



At Moraine Valley Community College, student success is at the heart of everything we do. Your accomplishments as students motivate faculty, staff and administration to deliver the best possible programs and services we can, each and every day. Whether you're interested in completing the first two years of a bachelor's degree, obtaining career training for quick entry into the job market, or want to update your skills, Moraine Valley's wide range of opportunities can help you reach personal and professional goals.

Our commitment to excellence ensures you receive a superior education in a technology-rich environment. The college remains on top of the fast-paced changes in education tools, including Web sites, multimedia presentations, online classes, e-mail, video streaming, and Internet-equipped classrooms. Under-scoring all this is the human element represented by our award-winning faculty committed to teaching and seeing your dreams of success become reality.

We are the second largest community college in Illinois. In fact, one-third of all district high school graduates choose Moraine Valley as the place to start their college education or receive professional job training and certification.

As a nationally ranked institution and a member of the League for Innovation in the Community College, Moraine Valley is a recognized leader in higher education. Of more than 1,200 community colleges nationwide, we rank in the top 8 percent for the number of degrees awarded. Our career graduates consistently score high on national certifying exams, and our transfer students often perform better than others do when they transfer to a four-year college or university. What's more, this outstanding education is offered at an affordable price. Our low tuition costs ensure you get a top-quality education within your means.

On behalf of our Board of Trustees, faculty and staff, I commend you on selecting our nationally acclaimed community college as your choice for education and career training. I know you will enjoy your time here. Welcome to Moraine Valley, your college in your community!

Sincerely,

A handwritten signature in cursive script that reads "Vernon O. Crawley". The signature is written in black ink and is positioned above the printed name and title.

Vernon O. Crawley, D.Ed.

President

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Produced by the Moraine Valley Community College Marketing and Publications Department.

Academic Calendar

Fall Semester 2005

May 2-Aug. 22.....Registration and orientation
 Aug. 22.....On-campus credit classes begin
 Aug. 29.....Off-campus credit classes begin
 Aug. 29.....On-campus continuing education classes begin
 Sept. 5.....Labor Day, no classes
 Sept. 6.....Off-campus continuing education classes begin
 Oct. 18.....Staff development day, no credit classes
 Nov. 23-27.....Thanksgiving break, no classes
 Nov. 28.....Classes resume
 Dec. 9-15.....Final exam week
 Dec. 16.....End of semester

Spring Semester 2006

Nov. 28-Jan. 17.....Registration and orientation
 Jan. 17.....On-campus credit classes begin
 Jan. 23.....Off-campus credit classes begin
 Jan. 23.....On-campus continuing education classes begin
 Jan. 30.....Off-campus continuing education classes begin
 Feb. 20.....Presidents' Day holiday, no classes
 March 2.....Staff development day, no credit classes
 March 11-19.....Spring break, no classes
 March 20.....Classes resume
 April 14-16.....No classes
 April 17.....Classes resume
 May 12-18.....Final exam week
 May 19.....End of semester
 May 19.....Graduation

Summer Semester 2006

April 24-June 12.....Registration
 May 22.....Three-week pre-session begins
 May 29.....Memorial Day holiday, no classes
 June 11.....End of three-week pre-session
 June 12.....Eight-week and first four-week sessions begin
 June 12.....Continuing education classes begin
 July 4.....Independence Day holiday, no classes
 July 9.....End of first four-week session
 July 10.....Second four-week session begins
 Aug. 4.....End of semester

Fall Semester 2006

May 1-Aug. 21.....Registration and orientation
 Aug. 21.....On-campus credit classes begin
 Aug. 28.....Off-campus credit classes begin
 Aug. 28.....On-campus continuing education classes begin
 Sept. 4.....Labor Day holiday, no classes
 Sept. 5.....Off-campus continuing education classes begin

Oct. 17.....Staff development day, no credit classes
 Nov. 22-Nov. 26.....Thanksgiving break, no classes
 Nov. 27.....Classes resume
 Dec. 8-14.....Final exam week
 Dec. 15.....End of semester

Spring Semester 2007

Nov. 27-Jan. 16.....Registration and orientation
 Jan. 16.....On-campus credit classes begin
 Jan. 22.....Off-campus credit classes begin
 Jan. 22.....On-campus continuing education classes begin
 Jan 29.....Off-campus continuing education classes begin
 Feb. 19.....Presidents' Day holiday, no classes
 March 1.....Staff development day, no credit classes
 March 10-18.....Spring break, no classes
 March 19.....Classes resume
 April 6-8.....No classes
 April 9.....Classes resume
 May 11-17.....Final exam week
 May 18.....End of semester
 May 18.....Graduation

Summer Semester 2007

April 23-June 11.....Registration
 May 21.....Three-week pre-session begins
 May 28.....Memorial Day holiday, no classes
 June 10.....End of three-week pre-session
 June 11.....Eight-week and first four-week sessions begin
 June 11.....Continuing education classes begin
 July 4.....Independence Day holiday, no classes
 July 8.....End of first four-week session
 July 9.....Second four-week session begins
 Aug. 3.....End of semester

Fall Semester 2007

April 30-Aug. 20.....Registration and orientation
 Aug. 20.....On-campus credit classes begin
 Aug. 27.....Off-campus credit classes begin
 Aug. 27.....On-campus continuing education classes begin
 Sept. 3.....Labor Day, no classes
 Sept. 4.....Off-campus continuing education classes begin
 Oct. 16.....Staff development day, no credit classes
 Nov. 21-25.....Thanksgiving break, no classes
 Nov. 26.....Classes resume
 Dec. 7-13.....Final exam week
 Dec. 14.....End of semester

Moraine Valley at a Glance

Moraine Valley Community College is one of the nation's leading community colleges, with a proud tradition of meeting the diverse needs of our students. The college offers a variety of programs and services specifically designed to help students succeed in their academic, personal and professional pursuits.

Students choose Moraine Valley for a variety of reasons, but the most important include excellent faculty, small class size, up-to-date curriculum and equipment, affordable cost, convenience, and safe environment.

History/Overview

Moraine Valley was founded in 1967, and has established a tradition of serving students and the community. The second largest community college in Illinois, Moraine Valley has a diversity of students of all ages and with many educational goals.

The college offers more than 120 degree and certificate programs that provide students the first two years of an undergraduate degree or for transfer to a four-year college or university, or for immediate employment or job skills upgrades through short-term training. In addition, Moraine Valley offers continuing education opportunities, cultural activities, and other programs and services to benefit all residents of the community, regardless of age.

Moraine Valley is a public, postsecondary institution committed to providing quality education to communities located in the southwest suburban area of Cook County.

The 294-acre, university-like campus is located in Palos Hills in a valley cut by a glacier. The college gets its name from its location — where the Valparaiso and Tinley moraines meet to form a valley.

Faculty

The faculty members at Moraine Valley are highly qualified professionals who are focused on students' goals and success. Faculty members have advanced degrees from prestigious universities around the world and have a wealth of experience in their chosen fields. Many have gained national reputations as scholars and researchers, artists, writers, and in other professions.

Student Body

The more than 45,000 students who annually study at Moraine Valley come mainly from the southwest suburbs of Chicago. However, the college welcomes students from other communities, states and nations. With students from more than 35 countries, Moraine Valley is committed to fostering an academic atmosphere that encourages and respects diversity. The average age of students is 27; with 59 percent female, and 41 percent male. The majority of students attend classes during the day, while 34 percent attend classes in the evening or on weekends. At least 85 percent of students work either full- or part-time while attending the college.

Facilities

The college campus includes seven academic buildings and a Fine and Performing Arts Center that features an art gallery, fine arts studios, rehearsal rooms, and two theaters. The Library provides a variety of services and resources to help students attain educational goals. The collection numbers more than 121,000 items, including electronic databases, books, magazines, microfilm, DVDs and other audiovisual software, government publications, and other research tools. Numerous college classes are held in "smart classrooms" equipped with the most current instructional technology to help students learn, and the college has several computer labs available for student use. The Bob and Marge Bobb Student Life Center is located in the College Center and convenient to the on-campus food service. The CyberCafé, with free Internet access for students, is a popular student destination in Building D, next to the full-service Bookstore.

Moraine Valley offers credit and noncredit classes at eight extension centers throughout the college district. The full-service Moraine Valley Education Center at Blue Island, 12940 S. Western Ave., offers day, evening and Saturday classes; a CyberCafé, modern classrooms; convenient parking; and student support services. Students can complete several degree or certificate programs by taking classes at the center and at Eisenhower High School in Blue Island.

Academic Calendar

Moraine Valley's academic calendar includes a 17-week fall semester, a 17-week spring semester, a three-week summer pre-session, and four-week and eight-week summer sessions. Throughout the year, the college offers a wide array of shorter-term classes. Courses are offered in the morning, afternoon, evening, weekends, and in alternative formats such as online, videotapes and directed study.

Objectives

Through special services and programs, Moraine Valley strives to reach its objectives, which are to provide the following:

- college transfer programs for freshmen and sophomores who will go on to a four-year college or university to earn a bachelor's degree;
- occupational and technical education that prepares students for entry or job upgrades in professional and technical fields;
- enrichment programs and services for those who need to overcome academic deficiencies or who will benefit from special programs;
- advising and counseling services to help students and potential students with college work or personal concerns;
- community education, including noncredit courses, workshops and seminars; cultural offerings; and community development programs; and
- workforce development and customized training programs for business and industry.

Accreditation and Recognition

Moraine Valley Community College District 524 is recognized for our academic quality by many national, regional and state agencies.

The college is accredited by the Higher Learning Commission and is a member of the North Central Association. (ncacihe.org, 312-263-0456).

Moraine Valley is recognized by the Illinois Board of Higher Education and by the Illinois Community College Board. In addition, the college is a member of the American Association of Community Colleges, as well as the League for Innovation in the Community College, a national group of 19 community college districts recognized for their innovative practices. Moraine Valley was selected as one of only 12 Vanguard Learning Colleges in North America by the Pew Foundation. The college is proud to participate in this student-centered initiative, further advancing teaching and learning at Moraine Valley.

Moraine Valley is approved by the State Approval Agency for Veterans Education, Illinois Department of Veteran Affairs (Title 38, U.S. Code).

The college's allied health and nursing programs are accredited by appropriate agencies. Program accreditations are included with their descriptions in this catalog.

Statement of Mission and Purpose

The mission of our college is to educate the whole person in a learning-centered environment, recognizing our responsibilities to one another, to our community, and to the world we share. We value excellence in teaching, learning and service as we maintain sensitivity to our role in a global, multicultural community. We are committed to continuous improvement and dedicated to providing accessible, affordable, and diverse learning opportunities and environments.

The college fulfills its educational mission through:

General Education — courses and concepts integrated into the curriculum that foster critical thinking and enable informed judgment and decision making

Transfer Programs — courses in arts, sciences and business leading to an associate's degree and fulfilling the first two years of a bachelor's degree

Career Education — occupational courses and skill development that respond to industry and community needs and lead to professional credentials, a certificate or an Associate in Applied Science degree

Community Enrichment — opportunities for residents to engage in lifelong education and cultural enrichment in a learning community

Workforce Development — partnerships with, and customized training for, business, government, social, and civic institutions resulting in organizational and economic improvement

Student Development — programs and services to support and enhance academic, career, and personal growth and success for our diverse student population

Developmental and Enrichment Education — courses, programs and services to support and advance academic success leading to high school equivalency, English language proficiency, or entry to college-level courses

Promise Statement

We promise to provide a student-centered environment and to focus all college staff and resources on student learning, student development and student success.

Core Values

Moraine Valley Community College identified these core values that guide the institution in the development and implementation of our mission, goals, philosophy, and operational procedures.

Integrity • Responsibility • Respect • Fairness

Institutional Effectiveness

Moraine Valley demonstrates our commitment to continuously improving all programs and services through our Vision and Mission Statements, and Strategic Priorities. The college has established a plan and implementation steps to ensure that providing effective instruction, programs and services remains a priority.

Assessment of Student Academic Achievement

Moraine Valley has a strong and sustained commitment to the assessment of student learning. The primary purpose of assessment is to generate useful information about students' academic achievement to make decisions leading to improved student learning. The college recognizes that students can play an active role in their learning by participating fully in the assessment process in the classroom, developing self-assessment skills, and working with the teacher as a partner in learning.

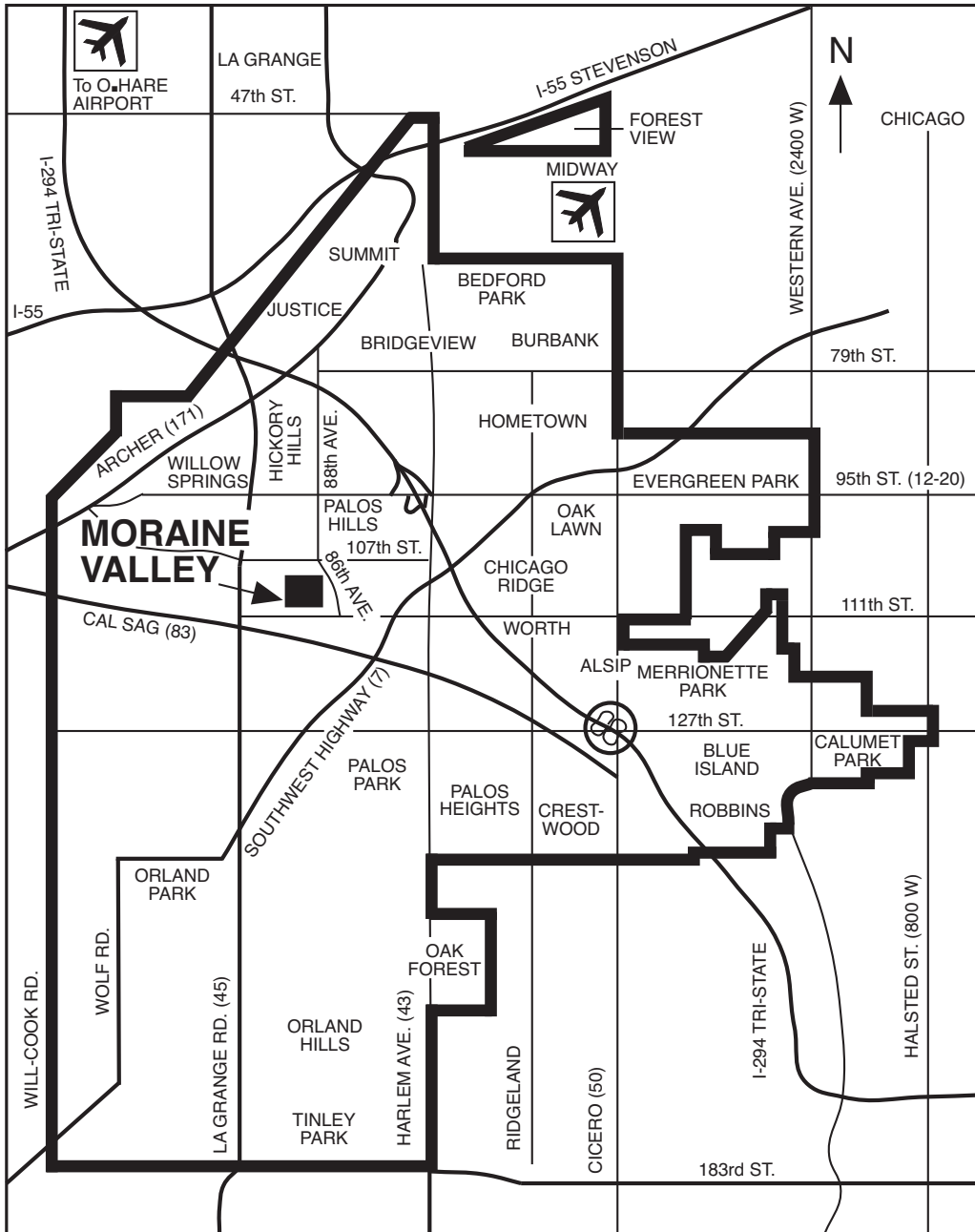
Vision Statement

We envision a world-class college that meets current and emerging community needs for education and training through excellent service and outstanding programs offered in stimulating learning environments.

Did you know?

- 98 percent of Moraine Valley graduates would recommend the college to a friend.
- About 45 percent of all first-time college freshmen attend community colleges.
- Students in Moraine Valley's health programs consistently exceed the national pass rates for certification exams.
- Community colleges award more than 450,000 associate's degrees and nearly 200,000 career certificates annually.
- 95 percent of businesses and organizations that use them recommend community college workforce education and training programs.
- 65 percent of new health care workers get their training at community colleges.
- 5 percent of Moraine Valley students have already earned a bachelor's degree.
- The average class size at Moraine Valley is 23 students.
- Approximately 34 percent of full-time Moraine Valley students receive some form of financial aid.
- Moraine Valley ranks in the top 8 percent among the 1,132 community colleges nationwide in associate's degrees and certificates conferred.
- At least 85 percent of Moraine Valley students work either full- or part-time.

MORaine VALLEY AT A GLANCE



- Alsip*
- Bedford Park*
- Blue Island*
- Bridgeview*
- Burbank*
- Calumet Park*
- Chicago Ridge*
- Crestwood*
- Evergreen Park*
- Forest View (part)*
- Hickory Hills*
- Hometown*
- Justice*
- Merrionette Park*
- Oak Forest (part)*
- Oak Lawn*
- Orland Hills*
- Orland Park*
- Palos Heights*
- Palos Hills*
- Palos Park*
- Robbins*
- Summit*
- Tinley Park (part)*
- Willow Springs (part)*
- Worth*

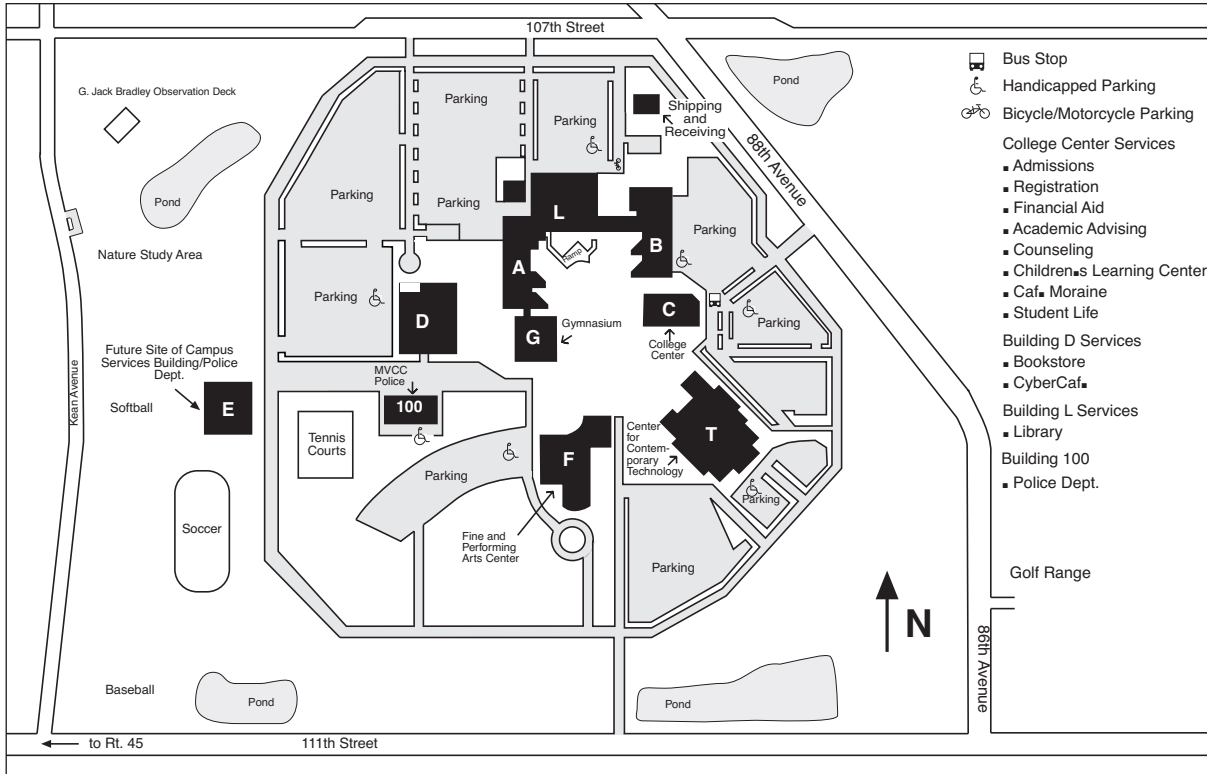
District

The equalized assessed valuation for the college district for tax year 2003 was \$8,548,717,307.

Moraine Valley Community College District 524 covers 139 square miles and all or part of the 26 south suburban communities at right, representing a population of nearly 400,000.

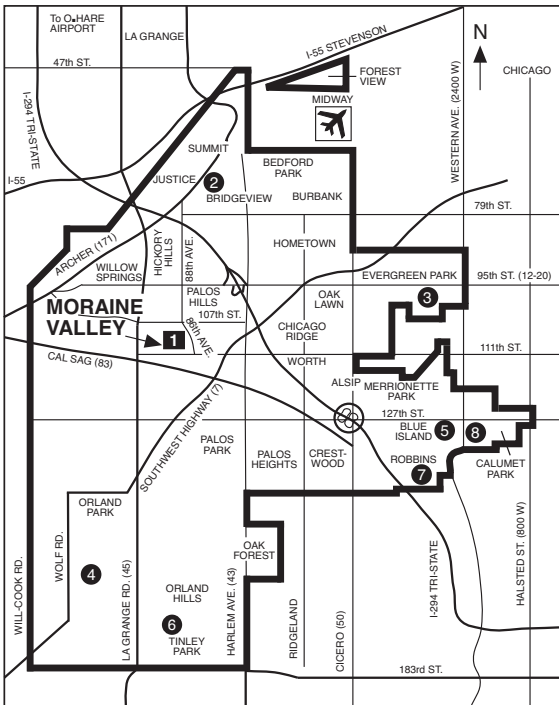
MORaine VALLEY AT A GLANCE

Campus Map



- Bus Stop
- Handicapped Parking
- Bicycle/Motorcycle Parking
- College Center Services
 - Admissions
 - Registration
 - Financial Aid
 - Academic Advising
 - Counseling
 - Children's Learning Center
 - Café Moraine
 - Student Life
- Building D Services
 - Bookstore
 - CyberCafé
- Building L Services
 - Library
- Building 100
 - Police Dept.

