment at a less than full-time basis. The Admissions Representative will supply the prospective applicant with the application form.

Entrance Exam Excellence Scholarship - $1000 for First Year of Enrollment
In an effort to reward applicants whose entrance examination results show a composite score of 71 or higher, Midstate College will award the Entrance Exam Excellence Scholarship. Scholarship recipients will be selected and notified by the scholarship panel. The scholarship to be awarded is for $250 per quarter for a maximum of four consecutive quarters based on full-time enrollment. Students must maintain at least a 2.0 cumulative GPA to continue receiving the scholarship. The scholarship will be prorated for enrollment at a less than full-time basis. The Admissions Representative will supply the prospective applicant with the application form.

Alumni Immediate Family Scholarship - $1000 for First Year of Enrollment
Midstate College has always maintained a family atmosphere for its faculty, staff, and students and would like for this to be a continued tradition. Scholarship recipients will be selected and notified by the scholarship panel. This scholarship will be awarded at $250 per quarter for a maximum of four consecutive quarters based on full-time enrollment. Eligibility for the scholarship is dependent on the following requirements: parent, spouse, or child must be a Midstate College graduate, child can be natural, adopted, or through marriage (step) if dependent of the parent, spouse must be living in the same household, former student's biological parent would be eligible, and the student must maintain at least a 2.0 cumulative GPA to continue to receive the scholarship. The scholarship will be prorated for enrollment at a less than full-time basis. The Admissions Representative will supply the prospective applicant with the application form.

Other Scholarship Opportunities
Other financial aid is available through scholarships offered by community and civic organizations, as well as private businesses and corporations. As these scholarships become available, the Financial Assistance Office will make announcements regarding amounts and eligibility requirements. Students are also encouraged to investigate scholarship opportunities available in their own communities and use Internet-based scholarship searches. Midstate College also works closely with many county and state agencies that provide financial assistance to students who qualify under the guidelines of each individual agency.

G.I. Bills of Rights
Selected degree and diploma courses are approved for training under the G.I. Bill by the State Approving Agency.

Direct Deposit
Students have the option to choose direct deposit for their excess funds. Direct deposit can be made to the student’s checking or saving’s account. Contact Student Accounts for questions regarding Direct Deposit and/or to obtain the Authorization Agreement form.

SATISFACTORY ACADEMIC PROGRESS
In order to remain eligible for enrollment and receipt of financial assistance at Midstate College, students are required to maintain satisfactory academic progress. Satisfactory academic progress at Midstate College is defined as maintaining a 2.0 cumulative grade point average, successfully completing 67 percent of the number of credits attempted, and completing the program in no more than 150 percent of the time it would normally take to complete the program.

Midstate College has one satisfactory academic progress policy that is utilized for both academics and financial assistance. Midstate College verifies a student’s enrollment and financial assistance eligibility at the end of each term. The Financial Assistance Office and the Dean’s Office are notified by Student Records whenever a student withdraws from a course throughout the term and receives grade reports for each student each term.
Qualitative Measure
To remain in good standing and retain eligibility for enrollment and financial assistance, a student enrolled at Midstate College must maintain a cumulative grade point average of 2.0 or higher. For a degree greater than two academic years, a student must have a grade point average of 2.0 at the end of the second academic year.

If a student transfers credits from another institution, the grades from the transferred courses are not calculated in the grade point average. If a student repeats a course, the grade of the repeated course replaces the previous grade in the calculation of the student's grade point average. If a student withdraws from a course or courses within the specified dates, he or she will receive either a W or a WP/WF on the transcript and no grade is calculated in the grade point average. If a student has an incomplete in a course, the grade point average is calculated with zero points earned until the incomplete is replaced with a grade.

Pace Measure
To remain in good standing and retain eligibility for enrollment and financial assistance, a student enrolled at Midstate College must not only maintain a cumulative GPA of 2.0 or higher, but also must complete a required number of credits each quarter as a full-time or part-time student. A student must successfully complete (pace of completion) 67 percent of the credits attempted to maintain satisfactory academic progress. Pace of completion is calculated by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted. The pace of completion applies to all courses, including developmental courses, within all programs that the student has attempted at the College.

If a student transfers credits from another institution, the transfer credits are counted toward his or her pace of completion calculation. If a student repeats a course, both attempts are considered in the pace of completion calculation. If a student withdraws from a course, the withdrawal is counted in the pace of completion calculation. If a student has an incomplete in a course, the incomplete is considered to be an unsuccessful attempt in the pace of completion calculation until the course has been successfully completed.

A student must also complete the program in no more than 150 percent of the published length of the educational program, as measured in credit hours. All periods of enrollment are counted toward the maximum timeframe regardless of the receipt of Title IV aid. If it is determined that it is not possible for a student to complete his or her program within the 150 percent timeframe, the student will be suspended from enrollment and financial assistance at the time the determination is made. A student may appeal the 150 percent maximum timeframe on a case-by-case basis. When a student transfers to another program, the calculation of the 150 percent timeframe is revised to the completion of the required courses for the new program. If a student completes a program and subsequently enrolls in a second program, the calculation of the 150 percent timeframe is revised to the completion of the required courses for the new program.

For example, the Bachelor of Business Administration program requires the completion of 186 credit hours for graduation. To remain within the required 150 percent timeframe, a student may attempt no more than 279 credit hours. An associate degree program requires the completion of 92 credit hours for graduation. To remain within the required 150 percent timeframe, a student may attempt no more than 138 credit hours.

Academic/Financial Aid Warning
A student who fails to earn a cumulative 2.0 GPA or fails to successfully complete 67 percent of attempted credits in a term will be placed on Academic/Financial Aid Warning for one payment period only. No further action on the student’s part is required as long as it is possible for the student to meet satisfactory academic progress by the end of the next period of enrollment. However, if it is not mathematically possible for a student to meet the 2.0 GPA and/or the 67 percent completion rate by the end of the next period of enrollment, then the student will be placed on suspension and given the option to submit an appeal to the Review Committee.

Suspension
A student who is on Academic/Financial Aid Warning and fails to meet satisfactory academic progress requirements (cumulative grade point average of 2.0 or higher and 67 percent completion of attempted credits) in the following period of enrollment will be notified in writing by both the Director of Student Success and the Director of Financial Assistance that he or she is no longer eligible for enrollment or receipt of financial assistance at Midstate College.

In the written notification, the student is informed of his or her right to submit an appeal to the Review Committee. A student who has been suspended is advised to meet with personnel from either the Student Success Office or the Financial Assistance Office to review the appeal process. The student must communicate his or her appeal in letter form. The letter should demonstrate that extenuating circumstances have existed that have adversely affected the student’s ability to meet satisfactory academic progress standards and how the situation has improved and should not be a factor in future terms. The Review Committee,
consisting of members of the Financial Assistance Office and Academics, will review the circumstances and notify the student, in writing, of its decision of acceptance or denial. The Review Committee has the option to meet with the student to discuss the situation.

**Academic/Financial Aid Probation**
If the appeal is accepted and the student can meet satisfactory academic progress standards by the end of the enrollment period, the student is placed on Academic/Financial Aid Probation. If the student cannot meet satisfactory academic progress standards by the end of the enrollment period, an individualized academic plan will be developed by the Review Committee. The student must agree and adhere to the academic plan in order to retain eligibility for enrollment and financial assistance. The academic plan will outline the student’s enrollment requirements for as many terms of enrollment as necessary to again be meeting satisfactory academic progress. The student receives a written copy of the academic plan and signs the acknowledgement form that he or she has read and understands the terms of the academic plan. Once the student has again met satisfactory academic progress standards, the student’s status is returned to Active.

If the appeal is not accepted, the student is notified in writing of the decision of the Review Committee. The student is no longer eligible for enrollment at Midstate College even as a cash-pay student. Terms of non-enrollment will not reestablish eligibility for future enrollment. There is no option to appeal the decision of the Review Committee.

**PROGRAMS OFFERED**

**Masters Program**
- Master of Business Administration

**Bachelor Programs**
- Bachelor of Business Administration (General Business, Human Resource Management, Management, or Marketing)
- Bachelor of Science in Accounting
- Bachelor of Science in Computer Information Systems (Database Management, Networking/Security, or Web Development)
- Bachelor of Science in Health Information Administration
- Bachelor of Science in Health Services Management
- Bachelor of Arts in Law & Social Justice
- Bachelor of Science in Realtime Reporting (Broadcast Captioning, Communication Access Realtime Translation CART or Judicial Reporting,)

**Associate Degree Programs**
- AAS Business Administration
- AAS Business Computer Accounting
- AAS Computer & Information Science
- AAS Health Information Technology
- AAS Judicial Reporting
- AAS Paralegal Studies

**Diploma Programs**
- Medical Coding and Billing
- Medical Office Technician
- Pharmacy Technician

Detailed information on each program including gainful employment can be located in the Midstate College catalog or website at: [http://www.midstate.edu/programs/](http://www.midstate.edu/programs/)

No qualified person with disabilities shall (on the basis of disability) be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any college-related program or activity.
Midstate College admits students of any race, color, religion, gender, creed, age, national origin, ethnic origin, political following, marital status, disability or disabled veterans in administration of its educational policies, admission policies, scholarship and loan programs and other college-administered programs. Midstate College complies with the provisions of the Americans with Disabilities Act. This institution complies with Federal regulations concerning drug-free schools and campuses.

The College reserves the right at any time to make changes as necessary in the programs, regulations, fees, and class schedules.

**INSTRUCTIONAL, LABORATORY, AND OTHER PHYSICAL FACILITIES**

Instructional, laboratory, and other physical facilities that relate to academic programs can be viewed on the Midstate College website at: http://midstate.edu/academics/directory/campus.php.

**ADMINISTRATION, STAFF, FACULTY AND OTHER INSTRUCTIONAL PERSONNEL**

The personnel directory can be viewed on the Midstate College website at: http://midstate.edu/academics/directory/employees.php.

**ACADEMIC IMPROVEMENT PLAN**

Midstate College incorporates continuous improvement at all levels of the organization including academic programs and courses. Moreover, careful attention is given to the assessment plan/report regarding the quality of the assessment instruments and methodology; the frequency with which assessment is conducted; the degree of participation to ensure the validity and reliability of the findings; and the extent to which input is sought from graduates, employers, students, advisory committees, faculty, school administrators etc. Midstate College designs new programs based on community need and enrollment possibilities. Market research, employer surveys, and advisory board input all provide vital information about stakeholder needs that is essential for designing relevant programs. Once a new program is proposed, it is shaped by a thorough analysis of similar programs offered at other public and private institutions. This helps ensure the new program will be competitive in the marketplace and that it will offer an educational experience comparable or exceeding in quality to other institutions. The process for designing new courses starts with the faculty and is based on feedback from employers in the field and suggestions from program accrediting bodies. New outcomes are developed in a cooperative effort between program directors and faculty content experts. Both program-specific and general education course objectives are tied to program objectives via matrices created and maintained by the program director. Proposed courses are reviewed by the program’s advisory board and must be approved by both the departmental faculty and the College’s administration.

**DEGREE COMPLETION PROGRAM AGREEMENTS**

Midstate College has partnered with area colleges to provide seamless transitions for students who wish to obtain a baccalaureate degree. Below is a list of institutions that have degree completion programs with Midstate College: Illinois Central College, Northwestern College, Resurrection University, and Southwestern Illinois College.

Midstate College (MC) has a consortium agreement with Heartland Community College (HCC) for the Bachelor of Science Degree in Realtime Reporting. This agreement permits students to be enrolled simultaneously at both MC and HCC without impacting financial aid, allowing the students to be charged Heartland Community College’s current tuition rate for those courses in which the students are enrolled at HCC. Because Midstate College is on the quarter system and Heartland Community College is on the semester system, students must carefully follow the enrollment plan to maintain part-time or full-time enrollment status.

Midstate College will provide:

- Counseling to ensure that the concurrent enrollment meets standards for financial aid
- Processing and disbursement of students’ financial assistance
- Adjustment to the cost of attendance to compensate for the differences in tuition charges
- Completion of refund calculations and the return of any funding, when necessary
- Oversight of student eligibility and satisfactory progress
- Documentation explaining academic policies, financial assistance policies, tuition, etc.
At the satisfactory completion of required coursework, Midstate College will grant the student a Bachelor of Science Degree in Realtime Reporting.

For more information on degree completion programs, contact an Admissions Representative or visit our website at: http://www.midstate.edu/admissions/transfer.php.

**TUITION AND FEES**

Prior to attending classes, students have the right to cancel his/her enrollment within five (5) working days. The request for cancellation must be communicated to your admissions representative before the end of the fifth business day for a full refund of the application fee. Midstate College also reserves the right to cancel a student’s enrollment. Reasons for cancellation may be obtained from the Admissions Department. In the event Midstate College chooses to cancel the student's enrollment, the application fee will be refunded.

**Tuition**

- **Full-Time Attendance**
  - Tuition for 12 to 19 credit hours per quarter $5,410.00 per term

- **Part-Time Attendance/Single Subject**
  - Tuition for less than 12 credit hours per term $381.25 per credit hour

- **Over Full-Time Attendance**
  - Administrative approval is required to take over 19 hours of credit.
  - Tuition per 20-23 credit hours (5 classes) $6,300.00 per quarter
  - Tuition per 24 credit hours (6 classes) $7,000.00 per quarter

*Tuition is subject to change annually.*

**Payments**

All tuition costs and fees are payable in full by the first day of each term. Midstate College offers a payment plan to students who are unable to pay the full amount by the due date. Questions concerning this payment plan should be directed to the Financial Assistance Department.

Graduates will not receive a degree, diploma, or official transcript until the balance owed is paid in full. Midstate College reserves the right at the time of registration to require full payment from students who have failed in the past to pay tuition and fees on time.

**Fees**

- Application - upon enrollment (non-refundable) $25.00
- Readmission $10.00
- Graduation (last quarter only) $150.00
- Additional Degree or Diploma (each) $15.00
- Cap and Gown for Associate and Diploma $22.00
- Cap and Gown for Bachelor Degree $42.00
- Single Subject Tuition Deposit $25.00
- Course Proficiency Application $25.00
- Course Proficiency Credit Award $125.00
- Prior Learning Assessment Application $25.00
- Prior Learning Assessment Workshop (optional) $125.00
- Prior Learning Assessment Credit Award $125.00
- Official Transcript $10.00
- Technology Usage $70.00
- Allied Health Lab $150.00
- Science Lab $100.00
- Stenographic Machine Damage Deposit $100.00
- Stenographic Machine Rental (quarterly) $100.00
- Realtime Reporting Case CATalyst (Student) Software $345.00
- Realtime Reporting My Speedbuilding Resources/EV360 (quarterly) $180.00

Payments are subject to change annually.
TEXTBOOKS AND SUPPLIES

Textbook charges are additional for all courses. The average textbook expense per class is $100.00. The Midstate College Bookstore will ship textbooks for an additional $20.00 fee.

Supplies for all programs average $150.00 per academic year.

Select courses will be charged an additional $70.00 technology usage fee. The fee will cover software, computer usage, licensure fees, and technical support.

Medical Assistant, Medical Office Technician, and Pharmacy Technician

Medical Assistant, Medical Office Technician, and Pharmacy Technician applicants will be required to have an Illinois State Police background check. Those persons identified on the list will need to meet with the program director prior to admission. The charge for the background check is $35.00 and is the responsibility of the student. Uniforms, immunizations, and blood pressure kit related to the Medical Assistant program average approximately $400.00 and are the student's expenses. Supplies and expenses related to the Medical Assistant program average approximately $338.00 per academic year. A drug test may be requested prior to the externship in Medical Assistant and Pharmacy Technician programs, the cost is $55.00 and will be the student’s expense.

Health Information Technology and Medical Coding and Billing

All students entering the Medical Coding and Billing program and Health Information Technology program must have an Illinois State Police background check. Those persons identified on the list will need to meet with the program director prior to admission. The charge for the background check is $35.00 and is the responsibility of the student. Students enrolled in the Medical Coding and Billing program and Health Information Technology program may be required by Professional Practice Experience host sites to have an additional background check, immunizations, physical examination, drug screening, and uniforms. These expenses will be the responsibility of the student. Health Information Technology students will be required to enroll as student members through the American Health Information Management Association (AHIMA). Membership dues for students are $49.00 and may be incorporated into financial aid. For additional details, see https://www.ahima.org/membership.

Realtime Reporting

Stenographic machine rentals are available to on-campus Realtime Reporting Machine Shorthand Theory I and II students only. Students will be expected to rent from another source or purchase a realtime stenographic machine approximately six months after entering the Realtime Reporting program. Realtime Reporting students who do not attend on-campus courses their first quarter must purchase their own steno machines that meet certain specifications. More information is available about options for renting and purchasing realtime stenographic machines through the Bookstore.

All Realtime Reporting students must own or purchase a laptop that meets specifications for the current Case CATalyst (Student) Software. Windows operating system is preferred over Mac. Specifications can be obtained from the Midstate Bookstore or Stenograph (www.stenograph.com).

Realtime Reporting students who take theory, speedbuilding, or skills classes via eLearning are required to purchase a license or subscription for the current Case CATalyst (Student) Software. The software license can be purchased through the Midstate College Bookstore. Once purchased, Midstate College will contact Stenograph to initiate the transfer of the license from the College to the student, at which point the software can be installed and activated on the student's computer. Subscriptions can be obtained directly from Stenograph.

ATTENDANCE POLICIES

The College has established attendance policies based on course delivery mode. If a student attends an on-campus course, he or she will be counted as present. To be considered in attendance for a course with an eLearning component, the student must participate each week by submitting substantial gradable work. Externships, practicums, and internships verify attendance weekly, either through assignments or documentation required by specific programs. Additionally, onsite student participation for externships, practicums, and internships will be tracked for program accreditation records and to ensure that the requirements (i.e. required clock-hours) are met.
A student is considered excessively absent if he or she misses three or more consecutive classes or has been absent more than ten percent of the total scheduled class sessions. In addition, in the event that a student is absent fourteen (14) consecutive days from the last date of attendance in all classes at any time through the term, he or she will be administratively dropped unless the student has indicated a rationale for the absence and expresses the desire not to be dropped.

Students who are excessively absent will be referred to the Office of Student Success. The Office of Student Success will follow up with all student referrals to offer support services (tutoring, study skills, test taking techniques, etc.) to help students become more independent learners and succeed in their respective classes.

**Leave of Absence**

An approved leave of absence is when school administrators determine that the student cannot reasonably be expected to attend classes due to a serious illness, a serious health condition of an immediate family member, a birth or placement for adoption or foster care of a son or daughter, or a death of an immediate family member. Additional approved leaves of absence may be granted for jury duty, military duty, and other unforeseen special circumstances determined by administration. The student must fill out a written, signed, and dated form obtained from the Student Records Office requesting the leave of absence. The leave of absence must be approved by the Director of Student Success.

If the student is a Title IV program loan recipient, the student needs to see a financial aid counselor prior to taking the leave of absence, if possible, to be advised of the effect a leave of absence may have on the student’s loan repayment terms, including the exhaustion of some or all of the student's grace period.

If the student does not resume attendance at Midstate College on or before the end of a leave of absence, it will be considered as an administrative withdrawal.

**Standard Period of Non-Enrollment**

Any student wishing to take a quarter off should inform his or her Program Director or the Student Records Office of his or her desire during registration. If a student withdraws from all courses during the quarter (see Course Drop/Withdrawal), the student will be placed on a Standard Period of Non-Enrollment (SPNE) status. If a student does not return after two quarters of non-enrollment, the student will be administratively withdrawn from the College. If the student later chooses to continue his or her education at Midstate College, he or she must complete the readmission process.

**Withdrawal**

A student is considered enrolled in a course after attending it at least once. A student will be considered enrolled in courses with established attendance for the entire term and instructors will grade the student accordingly unless the student officially drops the course(s). Lack of attendance does not constitute an official drop.

**Official Course Drop** - It is strongly recommended that a student desiring to drop a course(s) consult with his or her program director and financial assistance prior to making a final decision. The student is required to notify either his or her program director or the Student Records Office of his or her intent to drop. Official notification may be made verbally or in writing. Lack of attendance does not constitute an official drop.

A course(s) which is officially dropped during week one (days 1-7) of the term will be deleted from the student’s record and tuition and financial assistance will be adjusted accordingly.

**Official Drop – All Courses** - It is strongly recommended that a student desiring to drop all courses consult with his or her program director and financial assistance prior to making a final decision. The student is required to notify either his or her program director or the Student Records Office of his or her intent to drop. Official notification may be made verbally or in writing. Lack of attendance does not constitute an official drop.

**Administrative Course Drop** - A student who attends a course at least once is considered enrolled in a course for the entire term unless he or she officially drops the course. Lack of attendance does not constitute an official drop.

Any course in which the student has not established attendance within the first two weeks of the term will be administratively dropped. The College believes absenteeism to this extent will result in failure or withdrawal in subsequent weeks. Thus, class attendance is monitored closely. Students will be contacted by their instructors and/or the Director of Student Success before they are dropped from their course(s).
Administrative Drop - A student who is not in attendance in all of his or her courses for fourteen consecutive days will be administratively dropped from all courses unless the student can provide a substantial rationale for the absences and he or she requests to remain in the course(s). In addition, a student who request to remain in the course(s) and fails to attend for an additional fourteen days will be administratively dropped from the course(s). The College believes absenteeism to this extent will result in failure or withdrawal in subsequent weeks. Thus, class attendance is monitored closely. Students will be contacted by their instructors and/or the Director of Student Success before they are dropped from course(s).

