

John A. Logan College

STUDENT  
GUIDEBOOK



2023

2024

## The Student Guidebook

This guidebook is designed to guide students to key information and to enhance the accessibility of John A. Logan College student policies.

As members of the John A. Logan College community, students have certain rights based on their **inherent worth and dignity as individuals**. These rights include academic freedom, or the freedom to examine issues and express opinions, and constitutional rights of freedom of speech and assembly. Students can expect to be treated with fairness and respect, and can insist on a safe and civil environment in which to reach toward career and personal goals.

These **rights** come with a **responsibility** to the college community to assist in supporting that safe and civil environment for others. The College aims to provide all students with an environment that is conducive to academic endeavor, social growth, and individual self-discipline. Accounting for student rights and responsibilities, College policies are meant to help students achieve success in their academic and extracurricular activities.

Students are subject to all of the policies and procedures covered in this publication and all other policies adopted by the College. Additionally, some programs may have policies that are uniquely applicable to students in that program. However, this publication is starting point for students to understand and use college policies.

In accordance with **Board Policy 8310**, all information contained in this document complied with federal and state law and current **John A. Logan College Board Policies/Administrative Procedures** at the time of printing or digital access. The online version of the *Student Guidebook* is the official version and may contain more up to date information. It is available on the College's website under **<https://www.jalc.edu/student-guidebook>**.

This publication is considered the "student handbook or copy of rules pertaining to students" as described in Section 1501.204 of the Administrative Rules of the Illinois Community College Board.

## How to Use the Guidebook

The guidebook is organized alphabetically by topic and contains references to **Board Policies** and **Administrative Procedures**.

**Board Policies** refer to the *John A. Logan College Board of Trustees Policy Manual*, which contains all of the current policies adopted by the Board of Trustees.

**Administrative Procedures** are a supplement to the *Policy Manual* compiled by the college administrative team; they provide guidance and procedures for specific implementation of board policies. Guidebook entries adapted directly from a **Board Policy** or **Administrative Procedure** will be denoted in **bold text**.

References to Board Policies and Administrative Procedures in this publication will have a link to the actual text of the policy; **links are blue, underlined, and italicized**. Policies are organized by policy number rather than page number in the actual manual; these numbers allow for quick reference when using the manual. Text in the entries of the *Student Guidebook* not quoted word-for-word from the policy is provided for assistance and clarity only, and is not itself College policy. Please refer to the full text of the policy for details.

The complete text of all Board Policies and Administrative Procedures directly pertaining to students may be found in Appendices A and B.

Appendix C contains forms for most of the procedures in this publication. These forms are intended to help students gather and provide the information necessary to achieve satisfying outcomes quickly.

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## Absences

The student attendance policy for each class will be determined by the instructor, and it will be the student's responsibility to comply with the policy for each class and/or program. No central attendance records, other than those required by state and federal regulations, are reported. Students not regularly attending a class are encouraged to officially withdraw from a course to avoid a failing course grade.

(BP 8410)

### Excused Absences for College Functions

Students are allowed to make up work for classes missed while on a scheduled, supervised College trip or function. In no instance will a student be penalized for an excused absence. This policy applies to but is not limited to, attendance, exams, tests, quizzes, and any other grade-determining criteria regardless of their name or method of administration.

Procedures for implementing this policy are as follows:

1. The student will notify the instructor in person not later than one class meeting prior to the absence of regularly scheduled events.
2. The student should request from the instructor work that can be made up prior to the absence.
3. Examinations and other assignments that cannot be done prior to the absence will be made up at a time mutually agreed upon by the student and the instructor.
4. If the work is not completed, due to absences while participating in extracurricular activities, the student will be given an "incomplete" grade and will have one semester to complete the course.
5. To help prevent excessive absenteeism, those staff members responsible for scheduling student activities and athletic events should make every effort to schedule trips away from campus when they are least likely to affect class attendance.

### Other Excused Absences

Students are expected to attend all scheduled class periods for the courses in which they are enrolled unless they are participating in a scheduled, supervised College trip or function or unless they have been called for military

duty, jury duty or subpoenaed as a witness during regular school days. Because there is no set number of acceptable absences, students should refer to their course syllabi for attendance requirements.

A student who has extensive absences due to illness, hospitalization, or a death in the family, should notify his or her individual instructors when possible, or if necessary, the Assistant Provost for Academic Affairs.

Students will be allowed to make up work for classes missed due to:

- a scheduled, supervised College trip or function
- a death in the immediate family
- military obligations
- jury duty
- serving as a witness in court

Students should personally notify an instructor prior to an absence unless the instructor specifies that another College staff member (e.g., a club sponsor, coach, activities director) may notify him or her of the student's prospective absence. Students who have been summoned for jury duty must present a copy of the official notification or the subpoena to the instructor prior to the absence.

Procedures for implementing this policy are as follows:

1. The student will notify the instructor in person not later than one class meeting prior to the absence.
2. The student should request from the instructor work to be completed prior to the absence.
3. Examinations and other assignments that cannot be done prior to the absence will be completed at a time mutually agreed upon by the student and the instructor. This should be done no later than the end of the semester.
4. Students who fail to complete class work due to absences while participating in College-sponsored extracurricular activities may be given an incomplete grade and will have one semester to complete the course. Students who are absent due to military call up will also be given an incomplete grade and will have one semester to complete the course after their return.

(AP 805)

## Academic Advising

John A. Logan College advisors can help enroll, answer questions, choose a major, and stay on track all the way to graduation.

Email [registration@jalc.edu](mailto:registration@jalc.edu), call (618) 985-2828 Ext. 8070, or visit [Academic Advisement](#) to get started!

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## Academic Forgiveness

In some circumstances, your ability to complete a degree program may be obstructed by a poor prior academic record. For students meeting certain guidelines, you may be able to ask for prior academic work to be excluded from your grade point average (GPA) for graduation purposes only. Refer to [Administrative Procedure 834](#) for more details. The *Request for Academic Forgiveness* form may be found on the [Admissions and Records website](#).

Please note that all grades will still be listed on your transcript; if you plan to transfer to another institution, the receiving college may choose to use all grades earned at John A. Logan College for admissions or other purposes.

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## Academic Honor Code

Academic honesty is vital to building a community of trust that advances the [mission](#) of the College and helps students achieve their personal and professional goals. Academic dishonesty erodes that trust and has long-lasting corrosive effects on individuals and the institution. Our policies and procedures provide serious consequences for academic dishonesty, but also allow students and faculty to rebuild trust when it is lost.

### *What is Academic Dishonesty?*

Every student at John A. Logan College has a responsibility to avoid all forms of academic dishonesty including, but not limited to, the following:

- **Plagiarism:** The intentional or unintentional use of another source of written words or ideas as one's own. Unintentional plagiarism usually results from inadequate documentation of sources.

- **Multiple Submission:** Submitting the same or significantly similar academic work for credit multiple times without instructor permission.
- **Cheating:** An attempt (successful or not) to gain an unfair advantage in academic endeavors, or to assist or protect someone else who has cheated. Cheating includes submissions generated by artificial intelligence services unless the use of these services is clearly part of the instructor's intent for the assignment. Examples of artificial intelligence services include chatbots, text generators, music generators, art generators, automatic programmers, language translators, and virtual assistants.
- **Falsification, fabrication, or misrepresentation:** The creation or alteration of data, research, or resources/citations in connection with an academic assignment or records.
- **Copyright infringement:** The unauthorized or unlawful 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.
- **Lying:** Intentionally making false or misleading statements.
- **Outside Sourcing:** Submitting any paper or academic work that was purchased or otherwise obtained from an outside source, which 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 submitted it.
- **Complicity:** Aiding another person in committing an act of academic dishonesty.

### *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 [Violation of Academic Honor Code 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.

If the student acknowledges his/her actions and accepts the instructor-imposed sanctions, the matter shall be resolved, and documentation of the incident will be forwarded to the Assistant Provost for Student Affairs for record keeping.

More serious sanctions may be recommended by the instructor under the College's [Student Disciplinary Action process](#). (BP 8313) (AP 823)

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## Accreditation

John A. Logan College is accredited by the Higher Learning Commission, the federally recognized accrediting organization that recognizes colleges throughout the central United States. Additionally, we participate in the Illinois Articulation Initiative to ensure that certain core credits transfer among Illinois colleges and universities, and we have articulation agreements with many universities. Visit [HLC](#) for more information about accreditation, and [Transfer Planning](#) for more information about credits transfer.

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## Admission & Records

The Admissions and Records office handles everything from applying to the College, evaluating transfer coursework, ordering transcripts, and applying for graduation.

Email [admissions@jalc.edu](mailto:admissions@jalc.edu), call (618) 985-2828 Ext. 8298, or visit [Admissions](#) to get started!

## Adult Secondary Education (High School or Equivalency)

John A. Logan College makes it possible for you to complete high school or obtain your General Educational Development (GED) certification!

Our [Mary Logan High School](#) program helps students age 16-21 who want to complete high school with a diploma.

The [Logan Academy](#) program assists you in preparing for the General Educational Development Test (the GED test). The GED test is recognized as an equivalent to a high school diploma. Logan Academy also provides English as a Second Language for eligible grant students to become proficient in the English Language.

Email [karla.tabing@jalc.edu](mailto:karla.tabing@jalc.edu), call 618-985-3741 Ext. 8539 or [michelle.guy@jalc.edu](mailto:michelle.guy@jalc.edu), call 618-985-3741 Ext. 8566, or visit Logan Academy in H105.

Within Logan Academy, the Literacy Program provides free tutoring to eligible grant learners who are wanting assistance in reading, writing, math, and English as a Second Language. Email [Shanda.sylwester@jalc.edu](mailto:Shanda.sylwester@jalc.edu), call 618-985-3741 Ext. 8414, or visit the Literacy Program in H105.

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## Advanced Placement Credit

A student may earn a maximum of 15 credit hours through Advanced Placement Examinations. To receive credit, a student must earn a minimum score of 3, 4, or 5. The credit does not carry a grade or grade points and is not calculated into the student's grade point average. It is the student's responsibility to submit his/her scores to the Office of Admissions and Records. It is up to the College to determine if the awarded credit is used to satisfy elective, general education, or major credit.

The credit and advanced placement will be granted in accordance with the College Board and National Merit Scholarship's AP scoring guidelines. (BP 8241)

## Athletics

John A. Logan College has an exciting selection of programs for student athletes, including basketball, baseball, softball, golf, and volleyball.