Extension Center Map



- 1 MVCC
Moraine Valley Community College
- 2 ARGO
Argo High School
- 3 EPHS
Evergreen Park High School
- 4 CENT
Century Junior High School
- 5 DEHS
Dwight D. Eisenhower High School
- 6 VAHS
Victor J. Andrew High School
- 7 ROBC
Robbins CEDA
- 8 ECBI
Moraine Valley Education Center
at Blue Island

Telephone Guide

All telephone numbers are area code 708.

Academic Advising Center, C250.....	974-5721
Academic Skills Center, B260.....	974-5340
Admissions, C164.....	974-5355
Adult Basic Education, B260.....	974-5340
Alternative Learning, B260.....	974-5710
Athletics Office, G217.....	974-5727
Bookstore, D144.....	974-5716
Box Office, F110.....	974-5500
Café Moraine.....	974-5745
Career Programs, B150.....	974-5708
Cashier's Office, C110.....	974-5715
Center for Disability Services, L150.....	974-5711
Children's Learning Center, C102.....	974-5729
Counseling and Career Development Center, C220.....	974-5722
Cybercafe, D159.....	974-5610
Education Center at Blue Island.....	597-1564
Espresso Love Specialty Coffee Building D.....	974-5314
Building L.....	974-5649
Financial Aid, C115.....	974-5726
Fine and Performing Arts Center.....	974-5350
Health Fitness Center, G210.....	974-5701
Illinois Employment Training Center, Moraine Affiliate, T904.....	974-5738
International Student Affairs, C262.....	974-5443
Job Placement Center, T904.....	974-5737
Multicultural Student Affairs, C247.....	974-5475
Liberal Arts, B244.....	974-5464
Library, L, 2nd Floor.....	974-5709
New Student Retention, C220.....	974-5277
Off-Campus Classes, B260.....	974-5710
Online Learning, B260.....	974-5710
Police Dept., Bldg. 100 (future Bldg. E).....	974-5555
Records, C116.....	974-5730
Registration, C125.....	974-2110
Science, Business, and Computing Technology, L200.....	974-5702
Student Life, C160.....	974-5717
Student Support Services (TRIO), C275.....	974-5648
Testing Center, B101.....	974-5249
TTY (for speech or hearing impaired).....	974-9556
Tutoring.....	974-5340
Math and Science, B260	
COM/Reading/English, B284	
Workforce Development and Community Services, T100.....	974-5735

Admission and Registration

Moraine Valley is a comprehensive, full-service community college with an open-door admission policy for high school graduates or others qualified to enter. Admission is available to individuals 18 or older who are high school graduates/GED recipients, or who have permission from their high school. After admission, Moraine Valley provides advising and counseling services to help each student choose an appropriate field of study according to individual abilities and interests. Students' entry into most programs, college transfer or career, is not limited. However, in some programs, particularly the Health Science programs, space may not be available for all applicants. See Admission to Health Science Career Programs in this section for more information.

Residency—A resident must live in the Moraine Valley Community College district at least 30 days prior to the start of the semester and meet at least one of these criteria:

- Under 18 whose parents or legal guardians reside in the college district;
- Under 18 who is married and who is established in a permanent family residence in the district;
- Under 18 who resides in the district in a dwelling he or she has purchased; and/or
- 18 or older who resides in the district, providing residence was not for the sole purpose of attending college.

Refer to the Moraine Valley at a Glance section of this catalog for a map of the Moraine Valley district. To verify your residency status, call **(708) 974-2110**.

Tuition rates are determined by the legal residence of the student. These rates are lower for residents of the Moraine Valley Community College district than they are for out-of-district residents who attend Moraine Valley. A student who temporarily moves into the district for the purpose of attending the college at a reduced tuition rate will not be considered as having established a bona fide residence within the district.

It is the student's responsibility to demonstrate residency status. A student may be asked to display verification of residence before class registration can be completed. The following documents may be presented to verify residency: property tax statement, driver's license, Illinois state ID card, vehicle registration, copy of lease or purchase agreement, utility or telephone bill, or voter's registration card. Documents or bills that are used to verify residence are required to be in the student's name.

Residency status is determined at the time of registration. It will not be changed after the refund period for that semester.

The dean of Enrollment Services or a chosen representative will determine whether an applicant meets the residency criterion.

International Students—For international student admission procedures, see the International Student Affairs section, page 25.

Admission—A regularly admitted student is one who completes the college's admission process. The admission process is not completed until the following documents are submitted:

- a completed application with all required information.
- a final high school transcript, indicating the date on which the student graduated, or a General Educational Development (GED) certificate or an official report of qualifying GED scores.
- all college transcripts, if applicable.
- completion of standardized placement tests at orientation/registration time. The American College Test (ACT) generally is not required, but may be used to assist in the counseling and placement of students, and for admission to designated programs.

Admission to Associate in Arts or Associate in Science Transfer Degree Programs—Students enrolling in Associate in Arts or Associate in Science transfer degree programs must have completed the minimum high school course requirements as outlined in the following section, in accordance with Illinois Public Act 86-0954. Students who do not meet these requirements will be considered provisionally admitted until such time that all academic deficiencies have been removed as outlined by the college. These requirements will be waived for (a) students who submit college transcripts showing successful completion, with a grade of "C" or better, of 24 semester hours of transfer college credit at the 100 level or above; and (b) students who successfully complete the GED exam.

High School Course Requirements for Admission to Transfer Degree Programs

Subject	Yrs.	Description
English	4	Emphasizing written and oral communication and literature
Social Studies	2	At least one year of United States history or a combination of U.S. history and American government; other acceptable subjects are anthropology, economics, geography, psychology, and sociology
Mathematics	2	Introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming
Science	2	Selected from biology, chemistry, earth science, and physics (laboratory science)
Electives	2	Foreign language, music, art, and/or vocational education
Flexible Academic Units	3	Additional English, social studies, mathematics, science, foreign language, music, art, and/or vocational education

Transfer from Other Colleges—A transfer student must complete the college admission process. Students intending to obtain transfer credit must submit an official college transcript from each college attended to the Records Office. Transfer credit earned from regionally accredited colleges and universities will be accepted in accordance with Moraine Valley admissions policies.

Transcript Evaluations—Before an evaluation can be done, an evaluation request form must be submitted to the Records Office, and the student must be currently registered in Moraine Valley credit classes. Evaluation request forms are available at Admissions and Records. Official transcripts must be sent to Moraine Valley directly from the transferring institution. Evaluations take six weeks after receipt of all materials.

Readmission—Any student who has not been enrolled at Moraine Valley for one or more semesters must be readmitted to the college. The student is required to submit updated application information to the Registration Office. If the student has attended one or more colleges during this interim period, official transcripts for all academic work taken since last attending Moraine Valley must be submitted.

If enrollment has been interrupted by six or more consecutive semesters (including summer semesters), the student must meet the degree or certificate requirements in effect at the time of re-enrollment with earned credit (earned credit is defined as receiving a “D” or above in college-level or developmental courses) or the requirements in effect during any subsequent year after re-enrollment until the degree or certificate is completed. Exceptions are the selective admission programs. Students who are readmitted to these programs must follow the requirements in effect at the time of their readmission to the program.

High School Students—High school students 16 or older may take courses at Moraine Valley upon the recommendation of their high school principal or a designated representative. Interested students must submit completed application information and a high school student authorization form signed by the appropriate high school official. Forms must be returned to the Registration Office and presented at the time of registration. Those seeking an exception to the college policy must contact the dean of Enrollment Services. All courses taken at Moraine Valley will become part of the student’s permanent record.

Admission to Honors Program – After you apply for admission to the college, complete the Honors Program application available in B260 or online at morainevalley.edu/honorsprogram. You'll need to meet **two** of the following prerequisites to enroll in the Honors Program:

- a 3.2 GPA from your high school
- an ACT score of 25 or SAT score of 1050 (composite)
- completion of at least one AP course with an A or B (AP score 4)
- graduation in the top 10 percent of your high school class

Students need to present verification that they meet admission requirements. After that, students are eligible to register for honors courses.

For more information, contact the Honors Program at **(708) 974-5710** or morainevalley.edu/honorsprogram.

Admission to Health Science Career Programs—Health Information Technology, Radiologic Technology, Respiratory Therapy Technology, and Nursing are health career programs leading to an Associate in Applied Science degree. Polysomnography is a health science certificate program. All of these programs have special admission requirements and limited enrollment. Applicants are responsible for ensuring that all admission requirements are met, and all documents and scores are submitted on time. Only complete application files will be reviewed for admission.

As part of the admission process, most health science programs require that students submit a health history and physical evaluation. Students may also be required to complete a criminal background check. Students also may be required to have current medical insurance.

General information and program requirements may be found in the Career Programs section of this catalog and on the career program worksheet available online at morainevalley.edu/programs or from the Academic Advising Center.

Admission Requirements

Documents Required for a Complete File for All Associate’s Degree Health Science Programs

- A completed program admission application by specified deadline (an application to the specific health program of your choice is available and must be returned in the Admissions Office).
- A complete high school transcript showing date of graduation or a GED certificate.
- Official transcripts from all colleges or universities previously attended.
- Academic Placement results documenting required level of placement as defined by each program

Academic Requirements for Specific Health Science Career Programs

Health Information Technology

- One year of high school biology with lab, or one semester of college biology with lab, with a grade of “C” or above.
- One year of high school algebra. Moraine Valley course MTH-095 or above, or an equivalent course at another college, with a grade of “C” or above.
- Keyboarding proficiency of 30 words per minute.
- A minimum overall grade point average of 2.0 based on a four-point system.

Nursing

- One year of high school general biology with lab, or one semester of college general biology with lab, with a grade of “C” or above.

- Minimum academic placement level requirements

Mathematics:

Based on COMPASS placement test results, **or** ACT tests, **or** previous college credit with a grade of “C” or better, **all within two years of application deadline**, applicants:

- Must be qualified to take MTH-098

Composition and Reading:

Based on COMPASS placement test results, **or** ACT tests, **or** previous college credit with a grade of “C” or better, **all within five years of application deadline**, applicants:

- Must be qualified to take COM-101
- Must complete any required reading courses or test above the RDG-091 level

- One year of high school chemistry with a lab, or a college chemistry course with a lab, with a grade of “C” or above.
- A minimum overall grade point average of 2.5 on a four-point system.
- Current Illinois State Certified Nurse Assistant (CNA) certification or current licensure as a licensed practical nurse (LPN).
- Successful completion of COL-101, College: Changes, Challenges, Choices.

Polysomnography Technology

- One year of high school biology with lab, or one semester of college biology with lab, with a grade of “C” or above.
- One year of high school algebra, Moraine Valley course MTH-095 or above, or an equivalent course at another college, with a grade of “C” or above.
- A minimum grade point average of 2.5 based on a four-point system.

Radiologic Technology

- One year of high school biology with lab, or one semester of college biology with lab, with a grade of “C” or above.
- One year of high school algebra, Moraine Valley course MTH-095 or above, or an equivalent course at another college, with a grade of “C” or above.
- A minimum grade point average of 2.0 based on a four-point system.

Respiratory Therapy Technology

- One year of high school general biology with lab, or one semester of college biology with lab, with a grade of “C” or above.
- One year of high school algebra, Moraine Valley course MTH-095 or above, or an equivalent course at another college, with a grade of “C” or above.
- A minimum grade point average of 2.5 based on a four-point system.

Selection Criteria

- Selection of qualified applicants is completed by employing a system using GPA, number of college hours completed and grades in program-specific course work. The high school grade point average will be used for the applicant who has attempted less than 12 semester hours of college-level credit. More information about the ranking system can be found on the career program worksheet available from the Academic Advising Center.
- Qualified residents of the district will be given priority.
- The specific program admission application must be submitted by March 1 for programs beginning in fall (August) or Oct. 1 for the spring (January) nursing program. Files need to be completed and proof of program academic requirements must be received within 15 days of original deadline to maintain priority consideration.
- Qualified nonresidents who submit the specific program admission application by March 1 for programs beginning in fall (August) or Oct. 1 for the spring (January) nursing program, who have complete files and proof of program academic requirements within 15 days of original deadline may be selected on a space-available basis.
- On a space-available basis, applicants who did not meet all admission requirements of the deadline may be considered after March 15 or Oct. 15.

Transfer Students

- Placement is considered on an individual basis.
- Obtain and complete a transfer evaluation request available from the Admissions Office.
- See Academic Advising Center for general education information.
- See coordinator of specific associate’s degree health career program for evaluation of career course work.

Reapplication

Applicants not selected for one starting class are individually responsible for reactivating and updating their application file for subsequent starting classes. Reapplicants must complete a readmission form and submit it to the Admissions Office during the applicable time period.

Readmission

See specific program in the Career Programs section of this catalog.

Academic Placement Tests/Orientation

Full-time Students—Students registering for 12 or more credit hours are required to complete placement tests in reading, writing and mathematics, and participate in an orientation program prior to their first registration. Students may be exempt from placement testing if they meet the following requirements: completed college-level courses in English and/or mathematics with a “C” or better, or received a score of 20 or higher on the ACT in both the English and reading, and/or the mathematics test. To

be considered for an exemption, students need to present a college transcript or grade report/ACT report showing successful completion at the Academic Advising Center. No student will be exempted from this policy based on his or her original date of admission. Information about placement tests and orientation will be given at time of application. A fee is charged for placement tests.

Students who place into RDG-041, RDG-071 or RDG-091 must enroll in that reading course their first semester and continue in the reading sequence until RDG-091 is successfully completed with a grade of "C" or better. Students who place into RDG-041 or RDG-071 must see a counselor or advisor for additional course selections.

COL-101 Course Requirement

All full-time students are required to enroll in and successfully complete COL-101 unless they have:

- Previously earned at least 30 semester hours of college credit. Credit must be documented on a college transcript or
- Successfully completed Moraine Valley course COL-101 or PSY-100 or
- Successfully completed a course equivalent to COL-101 at another college. Course must be documented on a college transcript.

Part-time Students—Students registering for less than 12 credit hours are required to complete the appropriate placement tests in reading, writing and mathematics prior to registering for English composition courses (COM-090 or higher) and/or any mathematics course (MTH-095 or higher) or they must complete the reading and writing tests after attempting 11 credit hours. Students may be exempt from placement testing if they meet the following requirements: completed college-level courses in English and/or mathematics with a "C" or better, or received a score of 20 or higher on the ACT in both the English and reading, and/or the mathematics test. Students need to take a college transcript or grade report/ACT report showing successful completion to the Academic Advising Center. No student will be exempted from this policy based on his or her original date of admission. Part-time students who need assistance with educational planning and course selection should contact the Academic Advising Center.

Students who place into RDG-041, RDG-071 or RDG-091 must enroll in that reading course their first semester and continue in the reading sequence until RDG-091 is successfully completed with a grade of "C" or better. Students who place into RDG-041 or RDG-071 must see a counselor or advisor for additional course selections.

Registration

New Students—Once admission steps have been completed, a new student will receive an acceptance letter and information on registration.

Full-time Students—Full-time students (those who plan to enroll in 12 credit hours or more) must complete placement tests and attend orientation. Orientation will include registration for the first semester.

All new full-time students must enroll in COL-101—College: Changes, Challenges, Choices.

Part-time Students—Part-time students may register in person, by telephone, or online from the Web site. Students who need assistance with educational planning and course selection may attend an advising session. Students who enroll in composition and/or mathematics courses are required to take placement tests in these areas. A fee is charged for these tests. Specific dates for registration are announced in the class schedule sent to every household in the college district prior to the start of each semester and are available on the college Web site at *morainevalley.edu*.

Currently Enrolled Students—Currently enrolled students receive priority registration dates each semester. Academic information for registration is available in the class schedule.

Workforce Development and Community Services (Noncredit)—Students may register by mail, by fax, in person, or by telephone prior to the beginning of class. Specific registration information is listed in the class schedule prior to each semester. Tuition and fees are assigned differently for each course and are noted in the class schedules. Courses designated with adult education credit (AEC) are supported by state and local funds, so out-of-district charges apply to residents who live outside the Moraine Valley district.

Late Registration—A student may register for a course 12 to 17 weeks in length during the first week of the course. The instructor's written permission is required after that period. A student may register for a course five to 11 weeks in length during the first three days of the week that the course begins. The instructor's written permission is required after that period.

A student may register for a course four weeks or less in length the first day of the course. The instructor's written permission is required after that period.

After the midterm date of each class, no additions will be made to the class roster.

Tuition and Fees

Moraine Valley strives to make education affordable.

Tuition—Tuition is assessed on the basis of residency at the time of registration.

Residency Status: In-District

Rate per Credit Hour: \$64

Residency Status: Out-of-District

Rate per Credit Hour: \$199

Residency Status: Out-of-State

Rate per Credit Hour: \$242

Residency Status: International

Rate per Credit Hour: \$242

Students who are employed within the Moraine Valley Community College district a minimum of 35 hours per week may qualify for in-district rates. Proof of employment, which consists of a letter from the place of business on company letterhead and a current pay stub, will be required each semester at the time of registration.

Rate Changes—Although the college tries to maintain stable tuition and fee rates, the rates are subject to change without notice.

College Activities Fee—A college activities fee of \$2 per credit hour must be paid with tuition.

Technology Fee—A technology fee of \$3 per credit hour must be paid with tuition.

Student Identification Card Fee—An identification card must be obtained in the College Center, C208. The card is required for use of the library, Testing Center and other services. A fee of \$1 is billed with tuition each semester. A lost or stolen card will be replaced for a \$5 fee.

Fees—Additional fees are required for some instructional programs and courses. These fees may cover laboratory equipment, supplies and malpractice insurance.

Other college fees include the following:

Transcript.....	\$3
Transcript—Immediate Service	6
Certificate/Degree Petition.....	15
Nonsufficient Check	25
Partial Payment/Reinstatement	20

Tuition and fees are assessed at the time of registration. Visa, MasterCard, American Express, and Discover are accepted.

Full payment can be made either at the time of registration or by the due date. If payment is not made by the due date, the student's courses may be dropped for nonpayment. A partial payment plan is available. There is a fee for partial payment and for reinstatement. Further information can be obtained in the Registration Office.

Senior Citizen Tuition Rates—The tuition rate for residents of the college district who are 62 or older is half the regular tuition rate. This rate applies to credit courses only. Proof of age is required at the time of registration. Senior citizens 65 or older whose annual household income is \$13,999 or less may enroll in credit courses tuition-free. Certain restrictions apply. Further information is available in the Bursar's Office. These criteria are subject to change without notice.

Balance Due—Moraine Valley reserves the right to withhold transcripts and other educational documents from students who are in debt to the institution or owe repayment of a federal/state grant.

Cooperative Programs—Moraine Valley has cooperative agreements with several suburban community college districts that enable Moraine Valley district residents to enroll in occupational programs not currently offered by Moraine Valley. See page 149 for more information.

Chargebacks—A resident of the Moraine Valley Community College district may receive a chargeback to attend another Illinois community college if that individual is accepted into a program at another Illinois community college that is not offered by Moraine Valley. Both full-time and part-time attendance is allowed. Chargebacks will only be approved if submitted by the appropriate deadline.

Chargebacks do not apply if:

- You are enrolling in a transfer program.
- The program you are seeking is part of a cooperative agreement with another community college. See page 149 for more information about cooperative programs.
- A student enrolls in classes that are part of continuing education, general studies, community services, or short-term job training programs (noncredit).

Chargeback requests must be made at least 30 days prior to the anticipated enrollment at another community college. Application forms are available in the Registration Office.

Courses which are remedial (under the 100 level) are not covered under the chargeback agreement. Take remedial courses at your local community college; repeated courses are the student's responsibility and are not covered by chargeback.

Tuition Refund (Credit)—In order to receive a tuition refund, it is the student's responsibility to officially drop courses within the following refund deadlines:

- 100 percent refund—before the end of the first week in which the class is scheduled;
- 50 percent refund—before the end of the second week in which the class is scheduled; and
- Full tuition charged—after the end of the second week in which the class is scheduled.

Refunds for short-term classes vary according to the length of the course.

A student is entitled to a full refund of tuition and fees for a class cancelled by the college.

Workforce Development and Community Services (Noncredit) Cancellation Policy – It is a student's responsibility to drop a course at least three business days (9 a.m.-5 p.m.) prior to the start of the class to receive a full refund. Classes dropped less than three days before the start of classes will receive no refund. No-shows do not constitute cancellation. No credit may be used toward another section for missed classes.

Financial Aid

Financial aid is available to Moraine Valley students who prove eligibility and are enrolled in approved programs. Types of funds available to assist students include the following:

Federal Funds

Pell Grant
Supplemental Educational Opportunity Grant (SEOG)
Work Study Program (FWSP)
Family Educational Loan (Stafford and PLUS)

State Funds

Illinois State Monetary Award Program
Illinois Incentive for Access Program
Merit Recognition Scholarship
Police/Fire Officer Survivor Grant
Grant Program for Dependents of Correctional Officers

Military Awards

Veterans Administration (Veterans Educational Assistance Benefits)
Illinois Veterans Grant
Illinois National Guard/Naval Militia Grants
MIA/POW Scholarship

Other Funds

Joanne Casolari Memorial Scholarship
Chicagoland Regional College Program
Jane E. Crawley Scholarship
Daniel Creer Memorial Scholarship
Faculty Association Scholarship
Illinois Health Improvement Association Scholarship
Barbara J. Lehrman Memorial Scholarship
Moraine Valley Distinguished Scholar Award
Moraine Valley Leadership Award
Moraine Valley Memorial Scholarship
Student Association Book Scholarship
Student Life Award of Excellence
Support Staff Association Scholarship

Currently, the Moraine Valley Community College Foundation has the following scholarships available:

- Joann Karen Basick Memorial Scholarship, available to female students returning to school after being away from the academic environment for a minimum of 10 years
- Center for Disability Services Scholarship, available to students utilizing the center
- Moraine Valley Alumni Scholarship, available to students who are related to a Moraine Valley graduate
- John Gubbay Memorial Scholarship, available to students enrolled in college credit courses
- Nancy Blane Guerra Memorial Scholarship, available to a Moraine Valley transfer student

- Palos Park Service League Returning Women's Scholarship, available to students enrolled in the Returning Woman Program
- Steven A. Spencer Memorial Scholarship, available to students in the Nursing Program
- Subdivision Scholarships, available to students enrolled in college credit courses

Detailed information about these scholarships is available in the Financial Aid Office.