TUITION REFUNDS AND RETURN TO TITLE IV REFUNDS

It is strongly recommended that a student desiring to drop a course(s) consult with his or her program director and financial assistance prior to making a final decision. The student is required to notify either his or her program director or the Student Records Office of his or her intent to drop. Official notification may be made verbally or in writing. Lack of attendance does not constitute an official drop.

A course(s) which is officially dropped during week one (days 1-7) of the term will be deleted from the student’s record and tuition and financial assistance will be adjusted accordingly. No changes will be made to tuition for any individual course(s) officially dropped after week one (days 1-7) of the term.

Official Drop – All courses

A student who drops all of his or her courses for the term will receive a tuition refund based on the Tuition Refund Policy. The tuition refund percentage will be based on the official drop date. If a student received Title IV funding for the term, the College is required to perform a Return to Title IV calculation to determine the amount of Title IV funding the College is required to return to the Department of Education on the student's behalf. The College is required to return the funding to the Department of Education within 45 days from the official drop date. All book charges, fees, and unpaid balances will be deducted from any excess funds remaining on the account.

Administrative Drop – All courses

A student who is not in attendance in all of his or her courses for fourteen consecutive days will be administratively dropped. The institution will use the student’s last date of attendance or the date of the last documented academically related activity as the student’s drop date. The tuition refund will be based on the Tuition Refund Policy. The tuition refund percentage will be based on the student’s drop date. If a student received Title IV funding for the term, the College is required to perform a Return to Title IV calculation to determine the amount of Title IV funding the College is required to return to the Department of Education on the student’s behalf. The College is required to return the funding to the Department of Education within 45 days from the official drop date. All book charges, fees, and unpaid balances will be deducted from any excess funds remaining on the account.

Standard Term Withdrawals and Refund of Tuition and Fee Charges

The following institutional refund policy is based on a standard term of approximately 83 days. The number of days in the term is based on total calendar days, including weekends and holidays. Officially scheduled breaks of at least 5 days, (i.e. Thanksgiving break and Christmas break) are not included in the total.

Day 1 – 7 ................................................................. 90% Refund
Day 8 – 13 ............................................................ 80% Refund
Day 14 – 16 ......................................................... 75% Refund
Day 17 – 20 .......................................................... 70% Refund
Day 21 – 24 .......................................................... 65% Refund
Day 25 – 28 .......................................................... 60% Refund
Day 29 – 32 .......................................................... 55% Refund
Day 33 – 37 .......................................................... 50% Refund
Day 38 – 41 .......................................................... 45% Refund
Day 42 – 45 .......................................................... 40% Refund
Day 46 – 49 .......................................................... 35% Refund
Day 50 or later ...................................................... 0% Refund
Financial aid funds are awarded to a student under the assumption that the student will attend school for the entire period of enrollment for which the assistance was received. If a student withdraws from all classes, the student may not have earned all of the aid they received. The Return to Title IV calculation must be performed to determine the amount of earned and unearned aid the student has received for the enrollment period. If it is determined that a student received more financial aid than was earned, the unearned funds will be returned to the Federal Financial Aid programs. Amounts to be refunded to Federal Financial Aid programs are returned in a specific order of priority prescribed by federal regulations. The College’s return of funds may not deviate from this order. A portion of the refund can be paid to the student only if funds remain after all funds due have been returned to the Federal Financial Aid Programs. Refunds to Federal Programs must be distributed in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV Assistance

The amount of assistance that students have earned is determined on a pro rata basis. For example, if students completed 30% of their period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Once students have completed more than 60% of the period of enrollment, they earn all the assistance that they were scheduled to receive for that period.

If students did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If students’ post-withdrawal disbursement includes loan funds, they must give their permission before the funds can be disbursed. Students may choose to decline some or all of the loan funds so that they do not incur additional debt. If students’ post-withdrawal disbursement includes grants, the funds will automatically be used to pay for tuition and fees. There may be some Title IV funds that students were scheduled to receive that cannot be disbursed to students after a withdrawal because of other eligibility requirements. For example, if students are a first-time, first-year undergraduate student and they have not completed the first 30 days of their program before they withdraw, students will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day.

If students receive excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. students’ institutional charges multiplied by the unearned percentage of their funds, or
2. the entire amount of excess funds

The school must return this amount even if it did not keep this amount of their Title IV program funds.

If the school is not required to return all of the excess funds, students must return the remaining amount.

Any loan funds that students must return, they will repay in accordance with the terms of the promissory note. That is, students make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that students must return is called an overpayment. The maximum amount of a grant overpayment that students must repay is half of the grant funds they received or were scheduled to receive. Students do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. Students must make arrangements with the school to return the unearned grant funds.

The requirements for Title IV program funds when students withdraw are separate from any refund policy of the school. Therefore, students may still owe funds to the school to cover unpaid institutional charges. The school may also charge students for any Title IV program funds that the College is required to return.

Refund Policy for Veterans
Midstate College will issue a refund to any eligible person receiving veteran’s benefits according to the institutional refund policy in this catalog.
ACCREDITATIONS AND APPROVALS

Midstate College is accredited by the Higher Learning Commission. The Higher Learning Commission is designated as a recognized accrediting agency by the U.S. Department of Education. The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413, Phone: 800.621.7440 Fax: 312.263.7462, Email: info@hlcommission.org, Web: http://www.hlcommission.org.

Midstate College is approved by the Illinois Board of Higher Education to operate in Illinois. Illinois Board of Higher Education, 1 North Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377; Phone: 217.782.8548; Fax: 217.782.2551; Email: info@ibhe.org. The State Contact information for a student complaint is as follows: Institutional Complaint Hotline: 217.557.7359 or Web:http://complaints.ibhe.org.

The Bachelor of Science Degree in Realtime Reporting is approved by the Council on Approved Student Education of the National Court Reporters Association and has met the General Requirements and Minimum Standards established by said board. NCRA, 12030 Sunrise Valley Drive, Suite 400, Reston, VA 20191, 800.272.6272, Fax: 703.391.0629, Web: www.ncra.org.

The Health Information Technology Associate of Applied Science degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). CAHIIM, 233 N. Michigan Avenue, Suite 2150, Chicago, Illinois 60601, 312.233.1131, Web: www.cahiim.org.

The Midstate College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Educational Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727.210.2350, Web: www.caahep.org

The Midstate College Paralegal Studies Associate of Applied Science degree is American Bar Association (ABA) approved. ABA, 321 North Clark Street, Chicago, IL 60654, 312.988.5607, Web: http://www.americanbar.org.

Midstate College is also approved for veterans’ training for some programs. Web: www.va.gov.

Midstate College is approved through the Student and Exchange Visitor Program (SEVP) Office.

No qualified person with a disability shall (on the basis of that disability) be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any college-related program or activity.

Midstate College admits students of any race, color, gender, creed, national origin, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other college-administered programs. Midstate College complies with the provisions of the Americans with Disabilities Act. This institution complies with Federal regulations concerning drug-free schools and campuses.

The College reserves the right at any time to make changes as necessary in the programs, regulations, fees, and class schedules.

Request for Accreditation and Approval Information

Anyone may receive a copy of the College’s accreditation & approvals by contacting the College office 24 hours in advance. The Midstate College Quality Improvement Program can be located at: http://www.midstate.edu/overview/sysport/

Midstate College Peoria campus location:
Address: 411 W Northmoor Rd, Peoria, IL 61614-3595
Phone: 309.692.4092
Toll Free: 800.251.4299
Fax: 309.692.4966
Web: www.midstate.edu
Email: midstate@midstate.edu
STUDENT SUCCESS SERVICES

The faculty and staff at Midstate College are dedicated to helping students succeed, not only while a student is at the College, but through a lifetime of additional challenges. The Student Success office can help students coordinate resources which will assist in making the college experience positive, memorable, and successful. The Student Success office is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110; 309.692.4092, extension 1100; or studentsuccess@midstate.edu.

Services for Students with Disabilities
Midstate College makes a concerted effort to help our students with disabilities. Facilities such as the computer lab, restrooms and classrooms are located in areas that are accessible to persons with disabilities. Midstate College provides special equipment needs and special services for persons with disabilities through the Federal Work Study (FWS) program. FWS Funds are available to hire students to assist individuals with disabilities with access to facilities, carrying textbooks, and other school-related activities. Students with special needs should meet with the Director of Student Success to address concerns and make arrangements for assistance.

The Student Success office promotes Midstate College’s commitment to student-centered education within an environment that affirms the uniqueness and diversity of each individual. This office provides advocacy for and services to students with all types of documented disabilities such as the following: Deaf/hard of hearing, mobility, learning disability, blind/visual, psychological, chronic health, etc. The following services are provided, when appropriate, to students with disabilities:

- Faculty notification (when appropriate)
- Alternative testing arrangements, including extended time
- Readers and scribes
- Note takers
- Informal counseling
- ebooks, taped books, Braille or large print books
- Large print materials
- Tutoring
- Interpreters for the Deaf/hard of hearing
- Permission for tape recording of lectures
- Academic advising
- Campus orientation
- Referrals for community services as warranted

FSA ELIGIBILITY FOR STUDY ABROAD

Midstate College does not offer opportunities to study abroad.

TRANSFER STUDENTS

Students transferring from another regionally accredited college may receive credit for courses completed with a grade of “C” or better if the course is applicable to the student’s program at Midstate. Midstate College accepts transfer students who meet admissions requirements and who present an official transcript from the collegiate institution last attended. Admissions representatives will send for official transcripts during the enrollment process. Transfer of credit is based upon the student’s official transcript.

One-third of all credit hours for any degree or diploma must be completed at Midstate. In addition, the student must take the final term at Midstate to qualify for a Midstate degree or diploma. All transfer credit must be applied prior to the last term. Students enrolled in a baccalaureate degree program must complete a total of 60 quarter hours, with 32 quarter hours in upper-division major coursework at Midstate College. Midstate College does not accept more than 92 quarter hours at the 100-200 course level. Any exceptions to this policy must be approved by the Director of Student Success or be a component of a formalized articulation agreement.
The College may require proficiency testing to determine the level of the student’s competency in certain courses, and also reserves the right to refuse transfer credits. If Midstate College placement test scores reflect the need for developmental English or math and the student has successfully completed a higher level transfer English or math class at another college or institution, a proficiency exam will be administered at no cost to the student to assist in determining skill levels. The Director of Student Success will review the test results and any other pertinent information that may be available to determine appropriate class placement.

Midstate College is a participant in the Illinois Articulation Initiative (IAI). The General Education Core Curriculum (GECC) became effective for entering students as of the summer of 1998. This agreement benefits the students who transfer credit in from other institutions and all transcripts marked with the IAI GECC seal will be accepted as equivalent to the GECC here at Midstate; therefore, students will not be required to retake such courses.

- Midstate College will only accept individual IAI GECC courses with a grade of “C” or better. Any GECC courses with IAI approval will apply to Midstate’s general education requirements. (See General Education Philosophy and individual course descriptions for IAI code numbers for GECC courses.)
- Any student who attended an Illinois college, transferred “in good standing” with a completed Associate of Arts, Associate of Science, or Associate of Arts and Sciences, and completed the GECC requirements in force since the summer of 1998, will be approved as having satisfied his/her lower division General Education requirements at Midstate College.
- GECC courses must be completed prior to transfer of credit to be accepted by Midstate.
- When a course being transferred meets Midstate College’s requirements with a “C” or better, Midstate will accept GECC courses from non-IAI affiliated institutions.
- Midstate is committed to careful review and consideration of transfer credit(s). For more information about the Illinois Articulation Initiative, go to www.itransfer.org.

**ACADEMIC INTEGRITY**

Midstate College believes in providing an educational experience in an open, honest, respectful, and fair manner engendering a mutual trust between all students, faculty, and administrators. Academic integrity is a basic principle of the College’s function. Students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student’s personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken. The student may appeal the decision to administration, whose decision will be final.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student’s writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

The following are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty is addressed in the Student Handbook and in each class syllabus.

**Plagiarism**

Plagiarism is using another person’s words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against Midstate College’s academic policy. Its seriousness requires a measured response which includes consequences for inappropriate and/or no citation.

**Cheating**

Copying from another’s work; using or attempting to use unauthorized assistance, material, study aids, or computer programs in completing academic assignments and examinations; providing unauthorized academic assistance to another student; submitting an assignment as one’s own when it was created by others; and submitting work from one course to fulfill an assignment in another are examples of cheating.
Deception
Providing false information to faculty such as requesting an extension of time on an assignment using an untrue reason, claiming to have submitted work that was not submitted, or falsification of data or research results are examples of deceptive practices.

Sabotage
Preventing others from doing or completing an assignment using tactics such as removing or destroying limited library resources needed for an assignment or tampering with another’s electronic files are examples of sabotage.

Computer Misuse
The inappropriate use of campus computers such as violation of the College’s usage policy, tampering with another’s electronic files, exchanging stolen information, violation of copyrights, and illegal access to other computer systems beyond what is provided to students in the Midstate College network are examples of computer misuse.

Copyright Infringement
The Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages fixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court may, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Appropriate Usage
Midstate College computer usage (to include, but not limited to, Internet and email) is a privilege and should be treated as such. All on-campus computer usage should be school related and may be monitored at any time. Reasonable use of computer/network resources for a student’s personal use is acceptable. Examples of unreasonable use of computer/network resources include, but are not limited to the following: peer-to-peer file sharing, printing non-school related material, generating excess network traffic (including continuous access to streaming audio or video), downloading files unrelated to school or sending non-school related communication with Midstate email accounts.

Unauthorized transferring of copyrighted materials to or from the Midstate College computer system without expressed consent of the owner is a violation of Federal law. Use of Midstate College equipment for commercial gain, profit, or promotion is not allowed from Midstate College. Users are expected to refrain from using email to harass or annoy other users of the network. Obscene or derogatory material which violates the Midstate College policy of non-discrimination will not be tolerated. Midstate College reserves the right to take whatever action necessary to prevent, correct, or discipline behavior that violates this policy.

Violation of this policy can result in discipline by the administration of Midstate College, civil action, or criminal prosecution. Midstate College reserves the right to immediately suspend user privileges for potential violations of these guidelines to protect the integrity and security of the Midstate College network and computer systems. Apparent abuse of this policy will be reported to the Director of Student Success or Dean of Academics to determine any further disciplinary actions.

Alternatives to Illegal Downloading
Illegal downloads hurt artists and deter the incentive to create. U.S. laws protect the rights of individuals regarding their own works. Below are lists of sites that offer free or inexpensive products that can be used without violating copyright law.

Clipart:
http://www.coolarchive.com/
http://www.clipart.com/

Fonts:
http://www.blambot.com/
http://www.fonts.com/
STUDENT ACTIVITIES

The Student Affairs office has activities planned for the students throughout the year. Students have opportunities to participate in community and career-related organizations, volunteer programs, and more. Organizations and volunteer opportunities are listed below.

Alpha Iota Sorority - Alpha Beta Chapter and Peoria Alumnae Chapter
Room 212 / Rhonda Urban / studentaffairs@midstate.edu / www.alphaiota.org

This organization is an international honorary business sorority for women of high scholastic achievement. Its purpose is to make each member a better businesswoman through the development of self-confidence, leadership skills, and awareness of responsibility to herself and her community. The spirit of loyalty, friendship, cooperation, and education fostered during college years continues for life. Annual International, District, and Local dues of $76.00 can be incorporated into the student’s financial aid package. The membership application is completed with the Director of Student Affairs. Students are encouraged to renew their membership until graduation and upon graduation members are encouraged to retain their membership as a professional member.

Heartspring was adopted as the Alpha Iota International Service Project in 1949. Located in Wichita, Kansas, it is one of the few residential speech and hearing rehabilitation facilities in the United States. The Sorority has contributed over $100,000.00 towards the cost of training individual children at Heartspring, and in 1994 was one of the several patron organizations honored at the 60th Anniversary Celebration of Heartspring.

The Peoria Alumnae Chapter volunteers locally at the Center for Prevention of Abuse. The Center for Prevention of Abuse has been a statewide leader to end abuse and make our homes, schools, and communities safer. They provide confidential and compassionate service in a safe environment with one goal in mind, empowering people in our community to live free from violence and abuse. The Center provides housing services, intervention and support, advocacy, and education and prevention.

American Association of Medical Assistants (AAMA) - Central Illinois Chapter & Midstate Medics
Room 205 / Dr. Amber Schappaugh, DM-HCML, AHI, RMA / aschappaugh@midstate.edu / www.aama-ntl.org

All Medical Assistant A.A.S. Degree students are encouraged to enroll as a student member in the American Association of Medical Assistants (AAMA). As a member of AAMA students are enrolled as members of the chapter of their choice. This membership is important to the development of professionalism and leadership in students attending our accredited (CAAHEP) Medical Assistant program. Student membership is approximately $38.50 per year, and dues can be incorporated into the student’s financial aid package. Students should see their department director for information on how to enroll in the organization. Students are encouraged to renew their membership until graduation and upon graduation members are encouraged to retain their membership as a professional member.

Midstate Medics: All Allied Health students are encouraged to attend the meetings and other activities of this club. Goals of the club are to promote better understanding of health care professions, provide networking, and promote unification throughout the healthcare professions.

American Health Information Management Association (AHIMA)
Room 236 / Dr. Leah Grebner / lgregner@midstate.edu

All Health Information Technology A.A.S. Degree students are encouraged to enroll as a student member in the American Health Information Management Association (AHIMA). Students are enrolled as members of the Illinois Component State Association, the Illinois Health Information Management Association (ILHIMA). Student membership is $49.00 per year, and dues can be incorporated into the student’s financial aid package. Students should see their department director for information on how to enroll in the organization. Students are encouraged to renew their membership until graduation and upon graduation members are encouraged to retain their membership as a professional member.
Membership provides the students with access to:
- Valuable peer networking opportunities through the AHIMA Communities of Practice (CoP)
- Subscription to the peer-reviewed *Journal of the American Health Information Management Association*
- Eligibility for scholarships through the AHIMA Foundation of Research and Education (FORE)
- Access to the FORE Library and HIM Body of Knowledge
- Access to the AHIMA Job Bank
- Discounts on AHIMA books and other products

Standards of the Commission on Accreditation for Health Informatics and Information Management Education recommend exposing students to the professional organization.
- American Health Information Management Association: www.ahima.org
- Illinois Health Information Management Association: www.ilhima.org

Central Illinois Health Information Management Association (CIHIMA)
Room 236 / Dr. Leah Grebner / lgregner@midstate.edu

CIHIMA is a regional association, which is separate from AHIMA and ILHIMA. Annual membership dues for CIHIMA are $10. CIHIMA provides quarterly educational meetings in Peoria, Normal, and other locations in Central Illinois. Student price to attend CIHIMA quarterly meetings is $12.50 for the full day of education.
- Central Illinois Health Information Management Association: http://www.ilhima.org/regional-associations/cihima-central/

Central Illinois Paralegal Association (CIPA) - Affiliate of the National Association of Legal Assistants (NALA)
Room 219 / Mark Wiltse / mwiltse@Midstate.edu

CIPA is the local association for Paralegals. Student membership dues are $35 per year, and dues can be incorporated into the student’s financial aid package. Membership provides opportunities for networking in the legal field and much more. The CIPA application for membership must be completed through the Legal Studies Department and the Student Affairs office.
- Illinois Court Reporters Association (ILCRA)
Room 220 / Kathryn Dittmeier/ kadittmeier@midstate.edu

All Realtime Reporting students are encouraged to enroll as student members in the Illinois Court Reporters Association. Student membership is available at www.ilcra.org and is approximately $40 per year. To incorporate the dues into your student financial aid package, please see the Realtime Reporting Coordinator for details.

Benefits of student membership in ILCRA:
- A subscription to *Ad Infinitum*, a quarterly online newsletter containing up-to-the-minute reporting developments throughout the state, highlights of board meetings, and advertisements.
- Access to the ILCRA Online Mentors Program.
- Significantly reduced rates for state conventions and seminars.
- Opportunity to compete for annual student scholarships.
- Access to resources on the ILCRA website.

Midstate Jurists
Room 219 / Mark Wiltse / mwiltse@Midstate.edu

The Midstate Jurists represent the Legal Studies department at Midstate College. All current students of the Paralegal Studies degree program and all graduates of the Paralegal Studies degree program that are currently enrolled in other programs are eligible to join and attend the Midstate Jurists’ meeting’s and events. All students in the Paralegal Studies degree program are encouraged to attend the meetings and other activities of this group.

The purpose/goals of the Midstate Jurists include:
- To promote the paralegal profession;
- To encourage and provide for the continuing education for paralegals;
- To act as a communications network among members of the Midstate College Paralegal Studies degree program, the paralegal profession, the legal community, and civic and professional organizations;
To participate in and conduct research, seminars, studies or other works relative to the paralegal profession;
- To monitor activities and inform members of the developments in the paralegal profession;
- To recognize the importance of ethical standards in the paralegal profession;
- To offer understanding and support for program peers and professionals.