Email [greg.starrick@jalc.edu](mailto:greg.starrick@jalc.edu), call (618) 985-2828 Ext. 8439, or visit the [Official Website of John A. Logan College Athletics](#) to get started! Find our easy-to-use recruitment forms at [Recruiting](#).

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## Athlete Rules and Code of Conduct

Athletes at John A. Logan College are expected to maintain high standards of conduct at all times and, particularly, when representing the College. The Student-Athlete Code of Conduct and Rules of Conduct (see [Administrative Procedure 824](#) for details) must be adhered to by all John A. Logan College student-athletes.

The information contained in the Student-Athlete Code of Conduct and Contract is not intended to be all-inclusive. Each John A. Logan College student-athlete is encouraged to speak with his or her coach whenever any problem, concern, or questions arise regarding their academic or athletic experiences at John A. Logan College.

The College reserves the right to inform parents, guardians, or immediate family members of students who are found to be in violation of the Student-Athlete Code of Conduct. This is to be used primarily for, but not limited to, alcohol, drug, or threats of harm to self and others. Student-athletes agree to grant permission for the coach, or designated appointee, to provide information on academic performance financial accounts to his or her parent/guardian.

Actions which could be deemed inappropriate or which reflect negatively on the College will be considered a violation of the Student-Athlete Code of Conduct Policy. Such behavior can result in discipline, which may range from a warning to dismissal from the team, and/or reduction or withdrawal of athletic-related aid.

([AP 824](#))

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## Behavior in the Classroom

In order to provide a classroom environment that is conducive to teaching and learning, disruptive behavior is not tolerated. Students are also expected to avoid misuse of personal electronic devices and mobile devices.

If an instructor determines that a student's presence disrupts the learning process or endangers the physical well-being of other persons in the area, the instructor may:

- Remove the student from the classroom and require a Course Re-entry Agreement with the student before re-entry to the classroom.
- Recommend to the Provost the permanent removal of the student from the class by administrative withdrawal.

In addition to the rules and behavior in this guidebook, faculty members are authorized to establish reasonable rules of classroom conduct and decorum. Students who violate these rules may be subject to administrative withdrawal, or dropped from a class with a grade of "W" without a refund of tuition.

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## Bookstore

The Official Online Bookstore is your one-stop shop for all course-related needs: textbook purchases, textbook rentals, digital books, and essential supplies. Orders are placed online at the [JALC Online Bookstore website](#).

More information about the on-campus bookstore is coming soon!

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## Calendars

### *Student Activities Calendar*

The Student Life department provides a full list of activities to create a sense of belonging and to serve and strengthen the community. Find a link to the Student Activities Calendar for a current list of activities on the [Student Activities](#) webpage.

## Academic Calendar

The Academic Calendar includes all of the important deadlines for registration, withdrawal dates, holidays and breaks, final exams, and commencements. Follow this link of the most current [Advisement Calendars](#). Below is the Academic Calendar for the 2023-2024 academic year:

### Fall Session 2023

- Monday & Tuesday, August 14-15: Convocation Days
- Wednesday, August 16: 16-Week and First 8-Week Classes Begin
- Monday, September 4: Holiday (Labor Day) No Classes
- Monday, September 11: 12-Week Classes Begin
- Monday, October 9: End of First 8-Week Classes
- Tuesday, October 10: Second 8-Week Classes Begin
- Friday, November 10: Holiday (Veterans Day) No Classes
- Monday to Saturday, November 20-25: Holiday (Thanksgiving) No Classes
- Monday, December 11: End of 2nd 8-Week, 12-Week, and 16-Week Classes
- Tuesday to Friday, December 12-15: Final Exams

### Winter Session 2023-2024

- Monday, December 11, 2023: Instruction begins
- Friday, January 5, 2024: Instruction ends

### Spring Session 2024

- Thursday, January 11: Professional Development Day
- Monday, January 15: Holiday (Martin Luther King, Jr. Day) No Classes
- Tuesday, January 16: 16-Week and First 8-Week Classes Begin
- Monday, February 5: 12-Week Classes Begin

- Monday, February 19: Holiday (Presidents' Day) No Classes
- Friday, March 8: End of First 8-Week Classes
- Monday to Saturday, March 11-16: Spring Break No Classes
- Monday, March 18: Second 8-Week Classes Begin
- Friday, March 29: Holiday (Good Friday) No Classes
- Friday, May 10: End of 2nd 8-Week, 12-Week, and 16-Week Classes
- Monday to Thursday, May 13-16: Final Exams
- Friday, May 17: Commencement

### Summer Semester 2024

- Monday, May 27: Holiday (Memorial Day) No Classes
- Tuesday, May 28: First 5-Week Classes Begins
- Monday, June 3: 8-Week Classes Begin
- Wednesday, June 19: Holiday (Juneteenth) No Classes
- Wednesday, June 26: End of First 5-Week Classes
- Thursday, June 27: Final Exams First 5-Week Classes
- Monday, July 1: Second 5-Week Classes Begins
- Thursday, July 4: Holiday (Independence Day) No Classes
- Tuesday, July 30: End of Second 5-Week Classes
- Wednesday, July 31: Final Exams for Second 5-Week Classes
- Wednesday, July 31: End of 8-Week Classes
- Thursday, August 1: Final Exams for 8-Week Classes

## Campus Closings

The JALCtext system is a convenient way to stay informed about campus closings; visit [JALCtext to setup your account](#). Campus closings will also be announced through Volmail email and local media outlets.

There are three categories of closures:

- **Class cancellation:** Students are not required to attend lectures, tests, or other sanctioned activities that require a physical presence on campus.
- **Suspended operations:** All campus offices are closed. Staff and faculty are encouraged to avoid campus. Essential employees must report to work if notified by their supervisor.
- **Total closure:** All classes are canceled, all campus operations are suspended, and all personnel are prohibited from being on campus, except emergency personnel needed to maintain life, safety, and security of JALC property.

(AP 364)

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## Campus Police

The Campus Police Department (CPD) consists of law enforcement officers and security officers; the campus is patrolled constantly on foot and by vehicle. The CPD also conducts accident investigations, criminal investigations, publishes crime data, and can escort students or visitors upon request. The CPD is [located at E120](#).

More information is available at on the website at [Campus Police](#).

Email [jalcpolice@jalc.edu](mailto:jalcpolice@jalc.edu) or call (618) 985-5550 to reach the CPD.

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## Career Services

John A. Logan College Career Services can help you jump-start your career by providing information, guidance, testing,

and connections to local employers. A [Job Fair](#) is also hosted on campus each spring to help link local employers with students and community members who are looking for high-quality, permanent opportunities.

Email [beth.stephens@jalc.edu](mailto:beth.stephens@jalc.edu), call (618) 985-2828 Ext. 8424, or visit [Career Services](#) to find out how Career Services can help you!

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## Campus Support Services (copy, print, mail)

Copying, printing, and scanning to email are provided by Campus Support Services. Campus Support Services is located in Room C115 at the main campus, between the Bookstore and the Library.

Visit [Campus Support Services](#) on the website for more information or email [print@jalc.edu](mailto:print@jalc.edu).

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## Child Care Resource & Referral (CCR&R)

The Child Care Resource & Referral (CCR&R) program at John A. Logan College serves as community hub for child care and early education. The program provides information, referrals, and financial assistance to families with child care costs, offers resources and support for child care and early education programs, sponsors training, education, and professional development assistance for early childhood professionals, and provides technical assistance and support to employers.

Email [crr@jalc.edu](mailto:crr@jalc.edu), call (618) 985-5975, or visit the [CCR&R](#) website to learn more!

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## Clubs & Organizations

Student organizations at John A. Logan College provide many ways to get involved! Visit [Clubs and Organizations](#) for a current list of student organizations.

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## Communication

The College has several ways of communicating with students, including:

### ***Email (Volmail)***

Volmail is the official John A. Logan email account for students. Students will receive an invitation to their personal email address when they enroll. It is important to check the Volmail account regularly, since instructors and College offices will contact students through Volmail.

### ***Text message (JALCtext)***

Many important announcements will be made through the JALCtext system. Visit [JALCtext to setup your account](#).

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## Community Education

John A. Logan College serves all members of the college district. Our community education program makes general studies credit courses, non-credit public service courses, public service activities (such as workshops, conferences, seminars, travel opportunities), and other community service activities available to everyone.

Email [kim.neace@jalc.edu](mailto:kim.neace@jalc.edu), call (618) 985-2828 Ext. 8248, or visit the [Community Education Course Catalog](#) to discover how you can use community education to improve your life!

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## Complaints (Student Complaints)

John A. Logan College is committed to providing equal opportunities for all students. The College has established procedures for the timely and fair resolution of student issues. In addition, the College will not allow any form of retaliation against students who initiate complaints. If the student is subjected to any such retaliation, they should

report the incident following the same procedure outlined below. Violation of this policy, including any improper retaliatory conduct, will result in disciplinary action, up to and including termination.

The procedure established herein is designed for student issues or complaints, except *allegations of sexual harassment, sexual violence, dating violence, stalking, or other Title IX-related issues (see [Board Policy 8317](#) for Title IX process.)*

### ***Step 1: Informal Resolution***

Prior to filing a formal complaint, students are encouraged to resolve the matter through informal channels when possible. Students should reach out to the Student Liaison or, in instances of conflict with the Student Liaison, the Assistant Provost for Student Affairs. All reasonable efforts shall be made to resolve the complaint. During this process, the student is strongly encouraged to carefully document the attempt to resolve the issue. If the informal resolution process is unsuccessful, a formal complaint must be initiated within 10 College business days of the failure of informal resolution.

### ***Step 2: Formal Complaint***

If the informal resolution process is unsuccessful, the student should initiate a formal complaint within 10 College business days. The complaint process begins with the Student Liaison. The role of the Student Liaison is to help guide the student through the complaint process. Guidance will include connecting students with the appropriate office or College official, providing assistance in completing the appropriate forms, making recommendations for incident documentation, and connecting students with helpful resources throughout the process.