Application for Financial Aid—To apply for financial aid at Moraine Valley, applicants should complete the Free Application for Federal Student Aid and the Moraine Valley application for financial aid. Application forms are available at local high schools, at the Financial Aid Office (C115), and online at fafsa.ed.gov, or call **(708) 974-5726**.

Early application enhances students' chances of obtaining financial aid. Qualified applicants whose files are complete by May 1 will receive priority consideration. Since processing financial aid can take up to eight weeks, students must plan well in advance of the time they will begin their course of study. Specific deadlines can be found at morainevalley.edu/financialaid. To qualify for financial aid, a student must meet the following criteria:

- be a citizen of the United States or a permanent resident;
- be enrolled at Moraine Valley in an eligible program which is at least 16 credit hours in length. (Students enrolled only in developmental/remedial classes or the Intensive English Language Program are ineligible.);
- maintain academic standards of progress;
- demonstrate financial need; and
- have the potential to complete the educational program chosen. Must possess a high school diploma or GED certificate. In the absence of these documents, a student must qualify by means of a testing program.

Students who qualify for federal and/or state funds will be informed of how and when they will receive their financial aid award via an award letter.

Students who are interested in an educational loan must meet with a financial aid expeditor to initiate the loan process.

Academic Standards of Progress for Recipients of Financial Aid—According to federal and state guidelines, students must maintain satisfactory academic progress to be eligible to receive financial assistance.

Moraine Valley has established the following standards of progress for students receiving federal and state financial assistance:

- To be eligible for financial assistance, students must maintain a minimum cumulative 2.0 grade point average, which includes developmental and remedial courses.

- Students must earn credit (grade of A, B, C, or D) for 67 percent of the cumulative hours in which they enroll.
- A student's eligibility for financial aid at Moraine Valley will terminate when the student has attempted over 93 credit hours. Credit hours attempted include developmental courses, remedial courses and transferred hours.
- Students who transfer hours from another institution which count toward the completion of their program at Moraine Valley will have those hours counted in their maximum of 93 hours attempted.

Repeated courses will be counted in hours attempted, but only the most recent grade received will be computed into the grade point average. The hours for the original course will not be added to hours earned.

Courses in which students receive "W" or "I" will count as hours attempted but not as hours earned. They will not be included in the grade point average.

Student records will be reviewed at the end of each semester, including the summer session. If a student's grade point average is below 2.0 and/or the student has earned less than 67 percent of the hours attempted, a letter will be sent to the student stating the following:

- The criterion for academic progress has not been met.
- The criterion of 67 percent of cumulative credits earned in relation to hours attempted and a minimum 2.0 cumulative grade point average must be achieved in the next semester of enrollment. If not, the student will not be eligible for federal and/or state financial assistance until such criteria have been met.

Students applying for a Stafford loan must have a cumulative GPA of at least 2.0 for the loan to be disbursed. There is no probationary period or appeal procedure for student borrowers.

Procedure for Appeal and Reinstatement—Reinstatement will automatically occur after classes have been taken at the student's own expense, a minimum 2.0 grade point average has been achieved, and 67 percent of hours attempted have been earned.

If the student is of the opinion that unavoidable circumstances were the cause of lack of achievement, an appeal form for reinstatement of eligibility for federal/state funds may be submitted to the Financial Aid Committee. Appeal forms are available in the Financial Aid Office.

The determination of the appeal will be one of the charges of the Financial Aid Committee.

Students who apply for financial aid for the first time who have a previous history at Moraine Valley must have a minimum 2.0 cumulative grade point average and have earned 67 percent of hours attempted to be eligible for federal/state funds. The student's record will be reviewed as if he or she had been on aid.

Refund Policy and Repayment of Financial Aid—According to the updated version (Section 668.22) of the Higher Education Amendments of 1998, students receiving Title IV funds (Federal Pell Grant, Federal SEOG and Federal Family Education Loans) and who withdraw from all their classes (officially or unofficially) will be subject to the federal and Moraine Valley's refund policy.

Moraine Valley Community College's refund policy related to student withdrawal states that in order to receive a tuition refund, it is a student's responsibility to officially drop courses in the Registration Office within the following refund deadlines:

- 100%—before the end of the first week in which the class is scheduled;
- 50%—before the end of the second week in which the class is scheduled; and
- Full tuition charged—after the second week in which the class is scheduled

(Refunds for short-term classes vary according to the length of the course.)

The federal refund policy states that the student may retain only the amount of aid that he/she has earned (as a result of the prorated amount of time the student has been in attendance for the semester.) Any aid that is not earned must be returned to its source. Some federal programs, such as grants, may have smaller amounts to be refunded based on the particular aid program and the student's date of withdrawal. The student will be responsible for any tuition balance resulting from the refund(s).

Further details and examples can be obtained in the Financial Aid Office.

Veterans

Veterans who enroll in Moraine Valley courses may be eligible for the Illinois Veterans Grant (IVG). To qualify, a veteran must have met the following conditions:

- been a resident of Illinois prior to and within six months after having served in the armed forces of the United States;
- served at least one year of continuous active duty; and
- received an honorable discharge.

According to state guidelines, students must maintain a minimum cumulative 2.0 grade point average (GPA), which includes developmental and remedial courses, to remain eligible for the grant.

Student records will be reviewed at the end of each semester (including summer). If a student's GPA is below 2.0, a letter will be sent to the student stating the criterion for academic progress has not been met.

A minimum 2.0 cumulative GPA must be achieved in the next semester of enrollment for continued eligibility. A student will not be eligible for the grant until the criterion has been met.

To be eligible for Veterans Administration Educational Benefits, you must be a degree- or certificate-seeking student in an approved accredited transfer/career certificate program and making satisfactory academic progress according to college standards.

Credit for Military Service—Veterans of United States military service may be granted credit for their military service training. Credit is given only to honorably discharged veterans who have one year or more of active military service. To receive credit, a veteran must provide the Records Department with a copy of the Separation Record (Form DD214) and an evaluation request form. Evaluation request forms are available at the information desk on the first floor of the College Center.

Instructional Programs

Transfer Programs

Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Fine Arts (A.F.A.), and Associate in Arts in Teaching (A.A.T.) programs are for students whose goal is to transfer to a four-year college or university for a bachelor's degree. See the General Education information in this section and the Transfer Programs section of this catalog, page 50.

Career Programs

Associate in Applied Science (A.A.S.) degree programs and certificate programs are for students whose goal is immediate employment upon graduation from Moraine Valley. To expand the number of career programs available to students of the district, Moraine Valley has cooperative agreements with other community colleges. Under these agreements, students may take core courses at the cooperating institution and may take supportive courses at Moraine Valley or at the cooperating institution. Credit for some career programs may transfer to four-year colleges and universities. Contact the Academic Advising Center for transfer information.

Enrichment Programs and Services

Moraine Valley offers basic skills courses that serve students in need of preparation for college-level courses. In addition, the college offers courses/services in English as a Second Language, Intensive English Language, Volunteer Literacy, Public Assistance Coordination for re-entering the work force, Adult Basic Education, and General Educational Development (GED), and academic coordination for the Learning Development Support System. The Dr. Irene H. Brodie Academic Skills Center provides free tutoring, computer labs, and various short-term study skills and writing workshop opportunities.

General Education

The requirements for an associate's degree (A.A., A.S., A.F.A., A.A.T. or A.A.S.) consist of a minimum of 62 credit hours taken from three components: (1) general education core, (2) additional degree requirements, and (3) courses taken in the major/minor field and electives. Course work in the general education core:

- assumes there are some commonalities expected of an "educated person" in terms of what he or she knows and is able to do.
- provides students with the ability to realize their potential as educated, responsible, and productive lifelong learners in a diverse and rapidly changing world.
- consists of a core of intellectual, aesthetic and cultural experiences which will introduce students to essential knowledge, skills and values, and encourage them to make connections across disciplines.

For transfer students (A.A./A.S./A.F.A., A.A.T.), the general education core ranges from 38 to 41 credit hours; for career students (A.A.S.), the core comprises at least 15 credit hours depending on the program of study. Presently, transfer students who complete their A.A., A.S., A.F.A or A.A.T. degree will fulfill most, if not all, of the general education core requirements expected for the baccalaureate degree at a four-year college or university.

Moraine Valley has a standard general education requirement, distributed into the five traditional divisions of knowledge:

- a. Communication
- b. Mathematics
- c. Life and Physical Sciences
- d. Humanities and Fine Arts
- e. Social and Behavioral Sciences

The specific courses in each division will vary with the student's degree or program, and the type of courses will change occasionally. The student may wish to contact the Academic Advising Center to determine the exact requirements in effect.

While accurate information and advising assistance is always available regarding the general education core requirements, the major responsibility of getting a purposeful general education rests upon each individual student. Thus, you should also familiarize yourself with the General Education Goals and Objectives in the next section that identify the traits of a generally educated person. By understanding these goals and objectives, you can begin to make informed selections of course work.

General Education Goals and Objectives

The general education program at Moraine Valley is designed to enable students to write, read and listen critically; to investigate, analyze and think independently; to communicate clearly and effectively; to make informed decisions; to respect the diversity in human values and cultural orientation; to understand and appreciate facts, concepts and perspectives within the fundamental areas of knowledge; and to foster intellectual curiosity and lifelong learning.

The specific objectives of the general education program are to develop in each student the following traits and abilities:

Communicating

- To read and listen with comprehension
- To write and speak effectively in standard English

Reasoning Ability

- To identify and solve problems

Information Literacy

- To locate, evaluate and use information effectively

Quantitative Analysis

- To analyze, interpret and apply numerical, graphical, and statistical data and concepts

Scientific and Technological Awareness

- To understand and apply the scientific method of inquiry

Technological Competency

To use computer information systems and other technology efficiently

Social Sciences Perspective

To apply basic principles of social and behavioral sciences influencing individuals and groups

Literary and Artistic Insight

To understand the nature of literary, philosophical and artistic expression and how particular works have contributed to the ideas and culture of the past and present.

Valuing Diversity

To understand how diversity influences experiences, values, and thoughts of individuals and cultures.

Global Awareness

To be aware of major institutions, persons, ideologies, and events that have shaped the nature and cultures of the world.

Social Responsibility

To work effectively with others; To recognize one's ethical, legal, and social responsibilities.

General Education Core Curriculum

The General Education Core Curriculum at Moraine Valley is described in the Transfer Programs section of this catalog, page 50.

Educational Guarantee

Moraine Valley Community College believes in the quality of its faculty and staff, and in the quality of instruction and technical skill competencies it provides to students.

As an expression of confidence in this belief, the college established guidelines to guarantee the transferability of course credit to colleges and universities, and to guarantee the technical skill competencies expected by employers.

If certain provisions are met, graduates of the college's university transfer programs are guaranteed the courses they successfully complete at Moraine Valley will transfer to their predetermined four-year college or university. Should the transfer institution decline to accept courses for credit, Moraine Valley will refund the tuition and course fees.

Additionally, Moraine Valley's career training program graduates are guaranteed technical skill competencies. If a graduate of an Associate in Applied Science degree or certificate program is not able to demonstrate entry-level skills expected by his or her employer, the graduate and employer may request up to 12 credit hours of retraining at Moraine Valley.

For more information, contact the Academic Advising Center, (708) 974-5721.

Other Programs

As a comprehensive community college, Moraine Valley is dedicated to helping adults achieve their academic goals. A variety of services and programs, both credit and noncredit, is available to students.

Academic Skills Center—Free tutoring is available to currently enrolled students. The center has two computer labs: a classroom lab for student instruction and Web-assisted courses, and a walk-in lab for student use. Both have Internet access. The center also offers workshops on topics such as study skills and basic writing skills.

(708) 974-5340 morainevalley.edu/academicskills

Achieved Prior Learning (APL)—APL is a way for students to earn college credit for what they already know from prior learning or work experience. Faculty members assess the prior learning of enrolled Moraine Valley students through written examination, oral interview and/or performance test.

(708) 974-5710 morainevalley.edu/alternativelearning

Adult Basic Education (ABE)—The ABE Program teaches basic skills that adults need to prepare for GED instruction. It provides instruction in reading, writing and mathematics as applied to practical daily living.

(708) 974-5340 morainevalley.edu/abeged

Alternative Learning—Designed to meet the needs of students whose lives do not fit into the traditional class schedule, Alternative Learning allows adults to earn a degree through non-traditional methods. Courses are convenient: many allow you to work at your own pace.

(708) 974-5710 morainevalley.edu/alternativelearning

Center for Advanced Studies—This center brings four-year and graduate degrees to the Moraine Valley campus. The center hosts degree programs offered by several different public and private colleges and universities.

(708) 974-5768 morainevalley.edu/advancedstudies

College Level Examination Program (CLEP)—Students may take CLEP tests at authorized test centers, including Moraine Valley, in subjects such as English, humanities, mathematics, and social sciences. Up to a full year of college credit may be earned by passing these tests. Students should submit their test scores to the Registration and Records Office and request an evaluation, or contact Alternative Learning for specific information.

(708) 974-5710 morainevalley.edu/alternativelearning

Cooperative Programs—Moraine Valley has cooperative agreements with several area community college districts. These agreements allow Moraine Valley district residents to enroll in occupational programs not currently offered by Moraine Valley. See page 149 for details.

Directed Study Classes—Directed Study classes offer a flexible schedule of independent study coupled with regular opportunities to meet with the instructor and other students. Classes meet every two weeks for a two-hour seminar. Instructors confer with students as needed.

(708) 974-5710 morainevalley.edu/alternativelearning

Dual Enrollment—High school students enrolled in selected classes, offered and taught at the high school, may receive college credit from Moraine Valley. This option is available for approved high school Advanced Placement (AP) and Honors courses that meet the requirements of the Illinois Articulation Initiative (IAI). The typical high school student enrolled is either a junior or a senior. For more information, please contact the assistant dean of Science, Business and Computer Technologies, **(708) 974-5521** or collins@morainevalley.edu

Education Center at Blue Island—The Moraine Valley Education Center at Blue Island, 12940 S. Western Ave., offers credit and noncredit classes during the day, evening and Saturdays.

(708) 597-1564 morainevalley.edu/blueisland

English as a Second Language (ESL)—English as a Second Language courses are offered for students whose native language is not English. Students learn basic interpersonal communication skills to help them adjust to life in the United States. Listening, speaking, reading, and writing skills are taught in an integrated manner, and as these skills improve, students move from beginning to intermediate and advanced levels. Credits earned in the English as a Second Language Program are nonacademic and are not applied to certificates or degrees.

(708) 974-5340 morainevalley.edu/abeged

Extension Center Courses—Moraine Valley offers college credit courses at several local schools. These classes are scheduled for the working adult. Classes meet one or two nights each week for 15 weeks.

(708) 974-5710 morainevalley.edu/alternativelearning

Fast-Track—Fast-Track courses and degree programs are designed to offer more flexible learning options and entry points for the adult student. Most courses are offered in a five-week time span, and full-time students can complete a degree in 18 months. For more information, contact the Academic Advising Center or visit morainevalley.edu/fasttrack

General Educational Development (GED)—The GED Program offers students an alternative to earning a high school diploma. It prepares adults who have not completed a high school education to review the six major subject areas (writing skills, social studies, science, arts/literature, mathematics, and the U.S./Illinois Constitutions) of the GED examination.

(708) 974-5340 morainevalley.edu/abeged

Honors Program—The Honors Program is based on a university-transfer curriculum in the areas of liberal arts and sciences. The class sizes are smaller than regular classes, and creative learning strategies are utilized. Courses vary by semester and involve deeper insights into the subject matter. Honors courses are indicated on the transcripts. Admission into the program is based on new students meeting two of the following criteria: high school GPA of 3.2, ACT score of 25 or SAT score of 1050, graduation in top 10 percent of class, and completion of one AP course with a grade of A or B or AP score of 4. Current students must meet the following criteria: 3.2 GPA and completion of nine credit hours or recommendation of your instructor. For further information, call **(708) 974-5710** or visit morainevalley.edu/honorsprogram.

Illinois Virtual Campus—The college is a participant in the Illinois Virtual Campus, a program that assists students to locate, enroll, and study at baccalaureate and graduate institutions across the state via a variety of distance learning formats, including the World Wide Web. Moraine Valley advisors are available to review program materials and enrollment processes for the courses and programs that can be accessed using a home computer or a campus computer. Visit the Illinois Virtual Campus site at ivc.illinois.edu to review the catalog of offerings and participating institutions.

Intensive English Language Program—This special academic program is designed to serve students whose native language is not English and who are interested in improving their English skills in order to enroll in college. Potential students must possess basic academic English language processing skills that allow for sufficient classroom communication and an understanding of materials. A separate assessment is required for entry into the program. The Intensive English Language Program contains all of the course prerequisites for COM-101. **(708) 974-5340** morainevalley.edu/abeged/ielp.htm

Literacy Volunteer Program—This program addresses the needs of adults who want to learn to read or improve in basic reading, writing and mathematics skills. Trained volunteer tutors provide individualized basic skills instruction for all enrolled students, Tutoring services are provided at local libraries, community centers and the college.

(708) 974-5331 morainevalley.edu/literacy

Moraine Area Career System (MACS)—The MACS consortium consists of the six high school districts within the Moraine Valley region and Moraine Valley Community College. The vision of MACS is to provide all students with the opportunity to develop a seamless career pathway and to acquire advanced academic, technical and workplace skills that link education and business.

Through collaborative efforts between the high schools, the college and the MACS, an emphasis is placed on career and technical preparation that will help equip students not only for careers but also for their future as lifelong learners. Programs coordinated through MACS include Tech Prep, Elementary Career Awareness, and various initiatives related to nontraditional careers, workplace skills, career development, and work-based learning. For more information on Tech Prep, see page 150.

Online Learning—For information, call (708) 608-4355 or visit my.morainevalley.edu.

Online Classes—Course sections are taught using the Internet. The student accesses class materials, participates in discussions, and interacts with the instructor via a home computer or a computer located in one of the campus labs. The student is required to have an e-mail address and basic computer skills, as well as a high degree of independence.

Classroom/Online Classes—Students come to campus a number of times but do the majority of their work over the Internet. The student must have an e-mail address, basic computer skills, and a high degree of independence.

Proficiency Credit—Proficiency credit allows qualified students to convert vocational or noncredit courses or professional examination certificates to college credit.

Proficiency credit is presently available in Automotive Technology, Criminal Justice, Fire Science Technology, Food Service Sanitation, Networking Technology, Office Systems and Applications, and Restaurant/Hotel Management.

If you think you are eligible for proficiency credit, contact Alternative Learning to arrange an evaluation.

(708) 974-5710 morainevalley.edu/alternativelearning

Public Assistance Coordination Program—The Public Assistance Coordination Program is designed to assist economically disadvantaged individuals identified by the Illinois Department of Human Services in meeting their needs academically, personally and socially. The program provides services to adults who are in need of adult basic education, pre-employment classes, and job referral. Support services such as child care, transportation, and books may be available to eligible recipients. For more information, call **(708) 597-2280**.

Returning Woman Program—The Returning Woman Program is designed to help the adult woman student with the transition back to the college classroom. The program includes a block of classes that can be applied to a degree or certificate while providing support for transition issues such as time management, study skills and goal setting. A day program and an evening program are available.

(708) 974-5722 morainevalley.edu/womanprogram

Tech Prep—Moraine Valley and the Moraine Area Career System have developed articulation agreements granting college credit for proficiency in courses taken in high school. See page 150 for details.

Telecourses—Telecourses offer students the opportunity to work independently by viewing the videotaped portion of the course in the college library or at home. A qualified instructor provides both individual and group discussion opportunities.

(708) 974-5710 morainevalley.edu/alternativelearning

International Student Affairs

The Office of International Student Affairs provides comprehensive support services for international students to enroll at the college, and to enable positive educational and cultural experiences during their stay. Trained professional staff provide personalized attention to the unique concerns and needs of international students.

International students are defined as any individual admitted into the U.S. on an F-1 student visa or students issued the Form I-20 Certificate of Eligibility approved for study at Moraine Valley Community College.

International students are expected to comply with federal laws and regulations, and U.S. Bureau of Immigration and Customs Enforcement requirements while enrolled at the college.

Application—To apply, the following must be submitted:

- completed international student application form
- official, certified copies of secondary and post-secondary school records, translated into English. The records must indicate completion of secondary education.
- evidence of sufficient financial support, including the affidavit of support and original bank letter
- A TOEFL exam is not required for application and admission to Moraine Valley. Students who submit an official minimum score of 550/213 (computer-based test) may qualify for an exemption from the English language test and be allowed to register for regular academic classes. Scores will be valid for two years from student application date.
- \$25 nonrefundable application fee
- Two passport-size photographs

Transfer students must also submit a copy of the Form I-20 issued by the transfer school, transfer eligibility form, and official transcript or a letter stating the student's dates of attendance.

Admission—Upon approval of the application and documents, the college will issue the SEVIS Form I-20 Certificate of Eligibility. Applicants apply for the F-1 student visa with the Form I-20 at the nearest United States embassy or consulate in the home country.

International students must enroll full-time in at least 12 credit hours per semester. Summer enrollment is optional.

For more information about international student enrollment, contact International Student Affairs by telephone at **(708) 974-5443**, fax (708) 974-0561, or online at morainevalley.edu/international

Summer Admission—International students who attend other colleges may enroll as summer students at Moraine Valley. A copy of the Form I-20 from the current school must be submitted and verification of student status before registration is permitted.