Paralegal Studies’ students are also encouraged to join the Central Illinois Paralegal Association (www.ciparalegal.org) and at least one of the national associations which include:
- National Association of Legal Assistants / www.nala.org
- National Federation of Paralegal Associations / www.paralegals.org
- National Paralegal Association / www.nationalparalegal.org

These organizations promote fellowship among the paralegal students and expand the student’s horizons through networking and continuing education opportunities in the legal field.

National Court Reporters Association (NCRA)
Room 220 / Kathryn Dittmeier/ kadittmeier@midstate.edu

All Realtime Reporting students are encouraged to enroll as a student member in the National Court Reporters Association. This membership is important to the development of professionalism and leadership in students attending our NCRA-approved Realtime Reporting program. Student membership is approximately $65.00 per year, and dues can be incorporated into the student’s financial aid package. Please see the Program Coordinator for information. www.ncra.org

Membership provides the students with the opportunity to:
- Receive the printed NCRA Sourcebook, a resource and referral network
- Stay informed with your annual subscription to the Journal of Court Reporting (JCR), the premier resource for court reporting professionals
- Stay in the know with the JCR Weekly, a digest of court reporting news and technology trends delivered directly to the student’s inbox
- Get competitive and earn more with NCRA Certifications
- Stay current in the profession with NCRA’s convenient and comprehensive continuing education programs
- Take advantage of NCRA member discounts for exams and premier events
- Save on NCRA Store items

Midstate College Rotaract (Central Illinois Division)
Room 234 / Nick Fowler / njfowler@midstate.edu

Rotaract is a community service-oriented club for college students that meets monthly. Nationally, Rotaract has over 184,000 members in more than 8,000 clubs worldwide. The meetings include a variety of speakers, planning activities for community service projects, and networking. As part of the dedication to the motto, “Service above self,” Rotaract clubs are considered to be “partners in service” to the sponsoring Rotary club. Midstate Rotaract is a component organization of Central Illinois Rotaract sponsored by Rotary Peoria-North. Annual dues are $25 and can be incorporated into the student’s financial aid package. Contact the organization advisor for an application. Students are encouraged to renew their membership until graduation and upon graduation members are encouraged to obtain their membership as a professional member in Rotary.

Student Volunteer/Achievement Program (SVAP) - This program is designed to allow students to obtain points for becoming involved in extracurricular activities and achievements. Students involved with the program turn in activity sheets to the Student Affairs Department, which keeps a tally of their accomplishments. These students become involved with everything from community service, volunteer work, sports, tutoring, clubs and organizations, to helping out with school-sponsored events. There are four different levels of awards based on points obtained, and an award is given at the commencement ceremony to the most outstanding student.
STUDENT RIGHT-TO-KNOW

The College must determine the completion/graduation rate of its diploma- or degree-seeking, first-time, full-time undergraduate students; transfer out, retention, and placement rates.

COMPLETION/GRADUATION AND OUTCOME MEASURE RATES

Each year the College determines the completion/graduation rate of its certificate- or degree-seeking, first-time, full-time undergraduate students and reports it to the Department of Education via the Integrated Postsecondary Educational Data System (IPEDS) website.

The annual rates are based on the 12-month period that ended August 31 of the prior year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the College’s catalog. This is typically four years for a bachelor degree in a standard term-based institution, two years for an associate degree in a standard term-based institution, and the various scheduled times for certificate programs.

The 2011-2012 Fall cohort (new students starting in the Fall 2011 term) is utilized to determine the completion/graduation rate for the 2017-2018 year. The completion/graduation rate includes only first-time, full-time, undergraduate, degree seeking students who completed their program within 150% of the time allowed. Midstate College’s completion/graduation rate for its degree-seeking, first-time, full-time undergraduate students is at 0% (there was one student in this category.) The College’s overall rate of completion/graduation rate was 20%. The four-year average Student-Right-to-Know Completion/Graduation rate is 28%.

The Outcome Measures for degree-seeking undergraduates is as follows for the July 1, 2009 - June 30, 2010 Cohort:

<table>
<thead>
<tr>
<th>4-Year Award Rate (as of 2013)</th>
<th>6-Year Award Rate (as of 2015)</th>
<th>8-Year Award Rate (as of 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First-time Entering</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time - 29%</td>
<td>Full-time - 29%</td>
<td>Full-time - 29%</td>
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<tr>
<td>Pell Grant Recipient - 29%</td>
<td>Pell Grant Recipient - 29%</td>
<td>Pell Grant Recipient - 29%</td>
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<tr>
<td>Non-Pell Grant Recipient - 30%</td>
<td>Non-Pell Grant Recipient - 30%</td>
<td>Non-Pell Grant Recipient - 30%</td>
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<tr>
<td>Part-time - 31%</td>
<td>Part-time - 31%</td>
<td>Part-time - 31%</td>
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<tr>
<td>Pell Grant Recipient - 28%</td>
<td>Pell Grant Recipient - 28%</td>
<td>Pell Grant Recipient - 28%</td>
</tr>
<tr>
<td>Non-Pell Grant Recipient - 50%</td>
<td>Non-Pell Grant Recipient - 50%</td>
<td>Non-Pell Grant Recipient - 50%</td>
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<tr>
<td><strong>Non-First-time Entering</strong></td>
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<tr>
<td>Part-time - 42%</td>
<td>Part-time - 44%</td>
<td>Part-time - 44%</td>
</tr>
<tr>
<td>Pell Grant Recipient - 39%</td>
<td>Pell Grant Recipient - 40%</td>
<td>Pell Grant Recipient - 40%</td>
</tr>
<tr>
<td>Non-Pell Grant Recipient - 50%</td>
<td>Non-Pell Grant Recipient - 52%</td>
<td>Non-Pell Grant Recipient - 52%</td>
</tr>
<tr>
<td>Part-time - 39%</td>
<td>Part-time - 45%</td>
<td>Part-time - 49%</td>
</tr>
<tr>
<td>Pell Grant Recipient - 44%</td>
<td>Pell Grant Recipient - 48%</td>
<td>Pell Grant Recipient - 51%</td>
</tr>
<tr>
<td>Non-Pell Grant Recipient - 33%</td>
<td>Non-Pell Grant Recipient - 41%</td>
<td>Non-Pell Grant Recipient - 45%</td>
</tr>
<tr>
<td><strong>Total Entering - 36%</strong></td>
<td><strong>Total Entering - 39%</strong></td>
<td><strong>Total Entering - 40%</strong></td>
</tr>
<tr>
<td>Pell Grant Recipient - 36%</td>
<td>Pell Grant Recipient - 37%</td>
<td>Pell Grant Recipient - 38%</td>
</tr>
<tr>
<td>Non-Pell Grant Recipient - 39%</td>
<td>Non-Pell Grant Recipient - 43%</td>
<td>Non-Pell Grant Recipient - 43%</td>
</tr>
</tbody>
</table>

TRANSFER RATE

The Transfer-out Rate for the 2011 Fall Cohort of full-time, first-time, degree seeking, entering students that subsequently transferred out was 0% overall. The four-year average Student-Right-to-Know Transfer Out rate is 6%.

RETENTION RATE

The following information is determined from the Fall 2017 IPEDS Enrollment Data. The Department of Education requires institutions to report retention figures for the full-time, first time, bachelor students from the Fall 2016 class that were still enrolled as of Fall 2017. The retention rate includes only first-time, degree seeking bachelor students. Midstate College’s retention rate for its degree-seeking, first-time, full-time bachelor students is 0% (there were no students in this category). The College’s retention rate for associate and diploma students in the full-time category is 50% (there were two students in this category).
PLACEMENT RATES

Each graduate is required to meet with the Student Affairs and Career Services departments in their last term of enrollment. Through these exit interviews, the graduate completes a Career Services application that provides the necessary information to provide the graduates placement information and their career search goals.

Students who graduated in the academic year of July 2016 through June 2017 indicated 52% of the graduates found positions in training-related jobs. Nine percent of the graduates indicated they were continuing their education. Five percent of graduates surveyed reported they were employed in non-training related positions or unemployed. Thirty-four percent of the graduates declined placement services or were not currently seeking employment. Using the Illinois Review Standard formula for placement statistics, Midstate College’s overall placement rate in 2016-2017 was 92%.

Illinois Review Standard Formula SP / (GS-OS) = PR
PR=Placement rate
SP=Students placed in related occupations
GS=Number of students completing or graduating from the program
*OS=Number of students completing or graduating from the program who are continuing their education, experiencing illness or other disability, entering military or religious service, or not currently seeking employment. (1) The first number is the combined number of other students except those continuing education and the (2) second number are those students continuing their education.

We are proud of our ambitious and talented students with definite career goals in mind. While most are preparing themselves for immediate employment, others will continue with their education. Midstate College graduates have established an excellent record with employers for more than 130 years.

FALL ENROLLMENT DATA (2017 IPEDS)

Students at Midstate College are a diverse group coming from the surrounding metropolitan area, all sectors of Illinois, and other states. A large percentage of the student populous consists of adult learners, and there are many transfer students and an increasing number of adults in continuing education. Midstate College welcomes applications from men and women whose academic record, personal ability, and desire to succeed show promise for success.

The student body consists of approximately 279 students. The ratio of the male/female population is 24% male and 76% female. The racial population is 62% White, 28% Black or African American, 3% Hispanic, 7% American Indian/Alaskan Native, Native Hawaiian/Pacific Islander, Asian, Two or More Races, or unknown.

Average student age: 33
Student age 24 & under: 14%
Student age 25 & over: 86%
Student to faculty ratio: 6:1 students per instructor
Average class size: 6
Part-time attendance: 70%
Full-time attendance: 30%
Full-time receiving Pell Grant: 75%
% of undergraduate entering class represented by GRS cohort 6%

2017 New Fall Enrollments
First-time, full-time students: 3
First-time, part-time students: 10
Transfer-in students: 30
Non-degree (single subjects) 5
Total New Fall Enrollment 48

2017 - 2018 Overall Student Satisfaction Rating: 4.38 on a 5.0 scale
INDICATORS OF STUDENT ACHIEVEMENT AND INSTITUTIONAL EFFECTIVENESS

Since IPEDS data only looks at a small snapshot of the student population, the College reviews the following indicators of student achievement and institutional effectiveness that take into account the entire student body. To that end, a dashboard of the Key Performance Indicators was established with metrics that are considered crucial toward achieving the mission of the college. This information is updated annually with the college catalog. The calculation methodology was revised for the 2015-2016 and subsequent academic years.

<table>
<thead>
<tr>
<th>Midstate College Student Achievement &amp; Institutional Effectiveness Dashboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retention Rate</td>
</tr>
<tr>
<td>Graduation Rate</td>
</tr>
<tr>
<td>Job Placement Rate</td>
</tr>
<tr>
<td>Annual Headcount</td>
</tr>
<tr>
<td>Completion Rate</td>
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<tr>
<td>Student Satisfaction (5 point scale)</td>
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<tr>
<td>Graduate Satisfaction* (4 point scale)</td>
</tr>
<tr>
<td>Default Rate (3 Year)</td>
</tr>
<tr>
<td>Fiscal Reporting (90/10)</td>
</tr>
<tr>
<td>Persistence Rate</td>
</tr>
</tbody>
</table>

* The job placement rate for the most recent academic year will be published after one year has passed.  
** The 90/10 rate for the most recent academic year has not been calculated yet.

Retention Rate: % of new start cohort groups registered for classes the third term after initial enrollment  
Graduation Rate: % of new starts that graduated within 300% of the time their respective programs take to complete  
Job Placement Rate: % of Midstate College graduates that are employed in a profession aligned with their earned credential within one year of the last day of classes  
Annual Headcount: The annual unduplicated headcount of students served  
Completion Rate: % of all credit hours scheduled each term that are earned  
Student Satisfaction: Overall student satisfaction with Midstate College on a five-point scale, as assessed annually by the Student Opinion Survey  
Graduate Satisfaction: Overall graduate satisfaction with Midstate College on a four-point scale, as assessed quarterly by the Graduate Exit survey  
Default Rate: % of Midstate students that defaulted on student loans within three years of graduating, as published by the Department of Education (from 2010-2011 through 2012-2013, a two-year rate was published)  
Fiscal Reporting (90/10): % of tuition and fees derived from Title IV funds  
Persistence Rate: % of new start cohort groups registered for classes the second term after initial enrollment
Consumer Information & Campus Security

Gainful Employment
DISCLOSURES AND GAINFUL EMPLOYMENT PROGRAMS

Midstate College discloses certain information about each of its gainful employment programs including: on-time completion rate, median loan debt, placement rates, estimated program costs, and the Standard Occupational Classification (SOC) codes.

CIP & SOC Codes
Classification of Instructional Programs (CIP) codes are developed by the U.S. Department of Education’s National Center for Education Statistics. The Standard Occupational Classification (SOC) codes are listed on the Occupational Information Network (www.onetonline.org). Occupations for programs can additionally be researched by entering the program’s full 6-digit CIP code on the O*NET crosswalk (www.onetonline.org/crosswalk).

Midstate College provides Gainful Employment disclosures for each program offered through the College catalog and College website at: http://wwwtest.midstate.midstate.edu/programs/.

Net Price Calculator
The Net Price Calculator is located at the following link on the Midstate College website: http://midstate.edu/admissions/netpricecalculator/
Consumer Information & Campus Security

Campus Crime & Security Reports
August 1, 2018
CAMPUS CRIME AWARENESS & SECURITY

The Crime Awareness and Campus Security Act of 1990 (Clery Act) requires the College to prepare, publish, and, upon request, distribute to all current students, employees, applicants for enrollment or employment, and third parties, the following report.

1990 - Crime Awareness and Campus Security Act
1992 - Amendments added policies on sex offenses
1998 - Amendments expanded requirements and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)
2008 - Expanded Requirements
2013 - Violence Against Women Act (VAWA)
2016 - Preventing Sexual Violence in Higher Education Act (Illinois Public Act 099-0426)

Contact Information
Students, personnel, and others should contact the below personnel to report a criminal action or other emergency occurring on campus. Immediate notification provides for timely warnings and annual statistical disclosure.

Sexual Assault Response Team (SART)
Security (Pinnacle Security Innovations)
Main Building - Room 100
security@midstate.edu
309.692.4092 ext. 1000

Director of Student Affairs (Co-Director of Security, Title IX Coordinator)
Main Building - Room 212
security@midstate.edu
309.692.4092 ext. 2120

Director of Financial Assistance (Deputy Title IX Coordinator)
Main Building - Room 121
financialassistance@midstate.edu
309.692.4092 ext. 1210

Business Manager (Co-Director of Security, Title IX Investigator)
RDB Student Center - Room 402
security@midstate.edu
309.692.4092 ext. 4020

Director of Student Success
Main Building - Room 110
studentsuccess@midstate.edu
309.692.4092 ext. 1100

Center for Prevention of Abuse Coordinator
Confidential Advisor(s)
309.691.0551
www.centerforpreventionofabuse.org

Midstate Electronic 24/7 Reporting
www.midstate.edu/admissions/consumer.php

Emergency Number
9-1-1 Police / Fire / Ambulance

Non-Emergency Numbers
Peoria Police Department 309.673.4521
Peoria Fire Department 309.674.3131
Other Important Numbers
Peoria County Victim Witness Services 309.672.6094
State’s Attorney 309.672.6900
Prairie State Legal Services (Peoria) 309.674.9831
FBI (Peoria) 309.676.1922 If no answer (Springfield) 1.217.522.9675
Peoria County Sheriff 309.697.8515
Tazewell County Sheriff (Pekin) 309.346.4141
State Police (Peoria) 309.676.2116
State Police (Germantown Hills) 309.383.2131
U.S. Coast Guard 309.671.7295
U.S. Marshall Service (Peoria) 309.671.7053
If no answer (Springfield) 1.217.492.4430

Confidential Resources for Sexual Assault
Local Resources
Center for Prevention of Abuse 309.691.0551 / 1.800.559.SAFE (7233) or 309.691.4111 (Crisis Line)
www.centerforpreventionofabuse.org
Peoria Office
720 Joan Court / Peoria, IL 61614

East Peoria Office 309.698.2874
2500 N. Main Street/Suite C/East Peoria, IL 61611

Carol House of Hope 309.353.7512
Adult Protective Services 309.637.3905
Family Violence Intervention & Safe from the Start 309.686.5229

Orders of Protection
Peoria County 309.672.6074
Tazewell County 309.346.6645
Woodford County 309.467.7345

Local Hospitals
OSF St. Francis Hospital 309.655.2000 / 309.655.2109 (24hr Emergency Services)
530 NE Glen Oak Ave/Peoria, IL 61637
www.osfhealthcare.org/saint-francis

UnityPoint Methodist 309.672.4848 / 309.672.5500 (24hr Emergency Services)
221 NE Glen Oak Ave/Peoria, IL 61636
www.unitypoint.org/peoria/default.aspx

UnityPoint Proctor 309.691.1062 / 309.691.1000
5409 N. Knoxville Ave/Peoria, IL 61614
www.unitypoint.org/peoria/default.aspx

State Resources
Illinois Coalition Against Domestic Violence 1.217.789.2830 / 1.877.863.6338 / www.ilcadv.org
Illinois Coalition Against Sexual Assault 1.217.753.4117 / www.icasa.org
Rape Victim Emergency Assistance 1.312.744.8418 (24hr Hotline)
Department of Children & Family Services 1.800.25A.BUSE (24hr Hotline)

National Resources
Rape, Abuse, & Incest National Network 1.800.656.HOPE(4673) / www.rainn.org/get-help/national-sexual-assault-hotline
National Child Abuse Hotline 1.800.422.4453 / www.childhelp.org
National Domestic Violence Hotline 1.800.799.7223 / 1.800.787.3224 (TTY) / www.thenhotline.org
National Teen Dating Abuse Lifeline 1.800.273.8255 / 1.866.331.8453 (TTY) / www.suicidepreventionlifeline.org
Crime Victim Compensation Program 1.800.228.3368

Online Resources
Victims of Sexual Assault www.victimssofcrime.org
Not Alone www.notalone.gov
Awareness Programs
Campus safety and security are the shared responsibility of both students and staff. To enhance student and staff awareness of their responsibilities for personal safety, various information and services are provided throughout the year. This includes but is not limited to the following: pamphlets on personal safety, emergency safety information, speaker presentations, health fairs, and Wellness & Health Initiative Program (WHIP). The College partners with the Center for Prevention of Abuse in providing support, information, and displays on services available in our community.

DAILY CRIME LOG
Midstate College’s Security department maintains a daily crime log. The log includes daily activities of the officer on duty and any incidents or emergencies that occur. In addition to the daily crime log, all incidents are reported on the College’s Campus Security Report form. A copy of this form is turned in to the Director of Student Affairs for documentation in the Annual Security Report and to determine if there is a need for campus-wide notification due to any continued threats or emergencies (timely-warning).

FIRE SAFETY & MISSING PERSONS
Colleges with any on-campus student housing facilities must maintain fire safety and missing person’s logs. Any incidents must be included in the annual report. Midstate College does not offer student housing and, therefore, does not have procedures for these requirements.

ANNUAL SECURITY REPORT
Midstate College is required to report any incidents and provide a timely warning to the campus community of any occurrences of the following crimes that are considered to represent a threat to our students and employees.

Criminal Offenses
- Criminal Homicide: Murder and Non-negligent Manslaughter; Negligent Manslaughter
- Rape and Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Hate Crimes
- Any of the above mentioned offenses
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of property that were motivated by bias

Arrests and Referrals for Disciplinary Actions
- Weapons (carrying, possessing, etc.)
- Drug Abuse Violations
- Liquor Law Violations

Violence Against Women Act (VAWA) and Preventing Sexual Violence in Higher Education Act (Illinois)
- Sexual Violence
- Domestic Violence
- Dating Violence
- Stalking
FBI Definitions of Crime Categories
The following definitions are those outlined in the Federal Bureau of Investigation’s National Incident-Based Reporting System, which colleges are required to use in reporting their crime statistics.

Criminal Offenses
- **Criminal Homicide:**
  - **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
  - **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
- **Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- **Burglary:** The unlawful entry of a structure to commit a felony or theft including: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor-Vehicle Theft:** The theft or attempted theft of a motor vehicle including automobiles taken by persons not having lawful access even though the vehicle is later abandoned, including joyriding.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes
A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a performed negative opinion of attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity, or national origin. There are six categories of bias reported under the Clery Act.
- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites, etc.).
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion:** A preformed negative attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual Orientation:** A preformed negative attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- **Ethnicity/National Origin:** A preformed negative attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics).
- **Disability:** A preformed negative attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property
(These offenses are only included in the Clery statistics if they are Hate Crimes.)
- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Intimidation:** Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon orsubjecting the victim to actual physical attack.

- **Destruction/Damage/Vandalism of Property:** Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control of it.

**Arrests and Disciplinary Referrals for Violation of Weapons, Drug and Liquor Laws**

- **Arrest:** Persons processed by arrest, citation, or summons.

- **Referred for Disciplinary Action:** The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

- **Weapons: Carrying, Possessing, etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapon offenses that are regulatory in nature.

- **Drug Abuse Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. This includes arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

- **Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Violence Against Women**

- **Sexual Assault:** See Rape and Sex Offenses under the Criminal Offenses section above.

- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction; or 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 jurisdiction.

- **Dating Violence:** 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.

- **Stalking:** Engaging in 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.

