

# DUAL CREDIT/DUAL ENROLLMENT STUDENT HANDBOOK

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JOHN A. LOGAN COLLEGE  
700 LOGAN COLLEGE ROAD  
CARTERVILLE, IL 62918



2016 – 2017

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## MISSION STATEMENT:

We are a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged learning opportunities.

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## **History**

John A. Logan College was created by public mandate in 1967 under the authority of the Illinois Community College Act of 1965. The College opened its doors to its charter class in the fall of 1968 and acquired its permanent grounds in the following year.

Accredited by the North Central Association of Colleges and Schools in 1972, John A. Logan College now offers a wide variety of programs, including foundation courses for the bachelor's degree, technical and vocational curricula, adult education classes and public service activities.

John A. Logan College has a diverse student body...with traditional college-age students to adults who are reentering higher education. Our students are pursuing occupational programs that will lead to careers...and we have plenty of students who are using Logan as a stepping stone to a degree at a senior institution. JALC has one of the strongest continuing education programs in the state, working with local business and industry to meet their training needs.

The college campus is simply beautiful with over 169 acres of manicured grounds with well-maintained buildings and facilities. JALC is clean and safe. Our campus police department is highly trained and committed to the service of our employees and students. The college has a wide array of academic programs for students to consider. We serve a district with over 150,000 residents in parts of five counties. JALC has a close working relationship with all state universities including Southern Illinois University, only seven miles from our campus.

JALC strives to be the low cost-high quality provider of higher education in Southern Illinois. JALC is accredited by the Higher Learning Commission, the Illinois Community College Board and the United States Department of Education. This is a world-class community college known throughout the country as a leader in the community college movement.

The College is governed by a locally elected board of trustees and by a College president and vice-presidents for administration, business, and instruction.

The College is named for John A. Logan (1826-86), a Civil war general who spent his early years in what is now the community college district before becoming a U.S. senator and vice-presidential candidate (with James G. Blaine) in 1884. Logan is also remembered for his role in establishing Memorial Day and as an advocate of public education.

[Click here for a short biography of General John A. Logan](#)

## **Mission:**

The Mission of John A. Logan College:

We are a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged learning opportunities.

The Mission of the Dual Credit and Dual Enrollment program:

The mission of the dual credit and dual enrollment program is to give high school students who attend a John A Logan district high school, private high school or a home school student who resides in the John A. Logan College district the opportunity to earn college credit while still in high school.

**Goals:**

- Explore career pathways
- Get a head start on college by earning college credit
- Build self-confidence and familiarity with the college environment which helps ease the transition from high school
- Save money on tuition
- Provide opportunities to participate in campus activities and events

**What is Dual Credit and Dual Enrollment?**

**Dual Credit** classes are generally offered at the high school and are taught by college qualified high school instructors. High school and college credit are awarded for these courses. Classes taught at JALC, its extension centers and on-line may be **Dual Credit** (receiving both college and high school credit) with a formal course agreement with a high school or **Dual Enrollment** (receiving only college credit) with no formal course agreement with a high school.

1. The College Catalog lists all the courses offered at John A. Logan College.
2. The Class Schedule identifies the days of the week and the times each class is offered during a particular semester.
3. Students may take day, evening, or on-line classes as approved by their high school. On-line classes are listed separately in the on-line section of the class schedule.

**Registration Deadlines**

High school students are subject to the registration deadlines for regular college courses and may not enroll in a course after the course closes. Please pay particular attention to the “last day to register.” This date is located in the Class Schedule on page i under “Dates to Remember.”