Foreign Residents—Other foreign nationals who wish to enroll at the college may be required to provide passport and visa information before registration. Foreign residents are required to pay international tuition rates for credit classes.

English Testing—All international students are comprehensively tested in English Language reading, writing, speaking, and listening skills and competency, and placed in intensive English language classes or in regular academic classes according to test results. A TOEFL exam score is not required for admission to Moraine Valley.

International students who choose to take the TOEFL exam may qualify for an exemption to the English placement test and be allowed to register for regular academic classes. To qualify for an English placement test exemption, international students must submit an official TOEFL score report showing the minimum score of 550 or 213 on the computer-based test, to the Office of International Student Affairs. Scores are valid for two years from student application date.

Foreign Transfer of Credit—International students who have studied at a university-level institution in their home country may wish to apply for course credits to be transferred to Moraine Valley. In order to obtain foreign education transfer credit, international and foreign resident students must pay for and apply for a credit evaluation service performed by a private credit evaluation agency. For more specific information on credential evaluation agencies and transfer of foreign education credits to Moraine Valley, please contact the International Student Affairs Office or visit morainevalley.edu/international

Intensive English Language Program (IELP)—This special academic program is designed to serve students whose native language is not English and who are interested in improving their English skills in order to enroll in college. Potential students must possess basic academic English language processing skills that allow for sufficient classroom communication and an understanding of materials. A separate assessment is required for entry into the program. For assessment dates, times and program information, call **(708) 974-5340**.

International Student Orientation Program—All new international students at Moraine Valley are required to attend the International Student Orientation Program. This program is scheduled the week before classes begin and helps international students become familiar with the campus, college procedures and the local community. Orientation includes academic assessment, class selection, registration, and scheduling. Orientation also provides practical information about housing, shopping, transportation, banking, social customs, and other topics helpful to daily living in the United States.

Academic Support—International students receive individual attention from professional staff to review progress in their classes. Also, the Academic Skills Center provides free tutoring in reading, English, mathematics, chemistry, physics, biology, accounting, and bookkeeping. Tutoring is free to all students.

Advising and Counseling—Full-time counseling and advising services are offered for international students. Students are provided assistance with visa immigration issues, educational planning, course selection, academic progress, university transfer, housing, cross-cultural adjustment, and personal concerns.

Housing/Host Home Program—Airport and arrival assistance services and housing assistance is provided to all new international students. Currently, the housing options available include living with a host family through the Host Home Program or renting an apartment in the community. The Host Home Program offers students the opportunity to live with a local family and enjoy the convenience of a home while practicing English with their hosts. The international student housing coordinator will assist international students with housing prior to arrival and while enrolled. Students may request housing assistance when applying for admission.

Immigration Compliance—International students admitted to the U.S. on an F-1 student visa, or approved for legal student status, are responsible to understand and comply with federal immigration regulations for students, and the Student and Exchange Visitor Information System (SEVIS) procedures. Regulations include maintaining full-time enrollment during the regular academic year; maintaining a valid passport and valid Form I-20; not engaging in unauthorized employment; and following procedures for transfer, employment, practical training, and other events and benefits. The college's designated school officials for U.S. Bureau of Immigration and Customs Enforcement monitor student and institutional compliance with these regulations, and provide advice and assistance to students.

Medical Insurance Requirement—International students are required to purchase medical insurance while enrolled at Moraine Valley. A group insurance plan is available upon enrollment that provides emergency medical and hospitalization coverage. Students who prove that they have purchased their own equivalent insurance may request a waiver from the group insurance plan and the associated fee. The group medical insurance does not cover the cost of care and treatment of pre-existing physical or mental conditions, dental services, preventive health care, and has other limitations. Therefore, international students should be in good health when traveling to the United States for study. A copy of the medical insurance policy is available in the Office of International Student Affairs.

International students with pre-existing medical conditions that may prevent them from obtaining adequate medical care under the group insurance policy may be required to provide proof of their own medical insurance prior to enrollment. Failure to provide such proof if requested by college officials may warrant a denial of admission.

Social Activities—The International Student Affairs Office sponsors social activities and events for international students. These activities create opportunities for international students to make new friends, visit cultural institutions, learn about the United States and share their culture with local students. International students also may participate in the International Club and other student clubs and events on campus, such as theater productions, student government and sports.

Standards of Academic Progress—International students must make normal progress toward completing a course of study as required by U.S. Bureau of Immigration and Customs Enforcement regulations. The college has established Standards of Academic Progress for international students to comply with this requirement and to provide assistance to students who experience academic difficulty.

Tuition—Tuition for international students is currently \$242 per credit hour and is subject to change. All tuition and fees for international students must be paid in full (cash, bank wire transfer, certified check, credit card, or personal check drawn on a local bank) by the end of the first week of classes. The college's tuition payment plans may be available. International students are not eligible for federal financial assistance.

Grading

Grade Definitions

The following letter grades are used on semester grade reports and transcripts:

A—Student demonstrates achievement of learning objectives at a level of outstanding mastery.

B—Student demonstrates achievement of learning objectives at a level beyond mere minimum competency.

C—Student demonstrates achievement of learning objectives at a level of minimum competency.

D—Student demonstrates achievement of learning objectives at a level below minimum competency but sufficient to receive credit.

F—Student demonstrates insufficient achievement of learning objectives to receive credit.

U—audit*

I—incomplete**

W—official withdrawal***

P—pass****

R—repeating a class†

***Audit**—Students may elect to audit a course (no credit, no grade points, not figured in grade point average). Audit status indicates that the student will attend the classes but will not receive credit. A student must declare audit status before the end of the refund period.

****Incomplete**—Upon prior arrangement and agreement with the course instructor and upon submission of the college's "incomplete grade contract" with the final grade sheet, an incomplete (I) grade will be recorded on the student's record. An "I" grade will be issued at the discretion of the instructor when course requirements are not fulfilled by the end of the term only when it is fully justified by serious circumstances, and when the instructor believes that the reason the student cannot complete the course in a timely fashion is sufficiently serious to warrant the issuance of the "I" grade.

The incomplete grade contract is an agreement between the student and the instructor, and states specifically what the student must do to complete the course work. The course work must be completed by the end of the semester following the term in which the course was taken (not including summer semester) and must be in agreement with the terms of the incomplete grade contract. Upon completion of the course work, the instructor will change the "I" grade to the appropriate letter grade (A, B, C, D, or F) by obtaining a Change of Grade Form from the subdivision office. If the student does not complete the course work within this prescribed semester restriction, a grade of "F" will be entered for the course.

Guidelines for the Issuance of an Incomplete Grade

- Students may request an "I" grade only when unusual and serious circumstances arise during the final weeks of the semester that in some way prohibit the completion of course requirements for a course that the student has been successfully pursuing. These circumstances may involve a severe personal or family crisis, grave personal illness, or extraordinary job responsibilities. The instructor may, and should, request written documentation.
- Students may not request an "I" grade if they have failed to attend the course on a regular basis and/or have failed to pursue the course work during the semester in a timely fashion.
- Students, who have been consistently failing throughout the semester, may not request an "I" grade in order to avoid a low or failing grade on the student's transcript.
- Students will not be issued an "I" grade by the course instructor for the sole purpose of allowing a student to repeat the course.

*****Official Withdrawal**—After the prescribed period of tuition refund and before the end of the 13th week of a 17-week semester (see table), an official withdrawal will result in a "W" on the student's record. A student who does not withdraw officially from a course will receive a grade of "F," depending on course progress or course attendance, which will become a part of the student's permanent record.

To withdraw officially from a course, a student must obtain a withdrawal form from the Registration Office or Extension Center coordinators. The withdrawal form must be completed and returned to the Registration Office, C125.

Class Length in Weeks	Deadline to Obtain "W" in Week
3	2
4	3
5	4
6	5
7	5
8	6
9	7
10	7
11	8
12	9
13	10
14	10
15	11
16	12
17	13

******Pass**—For specified courses (i.e., APL), credit is recorded only by a “P” (pass) or “F” (fail). The “P” grade signifies that the student completed the requirements of the course with a grade of “C” or better. Credit from courses in which a “P” is granted counts toward the completion of the student’s program of study but is not figured in the grade point average.

†Repeating a Class—Students may repeat a course but will not receive credit for the course more than once. The most recent grade (the repeated grade) received will be computed into the cumulative grade point average. The repeated grade will be designated by an “R.” All previous attempts will remain on the transcript, but will not be included in the cumulative grade point average.

Variable Credit—Some courses are offered for varying amounts of credit (i.e., one credit hour, two credit hours, three credit hours, etc.). Students who enroll in courses offered with variable credit must indicate at the time of registration the amount of credit for which they are enrolling. The initial registration commitment can be changed during the designated late registration period but cannot be changed after that time.

Grade Point Values and College Credit

Each letter grade is assigned a specific grade point value per credit hour; however, only certain letter grades are used in the calculation of the student grade point average (GPA), and only certain letter grades will earn college credit. The student should consult the table below:

Letter Grade	Grade Points Value Per Credit Hour	Used in GPA Calculation	College Credit Earned
A	4.0	Yes	Yes
B	3.0	Yes	Yes
C	2.0	Yes	Yes
D	1.0	Yes	Yes
F	0	Yes	No
U	0	No	No
I	0	No	No
W	0	No	No
P	0	No	Yes

Calculation of Grade Point Average

The college uses the grade point average (GPA) as a measure of academic quality and academic progress. However, the student must be aware of the following distinctions used by the college in the reporting and calculation of the GPA.

For the purposes of the semester grade report, official transcript, honors at graduation, and the President’s and Dean’s Lists, the GPA calculation will not include developmental and remedial courses. For the purposes of Illinois Veteran Grants, financial aid, and Standards of Academic Progress, the GPA calculation will include developmental and remedial courses.

Developmental and remedial courses include, but are not limited to, CHM-099; COM-060, COM-070, COM-080, COM-085, COM-090; COS-100; MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097, MTH-098; and RDG-040, RDG-041, RDG-070, RDG-071, RDG-090, RDG-091.

Example Calculation (Semester Grade Report)

Course	Letter Grade	Grade Point Value	Credit Hours	Grade Points
COM-101	B	3	x 3	= 9
PSY-101	D	1	x 3	= 3
MTH-095*	C	0	x 0	= 0
BIO-111	A	4	x 4	= 16
IMS-101	F	0	x 3	= 0
Totals*			13	28

* Since developmental and remedial courses are not included in the GPA calculation, the “grade point value” and “credit hours” are zero. Thus, dividing 28 grade points by 13 credit hours gives a GPA of 2.154.

A student’s cumulative GPA is calculated by using total grade points divided by total credit hours attempted.

Attendance Policy

The college values regular class attendance as an essential component contributing to the learning process and therefore expects students to attend all class meetings of each course for which they are registered.

The attendance policy of each instructor is included in the course syllabus distributed by the instructor on the first day of class. Compliance with each instructor’s attendance policy is the student’s responsibility. An instructor’s attendance policy may go into effect with the first class meeting of the course. Late registration does not exempt the student from adhering to the attendance requirements in the course syllabus.

Make-up work or work submitted late due to absence (including an instructor’s decision to award less than full credit for work submitted late) will be handled at the discretion of the instructor in accordance with the course syllabus.

Students not regularly attending class are strongly advised to withdraw officially from the course. Students who do not withdraw officially will receive a grade of “F” for the course, which will become a part of the student’s permanent record.

Students who must be absent due to prolonged illness or extended emergency should notify their instructor(s) immediately to determine a plan of action appropriate to the situation.

Cheating or Plagiarism Policy

Each student is expected to be honest in his or her class work. The college regards cheating or plagiarism in the classroom and laboratories, and on assignments or examinations, as a serious offense. Instructors at the college will clearly state their cheating or plagiarism policies and penalties in their course syllabi. The penalty may include a grade of "F" being entered for the student for the course. All incidents of cheating or plagiarism must be reported to the appropriate subdivision office using the official Report Form for Cheating or Plagiarism.

Additional Grade Information

Students must be registered for a course prior to the end of late registration to receive a final grade. After the midterm date of each class, no additions will be made to the class roster.

Information about appealing a final grade in a course may be obtained in the office of the subdivision dean.

All grade reports will be processed after the last official day of the term. Final grade reports are mailed to students, as well as being posted on the college Web site, through the Web registration system, at <https://webreg.moraine.cc.il.us>.

A student must refute any grade report or educational record by the end of the semester following the semester in which the course was taken (not including summer term). If a student does not exercise this right within this time frame, the college has a right to refuse to review the student's claim.

Early Warning Support System

The Early Warning Support System assists students who are encountering academic difficulties. Its goal is to help students be successful in their course work. Early in each semester, teaching faculty identify students who are experiencing poor progress and/or attendance problems. The identified students receive a letter from the dean of Counseling, Advising and Multicultural Student Affairs encouraging students to seek discussions with the referring instructor or a member of the counseling staff regarding the situation. Many times strategies for improvement can be agreed upon with very positive outcomes.

Standards of Academic Progress

To promote academic progress, the following standards are applied to all students who have attempted at least 12 credit hours. GPAs and credit hours referred to below include grades earned in college credit classes, plus developmental and remedial courses, and may differ from the semester grade report and transcript GPA. For Standards of Academic Progress, this will be referred to as the "SOAP GPA." Standards of progress for financial aid may be different. See page 18 for standards of progress for recipients of financial aid.

Status	Standard	Result
Academic Caution	<p>Attempted 12 or more credit hours and cumulative SOAP GPA of less than 2.0</p> <p>While on caution, if semester SOAP GPA is 2.0 or above, and cumulative SOAP GPA is less than 2.0, student remains on caution.</p> <p>If cumulative SOAP GPA is 2.0 or above, student is in good standing.</p>	Must develop success strategies with assigned counselor.
Academic Probation	<p>While on caution, cumulative and semester SOAP GPA are less than 2.0</p> <p>If semester SOAP GPA is 2.0 or above and cumulative SOAP GPA is less than 2.0, student remains on probation.</p> <p>If cumulative SOAP GPA is 2.0 or above, student is in good standing.</p>	Review and refine success strategies with assigned counselor.
Academic Suspension	<p>While on probation, cumulative and semester SOAP GPA are less than 2.0</p> <p>If semester SOAP GPA is 2.0 or above and cumulative SOAP GPA is less than 2.0, student remains on probation.</p> <p>If cumulative SOAP GPA is 2.0 or above, student is in good standing.</p>	<p>One semester suspension. Required success strategies upon return.</p> <p>Appeal process available for students with SOAP GPA of 1.50 or higher.</p>
Academic Dismissal	<p>First semester after returning from suspension, cumulative and semester SOAP GPA are less than 2.0</p> <p>If semester SOAP GPA is 2.0 or above and the cumulative SOAP GPA is less than 2.0, student remains on probation.</p> <p>If cumulative SOAP GPA is 2.0 or above, student is in good standing.</p>	Dismissal for two semesters and one summer. Must petition for reinstatement. If granted, student returns on probation status.

Example GPA Calculation (Standards of Academic Progress)

Course	Letter Grade	Grade Point Value	Credit Hours	Grade Points
COM-101	B	3	x 3	= 9
PSY-101	D	1	x 3	= 3
MTH-095*	C	2	x 4	= 8
BIO-111	A	4	x 4	= 16
IMS-101	F	0	x 3	= 0
Totals*			17	36

* Since developmental and remedial courses are included in the GPA calculation for Standards of Academic Progress, dividing 36 grade points by 17 credit hours gives a GPA of 2.118.

These standards (1) clearly define academic progress at the college; (2) offer the student assistance in setting realistic goals; and (3) outline the role and responsibility of students and college personnel in promoting academic success.

Good Standing—Students with a cumulative SOAP GPA of 2.0 or higher and students who have attempted fewer than 12 credit hours are in good standing.

Academic Caution—Students who have attempted 12 or more credit hours and have earned less than a 2.0 cumulative SOAP GPA will be placed on caution and be required to participate in identifying success strategies with a counselor prior to their next registration. This may include enrollment in COL-101. Students who earn a 2.0 or above semester SOAP GPA while on caution will continue on caution. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

Academic Probation—Students enrolled on academic caution who earn a cumulative and semester SOAP GPA of less than 2.0 are placed on academic probation. These students will continue to participate in success strategies developed with a counselor. Students on probation who earn a 2.0 or above semester SOAP GPA will continue on probation. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

Academic Suspension—Students enrolled on academic probation who earn a cumulative and semester SOAP GPA of less than 2.0 are placed on academic suspension. These students will be suspended from the college for one semester. Suspended students with a cumulative SOAP GPA of 1.50 or higher may see their counselor regarding the suspension appeals process. Upon returning, students must participate in developing success strategies with a counselor prior to re-enrolling. Students who earn a 2.0 or above semester SOAP GPA will continue on probation. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

Academic Dismissal—Students who return to the college after a suspension and earn a cumulative and semester SOAP GPA of less than 2.0 will be dismissed for one academic year (summer/fall/spring or spring/fall/summer). After this dismissal period, these students must petition for reinstatement. If reinstated, students will be placed on academic probation. Upon returning, students who earn a 2.0 or above semester SOAP GPA will continue on probation. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

Forgiveness Policy

The Moraine Valley Forgiveness Policy is designed for those students who have demonstrated success in credit courses at Moraine Valley and who now wish to build a solid academic record that is not undermined by past failures. Candidates for the Forgiveness Policy would include those students who have succeeded in a new major or program after experiencing failure in courses of study that were inappropriate for their talents or ability level. Other candidates for this policy would be students returning to college after military service, extended work experience, or recuperation from serious illness or personal problems who are now committed to a new beginning in their academic career and can demonstrate their ability to succeed in credit courses.

This policy represents a formal process that allows students to have their cumulative grade point average recalculated without the inclusion of certain previously earned “F” grades. This policy does not raise individual course grades.

Eligibility—A student can petition for forgiveness any time after the following requirements of the policy are met:

- A student must earn, in subsequent terms, a consecutive number of credit hours with no grades of “P,” “F,” “D,” or “I,” and no more than two “W’s,” equal to the number of credit hours of “F” grades to be forgiven but no less than 15 credit hours. “Consecutive hours” means credit hours earned in sequence and does not refer to consecutive semesters.
- For example, a student who wants 15 credit hours or less of “F” grades forgiven must earn 15 consecutive hours with no grades of “P,” “F,” “D,” or “I,” and no more than two “W’s” in subsequent terms (fall/spring/summer). A student who wants to have more than 15 hours of “F” grades (i.e., 18 hours) forgiven must, in subsequent terms, earn a consecutive number of hours with no grades of “P,” “F,” “D,” or “I” equal to the number of hours of “F” to be forgiven (i.e., 18 hours).

Procedures—A student must complete the official Moraine Valley Application for “F” Grade Forgiveness form and submit it to the Registration Office after the eligibility requirements are fulfilled.

- Grades earned in developmental and remedial courses which include, but are not limited to, CHM-099; COM-060, COM-070, COM-080, COM-085, COM-090, COS-100, IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096, MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097, MTH-098, RDG-040, RDG-041, RDG-070, RDG-071, RDG-090, RDG-091 cannot be applied toward the eligibility requirements.
- Grades earned at other colleges cannot be applied toward the eligibility requirements.
- Moraine Valley “U” (audit) grades will not be counted when calculating consecutive hours earned.
- Forgiveness of “F” grades will only be granted once for each student.
- When the eligibility requirements have been fulfilled and forgiveness granted, the student’s cumulative grade point average will be recalculated with “F” grades removed from the calculation. The “F” grades will remain on the official transcript with a notation indicating the student has been granted “F” forgiveness.

Any considerations above and beyond these statements should be directed in writing to the vice president of Academic Affairs.

President’s List and Dean’s List

To be eligible for the President’s List and Dean’s List for a given semester, students must earn credit in at least nine credit hours of college credit courses which count toward a certificate or a degree.

Students who meet the eligibility requirements and earn at least a 3.5 grade point average (excluding developmental and remedial courses) will be named to the Dean’s List. Students who meet the eligibility requirements and earn at least a 3.75 grade point average (excluding developmental and remedial courses) will be named to the President’s List. “D,” “F” or “I” grades will exclude a student from qualifying for the President’s or Dean’s List.

Developmental and remedial courses include, but are not limited to, COM-060, COM-070, COM-080, COM-085, COM-090; COS-100; IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096, MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097, MTH-098, and RDG-040, RDG-041, RDG-070, RDG-071, RDG-090, RDG-091.

See example calculation of grade point average for semester grade report on page 28.

Part-Time Student Scholastic Achievement List

Moraine Valley Community College acknowledges the challenges of students who balance work, family and school responsibilities and recognizes the academic excellence of part-time students through the Part-Time Student Scholastic Achievement List. To be recognized for scholastic achievement, students must meet the following criteria:

- Earn at least a 3.5 cumulative grade point average with at least 24 credit hours (excluding developmental courses).
- Earn at least a 3.5 grade point average for the semester that the distinction is received.
- Attempt less than 12 credit hours of college credit courses which count toward a degree or certificate during the semester that the distinction is received.
- Attempt at least 3 to 8 credit hours for the semester that the distinction is received (excluding developmental courses).

Note: Grades of “D,” “F,” or “I” will exclude a student from qualifying for the Scholastic Achievement List.

Transcripts

Upon written request from the student, the Registration Office will mail the student’s official transcript to any college, university or agency named. Transcript request forms are available at the Registration Office. There is a fee per transcript. Letter grades earned in developmental and remedial courses will appear on the transcript, but the grades earned in these courses will not be calculated in the GPA which appears on the transcript.

Academic Load

Full-Time—students who enroll in 12 or more credit hours during fall or spring semesters, or six or more credit hours during the summer session. The recommended maximum academic load during fall or spring semesters is 18 credit hours; the recommended maximum academic load during summer session is 9 credit hours. Students wishing to register for more than the maximum academic load must meet with an academic advisor or counselor prior to registration for any additional hours.