**State of Illinois Definitions of Crime Categories**

The following definitions are those outlined under Illinois Law.

**Preventing Sexual Violence in Higher Education**

- **Criminal Sexual Assault:** In Illinois, a person commits “criminal sexual assault” if “that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years or age; or (4) is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

- **Criminal Sexual Abuse:** Under Illinois law, a person commits “criminal sexual abuse” by sexual touching (short of penetration), by force or threat of force, or by knowing that the victim is unable to consent to or understand the act. A person also commits sexual abuse by engaging in any sexual activity (including sexual penetration): (A) with a person over the age of nine but under 17 years old when the defendant is under the age of 17, or (B) with a person over the age of 13 but under 17 years old when the defendant is at least five years older.

- **Aggravated Criminal Sexual Assault and Sexual Abuse:** Sexual assault and sexual abuse may be punished more severely in Illinois if (A) the defendant: uses, threatens, displays, or is armed with a weapon; causes bodily harm or injury; endangers or threatens the victim’s or someone else’s life; gives the victim a controlled substance without the victim’s consent; (B) the crime is committed during the course of another felony; or (C) the victim is over 60 years old, physically handicapped, or severely mentally disabled. Depending on the age of the defendant and the victim, the relationship between the victim
and the defendant, and whether the defendant uses forces, sexual abuse and sexual assault may also be aggravated if the victim is a child under the age of 18.

- **Domestic Violence:** The complete Illinois Domestic Violence Act can be found at 750 ILCS § 60/101, et seq. Under that law, “domestic violence” is defined as “physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis.” Prohibited domestic violence directed at a “family or household member” includes “spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants and caregivers as defined in Section 12-4.4a of the Criminal Code of 2012. For purposes of this paragraph, neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a dating relationship.”

- **Dating Violence:** In Illinois, the Illinois Domestic Violence Act prohibits “physical abuse, harassment, interference with personal liberty or willful deprivation” directed toward “persons who have or have had a dating or engagement relationship.” “Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a dating relationship.”

- **Stalking:** In Illinois, a person commits the criminal offense of “stalking” when “he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to: (1) fear for his or her safety or the safety of a third person or (2) suffer other emotional distress.” The term “stalking” is further defined in subsections 720 ILCS § 5/12-7.3(a-3) and (a-5); the definition for “aggravated stalking” can be found at 720 ILCS § 5/12-7.4; and the definition of “cyberstalking” can be found at 720 ILCS § 5/12-7.5.

**Definitions of Consent**

**Consent**

Consent is present when clearly understandable words or actions manifest a freely given agreement to engage in specific sexual or intimate conduct.

- Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity.
- Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity.
- Consent must be freely given and cannot be the result of force.

**Non-Consent**

A person may appear to be giving consent but may not have the capacity to do so, in which case the apparent consent is not effective. If there is any doubt as to another person's capacity to give consent, community members should assume that the other person does not have the capacity to give consent.

Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent. Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual violence.

Consent is not present when:

- A person’s lack of verbal or physical resistance does not constitute consent. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not – in and of themselves – be understood as consent.
- Submission resulting from the use or threat of force does not constitute consent. This means that violence, physical restraint, or the presence of a weapon, threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure) or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity) should not be understood as consent.
- Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.
- Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time – provided the person withdrawing consent makes that known in clearly understandable words or actions.
- A person’s consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, and/or is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
- The person is underage (generally 17 in Illinois)
- Physical condition or mental disability that impairs the individual’s ability to give consent
- Consumption of drugs or alcohol (voluntarily or involuntarily), being in a state of unconsciousness, asleep, or any other state in which the person is unaware that sexual activity is occurring

Signs of Incapacitation
Some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include, but are not limited to:
- When an individual demonstrates that he/she is unaware of where they are, how he/she got there, or why or how he/she became engaged in a sexual interaction
- Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance)
- Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words)

Sexual Exploitation
Sexual exploitation is taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods, or devices):
- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person’s consent
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present
- Recording any person engaged in sexual or intimate activity in a private space without that person’s consent
- Distributing sexual information, images, or recordings about another person without that person’s consent;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs

VIOLENCE AGAINST WOMEN & PREVENTING SEXUAL VIOLENCE

Federal Violence Against Women Act (VAWA)
Midstate College complies with the federal Violence Against Women Act amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act and the accompanying regulations which become effective on July 1, 2015. VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled.

State of Illinois Preventing Sexual Violence in Higher Education Act (Title IX)
Midstate College complies with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College’s educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Title IX also provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, recruitment, consideration, or selection thereof whether full-time or part-time, under any education program or activity operated by the College.

The College’s Title IX Coordinator and Deputy Title IX Coordinator respond to reports of violations to Title IX compliance. A complainant has the right to contact the Illinois Department of Human Rights (IDHR), Equal Employment Opportunity Commission (EEOC) or the United States Department of Education – Office of Civil Rights (OCR) about filing a formal complaint. An IDHR complaint must be filed within one hundred eighty (180) days of the alleged incident. A complaint with the EEOC must be filed within three hundred (300) days of the alleged incident. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC) after the IDHR has completed its investigation of the complaint.
Sexual Misconduct Policy
Midstate College is committed to fostering an environment in which all members of our campus community are safe, secure, and free from sexual misconduct of any form, including but not limited to, sexual assault, stalking, dating or domestic violence, and sexual harassment. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff and other community members. In furtherance of this policy, Midstate College has adopted the following standards of conduct for all members of our community – students, faculty, and staff, as well as College vendors, contractors, visitors, guests, and third parties – with respect to sexual misconduct. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

Midstate College provides information regarding the institution’s campus sexual assault programs to prevent sex offenses and outlines procedures to follow when a sex offense occurs. Being aware of your surroundings and behavior can go a long way in the prevention of sex offenses. The Crime Prevention Security and Safety section of this report provides information on how to prevent crimes and how to keep you safe.

Midstate College has jurisdiction to investigate any alleged violations of this policy that occur in the context of a College program or activity or that otherwise affect the College’s working or learning environments, regardless of whether that conduct occurred on- or off-campus. In situations where the alleged sexual misconduct occurred outside of the context of a College program or activity or off-campus, and where one or more of the parties are not members of the College community, the College’s ability to investigate and/or impose disciplinary sanctions may be limited. In such instances, the College reserves the right to take any steps it deems appropriate to address the situation and provide appropriate resources to those individual(s) impacted and, where appropriate, the broader College community.

Campus Sex Crimes Prevention Act
The Campus Sex Crime Prevention Act requires sex offenders already required to register in a state to provide notice, as required under State law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The act requires that state procedures ensure this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes became effective two years after enactment of the law (2002).

This act amends the Higher Education Act of 1965 to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. This change takes effect two years after enactment (2002).

This act amends the Family Education Rights and Privacy Act of 1974 to clarify that nothing in the Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.
Convicted sex offenders or sexual predators attending or employed at an institution of higher education in Illinois are required to comply with the Illinois Sex Offender Registration Act. The act requires the sex offender/predator to register in person with the public safety or security director of the institution of higher education at which he or she is employed or attends.

Sex Offender Registration Policy
Midstate College requires registered sex offenders to register with the Title IX Coordinator. Failure by persons to comply within ten (10) days of enrollment or conviction may result in denial of enrollment or expulsion. Campus Security will work closely with the Director of Student Success to determine appropriate restrictions on a case-by-case basis. For additional information regarding sex offenders in Illinois, visit http://www.isp.state.il.us/sor/. Law enforcement agency information provided by the state concerning registered sex offenders may be obtained through the Director of Student Affairs office and is located on the bulletin boards in the main office lobby and the Student Affairs office.

Specific to higher education institutions, the Sex Offender Registration Act states, “If the sex offender or sexual predator is employed at or attends an institution of higher education, he or she shall also register with:

1. The chief of police in the municipality where he or she is employed or attends an institution of higher education, unless the municipality is the City of Chicago, in which case he or she shall register at the Chicago Police Department Headquarters;
2. or the sheriff in the county in which he or she is employed or attends an institution of higher education located in an unincorporated area, or if incorporated, no police chief exists; and with the public safety or security director of the institution of higher education where he or she is employed or attends.”

A registered sex offender is not allowed to attend class with a minor. The Registrar tracks his or her schedule, and the sex offender will be required to make schedule adaptations when necessary. In addition to this, the sex offender’s class schedule is obtained by campus security each term for monitoring.

The State of Illinois Sexual Offender Registry List can be located at: http://www.isp.state.il.us/sor/ or by contacting 217.785.0653. The Registry list is also sent to the College annually and is placed on the main office and Student Affairs bulletin boards.

Harassment Policy
Midstate College will not condone or accept harassment, discrimination and/or suppression of any person or group of any kind and will investigate all allegations of harassment. Harassment can be:

- Verbal, non-verbal, or physical;
- Exclusion based upon personal or group differences;
- Intimidation or humiliation based on personal or group differences;
- Abusive language, threats, or similar acts of bigotry, racism, sexism, or discrimination;
- Jokes, comments, gossip or graffiti that perpetuate personal or group myths, fallacies, prejudices, or stereotypes;
- Any subtle or direct references based on race, sex, age, disability, sexual orientation, national origin, or religion which demean, exclude, intimidate, or adversely affects an individual(s).

Sexual Harassment Policy
The College is committed to providing an educational facility that is free from all forms of discrimination including sexual harassment. This is defined as anyone’s behavior that fits the definition of sexual harassment. Sexual harassment may result in disciplinary action up to and including dismissal or expulsion. In some cases, sexual harassment could subject individuals to substantial civil penalties.

The College’s policy on sexual harassment is part of its overall affirmative action efforts pursuant to state and federal laws prohibiting discrimination based on age, race, color, religion and national origin, unfavorable discharge from the military, marital status, disability, and gender. Specifically, sexual harassment is prohibited by the Civil Rights Act of 1964, as amended in 1991, and the Illinois Human Rights Act.

Each individual in the College bears the responsibility to refrain from sexual harassment in the educational facility. No one, male or female, should be subjected to unsolicited or unwelcome sexual overtures or conduct in the educational environment. Furthermore, it is the responsibility of everyone to make sure that the educational environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment, must be eliminated. Instances of sexual harassment will be investigated.
Reporting Obligation
All College employees (including student employees), as well as non-employees with teaching or supervisory authority, are obligated to promptly report sexual misconduct of which they become aware to any SART team member unless they have a recognized confidentiality privilege.

Bystanders additionally have the responsibility to report crimes of sexual assault. Survivors of sexual assault are not to blame regardless of whether they were drinking, walking alone, or wearing certain clothing. None of these behaviors gives anyone the right to act violently towards another individual.

Retaliation
Midstate College strictly prohibits any material adverse action against any individual for reporting, providing information, exercising one’s rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual misconduct. Therefore, retaliatory actions such as intimidation, threats, or coercion against any such individual for having engaged in the above activities will be addressed in the most serious way by Midstate. Individuals who engage in such actions are subject to disciplinary action that may include, but is not limited to, exclusion, expulsion, or dismissal from the College, and termination of employment, including revocation of rank. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or to a Deputy Title IX Coordinator, who shall investigate the matter and make findings so the College can take appropriate actions to address such conduct in a fair and impartial manner.

Amnesty for Sexual Misconduct Complainants and Witnesses
Midstate College encourages reporting of sexual misconduct and seeks to remove any barriers to an individual/group making a report. The College recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for his or her own conduct. An individual(s) who reports sexual misconduct that was directed at them or another person, either as a complainant, bystander, or a third party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and does not place the health or safety of any other person at risk.

The College may, however, initiate an educational discussion or pursue other educational interventions regarding alcohol or other drugs. These interventions do not include involuntary leaves for students from the College. Amnesty will not be extended for any violations of College policy other than alcohol/drug use. In addition, amnesty does not preclude or prevent action by police or other legal authorities.

Free Expression and Academic Freedom
Midstate College supports academic freedom for its students, giving them ample and appropriate opportunities for learning in the classroom, online, or in the community. The College protects students’ free expression rights and encourages free discussion, the exchange of opinions, and freedom of inquiry, with the security that such expressions shall be evaluated by instructors strictly on merit and without prejudice or malice. Students are guaranteed that their academic expressions are protected through orderly procedures and against improper or capricious academic evaluation.

In return, Midstate College expects its students to remain responsible for maintaining standards of academic performance established for each course in which they are enrolled. The College holds its students to a high standard of moral and responsible conduct when it comes to learning. Discrimination, harassment, and retaliation against members of the Midstate community are not protected expression or the proper exercise of academic freedom.

Reporting Procedures
All crime victims and witnesses are strongly encouraged to report incidents to both local law enforcement and campus security. Prompt reporting will ensure timely warning notices to the campus community and timely disclosure of crime statistics.

- Security or reporting personnel will fill out an incident report.
- When reporting an incident, provide the following information: description of the incident; date, time, and location of the incident; description of persons or vehicles involved; and any additional details that can be provided.
- Incident reports are maintained in the Daily Crime Log and copied to the Title IX Coordinator for documentation in the Annual Security Report and are kept confidential.
- The student(s) will be informed about the importance of preserving evidence which may be necessary under criminal investigation. (Do not shower, bathe, or douche, and save the clothing worn).
The student(s) will be informed of the option to go to the hospital for medical care. Injuries should be treated and an examination completed to document and collect physical evidence of the assault. The student has the option to be assisted in getting medical attention.

The student(s) will be informed of the option to notify proper law enforcement authorities and of the option to be assisted in notifying these authorities if the student chooses.

The student(s) will be notified of existing counseling and mental health services for victims.

The student(s) will be notified of the option for available assistance in changing academic and living situations if requested by the victim and if these changes are reasonably available.

Security or the above personnel will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the campus notification system (paging, email, website, or mobile updates) unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

**Medical Assistance**

Experiencing any form of sexual misconduct, especially acts of violence, is difficult and overwhelming. Survivors often experience a range of emotions, including fear, anxiety, and confusion, and may be unsure of what they want to, or should do, next. Regardless of whether the individual chooses to report the incident, the College strongly encourages survivors of any form of violence to seek medical attention as soon as possible, even if they feel no injury was sustained. Medical assistance providers can treat visible physical injuries and identify injuries that may not be visible and, where appropriate, also test for and treat sexually transmitted infections, test for pregnancy, and provide emergency contraception (if requested). In addition, a hospital can test for the presence of alcohol or drugs (e.g., "date rape" drugs) and perform a rape evidence collection procedure, which are also strongly recommended to maintain all legal options.

Under Illinois law, medical personnel are required to alert police when it reasonably appears that the person requesting treatment has sustained an injury as a victim of a criminal offense, including sexual assault or violence, but individuals have the right to refuse to speak to police.

**Preserving Evidence**

Many sexual misconduct offenses also are crimes in the state or locality in which the incident occurred. For that reason, survivors of sexual misconduct often have legal options that they can pursue. These options are available solely at the discretion of survivors, who may change their minds about pursuing them at any time. For example, a survivor may seek a protective order from a court against the perpetrator(s); pursue a civil action against the perpetrator(s); and/or participate in a law enforcement investigation and criminal prosecution of the perpetrator(s). Regardless of whether an incident of sexual misconduct is reported to the police or the College, Midstate strongly encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible as this will best maintain all legal options for them in the future.

Additionally, such evidence may be helpful in pursuing a complaint with the College. While the College does not conduct forensic tests for parties involved in a complaint of sexual misconduct, the results of such tests that have been conducted by law enforcement agencies and medical assistance providers may be submitted as evidence that may be considered in a College investigation or proceeding, provided they are available at the time of the investigation or proceeding.

Suggestions for preserving evidence related to an incident of sexual misconduct are suggested below. It is important to keep in mind that each suggestion may not apply in every incident.

**General Evidence Preservation Suggestions**

- Do not alter, dispose of, or destroy any physical evidence.
- If there is suspicion that a drink may have been drugged, inform a medical assistance provider and/or law enforcement as soon as possible so they can attempt to collect possible evidence (e.g., from the drink, through urine or blood sample).
- Preserve evidence of electronic communications by saving them and/or by taking screen shots of text messages, instant messages, social networking pages, or other electronic communications, and by keeping pictures, logs, or copies of documents that relate to the incident and/or perpetrator.
- Even if survivors choose not to make a complaint regarding sexual misconduct, they should nevertheless consider speaking with Campus Security or other law enforcement to preserve evidence in the event that they change their mind at a later date.

**Evidence Preservation Suggestions Specific to Sexual Assault**

- Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), individuals who have been sexually assaulted and wish to preserve evidence should go to a hospital or medical facility im-
mediately to seek a medical examination and/or evidence collection. Under Illinois law, any cost for an emergency medical or forensic examination for a victim of sexual violence that is not covered by private insurance or Illinois Public Aid will be covered by the Illinois Department of Healthcare and Family Services and should not be billed to the patient.

- An individual who has been sexually assaulted should not shower, bathe, douche, smoke, brush teeth, eat, drink, or change clothes or bedding before going to the hospital or seeking medical attention.
- If the individual who has been sexually assaulted decides to change clothes or bedding, he or she should not wash the clothes worn or bedding used during the assault and should bring them to a hospital, medical facility or the police in a non-plastic bag (e.g., paper bag).
- In Illinois, individuals who have been sexually assaulted may allow the collection of evidence even if they choose not to make a report to law enforcement. After the evidence is collected, Illinois law requires hospital staff to store it for two weeks.

A sexual assault evidence collection kit may not be released by an Illinois hospital without written consent from the survivor.

Confidential Support, Advocacy, and Counseling
Confidential support, advocacy, and counseling are provided by the Center for Prevention of Abuse. The Center provides resources for individuals to discuss incidents and issues related to sexual misconduct on a confidential basis. Confidential resources will not disclose information about incidents of sexual misconduct to anyone, including law enforcement or the College, except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or where state law requires a report be made. Confidential resources can provide survivors with information about support services and their options. Because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential counselor does not constitute a report or complaint to the College and will not result in a response or intervention by the College.

A complainant may report sexual misconduct to the College yet request confidentiality. If the complainant requests confidentiality or asks that the report not be pursued, the College shall take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue the investigation, as long as doing so does not prevent the College from fulfilling its responsibility to provide a safe and non-discriminatory environment to all individuals. Upon a request for confidentiality, the College shall inform the complainant: (1) if the College cannot ensure confidentiality; (2) that a confidentiality request may limit the College’s ability to respond to the report, including pursuing disciplinary action against the alleged respondent; and (3) that the College prohibits retaliation and that such retaliation is subject to disciplinary action under this policy. The College’s Title IX Coordinator is the responsible party for making determinations as to requests for confidentiality.

Reporting Anonymously
A complainant has the right to disclose a history or incident of sexual violence without revealing any identifying information such as name, address, etc. Reporting anonymously can prohibit the College from being able to properly investigate an allegation to a satisfactory outcome.

Reporting to Law Enforcement
Midstate College encourages individuals to report incidents of sexual misconduct to Campus Security or local law enforcement officials. Timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including sexual violence crimes, and may lead to the arrest of an offender or aid in the investigation of other incidents.

An individual who has experienced sexual misconduct has the right to choose whether to file a police report. Filing a police report can result in the investigation of whether sexual violence or related crimes occurred and the prosecution of those crimes against a perpetrator. It is important to know that reporting the incident to police or Campus Security does not mean an individual is obligated to testify in court.

Reports of sexual misconduct made to Campus Security will automatically be reported to the Title IX Coordinator or a Deputy Title IX Coordinator regardless of whether the individual who experienced the sexual misconduct chooses to pursue criminal charges.

Reporting to the College
An individual who has experienced sexual misconduct has the right to choose whether to report the incident to any member of the SART team for investigation. As stated in the Reporting Obligation section, all College employees (including student employees) are obligated to promptly report incidents of sexual misconduct of which they become aware unless they have a recognized confidentiality privilege. Further, the College encourages students and third parties who have observed or been made aware of sexual misconduct to report the incident to the SART Team for investigation.
The SART Team is trained to work with individuals who report sexual misconduct and have knowledge about on- and off-campus resources, services, and options – including the availability of interim protective measures and accommodations. The College has generally designated Human Resources to oversee complaints of sexual misconduct involving staff, faculty and third parties, and the Title IX Coordinator to oversee complaints of sexual misconduct against students.

Reporting Incidents Involving Minors (Mandated Reporting)
The Illinois Abused and Neglected Child Reporting Act (ANCRA) includes “personnel of institutions of higher education.” Accordingly, all individuals employed and/or appointed by the College, including but not limited to faculty, staff, student employees, and volunteers are considered Mandated Reporters of child abuse and neglect. This means that all employees have a duty to immediately report or cause a report to be made whenever they have “reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.” Midstate employees have a legal obligation to immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) at 800.25.ABUSE/800.252.2873. Midstate College is committed to the safety and welfare of all members and visitors of our campus.

Some examples of instances in which this would apply:
- Someone beating a child or hitting a child with an object.
- Marks on a child’s body that do not appear to have been caused by accident.
- A child tells you that he or she has been harmed by someone.
- A young child is left alone (or left alone in a vehicle), appears to be undernourished, or is dressed inappropriately for the weather.

Malicious, False Accusations
It is a violation of this policy to make a report of sexual misconduct that is known to be false. Such conduct is in violation of this policy and will be investigated and adjudicated accordingly.