**Admissions Requirements:**

Enrollment is limited to students attending a JALC district high school or a home school student residing in the JALC district. Admission is ordinarily restricted to students in their junior and senior years of high school. Additionally, students accepted for enrollment in college–level courses must have the following:

- Appropriate academic qualifications as determined by their high school
- High level of motivation and adequate time to devote to studying a college-level course
- High school transcript has to be on file at John A. Logan College

The College recognizes that, in some instances, sophomores may be academically prepared for college course work. The College will consider approving sophomores for dual credit and/or dual enrollment on an individual basis provided the student can clearly demonstrate they meet the requirements established for sophomores. [Click here for a PDF with the criteria for sophomore dual credit and dual enrollment.](#)

### **Students must also**

1. Make course selections in consultation with their high school guidance counselor, principal, JALC Director of Dual Credit or parent administrator if home schooled.
2. Take the College's [entrance exam](#) or provide their ACT test scores and score appropriately.
3. Complete all course prerequisites as required by the College and any additional requirements set by their high school.
4. Complete a [Dual Credit registration form](#) or [Dual Enrollment registration form](#).

### **Tuition and Fees**

Currently, the College waives the tuition and fees for dual credit courses taught at the high school. Students taking classes at JALC, at the extension centers or online may have course fees assessed plus a \$5 per credit hour Technology Fee. Students must have the permission of their district high school to participate in the dual credit or dual enrollment programs. Enrollment forms and a list of the dual credit courses approved by your high school are available through your high school guidance office. *Dual enrollment classes have up to 8 credit hours of tuition waived per semester but will require payment of fees if the course has a fee.*

### **Meeting with the JALC Director of Dual Credit**

After meeting with a high school guidance counselor, students are encouraged to arrange an appointment to meet with the Dual Credit Director at the College. The Director can provide valuable insight to careers, programs offered at the College, and assist students interested in pursuing a baccalaureate degree after attending John A. Logan College. Contact the Office of Dual Credit & Dual Enrollment at (618) 985-2828, Ext. 8403 to schedule an appointment.

### **Student Login for Schedules, Grades, Account Balances, etc.**

Please click [Help With Logins and Student Accounts](#) for login information.

### **JALCtext**

JALCtext is the College's campus alert notification system that sends text messages to cell phones. Students can stay informed of campus events, closings, and emergencies by signing up, online or through admissions.

## **COLLEGE SUCCESS CONTENT**

Your success at John A. Logan College is not 100% dependent on attending class and getting good grades. Shocking, I know. You also need to be familiar with the fundamentals of attending college, like effective time management, instructor expectations, calculating your GPA, and so on.

The concepts we are going to cover in this section will be important to your day-to-day ability to attend class and be successful along the way.

### **What is a semester hour?**

Each class has a designated number of hours, and every degree has an hour requirement. One credit is given for each hour spent in a lecture class. Signing up for 12 hours qualifies you as a full-time student. The Dual Credit/Dual Enrollment tuition waiver is limited to 15 hours per semester

It is important to realize that one lecture hour requires two hours of work outside the classroom (ie. studying, researching, doing homework, etc.). A two hour lab will require an additional hour of study outside of the classroom. You should keep this in mind when scheduling your classes. We do not want you attempting more hours than you can handle and having a difficult semester. How long is the actual semester? Fall and spring semesters are about 16 weeks, and the summer semester is between 7-8 weeks.

### **What is a Credit hour?**

**1 credit = 1 class hour per week for a lecture class**

**3 credits = 3 class hours per week for a lecture class**

**Example: A class may meet on Tuesday and Thursday for one hour and 15 minutes each day or Monday, Wednesday and Friday for 50 minutes each day.**

**Three days at 50 minutes each day = 3 hours of class**

**Two days at one hour and 15 minutes each day= 3 hours of class**

**3 hours of class time per week= 3 semester hours**

### **Time Management**

This is the key to being successful. There are only so many hours in a day, so know your priorities and be realistic in your commitments. Do not over book yourself.

It usually takes most students a semester or two to adjust to college and determine their best course load. Quite often, new students take on more work than they can handle and fail to consider the many other activities they have in their life.

## **Go to class regularly and be on time**

Your instructors will have some specific expectations for you now that you are in college. First and foremost, instructors expect you to attend class each time it meets and to be on time. Think of attending class as your job. Not too many of us can repeatedly miss work, arrive late, and expect to keep a job. So it is with class. Such behavior undermines your chances for success. So, save those absences for real emergencies.