The formal complaint process begins by completing the Formal Complaint Form, which can be obtained from the Student Liaison. Formal complaints are taken seriously by the College. Frivolous or harassing complaints can result in discipline. The formal complaint must be in writing and should include:

- name, address, student identification number, and telephone number of the student filing the complaint
- name, employment position, and any other known information about the student or College employee against whom the complaint is filed
- when appropriate, acknowledgement that the informal resolution attempt was unsuccessful
- documentation of the failed informal resolution attempt
- dates of the alleged incident(s)
- written description of the alleged improper conduct, along with any supporting documents or statements
- names of possible witnesses
- description of a satisfying resolution or remedy
- signature and date of the student filing the complaint

The completed written complaint should be submitted to the

Student Liaison or, in instances of conflict with the Student Liaison, the Assistant Provost of Student Affairs.

Upon receipt of the written complaint, the College Representative will collect all relevant documentation and evidence and notify the appropriate office within 10 College business days using the following guidance:

**Assistant Provost for Academic Affairs**

- Academic Complaints (including academic probation/suspension, graduation requirements, FERPA allegations)
- Faculty Complaints (excluding grade appeals)

**Assistant Provost for Student Services**

- Disability Accommodation Complaints
- Discrimination Complaints
- Financial Aid Complaints
- Sexual Harassment or Sexual Misconduct Complaints
- Student Services Complaints (Admissions, Advising, Athletics, Student Activities)
- Student-to-Student Complaints

**Asst. VP for Const. Planning & Facilities Mgmt.**

- Facilities Complaints (building, grounds, parking lots, restrooms, food service)

**Vice President for Business Services**

- Business Office Complaints (bursar, tuition, fees, refunds, etc.)
- Technology Complaints

**Assistant VP for Human Resources**

- Employment Complaints (working conditions/ expectations of student workers)

**Provost**

- Complaints involving any of the above College Representatives\*

\*Complaints involving an Assistant Provost or Vice President shall be referred to the Provost. Complaints involving the Provost shall be referred directly to the President. Complaints involving the President shall be referred directly to the Board of Trustees.

**Step 3: Administrative Resolution**

Upon receipt of a Written Complaint, documentation, and evidence, the College Official shall:

- conduct an impartial investigation of the complaint
- write a response and recommend action based on the information provided within ten (10) College Business days of receipt of the complaint from the Student Liaison. The response shall include a decision, a brief rationale of the decision, and a statement of the

availability of an appeal process, including deadlines for filing an appeal.

If the student is not satisfied with the response of the College Official assigned to the complaint, they may choose to continue to Step 4. The student shall notify the Student Liaison of their desire to continue to Step 4 within five (5) College Business days of receipt of the response from the official assigned to the complaint. The Student Liaison shall notify the Provost's office within five (5) College Business days of notification.

#### ***Step 4: Appeal Hearing Process***

Within thirty (30) college business days of notification from the Student Liaison that a student is unsatisfied with the Administrative Resolution, the Provost, or designee, shall:

- conduct an impartial review of the resolution
- determine whether more information is needed
- assemble an Appeals Panel to consider the merits of the resolution and the appropriate actions in response to the complaint; the Provost, or designee, shall serve as Chair of the Appeals Panel.
- set a date for the Appeals Panel to hear the evidence pertaining to the complaint (the "hearing").

The following procedures will be used by the Appeals Panel:

- The standard of proof of the preponderance of the evidence will be used. Preponderance of the evidence means it is more likely than not that the incident occurred. This is necessary for the College to comply with Title IX of the federal Education Amendments of 1972.
- Formal rules of evidence (used for criminal or civil court trials) shall not be used in Appeals Panel hearings.
- In order to protect the participants, the hearing shall be closed to the public, including the general members of the College community.
- Depending on the nature of the complaint and in compliance with all applicable state and federal regulations, the student filing the complaint and the person against whom the complaint was filed may be allowed to be present for the hearing, and each shall be entitled to have a representative or advisor present.
- The student filing the complaint shall present evidence first, followed by the person against whom the complaint was filed.
- All relevant evidence shall be considered by the Appeals Panel.
- Witnesses shall only be present to testify or provide evidence; otherwise, witnesses are excluded from the hearing to protect the participants and the integrity of the process.
- The Appeals Panel may have the College Counsel present for the entire hearing.
- Disruptive conduct shall not be tolerated. The Chair of the Appeals Panel may terminate or postpone a hearing.
- After all relevant evidence is presented, the Chair shall adjourn the hearing.

### ***Step 5: Final Resolution***

The Appeals Panel shall provide a written recommendation for action to the appropriate Vice President or Assistant Provost within ten (10) College Business days. The recommendation shall include the rationale. Within five (5) College Business days of receipt of the written recommendation from the Appeals Panel, the appropriate Vice President or Assistant Provost shall provide the decision in writing to the student filing the complaint and the person against whom the complaint was filed.

The student filing the complaint may appeal the decision of the Appeals Panel to the Board of Trustees by delivering a written statement of appeal to the Chair of the Board of Trustees within five (5) College Business days of receipt. The Board of Trustees is not obligated to act upon a decision of the Appeals Panel. If the Board of Trustees does not act on the decision at the next regular meeting, the President shall advise the student of the Board's action. If the statement of appeal is delivered within 72 hours of the next regular meeting), the decision of the Appeals Panel shall be considered final.

### ***Optional Contacts for Discrimination Complaints***

A student who believes they have been discriminated against because of race, religion, color, national origin, ancestry, marital status, citizenship status, disability unrelated to essential job functions, age, order of protection status, arrest record, sexual orientation, gender identity, military status, unfavorable discharge from military service, language, pregnancy, or genetics is also entitled to file a complaint with one or more of the following:

- [Human Rights Commission \(State of Illinois\)](#)
  - [Department of Human Rights \(State of Illinois\)](#)
  - [US Equal Employment Opportunity Commission](#)
  - [US Department of Education Office for Civil Rights \(BP 8316, AP 831\)](#)
- 

## **Computer Lab: Open Access Computers**

Students have open access to computers in the Library during their normal hours of operation. Web browsers and Microsoft Office are available on all computers in the Library. In addition, some computers also have the Adobe Creative Cloud suite with products such as Adobe Premier and Adobe Photoshop.

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## **Counseling Services**

The John A. Logan Community College Counselor provides services at no cost to currently enrolled JALC students.

If issues like stress, anxiety, depression, aimlessness, or relationship problems are keeping you from succeeding in college, please contact the counseling office at [donald.winget@jalc.edu](mailto:donald.winget@jalc.edu) or (618) 985-2828 Ext. 8030. For more information, hours for crisis services in the Student Success Center, or contacts for community help organizations, visit [Personal Counseling](#).

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## **Code of Conduct**

See [Student Code of Conduct](#).

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## **D2L (course management system)**

Desire2Learn (D2L) is the College's online learning platform. In-person and hybrid classes are enhanced through this system, and online classes are conducted through this system. More information about D2L can be found at <https://www.jalc.edu/online-learning/desire2learn/>.

If you have questions about when to use MyJALC, D2L, or the public College website, [click or tap here](#).

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## **Disability Support Services**

The Disability Support Services program helps students with disabilities meet their educational and personal goals. Visit

[Disability Support Services](#) to find out how to start the process.

## Discipline

John A. Logan College strives to conduct disciplinary proceedings fairly and consistently; the procedures described herein are a means to that end. Student disciplinary action policies shall apply to all activities of the College whether on or off campus.

Specific offenses which may result in sanctions are listed in the current publication of the *Student Guidebook* under "Student Code of Conduct". However, sanctions can be applied in response to the violation of any established rule or policy (see "Offenses" in the definitions below).

### Definitions

The following definitions are included to provide clarity for students and College officials during disciplinary proceedings:

- **College:** Refers to Community College District 530, Counties of Williamson, Jackson, Franklin, Perry, Randolph, and State of Illinois (John A. Logan College).
- **Offense:** An offense is any violation of any established rule or policy, including, but not limited to, those published in the Board Policy Manual, Administrative Procedures, the *Student Guidebook*, the *College Catalog*, in specific program handbooks, posted on campus, or published in course syllabi.
- **Student:** A student at John A. Logan College is any person who is officially enrolled and accepted as a participant in any credit course or non-credit course offered by the College, including but not limited to workforce development, community education, adult basic education, Mary Logan High School, Logan Academy, and Logan Fitness courses, or courses held through a consortium to which the College belongs.

### Sanctions

Formal disciplinary action shall be instituted against a student after it is determined that sanctions are an appropriate response to a violation of College policies, rules, or other directives. Sanctions outlined below may be imposed upon a student by John A. Logan College only as

stipulated by this code, and combinations of sanctions may be applied, if appropriate. Failure to comply with the terms of any sanction may lead to more serious sanctions.

These sanctions are listed from least serious to most serious. Expulsions and Suspensions are intended to address the most serious or persistent violations.

- **Restitution:** Restitution is a financial penalty defined as compensation paid to an impacted party, and can be assessed as a specific sum of money or an obligation to replace damaged property.  
*Responsibility: Restitution may be imposed by the President, the Provost, and Assistant Provosts.*
- **Education:** Education is a requirement to participate in an educational program related to the violation (e.g., a substance abuse program; anti-harassment or anti-bias training).  
*Responsibility: Education may be imposed by the President, the Provost, and Assistant Provosts.*
- **Reprimand:** Reprimands are imposed with or without loss of designated privileges for a specified period of time not to exceed three (3) months. A reprimand may include the loss of such privileges (such as access to certain College facilities, resources, activities, or other College-sponsored functions) consistent with the offense committed.  
*Responsibility: Reprimands may be imposed by the President, the Provost, and Assistant Provosts.*
- **Probation:** Probation prevents the individual from representing John A. Logan College in any official capacity, such as intercollegiate activities, including athletics or student office, and it may include loss of privileges, such as access to certain College facilities, resources, activities, or other College-sponsored functions. It is invoked for a specific period of time, which shall be not less than three (3) months. Probation may include terms that must be fulfilled before restrictions are lifted.  
*Responsibility: Probation may be imposed by the President, the Provost, and Assistant Provosts.*
- **Suspensions**
  - **One-Day Suspension:** One-Day Suspension is dismissal of the student from a course, program, or activity for a time not to exceed 24 hours, usually intended to prevent class or activity

disruption. One-Day Suspensions may precede additional sanctions.

*Responsibility: One-Day Suspensions may be imposed by the President, the Provost, Assistant Provosts, Associate Deans, Department Chairs, Directors, Instructors, and staff responsible for non-instructional student activities.*

- Short-Term Suspension: Short-Term Suspension is dismissal of the student from a course, program or activity for a time not to exceed three (3) days. Short-Term Suspensions may precede additional sanctions.