On-Campus Disciplinary Action
- The complainant and the respondent are both entitled to the same opportunities to have others present during a campus disciplinary proceeding.
- Both the complainant and the respondent shall be informed of the outcome of any campus disciplinary proceedings brought alleging a sexual assault or any other criminal offense.
- Possible sanctions for crimes including, but not limited to, rape, acquaintance rape, or other sex offenses (forcible or non-forcible) following an on-campus disciplinary procedure are as follows:

Employee Sanctions
The below sanctions are in addition to any criminal sanctions that may be imposed. Student workers are subject to both employee and student sanctions.
- Verbal or written warning
- Employee Performance Progress Review
- Required counseling, therapy, training, and/or education
- Campus access restrictions
- Loss of oversight, teaching or supervisory responsibility
- Termination of employment
- No trespass order
- No contact directive (with respect to an individual)
- Revocation of rank

Student Sanctions
These sanctions are in addition to any criminal sanctions that may be imposed.
- Verbal or written warning
- Disciplinary hold on academic and/or financial records
- Required counseling, therapy, training, and/or education
- Campus access restrictions
Third-Party Sanctions
These sanctions are in addition to any criminal sanctions that may be imposed.

- Termination of contract and services

The College may assign other sanctions as appropriate in each particular situation. Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in the applicable Employee Handbook, Student Handbook, other policies or handbooks that may be developed over time, or contracts. In addition, the College may take steps to remediate the effects of a violation on victims and others.

Following an investigation, the College may extend interim protective measures and accommodations and/or take other measures to eliminate any hostile environment caused by the sexual misconduct, prevent the recurrence of any sexual misconduct, and remedy the effects of the sexual misconduct on the complainant and the College community. Such measures may include, but are not limited to, the interim measures and accommodations referenced below as well as counseling, training, and other preventative measures.

Interim Protective Measures and Accommodations
Interim protective measures and accommodations are reasonable measures the College can put in place to provide immediate support and added protection to an individual who reports having experienced sexual misconduct or retaliation, at no cost to that individual. These measures can be temporary in duration pending the results of an investigation but can become permanent. Interim protective measures and accommodations include, but are not limited to:

- A no-contact directive issued by the Title IX Coordinator, Human Resources, or their designee.
- Adjustment of course schedules or employment schedules.
- Time off from class or work or a leave of absence.
- Safety planning - Center for Prevention of Abuse.
- Housing (Center for Prevention of Abuse) or work space relocation.

Interim protective measures and accommodations can be made available regardless of whether an individual chooses to report an incident to Campus Security or local law enforcement or pursue a complaint with the College. The Title IX Coordinator, Human Resources, or their designee will determine whether interim protective measures or accommodations are reasonable and should be implemented and, if so, will work to ensure that interim protective measures or accommodations are implemented as soon as possible. The College will keep confidential any accommodations or protective measures provided to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the protective measures or accommodations.

Violations of directives related to interim protective measures or accommodations may lead to an investigation and disciplinary actions which may include exclusion, expulsion, or dismissal from the College and termination of employment, including revocation of rank.

Investigation and Resolution of Alleged Violations of the Sexual Misconduct
Reporting an incident of sexual misconduct or retaliation to the College can result in the investigation of whether a violation of this policy occurred and can also result in disciplinary action against any student, staff or faculty member, or outside party who is determined to have violated this policy. The College has generally designated Human Resources to oversee complaints of sexual misconduct and retaliation involving staff, faculty and third parties, and the Title IX Coordinator to oversee reports of sexual misconduct and retaliation against students. The College may also rely upon any Deputy Title IX Coordinator, Title IX Investigator, and outside investigators to conduct investigations as needed. Further, a report of sexual misconduct or retaliation will be routed to the appropriate office for investigation, regardless of where it is initially directed.

The College’s investigative and resolution processes of reports of violations of this policy will be prompt, fair and impartial. The procedures set forth below are intended to afford a prompt response to reports of sexual misconduct, to maintain privacy and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.
Complaints of sexual misconduct and retaliation will be investigated and resolved in accordance with this policy. Because such allegations can sometimes raise novel issues and involve competing interests, the College reserves discretion to take reasonable actions to address those issues in a manner consistent with the spirit of this policy and which preserves fairness for both parties and maintains the integrity in the investigation and resolution processes. The College uses the preponderance of the evidence standard to determine responsibility of violations of this policy.

Advisor/Legal Counsel
Complainants and respondents may be accompanied by one advisor throughout the investigation and any hearing process. An advisor is a support person who is present to provide support to a complainant or respondent throughout an investigation and/or hearing. An advisor may not speak, write, or otherwise communicate with an investigator, hearing officer or panel on behalf of the complainant or respondent and, because these are internal College proceedings, may not function as legal counsel.

To enhance the integrity of the investigation process and help ensure fairness for all parties, advisors cannot be a witness or party in the matter or a related matter, a family member of the complainant or respondent, or an attorney. In matters in the Student Success office, advisors must also be members of the Midstate community.

However, in any matter involving a complaint of sexual assault, stalking, or dating or domestic violence, the advisor may be any person of the party’s choosing, including an attorney. In this case, the advisor is still limited to the supportive and not participatory role described above. Advisors who do not abide by these guidelines may be excluded from the process.

Privacy and Sharing of Information
The College considers complaints and investigations conducted under this Policy to be private matters for the parties involved. For that reason, the College will protect the identity of persons involved in reports of sexual misconduct to the best of its ability. The College will only share personally identifiable information with persons with a need-to-know in order for the College to investigate and respond or to deliver resources or support services. The College does not publish the names nor post identifiable information about persons involved in a report of sexual misconduct in the College Daily Crime Log or elsewhere online. The College does not confirm to outside parties the identity of an individual who may be involved in a report of sexual misconduct without that individual’s consent. However, the College cannot promise complete confidentiality or privacy in the handling of sexual misconduct reports or complaints.

Most situations require the disclosure of the complainant’s identity to those involved in the investigation in order to fully investigate the matter and/or to enable the respondent to fully respond to the allegations. When individuals report allegations of sexual misconduct to the College and do not consent to the disclosure of their names and/or do not disclose the identity of the alleged offenders or identifiable information about the alleged offenders, the College’s ability to respond to the complaints may be limited. In cases where an individual reporting sexual misconduct requests anonymity or does not wish to proceed with an investigation, the College, will attempt to honor that request but, in some cases, the Title IX Coordinator or Human Resources may determine that the Colleges needs to proceed with an investigation based on concern for the safety or well-being of the broader College community (e.g., risk of future acts of sexual violence or a pattern of sexual misconduct). Midstate reserves the right to take appropriate action in such circumstances, including in cases when the individual reporting the misconduct is reluctant to proceed.

All participants in an investigation of sexual misconduct will be informed that confidentiality helps enhance the integrity of the investigation, protect the privacy interests of the parties and protect the participants from statements that might be interpreted to be retaliatory or defamatory. For these reasons, the complainant and respondent will be asked to keep the information related to the investigation private to the extent consistent with applicable law. Witnesses and advisors will be directed to maintain complete confidentiality.

Upon the conclusion of an investigation, the complainant and respondent will be notified in writing, at the same time, of the outcome of the investigation, including whether the alleged conduct was found to have occurred and any sanctions imposed on the respondent that directly relate to the complainant. For the same reasons noted above, the College encourages the parties to maintain the confidentiality of this communication.

Investigations and Resolution of Complaints against Faculty, Staff and Third Parties
The College’s Title IX Coordinator, Title IX Investigator, or designee, investigates complaints of sexual misconduct, including complaints of sexual harassment and sexual assault, brought against faculty, staff and third parties.

When a complaint is received, the Title IX Coordinator, Title IX Investigator, or designee interviews parties and witnesses and reviews any relevant documents and evidence. Once an investigation is completed, the investigator makes findings on
whether the preponderance of the evidence indicates that the respondent violated the College’s Sexual Misconduct Policy. The investigator advises the parties of the findings in writing and communicates findings and recommendations to other College offices as needed for resolution and determination of sanctions or corrective actions. Most investigations are completed within 60 days. Parties may file an appeal of an investigator’s findings.

**Investigations and Resolution of Reports against Students**

The College’s Director of Student Success, Title IX Investigator, or designee, investigates reports of alleged violations of this policy by Midstate students.

When a report is received, the Title IX Coordinator, Director of Student Success, or designee will conduct an initial inquiry to determine the resolution plan. If action is required to remediate the impact of the alleged policy violation, the Title IX Coordinator, Director of Student Success, or designee will take interim actions or make accommodations as appropriate. If the report has not been resolved informally, the matter will then be assigned to an investigator who will gather full details related to the report. The investigator will interview the parties and relevant witnesses and review relevant documents and evidence.

Resolution of these reports is determined through the Student Affairs’ and Dean’s offices. If it is determined by the the Title IX Coordinator, Director of Student Success, or designee that the alleged policy violation has the potential to result in a separation from the College (e.g., suspension, exclusion, expulsion, degree revocation), the investigator will complete an investigative report that includes details of the investigation and the investigator’s findings of fact. The report will be provided to the complainant reporting the misconduct, the respondent, and the College’s hearing panel. A panel hearing will be held, in which the parties will have the opportunity to meet with the panel individually. The panel will determine responsibility for policy violations and, if applicable, sanctions. If it is determined by the Title IX Coordinator, Director of Student Success, or designee that the alleged policy violation does not have the potential to result in separation from the College, it will be resolved through an Administrative hearing.

Most investigations are completed within 60 days. There is a review/appeals process available to both complainants and respondents in all cases.

**Complaints Regarding the Specific Allegations of Sexual Assault, Stalking, Dating or Domestic Violence**

Individuals who report to any member of the SART Team that they have experienced sexual assault, stalking, or dating or domestic violence, whether the offense occurred on- or off-campus, will be provided with a written explanation of their rights, options, and resources, including a link to this policy. Specifically, this notice will include information about:

- Services and resources related to counseling, health and mental health, legal, and student financial aid.
- Interim protective measures and accommodations and how to request them during the course of the investigation.
- The procedures for institutional disciplinary action in cases of sexual assault, dating or domestic violence and stalking.
- Preserving evidence, reporting to law enforcement, being assisted by College officials in reporting to law enforcement, seeking a protective order, and confidentiality.

**Educational Training Awareness**

The Center for Prevention of Abuse provides annual training to the SART Team on issues related to sexual misconduct, investigation, and resolution.
THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) is a federal law and accompanying regulations that require colleges and universities to disclose certain timely and annual information about campus crime and security and safety policies. Compliance with the Clery Act is a condition for colleges, like Midstate, that participate in the federal student aid program and is administered by the U.S. Department of Education’s Federal Student Aid office. As a part of its Clery program, Midstate College collects and publishes statistical information on crimes occurring on and around campus as well as relevant crime and safety information.

### 2015 - 2017 Midstate College Crime Statistics Submitted to the Department of Education

#### Criminal Offenses - On-campus and Public Property

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#### Hate Crimes - On-campus and Public Property

Bias includes but is not limited to: race, religion, sexual orientation, gender, disability, ethnicity and national origin.

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SECURITY AND SAFETY NOTIFICATION PROCEDURES

The Midstate College campus is located at 411 W. Northmoor Rd., Peoria, IL 61614-3595.

Campus safety can only be achieved through the cooperation of students, faculty, and staff. As a member of the Midstate College family and community, it is your responsibility to report a crime, suspicious activity, or other emergencies on campus to the appropriate College official(s). Should you become a witness to or a victim of a crime, immediately report the incident to local law enforcement officials, campus security, student affairs, or the human resources office. All crimes will be investigated and when appropriate, brought to the disciplinary committee for review and possible sanctions. Please note that your identity may not be confidential when reporting an incident.

On-Campus Security Hours

Security is available during campus hours Monday-Saturday. The guard patrols the campus buildings and is available to escort students and personnel to their vehicles. The campus is also monitored by video surveillance systems.

Security (Pinnacle Security Innovations)
Main Building - Room 100
security@midstate.edu
309.692.4092 ext. 1000

Monday - Thursday: 8:00 AM to 9:30 PM
Friday: 8:00 AM to 4:30 PM
Emergency Contacts
Emergency contacts for students, personnel, and others are listed at the beginning of the Campus Crime and Safety section of this Handbook. To report a criminal action or other emergency occurring on campus, contact these resources as appropriate. Immediate notification provides for timely warnings and annual statistical disclosure.

Emergency Notification
Notifications for medical emergencies, accidents, fire, threats, or other emergencies are to be reported to Emergency Services and/or the previously mentioned contacts for immediate action.

- Call 9-1-1 if it is an emergent situation in which immediate attention is needed.
- In case of fire, pull the fire alarms located at any exit, as you are leaving the building. Fire alarms should only be used in the event of an emergency. If an emergency requires evacuation, there are signs clearly posted throughout the buildings indicating the best routes for evacuation.
- Contact Security or one of the previously mentioned personnel to report an incident/emergency.
  - When reporting an incident, provide the following information: description of the incident; date, time, and location of the incident; description of persons or vehicles involved; and any additional details that can be provided.
  - Security or the above personnel will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the campus notification system (paging, email, website, or mobile updates) unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
  - Once the incident has been resolved and normal activities are able to resume, incident reports will be completed, reviewed, and copied to the Director of Student Affairs/Title IX Coordinator for documentation.
  - Procedures will be evaluated for quality of processes and to gauge future improvement.

Midstate College tests emergency response and evacuation procedures on an annual basis and documents each test, including the date, time, and whether it was announced or unannounced. The College publicizes emergency response and evacuation procedures in conjunction with at least one test per calendar year.

CONCEALED CARRY PROHIBITED ON-CAMPUS
In accordance with Section 65(d) of the Firearm Concealed Carry Act for the State of Illinois, licensed citizens may carry concealed weapons; however, the same law also lists numerous prohibited areas in which licensed citizens may NOT carry a concealed weapon, and colleges and universities are among those.

TIMELY WARNING AND ANNUAL DISCLOSURE OF CRIME STATISTICS
The Director of Student Affairs/Title IX Coordinator is responsible for timely warnings and the annual disclosure for crime statistics. Student Affairs in conjunction with the College’s administration will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the campus notification system (paging, email, website, or mobile updates) unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Daily Crime Log and Security Incident Reports are utilized to determine on-campus crimes. Midstate utilizes the Peoria Police Department website to monitor and record crimes that occur within the designated area surrounding the campus that have been reported to the local police.

Peoria Police Department website: http://www.peoriagov.org/peoria-police-department/
PPD Crime View Community web link: http://peoria.il.crimerviewcommunity.com/default.aspx

FACILITIES AND SECURITY ACCESS
Facilities services and security have access to all classrooms, offices, and other areas of the campus. The Facilities Department maintains the buildings and grounds with a concern for safety and security. Facilities staff inspect the facilities regularly, promptly make repairs affecting safety and security hazards, and respond to reports of potential safety and security hazards such as
broken windows, locks, etc. Students and staff can assist facilities staff by contacting the maintenance@midstate.edu email address. Each maintenance email is dispatched to the entire group of facilities personnel for proper handling and documentation. Facilities and Security staff additionally monitor the premises to review lighting and other environmental concerns for safety. Midstate does not offer residence living, and, therefore does not have policies regarding maintenance entering personal living space.

**CAMPUS SECURITY AUTHORITY**

Midstate College utilizes Pinnacle Security Innovations as its campus law enforcement. Security guards have the full authority to contact state and local police agencies as necessary. On occasion, Pinnacle Security Innovations security guards are off-duty police officers and, in this situation, have the authority to make arrests. The security guards have the authority to ask questions and request identification at any time; they have the authority to ask students, personnel, and/or others to leave the premises when deemed necessary for the safety of the campus. They may also detain individuals until local law enforcement arrives. Criminal incidents will be referred to local law enforcement and detailed daily crime logs and incident reports will be filed with Security and Student Affairs.

**CRIME PREVENTION SECURITY AND SAFETY**

Midstate personnel and students should feel safe on the College campus at all times. Security personnel are available to assist during campus hours. Contact the Security office if you have any questions or concerns regarding your safety.

Report any of the following issues or concerns:
1. Threats made by email, phone, letter, or in person.
2. Emergencies or any criminal incident or suspicion.
3. Sexual Harassment is not to be tolerated on any level. Report any issues to the Director of Student Affairs or Human Resources. (See Student or Employee Handbook for full copy of Sexual Harassment Policy) Flyers from the Illinois Department of Human Resources (IDHR) are also provided on campus bulletin boards.

**Building Security**

1. Contact the Director of Student Affairs for special events or building access requests. Requests must be made prior to the event so that security can be properly notified. If proper permission is not received, you will be asked to leave the premises. Contact Information: Room 212, studentaffairs@midstate.edu, or ext. 2120
2. All classrooms, sections, or buildings will be locked on Fridays, weekends, or during break weeks when there are no classes, meetings, or functions in session. Security will open areas for special needs and requests.

**Computer Security**

Midstate College has an advanced network system that enables us to connect to each other’s computers, share files, and use the Internet. Security is a very important part of this system. Any workstation that has been logged into by a student, a faculty member, or a staff member should never be left unattended.

All students and employees should be aware that it is unacceptable to give out your password to anyone for any reason. Every Midstate student and employee must maintain the security and integrity of our computer systems by following these simple procedures:
1. Keep your office locked when you are not in it or you are gone for the day.
2. Always log off or lock your computer when leaving it unattended.
3. Do not store your password in a visible location.
4. If you are using a temporary password assigned by the administration, you need to have it changed by the Network Administrator or Computing Services Manager.
5. Do not give your password to anyone. Exception: If Technical Support needs to enter your computer for maintenance purposes, you can enter the password for them or, if you give them the password, immediately change your password once the work has been completed.
6. Any student that has trouble logging into the system should contact Technical Support immediately for assistance.
7. Always fill out a Technical Assistance form whenever there is a problem that should be brought to Computing Service’s attention.
8. IT assistance is available in the Technical Support office during regular campus hours.
Campus and Public Safety Tips

Your efforts, individually and collectively, can contribute to a campus environment that is as safe and secure as possible. Campus safety requires continued active support of the entire College community, so please be responsible. Report all crimes, actual, attempted, or suspected. If you have any suggestions which might be useful, please send them to the Student Affairs office.

Protect Yourself:
- Stay alert and trust your instincts. If you feel uncomfortable in a place or situation, leave.
- Communicate that you are calm, confident, and know where you are going.
- Try not to walk alone. Ask a friend to walk with you. If you must walk alone, walk with confidence and avoid dark, remote areas.
- Stay on the part of sidewalks furthest away from shrubs, dark doorways, and alleys.
- Don’t overload yourself with packages or wear shoes or clothing that restricts movement.
- Avoid displaying large amounts of cash or jewelry.
- Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.
- If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant, or lighted home.
- Avoid isolated bus stops at times when few other people are around.
- Do not reveal your name, phone number, or address to strangers.
- Never admit that you are alone or that you will be away from home.
- Keep an eye on neighbors’ homes or apartments while they are away and have them do the same for you.
- Keep your local police department’s phone number next to your phone.
- Keep your personal and college keys safe, and don’t lend them to anyone. At night, have your keys ready before you get to your door or car. If your keys are lost or stolen, report it immediately and replace your locks.
- Lock your doors every time you leave, and don’t leave your belongings unattended in the library, lounges, or classrooms. Engrave your valuables with an ID number.
- Take a self-defense course.

If You Are Attacked:
- SCREAM!
- Scratch, bite, jab, stamp, but act fast.
- Run toward the nearest lighted area or group of people and keep screaming.
- Rely on your nails, fists, feet, and teeth. Do not carry a weapon; it can be turned against you.
- If the assailant has a weapon, passive resistance (vomiting, urination, telling a possible rapist that you’re diseased or menstruating) may be your best defense.
- Every attack and attacker is different. Try to evaluate the situation and the assailant, and act accordingly.
- If you’re held up, don’t resist. You can never tell if a robber is armed, and no amount of money is worth your life.
- Report the incident and try to give as detailed a description as possible: approximate age, height, weight, details on hair, clothing, scars, and tattoos. You won’t have to decide until later whether to press charges.

Protect Your Residence:
- Keep doors locked at all times.
- Draw shades and curtains whether or not you are at home.
- Keep money and jewelry locked in a safe place.
- Leave a light on while you are away, or use a timer.
- Secure sliding glass doors with commercially available locks or a rigid wooden dowel in the track.
- Don’t hide spare keys in mailboxes, planters, or under doormats.
- Make a record of your valuables, and keep it in a safe spot.
- Don’t leave a note that says you are not home.
- Never prop doors open.
- Keep ladders and tools in a locked area.
- Have someone cut your lawn while you’re on vacation.
- Never study or sleep alone in your residence with the doors unlocked. If you expect friends or roommates later, make them knock; don’t leave the door open for them.
Protect Your Office
- Keep your purse, wallet, and other valuable items with you at all times or locked in a drawer or closet.
- Never leave keys lying out and never leave them in the lock.
- Never leave change or cash on the desk or in a top drawer.
- Notify security personnel of any suspicious persons or vehicles.
- Lock doors when working after normal hours.
- Report any broken or flickering lights and doors that don’t lock properly.