## **Read your syllabus**

Another expectation the faculty will have is that you actually read the syllabus they have worked tirelessly preparing for you. If you do not know what a syllabus is, it is a document that you will receive at the beginning of the semester that will outline what will be taught in the course. It will include the instructor's name, office number, e-mail, and office hours. A grading scale and administrative policies is also included. It is everything you need to know to be successful in the class. Read it and understand it. Your professor will love it.

## **Read assigned materials and LISTEN**

Instructors will also expect that you have read the assignments and prepared for the class. Coming to class without preparing for what will be discussed puts you behind the eight ball. If you do not have a clue about what is being discussed in class, you likely will do poorly come exam time. Listen, ask questions, take notes, and participate in class discussion. This will help you retain the information discussed in class and will help you be successful.

Here are some other hints to aid in your success:

### **1. Organize!!**

- a. A folder for each class
- b. A notebook for each class
- c. A planner
- d. A device to store all computerized work (USB drive).

**2. Be Prepared!** - Always read your text and complete your assignments BEFORE class.

**3. Meet your classmates** - On the first day or two of class, introduce yourself to one or two people and trade contact information. Why, you may ask? They can help fill you in if you have to miss class, and you have a ready-made study group.

**4. Activate your JALC Vol-Mail account** - You will receive important messages from your instructors and the College through this e-mail account. Be sure to check it often, at least two times a week.

5. **Track your grades** - You know that notebook we told you to buy for each class, write your grades down in this. If you are concerned about how you are doing, you will have a point of reference when speaking with your instructor. Also, you will never be surprised when you check your final grades if you have been keeping up with your performance in each class.

### **Grading System**

1. Grading symbols are as follows:

- A - Excellent ..... 4 grade points
- B - Good ..... 3 grade points
- C - Average..... 2 grade points
- D - Poor ..... 1 grade points
- E - Failing ..... 0 grade point (no credit)

INC Incomplete. May be completed by the student at the discretion of the instructor. The maximum time for completing an "INC" is one semester; otherwise, the student must repeat the entire course in order to gain credit. The incomplete grade will remain on the transcript if the course is not completed or retaken after one semester. If an Incomplete (INC) remains on your transcript, you will receive No grade points and no credit.

W Authorized withdrawal no later than the last day of the fifteenth week of the semester. No grade points/no credit.

2. Grading Requirements for Nursing Program. A grade of "C" or better must be earned in each associate degree nursing and practical nursing course for a student to complete any particular course successfully.

3. Course Repeats. A student may repeat a course only one time in an attempt to improve a "D" or "E" grade for a given course. The student has the option of petitioning the dean for student services for permission to repeat the course an additional time.

In instances where a student repeats a given course, the higher grade received by the student will count in the computation of the student's overall grade-point average. In cases where a "W" or "INC" is received as a result of a student repeating a course, the previous grade in that course will not be marked out and will continue to be used in the overall grade-point average.

### **B. Appeal of Course Grade**

A final course grade may be appealed if the student believes the grade is inaccurate or inappropriate for any of the following reasons:

1. if the grade was given for non-academic reasons;
2. if inconsistent grading standards were used to grade members of the same class;
3. if the instructor altered the grading procedure established in the course syllabus;
4. if the instructor deviated from his/her grading policy as established in the course syllabus;



5. if an explanation of the method for determining the grade was not given;
6. if the final grade was lowered because the student missed an examination due to a pre-approved College function, and was not permitted to make up the exam; or
7. if the grade was improperly computed.
8. if there were extenuating circumstances

### **C. Grade Appeal Procedures**

1. It is strongly recommended that the student contact the instructor to verify the correctness of the grade.
2. If the student wishes to pursue an appeal, he or she should complete the Student Grade Appeal Form (see Appendix B). The Appeal Form can be found in the Student Rights and Responsibilities Manual. Attach to the form a copy of the course syllabus, as well as copies of any other documents that support the appeal; such as graded exams, assignments, transcripts, etc. Students should forward original copies of pertinent information and also make and retain separate copies for their own files. *The student should be prepared to demonstrate that the grade given was not accurate or was not appropriate.*
3. The completed form and other documents should be submitted to the department chair or associate dean within 15 calendar days of the start of the next semester (see Appendix B, Student Grade Appeal Form for listing of Offices to Contact for Student Grade Appeals).
4. The student will receive a written response within 10 calendar days. If the appeal is determined by the administrator to have merit, it will be forwarded to the dean for instruction. At this time, the instructor is contacted and asked to provide written justification for the grade.