*Responsibility: Short-Term Suspensions may be imposed by the President, the Provost, or Assistant Provosts.*

- Semester Suspension: Semester Suspension is dismissal of the student from a course, program, or activity for the remainder of a semester. Semester Suspensions may precede additional sanctions. Semester Suspension may include terms that must be fulfilled before restrictions are lifted.

*Responsibility: Semester Suspensions may be imposed by the President, the Provost, or Assistant Provosts.*

- Long-Term Suspension: Long-Term Suspension is involuntary separation of the student from John A. Logan College for a specific period of time that exceeds one semester. While students can be suspended from campus altogether, suspension can also apply to specific courses, programs, or College activities. Students suspended shall be assigned the grades that would be appropriate if they were withdrawing voluntarily. Long-Term Suspension may include terms that must be fulfilled before restrictions are lifted.

*Responsibility: Long-Term Suspensions may be imposed by the President or his or her designee.*

- Expulsion: Expulsion is involuntary permanent removal of the student from John A. Logan College. The separation is permanent in the sense that it does not project a definite time of eligibility to return. Students dismissed shall be assigned the grades which would be appropriate if they were withdrawing voluntarily. Students dismissed under this code can be reinstated

only by the President or his or her designee following a written request from the student. The President of John A. Logan College and/or his or her designee shall decide whether to honor a reinstatement request, and the denial of a reinstatement request may be appealed.

*Responsibility: Expulsion may be imposed by the President or his or her designee.*

#### Authority to Recommend or Impose Sanctions

- Instructors: Instructors may define and apply appropriate penalties for violations of classroom policies in their syllabi, and may recommend additional sanctions to the Assistant Provost for Academic Affairs. Course level sanctions include academic consequences (a failing grade for an assignment or course) and One-Day Suspensions.
- Student Activities: College staff responsible for non-instructional student activities of any kind may impose One-Day Suspensions, and may recommend additional sanctions to the Assistant Provost for Student Services.
- Student Worker Supervisors: Supervisors of student workers may recommend sanctions to the Assistant Provost for Student Services. This authority is in addition to employee policies that may apply to the student.
- Campus Police: The Chief of Campus Police may recommend sanctions to an Assistant Provost or Provost. This authority is in addition to the law enforcement responsibilities of the Campus Police.
- Department Chairs: Department Chairs may impose One-Day Suspensions for courses under their supervision, and may recommend additional sanctions to the Assistant Provost for Academic Affairs. Long-Term Suspension from programs must be referred to the Assistant Provost for Academic Affairs.
- Associate Deans: Associate Deans may impose One-Day Suspensions, and may recommend additional sanctions to an Assistant Provost.
- Assistant Provosts: The Assistant Provost for Academic Affairs or the Assistant Provost for Student Affairs may impose Restitution, Education, Reprimands, Probation, Suspensions up to one semester upon recommendation from instructors or College staff, or upon their own initiative, if appropriate. The Assistant Provost for Academic Affairs or the Assistant Provost for Student

Affairs may recommend additional sanctions to the Provost.

- Provost: The Provost may impose all sanctions upon recommendation from instructors or College staff or upon his or her own initiative except Long-Term Suspension or Expulsion. The Provost may recommend Long-Term Suspension or Expulsion to the President.
- President: The President may impose all sanctions upon recommendation from the Provost, or upon his or her own initiative, if appropriate. If the presence of any person is an immediate and serious threat to persons associated with the College or to College property, the President or his or her designee may impose an interim suspension from the College. During the period of the interim suspension, the person shall not, without prior written permission of the President or his or her designee, enter or remain upon the campus of John A. Logan College other than to attend a hearing. Violation of any condition of the interim suspension shall be grounds for further sanctions.

(AP 8.27)

## Appeals

Students have a right to appeal course grades (a "Grade Appeal") and disciplinary sanctions (a "Disciplinary Appeal"). If a student (the "Student Appellant") wants to appeal course grades or sanctions imposed by College disciplinary proceedings, these procedures shall apply.

The Appeal Committee, a five-person committee appointed annually by the Provost and subject to modification by the Provost at any time, shall have jurisdiction over all appeals. Appeals are non-adversarial and are not subject to the rules of formal legal proceedings, including rules of evidence. Deadlines described in this procedure may be modified by the Provost in consultation with the Student Appellant.

In the case of a Grade Appeal, the following steps shall be completed before initiating the appeal process:

- The student should complete the Student Grade Appeal Form and submit the form and any relevant evidence (syllabus, grade exams, essays, assignments, etc.) to the Department Chair of the relevant department for the course within 10 College

business days of the first day of the next semester. The Department Chair shall submit a written response to the student within 10 College business days.

- If the student is not satisfied with the decision of the Department Chair, the decision may be appealed to the Assistant Provost for Academic Affairs within 5 College business days of the date when the Department Chair delivered a written response. The Assistant Provost of Academic affairs will provide a written decision whether to support the existing grade or support the appeal.
- If the student is not satisfied with the decision of the Assistant Provost for Academic Affairs, they may initiate the appeal process as described below.

### Step 1: Starting an Appeal

Appeals must be made in writing within 5 College business days of receipt of the decision. A Decision Appeal form is available and shall be used to begin an appeal. A hearing shall be held within 10 College business days of receipt of the notice of appeal. While an appeal is pending, all sanctions imposed shall be temporarily suspended unless the President or Provost has ordered a temporary suspension from the College or has taken other steps to protect the safety or health of the College community.

Through the Decision Appeal form, the Student Appellant will provide the following information:

- Identifying information
- Copy of the notifications of the original determination
- Statement of the grounds for appeal
- Choice between an open or closed hearing
- Statement of intent to attend the hearing (if the student does not attend the hearing, the grounds for review will be limited to the available documented evidence)
- List of persons attending the hearing
- List of witnesses providing testimony

A complete Decision Appeal form should be submitted to the Provost.

### Step 2: Appeal Hearing

Within 5 College business days of receipt of a complete Decision Appeal form, the Provost shall schedule a date for a hearing and notify the Student Appellant, the Appeal Committee members, and the President. Notice of hearing will be considered delivered if the notice has been sent to the current local address of the Student Appellant as provided to the admissions and records office of the College by the student. As a result, failure to notify the College of change of address could result in a hearing being held without the student present. The Student Appellant is responsible for notifying witnesses and advisors of hearing dates. The hearing shall be held within 14 College business days of the date that a complete Decision Appeal form is received by the Provost.

The Student Appellant is entitled to:

- Assistance from an outside advisor, who may not participate directly in the hearing. If the advisor is an attorney, the College may also have an attorney present
- Present relevant oral testimony from themselves or other witnesses
- Present verified written testimony from themselves or other witnesses
- Hear and question all witnesses
- Have access to all available evidence
- Challenge Appeal Committee members, the retention or replacement of which will be determined by the Provost
- Remain silent

Appeal Committee members are obligated to hold the proceedings in confidence and refrain from public comment. No participant is ever obligated to provide testimony that may be self-incriminating.

### Step 3: Appeal Committee Determination

After the hearing, the Appeal Committee will issue a written determination within 14 College business days. The determination shall be limited to the following actions:

- Accept the original decision in its entirety

- Accept the original decision but revise the rationale
- Reduce the severity of the sanction

The decision of the Appeal Committee shall be considered final in the case of a Grade Appeal.

### Step 4: Final Appeal

In the case of a disciplinary appeal, the Student Appellant may appeal the decision of the Appeal Committee to the President and the Board of Trustees by delivering a written statement of appeal to the President within 5 College business days of receipt of the decision by the Appeal Committee. The President shall respond within 10 College business days. The President's determination is limited to the following actions:

- Accept the decision of the Appeal Committee in its entirety
- Accept the decision of the Appeal Committee but revise the rationale
- Reduce the severity of the sanction

The Student Appellant may appeal the President's decision to the Board of Trustees by delivering a written statement of appeal to the Chair of the Board of Trustees within 5 College business days of receipt of the decision by the President. The Board of Trustees is not obligated to act upon an appeal. If the Board of Trustees does not act upon an appeal of the President's decision at the next regularly scheduled meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regularly scheduled meeting), the President's decision shall be considered final.

(BP.8315) (AP.827) (AP.832)

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## Diversity and Inclusion

The Diversity and Inclusion (D & I) Program at John A. Logan College provides resources and programs to promote a welcoming campus that enhances learning and enriches lives. Our recognizes that an ethnically, racially and culturally diverse composition of students and faculty enhances the education of all students and we, as educators, have a responsibility to provide a variety of learning opportunities

which will prepare our students for success in a global environment. Email [toyin.fox@jalc.edu](mailto:toyin.fox@jalc.edu), call (618) 985-2828 Ext. 8586, or visit [Diversity and Inclusion](#) to learn more.

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## Drug & Alcohol Abuse

Drug abuse is a serious social problem. Drug abuse in the college setting leads to failed academic efforts, relationship problems, and physical harm. As a result, John A. Logan College students engaging in the **unlawful manufacture, distribution, dispensation, possession, use or being under the influence of a controlled substance, including alcohol and cannabis ... in and on John A. Logan College owned or controlled property, and on any College-sponsored off-campus trip or activity (BP.3362)** are subject to discipline.

Note that while marijuana is legal under Illinois state law, it is illegal under Federal law, and the College has the legal authority to prohibit possession or use of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus or at any College sponsored event.

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## Electronic Use Policy

Email, internet access, technology equipment and the data stored or transmitted with these devices are business tools that are provided by John A. Logan College (JALC) to employees and students to facilitate timely and efficient conduct of business.

To help ensure that these tools are used appropriately, JALC has a detailed Electronic Use Policy, [Board Policy 3365](#). Please refer to that policy for details about requirements for using these tools.

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## Email

See the [Volmail](#) entry in this Guidebook for more information.

## Emergencies

John A. Logan College is prepared for emergencies. The College President may declare a campus state of emergency. Necessary announcements will be made through your student Volmail account and/or the JALCtext system. Visit [JALCtext to setup your account](#).

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## Equal Educational Opportunity

John A. Logan College is committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement service, athletic programs, or any other service or program of the College shall be provided without regard to race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy or genetics. (BP.3510)

If you believe your access to equal educational opportunity has been violated, you may file a complaint; please refer to the [Complaints](#) entry in this *Student Guidebook*.