Three-Quarter-Time—students who enroll in nine to 11.9 credit hours during fall and spring semesters

Half-Time—students who enroll in six to 8.9 credit hours during fall or spring semesters, or three to 5.9 credit hours during the summer session

Part-Time—students who enroll in less than six credit hours during fall and spring, and less than three credit hours during the summer session

Course Load for Working Students—Students who work while attending classes should carefully consider the number of hours they work prior to enrolling. The following guidelines are recommended:

Work load per week: 0 to 15 hours

Suggested course load
Fall/Spring: 12 to 16 credits
Summer: 3 to 7 credits

Work load per week: 16 to 25 hours

Suggested course load
Fall/Spring: 8 to 11 credits
Summer: 3 to 4 credits

Work load per week: 26 to 40 hours

Suggested course load
Fall/Spring: 3 to 7 credits
Summer: 3 credits

Student Classification

First-Year Student—one who has earned less than 30 credit hours

Second-Year Student—one who has earned 30 or more credit hours but has not earned a degree

Graduation

Moraine Valley grants five associate's degrees and various occupational certificates. Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Arts in Teaching degrees are designed for Transfer Program students. The Associate in Applied Science degree and occupational certificates are designed for Career Program students.

Graduation Requirements for All Associate Degrees—The following requirements must be met by students pursuing an associate degree.

- An official high school transcript with date of graduation, a GED certificate or equivalent documents on or before petition for graduation.
- A minimum cumulative grade point average of 2.0, which does not include developmental and remedial courses.
- A "C" grade or better in COM-101 and a "C" grade or better in COM-102 if course is required for specific program or degree.
- A minimum of 62 credit hours, including courses that meet the general education and any specific program requirements for the degree.
- Developmental and remedial courses cannot be applied toward an associate's degree unless specified in the program description but can be applied to full or part-time student status. Developmental and remedial courses include, but are not limited to, CHM-099; COM-060, COM-070, COM-080, COM-085, COM-090; COS-100; MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097, MTH-098; and RDG-040, RDG-041, RDG-070, RDG-071, RDG-090, RDG-091.
- A student must earn at least 15 credit hours at Moraine Valley.
- Illinois state law requires that every graduate demonstrates knowledge of the Illinois and United States Constitutions. Students may meet this requirement by doing one of the following:
 - completing Moraine Valley's political science courses PSC-110 and PSC-115;
 - passing the Constitution exam through the Moraine Valley Testing Center located in B101; or
 - providing evidence of having passed the Constitution test in high school or college.
- A completed graduation petition must be submitted to the Records Office by the stipulated deadline.
- All degrees and certificates will be conferred and transcribed with the date (December/May/August) all requirements for that degree/certificate were met.

- On Sept. 18, 1991, Governor Jim Edgar signed into law Public Act 87-581, which states, "Programs shall at least: (1) require each public institution of higher education to include, in the general education requirements for obtaining a degree, course work on improving human relations to include race, ethnicity, gender, and other issues related to improving human relations to address racism and sexual harassment on their campuses, through existing courses." Students at Moraine Valley Community College satisfy the requirements of this law through COM-103, which is a required course in each of the degree programs (A.A., A.S., A.A.S., A.F.A., and A.A.T.).
- Students must meet the degree or certificate requirements in effect at the time they first enrolled and earned credit (earned credit is defined as receiving a "D" or above in college-level or developmental courses) or the requirements in effect during any subsequent year until the degree or certificate is completed. However, if enrollment has been interrupted by six or more consecutive semesters (including summer semesters), the student must meet the degree or certificate requirements in effect at the time of re-enrollment with earned credit (earned credit is defined as receiving a "D" or above in college level or developmental courses) or the requirements in effect during any subsequent year after re-enrollment until the degree or certificate is completed. Exceptions are the selective admission programs. Students who are readmitted to these programs must follow the requirements in effect at the time of their readmission to the program. In all cases, students must meet all degree or certificate requirements for the selected year. Requirements from more than one year cannot be combined.

Additional Requirements

Associate in Arts (A.A.), Associate in Science (A.S.) and Associate in Fine Arts (A.F.A.), and Associate in Arts in Teaching (A.A.T.)

See Transfer Programs section of this catalog for detailed information.

Associate in Applied Science (A.A.S.)

In addition to the Graduation Requirements for All Associate Degrees listed above, a minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

1. Placement into MTH-098 or higher; or
2. Successful completion of BUS-120, or MTH-095 or higher, or equivalent course at another college, with a grade of "C" or higher.

Occupational Certificates

The college offers several programs of occupational specialization. Completion of one of these programs is recognized with a certificate.

The requirements are the following:

- successful completion of the specified courses for the certificate;

- minimum overall grade point average of 2.0 in the courses required for the certificate;
- at least 50 percent of the certificate hours must be completed at Moraine Valley.

Developmental and remedial courses cannot be applied toward a certificate unless specified in the program description. Developmental and remedial courses include, but are not limited to, the following: CHM-099; COM-060, COM-070, COM-080, COM-085, COM-090; COS-100; MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097, MTH-098; and RDG-040, RDG-041, RDG-070, RDG-071, RDG-090, RDG-091.

- submission of a graduation petition to the Records Office by the stipulated deadline.

Graduation Petition Deadlines and Fees—Candidates for completion of a certificate or degree must file a graduation petition in the Records Office.

Deadlines for filing petitions are the following:

- Fall graduation (December)—Sept. 15
- Spring graduation (May)—Feb. 1
- Summer graduation (August)—June 1

The nonrefundable graduation petition fee is \$15. An additional charge is made when multiple certificate or degree combinations are completed at once. Candidates who complete certificates must file a graduation petition in the Records Office.

Six weeks is required for final certification and mailing of diplomas.

Second Associate's Degree

Moraine Valley will grant more than one associate's degree to the same student provided all specified requirements are met for that particular degree.

Students may earn an Associate in Arts or Associate in Science degree, but not both.

Students may earn more than one Associate in Applied Science degree.

Students with an Associate in Applied Science degree who wish to complete the requirements for either an Associate in Arts, Associate in Science, or Associate in Fine Arts degree are advised to review the section of the catalog that outlines Transfer Program requirements. Students should meet with a counselor or advisor because not all courses required in the respective Associate in Applied Science programs are intended for or accepted as transfer credit to senior institutions.

Students who have received an associate's degree from another college may earn an associate's degree from Moraine Valley by completing the program requirements for the degree and fulfilling the general graduation requirements.

Students who seek a second degree from Moraine Valley are subject to published fee charges and petition deadlines.

Graduation Ceremony

The graduation ceremony is held once a year at the end of spring semester for graduates from the previous summer and fall semesters and for current spring graduates.

Honors

Students who complete a degree program reflecting scholarly achievement are honored at graduation. The cumulative grade point average will be used to determine graduation honors. This grade point average includes courses that count toward a certificate or degree and does not include developmental and remedial courses. Degree graduates with a cumulative grade point average between 3.9 and 4.0 are recognized as graduating summa cum laude. Degree graduates with a cumulative GPA between 3.75 and 3.89 are recognized as graduating magna cum laude. Degree graduates with a cumulative GPA between 3.5 and 3.74 are recognized as graduating cum laude.

Certificate graduates are also recognized at graduation for their achievements. Certificate graduates with a cumulative GPA between 3.75 and 4.0 are recognized as graduating with high honors. Certificate graduates with a cumulative GPA between 3.5 and 3.74 are recognized as graduating with honors.

At the commencement ceremony, honor graduates wear cords to designate specific academic honors. The different colored cords represent the following honors:

Associate's Degrees

- Summa Cum Laude—gold cord
- Magna Cum Laude—silver cord
- Cum Laude—white cord

Certificates

- With High Honors—silver and green cord
- With Honors—white and green cord

Members of the college's honor society, Phi Theta Kappa, wear stoles at the commencement ceremony to designate their honor society. These stoles are available prior to graduation by contacting the honor society advisor.

Student Services

Academic Advising Center

Academic advisors assist students in developing educational plans consistent with their college and career goals. The Academic Advising Center, located in the College Center, Room C240, is open Monday through Thursday 9 a.m. to 7:30 p.m., and Friday 9 a.m. to 5 p.m.

(708) 974-5721 morainevalley.edu/academicadvising

Services include the following:

Advising—Utilizing a variety of resources, academic advisors help students clarify their educational goals and assist them with planning courses for graduation from Moraine Valley and/or transfer to a four-year college or university. Academic advisors help students identify Moraine Valley programs and services, understand Moraine Valley policies and procedures, and use occupational and educational information.

Information—A self-service center provides printed and online resources for students, including information on Moraine Valley programs, transfer guides for selected four-year colleges in Illinois, and catalogs and online links to colleges across the United States.

Academic Skills Center

The Dr. Irene Brodie Academic Skills Center offers free tutoring to currently enrolled Moraine Valley students. The center also has two computer labs: a classroom lab for student instruction and Web-assisted courses, and a walk-in lab for student use. Both have Internet access. In addition, the center offers non-credit workshops on topics such as study skills and basic writing skills. **(708) 974-5340** morainevalley.edu/academicskills

Bookstore

The Bookstore, located in D144, offers new and used textbooks, supplies, insignia clothing, academically priced software, cards, and gift items. Regular store hours are Monday through Thursday 8 a.m. to 8 p.m., and Friday 8 a.m. to 4:45 p.m. Call **(708) 974-5716** for information on extended hours of operation. Textbooks also can be ordered online at morainevalley.edu/bookstore

Carl Perkins Services

Students enrolled in career programs at Moraine Valley may be eligible for additional educational support services provided by the Carl D. Perkins Vocational and Applied Technology Educational Act.

Under this act, opportunities are provided for students to overcome barriers to success and enhance learning skills in preparation for their college education and future careers. Eligible students may be entitled to:

- Tutoring services
- Career and academic guidance
- Work-related internships
- Services for special populations
- Training for nontraditional careers

These services are designed to facilitate the transition from school to post-secondary employment and career opportunities. **(708) 974-5768**

Center for Disability Services

The center provides support services to individuals with disabilities for Moraine Valley Community College. The center's goal is to create equal opportunity for individuals with disabilities by promoting equal access to all college programs and activities, disability awareness, and compliance with disability laws. All accommodations and services are provided on an individual basis. It is located in Room L150 and is open Monday through Friday 8 a.m. to 5 p.m. **(708) 974-5711** (TTY 708-974-9556) morainevalley.edu/cds

The center serves students with learning disabilities; hearing, visual or mobility impairments; and/or other documented disabilities. All support services are provided on an individual basis to ensure equal access to all programs. These services may include but are not limited to the following:

- academic support
- career support
- priority registration
- extended time
- note takers
- test proctoring
- diagnostic testing
- sign language interpreters
- access to special adaptive equipment
- referrals to community agencies

Moraine Valley is an accessible campus. Accessible parking area ramps are located at the main entrances of each building.

Students should register with the Center for Disability Services well in advance: before May 1 for the fall semester, before Oct. 1 for the spring semester, and before March 1 for the summer session. Every reasonable effort to accommodate late requests will be made; however, late requests may result in delay or substitution of accommodation for the initial semester.

Child Care

Professional child care is available during the day for the children of students and staff. Advance enrollment is required. The Moraine Valley Children's Learning Center is a state-licensed facility.

The environment is prepared with developmentally appropriate activities that meet the social, emotional, physical, and cognitive needs of children 2 to 6 years. The center is a laboratory facility for Moraine Valley's Child Care Program and is equipped with an observation deck.

The center is open Monday through Friday 7 a.m. to 5 p.m. Registration is required, and an hourly fee per child is charged. Hot lunches are available. **(708) 974-5729** morainevalley.edu/clc

Counseling and Career Development Center

Counselors provide a variety of programs and services to enhance the learning and personal development of students. The center, located in the College Center, Room C220, is open Monday through Thursday 9 a.m. to 7:30 p.m., and Friday 9 a.m. to 5 p.m. **(708) 974-5722** morainevalley.edu/counseling

Through individual appointments, seminars, workshops, and credit courses, counselors provide:

Career Counseling

- gain an understanding of interests, work values, work personality, and skills
- identify potential career options
- learn how to plan effectively
- use career information to explore careers and the world of work
- decide a career direction
- select a college major

Academic Counseling

- learn skills for success in college
- explore educational goals
- develop skills for enhancing time management, reducing school anxiety, and building motivation and confidence in school

Personal Development Counseling

- learn to manage personal issues
- develop skills for problem solving
- learn to communicate and build relationships effectively

Fine and Performing Arts Center

The Fine and Performing Arts Center features the visual and performing arts. Each season more than 200 events and exhibits are presented in the Dorothy Menker Theater, the John and Angeline Oremus Theater and the Robert F. DeCaprio Art Gallery. The Fine and Performing Arts Center features the work of nationally recognized visual and performing artists, as well as the work of Moraine Valley visual and performing arts students. Dedicated to lifelong learning in the arts, the Fine and Performing Arts Center offers a variety of noncredit classes in art, music, dance, and theater for all ages, including private lessons on instrument and voice, and special summer camps in the arts for children and teens.

(708) 974-5500 morainevalley.edu/fpac

Food Service

The Café Moraine restaurant is located on the first floor of the College Center. It is open Monday through Thursday from 7:30 a.m. to 7 p.m. and Friday from 7:30 a.m. to noon. Café Moraine accepts cash or credit card. Espresso Love, located in Building D (first floor) and Building L (first floor and in the Library), offers specialty coffees and food. It is open from 7 a.m. to 7 p.m. and Friday from 7 a.m. to noon. Vending machines with soft drinks, coffee and snacks are available in the lounges of the main campus buildings. Café Moraine weekly menu:

morainevalley.edu/resources/food_service.htm

Health Fitness Center

Moraine Valley's Health Fitness Center features stair-climbing machines, stationary and recumbent bicycles, treadmills, NordicTrack ski machines, Universal and Serious Fitness Systems weight training equipment, free weights, and a fully audio-supported dance studio. Initial fitness testing is used to develop an individual exercise prescription. Degreed health professionals help members meet their health and fitness goals. Individual and corporate memberships are available. Students can also enroll in credit physical education, aerobics and dance classes that include membership to the center.

(708) 974-5701 morainevalley.edu/hfc

Job Placement Center

The Job Placement Center provides individual assistance, employer resources, job search skills workshops, and internship assistance. Located in the Center for Contemporary Technology, Room T904, the center is open Monday through Friday 8:30 a.m. to 4:30 p.m. and Wednesday from 8:30 a.m. to 7 p.m.

(708) 974-5737 morainevalley.edu/jpc

Services include the following:

Full- and Part-Time Job Listings and Internships—Listings of jobs available in the Chicago area are printed in the weekly Job Report. In addition, jobs in areas such as education, technology, health care, and government are listed.

CCJobNet—Free online job listing service. Employers from a consortium of Illinois community colleges post job openings. Students obtain a password, construct a resume and can search for employment opportunities online.

Student Aide Employment—All campus student employee positions are posted and applications are taken in the Job Placement Center.

Job Search Workshops—Workshops are offered during the fall and spring semesters. Areas covered include resume writing, cover letters and interviewing.

On-Campus Recruitment—Employers come to campus to recruit candidates for their positions. These visits are set up and advertised by the Job Placement Center.

Learning and Computing Center

Located in the Center for Contemporary Technology, the center is the college's hub for computer-based instruction. Computer labs utilizing various hardware provide students with a variety of computer learning experiences.

Library

The Library provides a variety of services and resources to help students attain educational goals. Located within the Library are the circulating audiovisual and book, reference and reserve collections; computers and printers; a listening-viewing area; and areas for individual and group studying. The collection has more than 121,000 items and includes electronic databases, books, magazines and microfilm, and other research tools. Librarians are available to assist students with their research and information needs.

(708) 974-5234 morainevalley.edu/lrc

Learning Development Support System (LDSS)

LDSS is a supportive program designed for students with learning disabilities who have the potential to succeed at the college level. Currently enrolled students may receive services such as diagnostic evaluation, academic and career support from the LDSS staff. Moraine Valley students are charged a \$100 fee for the diagnostic evaluation; nonstudents are charged a \$200 fee. For more information, contact the Center for Disability Services in Room L150, or call (708) 974-5711.

Moraine Affiliate Illinois Employment Training Center

Moraine Valley operates one of the Affiliate Illinois Employment Training Centers (IETCs) in suburban Cook County. The center, contingent upon federal and state funding, assists individuals in finding employment. The center maintains a resource room with access to Internet-based employment services, fax machines, phones, copier, and other employment-related resources. Retraining programs are available, based on eligibility and approval from our funding program.

In addition, the IETC operates other grant-funded programs. The Illinois Support, Training and Employment Program (ISTEP) serves homemakers who must re-enter the workforce after divorce, separation, or otherwise losing financial support from another family member or public aid. Employment services, as well as financial assistance for tuition, books, child care, and transportation, are available through the ISTEP Program.

The center, located in the Center for Contemporary Technology, Room T904, is open Monday through Friday 8:30 a.m. to 4:30 p.m. (708) 974-5738 morainevalley.edu/wia

Multicultural Student Affairs

Multicultural Student Affairs (MSA) brings together programs of the Minority Student Transfer Center and Access and Success in Higher Education to promote the success of students of color and students with limited English. MSA programs are designed to recruit, retain and promote degree completion of these students. MSA provides direct student support services and coordinates individual and group activities to promote integration into the college environment and academic success. Services include academic advising, transfer assistance, assistance in evaluating educational documents and skills attained in other countries, computerized scholarship information search, career planning assistance, educational planning resources (references, college

catalogs, college applications, videos, and transfer guides), faculty/staff and student mentoring program, peer (student) mentoring and study groups, transfer workshops, university field trips, educational/cultural/social activities, and high school recruitment.

Multicultural Student Affairs takes an active role in promoting respect for diversity, and exploring and learning from the many cultures that our increasingly diverse student body represents. In collaboration with the Student Life Office, MSA supports student organizations such as the Alliance of African-American Students, Alliance of Latin American Students, Arab Student Union, and Indian and Pakistani Student Union. MSA assists student organizations to coordinate educational, cultural and social activities, as well as offers guidance on issues related to diversity. Multicultural Student Affairs is located in the College Center, Room C247. Office hours are Monday through Wednesday 9 a.m. to 7 p.m., and Thursday and Friday 9 a.m. to 5 p.m. (708) 974-5475 morainevalley.edu/transfer

Parking

There are more than 4,000 parking spaces on the Moraine Valley campus. These spaces are available on a first-come, first-served basis. A properly displayed permit is required for faculty, visitor and handicapped parking. Vehicles parked in violation of the restricted areas will be issued a parking citation with a fine of \$15, and a fine of \$100 for handicapped violations.

Individuals or groups with questions concerning parking or parking permits should contact the Police Department at (708) 974-5555. morainevalley.edu/policedept

Appeal Policy—It is the policy of the Police Department to fairly and impartially enforce the parking regulations at Moraine Valley. In the interest of the fair and impartial administration of justice, any person issued a citation at Moraine Valley may appeal. The appeal will be reviewed by the Moraine Valley parking appeal officer. A second review (if needed and/or requested) will be processed by the appropriate Moraine Valley vice president.

The appellant must fill out the appeal form completely, including all details which it is claimed excuse the parking violation. Every appeal will be reviewed on an individual basis. For first offenders, whether student, staff, faculty, or visitor, the review will result in a determination of:

- 1) No justification—Full fine due
- 2) Partial justification—1/2 fine due
- 3) Full justification—No fine due

The review of any individual's subsequent violation will be more stringent.

Placement Testing and Test-taking

Placement Testing—Placement tests in reading, writing and mathematics are used to place students in the appropriate level of reading, English composition and mathematics courses. Students who do not demonstrate college-level skills in any of these areas will be required to take courses which will prepare them for college-level courses. These courses, if taken, will not count toward the associate's degree. **(708) 974-5309**
morainevalley.edu/testingcenter/placement.htm

Testing Center—This center serves as a test-monitoring site that allows students to take tests outside of the regular classroom setting. Located in B101, the center's hours during the regular semester are Monday through Thursday 8 a.m. to 9:20 p.m., Friday 8 a.m. to 3:50 p.m., and Saturday 9 a.m. to 1:50 p.m. Identification with Moraine Valley student photo ID is required to receive a test.

(708) 974-5249 morainevalley.edu/testingcenter

Police Department

The Police Department is located in Building 100. Police officers are on campus 24 hours a day, 365 days a year. You can reach the office at **(708) 974-5555** or ext. 5555, or in an emergency dial 911 on any phone, including pay phones without coins. In addition, red emergency telephones are located throughout the campus buildings. These telephones connect directly to the Police Department without dialing. Blue emergency telephone stations are located in each of the college's parking lots and also connect directly to the Police Department.

The Police Department provides many services for the college community, including emergency first aid, crime awareness programs, investigation into criminal offenses and related incidents, enforcement of college rules and regulations, escorts, assistance in motorist emergencies, correction of safety hazards, and processing of lost and found items. For a complete list of services, contact the Police Department at **(708) 974-5555** or morainevalley.edu/policedept

Student Support Services/TRIO

Student Support Services/TRIO assists students with academic need who are first-generation college students (neither parent has graduated from a four-year college), low-income or disabled. The program provides intensive support services to students and assists in their retention, graduation and transfer to a four-year college. Services include educational and personal support, computer accessibility and study assistance, financial assistance/scholarship searches, tutoring study groups, transfer assistance, academic advising, workshops and seminars, cultural activities, and tours to colleges and universities. Student Support Services is located in the College Center, Room C275, and is open Monday through Wednesday 8 a.m. to 7 p.m., and Thursday and Friday 8 a.m. to 5 p.m. **(708) 974-5648** or morainevalley.edu/trio

Study Abroad

An exciting opportunity to blend international travel with academic study through the Illinois Consortium of International Studies and Programs. Through this Partnership, students can take advantage of programs in Salzburg, Austria (fall/spring); San José, Costa Rica (summer); or Canterbury, England (fall/spring). College credit can be earned and financial aid may be available. For more information, contact Dave Taylor at **(708) 974-5722** or taylor@morainevalley.edu.
morainevalley.edu/alternativelearning/study_abroad/study.htm

Writing Center

The Writing Center offers all students assistance with writing assignments, encourages excellence in communication skills through one-to-one conferencing, and builds students' confidence in their ability to communicate effectively. Faculty members and peer writing assistants are available to work with students on any part of the writing process: audience analysis, prewriting and invention, drafting and developing, revising, researching a topic, and documenting sources.