### **Calculating your GPA**

The table below indicates how many grade points each letter grade is worth. These points add up to for your grade point average (GPA). In order to graduate from JALC, a student must earn a minimum 2.0 cumulative GPA.

Grades	Standing	Grade Points Per Hour
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing-less than satisfactory	1
E	Failing	0
W	Withdrawal	No hours earned-no grade points assigned
I	Incomplete	No grade points until work is completed

Your grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0.

**Example Student Transcript**

Course	Credit Hours	Grade	Grade Points	How to Calculate
ENG 101	3	A- 4pts	12	3 X 4=12
BIO 101	4	C-2 pts	8	4 X 2=8
MAT 113	3	D-1 pt	3	3 X 1=3
HIS 202	3	B-3 pts	9	3 X 3=9
Total hours	13		32-Total Grade Points	

To calculate the GPA, the total grade points are divided by the total credit hours attempted.

Total Grade Points 32

Divided by /

Total Credit Hours Attempted 13

$32/13= 2.46$

This student's GPA would be a 2.46 on a 4.0 scale. It is important to know your GPA and keep it above a 2.0 each semester. When a student's GPA falls below a 2.0, all sorts of horrible things can happen, namely being placed on probation, then suspension. A student can also lose his or her financial aid if his or her GPA dips below 2.0. For a more elaborate definition of these policies read on...

Academic Policies - Probation and Suspension

As stated in the JALC Catalog....

Probation: A student who fails to maintain the required cumulative GPA (2.0) will be placed on probation for one semester. Probation is only a warning status. While on probation, the student is eligible for Pell Grants, ISAC monetary awards, scholarships, outside awards, or veterans' benefits.

If, after the probation semester, the student achieves a cumulative GPA of 2.0 or above, the student will be making satisfactory academic progress.

If, after the probation semester, the student does not have the required cumulative GPA of 2.0, the student may remain on probation if the semester GPA is at least 2.0.

If, after the probation semester, the student does not return to satisfactory academic standing or qualify to remain on probation, the student will be placed on academic suspension.

## **Academic Suspension**

Failure to meet any of the aforementioned procedures will result in academic suspension subject to appeal to the Academic Progress Review Committee. Academic suspension is a state of involuntary separation of the student from the institution for a period of one calendar year.

**WARNING:** Probation and Suspension is NOT recommended for ANY student at John A Logan College and is hazardous to your academic health.

The bottom line to all this...GO to class, take notes, engage with the instructor and study. Manage your time effectively, do not overdo it, and take some time for yourself each week. If you follow this, you will be successful.

## **CAMPUS LIFE AND RESOURCES**

### **Student Success Center**

This is the place to visit if you would like to be successful while at John A. Logan College! The Student Success Center is a wonderful place full of many resources to assist students in their academic endeavors. There are three different programs found in the Student Success Center, including: Campus tutoring, the TRiO Program, and Disability Support Services. Each of these programs offers students a variety of services to help them meet their educational goals. Visit their web page to find out more about all their programs, especially the free tutoring and workshops that are offered each semester. The Student Success Center is located in room C219. Visit their webpage at: [Student Success Center](#)

### **The Career Services Office**

John A. Logan College provides a placement service that is available to assist all students, graduates, and alumni in securing employment in positions directly related to their areas of academic preparation. Students can further utilize the Placement Services by receiving individual assistance with resume preparation, interviewing techniques, and other valuable pre-employment skills. The Placement Service will also assist students in finding part-time employment while enrolled at John A. Logan College.