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## Financial Aid

For any financial aid, the [Free Application for Federal Student Aid](#) (FAFSA) form from the US Department of Education must be completed; contact the Financial Aid office at [financialaid@jalc.edu](mailto:financialaid@jalc.edu) or (618) 985-2828 ext. 8308 if you have questions or need assistance.

Refer to the [Paying for College](#) entry in this *Student Guidebook* for more information.

## Food Service

[Cold Blooded Coffee](#) is located at the east entrance in the E Wing lounge; operating hours are 7:30 am to 2:00 pm, Monday through Thursday and 7:30 am to noon on Friday.

**Cold Blooded Single Barrel Smokehouse**, the College cafeteria, provides breakfast and lunch; It is located at C113 and operating hours are 7:30 am to 2:00 pm, Monday through Thursday.

## Foundation

The [John A. Logan College Foundation](#) is a 501(c)3 not-for-profit corporation that provides financial support to the educational programs and services at John A. Logan College; to assist in increasing and enhancing the physical and cultural environment of the College; to broaden the educational opportunities and services for its students, alumni, and citizens of the District; and to provide funds to implement scholarships and various awards.

The Foundation also provides scholarships through the generosity of its donors.

## Free Speech, Assembly, and Demonstration

As members of the John A. Logan College community, students have certain rights based on their inherent worth and dignity as individuals. Students can expect to be treated with fairness and respect, and can insist on a safe and civil environment in which to reach toward career and personal goals. These rights also include academic freedom, or the freedom to examine issues and express opinions. Moreover, students are guaranteed their constitutional rights of freedom of speech and assembly.

These rights come with a responsibility to the college community to assist in supporting that environment for others. The College wants to provide all students with an environment that is conducive to academic endeavor, social growth, and individual self-discipline. These policies, derived

from the student's rights and responsibilities, are meant to help students achieve success in their academic and extracurricular activities. Further, they are designed to achieve the maximum academic freedom together with necessary order.

## General Educational Development (GED) Tests

See [Adult Secondary Education \(High School or Equivalency\)](#).

## Grades / Grade Point Average

Course grades are assigned by instructors; final grades are used to calculate the grade point average (GPA), which is a measure of academic progress. Grades are described below, along with the value of each when used to calculate GPA:

• <b>Grade: A</b>	Grade Points Assigned: 4
<b>Description: Excellent</b>	
• <b>Grade: B</b>	Grade Points Assigned: 3
<b>Description: Good</b>	
• <b>Grade: C</b>	Grade Points Assigned: 2
<b>Description: Average</b>	
• <b>Grade: D</b>	Grade Points Assigned: 1
<b>Description: Poor</b>	
• <b>Grade: F</b>	Grade Points Assigned: 0
<b>Description: Failing</b>	
• <b>Grade: INC</b>	Grade Points Assigned: 0
<b>Description: Incomplete. May be made up at the discretion of the instructor. The maximum time for making up an "INC" is one semester; otherwise, the student must repeat the course in order to gain credit. The incomplete grade will convert to an F if not completed by the end of the following semester, excluding summer semester.</b>	

• <b>Grade: W</b>	Grade Points Assigned: 0
<b>Description: Authorized withdrawal no later than the last day of the fifteenth week of the semester. No grade points/no credit.</b>	
• <b>Grade: AU</b>	Grade Points Assigned: 0
<b>Description: Audit; no credit.</b>	
• <b>Grade: R</b>	Grade Points Assigned: 0
<b>Description: Repeated course</b>	
• <b>Grade: P</b>	Grade Points Assigned: 0
<b>Description: Pass (credit but no grade points).</b>	
• <b>Grade: CR</b>	Grade Points Assigned: 0
<b>Description: Denotes credit earned but no grade points awarded.</b>	

A student may repeat a course only one time in an attempt to improve a grade for a given course. In instances where a student repeats a given course, both courses will be recorded on the student’s transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average.

[\(BP 8231\)](#)

## Help

For information about tutoring, the Biology Help Room, the Write Place (writing center) or the Math Help Room, see the [Tutoring and Help Rooms](#) entry in this guidebook.

For help with college technology resources, see the [IT Help Desk](#) entry in this guidebook.

For help with [Desire2Learn \(D2L\)](#), the College’s course management system, visit [Online Learning Help](#).

For general questions, visit the John A. Logan College website at [Connect with Us](#).

## High School Completion

See [Adult Secondary Education \(High School or Equivalency\)](#).

## Infectious Diseases

Students with chronic infectious diseases such as Human Immunodeficiency Virus (HIV) infection and Hepatitis C should disclose their medical status to the [Disability Support Services](#) office to determine a plan of action.

In the case of pandemics and epidemics, the College will develop specific policies based on guidance from the Centers for Disease Control and Prevention, the Illinois Department of Public Health, local health departments, and other relevant agencies.

## International Education

The International Education program provides opportunities for students to study abroad.

Email [kem.pinto@jalc.edu](mailto:kem.pinto@jalc.edu), call (618) 985-2828 Ext. 8315, or visit [International Education](#) to learn more!

## IT Help Desk

The Information Technology Help Desk is available to help you log in to a JALC student account (e.g. Volmail, MyJALC, D2L) or the College WiFi network. The Help Desk does not provide personal computer diagnostics or repair.

Please consult the [Frequently Asked Questions](#) page before contacting the Help Desk; you may find the answer to your question there!

Email [helpdesk@jalc.edu](mailto:helpdesk@jalc.edu), call (618) 985-2828 Ext. 8388, or visit the [Information Technology Help Desk](#) page to learn more!

## Learning Lab

The Learning Lab is the place to go to take makeup and online course exams. Students taking courses from other colleges who need to have a proctored location for their exams can take them here for a fee.

Visit the [Learning Lab](#) page, email [learninglab@jalc.edu](mailto:learninglab@jalc.edu) or call 618-985-2828, ext. 8290 for more information.

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## Library

The Library supports student learning, providing easy access to information on and off campus. The Library offers eBooks, electronic databases, books, videos, and more, including access to materials from other libraries.

[Find what you need](#) at the Library, email [library@jalc.edu](mailto:library@jalc.edu), call (618) 985-2828 Ext. 8338, or visit the [Library Homepage](#) to begin exploring!

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## Lost and Found

For lost and found items, contact the Campus Police Department by email at [jalcpolice@jalc.edu](mailto:jalcpolice@jalc.edu), by telephone at (618) 985-5550, or [in-person at E120](#).

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## Maps

The most up-to-date maps can be found at [jalc.edu/maps-and-locations/](http://jalc.edu/maps-and-locations/).

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## Mental Health Services

See [Counseling Services](#).

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## Military Credit

Credit hours will be granted for military service according to the guidelines established by American Council on Education (ACE). ACE publishes evaluations and recommendations for credit for Ratings or Military Occupational Specialties (MOS) training. Decisions

concerning acceptance of military credit as equivalent to a John A. Logan College courses will be determined by the Office of Admissions and Records. When necessary, a military course or prior learning experience credit(s) will also be reviewed by a faculty member responsible for instruction in the appropriate academic disciplines to determine credit to be awarded. Articulation decisions will be recorded on the official student record to ensure consistency in application of military credit. When the curriculum of an articulated course is updated, the military equivalencies will be reviewed and updated accordingly. Factors such as course content will be considered when making or updating articulation decisions, for example, with regard to technology or medical courses.

(BP 8242)

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## MyJALC

[MyJALC](#) is your one-stop landing page for viewing grades, checking and modifying course schedules, billing, financial aid awards, transcripts, and much more. This is one of the three services to which you will have access as a student, along with your Volmail (email account) and D2L (the online learning platform).

If you have questions about when to use MyJALC, D2L, or the public College website, [click or tap here](#).

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## Paying for College

A degree or certificate from John A. Logan College is a great value; you can complete your academic work close to home and at a fraction of the cost of a four-year university. We strive to make it easy to place your goals within reach. As a result, there are many ways to pay for college, including:

- **Payment Plan**  
The College offers a short-term option to pay tuition in a few monthly payments.
  - **Scholarships**  
Many scholarships are available through the [John A.](#)
-

[Logan College Foundation](#), funded by generous benefactors of our students.

- **Federal Pell Grants**  
[Pell Grants](#) are awarded to undergraduate students with exceptional financial need.
- **Illinois Monetary Award Program (MAP) Grants**  
[MAP grants](#) are available to certain Illinois residents who attend college and demonstrate financial need.
- **Student Loans**  
Students who do not otherwise qualify for grants or financial aid may be eligible for student loans, [many of which are subsidized by the Federal government](#), depending on need.

For any financial aid, the [Free Application for Federal Student Aid](#) (FAFSA) form from the US Department of Education must be completed; contact the Financial Aid office at [financialaid@jalc.edu](mailto:financialaid@jalc.edu) or (618) 985-2828 ext. 8308 if you have questions or need assistance.

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## Perkins (Career & Technical Education Support)

[Perkins](#) is a federal grant that supports students enrolled in Career and Technical Education (CTE) programs. CTE programs are skills-based courses of study that focus on preparing students to enter the workforce in high demand fields. Perkins offers services for students such as assistance with books, uniforms, tool kit rentals and other resources.

Visit the [Perkins page](#) to determine your eligibility, and [click or tap here](#) to find out which programs are eligible for Perkins assistance.

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## Plagiarism

See the [Academic Honor Code](#) entry in this *Student Guidebook*.

## Refunds

Students withdrawing from credit-bearing courses during the following periods will be given 100% refunds if withdrawn within the first 14 calendar days of the Fall and Spring Semesters excluding spring break or the first 7 calendar days of Block and Summer Semesters ([BP 7320](#)).

Refunds for non-credit classes, training, and events vary depending upon originating departments.

In the Center for Workforce Development, refunds of 100% will be made for non-credit workforce and vendor-sponsored workforce training classes/events if cancellation is received two business days prior to the start date of the training. Participants should contact the Center for Workforce Development to cancel enrollment. For Community Education, refunds of 100% will be made for non-credit community education public service classes/events if cancellation is received two business days prior to the start date for classes meeting one or two sessions, or prior to the beginning of the third session for classes meeting three or more sessions. Students may cancel enrollment online through their Higher Reach account or by contacting the Community Education department. For Logan Fitness, refunds of 100% will be made for non-credit fitness classes if cancellation request is received prior to the beginning of the third class session. ([AP.732](#))

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## Removal from Campus

To reduce risks associated with the removal of a student, guest, or employee due to the suspension or termination of status, the Vice President or Assistant Provost in charge of the suspension or termination will notify the Campus Police Department. The Vice President or Assistant Provost will assess the risk level associated with the suspension or termination and the Campus Police Department will provide armed officers if their presence is judged to provide a safer environment for the suspension or termination. Campus Police Officers have the authority

to search the individual's belongings for weapons. The Vice President or Assistant Provost in charge of the suspension or termination has the authority to determine if the individual will be allowed to remove their own personal belongings or if they will be delivered by some other means.