Computers and printers are also available in an adjacent lab for general student use.

The Writing Center is located in the Library in Building L, Room L242. Students are encouraged to sign up for appointments; however, walk-ins are welcome.

(708) 974-5340 <http://writingcenter.morainevalley.edu>

Student Life

Student Organizations

For more details, visit the Student Life Office in the College Center, Room C160. Call (708) 974-5717 or go to morainevalley.edu/collegeactivities

College Bowl—This is a varsity sport of the mind. This challenging competition is a cross between *Jeopardy* and Trivial Pursuit. Moraine Valley's College Bowl Team competes in the Skyway Conference Tournament, and the fall and spring regional tournaments. For information, call (708) 608-4177.

Forensics (Speech Team)—Students engage in competitive public speaking or dramatic interpretation at intercollegiate competitions. Travel required; three to five weekend tournaments each semester. For more information, call (708) 974-5222. www.morainevalley.edu/forensics

International Student Association—This group offers Moraine Valley's international and American students the opportunity to learn about interesting cultures from all over the world.

Inter-Club Council—The ICC is the governing body of the co-curricular, cultural and special-interest clubs on campus. It coordinates all club trips, scholarships, fund-raisers, and other events. Clubs represented in the ICC range from Art Club to Muslim Student Association.

Peers Educating Peers (PEP)—PEP is a group of trained student leaders whose primary goal is to promote and support healthy lifestyle choices in our community college environment. PEP provides an opportunity for interested students to educate fellow students about topics that lead to positive/healthy choices and personal safety. These trained leaders will educate the college community about issues such as alcohol and substance use and abuse, sexual responsibility, keeping physically fit, HIV/AIDS, self-esteem, stress management, healthy eating, family relationships, and mediation. For information, call (708) 974-5722.

Phi Theta Kappa—This is the international honors society of two-year and community colleges. Since 1918 Phi Theta Kappa has chartered 1,100 chapters and inducted over one million members. Moraine Valley's chapter, Alpha Iota Lambda, conducts meetings, initiates service projects, attends special activities geared toward the annual honors study topic, and is active on the state and national levels of PTK. A 3.5 grade point average and at least 12 credit hours are required, and there is a one-time induction fee. Call (708) 974-5353.

Student Government Association—The Student Government Association allows you to get involved in the decision-making process of Moraine Valley. The association provides a forum for student issues, allows an opportunity for individual leadership development, offers student services for the college community, allows an opportunity for social and educational learning environments, provides a line of communication from the students to the college administrators, and assists in volunteer work in the community. Call (708) 974-5390 for more information.

Student Trustee—The student trustee, elected from the student body, represents the students on the Moraine Valley Community College Board of Trustees. Other responsibilities include representing the Student Association at college functions and serving as the Illinois Community College Board Student Advisory Committee representative. The student trustee must be willing to commit a minimum of 15 hours a week to the position and be willing to travel off campus. Call (708) 974-4300, ext. 4165, to contact the student trustee.

Publications

Glacier—The student newspaper offers journalism experience and leadership opportunities through volunteer service or classroom instruction.

Mastodon—This literary magazine contains works by Moraine Valley students and staff. Mastodon also sponsors presentations by professional artists.

For information on both publications, call (708) 608-4177.

Bob and Marge Bobb Student Life Center

Located on the first floor of the College Center, the center offers you an opportunity to relax and socialize between classes. Stay in touch with the world via the Internet in our cyber lounge area, watch your favorite TV shows or catch a special movie presentation on our large-screen television, or just sit and relax with fellow students. Offices and meeting space for student clubs and organizations also are located in the lounge. Other resources, including magazines and games, are available for students to check out with a valid student ID card.

Intercollegiate Athletics

At Moraine Valley, students can participate in an athletic program that will challenge them in a first-class conference.

Moraine Valley is a member of the Skyway Athletic Conference and part of the National Junior College Athletic Association. The Skyway Conference provides intercollegiate competition with Elgin Community College, College of Lake County, McHenry County College, Morton College, Oakton Community College, Prairie State College, and Waubesa Community College. Students must meet conference eligibility requirements to participate in intercollegiate athletics. For more information, contact the director of Athletics at (708) 974-5727. morainevalley.edu/athletics

Moraine Valley's intercollegiate athletic teams include the following:

For Men	For Women
Baseball	Basketball
Basketball	Soccer
Golf	Softball
Soccer	Tennis
Cross Country	Volleyball
Tennis	Cross Country

Leadership Training Workshops

Workshops are offered for students in leadership, values clarification, decision making, communication, and human relations. For information, call (708) 974-5390.

Music Groups

College Concert Band—A performance group of wind and percussion instrumentalists who perform several concerts a year. Repertoire includes a wide variety of concert band literature from classic to contemporary. Registration is by permission of the instructor, and previous instrumental experience is very helpful. May be taken for credit or noncredit.

Moraine Valley Chamber Singers—A performance group of singers exploring and singing many different styles and genres of music. The vocal group performs regularly at student recitals and at two major concerts a year. Must be able to read music and match pitch. May be taken for credit or noncredit.

Moraine Valley Chorale—A performance group of singers rehearsing and performing repertoire of outstanding choral music of all eras and styles. Members must be mature, experienced singers with a desire to perform. The Chorale performs five major concerts a year on campus. Must be able to read music and match pitch. Registration is only by permission of instructor. May be taken for credit or noncredit.

Moraine Valley Jazz Ensemble—A performance group of instrumentalists in combo form who perform regularly at student recitals on campus. Members study the art of jazz improvisation and learn a basic library of standards in all jazz styles. May be taken for credit or noncredit.

Skyway Conference

Moraine Valley's participation in the Skyway Conference gives students the opportunity to compete in art, jazz and writing competitions. College Bowl tournaments are offered where students match their skills with seven area community colleges. These activities heighten students' co-curricular activities at Moraine Valley. For information, contact the assistant dean of Liberal Arts at (708) 974-5372.

Student Rights and Responsibilities

Human Rights Statement

It is the policy of Moraine Valley Community College not to discriminate on the basis of sex, race, age, religion, national or ethnic origin, or disability in its educational programs, activities or employment practices. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendments, Sections 503 and 504 of the Rehabilitation Act of 1974, the Age Discrimination Acts of 1974 and 1975, and other federal and state statutes and regulations. Inquires concerning application of Title IX may be referred to the Vice President of Student Development, **(708) 974-5209**, 10900 South 88th Avenue, Palos Hills, IL 60465. Other inquiries concerning the application of other federal or state laws may be directed to the Director of Human Resources, **(708) 974-5704**, 10900 South 88th Avenue, Palos Hills, IL 60465.

Code of Student Conduct

The faculty and staff of Moraine Valley Community College assume that students govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. The Code of Student Conduct, however, has been established to control action that is inconsistent with this assumption, and to maintain order on campus while guaranteeing the broadest range of freedom for all who come to learn at the college.

The code provides fair and reasonable rules and procedures to ensure that students do not engage in conduct that interferes with the mission or the operation of the college. Sanctions imposed for violating this code may range from a written reprimand to expulsion from the college.

Each student is responsible for knowledge of and compliance with the Code of Student Conduct, which is available through the Student Life Office (C160), from the vice president of Student Development (D201), or from the Police Department (Building 100).

Moraine Valley acknowledges each student's procedural right to due process—including notice, a fair hearing and appeal. Any student cited for violation of the Code of Student Conduct will receive written notice of the alleged violation, be provided the opportunity to present defense to a judicial body, and be notified of the right to appeal decision of a judicial body, according to the procedure noted in the code. If the student requests an appeal, any sanction ordered by the judicial body will be held in abeyance until the case has been reviewed. However, a student may be excluded from attendance at the college or from college-sponsored activities if, in the judgment of the assistant dean of Student Life and Judicial Affairs, continued attendance is dangerous to health and safety of the college community.

The following examples, while not inclusive, are considered violations of the Code of Student Conduct:

1. Acts of dishonesty, including, but not limited to;
 - a. Cheating which includes, but is not limited to:
 - (1) use of any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations;
 - (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - (3) the acquisition, without permission, of a test or other academic material belonging to Moraine Valley Community College, to any department, or to any staff.
 - b. Plagiarism which includes, but is not limited to:
 - (1) use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement;
 - (2) unacknowledged use of materials prepared by another person;
 - (3) use of an agency engaged in the selling of term papers or other academic materials.
 - c. Furnishing false information to any college official, faculty member or office.
 - d. Forgery, alteration or misuse of any college document, record, form, or instrument of identification.
 - e. Alteration or sabotage of another student's work, such as tampering with laboratory experiments.
 - f. Tampering with the election of any college recognized student organization or the student trustee election.
2. Disruption or obstruction of any operation of the college, including, but not limited to, teaching, disciplinary proceedings, college activities, public service functions on or off campus, or other authorized noncollege activities, when the act occurs on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, fighting, hazing, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
4. Sexual harassment which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
 - a. such conduct has the purpose or effect of substantially interfering with an individual's educational performance or extracurricular activities; or creating an intimidating, hostile or offensive educational environment.

- b. Such conduct has the purpose or effect of substantially interfering with an individual's work or offensive working environment.
 - c. Such conduct violates legal statutes on public decency.
5. Conduct performed in such unreasonable manner as to alarm another and to provoke a breach of the peace.
 6. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
 7. Failure to comply with published policies of college officials, judicial advisors, or law enforcement officers acting in performance of their duties. Failure to identify oneself to college officials when requested to do so.
 8. Unauthorized possession, duplication or use of keys to any college premises; or unauthorized entry to, occupancy of, or use of college premises.
 9. Violation of published college policies, rules, regulations, or procedures.
 10. Violation of federal, state or local law on college premises or at college-sponsored or supervised activities.
 11. Gambling in any form.
 12. Use, possession or distribution of a narcotic or other chemical substance except as expressly permitted by law.
 13. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and college regulations, as well as public intoxication while on college premises, off-campus instructional sites, or at college-sponsored or supervised functions.
 14. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on college premises, off-campus instructional sites, or at college sponsored or supervised functions.
 15. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
 16. Obstruction of the free flow of pedestrian or vehicular traffic or endangering the safety of individuals on college premises, within college buildings or at college-sponsored or supervised functions.
 17. Conduct which is disorderly; breaching the peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by the college.
 18. Theft or other abuse of computer time, including, but not limited to:
 - a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of an individual's identification and password;
 - d. Use of computing facilities to interfere with the work of a student, faculty member or college official;
 - e. Use of computing facilities to interfere with operation of the college computing systems;
 - f. Unauthorized use of copying of copyrighted software;
 - g. The installation or use of a program whose effect is to damage the media or files;
 - h. Unauthorized use of computer time for personal or business purposes;
 - i. Use of the computer system to send obscene, abusive or inappropriate messages;
 - j. Unethical/unlawful or irresponsible use of the Internet.
 19. Unauthorized or inappropriate use of college telephones, facsimile (fax) machines, copier machines, computers, printers or any other office communication devices.
 20. Unauthorized or inappropriate use of the Internet from a computer on campus or at a designated campus facility.
 21. Unauthorized use of cellular phones, with or without photographic capabilities, pagers, and other telecommunication/electronic devices is prohibited in all instructional areas which include: all labs and classrooms during instructional sessions, the Library/Learning Resources Center, Testing Center and other areas designated by the Moraine Valley administration.

Unauthorized use of any form of technology for purpose of photographing individuals in secured areas such as laboratories or locker rooms. Taking photographs by students of individuals against their will or knowledge is strictly prohibited.
 22. For the safety of children on campus, children may not accompany students to class. Also, children may not be left unattended on the campus grounds, whether in college buildings, extension centers or at any college event.
 23. Abuse of the judicial system, including, but not limited to:
 - a. Failure to obey the summons of a judicial body or college official;
 - b. Falsification, distortion or misrepresentation of information before a judicial body;
 - c. Disruption or interference with the orderly conduct of a judicial proceeding;
 - d. Bringing about charges without cause;

- e. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial hearing;
- f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding;
- g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding;
- h. Failure to comply with the sanction(s) imposed under the Code of Student Conduct;
- i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Standard of Behavior in Instructional, Student Service and Common Student Lounge Areas

In the interest of providing a conducive atmosphere in which students can study and do research in the Library/Learning Resources Center or other instructional and student service areas, and/or be in a comfortable environment like the Bob and Marge Bobb Student Life Center or common student lounges, where all students feel welcome and interact in a respectful manner, students must follow the posted area rules. Failure to comply with these rules or the directions of the Moraine Valley Community College staff is a violation of the Code of Student Conduct.

Violation of Federal, State or Local Laws and College Discipline

College discipline may be imposed on students charged with an off-campus violation of federal, state or local laws.

Any member of the college community may file, with legitimate cause, misconduct charges against any student. A judicial advisor will investigate the charges to determine if they have merit and if they can be disposed of administratively by mutual consent of the parties involved. Charges determined to have merit that cannot be disposed of by mutual consent will be heard by a judicial body. A hearing will be conducted according to guidelines published in the Student Code. The judicial body, when determining that a student has violated the code, will impose sanctions, ranging from a written warning to expulsion. More than one sanction may be imposed for any violation.

A decision reached or a sanction imposed by the judicial body may be appealed by either the complainant or the accused according to the procedures noted in the Student Code. Any decision made during the appeals process will be final.

The Code of Student Conduct provides detailed descriptions of rules and regulations, judicial authority, judicial procedures, sanctions, and options for appeal. Anyone filing charges, as well as anyone being charged with code violations, should carefully read the code. Anyone with questions or input related to the Code of Student Conduct is encouraged to meet with the assistant dean of Student Life and Judicial Affairs.

Student Complaint and Hearing Process

Students have the right to express concern if they believe to have been treated unfairly, subjected to harassment, or discriminated against. The student complaint and hearing process provides a means to express such concern, request some form of relief, and receive an objective hearing. Student complaints are categorized in three ways:

1. Those arising out of an academic decision, primarily, the assignment of a final grade.
2. Those unrelated to an academic decision.
3. Those arising out of perception of discrimination or harassment by a member of the college community.

You are encouraged to use the complaint and hearing process when you believe it is necessary to do so. The right to complain, however, is accompanied by the responsibility to act with integrity. As such, it is inappropriate to file unfounded complaints against a student or staff person. Members of the college staff can assist you in deciding if filing a complaint is an appropriate step.

Student Complaints Arising out of Academic Decisions—Academic decisions are defined as those actions that affect the student's academic standing at the college. Primarily, but not exclusively, these actions involve the assignment of a final grade.

Students have the right to express their concerns regarding the fair treatment of their academic achievements, keeping in mind that faculty have complete and sole responsibility for determining and issuing academic credit and final grades.

The following procedure should be used to appeal an academic decision.

1. Express your concerns to your instructor: Try to resolve the situation informally.
2. If Step 1 does not resolve your concerns, you may appeal in writing to the faculty member's dean, using the Academic Complaint form that is available in any academic subdivision office.

Remember that complaints must be initiated within 20 college days of the occurrence of the alleged violation.

The dean will thoroughly investigate your concerns and communicate the faculty member's decision in writing, normally within 40 college days of the written appeal's initiation.

3. If you are not satisfied after your appeal to the dean, you may continue the appeal to the vice president of Academic Affairs in writing within 10 college days.

The vice president will investigate your concerns. This investigation may involve the convening of a committee to consider the appeal. Once completed, the vice president will communicate in writing the faculty member's final decision, normally within 70 college days of the written appeal's initiation.

The decision made after the investigation by the vice president of Academic Affairs will be final.

Note: A college day is defined as any day excluding Saturdays, Sundays, breaks in the academic year or any holiday recognized by the college.

Student Complaints Unrelated to Academic Decisions—If a student has a complaint about the conduct of an instructor, member of the staff, another student, or about any aspect of college operations (for example, admission, refunds, withdrawal, parking), the complaint shall be handled according to the following procedure. (This procedure does not apply to allegations of sexual or discriminatory harassment, for which a separate process exists.)

1. When appropriate, express your concerns to the person immediately responsible. Attempt to resolve the complaint informally at this level.
2. If Step 1 does not resolve your concerns, you may appeal in writing to the assistant dean of Student Life and Judicial Affairs, using the Non-Academic Complaint Form available from the office of Student Life (C160), from the office of the vice president of Student Development (D201) or in the Admissions Office (C164).

Remember that complaints must be initiated within 20 college days of the occurrence of the action being grieved.

The assistant dean of Student Life and Judicial Affairs will refer your complaint to the administrator responsible for the area of concern. A thorough investigation will be conducted, and you will be provided with a written determination, normally within 40 college days of the written appeal's initiation.

3. If resolution of your concerns does not occur, you may ask the vice president of Student Development to continue the appeal. You have 10 college days, after receiving the written determination, to request further review.

The vice president of Student Development will either address the complaint directly or refer it to the vice president responsible for the area of concern. The appropriate vice president will conduct an investigation and communicate a written decision to you, normally within 70 college days of the written appeal's initiation.

The action of the vice president is final.

Note: A college day is defined as any day excluding Saturdays, Sundays, breaks in the academic year or any holiday recognized by the college.

Addressing Student Allegations of Sexual or Discriminatory Harassment—Moraine Valley is committed to providing a learning atmosphere that is free from intimidation and harassment. A process exists to report and resolve such incidents. A procedural statement, defining sexual and discriminatory harassment, and outlining the reporting and resolution process, is available from the offices of the vice president of Student Development (D201), Student Life (C160).

Counselors are available to confidentially discuss situations that might be construed as harassment. Counselors can also help you identify courses of action to resolve incidents of this nature.

Sexual or discriminatory harassment includes any behavior or communication by an employee or a student which improperly singles out, stigmatizes or victimizes a student to his or her detriment because of race, gender, sexual orientation, religion, creed, ethnicity, age, or disability. For a more detailed description, consult the Moraine Valley Community College Student Complaint and Hearing Process document. Sexual or discriminatory harassment by an employee or a student of Moraine Valley will not be tolerated.

The options to report and resolve allegations of sexual or discriminatory harassment include the following:

1. **Informally discuss your concerns** with a trained harassment advisor. All information obtained, as well as attempts to resolve issues, will be held in confidence. The primary goals are informal exploration of concerns and uncomplicated resolution of issues. Call the Counseling and Career Development Center at **(708) 974-5722** or stop by C236 to arrange a meeting with a harassment advisor.
2. **File a formal complaint.** Complaints signed by the complainant must be submitted in writing within 40 college days following the incident, and directed to the assistant dean of Student Life and Judicial Affairs (C160), to the vice president of Student Development (D201) or to the affirmative action officer (L167). Students are asked to read the complete procedural statement available in designated offices to review the components of a formal complaint.

Preliminary Investigation

Formal complaints will be carefully investigated by the assistant dean of Student Life and Judicial Affairs, the vice president of Student Development or the affirmative action officer, normally within 40 college days, to determine if reasonable grounds exist. If no reasonable grounds for harassment exist, the complainant will be informed of such a finding and the complaint will be dismissed. When reasonable grounds appear to exist, the investigator will identify the relief sought by the student and attempt to resolve the situation.

3. **Request a formal investigation.** The complainant must request, within 10 college days, in writing, that a formal investigation occur. This option is granted only if the existence of reasonable grounds has been determined, and no resolution has occurred during the preliminary investigation.

Formal Investigation

A three-person panel will be appointed by the vice president of Student Development to conduct either a formal investigation or a formal hearing. The panel will make a determination about the facts of the case and may recommend that disciplinary sanctions be directed to the respondent. The panel will write a report and direct it to the appropriate vice president, who will review the full written report and take appropriate action. All actions will be conveyed to both the complainant and to the respondent.

Following this action, the investigation of the college will be concluded. If the actions taken are not acceptable to the parties involved, each retain the right to obtain legal remedies outside the college.

Privacy Rights of Parents and Students

Moraine Valley complies with all rules and regulations issued by the United States Department of Health and Human Services with respect to privacy rights of parents and students.

1974 Family Educational Rights and Privacy Act as amended—This act requires that students be advised of their rights concerning education records and of certain categories of public information which the college has designated “directory information.”

Students have the right to inspect and review all records that meet the act’s definition of “education records.” Education records are all records maintained by the college about each student.

The following are exceptions:

- employment records
- medical, psychological and counseling records used solely for treatment
- records of the Police Department
- financial records of a student’s parents
- confidential letters and statements of recommendations placed in records prior to Jan. 1, 1975
- confidential letters and statements of recommendation for admission, employment or honorary recognition placed in records after Jan. 1, 1975, for which students have waived the right to inspect and review

Records are not maintained in a central location on campus. Requests to review records must be made separately to each office that maintains records. Requests must be made in writing and presented to the appropriate office. That office will have up to 45 days to honor requests. For most students these offices include the Cashier’s Office, College Store, Admissions and Records, Registration, Financial Aid, Workforce Development and Community Services, Counseling and Career Development Center, Learning Resources Center, Alternative Learning, Academic Skills Center, and Center for Disability Services.

Students may challenge any information contained in education records that may be misleading or inappropriate. This right does not extend to reviewing grades unless the grade assigned by an instructor was inaccurately recorded. To challenge information in a file, students must make a written request for a hearing to the vice president of Student Development.

The hearing shall be held within a reasonable period of time after the administration has received the request. The student shall be given notice of the day, place and time well in advance of the hearing. The hearing will be conducted by three staff members and two students appointed by the vice president of Student Development. A decision of the panel will be final and based solely on the evidence presented.

If the hearing is not conducted according to the student’s expectation, he or she may insert a note of exception in the record. The institution will correct or amend any documented record in accordance with the decision of the hearing panel.