The Career Services program assists students in effectively realizing their career plans. This is achieved by computerized testing and personal interviews. Students receive help in clarifying goals and objectives that are related to their life and work values, abilities, needs, and interests.

The Career Services Office is located in Room C207. Visit their webpage at: [Career Services](#)

## **Bookstore**

The College bookstore is located in the first floor of the C Building across from the cafeteria. All College textbooks are available for purchase here as are many supplies you will need for classes. Be prepared when you see the cost of college books! They can be expensive. You may also purchase clothing with your favorite college logo (John A. Logan College of course). [JALC Bookstore](#)

## **Library**

The John A. Logan College Library is located in Room C123. The library houses numerous books and reference materials that you may need or want to peruse during your time at the College. Other services available in the library include access to copy machines, printers, computers, microfilm/microfiche machines, word processing, and internet access. Here is their web page to get more information: [JALC Library](#).

## **The Write Place, Biology Help Room and Math Help Room**

Sometimes we don't need a full hour of tutoring support, just someone knowledgeable to give us that extra push. John A. Logan College has three resources to help you in English, Biology and Math and all assistance is FREE of cost. The Write Place is located in room C214 and will offer writing assistance in any college course. The Biology Help Room is located in room C243A and will help students in their biology courses. The Math Help Room is located in the Student Success Center, room C218. Students needing any assistance in math courses are encouraged to stop by.

## **ACADEMIC HONOR CODE**

John A. Logan College is committed to the academic, ethical and social development of our students. We strive to uphold the College's core values of honesty, responsibility, fairness, respect, & compassion. In addition, we strive to foster a learning environment that is both challenging and supportive of all our students. In an effort to accomplish this task, we hereby establish this Honor Code.

### **Section 1 - Offences Under The Academic Honor Code**

**ACADEMIC DISHONESTY:** It is the responsibility of every student enrolled at John A. Logan College to avoid all forms of academic dishonesty including, but not limited to, the following:

1. **PLAGIARISM:** The intentional or unintentional use of another source of written words or ideas as one's own. Please see Appendix C for definitions of intentional and unintentional plagiarism.
2. **CHEATING:** Any act or attempt to gain an unfair advantage in academic endeavors, or to assist or protect someone else who has done so.

3. **FALSIFICATION, FABRICATION or MISREPRESENTATION:** The creation or alteration of data, research, or resources/citations in connection with an academic assignment or records.

4. **COPYRIGHT INFRINGEMENT:** The unauthorized use of copyrighted work. Such as when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. For more information, please see Board Policy 3361 – Copyright Policy.

5. **LYING:** Intentionally making false or misleading statements in verbal, written, visual, electronic, or other forms.

6. **COMPLICITY IN or AID OF ACADEMIC DISHONESTY:** Intentionally or knowingly helping or attempting to *assist* another person in activities such as: allowing other students to copy from one's works, assisting in cheating, sharing test questions/answers, taking an examination for another student, selling/offering course materials such as term papers, essays, projects, etc., and any other act that would assist another student in engaging in academic dishonesty.

7. **SUBMISSION OF PAPER OR ACADEMIC WORK PURCHASED OR OBTAINED FROM AN OUTSIDE SOURCE:** Submitting any paper or academic work that was purchased or otherwise obtained from an outside source. An outside source includes (but is not limited to) a commercial vendor of research papers, a file of research papers or tests maintained by a student organization or other body or person, or any other source of papers or of academic work that was authored or prepared by a person other than the student who submits it.

8. **BRIBERY:** Providing or offering favor or reward, in exchange for a grade, credit, or other item of academic value.

9. **HARRASSMENT:** To create an unpleasant or hostile situation for another person, especially by uninvited and unwelcome verbal, electronic, or physical conduct.

10. **THREATS:** to express the intention to inflict evil, injury, or damage to someone or something.

11. Any other behavior which disrupts the educational process within the classroom.

## **Section 2 - Resolution**

When an instructor identifies any form of academic dishonesty (as defined above), the instructor will inform the student of the violation by completing the *Notification of Academic Dishonesty* form.