If an individual is banned from the campus, written notice will be served to the individual in person or by First Class mail to their last known address. The written notice shall clearly identify the banned person and shall notify them that their unauthorized presence on campus will be considered criminal trespass. A copy of the written notice, a report of the circumstances leading to the ban, and (if available) a photograph and vehicle information shall be provided to the Campus Police Department.

(AP.361)

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## Right to Know

The Federal Higher Education Opportunity Act requires participating colleges to make certain information available, including information about the College, financial assistance information, health and safety information, and other data, policies, and procedures.

This information can be found at the [Student's Right to Know/Consumer Information](#) webpage. For more information, contact the Provost's Office: [provost@jalc.edu](mailto:provost@jalc.edu) or (618) 985-2828 ext. 8262.

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## Satisfactory Academic Progress (Financial Aid)

### Requirements

A student is considered to be making satisfactory academic progress if the following conditions are met:

- *Maintain a cumulative GPA of at least 2.0.*
- *Receive satisfactory grades in at least 67% of cumulative credits attempted.* This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at the College (except audits, which must be entered as such by the class census date) are included. All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded, and after grades are posted at the end of each semester, a student is enrolled at the College. Credits with satisfactory grades at the College are those for which a grade of A, B, C, D, S, or P is earned. A grade of D is not always considered satisfactory for certain transfer courses.
- *Complete a program of study before attempting 150% of the credits required for that program.* Developmental course work is included in this calculation. Attempted credits from all enrollment periods at the College plus all accepted transfer credits are counted, including academic terms in which the student received no financial aid. Students have 93 attempted hours in which to complete a degree program and 45 attempted hours for a one year or less certificate program. Students who have received a bachelor's degree are also considered to have exceeded the maximum time frame for completion at John A. Logan College.

Please refer to [Administrative Procedure 833](#) for more details.

### Financial Aid Warning Status

Students who fail to meet Satisfactory Academic Progress for the first time will be placed on Warning status for one semester and are expected to meet SAP requirements by the end of that semester. Students who fail to meet Satisfactory Academic Progress requirements at the end of the Warning period will be placed on a financial aid Ineligible status but are eligible to appeal. Students whose appeals are approved will be placed on financial aid Probation and regain financial aid eligibility for one semester.

### ***Financial Aid Probation Status***

Students who have successfully appealed Financial Aid Ineligible Status are placed on Probation status. Students on Probation status are eligible to receive financial aid for one (1) semester, after which they must be in Good Standing or meet the requirements of their Academic Plan. Any student who does not follow the Academic Plan along with any additional requirements stated in writing by the Appeal Committee will be placed on Ineligible status.

### ***Financial Aid Ineligible Status***

Students who do not meet the 67% completion rule and/or the cumulative grade point average requirement, or who fail to meet the requirements of their Academic Progress Plan, will be placed on Ineligible status. Students in Ineligible Status are not eligible to receive federal or state financial aid funds.

### ***Reinstatement***

Students may regain their eligibility for federal student aid after completing enough courses to bring their cumulative GPA up to at least 2.0 and/or their cumulative completion rate up to at least 67%. Financial aid eligibility for students who have exceeded the Maximum Timeframe can be reinstated only if an appeal for reevaluation of Maximum Timeframe and an Academic Progress Plan have been submitted and approved.

### ***Academic Suspension***

Academic requirements differ from Financial Aid requirements for Satisfactory Academic Progress. Academic status will be noted on registration records; whereas, the Financial Aid status will be noted in the Financial Aid system. Any student suspended from the College for academic or behavioral reasons is automatically ineligible for financial aid.

(BP.8151) (AP.833)

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## **Scholarships**

Many scholarships are available through the [John A. Logan College Foundation](#), funded by generous benefactors of our students.

Visit the [John A. Logan College Scholarships page](#) for more information about Foundation Scholarships and links to resources for external scholarships. For more information about paying for college, refer to the [Paying for College](#) and [Tuition & Fees](#) entries in this Guidebook.

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## **Security**

John A. Logan College takes campus security seriously. Facilitating student learning and maintaining an environment where diverse individuals, groups, and views are valued demands an emphasis on safety. The College provides the following resources to enhance security:

### ***Campus Police Department***

The Campus Police Department (CPD) consists of law enforcement officers and security officers; the campus is patrolled constantly on foot and by vehicle. The CPD also conducts accident reports, criminal investigations, publishes crime data, and can escort students or visitors upon request. More information is available at <https://www.jalc.edu/campus-police/>.

### ***Blue Light Towers (Emergency Telephone)***

John A. Logan College has emergency telephones ("Blue Light Towers") placed outdoors strategically throughout campus. They are illuminated, easy to find, easy to use, and are labeled with a location so Campus Police officers or other emergency responders can send help quickly.

### ***Security Cameras***

The Chief of Police oversees the security camera system and reviews all requests to release recordings. Cameras are never placed in private areas of campus, such as restrooms, private offices, showers, or locker rooms. More details can be found in [Board Policy 3630](#).



## Sex Offender Registration

Due to the presence of minors through the alternative high school and early childhood programs on campus and pursuant to state statute 720 ILCS 5/11-9.3(a), it is unlawful for a registered sex offender to be permitted on the John A. Logan campus. Registered sex offenders are allowed to take online classes only.

(B.P. 3371)

## Sexual Violence/Sexual Harassment



Sexual violence (e.g. rape, sexual assault, sexual battery, and sexual coercion) and sexual harassment are prohibited at John A. Logan College; these behaviors violate every core value held by the institution. The College takes reports of sexual assault or sexual harassment very seriously and provides clear guidance for safe reporting.

Students may report incidents of sexual assault or harassment to the Campus Police Department, the Assistant Provost for Student Affairs, or other campus mandated report. Students may also complete the confidential form on the College's website at: <https://www.jalc.edu/title-ix-incident-reporting-form/>

These resources – from the College and in the community - are available to victims of sexual violence or sexual harassment:

### Confidential Reporting

- Student Success Center: Room 218, Ext. 8030
- Optional: Survivor Empowerment Center  
24-Hour Help Line: 1 (800) 334-2094  
1 (618) 549-4807/ TTY: 1 (866) 979-6636  
Email: [execassistant@empoweringsurvivors.org](mailto:execassistant@empoweringsurvivors.org)

### Victim Assistance and Advocacy

- Survivor Empowerment Center  
24-Hour Help Line: 1 (800) 334-2094  
1 (618) 549-4807/ TTY: 1 (866) 979-6636  
Email: [execassistant@empoweringsurvivors.org](mailto:execassistant@empoweringsurvivors.org)

### Medical Assistance

- Heartland Regional Medical Center – Marion: (618) 998-7000
- SIH Herrin Hospital: (618) 942-2171
- SIH Memorial Hospital of Carbondale: (618) 549-0721
- SIH St. Joseph Memorial Hospital - Murphysboro: (618) 684-3156
- Marshall Browning Hospital – DuQuoin: (618) 542-2146

### Law Enforcement

- DIAL 911 FOR IMMEDIATE ASSISTANCE
- JALC Campus Police: 1 (618) 985-5550
- Williamson County Sheriff: 1 (618) 998-2247
- West Frankfort Police Department: 1 (618) 435-6112
- DuQuoin Police Department: 1 (618) 542-2131

### File a Complaint

- Title IX Coordinator
  - *Christy Stewart: Room C201, Ext. 8678*
- Deputy Title IX Coordinators:
  - *Adrienne Barkley Giffin: Room C214, Ext. 8287*
  - *Christina Loyd: Room E120, Ext. 8218*

## Student Activities

The Student Life department provides a full list of activities to create a sense of belonging and to serve and strengthen the community. Visit [Student Activities](#) for a current list of activities.

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## Student Code of Conduct

Any of the offenses listed here may result in sanctions as described in [Administrative Procedure 826](#). In addition, criminal charges may be filed when appropriate. Any observed violation of the College code of conduct should be reported to an appropriate college official.

### Offenses

- Academic dishonesty, plagiarism, or willful falsification of scientific or educational data that is represented as scientific or scholarly research, as outlined in the [Academic Honor Code](#).
- Discrimination based on race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation, gender identity, military status, unfavorable discharge from military service, language, pregnancy or genetics.
- Sexual harassment or misconduct.
- Providing false information to John A. Logan College with the intent to deceive, including, but not limited to, embezzlement and fraud.
- Forging, alteration, or misuse of documents, records, or identification cards; forgery may also result in criminal penalties.
- Assaulting or threatening in a menacing manner, striking, or wounding another person.
- Indecent exposure, including exposing sex organs and urination/defecation in public.
- Intentional destruction of, damage or injury to, or unauthorized use of property not one's own, including damaging College property and tampering with safety equipment (such as fire alarms, fire extinguishers, emergency lighting, AEDs, etc.)
- Theft, burglary, or breaking and entering.
- Unauthorized carrying or possession of weapons, ammunition, or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible material; pellet and/or look-alike weapons.
- To assemble with one or more persons with the intent to violate any provisions of this code or failure of an organized group to address clear violations of College policies among their membership.
- Encouraging others to violate College policy.
- Use, possession, or distribution of alcohol, drugs, or other controlled substances (including prescribed marijuana) on any College-owned or supervised property.
- Intentional obstruction or disruption of teaching, research, administration, public service, community events, disciplinary proceedings, or other John A. Logan College activities.
- Intentional and unauthorized obstruction of a free flow of pedestrian or vehicular traffic.
- Unsafe vehicle operation, unsafe use of wheeled devices (e.g. bicycles, skateboards), or parking in violation of parking lot markings and signage.
- Intentional and unauthorized entry into any premises owned or controlled by John A. Logan College.
- Failure to comply with directions of identified John A. Logan College officials acting within the scope of duty, or of any law enforcement officer acting in the performance of his or her duties.
- Conduct of any nature which would be deemed illegal harassment under state or federal law including sexual harassment and sexual violence directed at a person while on John A. Logan College property, attending a College-sponsored event or in settings where the College has a contractual arrangement for education, housing, or transportation.
- Intentional violation of regulations regarding the use of electronic information systems not otherwise covered in this section.
- Attending classes unregistered (without instructor permission).
- Bullying, stalking, or use of threatening language, including off-campus behaviors if they impact a member of the College community.