Under the act, prior written consent must be obtained before information may be disclosed to third parties unless they are exempted from this provision. These exemptions include the following:

- requests from the college staff with a legitimate educational “need to know”
- requests in accordance with a lawful subpoena or court order
- requests from representatives of agencies or organizations from which students have received financial aid
- requests from officials of other educational institutions in which students enroll
- requests from other persons specifically exempted from the prior consent requirement by the act (certain federal and state officials, organizations conducting studies on behalf of the college, accreditary organizations)
- requests for directory information

In accordance with the act, the college has designated the following categories of information as public. This information will be released to any inquirer with the approval of the dean of Enrollment Services unless students request that all or part of this list be withheld. These categories are the following:

- name
- city/town of residence
- major field of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance (including current classification and year, matriculation and withdrawal dates)
- degrees and awards received (type of degree and date granted)

If students wish to file a request withdrawing some or all of the information in the directory classification, they should report to the Registration Office and complete the necessary form. After students file this form, the Registration Office will notify the appropriate college offices and begin to comply as soon as possible.

If students have questions regarding the provisions of the act, they may contact the office of the dean of Enrollment Services, C113.

Rights and Responsibilities for Students with Disabilities

Moraine Valley Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which prohibit discrimination against individuals with disabilities.

According to these laws, no otherwise-qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public institution receiving federal financial assistance.

Inquiries about accommodations for students with disabilities should be directed to the Center for Disability Services, Room L150, (708) 974-5711.

Use of Cellular Phones and Pagers

Students, faculty, staff, and college visitors may not use and must silence cell phones, pagers and other communication devices in all instructional areas, which include all labs, classrooms, conference rooms, and lecture halls during instructional sessions, workshops and meetings; the Library/Learning Resources Center; the Testing Center (B101), and other areas designated by the college.

Presence of Children on Campus

For the safety of children on campus, children may not accompany students to class. Also, children may not be left unattended on the campus grounds, whether in college buildings, extension centers or at any college event.

Smoke-Free Facilities

In accordance with the Illinois Clean Indoor Air Act, and in recognition of the U.S. Surgeon General's Report indicating that secondary smoke (smoke that exists in the air because of a smoker nearby) is hazardous to the health of non-smokers, Moraine Valley Community College prohibits smoking in all campus buildings and outside door entrances unless otherwise designated.

Drug-Free Campus

In accordance with the Drug-Free School and Communities Act of 1989, Moraine Valley provides the following information about the use of alcoholic beverages and illegal chemical substances.

Help on Campus—Peers Educating Peers (PEP) is a student organization dedicated to preventing drug and alcohol abuse among college students. For information, call (708) 974-5722.

The Police Department is also available to Moraine Valley students. Call (708) 974-5555.

Help Lines—Some resources to help you or someone you know deal with drug or alcohol abuse:

Adult Children of Alcoholics	(708) 748-2144
Alcoholics Anonymous	(312) 346-1475
Families Anonymous	(773) 777-4442
Ingalls Family Care Center	
Tinley Park	(708) 429-3300
Harvey	(708) 333-2300
Al-Anon and Alateen	(312) 409-7245
Palos Community Hospital	(708) 361-4500
24-Hour Crisis Line	(708) 361-TALK
Suburban Council on Alcohol and Substance Abuse	(708) 957-2854

Consult your local telephone directory for additional resources.

Violation of the Drug-Free Campus—Any Moraine Valley student guilty of being under the influence of or possessing intoxicating beverages or illegal chemical substances on college property is subject to immediate dismissal or possible criminal prosecution.

Laws—The following information pertains to federal and state laws concerning possession, usage, and sale of drugs and alcohol.

Federal Regulations

Federal Regulation 21-844

Possession of Controlled Substances

It shall be unlawful for any person knowingly or intentionally to possess a controlled substance unless such substance was obtained directly or pursuant to a valid prescription or order from a practitioner. Any person who violates this subsection shall be sentenced to a term of imprisonment of not more than one year, a fine of not more than \$5,000, or both.

In an effort to curb the alarming trend of drug use among young people, Congress enacted legislation making it a federal offense to possess controlled substances with intent to distribute them on school property or within 1,000 feet of school property. Severe penalties of imprisonment and fines are applicable to such offenses.

Illinois Compiled Statutes

Chapter 720

Cannabis Control Act

550/4 (a) Possession of Cannabis—Not more than 2.5 grams
Charge: Misdemeanor (Class C)
Bond: \$75

550/4 (d) Possession of Cannabis—More than 30 grams
Charge: Felony (Class 4)
Bond: Must be set by judge

Chapter 235, ILCS, Dram Shops

5/10-1 Manufacture, importation, distributions, and sale—
misrepresentation of age by minor.

For more information on federal and state laws, call the Moraine Valley Police Department at (708) 974-5555 or your local law enforcement agency.

Health Risks of Alcoholic Beverages and Illegal Chemical Substances

**Central Nervous System
Depressants**

Drugs

Alcohol
(Beer; wine; liquor;
some medications
for coughs, colds,
and congestion)

Health Risks

Dehydration; hangover; long-term liver, heart and brain damage. Overdose or mixing with other depressants can cause respiratory failure.

Tranquilizers
(Valium, Librium,
Equanil, Miltown)

Hangover, menstrual irregularities, increase or decrease effect of other drugs. Mixing with alcohol or other depressants can be fatal.

Phencyclidine
(PCP)

Visual disturbance, delirium, feelings of isolation and paranoia, violent behavior, psychosis.

CNS Depressants

High risk of irreversible liver damage if the analgesic Tylenol is taken in close proximity to the ingestion of any alcoholic beverage.

Barbituates
(Nembutal, Amytal,
Phenobarbital)

Lethargy, hangover, blurred vision, nausea, depression, seizures. Mixing Seconal with alcohol or depressants can be fatal.

**Central Nervous System
Stimulants**

Drugs

Amphetamines, (Benzedrine,
Dexedrine, Methadrine, diet
pills)

Health Risks

Nervousness, paranoia, hallucinations, dizziness, tremors, decreased mental abilities, sexual impotence, seizures. Death from overdose.

Cocaine (cocaine powder,
freebased cocaine, crack)

Tremors, nasal bleeding, inflammation, perforation. Toxic psychosis, seizures. Depression (particularly afterward), confusion. Death from overdose (heart or respiratory failure) or impure supply.

Narcotics

Drugs

Heroin, Morphine, Opium,
Codeine, Methadone,
Demerol

Health Risks

Respiratory and circulatory depression, dizziness, vomiting, sweating, dry mouth, lowered libido, complications from injection.

Methaqualone (Quaaludes)

Hangover, nausea, seizures. Mixing with alcohol or other depressants can be fatal.

Cannabis

Drugs

Marijuana, Hashish,
Tetrahydrocannabinol (THC)

Health Risks

Impaired driving ability. Possible lung damage. Reduced sperm count and sperm mobility. May effect ovulation cycles. Damage from impure doses.

Hallucinogens/Psychedelics

Drugs

LSD, Psilocybin, MDA,
Mescaline (Peyote), DMT,
STP

Health Risks

Depression, paranoia, physical exhaustion after use, psychosis, exaggerated body distortion, fears of death, flashbacks, adverse drug reactions.

Other

Drugs

Inhalants, (Amyl Nitrate,
Butyl Nitrate, Nitrous Oxide,
glue, paint, magic markers)

Health Risks

Nitrates: headache, dizziness, accelerated heart rate, nausea, nasal irritation, cough, lost erection. Solvents: bone marrow, liver, kidney, heart, CNS impairment.

Because of variations in drug use as well as changing laws, this information is not all-inclusive. For more information about any drug, consult your physician or local library.

Workforce Development and Community Services

Moraine Valley offers a variety of professional and personal services, including assistance to local companies in strengthening their workforce and becoming more productive. Through scheduled short-term training, customized training, business services, and consulting, the college meets the demanding needs of business and industry, and provides opportunities for professional and personal growth for community residents.

(708) 974-5735 morainevalley.edu/wdcs

Business/Professional Education and Training Programs and Services

Computer Graphics, CAD, Animation, Web, AIA Courses—These short-term courses are designed for professionals seeking to expand their employability or increase their skills and productivity in aspects of computer graphic applications. The Autodesk courses provide a learning experience in computer aided design for a variety of design applications. The American Institute of Architects courses provide AIA/CES – HSW credits for architects. The Discreet courses explore the world of 3D animation, including modeling and game development. There are also Web page development courses for individuals interested in developing and publishing Web sites.

Computer Industry Certification—These continually evolving programs are designed for people seeking to upgrade skills, meet new technologies, or acquire skills for employment in the data communications and information technology field. Certification training programs include CompTIA's A+ and N+, Microsoft's MCSE, Cisco's CCNA and CCNP, and Unix.

Consulting Services—Business and industry training experts assist companies in conducting needs assessments, measuring return on investment, evaluating performance, and developing sound, cost-effective solutions to increase productivity and profitability. Areas addressed include human resources, manufacturing, operations, quality, engineering, and strategic planning.

Continuing Education for Health Professionals—Education and training programs are available to assist professionals in meeting continuing education licensure requirements of their fields. Programs include central processing technician, CPR, critical care/trauma, clinical nursing, medical unit secretary, medical-surgical, respiratory therapy, addictions studies, and physical therapy.

Customized Training—Performance-based instruction specifically designed to meet unique company training requirements is developed and delivered using performance technology techniques. The training can take place at the college utilizing state-of-the-art labs and facilities, or delivered on company site to maximize learning in actual conditions. Training options include, but are not limited to, organizational effectiveness, manufacturing, quality, maintenance, technical, management, and professional skills.

Economic Development Council for the Southwest Suburbs—The EDCSS is a coalition of business, banking, industry, education, and community leaders working together for the economic well-being of the area. The EDCSS works with resources at Moraine Valley to formulate and implement strategies to assist business and industry, as well as to serve as a liaison with other economic development entities in the southwest suburbs.

Environmental Institute—Specialized training is directed toward municipalities, first responders and environmental professionals. Issues such as first aid, hazardous materials, asbestos, and health and safety are addressed. Programs are OSHA- and EPA-approved.

IT Security and Data Assurance—As a national leading information technology training institution, Moraine Valley guides organizations and individuals in addressing IT security and data assurance. Comprehensive training is provided for the development of IT security plans, policies, and the skills and knowledge required to prevent, detect, and gather information to prosecute those guilty of committing such crimes. The IT Security and Data Assurance Center provides training opportunities for IT professionals, individuals, businesses, and other organizations seeking training. Courses address virtual private networks, firewalls, public key infrastructures, vulnerability testing and assessments, role and responsibilities of local/regional/national authorities, security awareness and best practices, IT forensics, basic criminal law, penetration testing, and security devices.

Management and Professional Skills—Seminars and courses are designed to assist the development of management and supervisory personnel. Topics include, but are not limited to, lean manufacturing, team building, time management, delegating, sales, conflict resolution, human resources, and effective communications. Noncredit courses are available through regularly scheduled classes and customized training.

Procurement Technical Assistance Center—The PTAC provides comprehensive technical assistance to established companies interested in selling their products and/or services to federal, state and/or local government agencies. Services of PTAC are free to Illinois companies through a grant agreement between the college and the Illinois Department of Commerce and Economic Opportunity (formerly DCEO).

Real Estate Training Center—Moraine Valley is a Division of Banks and Real Estate provider of the educational requirements for real estate sales, brokerage, appraisal pre-licensing, and appraisal continuing education.

Seminars, Workshops, Conferences, Networking Events, and Teleconferences—Scheduled throughout the year, these programs emphasize relevant and current topics discussed by professionals with extensive knowledge in their fields.

Small Business Development Center—The SBDC offers a variety of services, including business start-up assistance and growth counseling, to help with business plan preparation, access to government financial programs, and entrepreneurial training. The SBDC uses the services of business experts and has access to state and national resources to assist the business owner. Unique to the SBDC is the Business Resource Center where individuals have access to computers, business planning and financial analysis software, business development videos, and other resources.

Technical Classes—These are short-term courses designed and scheduled to assist employees in staying abreast of changes in their professions or for those seeking to obtain new employment skills. Many of the current offerings include basic computer and software training, CAD courses, Internet training, electronics/electricity, programmable logic controllers, and welding.

Training Grant Assistance—Businesses are offered access to grant programs that reduce the costs of employee training. Grants include, but are not limited to, DCEO, ICCB, and the Secretary of State Grants.

Community Education

Active Retirement—Various programs and services are offered especially for older adults. Classes and seminars cover topics such as computers, fitness, dance, art, healthy living, second careers, and finance.

Valley Learning Center—Classes for children and teens are provided for young people interested in exploring new subjects that are challenging and fun. The Valley Learning Center provides classes in reading, mathematics, study skills, science, computers, and more to help children achieve their full potential.

Personal Development and Lifelong Learning—Moraine Valley offers hundreds of short courses for community members both on campus and at several local extension centers. Subject areas include arts and crafts, fitness, home improvement, landscaping, investments and money matters, languages, dance, computers, writing, and hobbies, to name a few.

Transfer Programs

Moraine Valley Community College offers a wide variety of courses specifically designed for transfer. This enables students to complete their first two years of coursework leading toward a bachelor's degree in virtually any field of study at a four-year college or university. The keys to a successful transfer are to start planning immediately and to select your coursework carefully. Moraine Valley academic advisors are available to help students develop an educational plan. Students who plan to complete an associate's degree and transfer as a junior in their major should achieve the following goals:

1. **Complete the Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Fine Arts (A.F.A.) or Associate in Arts in Teaching (A.A.T.) degree.** The general education requirements and graduation requirements for these degrees are described in this section.
2. **Fulfill the lower-division (freshman/sophomore-level courses) general education requirements of the institution you plan to attend.** Every four-year college or university has different general education requirements. Transfer guides summarizing these requirements for the colleges and universities popular with Moraine Valley students are available in the Academic Advising Center. For other schools, students should consult the catalog and/or contact the intended transfer institution for additional information. In most cases, if you select your general education coursework carefully, you can simultaneously satisfy the general education requirements for both Moraine Valley and the transfer institution. (Also see Illinois Articulation Initiative on this page.)
3. **Fulfill the lower-division requirements in your major field of study.** You should familiarize yourself with the criteria for admission into the specific program major at the college where you plan to transfer. In many cases, specific lower-division coursework is required. Detailed information for many schools is available in the Academic Advising Center. Ask for transfer guides for specific majors and/or consult the catalog of your transfer school.
4. **When you are ready to transfer, obtain a Request for Transcript form from Admissions, Records and Registration.** Complete the form, requesting that a transcript of your Moraine Valley coursework be sent to your transfer school. Be certain to verify that the transcript has been received by your transfer institution. If you experience difficulty in transferring any of your courses, contact the transfer information specialist for assistance. Generally, when a college official intercedes on behalf of the student, he or she is able to facilitate the resolution of transfer problems.

Associate in Arts Degree (A.A.)

These programs are for students who plan to major in liberal arts disciplines such as art, criminal justice, education, English, foreign language, geography, history, law, music, philosophy, physical education, political science, psychology, sociology, social work, speech, and theater.

Associate in Science Degree (A.S.)

These programs are for students who plan to major in a science-related discipline such as biology, chemistry, computer science, dentistry, engineering, geology, mathematics, medicine, medical technology, nursing, pharmacy, occupational and physical therapy, physics, and veterinary medicine. It is also for transfer business majors such as accounting, business administration, finance, human resources, marketing, and management.

Associate in Fine Arts Degree (A.F.A.)

The A.F.A. is designed to meet the unique needs of students who plan to major in art. Typically, the bachelor's degree for art majors requires students to complete a sequential list of courses in the major during their freshman and sophomore years, and will require that students complete additional general education at the transfer school. Students who are interested in art education are recommended to earn an A.A. degree rather than an A.F.A. degree.

Associate in Arts in Teaching Degree (A.A.T.)

This program is for students who plan to major in specific areas of teacher education. Moraine Valley offers an A.A.T. for students planning to major in secondary mathematics.

Illinois Articulation Initiative

Moraine Valley Community College is a participant in the Illinois Articulation Initiative (IAI). Sponsored by the Illinois Board of Higher Education and the Illinois Community College Board, this initiative makes it easier for students to transfer credit between more than 100 participating Illinois colleges and universities. The initiative includes an agreed-upon Illinois General Education Core Curriculum and recommended freshman- and sophomore-level courses for specific majors in the Illinois Baccalaureate Majors' Curricula. Completion of the general education core curriculum at any participating institution in Illinois assures transferring students that lower-division, campuswide general education requirements for an Associate in Arts or Associate in Science or bachelor's degree have been satisfied upon transfer to another participating institution. The receiving institution may require admitted transfer students to complete an institution-wide and/or mission-related graduation requirement beyond the scope of the general education core. The Associate in Fine Arts degree does not satisfy the entire IAI general education core; therefore, students who complete this degree must meet the general education requirements for the bachelor's degree of the university to which they plan to transfer. However, students wishing to meet the IAI general education core should consult with an academic advisor. Students who complete the general education core and the prescribed major curricula will be better prepared to transfer as juniors in the baccalaureate major at

participating schools. The most current list of participating schools can be found online at *iTransfer.org*. IAI course numbers are presented in the Course Descriptions section of this catalog beginning on page 154.

IAI Eligible Transfer Degrees Requirement Chart

Following is a summary of the credit hour requirements for the Associate in Arts (A.A.) and the Associate in Science (A.S.) degrees. Refer to the information following this chart for specific course selection.

CREDIT HOURS REQUIRED

A. General Education Core Curriculum

1. Communication	9
2. Mathematics	3
3. Life and Physical Sciences	8
4. Humanities and Fine Arts	9
5. Social/Behavioral Sciences	9
Total General Education Core Curriculum	38
B. Additional Degree Requirements	3
C. Baccalaureate Major/Minor and Elective Courses	21
Total for A.A. and A.S. Degree	62

General Education Core Curriculum

The general education core curriculum constitutes that part of an undergraduate education that develops breadth of knowledge and the expressive skills essential to more complex and in-depth learning throughout life. To develop breadth of knowledge, general education courses acquaint students with the methods of inquiry of the various academic disciplines and the different ways these disciplines view the world. The academic disciplines comprising the general education curriculum are the physical and life sciences, the humanities and fine arts, the social and behavioral sciences, and interdisciplinary combinations of these. To develop expressive skills, the general education curriculum requires courses that enhance written and oral communication and quantitative reasoning skills.

The foundation skills of communication (reading, writing, speaking, and listening), critical thinking and analysis/synthesis, quantification, and the use of resources (including technology and the library) are to be embedded in every general education course (adapted from Illinois Articulation Initiative, 2000).

Specific Requirements for A.A. and A.S. Degrees

The general education core curriculum requirements listed below satisfy the statewide Illinois Articulation Initiative (IAI) and will transfer to participating schools as meeting their lower-division, campuswide general education requirements. Some schools may require admitted transfer students to complete an institutionwide and/or mission-related graduation requirement beyond the scope of the general education core. For additional information, see notes on page 56.

(Key: CI = Consent of Instructor; PR = Prerequisite; PT = Placement Test)

A. General Education Core Curriculum38 credit hours

1. Communications.....9 credit hours

COM-101	Composition I (3) "C" grade or better required
COM-102	Composition II (3) "C" grade or better required. (PR: COM-101)
COM-103	Speech Fundamentals (3) (COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations)

2. Mathematics3 credit hours

MTH-120	Quantitative Literacy (3) (PR: see course description)
MTH-121+	Math for Teachers I+II (3) (PR: see course description)
MTH-122	MTH-121 and 122 fulfills the education requirement only for students seeking state certification as elementary teachers.
MTH-139	Probability and Statistics (4) (PR: see course description)
MTH-143	Finite Mathematics (4) (PR: see course description)
MTH-145	Calculus for Bus. & Soc. Sci. (4) (PR: see course description)
MTH-150	Calculus I/Analytic Geometry (5) (PR: see course description)
MTH-151	Calculus II/Analytic Geometry (5) (PR: MTH-150 w/"C")
MTH-152	Calculus III/Analytic Geometry (4) (PR: MTH-151 w/"C")
MTH-212	Business Statistics (4) (PR: see course description)

3. Physical and Life Sciences.....8 credit hours

Select four hours from Life Science and four hours from Physical Science. All courses are four hours unless noted otherwise.

Life Science—select four hours from:

BIO-111	General Biology I
BIO-112	General Biology II
BIO-115	Anatomy and Physiology (5)
BIO-119	Introductory Microbiology
BIO-180	Human Anatomy & Physiology I (PR: 1 yr. high school CHM or CHM-111)
NAT-111	Environmental Science I
NAT-112	Environmental Science II

Physical Science—select four hours from:

CHM-111	Fundamentals of Chemistry (PR: 1 yr. high school algebra or MTH-095)
CHM-131	Chemistry (University Oriented) I (PR: 1 yr. high school CHM or CHM-111)
EAS-120	Intro to Earth Science
EAS-125	Intro to Weather and Climate
GEL-150	Physical Geology
PHS-101	Physical Science (PR: MTH-095 or 1 yr. high school algebra)
PHS-103	Descriptive Astronomy
PHY-106+107	Fund. of Physics & Lab (PR: 1 yr. high school algebra or MTH-095)
PHY-110+111	Mechanical Universe & Lab (PR: MTH-095 or equiv. or CI)
PHY-150	Mechanics, Heat & Sound (PR: 2 yrs. high school algebra or MTH-101)
PHY-203	Mechanics (PR: MTH-150)

(Students transferring a life and/or physical science course INTO Moraine Valley may fulfill this requirement with a three-hour nonlab science course and a four-hour lab science course for a total of seven credit hours. Native Moraine Valley students will need a total of eight credit hours.)

4. Humanities and Fine Arts.....9 credit hours

Select three hours from Humanities, three hours from Fine Arts and an additional three hours from either. All courses are three hours unless noted otherwise.