In Your Vehicle:
- In a car, keep doors locked while driving, park in well-lighted areas and always check the back seat before getting into a car.
- Do not leave your car running even if you are going to just “run in” for a few minutes. An unattended car with the motor running is an open invitation for it to be stolen.
- Make sure you turn your steering wheel so it locks in place.
- Always put valuables in the trunk or hidden compartments. Do not leave loose change or CD’s in the center tray.
- Always lock your car and remove the keys. Make sure the windows are closed.
- Never leave an ID tag on your key ring.
- Keep your vehicle registration on your person, not in the glove compartment.
- Leave only the ignition key with parking attendants.
- Never pick up hitchhikers.
- If you have car trouble, raise the hood and remain in the car with your doors locked. If a stranger approaches your car, ask them to find the closest police station but do not encourage their help.

At A Party:
- Be aware of your alcohol consumption. Alcohol impairs your judgement.
- Before you leave, make your friends aware of whom you are leaving with.
- Be alert to your surroundings. Know the address of the party just in case.
- Avoid isolated areas within the apartment, house, or fraternity.
- Always pour or open your own drink. Do not accept beverages from people you do not know.

Nuisance/Obscene/Threatening Phone Calls:
In Illinois, it is a violation of law to use your telephone, or knowingly allow your telephone to be used, for placing indecent, threatening, or harassing calls. Nuisance and obscene phone calls are classified in the Illinois criminal code as Class B Misdemeanors (720 ILCS 135/1-2). Threatening calls are classified as a Class 3 Felony (720 ILCS 135/12-16). If you receive harassing or threatening calls:
- Hang up immediately on obscene callers or strangers who ask questions about personal matters.
- Do not engage the caller in conversation.
- Pay attention to background noise and the caller’s voice (gender, etc.) that may assist in identifying the caller.
- If the call is recorded on the answering machine, save the tape.
- Keep a log or record of the call(s) that includes date, time, and comments.
- Do not volunteer your name or other personal data to any caller you do not know. If you have an interest, ask the caller for his/her phone number and say you will get back to them.
- Do not tells others about your calls. Many disturbing calls are made by people you know.
- If the caller keeps calling, contact your phone carrier and/or the local police.
- If the call is a threat to your safety, contact your phone carrier and/or the local police.
- List only first initials and last name in telephone directories.
- Be suspicious of wrong number calls; do not divulge your name or address.
- Never reveal that you are home alone.
Credit Card Tips:
- Check to see if you’ve been given back your card once you’ve paid for what you bought.
- Watch your credit slip being filled out, and make sure it is not being passed through the machine more than once.
- Destroy a credit card that is out of date. Cut it in several pieces and throw it away.
- Destroy the carbons, but keep the receipts.

Identity Theft
Identity theft occurs when someone uses your personal information, such as your name, Social Security number, credit card number, or other identifying information without your permission, to commit fraud or other crimes.

How identity theft occurs: Skilled identity thieves use a variety of methods to gain access to your personal information. They get information by stealing records from their employer; hacking into the organization’s computers; rummaging through your trash; stealing credit and debit card numbers as your card is processed by using a special information device in a practice known as “skimming”; stealing wallets or bank and credit card statements; or completing a “change of address form” to divert your mail to another location.

“Phishing” is a kind of credit and debit card fraud. By pretending to be an email from a bank or similar site, scammers “fish” for account numbers, passwords, Social Security numbers and other personal information. Phishing email schemes change frequently and often have links or attachments with links. Users who click on the links are taken to look-alike sites where they are asked to enter personal data.

Once identity thieves have your personal information, they may: go on spending sprees, open new credit card accounts, take out auto loans, establish phone or wireless service in your name, file for bankruptcy under your name, or give your name to the police during an arrest.

If you are a victim of ID theft, or if you suspect that your personal information has been used to commit fraud or theft, take the following four steps immediately:
1. Contact the fraud departments of one of the three major credit bureaus (Equifax 1-800-525-6285; Experian 1-888-397-3742; or TransUnion 1-800-680-7289) to place a fraud alert on your credit report. The fraud alert requests creditors to contact you before opening any new accounts or making any changes to your existing accounts. As soon as the credit bureau confirms your fraud alert, the other two credit bureaus will be automatically notified to place fraud alerts, and all three credit reports will be sent to you free of charge.
2. Close the accounts that you know or believe have been tampered with or opened fraudulently. Use the ID Theft Affidavit (available at https://www.consumer.ftc.gov/articles/pd-0094-identity-theft-affidavit.pdf) when disputing new, unauthorized accounts.
3. File a police report. Get a copy of the report to submit to your creditors and others who may require proof of the crime.
4. File your complaint with the Federal Trade Commission (FTC). The FTC maintains a database of identity theft cases used by law enforcement agencies for investigations. Filing a complaint also helps the FTC to learn more about identity theft and the problems victims are having so that they can better assist you.

For more in-depth information on ID Theft, check out http://www.criminal-justice-careers.com/crime/id-theft.html

Consumer Fraud
It can be hard to resist a phone call from a charity seeking desperately needed funds for flood victims, endangered species, or the homeless; a postcard claiming you’ve won an amazing sweepstakes prize if you just call and send an “administrative fee”; or an investment offer giving you an “exclusive” chance to earn potentially enormous profits; but such phone calls may make you a victim of telemarketing fraud. Here is what you can do:
- If a caller asks for your credit card, bank account, or Social Security Number to verify a free vacation, a prize, or a gift, say, “No,” and hang up.
- If you are calling a 900 number in response to an advertisement or something you receive in the mail, make sure you know all the charges up front.
- Before you agree to support a charity that calls seeking money, ask for written information about its finances and programs, and feel free to hang up if you do not feel comfortable. It is your choice.

If you feel that you have been conned, call the police and/or the Better Business Bureau.
To Protect Yourself And Others In An Emergency:

- Be aware of policies regarding fire and tornado safety. Know fire escape/exit procedures.
- If you discover a fire, use the fire exits and leave the area immediately; do not use the elevator; pull fire alarms as you exit the building.
- If you are involved in or witness a car accident or any other medical emergency, contact 9-1-1 or campus security immediately.

CRIMINAL ACTIVITY AT OFF-CAMPUS LOCATIONS

Colleges are required to provide a statement of policy concerning the monitoring and recording through local police agencies of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities. Midstate College does not provide off-campus student organizations or housing facilities and, therefore, does not have procedures for these requirements.

POLICY REGARDING DRUGS AND ALCOHOL (See Drug & Alcohol Program section for full details)

Midstate College has adopted the following standard of conduct effective October 1, 1990, for all students and employees in accordance with the Department of Education, the Final Regulations: Drug-Free Schools and Campuses.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as a part of College activities is prohibited.

Any violation of this standard of conduct will result in disciplinary actions being taken, such actions being expulsion from College, termination of employment, referral for prosecution, if applicable, and/or requiring completion of an appropriate rehabilitation program.

All students and employees sign a statement verifying they understand the above statement.

EMERGENCY RESPONSE AND EVACUATION

The cooperation and involvement of students, faculty, and staff in a campus safety program are essential. Students, faculty, and staff must assume responsibility for their personal safety and the security of their personal belongings by taking simple, common-sense precautions. The following notification procedure is to be used in case of accident, outbreaks, fire, tornado, bomb, or other emergencies.

1. Immediately notify local law enforcement, Campus Security, Student Affairs, or the Business Manager (as listed above).
2. All phones in classrooms and hallways can access internal extensions and 9-1-1 without a passcode.
3. Identify yourself and give the location you are calling from.
4. State the emergency.
5. Start the evacuation process (evacuation maps are located in all classrooms, lobbies, and common areas).
6. In the case of an accident where a person is injured, remain with the victim and make the person as comfortable as possible until help arrives.
7. Campus-wide notifications will be made in order to provide the safety and security of all students and employees. Notifications will be made through the campus-wide paging system, network email system, mobile updates (texts), and website notifications depending on the situation. The Director of Student Affairs in conjunction with administration will initiate the notification process providing email and website notifications, announcements on the paging system, and prompting the mobile update notification.
8. Timely warnings will be issued as soon as pertinent information is available in regards to crimes on campus.

Tornadoes

In the event of a tornado, all instructors/department directors are instructed to secure their classrooms/offices and escort all students/staff to the lower level of the main building. Keep everyone calm and move to the main building lower level as quickly as possible. Stay away from windows. Everyone should sit on the floor in a tucked position with their hands over their heads. Remain on campus in the shelter areas. When the warnings are lifted, everyone may return to normal routines. All personnel/students should familiarize themselves with the following: location of evacuation routes, storm shelter areas, fire exits, fire extinguishers, etc. In case of an emergency, notify the main office to call 911, and start evacuation.
A continuous steady blast of the Civil Defense Siren indicates a confirmed tornado sighting in proximity of the campus. Midstate College also has three weather alert radio systems provided by the National Weather Service to keep us informed of sightings and possible conditions in Peoria County. In the event of a weather emergency, announcements will be made over the paging system. To report seeing a tornado, call Lincoln National Weather Service or call local police, sheriff, or state police.

Announcements will be made over the paging system in the event of a tornado.
1. Even if no Tornado Warning is announced but you hear Civil Defense sirens;
   (other than at 10:00 AM on the first Tuesday of each month)
2. Stop what you are doing immediately;
3. DO NOT GO OUTSIDE TO LOOK!
4. Remain on campus and proceed to the shelter areas in the main building in an orderly manner;
5. Do not use the elevator;
6. Stay away from windows; protect yourself from being struck by falling objects, injured by flying debris or being blown away;
7. Remain in the hallway or shelter areas until authorized personnel advise “all clear.”

The instructor/department director is responsible for the following:
1. Knowing locations of storm shelters and evacuation routes;
2. Enlisting assistance from others to aid in the evacuation of any persons with disabilities;
3. Making sure that all electrical apparatus is off;
4. Evacuating the classrooms/offices;
5. Directing students/staff to the shelter areas in the main building;
6. Closing windows, turning off lights, and shutting doors;
7. Assembling students/staff in the shelter areas and take attendance.

**Fire**

STAY CALM. Instructors/department directors escort students/staff out of the building(s). Have all students/staff meet in the back parking lot by the tower. Do not go back into the building for any reason. All personnel/students should familiarize themselves with the following: location of fire exits, evacuation routes, fire extinguishers, etc. In case of an emergency, start evacuation and pull the fire alarm on your way out of the building (located at each exit). When a fire alarm sounds or there are other warnings that there is a fire, all persons are required under state law to exit the building immediately. Failure to evacuate is a criminal offense. Persons in charge of a facility (including faculty teaching classes) are responsible for evacuating their area and may be held personally liable for a failure to evacuate.

Announcements will be made over the paging system and/or fire alarms will sound.
1. Stop what you are doing immediately;
2. DO NOT GO INVESTIGATE!
3. All persons must evacuate the building(s) in an orderly manner;
4. Do not use the elevator;
5. During adverse weather, don’t forget your personal weather apparel;
6. Immediately after exiting the building, proceed directly to the back parking lot by the tower;
7. Do not leave campus as it will interfere with entering emergency units;
8. Do not enter building until an “all clear” is given.

The instructor/department director is responsible for the following:
1. Knowing locations of fire extinguishers and evacuation routes;
2. Assigning students or other personnel to assist all persons with disabilities;
3. Making sure that all electrical apparatus is off;
4. Evacuating the classroom or offices;
5. Directing students/staff to exits;
6. Closing windows, turning off lights, and shutting doors;
7. Assembling their students/staff in the back parking lot by the tower and taking attendance.

**Earthquake**

Federal, State, and local emergency management experts and other official preparedness organizations all agree that “Drop, Cover, and Hold On” is the appropriate action to reduce injury and death during earthquakes. Midstate College participates in the annual Great ShakeOut earthquake drills (www.shakeout.org) each October. The drill provides opportunities to practice how to protect ourselves during earthquakes.
You cannot tell from the initial shaking if an earthquake will suddenly become intense...so always Drop, Cover, and Hold On Immediately!

• DROP to the ground (before the earthquake drops you!),
• Take COVER by getting under a sturdy desk or table, and
• HOLD ON to your shelter and be prepared to move with it until the shaking stops.

If there is no table or desk near you, drop to the ground and then, if possible, move to an inside corner of the room. Be in a crawling position to protect your vital organs, and be ready to move if necessary, and cover your head and neck with your hands and arms.

Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be the start of a big one...and that's why you should always Drop, Cover, and Hold On immediately!

If you are unable to Drop, Cover, and Hold On: If you have difficulty getting safely to the floor on your own, get as low as possible, protect your head and neck, and move away from windows or other items that can fall on you.

In a Wheelchair: Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book, or whatever is available.

In Bed: If you are in bed, hold on and stay there, protecting your head with a pillow. You are less likely to be injured staying where you are. Broken glass on the floor has caused injury to those who have rolled to the floor or tried to get to doorways.

In a High-Rise: Drop, Cover, and Hold On. Avoid windows and other hazards. Do not use elevators. Do not be surprised if sprinkler systems or fire alarms activate.

In a Store: When shaking starts, Drop Cover and Hold On. A shopping cart or getting inside clothing racks can provide some protection. If you must move to get away from heavy items on high shelves, drop to the ground first and crawl only the shortest distance necessary. Whenever you enter any retail store, take a moment to look around: What is above and around you that could move or fall during an earthquake? Then use your best judgment to stay safe.

Outdoors: Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards.

Driving: Pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking is over. If a power line falls on the car, stay inside until a trained person removes the wire.

In a Stadium or Theater: Stay at your seat or drop to the floor between rows and protect your head and neck with your arms. Don’t try to leave until the shaking is over. Then walk out slowly watching for anything that could fall in the aftershocks.

Near the Shore: Drop, Cover, and Hold On until the shaking stops. If severe shaking lasts twenty seconds or more, immediately evacuate to high ground as a Tsunami might have been generated by the earthquake. Move inland two miles or to land that is at least 100 feet above sea level immediately. Don’t wait for officials to issue a warning. Walk quickly, rather than drive, to avoid traffic, debris and other hazards.

Below a Dam: Dams can fail during a major earthquake. Catastrophic failure is unlikely, but if you live downstream from a dam, you should know flood zone information and have prepared an evacuation plan.

MYTH – Head for the Doorway: An enduring earthquake image of California is a collapsed adobe home with the doorframe as the only standing part. From this came our belief that a doorway is the safest place to be during an earthquake. True – if you live in an old, unreinforced adobe house. In modern houses, doorways are no stronger than any other part of the house. You are safer under a table.

More information:
www.shakeout.org/dropcoverholdon
www.dropcoverholdon.org
www.earthquakecountry.org/dropcoverholdon
**Bomb Threats & Suspicious Packages**

If you receive a bomb threat, you should remain calm and follow these guidelines:

- If possible, pay attention to our telephone display and record the information shown in the display window.
- The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible.
- Try not to anger the caller at any time.
- While engaging the caller, pay attention to any background noise and distinctive sounds like machinery, traffic, other voices, music, television, etc.
- Note any characteristics of the caller’s voice such as gender, age, education, accent, etc.
- Attempt to obtain information on the location of the device, i.e., building, floor, room, etc.
- Attempt to obtain information on the time of detonation and type of detonator.
- Immediately after the caller has ended the call, notify local law enforcement and campus security.
- If the threat was left on your voice mail, do not erase.

If you receive a suspicious package or locate a suspicious item:

- Do not move or open the item.
- Clear employees and students away from the immediate area.
- Lock the area.
- Contact local law enforcement and campus security.
- Meet responding police officers outside.

**Code Red**

Code Red is provided by the Peoria Police Department and is an Emergency Response System. Participating in the Code Red system provides notification by your local emergency response team in the event of emergency situations or critical community alerts. Examples include: evacuation notices, bio-terrorism alerts, boil water notices, and missing child reports.

By adding your phone number you agree to receive telephone calls that deliver messages from your local municipality or employer that are pre-recorded and sent by the Emergency Communications Network. To participate in this program, go to the PPD website at: [http://www.peoriagov.org/peoria-police-department/](http://www.peoriagov.org/peoria-police-department/); go to the bottom right of the PPD homepage and click on “Code Red.”

**Soft Lockdown**

A Soft Lockdown occurs when there is a potential danger in the area that has been determined by the Peoria Police Department. Once the College is notified by the PPD or the Code Red system, the College will proceed to announce the Soft Lockdown and place the campus in Lockdown as follows:

- Announcement will be made through campus-wide paging system;
- External doors to each building will be locked until notification is received by the PPD or Code Red that the area is clear;
- During the Lockdown, everyone is free to walk around freely within the building they are in and proceed with classes and normal operation;
- Everyone must stay in the building they are in until the all-clear has been given;
- Once the all-clear is received, an announcement will be made through the campus-wide system;
- External doors will be unlocked, occurrence is over.
Active Shooter Response
In the event of an Active Shooter, below is information provided by the Department of Homeland Security and can be viewed at: http://www.youtube.com/watch?v=5VcSwejU2D0

Avoid (Run) – When an Active Shooter is in your vicinity: Run, or better yet Avoid, which simply takes us out of harm’s way.

Run and Avoid are similar. Avoid involves a wider range of options than just Run. Simply make yourself less of a target, less able to be injured. At the very first sign that something bad is happening, or about to happen, avoid the situation, leave right now. Don’t wait around to watch.

- At the first sign of trouble, calling 911 is NOT the top priority. Instead, getting yourself out of the situation is your top priority;
- Think Avoid. Think Run. Think Escape. Think Exits...and think optional exits;
- If there is an escape path, attempt to evacuate;
- Evacuate whether others agree to or not;
- Leave your belongings behind;
- Help others escape if possible;
- Prevent others from entering the area;
- Call 911 when you are safe.

Deny (Hide) – If evacuation is not possible, find a place to hide: Hide, or better yet Deny, makes us harder to hurt.

Hide or Deny is what we do when we cannot Run or Avoid. Hide or Deny makes us harder to hurt. Since he is under time pressure, he is going to go after people who are easier to hurt.

Hide is definitely passive, very different from Deny, which is active. If you cannot run to safety or to avoid the danger, deny access of the attacker to you. Move to a room, lock or block the door, turn out the lights, keep out of sight, keep completely silent. Don’t worry about which way the door opens (opens in or opens out), barricading will work in either case to slow him down. Close and lock windows, close blinds, pull curtains, cover windows. The attacker is looking for easy targets, make it hard to find or see you. Hide along the wall closest to the exit but out of the view from the hallway. This position allows for an ambush of the shooter, if it comes to that and for possible escape if the shooter enters the room.

Your denial place should:
- Be out of the shooter’s view;
- Provide protection if shots are fired in your direction;
- Not trap or restrict your options for movement;
- Be sure to, lock doors, turn off lights, and turn off cell phones.

Defend (Fight) – As a last resort, and only if your life is in danger: Fight, or more properly Defend, is what we need to do as a last resort. You have the right to defend yourself and others.

Fight and Defend are similar. If you can’t avoid the shooter, you have denied him access to you as best you can; now is the time to prepare for the next step, if it becomes necessary. You must take an active role in defending your life and innocent lives around you.

As a last resort, refuse to become a victim. Prepare to defend yourself; you have the legal right to do so. Fight as if your life depends on it. Turn fear into anger. Think of improvised weapons you can use. Think of surprise rushing/swarming the attacker.

- Attempt to incapacitate the shooter;
- Act with physical aggression;
- Improvise weapons;
- Commit to your actions.

911 – When law enforcement arrives:
- Remain calm and follow instructions;
- Keep your hands visible at all times;
- Avoid pointing or yelling;
- Know that help for the injured is on its way.
In case of **FIRE** stay with your class, follow the evacuation path, exit the building, and go to the back of the rear parking lot. DO NOT use the elevator or leave the property as you will interfere with emergency services.

In case of **SEVERE STORM WARNINGS** stay with your class, follow the evacuation path, go to the Storm Shelter Areas. DO NOT use the elevator or leave the property.
In case of **FIRE** stay with your class, follow the evacuation path, exit the building, and go to the back of the rear parking lot. DO NOT use the elevator or leave the property as you will interfere with emergency services.

In case of **SEVERE STORM WARNINGS** stay with your class, follow the evacuation path, go to the Storm Shelter Areas. DO NOT use the elevator or leave the property.

- **Emergency Exits**
- **Storm Shelter Areas - Go to First Floor**
- **Fire Extinguishers**
In case of **FIRE** stay with your class, follow the evacuation path, exit the building, and go to the back of the rear parking lot. DO NOT leave the property as you will interfere with emergency services.

In case of **SEVERE STORM WARNINGS** stay with your class, follow the evacuation path, go to the Storm Shelter Areas. DO NOT leave the property.
Midstate College - Evacuation Plan
R. Dale Bunch Student Center - First Floor
Building 3

In case of **FIRE** stay with your class, follow the evacuation path, exit the building, and go to the back of the rear parking lot. DO NOT use the elevator or leave the property as you will interfere with emergency services.

In case of **SEVERE STORM WARNINGS** stay with your class, follow the evacuation path, go to the Storm Shelter Areas. DO NOT use the elevator or leave the property.

- Emergency Exits
- Storm Shelter Areas
- Fire Extinguishers
- Fire Alarm
In case of **FIRE** stay with your class, follow the evacuation path, exit the building, and go to the back of the rear parking lot. DO NOT use the elevator or leave the property as you will interfere with emergency services.