- Unauthorized use of College trademarks or misrepresenting oneself as a College official.
- Disturbing the peace of the College community, including fighting, quarreling, or the use of disruptive or abusive language.
- Unlawful gambling.
- Participation in or public identification with groups organized to facilitate lawbreaking or intimidation (e.g. gangs, hate groups).
- Participation in hazing as defined by Illinois State Statutes.
- Disruptive use of electronic devices.
- Violation of written syllabus policies.
- Tobacco use or vaping in College buildings or anywhere other than parking lots located more than 15 feet from entrances, exits, windows that open and ventilation intakes.
- Eating or drinking in classrooms while scheduled classes are in session.
- Violation of federal, state, or local laws, or other published College policies.

(AP 826)

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## Student Information and Records

Admissions and Records Office maintains most basic student records, including transcripts. Transcripts may be [ordered online](#) or [ordered in person](#) at the Admissions and Records Office.

For questions regarding transcript orders, please call 618-985-2828 Ext. 8513.

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## Student Senate

The John A. Logan College Student Senate represents the student body as the voice of the students. For more information, email [adrienne.barkley@jalc.edu](mailto:adrienne.barkley@jalc.edu) or call (618) 985-2828 Ext. 8287.

## Student Services

For student services, contact the Academic Advisement office. John A. Logan College advisors can help you get enrolled, answer questions, choose a major, and figure out how to stay on track all the way to graduation.

Email [registration@jalc.edu](mailto:registration@jalc.edu), call (618) 985-2828 Ext. 8070, or visit [Academic Advisement](#) to get started!

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## Student Trustee

The Student Trustee serves as a student voice on the College's Board of Trustees and is elected annually. The Student Trustee has an opportunity to weigh in on important college issues and can make motions and cast advisory votes. For more information about eligibility and responsibilities, contact the President's Office at (618) 985-2828 Ext. 8428. For information about the election, contact Student Activities at [activities@jalc.edu](mailto:activities@jalc.edu) or (618) 985-2828 Ext. 8287.

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## Student Workers

All students enrolled in at least 6 credit hours (3 credit hours in the summer) are eligible for student employment.

Students participating in the Federal Work-Study program must complete the [Free Application for Federal Student Aid \(FAFSA\)](#) provided by the US Department of Education.

Visit [Student Employment](#) on the website for details and job listings.

(AP 811)

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## Testing Services

Testing Services provides a central location for standardized testing and academic advisement for our Allied Health programs. Testing includes Accuplacer for English and math placement, TEAS for entry into our allied health programs, ACT WorkKeys, and certification exams for Surgical Technology, Medical Assistant, and Nurse Aide Competency.

Visit [Testing Services](#), email [testingservices@jalc.edu](mailto:testingservices@jalc.edu), or call (618) 985-2828 ext. 8520 for more information.

## Transferring Credit

### *Transferring to John A. Logan College*

John A. Logan College will only accept college-level credits from regionally accredited institutions as recognized by the American Association of Collegiate Registrars and Admission Officers (AACRAO) and the Transfer Credit Practices guide. A student may earn a maximum of 15 credit hours through Advanced Placement (AP) examinations, and International Baccalaureate (IB) test scores may be accepted for advanced credit. More details can be found in [Board Policy 8242](#).

### *Transferring from John A. Logan College*

John A. Logan College participates in the Illinois Articulation Initiative, a collaboration among most Illinois colleges and universities to help students easily transfer coursework from one participating institution to another. Additionally, the College has articulation agreements with several universities. An articulation agreement is an arrangement between colleges that serves to lower barriers for transferring students; these agreements often specify particular programs. Universities maintaining articulation agreements with John A. Logan College include:

- Southern Illinois University Carbondale (SIUC)
- *Saluki Step-Ahead Online Program (SIUC)*
- Southern Illinois University Edwardsville
- Eastern Illinois University
- Franklin University
- Gallaudet University
- Governors State University
- Logan University
- McKendree University
- Middle Georgia State University
- Missouri University of Science and Technology
- National Louis University

Details can be found at <https://www.jalc.edu/academic-advisement/transfer-planning/>

## TRIO Student Support Services

TRIO is a set of federally-funded programs supporting students with academic potential who are low-income, first generation, and/or disabled. These services are provided at no cost to students! Visit [TRIO](#) for more information.

## Tuition & Fees

John A. Logan College is one of the best college values in the state, maintaining low tuition and high standards for teaching and student customer service. The most up-to-date tuition and fee amounts can be found at <https://www.jalc.edu/admissions/tuition-and-fees/>.

The actual out-of-pocket cost of college can vary based on your living expenses, choice of program, and eligibility for financial aid; the College offers a [Net Price Calculator](#) to help you plan your budget and determine your need for financial aid.

Tuition and Fees	
Tuition – In-District	\$145/credit hour
Tuition – Online/Hybrid Courses	\$160/credit hour
Tuition – Out-of-District	\$188/credit hour
Tuition – Out-of-State	\$242/credit hour
Tuition – International	\$242/credit hour
Technology Fee	\$5/credit hour
Graduation Fee	None
Return Check Fee	\$15
Transcript Fee	\$6 (online), \$8
Student Activity Fee*	\$65 / \$40
Test Proctoring Fee†	\$25
Specific Course Fees	<a href="#">Varies</a>
Allied Health Restricted Program Costs	<a href="#">Varies</a>

\*\$65 for students enrolled in 6 or more credit hours for fall or spring terms; \$40 for students enrolled in 3 or more credit hours for summer terms

†Applies to tests proctored at the request of other institutions

## Tutoring & Help Rooms

### *General Tutoring*

The Campus Tutoring Program provides in-person and online tutoring services for students. Visit the [Campus Tutoring Program](#) for more information, or complete our [Tutoring Request Form](#).

### *Help Rooms*

Our help rooms are less formal settings where students may drop in for assistance any time during the hours of operation. The Math Help Room is located in rooms C218-C223 and the Biology Help Room is in room C243A.

### *The Write Place (writing center)*

The Write Place is the College's writing center; it is located in C220 on the main campus. Staff offer free tutoring in English to help students with essays, research papers, and other written assignments.

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## Vaccinations

Since John A. Logan College does not offer on-campus housing, there are no general vaccination requirements.

Previously, John A. Logan College, along with all Illinois higher education institutions, required all personnel and students to be vaccinated for COVID-19. As of July 13, 2022, the Governor's office [announced a plan to end the vaccine and testing requirements](#) for higher education institutions. COVID-19 vaccinations are recommended to help protect yourself and others from infection, but they are not mandatory.

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## Veterans Resource Center

The John A. Logan College Veterans Resource Center is in place to offer support, guidance, and direction for our veterans while they apply for their military education benefits. Visit the [Veterans Resource Office](#), email [jodie.hines@jalc.edu](mailto:jodie.hines@jalc.edu), or call (618) 985-2828 ext. 8563 for more information!

## Volmail

[Volmail](#) is the official John A. Logan email account for students. Students will receive an invitation to their personal email address when they register for classes. It is important to check the Volmail account regularly, since this is the means through which instructors and College offices will contact students.

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## Weapons

No employee, student, volunteer, or any visitor or other third-party, shall possess a weapon or firearm, while attending any event, or visiting any academic or administrative office, building, dining facility, or sporting facility, or any property owned or controlled by the College, even if the owner has a valid permit.

Any student who violates this policy shall be notified of the violation and subject to disciplinary sanctions. Any individual (student or not) who refuses to comply shall be removed from the campus and subject to all available legal penalties.

Limited exceptions include:

- Commissioned law enforcement officers in connection with law enforcement duties for the College.
- Law enforcement officers from an external agency conducting official business at the College, or any other exceptions granted by the Chief of Police.
- When used in connection with the weapons safety course or weapons education course offered in the regular course of business when approved and authorized by the College.
- When displayed in connection with a College-sponsored event on the campus such as Hunting and Fishing Days.
- In a vehicle when transported into an unrestricted parking area. Under such circumstances, the weapon or firearm, and its ammunition must remain locked in a case out of plain view.

More details can be found in [Board Policy 3373](#).

## Withdrawal

To withdraw from classes, contact the Admissions and Records office by email at [admissions@jalc.edu](mailto:admissions@jalc.edu) or by telephone at (618) 985-2828 Ext. 8213.

Students withdrawing from credit-bearing courses during the periods outlined in the [Advisement Calendar](#) will be given 100% refunds. If the withdraw does not take place within the allotted timeframe specified on the Advisement Calendar for the identified term, no refund will be issued to the student.

(BP 7320)

Refunds for non-credit classes, training, and events vary depending upon originating departments; refer to the [Refunds](#) entry in this *Student Guidebook*.

Withdrawal from courses may have financial aid implications. Contact the Financial Aid office at [financialaid@jalc.edu](mailto:financialaid@jalc.edu) or (618) 985-2828 ext. 8308 if you have questions or need assistance.

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## Workforce Development

The Center for Workforce Development is devoted to training the unemployed, underemployed, and currently employed who need to upgrade workplace skills.

Contact the Center for Workforce Development at [cwd@jalc.edu](mailto:cwd@jalc.edu), call (618) 985-2828 ext. 8597, or visit <https://www.jalc.edu/cwd/> for more information.

# *Appendix A*

## Student-Oriented Board Policies of John A. Logan College

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## ***Board Policy 3360 - Student Clubs, Organizations, & Extracurricular Activities***

*Last updated: 09/30/2016*

The Board of Trustees encourages the establishment of and participation of students in clubs, organizations, and extracurricular activities that serve as an extension of the College's academic programs or that otherwise relate to the overall mission of John A. Logan College and the welfare of the students.

All such clubs, organizations, and activities are to be recognized by the vice-president for instruction through the director of student activities and the dean for student services. Regular college procedures for budgeting and expending funds are to be utilized for all student clubs, organizations, and extracurricular activities.

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## ***Board Policy 3362 – Drug and Other Substance Abuse, Including Alcohol***

*Last updated: 11/22/2016*

John A. Logan College views drug or substance abuse, including alcohol abuse, as having a debilitating affect upon a person's physical and emotional well-being. Further, in accordance with the existing law, and sound educational practice, the College strongly discourages drug or substance abuse by any of its students, faculty, staff or officers.