1. Humanities—select three hours from:

- FRE-202 French IV (4) (PR: FRE-201 or 4 yrs. of high school French)
- GER-202 German IV (4) (PR: GER-201 or 4 yrs. of high school German)
- HUM-101 Western Humanities I: Foundations
- HUM-102 Western Humanities II: Continuities
- HUM-104 Non-Western Humanities–(N)
- HUM-115 World Mythology
- HUM-120 Women in the Humanities–(D)
- JPN-202 Japanese IV (4) (PR: JPN-201 or 4 yrs. of high school Japanese)
- LIT-213 American Literature I (PR: COM-101)
- LIT-214 American Literature II (PR: COM-101)
- LIT-215 or
- LIT-216 Bible as Literature I or Bible as Literature II (PR: COM-101)
- LIT-217 Intro to Poetry (PR: COM-101)
- LIT-218 Intro to Drama as Literature (PR: COM-101)
- LIT-219 Women in Literature (PR: COM-101)–(D)
- LIT-220 Intro to Fiction (PR: COM-101)
- LIT-221 English Literature I (PR: COM-101)
- LIT-222 English Literature II (PR: COM-101)
- LIT-223 Western Literature I (PR: COM-101)
- LIT-224 Western Literature II (PR: COM-101)
- LIT-225 Shakespeare (PR: COM-101 and COM-102)
- LIT-226 Literature of the Non-Western World (PR: COM-101 and COM-102)–(N)
- PHI-101 Intro to Philosophy
- PHI-111 Critical Thinking
- PHI-120 World Religions–(N)
- PHI-125 Ethics
- SPA-202 Spanish IV (4) (PR: SPA-201 or 4 yrs. of high school Spanish)
- SPA-213 Intro to Hispanic Literature (PR: SPA-202 or fluency in Spanish)

2. Fine Arts—select 3 hours from:

- ART-110 Art Appreciation
- ART-205 Survey of Art I
- ART-206 or
- ART-208 Survey of Art II or Survey of Art III
- ART-209 Survey of Non-Western Art–(N)
- HUM-101 Western Humanities I: Foundations
- HUM-102 Western Humanities II: Continuities
- HUM-104 Non-Western Humanities–(N)
- HUM-120 Women in the Humanities–(D)
- MUS-106 Intro to American Music
- MUS-107 Music Appreciation
- THE-105 Theater Appreciation
- THE-107 Intro to Film
- THE-110 History of the Theater
- THE-111 History of Film

3. Select three hours from either Humanities or Fine Arts courses listed above.

5. Social/Behavioral Sciences9 credit hours

Select three courses from at least two different disciplines (no more than two courses from PSY-psychology, for example). All courses are three hours.

- ANT-201 Intro to Physical Anthropology
- ANT-202 Intro to Cultural Anthropology–(N)
- ANT-210 Intro to Archaeology
- ECO-101 Macroeconomics
- ECO-102 Microeconomics
- GEO-101 or
- GEO-102 Cultural Geography or World Regional Geography–(N)
- GEO-201 Economic Geography–(N)
- HIS-101 Western Civilization I
- HIS-102 Western Civilization II
- HIS-201 American History I
- HIS-202 American History II
- HIS-210 History of Asia–(N)
- HIS-215 History of Africa–(N)
- HIS-220 History of Latin America–(N)
- PSC-103 Introduction to Political Science
- PSC-110 American National Government
- PSC-115 State and Local Government
- PSC-210 International Relations–(N)
- PSC-215 Comparative Government
- PSC-225 Non-Western Comparative Politics–(N)
- PSY-101 Intro to Psychology
- PSY-104 Life-Span Developmental Psychology
- PSY-105 Child Psychology
- PSY-106 Adolescent Psychology
- PSY-202 Social Psychology (PR: PSY-101)
- PSY-210 Adult Development and Aging (PR: PSY-101 or PSY-105)
- SOC-101 General Sociology
- SOC-102 Marriage and the Family
- SOC-204 Sociology of Contemporary Social Problems (PR: SOC-101)
- SOC-210 Minority Groups–(D)
- SSC-101 Social Science I

B. Additional Degree Requirements.....3 credit hours

Associate in Arts Degree—select three hours from Humanities, Fine Arts or Social/Behavioral Sciences above or FRE/GER/JPN/SPA-101, 102, 201.

Associate in Science Degree—select three hours from Math, Life/Physical Sciences above or MTH-121, 141, 142; Computer Science CSC-140, 206, 240; Information Management IMS-101, 115.

C. Baccalaureate Major/Minor Field and Elective Courses21 credit hours

Includes lower-division coursework in a student's major and minor fields, additional hours from the above areas and other college credit courses. Students should refer to baccalaureate major summaries on catalog pages 57-87 and transfer guides available in the Academic Advising Center. Periodic consultation with an academic advisor is strongly recommended. Also see "Foreign Language" section on the page 56.

Total Degree Hours62 credit hours

Specific Requirements for A.F.A. Degree—Art

(Does not meet the Illinois Articulation Initiative—General Education Core Curriculum)

The A.F.A. degree in art requires a minimum of 65 credit hours and is designed to prepare students to transfer as a junior to a bachelor's degree in art program. Most schools require a portfolio review for admission to a bachelor's degree program, for registration in a second studio course in a medium, and/or for scholarship consideration. The Associate in Fine Arts degree does not satisfy the entire IAI general education core; therefore, students who complete this degree must meet the general education requirements for the bachelor's degree of the university to which they plan to transfer. However, students wishing to meet the IAI general education core should consult with an academic advisor. Students interested in art as a four-year major should consult the catalog of their transfer school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center. Art education majors are recommended to earn an A.A. degree rather than an A.F.A. degree.

(Key: CI = Consent of Instructor; PR = Prerequisite; PT = Placement Test)

A. General Education Core Curriculum32 credit hours

1. Communications.....9 credit hours

- COM-101 Composition I (3) "C" grade or better required
- COM-102 Composition II (3) "C" grade or better required.
(PR: COM-101)
- COM-103 Speech Fundamentals (3) (COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations)

2. Mathematics3 credit hours

- MTH-120 Quantitative Literacy (3) (PR: see course description)
- MTH-121+ Math for Teachers I+II (3) (PR: see course description)
- MTH-122 MTH-121 and 122 fulfills the education requirement only for students seeking state certification as elementary teachers.
- MTH-139 Probability and Statistics (4) (PR: see course description)
- MTH-143 Finite Mathematics (4) (PR: see course description)
- MTH-145 Calculus for Bus. & Soc. Sci. (4) (PR: see course description)
- MTH-150 Calculus I/Analytic Geometry (5) (PR: see course description)
- MTH-151 Calculus II/Analytic Geometry (5) (PR: MTH-150 w/"C")
- MTH-152 Calculus III/Analytic Geometry (4) (PR: MTH-151 w/"C")
- MTH-212 Business Statistics (4) (PR: see course description)

3. Physical and Life Sciences.....8 credit hours

Select four hours from Life Science and four hours from Physical Science. All courses are four hours unless noted otherwise.

Life Science—select four hours from:

- BIO-111 General Biology I
- BIO-112 General Biology II
- BIO-115 Anatomy and Physiology (5)
- BIO-119 Introductory Microbiology
- BIO-180 Human Anatomy & Physiology I (PR: 1 yr. high school CHM or CHM-111)
- NAT-111 Environmental Science I
- NAT-112 Environmental Science II

Physical Science—select four hours from:

- CHM-111 Fundamentals of Chemistry (PR: 1 yr. high school algebra or MTH-095)
- CHM-131 Chemistry (University Oriented) I (PR: 1 yr. high school CHM or CHM-111)
- EAS-120 Intro to Earth Science
- EAS-125 Intro to Weather and Climate
- GEL-150 Physical Geology
- PHS-101 Physical Science (PR: MTH-095 or 1 yr. high school algebra)
- PHS-103 Descriptive Astronomy
- PHY-106+107 Fund. of Physics & Lab (PR: 1 yr. high school algebra or MTH-095)
- PHY-110+111 Mechanical Universe & Lab (PR: MTH-095 or equiv. or CI)
- PHY-150 Mechanics, Heat & Sound (PR: 2 yrs. high school algebra or MTH-101)
- PHY-203 Mechanics (PR: MTH-150)

(Students transferring a life and/or physical science course INTO Moraine Valley may fulfill this requirement with a three-hour nonlab science course and a four-hour lab science course for a total of seven credit hours. Native Moraine Valley students will need a total of eight credit hours.)

4. Humanities6 credit hours

Select six hours from:

- FRE-202 French IV (4) (PR: FRE-201 or 4 yrs. of high school French)
- GER-202 German IV (4) (PR: GER-201 or 4 yrs. of high school German)
- HUM-101 Western Humanities I: Foundations
- HUM-102 Western Humanities II: Continuities
- HUM-104 Non-Western Humanities-(N)
- HUM-115 World Mythology
- HUM-120 Women in the Humanities-(D)
- JPN-202 Japanese IV (4) (PR: JPN-201 or 4 yrs. of high school Japanese)
- LIT-213 American Literature I (PR: COM-101)
- LIT-214 American Literature II (PR: COM-101)
- LIT-215 or LIT-216 Bible as Literature I or Bible as Literature II (PR: COM-101)
- LIT-217 Intro to Poetry (PR: COM-101)
- LIT-218 Intro to Drama as Literature (PR: COM-101)
- LIT-219 Women in Literature (PR: COM-101)-(D)
- LIT-220 Intro to Fiction (PR: COM-101)
- LIT-221 English Literature I (PR: COM-101)
- LIT-222 English Literature II (PR: COM-101)
- LIT-223 Western Literature I (PR: COM-101)
- LIT-224 Western Literature II (PR: COM-101)
- LIT-225 Shakespeare (PR: COM-101 and COM-102)
- LIT-226 Literature of the Non-Western World (PR: COM-101 and COM-102)-(N)
- PHI-101 Intro to Philosophy
- PHI-111 Critical Thinking
- PHI-120 World Religions-(N)
- PHI-125 Ethics
- SPA-202 Spanish IV (4) (PR: SPA-201 or 4 yrs. of high school Spanish)
- SPA-213 Intro to Hispanic Literature (PR: SPA-202 or fluency in Spanish)

5. Social/Behavioral Sciences6 credit hours

Select six hours from two of the following disciplines (e.g., no more than one course from PSY-psychology, for example).

- ANT-201 Intro to Physical Anthropology
- ANT-202 Intro to Cultural Anthropology-(N)
- ANT-210 Intro to Archaeology

ECO-101	Macroeconomics
ECO-102	Microeconomics
GEO-101 or	
GEO-102	Cultural Geography or World Regional Geography-(N)
GEO-201	Economic Geography-(N)
HIS-101	Western Civilization I
HIS-102	Western Civilization II
HIS-201	American History I
HIS-202	American History II
HIS-210	History of Asia-(N)
HIS-215	History of Africa-(N)
HIS-220	History of Latin America-(N)
PSC-103	Introduction to Political Science
PSC-110	American National Government
PSC-115	State and Local Government
PSC-210	International Relations-(N)
PSC-215	Comparative Government
PSC-225	Non-Western Comparative Politics-(N)
PSY-101	Intro to Psychology
PSY-104	Life-Span Developmental Psychology
PSY-105	Child Psychology
PSY-106	Adolescent Psychology
PSY-202	Social Psychology (PR: PSY-101)
PSY-210	Adult Development and Aging (PR: PSY-101 or PSY-105)
SOC-101	General Sociology
SOC-102	Marriage and the Family
SOC-204	Sociology of Contemporary Social Problems (PR: SOC-101)
SOC-210	Minority Groups-(D)
SSC-101	Social Science I

B. Art Requirements24 credit hours.

- ART-101—Drawing I (3)
- ART-104—Drawing II (3) (PR: ART-101)
- ART-105—Life Drawing (3) (PR: ART-101)
- ART-116—Two-Dimensional Design (3)
- ART-118—Three-Dimensional Design (3) (PR: ART-116)
- ART-205—Survey of Art I (3)
- ART-206—Survey of Art II (3)
- ART-208—Survey of Art III (3)

C. Elective Studio Courses9 credit hours

Select nine hours from the following:

- ART-120—Painting I (3) (PR: ART 101)
- ART-125—Ceramics I (3)
- ART-146—Intro. to Computer Art (3) (PR: ART-116)
- ART-150—Sculpture (3) (PR: ART-101)
- ART-160—Photography I (3)
- ART-170—Printmaking (3)

Total Degree Hours65 credit hours

**Specific Requirements for A.A.T. in
Secondary Mathematics Degree**

This program prepares students for careers in the high need teaching discipline of secondary education mathematics. This program is meant to facilitate the transfer of community college students desiring to become high school mathematics teachers into upper-division teacher education programs at four-year universities. Students obtaining an A.A.T. in Secondary Mathematics degree should have equal status with university native students at the beginning of the junior year. Students should be aware that admission to teacher education programs is competitive and generally includes a minimum grade point average determined by the transfer institution. Students should declare the A.A.T. major and consult with an academic advisor as soon as possible in their enrollment. Students should also consult the college catalog and transfer guides for their intended transfer institution for any additional requirements.

A. General Education Core Curriculum40 credit hours

1. Communications9 credit hours

- COM-101 Composition I (3) "C" grade or better required
- COM-102 Composition II (3) "C" grade or better required.
(PR: COM-101)
- COM-103 Speech Fundamentals (3) (COM-103 satisfies the require-
ments of Public Act 87-581 addressing course work in
human relations)

2. Mathematics5 credit hours

- MTH-150 Calculus I/Analytic Geometry

3. Physical and Life Sciences8 credit hours

Select four hours from Life Science and four hours from Physical Science. All courses are four hours unless noted otherwise.

Life Science—select four hours from:

- BIO-111 General Biology I
- BIO-112 General Biology II
- BIO-115 Anatomy and Physiology (5)
- BIO-119 Introductory Microbiology
- BIO-180 Human Anatomy & Physiology I (PR: 1 yr. high school
CHM or CHM-111)
- NAT-111 Environmental Science I
- NAT-112 Environmental Science II

Physical Science—select four hours from:

- CHM-111 Fundamentals of Chemistry (PR: 1 yr. high school algebra
or MTH-095)
- CHM-131 Chemistry (University Oriented) I (PR: 1 yr. high school
CHM or CHM-111)
- EAS-120 Intro to Earth Science
- EAS-125 Intro to Weather and Climate
- GEL-150 Physical Geology
- PHS-101 Physical Science (PR: MTH-095 or 1 yr. high school
algebra)
- PHS-103 Descriptive Astronomy
- PHY-106+107 Fund. of Physics & Lab (PR: 1 yr. high school algebra
or MTH-095)
- PHY-110+111 Mechanical Universe & Lab (PR: MTH-095 or equiv.
or CI)
- PHY-150 Mechanics, Heat & Sound (PR: 2 yrs. high school algebra
or MTH-101)
- PHY-203 Mechanics (PR: MTH-150)

(Students transferring a life and/or physical science course INTO Moraine Valley may fulfill this requirement with a three-hour nonlab science course and a four-hour lab science course for a total of seven credit hours. Native Moraine Valley students will need a total of eight credit hours.)

4. Humanities and Fine Arts.....9 credit hours

Select three hours from Humanities, three hours from Fine Arts and an additional three hours from either. All courses are three hours unless noted otherwise.

1. Humanities—select three hours from:

- FRE-202 French IV (4) (PR: FRE-201 or 4 yrs. of high school French)
- GER-202 German IV (4) (PR: GER-201 or 4 yrs. of high school German)
- HUM-101 Western Humanities I: Foundations
- HUM-102 Western Humanities II: Continuities
- HUM-104 Non-Western Humanities–(N)
- HUM-115 World Mythology
- HUM-120 Women in the Humanities–(D)
- JPN-202 Japanese IV (4) (PR: JPN-201 or 4 yrs. of high school Japanese)
- LIT-213 American Literature I (PR: COM-101)
- LIT-214 American Literature II (PR: COM-101)
- LIT-215 or
LIT-216 Bible as Literature I or Bible as Literature II (PR: COM-101)
- LIT-217 Intro to Poetry (PR: COM-101)
- LIT-218 Intro to Drama as Literature (PR: COM-101)
- LIT-219 Women in Literature (PR: COM-101)–(D)
- LIT-220 Intro to Fiction (PR: COM-101)
- LIT-221 English Literature I (PR: COM-101)
- LIT-222 English Literature II (PR: COM-101)
- LIT-223 Western Literature I (PR: COM-101)
- LIT-224 Western Literature II (PR: COM-101)
- LIT-225 Shakespeare (PR: COM-101 and COM-102)
- LIT-226 Literature of the Non-Western World (PR: COM-101 and COM-102)–(N)
- PHI-101 Intro to Philosophy
- PHI-111 Critical Thinking
- PHI-120 World Religions–(N)
- PHI-125 Ethics
- SPA-202 Spanish IV (4) (PR: SPA-201 or 4 yrs. of high school Spanish)
- SPA-213 Intro to Hispanic Literature (PR: SPA-202 or fluency in Spanish)

2. Fine Arts—select 3 hours from:

- ART-110 Art Appreciation
- ART-205 Survey of Art I
- ART-206 or
ART-208 Survey of Art II or Survey of Art III
- ART-209 Survey of Non-Western Art–(N)
- HUM-101 Western Humanities I: Foundations
- HUM-102 Western Humanities II: Continuities
- HUM-104 Non-Western Humanities–(N)
- HUM-120 Women in the Humanities–(D)
- MUS-106 Intro to American Music
- MUS-107 Music Appreciation
- THE-105 Theater Appreciation
- THE-107 Intro to Film
- THE-110 History of the Theater
- THE-111 History of Film

3. Select three hours from either Humanities or Fine Arts courses listed above.

5. Social/Behavioral Sciences.....9 credit hours

Select three courses from at least two different disciplines (no more than two courses from PSY-psychology, for example). All courses are three hours.

- ANT-201 Intro to Physical Anthropology
- ANT-202 Intro to Cultural Anthropology–(N)
- ANT-210 Intro to Archaeology
- ECO-101 Macroeconomics
- ECO-102 Microeconomics
- GEO-101 or
GEO-102 Cultural Geography or World Regional Geography–(N)
- GEO-201 Economic Geography–(N)
- HIS-101 Western Civilization I
- HIS-102 Western Civilization II
- HIS-201 American History I
- HIS-202 American History II
- HIS-210 History of Asia–(N)
- HIS-215 History of Africa–(N)
- HIS-220 History of Latin America–(N)
- PSC-103 Introduction to Political Science
- PSC-110 American National Government
- PSC-115 State and Local Government
- PSC-210 International Relations–(N)
- PSC-215 Comparative Government
- PSC-225 Non-Western Comparative Politics–(N)
- PSY-101 Intro to Psychology
- PSY-104 Life-Span Developmental Psychology
- PSY-105 Child Psychology
- PSY-106 Adolescent Psychology
- PSY-202 Social Psychology (PR: PSY-101)
- PSY-210 Adult Development and Aging (PR: PSY-101 or PSY-105)
- SOC-101 General Sociology
- SOC-102 Marriage and the Family
- SOC-204 Sociology of Contemporary Social Problems (PR: SOC-101)
- SOC-210 Minority Groups–(D)
- SSC-101 Social Science I

B. Professional Education.....6 credit hours

- EDU-100 Introduction to Education
- Choose three credits from EDU-110, EDU-111, PSY-215

C. Mathematics Major.....12 credit hours

- MTH-151 Calculus II/Analytic Geometry
 - MTH-152 Calculus III/Analytic Geometry
- Choose 3 credits from MTH-139, 201, 210

D. Electives.....4 credit hours

Choose additional general education, professional education, or mathematics courses depending upon transfer institution.

Total Degree Hours.....62 credit hours

In addition to the specific courses listed above, students seeking at A.A.T. degree in Secondary Mathematics must also meet the following requirements for graduation:

Basic Skills Test—Students must earn a passing score on the Illinois Certification Testing System (ICTS) Basic Skills Test in order to earn the A.A.T. degree. A passing score on the test is also required for admission to teacher preparation programs at all Illinois four-year universities. Students should complete the Basic Skills Test after earning 45 semester hours of college credit and indicate both Moraine Valley and the intended transfer institution as receiving institutions on the application for the test. Students are responsible for ensuring that an official score report is on file in the Moraine Valley Records Office prior to the graduation deadline. Students who do not earn a passing grade on the Basic Skills Test can repeat the test; however, the A.A.T. degree cannot be awarded until a passing grade is received.

Portfolio—Students must submit a portfolio documenting that they have met the standards of the A.A.T. degree. The portfolio is developed over the course of the student's enrollment at the college beginning the first semester. Students will be introduced to the portfolio at special orientation programs and in EDU-100. Students must submit the complete portfolio for evaluation during their final semester of enrollment prior to graduation. Successful completion of the portfolio is required for the A.A.T. degree to be awarded.

Notes for all Students Pursuing an A.A., A.S., A.F.A., or A.A.T.

Foreign Language—Only a few institutions require competence in a foreign or second language as part of their campuswide general education requirements. Instead, some colleges require competence in a single foreign language (through the third or fourth college semester, or three or four years in high school) for a Bachelor of Arts (but not a Bachelor of Science) degree. In other schools, competence in a single foreign language is a requirement imposed by an individual department (such as art history or international business) or by a college within the university (usually, a College of Arts and Sciences). Students planning to earn a Bachelor of Arts degree or a degree from a College of Arts and Sciences should be alerted to the probable need to complete a foreign language—and should complete their foreign language requirement before transfer.

Diversity Courses (N, D)—Some baccalaureate institutions require a diversity course in their campuswide or major specific general education requirements. Diversity courses approved through the Illinois Articulation Initiative (IAI) are identified in the requirements lists as follows: N designates courses examining human diversity from a non-U.S./non-European perspective. D designates courses examining human diversity within the United States. Students are encouraged to complete any diversity courses required by their intended transfer institution as part of their general education core at Moraine Valley.

Additional Graduation Requirements—refer to page 33.

Transfer Agreements

All colleges and universities accept Moraine Valley's courses on the basis of a review of individual transcripts. By carefully constructing an educational plan, students can select courses that will meet the general education requirements and the lower-division major course requirements specified by the transfer school.

The following Illinois universities have a compact agreement with Moraine Valley and accept Moraine Valley's Associate in Arts and Associate in Science degrees as satisfying lower-division general education requirements and grant the student junior standing:

Chicago State University
Eastern Illinois University
Governors State University
Illinois State University
Northeastern Illinois State University
Northern Illinois University
Saint Xavier University
Southern Illinois University at Carbondale
Southern Illinois University at Edwardsville
University of Illinois at Springfield
Western Illinois University

See transfer guides for these schools in the Academic Advising Center for special conditions that may apply. The Associate in Fine Arts (A.F.A.) degree does not qualify for compact agreements.