In case of **SEVERE STORM WARNINGS** stay with your class, follow the evacuation path, go to the Storm Shelter Areas. DO NOT use the elevator or leave the property.
Consumer Information & Campus Security

Drug & Alcohol Prevention Program

October 1, 2018
DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

The College participates in the FSA programs and must provide to its students, faculty, and employees information to prevent drug and alcohol abuse, and it must also have a drug and alcohol prevention program.

POLICY REGARDING DRUGS AND ALCOHOL

Midstate College has adopted the following standard of conduct effective October 1, 1990, for all students and employees in accordance with the Department of Education, the Final Regulations: Drug-Free Schools and Campuses.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as a part of College activities is prohibited.

Any violation of this standard of conduct will result in disciplinary actions being taken, such actions being expulsion from College, termination of employment, referral for prosecution, if applicable, and/or requiring completion of an appropriate rehabilitation program.

- All students sign a statement verifying they understand the above statement during the application process through Admissions, and the form is placed in their student file.
- All employees sign a statement verifying they understand the above statement during the hiring process through Human Resources, and the form is placed in their personnel file.

AWARENESS PROGRAMS AND RESOURCES

Awareness programs are provided through speaker presentations, health fairs, Wellness & Health Initiative Program (WHIP), State of Illinois DUI display, and a partnership with the Peoria Addiction Recovery Center.

UnityPoint Health - Methodist|Proctor
Illinois Institute for Addiction Recovery (Peoria Addiction Recovery Center)
5409 N. Knoxville Avenue
Peoria, IL 61614
www.unitypoint.org
Office: 309.691.1055
Toll-free: 800.522.3784
Fax: 309.689.8604

Brittany Ott, MS, CADC
Cell: 309.212.8349
brittany.ott@unitypoint.org

Anyone that needs assistance with addiction may contact Brittany Ott directly. Brittany is the College's direct contact and will assist anyone that needs help. If you do not feel comfortable going into the Center, she will meet you on-campus. The Center not only assists those with drug and alcohol addiction but other addictions as well, such as gambling, food, sex, Internet, video gaming, shopping/spending, and chronic pain w/addiction. Brittany provides student and personnel seminars on addiction.

The Illinois Institute for Addiction Recovery provides several programs through its Peoria center including: Adult Program, Adolescent and Young Adult Program, Inpatient Treatment, Addiction Day Treatment, Outpatient Rehabilitation, Continuing Care, Extended Care, Early Intervention, Family Programs, and Alternative Therapies.

Addiction Information & Treatment Centers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Response Service</td>
<td>671.8084</td>
</tr>
<tr>
<td>Lifeway Adolescent Chemical Help</td>
<td>800.543.3929</td>
</tr>
<tr>
<td>Drug Abuse Help Line</td>
<td>800.662.HELP</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td>676.2145</td>
</tr>
<tr>
<td>IL Alcohol &amp; Drug Evaluation Services</td>
<td>692.6277</td>
</tr>
<tr>
<td>White Oaks Center/Chemical Dependence</td>
<td>692.6900</td>
</tr>
<tr>
<td>Peoria Area Intergroup Association</td>
<td>673-1456</td>
</tr>
<tr>
<td>Cocaine Alcohol Abuse</td>
<td>1.800.888.9383 (24hr Hotline)</td>
</tr>
<tr>
<td>Illinois Drug &amp; Alcohol Rehab</td>
<td>1.888.565.6401 (24/7 Hotline)</td>
</tr>
</tbody>
</table>
National Hotline Numbers
800.COCAIN
800.662.HELP (cocaine abuse treatment ctrs)
800.241.9746 (National Drug Abuse Hotline)
800.SAY.NO.TO (National Clearinghouse for Alcohol and Drug Abuse)

SUBSTANCE CATEGORIES

Alcohol (at .08 Blood Alcohol Concentration & Above)
Impaired motor abilities; reduced judgment; sleepiness; increased sexual desire but reduced ability to perform; nausea, vomiting; liver disorders-alcoholic hepatitis, alcoholic cirrhosis; cancer of the - tongue, mouth, throat, esophagus, liver, breast; fetal alcohol syndrome (most common symptom is mental retardation).

Cannabis Marijuana Hash/Hash Oil THC
Diminished-short term memory, motivation & cognition, coordination & concentration, oral communication, reaction time; anxiety & panic reactions; carcinogenic elements in smoke; damaged lungs & respiratory system.

Cocaine (includes Crack Cocaine)
Increased likelihood of risk taking; seizures; sleeplessness; paranoia; irregular heartbeat; can cause sudden death by stroke or heart failure, even in young users; cocaine psychosis (paranoia & hallucinations); ulceration of mucous membranes in the nose; sexual dysfunction; during pregnancy can cause severe physical & emotional problems in babies.

Depressants, Tranquilizers, Barbiturates, Methaqualone
Dangerous effects when mixed with alcohol; calmness & relaxed muscles; slurred speech, staggering gait, loss of motor coordination; altered perceptions; respiratory depression which can result in coma or death; disruption of normal sleep cycle; during pregnancy - birth defects, brain tumors in children; tolerance develops severe withdrawal symptoms; physical & psychological dependence.

Other Stimulants (Excluding Cocaine), Amphetamines, Methamphetamines
Increased heart & respiratory rates; elevated blood pressure; decreased appetite; headaches; blurred vision; dizziness; sleeplessness; anxiety; amphetamine psychosis - violent behavior, hallucinations, delusions, paranoia; drug tolerance & dependency; mood swings; ulcers; mental confusion.

Psychedelics, LSD, Mescaline, Psilocybin, Phencyclidine (PCP), MDMA (Ecstasy), MDA
Distorted sense of distance, space and time; blockage of pain sensations; nausea, vomiting & diarrhea; severe mood disorders, panic depression, anxiety; greater suggestibility & feelings of invulnerability; unpredictable reactions if drugs are “cut” with impurities; tolerance after (3-4 daily doses--higher doses are required to produce same effects).

Narcotics, Opium, Morphine, Codeine, Thebaine, Heroin, Methadone, Darvon, Demerol
Feeling of euphoria followed by drowsiness; nausea & vomiting; respiratory depression; central nervous system depression; use of unsterile needles promotes - AIDS, hepatitis B, endocarditis (infection in the heart); women dependent on opiates have multiple pregnancy complications - spontaneous abortions, still births, anemia, diabetes.

LAWS REGARDING ALCOHOL AND DRUGS

State of Illinois
In addition to the Federal laws, the State of Illinois has its own laws dealing with controlled substances.

Alcohol:
Under age consumption and/or possession –misdemeanor, 30 days to 1 year and/or $500 to $1000 fine
DUI $100 to $1000 fine, possible confinement 48 yrs. to 1 year

Marijuana:
2.5 grams or less – 30 days maximum, $500 fine
2.5 to 10 grams – 6 months maximum, $500 fine
10-30 grams – 1 year maximum, $1000 fine
30-500 grams – 1 to 3 years, $1000 fine
500 grams or more – 2 to 5 years, $150,000 fine

All other narcotics:
Felony – amount possessed will determine penalty – 1 to 30 years, $1000 to $200,000 fine
Federal law penalizes the unlawful manufacturing, distribution, use, sale, and possession of controlled substances. The penalties vary based on many factors, including the type and amount of the drug involved and whether there is intent to distribute. Federal law sets penalties for first offenses ranging from less than one year to life imprisonment and/or fines up to $10 million. Penalties may include forfeiture of property, including vehicles used to possess, transport, or conceal a controlled substance; the denial of professional licenses or Federal benefits, such as student loans, grants, and contracts; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm. Federal law holds that any person, who distributes, possesses with intent to distribute, or manufactures a controlled substance on or within one thousand feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines. See the Federal Controlled Substances Act at 21 USC 800.

ALCOHOL AND OTHER DRUGS - ABUSE AND EFFECTS

Physical
- Increased heart rate and skin temperature
- Loss of muscle control leading to slurred speech
- Hangover miseries: fatigue, nausea, headache
- Falls, cuts and bruises are common results of alcohol abuse
- Automobile accidents are one of the most common causes of death and serious injury for young people. Victims may include bystanders as well as the drinkers themselves. Even a single binge can have long-lasting consequences.

Psychological
- Impaired judgment (of space, time, etc.)
- Impaired thinking and reasoning processes; poor concentration
- Loss of inhibitions: exaggerated feelings of anger, fear, anxiety, etc.
- Heavy Drinking (frequent drinking to intoxication over an extended period) can have serious consequences. For example:
  - Alcoholism
  - Damage to brain cells
  - Malnutrition
  - Increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, mouth, throat, and stomach
  - Degeneration of muscle and bone
  - Blackouts and memory loss
  - Hallucinations
  - Poor concentration
  - Personality disorders, increased tension, anger, and isolation
  - “DTs” (delirium tremens) - shaking, hallucinations, etc., - due to withdrawal from alcohol

Additional signs of an alcohol or other drug abuse problem in various aspects of your life:
- Physical: Your eating habits become poor, memory loss and/or blackouts will occur, and you become more susceptible to illness.
- Emotional: You will develop moody and aggressive behavior towards others and experience relationship problems.
- Intellectual: Reality will become distorted; all your difficulties become someone else’s fault, and you try to rationalize that your alcohol and other drug usage is not part of the problem. Paranoia may develop with prolonged use of alcohol and other drugs.
- Social: You profess that the only “good party” offers ample amounts of your drug of choice, and you will not attend a non-alcoholic/drug free function without using beforehand.
- Occupational: You are willing to risk job loss by using at work or coming to work under the influence.

Warning signs of a drinking problem:
- Denial: Lies about drinking, minimizing number of drinks, avoids reference to drinking.
- Loss of Control: Repeated promises “to be more careful” or “to cut down.” Gets drunk when intending to stay sober.
- Drinking to feel normal, drinking to cope, escape, solve problems, or to feel better.
- Increased Tolerance or Frequency: Begins drinking earlier in the week and can drink a large amount before visible signs occur.

- Decreased Tolerance: Drinking capacity drops. Now takes less alcohol to achieve drunkenness.

- Neglects Responsibilities: Absenteeism, late for class, work, meetings, or appointments. Fails to meet financial and personal responsibilities (academic, job, interpersonal, extra-curricular, etc.).

- Susceptible to Accidents & Illness: Alcohol lowers immune system resistance so more likely to catch cold and/or other viral and bacterial infections, especially STD's.

- Gulps or Sneaks Drinks: Drinks alone, or drinks quickly to achieve desired effect.

- Reliance on a Drink to Start the Day: Shakes in the morning after drinking.

- Drinking Causes Problems: Repeated use despite negative consequences; hangovers, relationship problems, financial/legal problems.

- Preoccupation with Drinking: Won’t go to a party unless alcohol is there, leaves when alcohol is gone.

- Personality Changes when Drinking: Likely to become aggressive and potential for violence increases. If down or depressed, a person may become suicidal.

**PROCEDURES FOR DISTRIBUTION OF CONSUMER INFORMATION**

The Midstate College Consumer Information, Campus Security Report, and Drug and Alcohol Prevention Program annual disclosures are provided through the following methods:

- The Director of Student Affairs will maintain and facilitate the distribution of consumer information to all students and all employees in cooperation with the Director of Admissions and Human Resources.

- Current students and employees receive an email notification each fall with a link to the updated Consumer Information Handbook and the Student Handbook. The email notification includes the option to have a copy of the Handbook(s) mailed to them directly.

- Each term new students are informed during orientation of the availability of the Consumer Information & Campus Security Handbook and Student Handbook. The information includes the option to have a copy of the Handbook(s) mailed to them directly.

- Prospective students receive a Consumer Information & Campus Security notice as part of their meeting with an Admissions Representative. The notice supplies information on how to obtain a copy of the Consumer Information & Campus Security Handbook.

- Prospective employees receive a Consumer Information & Campus Security notice as part of their interview with the Human Resources department. The notice supplies information on how to obtain a copy of the Consumer Information & Campus Security Handbook.

- Additional notifications for obtaining information on the Consumer Information and Campus Security Reports are found in the College catalog, College website at: [http://midstate.edu/admissions/consumer.php](http://midstate.edu/admissions/consumer.php), and the display racks throughout the campus.

- Information on how to request and/or view consumer and security information is located and maintained in the following locations:
  - The Consumer Information & Campus Security Handbook
  - The Midstate College Student Handbook
  - The Employee Handbook
  - The Midstate College Catalog
  - The publications and consumer disclosures sections of Midstate College's website
  - Notices are placed in the display racks throughout the campus

**BIENNIAL REVIEW OF DRUG AND ALCOHOL PROGRAM**

A Biennial Review is conducted (in the odd years) in order to measure the effectiveness of the College’s drug prevention program and to ensure consistent treatment in its enforcement of its disciplinary sanctions.

**Reporting Official**

The reporting official for the Midstate College Drug and Alcohol Prevention Program (DAAPP) is the Director of Student Affairs.
Research Methods and Data Analysis Tools
- Data regarding any Midstate College student or employee violations of the DAAPP will be gathered and analyzed from the Midstate College Annual Security Report, the Director of Student Success, and Human Resources.
- The Daily Crime Log and Security Incident Reports are utilized to determine on-campus crimes which include drug and alcohol violations. Midstate utilizes the Peoria Police Department website to monitor and record crimes that occur within the designated area surrounding the campus that have been reported to the local police.
- Midstate College Director of Student Success will provide the Director of Student Affairs any reports of disciplinary reviews and sanctions for drug and alcohol violations.
- Midstate College Human Resources will provide the Director of Student Affairs any reports of disciplinary reviews and sanctions for drug and alcohol violations.
- Factors that affect the College’s zero drug and alcohol violations:
  - No on-campus housing provided
  - Average age of students is 34
  - Alcohol is not typically permitted at campus events. The College may sponsor an event where alcohol is served with the stipulation that the event is catered through a local caterer/third party vendor who provides the license, bartender, and carding.

The number of drug and alcohol-related violations and fatalities that occurred on the College campus or as part of any of the College’s activities and that are reported to campus officials and any sanctions imposed for said violations are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
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<tbody>
<tr>
<td>Crime</td>
<td>Dir SS</td>
<td>HR</td>
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<tr>
<td>Drug Abuse Violation</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violation</td>
<td>0</td>
<td>0</td>
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Sources: Student Success/Human Resources/Campus Security/City of Peoria (within 1000 feet of the Midstate College Property)

Procedures for Completing the Biennial Review
- Annually, the Director of Student Affairs will review all consumer information required and the distribution thereof.
- The Director of Student Affairs will update information provided in the Midstate College Student Handbook and Consumer Information & Campus Security Handbook which includes Campus Security reports and the DAAPP Biennial Review findings.
- Conduct a biennial review (odd years) in order to measure the effectiveness of the College’s drug prevention program and to ensure consistent treatment in its enforcement of its disciplinary sanctions.
- The Director of Student Affairs will prepare a report of findings and maintain its biennial review report and supporting materials and make them available to the Department and interested parties upon request.

Midstate College Drug and Alcohol Review Program Findings
Effectiveness of Drug and Alcohol Prevention Program for 2015-2016:
The effectiveness of a College’s prevention program is measured by tracking the number of drug- and alcohol-related disciplinary actions, treatment referrals, and incidents recorded by campus security or other law enforcement officials.

There are multiple factors that contribute to Midstate College’s zero violation/sanction data. The demographics of a non-traditional adult learner; the average age of 34; 86% of the population is over the age of 25; no student housing (100% commuter base); and no student sponsored activities that allow for the presence of alcohol. These factors make it improbable for the College to evaluate whether or not our prevention program is effective in reducing drug and alcohol violations since there are no violations or sanctions to evaluate. At this time the College has no choice but to conclude that the measures that are being taken are effective for the College campus, including the consistency of sanctions imposed for violations of its disciplinary standards and codes of conduct related to illicit drugs and alcohol abuse. At this time no areas were identified requiring improvement or modification.

Submitted August 16, 2017 - Director of Student Affairs
DRUG-FREE WORKPLACE REQUIREMENTS FOR CAMPUS-BASED COLLEGES

Midstate College employees receive the same materials and procedures as provided to the students (see above.) The College’s Drug-Free Policy is signed by all employees upon hire, and the documentation is placed in their personnel file. The policy includes information on prohibited unlawful activities, sanctions against employees for violations of these policies, and any possible criminal action.

CAMPUS HEALTH POLICY

Midstate College’s health policy states that anyone that has a fever, has been vomiting, or has any contagious illness such as flu, chicken pox, meningitis or pertussis, etc. is to stay at home. Anyone who is diagnosed with MRSA or has been recently treated for MRSA may not attend functions or classes on the Midstate College campus until he or she brings in a note from his/her doctor on letterhead stating that he or she is not likely to infect peers in a classroom or the workplace. The Dean of Academics will notify instructors when the student will be returning to class. While on-campus, the individual must keep the skin area and drainage covered with a dressing and clothing. Anyone who is in contact with any person who has MRSA should practice good hand washing techniques.

The College has disposable thermometers and facemasks available to all students and employees; they are available in the main office (102), Student Affairs office (212), Allied Health department (204), and Bookstore/Cafe (402).

Midstate College campus provides hand sanitizer dispensers by the doors in every classroom, restroom, and several common areas. Kleenex is also provided in the classrooms. Please consider some basic courtesy for the students and Midstate personnel by utilizing these items. Cover your mouth in your elbow when coughing, and wash your hands to prevent the spread of viruses. College personnel may request that anyone wear a facemask if coughing and may request anyone have their temperature taken. These methods are in place in order to assist in ensuring campus health and safety. Anyone that comes to campus and has a fever or is contagious will be asked to leave until they are better.

The maintenance and cleaning staff have a regular routine in place for disinfecting the facilities; however, it is the responsibility of everyone to ensure a healthy environment.

Severe Illness / Influenza Epidemic
If there is an unusual incidence of illness or an epidemic or pandemic are declared.
1. Stay home if you are ill. Notify your supervisor or instructor immediately, and check in every day that you are ill and unable to come to work or class.
2. See your doctor for vaccination and medication information.
3. Cover your mouth when sneezing or coughing.
4. Wash your hands frequently.
5. Drink plenty of fluids, take vitamins, and get plenty of rest.
6. If able, be prepared to work from home for several consecutive days.

Medical Emergencies / Accidents

Complete an incident report form with the main office should you observe an action which results in injury or emergency on College property or during a College-sponsored function. Use the following guidelines in an emergency situation:

Midstate Personnel

Step 1: Have someone call 911;
Step 2: Stay Calm;
Step 3: DO NOT Move the ill/injured person;
Step 4: Notify Security (1000), Student Affairs office (2120), or main office (1020);
Step 5: Midstate personnel stay with ill/injured person;
Step 6: Dismiss other students from class and clear room;
Step 7: Go to the ill/injured person and check: breathing, heartbeat, bleeding, consciousness, feel for pulse;
Step 8: If ill/injured person can respond:
   What happened? Do you have diabetes, epilepsy, or low blood pressure?
   Is there pain? Has this happened before? How do you feel now? Does the person need to be covered?
Step 9: Wait for emergency services.
Person #2 – (a student or additional personnel)

Step 1: Call 911;
Step 2: Stay Calm;
Step 3: Notify Security (1000), Student Affairs office (2120), or main office (1020);
Step 4: Return to personnel and ill/injured person;
Step 5: Make simple quick notes: i.e. Ill/injured person is breathing; pulse is fast/slow; skin is dry or clammy, flushed or pale; is speech slurred, etc., while personnel tend to the ill/injured person;
Step 6: Run errands: i.e. get cool damp towels for the forehead; towels for pressure if there is bleeding; cool drink of water (do not suggest a drink);
Step 7: Get a coat/blanket to cover ill/injured person;
Step 8: Wait for emergency services.

Sexually Transmitted Diseases

STD’s are spread primarily through the exchange of body fluids such as blood, semen, and vaginal secretions during anal, oral, and vaginal sex. Some STD’s, such as genital warts and herpes, can be transmitted through skin-to-skin contact. Persons with a cold sore can transmit the herpes virus if they kiss their partners on the mouth or have oral sex. Other conditions such as trichomoniasis and scabies can be passed on by sharing infected sheets, wet towels, or swimsuits.

Bacterial STD’s, such as chlamydia and gonorrhea, can be treated and cured with antibiotics. Viral STD’s such as HIV, which is the virus that causes AIDS; hepatitis B, which is more infectious than HIV; genital warts; and herpes cannot be cured but can be treated to reduce the severity of the symptoms they cause.

Quite often an STD shows no signs or symptoms, symptoms are initially hard to detect, or symptoms eventually go away. Genital warts and herpes can remain dormant for years after a person is infected. Even though symptoms may not be present or may disappear, an STD doesn’t go away on its own and can still be transmitted. If left untreated, an STD can lead to more serious complications, such as bladder infections, infertility, cervical cancer, brain damage, and DEATH. The earlier you seek treatment, the more effective it can be. The longer you wait, the more severe the problem can become. Anyone who has unprotected sex with an infected partner can become infected. If you are unsure, rather than wait and wonder, call a doctor to make an appointment to be tested.