The instructor shall determine the appropriate sanction(s) for the particular offense.

The following three sanctions, alone or in combination, may be imposed by the instructor for offenses or violations of the Academic Honor Code:

1. Reprimand/Warning

2. Rewriting/Redoing the assignment
3. Failing Grade. Student may receive a failing grade on the assignment, for a component of the course, or the entire course.

More serious sanctions may be recommended by the instructor; these include:

4. Probation
5. Suspension from online, hybrid or face-to-face classes
6. Suspension from the College
7. Expulsion

If the student acknowledges his/her actions and accepts the instructor-imposed sanctions (items 1 – 3), the matter shall be resolved and documentation of the incident will be forwarded to the Dean of Student Services for record keeping. If the student chooses to appeal the instructor's determination, the student should meet with the instructor's department chair to discuss the matter. If the student disagrees with the decision of the department chair, he/she can appeal the matter according to *Article V – Regulations Concerning Student Behavior, Section 3 – Penalties & Sanctions*.

If one or more of sanctions 4 – 7 is recommended by the instructor, the student should refer to *Article V – Regulations Concerning Student Behavior, Section 3 – Penalties & Sanctions*.

## **GRADUATING SENIORS ATTENDING JALC AFTER HIGH SCHOOL GRADUATION**

Before meeting with an advisor or registering for class:

1. With your ID and Password log onto your MyJALC Account.
2. Update your application.
3. Be sure to include your start date and intent. Make sure your birthdate is accurate.
4. Call for an appointment with a college advisor.

## **REQUEST A TRANSCRIPT**

John A. Logan College and Scrip-Safe will partner together to provide students with access to an online ordering system through a secure website. John A. Logan College charges \$2.75 per transcript. SCRIP-SAFE charges a \$2.25 processing fee for each recipient (transcript addressee.) Order updates will be emailed to you and you can also check your order status and history online.

## *Two Ways to Order Your Transcript*

**I. You may also order your transcripts through <https://iwantmytranscript.com/jalc>. To create your account at this ordering site follow these steps:**

- Go to <https://iwantmytranscript.com/jalc>
- Go to Don't have an account? Pick John A. Logan from the dropdown and click SIGN UP
- Fill in all of your information on the Recipient Info Screen and click CONTINUE
- Go to the upper right hand corner of the screen and click CONSENT FORM
- Click DOWNLOAD FORM (then OPEN it)
- Print out this form, sign and date it, and fax it to 513-697-0012.
- Your account is now ready! Anytime you need to order transcripts from John A. Logan just login and follow the steps. No need to re-fax anything.

*[Click here if you do not know your JALC id number or password.](#)*

You can order your transcripts using a Visa or MasterCard at any time. John A. Logan College will process transcript orders from 8:00 am to 4:30 pm Monday through Thursday. When possible, requests should be made well in advance of the date when the transcript is needed. Transcripts will be sent from John A. Logan College the day after a request is received, provided the student has no restrictions to prevent this. However, it is always recommended to allow additional time during peak periods. Please bring a picture id when picking up your transcript from the Admissions Office for identification purposes. If you would like someone else to pick up the transcript you must sign a letter of permission in order for that person to receive the transcript

### **Transfer Rules**

Students need to become familiar with any special requirements of their transferring institution, the transfer rules at the institution concerned, and any special rules for the student's proposed curriculum at that institution. The student is responsible for obtaining full knowledge of the information provided in the College Catalog concerning regulations and requirements of the College and his/her degree.

### **Illinois Articulation Initiative (IAI)**

John A. Logan College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum (GECC) between participating institutions in Illinois. Completion of the transferable General Education Core Curriculum (GECC) at any participating college or university in Illinois assures transferring students that lower division general education requirements for an associate or bachelor's degree have been satisfied. A database is maintained that contains all of the statewide IAI articulated courses at each participating institution. Students who plan to transfer at some point during their college career should access this IAI information on the [IAI website](#).