Protect Yourself & Others Against STD’s

- Abstinence is the most effective way to prevent the transmission of STD’s. Many college students do not engage in sex, but not everyone accepts abstinence as a life-style choice. For those who are sexually active, there are things they can do to reduce the risk for and protect others against STD’s.
- Use a latex condom! Using a latex condom for anal, vaginal, or oral sex can help reduce the risk of an STD. Some condoms are lubricated with spermicide which provides extra protection, or you can apply spermicide to the inside rim and outside tip of the condom. Inserting spermicide into the vagina also reduces the risk. For oral sex, cover the penis with an un-lubricated condom or cut the ends and down the length of the condom to make a latex square, which is used to cover the vagina/anus.
- Use a female condom. A female condom looks like a larger male condom but with a flexible inner ring which is inserted into the vagina to hold it in place. An outer ring helps the condom from being pushed inside. It is made of polyurethane which is a type of plastic that is stronger than latex and is thinner. It covers the outside of the vagina to provide extra protection against STD’s. It takes some practice to learn to use it properly, but it offers some advantages for those who are allergic to latex or don’t like the tight fit of the male condom.
- Your Partners: Being in a monogamous relationship in which you have sex only with an uninfected partner, and your partner only has sex with you, reduces your risk for STD’s. If you’re unsure whether you or your partner may have put yourselves at risk, contact your doctor to determine if you should be tested.
- Safer Sex Tips: Giving each other massages, kissing, hugging, and showering together are activities you can do for fun while reducing your risk for STD’s. Alcohol impairment can cloud a person’s judgment making that person less likely to use a condom and more likely to have sex. In addition, the immune system is lowered making one more susceptible to STD’s. Condoms are most effective when used consistently and correctly along with a spermicide. Oral contraception (the pill), the diaphragm, depo provera, and other forms of contraception are effective methods of birth control but are not effective methods of protection against STD’s. Using a condom with another form of contraception provides better protection against STD’s and pregnancy, but it’s still not 100%. Genital warts and herpes can be transmitted to and from areas that are not covered by a condom. Abstinence is the best barrier.

Most Common Danger Signs of STD’s

If you should notice any of the following signs or symptoms, contact your health care provider to be tested for STD’s: Abnormal discharge of fluid from the vagina/penis; painful or burning urination; any kind of sore, bump or blister which may or may not be painful on or near the genitals or mouth; itching in the genital or rectal area; abnormal bleeding or unusually severe menstrual cramps in women; pain in the lower abdomen in women or pain during intercourse; various skin rashes; or frequent urination.
HEALTH AND SAFETY CONTACT INFORMATION

Crisis Hotlines
If you have difficulty with: peer relationships, lonely, broken relationships, drugs, depression, suicidal feelings, family problems, need information, pregnancy, and helping a friend.

Crisis Intervention Service 309.673.7373 (Long Distance - Call Collect)
Center for Prevention of Abuse 309.691-0551 / 1.800.559.7233 (Crisis Line)
Poison Control Center 1.800.543.2022
Regional Poison Resource Center
  Peoria 309.347.1151
  309.676.8791 / 1.800.322.5330
TNT - Teens Need Teens 309.637.8336 (Long Distance - Call Collect)
Planned Parenthood 309.673.6911
Counseling and Family Service 309.682.4621
Peoria City/County Health Dept. 309.679.6000
Parents Anonymous 309.673.7373
Human Service Center (24-hour info) 309.671.8000
Tazwood Center for Human Services 309.347.5522 (24-hours emergency service)

Addiction Information & Treatment Centers
Emergency Response Service 309.671.8084
Lifeway Adolescent Chemical 1.800.543.3929
Drug Abuse Help Line 1.800.662.HELP
Alcoholics Anonymous 309.676.2145
IL Alcohol & Drug Evaluation Ser. 309.692.6277
UnityPoint | Proctor Hospital 309.691.0155 / 1.800.522.3784 (Chemical Dependency Center)
White Oaks Center/Chemical Dependence 309.692.6900

National Hotline Numbers
1.800.COCAINEn
1.800.662.HELP (cocaine abuse treatment ctrs)
1.800.342.AIDS
1.800.241.9746 (National Drug Abuse Hotline)
1.800.SAY.NO.TO (National Clearinghouse for Alcohol and Drug Abuse)
1.800.227.8922 (STD National Hotline)
1.800.252.1646 (American Cancer Society)

Hospitals
UnityPoint Center | Methodist 309.672.5522
UnityPoint Center | Proctor 309.691.1000
OSF Saint Francis Medical Center 309.655.2000
Poison Center 309.655.2109

Clinics
Family Physician’s Center 309.672.4977
U of I College of Medicine at Peoria:
  Family Practice Center 309.671.8415
Proctor First Care:
  East Peoria 309.694.6464
  Prospect Road 309.685.4411
  War Memorial Drive 309.685.0100

Heart of Illinois 2-1-1 / Get Connected, Get Answers.
Services provided by Advanced Medical Transport and United Way

2-1-1 is a confidential help line that can be reached by dialing 211 from both landlines and cell phones. If a caller has trouble connecting, help can also be reached by dialing 309.999.4029 or visiting www.211hoi.org. Services are provided for Peoria, Tazewell, Woodford, Marshall, Stark, and Putnam counties. Services include: food, shelter, and utility assistance; physical and mental services; job training and financial assistance; home-delivered meals; childcare and after school programs, and more. It is available 24/7 and is free. Need Help? Call 211.
Consumer Information & Campus Security

Other Disclosures
OTHER DISCLOSURES

INFORMATION ABOUT ATHLETICS

Colleges with any athletic programs must report on athletic program participation rates, financial support, completion/graduation rates for student athletes. Midstate College does not offer athletic programs and, therefore, does not have procedures for these requirements.

TEXTBOOK INFORMATION

The College posts textbook pricing information for both required and recommended materials for all classes (i.e., not just the school’s online classes) on the quarterly schedule and is located at: http://midstate.edu/academics/directory/schedule.php.

The pricing information includes the International Standard Book Number (ISBN), retail price, publisher, copyright date, title, and author for all required and recommended textbooks and supplemental materials for each course listed in the institution’s course schedule.

Used textbooks can be purchased at the College’s Bookstore when they are available. Book Buy Back dates are posted in the College calendar, online event calendar, and on the bulletin boards. Book Buy Back starts on Monday of week 11 and ends on Friday of week 1. In order to return books:

- The books must be in VERY GOOD CONDITION AND COMPLETE so that other students may use them. Any CD’s that may accompany the book must be included, and no pages may be torn out.
- Book buyback purchases will be applied to your student account. If you have a zero balance on your account, a check will be released the following Monday provided the book buyback was completed by noon on Thursday.

LOAN COUNSELING

Entrance Counseling and Methods
During the admissions process a financial assistance appointment is scheduled with the Financial Assistance office for all students that need financial aid. Provisions are made by mail and email for those students that live at a distance and cannot attend the appointment in-person. During the financial assistance appointment, the student will receive a tuition estimate (based on the completed FASFA form); a temporary award letter; entrance counseling information (provided through the Department of Education website), including the promissory note, and an informational brochure on the responsibilities of borrowing. The official award letter is mailed to the student, and all documents are maintained in the students financial aid files.

Entrance Counseling and Master Promissory Note Instructions
2. Sign in using your FSA ID and Password. If you have not set one up, please use the Create an FSA ID link.
3. Click on “Complete Counseling.” This will be on the left side of your profile page.

4. Click “Start Entrance Counseling.”

5. Click the first option here for “Student Type.” You will also need to select Illinois from the dropdown menu below and add Midstate College to be notified.

I am completing entrance counseling to receive Direct Loans as an undergraduate student.
6. Next you will read over the required information and answer some multiple choice questions.
7. Click "Submit Counseling" button after you have answered all of the multiple choice questions.

8. A message will appear indicating you have completed Entrance Counseling and Midstate College will be notified.

9. Next you will click "Complete MPN." This will be on the left side of the page.

10. Click on “View What You Need” and you will be asked to provide your DL number or state ID, your current mailing address, and contact information. The MPN will also require you to provide two references that do not have the same address.

11. After you submit your MPN, you should see the message below indicating your MPN has been submitted, and Midstate College will be notified.

You have successfully submitted your MPN. You will receive a confirmation email shortly. The school you selected will be notified of your MPN completion within the next 24 hours.

Your school will tell you what loans, if any, you’re eligible to receive. If you have questions regarding your loan eligibility, the next steps in the processing of your loan, when the loan will be disbursed (paid out), or no longer wish to receive the loan, contact your school’s financial aid office.

For more information on PLUS borrowing access PLUS Counseling.

You will have the option to view, save and/or print a copy of your completed MPN.
Exit Counseling and Methods
The exit process begins when a student graduates, withdrawals, or drops to less than 1/2 time. Graduates that have received loans are contacted to schedule an exit appointment. During the exit the student receives his/her NSLDS Report and an exit packet. The packet includes instructions on completing the online counseling session, YouTube video (https://www.youtube.com/watch?v=oJHySMdXjxE) on what to expect from loan repayments, and a brochure on loan repayments. Graduates and/or students that are unable to attend an exit appointment are mailed the exit packet for completion. Documentation is recorded in the student’s Financial Aid file noting that the exit materials were sent.

Exit Counseling Instructions
1. Log into your account at www.studentloans.gov
2. Once you have signed in, please click on “Complete Counseling”.

3. Next you will click “Start Exit Counseling” and follow all the steps required.

4. After completing all the required information, please make sure you submit your exit counseling to ensure Midstate College receives notification.
TEACH EXIT COUNSELING

Midstate College does not offer the TEACH program and, therefore, does not have procedures for these requirements.

PRIVATE EDUCATION LOANS

A private education loan is a non-FSA loan that is made to a borrower expressly for postsecondary education expenses, regardless of whether the loan is provided through the educational institution that the student attends or directly to the borrower from the private education lender. Midstate College does not offer Private Education loans and, therefore, does not have procedures for these requirements.

MISREPRESENTATION

The Midstate College holds each employee responsible for promoting an environment of integrity as stated in the College’s Code of Ethics.

In compliance with federal regulations (Subpart F of Part 668), Midstate College employees will not make misleading statements that convey that any program or degree offered by the college will benefit an individual in admission to another institution, salary or benefit increase, employment, employment promotion, etc. All admission and degree completion requirements, along with costs, are clearly stated in the Midstate College Catalog. Employees will share accurate and precise information to all media forums.

Midstate College makes every effort to provide accurate and true information in print, electronic, broadcast marketing/media or oral presentations. All efforts will be made to avoid misrepresentation in communications to students, stakeholders and the community at large, in writing, visually, orally or through other means. Employees of Midstate College are trained annually to avoid any form of misrepresentation in communications being disseminated from their respective departments.

If an employee is caught sharing misleading information, he or she will be referred to the Human Resource department for reprimand and/or possible dismissal.

Under the amended rule, a “misrepresentation” is:

Any false, erroneous or misleading statement an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services makes directly or indirectly to a student, prospective student or any member of the public, or to an accrediting agency, to a State agency, or to the Secretary. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the Misrepresentation Rule and the institution required the student to make such an endorsement or testimonial to participate in a program.

The term “prospective student” is defined as any individual who has contacted an eligible institution for the purpose of requesting information about enrolling at the institution or who has been contacted directly by the institution or indirectly through advertising about enrolling at the institution.

The term “substantial misrepresentation” is defined as any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person’s detriment.

More information regarding misrepresentation, including examples and types of misrepresentation can be found at: http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/misrep.html

REPORTING INFORMATION ON FOREIGN SOURCES & GIFTS

Midstate College is not owned or controlled by foreign sources and has not received foreign gifts.

ANTHI-LOBBYING PROVISIONS

Midstate College does not utilize Federal Student Aid (FSA) funds for lobbying purposes.
VOTER REGISTRATION

Applicability of voter registration requirement: The voter registration requirement was included in the National Voter Registration Act of 1993 (also known as the “NVRA” or “motor voter law”). In essence, if a participating school is located in a state that requires voter registration prior to Election day and/or does not allow the ability to register at the time of voting, then the school must make a good faith effort to distribute voter registration forms to its students. The Department of Justice identified the states that meet these criteria; the requirements of the NVRA apply to 44 states and the District of Columbia. Six states—Idaho, Minnesota, New Hampshire, North Dakota, Wisconsin, and Wyoming—are exempt from the NVRA. Likewise, the territories are not covered by the NVRA (Puerto Rico, Guam, Virgin Islands, and American Samoa). —From U.S. Department of Justice, “Questions and Answers” on “The Voter Registration Requirements of Sections 5, 6, 7 and 8 of the Schools in most states and the District of Columbia must make a good faith effort to distribute voter registration forms to their students. (Schools in Idaho, Minnesota, New Hampshire, North Dakota, Wisconsin, and Wyoming are exempt from this requirement.) The school must make the voter registration forms widely available to its students. It must individually distribute the forms to its degree- or certificate-seeking (FSA-eligible) students.

The school can mail paper copies, or, alternatively, it may distribute voter registration forms by electronically transmitting to each student a message containing an acceptable voter registration form or an Internet address where that form can be downloaded. The electronic message must be devoted exclusively to voter registration. In states where this condition applies, schools must request voter registration forms from the state 120 days prior to the state’s deadline for registering to vote. This provision applies to general and special elections for federal office and to the elections of governors and other chief executives within a state. If a school does not receive the forms within 60 days prior to the deadline for registering to vote in the state, it is not liable for failing to meet the requirement during that election year.

US CONSTITUTION DAY – September 17

Annual notifications regarding U.S. Constitution Day are distributed through the Midstate Voice Newsletter and/or email.

- Materials are provided to the students the week before September 17. Materials include but are not limited to the following: the link to U.S. Constitution website; crossword, multiple choice, and seek and find puzzles on the Constitution. http://usconstitution.com/
- US Constitution Day is added to the College’s Event Calendars both printed copy and online. http://midstate.edu/academics/calendar/monthlycalendar.php?Month=8&Year=2015&Category=All
- A display is set up in the R. Dale Bunch Student Center with printed copies of the puzzles and US Constitution Booklets for students to take.

VACCINATION REQUIREMENTS

Health Documentation Requirements will be required prior to any clinical. Please see current Student Handbook for Medical Assisting. Clinical involving invasive procedures require 100 percent of health requirements completed.

Health Documentation Requirements include:

- A current physical exam performed and signed by an M.D., D.O., P.A., or A.P.R.N. on our form
- A two-step TB skin test that, if positive, is followed by a chest x-ray and medical clearance
- Proof of three Hepatitis B vaccine immunizations
- Proof of two MMR immunizations or a rubella titer (unless born before 1958)
- Proof of two varicella immunizations or titer
- Proof of adult pertussis immunization

Some students may need additional immunizations and lab work prior to attending an extern site. All health requirements will be obtained at the student’s expense. The physical, TB skin test, MMR, Varicella, and Pertussis should be obtained prior to enrolling in AH145. No student will be registered for AH165, AH205, AH225, or AH250 without the completion of all health requirements. Students with immune disorders or religious objections will need to see the program director. Any change in health status noted by the student, doctor, or program director will require a health release or physical update form completed by a physician. The health requirements are all at the student’s expense. Any change in health status (as determined by the program director) will require a release from a physician or updated health form.
FERPA - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, the following constitutes the college’s policy regarding the disclosure of a student’s personally identifiable information and educational records. In brief, FERPA protects the privacy of students at postsecondary institutions by describing exactly how and when school officials may disclose personally identifiable information from their educational records, while also guaranteeing these students the right to inspect and review these records for accuracy. As a rule, school officials will not disclose any personally identifiable information from a student’s educational record to any third party, without the student’s written consent, unless the disclosure is an exception provided for by federal law. FERPA website: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

A. Terms and Definitions

Certain definitions and principles contained in the FERPA guidelines have been adopted for the college’s disclosure policy:

1. At Midstate College an applicant becomes a “student” on the first day of their first term, after they have been accepted for admission. This change in designation from applicant to student occurs immediately upon the start of the term and cannot be reversed.

2. “Education records” are those records directly related to a student and maintained by the college or a party acting on behalf of the college. Students may have one or more of the following records: admissions, academic, health, accounting/financial, financial aid, credentials/placement, and disciplinary. Education records do not include the following:
   - Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
   - Law enforcement records maintained by campus security

3. “Public or directory information” is information that may be shared freely, without written consent, unless a student submits the appropriate form requesting that this information not be released. This form is available in the Registrar’s office. The college has designated the following items as directory information.
   - Student’s full name
   - Major area of study
   - Enrollment status
   - Dates of attendance
   - Date of graduation
   - Degrees and honors received
   - Midstate email address
   - Pertinent information relating to officially recognized activities

4. “School officials” refers to anyone employed by the college and acting in the student’s educational interest within the limitations of a “legitimate need to know.” These officials include faculty, administration, staff, and other persons who manage student educational record information including student employees or agents. It may also include contractors, volunteers, and others performing institutional functions.

5. “Legitimate educational interest or need to know” means any authorized activity for the college for which access to an education record is necessary.

B. Student Right to Inspect, Review, and Request Revision to Educational Records

FERPA affords students certain rights for accessing and amending their educational records.

1. Students may request to inspect and review their education records according to the following process:
   - The student must provide photo identification, along with a written, signed request, that clearly identifies which records he/she would like to view, to the Registrar’s office.
   - The Registrar or other college official will meet with the student, and provide access to the specified record(s) no more than 45 days from the date of request. If circumstances effectively prevent the student from exercising the right to inspect and review his/her education records, the college shall either
     - Make other arrangements for the student to inspect and review the requested records at an institution located closer to him/her, or
     - Provide the student with a copy of the requested records.

2. A student’s record is open to the student, with the following exceptions:
   - Confidential letters of recommendation
   - Confidential references or other documents subject to waivers signed by the student relinquishing the right of access to the document
   - Record of parents’ financial status
Employment records kept in the normal course of business which relate exclusively to persons as employees and are not used for any other purpose.

Medical, psychiatric, or similar records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in such capacity and in connection with the treatment of the student, provided, however, that such records may be personally reviewed by a physician or other appropriate professional of the student’s choice or as otherwise provided by Illinois law.

3. Students have the right to request corrections to information they believe to be inaccurate, misleading, or in violation of their privacy rights. This provision applies only to correcting an inaccurate record, and cannot be used to alter an underlying decision, such as an undesirable grade, or any action upon which the record is based; the normal student petition process should be used to resolve disputes regarding underlying actions or decisions.

Students who feel they have found inaccuracies in their records should submit a written statement to the Registrar that clearly identifies the information they believe is in error, as well as why they believe it is inaccurate or misleading.

C. Student Right to Opt-Out of Directory Information Disclosure

Students who wish to request that their directory information not be released may do so by completing a Request for Non-Disclosure of Directory Information form, which is available from the Student Records office. A student should be aware of the following when opting out of directory information disclosure:

1. The college receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media, and honor societies. Opting out of directory information disclosure will prevent release of such information, even to those people. As an example, the college would not be able to verify to prospective employers that a student has received a degree without the student’s signed consent.

2. Opting out of directory information disclosure applies to all elements of directory information in the student’s record. The college does not apply this release differentially to the various directory information elements.

D. Third Party Access to Records

Under most circumstances a student’s education records may only be released to third parties (i.e., anyone not the student or a school official) upon the written request of the student. However, personally identifiable information from records of students may be released without the consent of the student:

- To parents or guardians of dependent students, as currently defined in section 152 of the Internal Revenue Code of 1986
- To those representatives of the federal government and the state who are identified in FERPA.*
- To state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.*
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations; such information will be destroyed when no longer required for the purpose for which it is conducted.
- To accrediting organizations in order to carry out their accrediting functions
- In compliance with a judicial order or pursuant to any lawfully-issued-subpoena, provided the college makes a reasonable attempt to notify the student of compliance.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount, or conditions of financial aid or to enforce the terms and conditions of financial aid for which the student has applied or received.
- To officials of another institution where the student seeks or intends to enroll
- To an alleged victim of any crime of violence (limited to the results of any disciplinary proceeding conducted by the institution pertaining to that crime).
- To the victim of a violent crime or non-forcible sex offense, regardless of the outcome of the disciplinary proceeding, and to any person when the accused was found to have violated the campus rules and policies and the proceeding involved a violent crime or non-forcible sex offense. [The name of the accused may be disclosed but the name of the victim or witness will not be disclosed without prior written consent.]
- To the parent or legal guardian of a student, provided the student is under the age of 21, if the college has determined that the student has violated any Federal, state, or local law, or any campus rule or policy governing the use or possession of alcohol or a controlled substance.
E. Health and Safety Exemption
Prior consent to disclosure of information from student education records will not be required when notice is made to appropriate parties in connection to an emergency, where knowledge of the information is necessary to protect the health or safety of the student or individuals involved.

Any release will be narrowly-tailored considering the immediacy, magnitude, and specificity of information concerning the emergency. Such an exception is limited to the period of the emergency and generally will not allow for a blanket release of personally identifiable information from a student's education records.

F. Filing a Complaint
A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. Below is the name and address of the office that administers FERPA:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue
SW Washington, DC 20202

Questions related to the interpretation or implementation of this policy, as well as any request for release of educational record information, should be directed to the Registrar at registrar@midstate.edu or (309) 692-4092 Ext. 1010.

* As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which education records and personally identifiable information contained in such records - including Social Security Numbers, grades, or other private information - may be accessed without consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to student records and personally identifiable information without consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and personally identifiable information without consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student’s personally identifiable information, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student’s consent personally identifiable information from education records, and they may track participation in education and other programs by linking such personally identifiable information to other personal information about a student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems. Revised 2015 03 25 akk