In addition to enforcing (or aiding in the enforcement) of laws that regulate such abuse, the College does provide drug and alcohol abuse prevention information (program) through its health classes as well as through its professional counseling staff for individuals who seek such information.

While the College does not have a rehabilitation or counseling program for drug and substance abusers, it will assist, when called upon, in aiding an individual seeking help through appropriate referrals to certified drug and substance abuse counselors in the area. Information about such programs can be obtained confidentially from Human Resources.

Any College employee engaged in the performance of a contract or grant with the State of Illinois shall be provided a copy of the Notice Regarding Drug Free Workplace, which is set forth below.

A copy of the Notice Regarding Drug Free Workplace shall be posted in a prominent place at the College.

### **NOTICE REGARDING DRUG FREE WORKPLACE**

The unlawful manufacture, distribution, dispensation, possession, use or being under the influence of a controlled substance, including alcohol and cannabis, is prohibited in and on John A. Logan College-owned or -controlled property, and on any College-sponsored off-campus trip or activity of an educational nature. Any John A. Logan College employee determined to have violated this policy may be subject to disciplinary action up to and including termination. Any John A. Logan College student determined to have violated this policy may be subject to disciplinary action up to and including suspension. In addition, a student receiving financial aid may lose that assistance. The use of alcohol while on John A. Logan College-owned or -controlled grounds, including meal periods and breaks, is absolutely prohibited except when authorized by the College for approved College functions. No employee will report to work while under the influence of alcohol or illegal drugs. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder or for disciplinary action up to and including termination of employment.

Any College employee engaged in the performance of a contract or grant with the State of Illinois is hereby notified that as a condition of employment on such grant, the employee will:

- A. Abide by the terms of the above statement; and
- B. Notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The College shall establish and maintain a drug free awareness program to inform employees about:

- The dangers of drug abuse in the workplace;
- The College’s policy of maintaining a drug free workplace;
- Any available drug counseling, rehabilitation and employee assistance programs; and The penalties that may be imposed upon employees for drug violations.

The College shall notify the contracting or granting agency within 10 days after receiving notice of an employee convicted for violation of a criminal drug statute in the workplace.

The College shall impose a sanction on, or alternatively, require satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee convicted as set forth above.

The College will assist an employee in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

The College will make good faith efforts to continue to maintain a drug free workplace through implementation of the provisions of the Drug Free Workplace Act (30 ILCS 580/1 et seq.)

### Medical Marijuana

John A. Logan College prohibits the possession or use of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus, or at any College sponsored event or activity off campus. This prohibition includes the possession and use of medical marijuana. The Compassionate Use of Medical Cannabis Pilot Program Act, an Illinois law that permits the use of medical marijuana by persons possessing lawfully issued medical marijuana cards, also states: “Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting the use of medical cannabis on its property.” Additionally, John A. Logan College is required to certify that it complies with the Drug-Free Schools and Communities Act (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (21 U.S.C. § 811) which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug-Free School and Communities Act, John A. Logan College prohibits all cannabis use, possession, manufacture or distribution.

## ***Board Policy 3365 – Electronic Use Policy***

*Last updated: 11/26/2013*

Electronic mail, Internet access, and other electronic media and equipment are business tools that are provided by John A. Logan College (JALC) to employees and students to facilitate timely and efficient conduct of business. To help ensure that these tools are used appropriately, JALC has developed the following acceptable use policy. This policy addresses access, use and disclosure of electronic mail and Internet messages and material created, sent or received by JALC employees and students using the College’s systems.

As a condition of access to and use of the College’s computer and network system, users are deemed to acknowledge and agree to comply with the Board’s policies and the Administration’s rules and regulations.

1. **Purpose.** JALC maintains electronic mail, Internet access, local network storage and other information systems. These systems are provided by the College to assist in the conduct of business within the College.
2. **Relation to Other Policies.** Employees and students are to use JALC’s electronic mail, Internet systems and other network resources in a manner that is consistent with other College policies.
3. **Acceptable Use.** The use of the electronic mail, Internet/LAN (Local Area Network) systems is reserved primarily for the conduct of business at the College. Limited personal use of the electronic mail and Internet/LAN systems is permitted, but should not be excessive or interfere with normal operations of the College.
4. **College Property.** The electronic mail and Internet/LAN systems and hardware are College property. Additionally, all documents, messages and attachments composed, sent, received or stored on the electronic mail or Internet/LAN storage systems are and remain the property of JALC.

5. **Password Accountability.** Employees or students shall not use a password, access a file, or retrieve any stored communication, other than where authorized. All passwords used in the conduct of College business are the property of JALC. Employees or students may not use passwords on critical systems that have not been disclosed to the Chief Information Technology Officer or other account manager. Any compromised password should be reported to the account administrator. Student passwords are confidential and students are accountable for all usage under their password of the JALC computer systems. Students should change their default password as soon as possible.
6. **Non-Removal.** Employees or students may not remove from the premises any hardware, software, sensitive files or data without prior authorization by the Chief Information Technology Officer. Licensing agreements can only be used for College purposes unless otherwise specifically authorized by the Chief Information Technology Officer and shall comply with the terms of the relevant third party licensing agreement.
7. **Downloading.** In downloading documents from the Internet, JALC requires that such documents shall be related to College business and constitute a reasonable use of the College resources. Executable files may not be downloaded without prior management authorization. Applications such as Peer to Peer file swapping tools and unauthorized browser enhancements/plugin-ins are **STRICTLY PROHIBITED**.
8. **Offensive or Harassing Use Prohibited.** The electronic mail and Internet/LAN systems are not to be used to create or distribute any offensive or disruptive messages. Among those that are considered offensive are messages or material that contains sexual implications, racial or ethnic slurs, or other comments that offensively address someone's age, sex, sexual orientation, religion, national origin, ancestry or disability. In addition, the electronic mail and Internet/LAN systems shall not be used to communicate other improper messages, for example, messages or material that is defamatory, derogatory, obscene or otherwise inappropriate.
9. **Compliance with the Law.** The electronic mail and Internet/LAN systems shall not be used to commit any crime, including but not limited to sending obscene emails over the Internet with the intent to annoy, abuse, threaten, or harass another person, and users shall comply with all state, federal and local laws and regulations.
10. **No Sexually Explicit Sites.** College-owned equipment, hardware, and infrastructure shall not be used to visit sexually explicit or otherwise offensive or inappropriate Web sites, or to send, display, download or print offensive material, pornographic or sexually explicit pictures or any other materials which would be found offensive by most reasonable people. Content filters which are designed to disrupt access to these materials shall not be bypassed or altered without prior approval of the Chief Information Technology Officer.
11. **Solicitation Prohibited and/or Restricted.** The electronic mail and Internet/LAN systems may not be used by College employees to solicit or proselytize for outside or personal commercial ventures, religious or political causes, outside organizations, or other solicitations that are not job-related. JALC may provide access to a public electronic bulletin board system which will facilitate voluntary participation in non-business related messages and other transactions. Employees shall not engage in activity which violates the Illinois Governmental Ethics Act (5 ILCS 420/1-101 et seq.).
12. **Viruses.** Employees or students may not use JALC e-mail or Internet systems to develop or send any virus or otherwise destructive programs. Employees or students should not open e-mails or attachments unless they are confident of the identity of the sender and the content of any attachments.
13. **Copyrighted Material and Trade Secrets.** The electronic mail and Internet/LAN systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Any attempt to bypass current bandwidth management systems is strictly prohibited.
14. **Right to Monitor.** JALC reserves the right to review, audit, intercept, access and/or disclose any and all traffic in the system, including messages or material, including attachments created, received or sent, web sites visited and/or files downloaded over the College's electronic mail or Internet/LAN systems. Authorized representatives of the College may monitor the use of its systems at any time, with or without notice to any user and may by-pass any password. Such monitoring is capable of tracking and recording e-mail messages sent and received as well as web sites visited by employees and students.
15. **Confidentiality.** The confidentiality of any message or material should not be assumed. Even when a message or material is erased, it may still be possible to retrieve and read that message or material. Further, the use of passwords for security does not guarantee confidentiality. Messages read in HTML may identify the reader to the sender. Notwithstanding JALC's right to retrieve and read any electronic mail or Internet messages or material, such messages or material should be treated as confidential by other employees or students and accessed only by the intended recipient. Employees and students are responsible for maintaining the confidentiality of material on the systems. Without prior authorization from the President or a designated representative, employees or students are not permitted to retrieve or read e-mail messages that are not

sent to them. The contents of electronic mail or Internet messages or material maybe disclosed to others for enforcement of this policy.

16. Representation of College. Employees and students should be aware that Internet sites accessed from JALC's computer network may identify the College as the originator of each visit. Employees should make clear when they are or are not representing the College in their e-mail or Internet communications. Usage of an appropriate disclaimer on the footer of all messages is encouraged.
17. Disciplinary Action. A violation of this policy may result in disciplinary action ranging from a verbal warning up to and including discharge from employment, expulsion from school and/or pursuit of legal action in accordance with policy and collective bargaining agreements.

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### ***Board Policy 3371 – Sex Offender Registration Policy***

*Last updated: 11/10/2015*

All students who are required to be registered as a registered sex offender must also register with the John A. Logan College Campus Police Department. This information must be kept current each semester. Failure to register with the John A. Logan College Campus Police Department will result in suspension from John A. Logan College.

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### ***Board Policy 3373 – Weapons and Firearms Policy***

*Last updated: 03/25/2014*

Statement of purpose – John A. Logan College seeks to maintain a safe and secure environment for students, faculty, staff and all visitors.

#### **Definitions:**

- A. A "firearm" is defined as: loaded or unloaded handgun. A "handgun" is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.
- B. A "weapon" is defined as: Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO<sub>2</sub>. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.  
Any explosive device including, but not limited to, firecrackers and black powder.  
Any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.

Persons covered – This policy applies to all employees, students and individuals visiting or conducting business in or on College property.

Property – Property shall be defined as any building, or portion of a building or land that the College owns or occupies, whether on a temporary or permanent basis, and any off-site premises where the College is conducting any activity sponsored by the College. This includes all parking lots, parking areas, sidewalks and walkways and all College owned or leased vehicles and equipment.

Prohibited activity – No employee, student, volunteer, or any visitor or other third-party, shall possess a weapon or firearm, while attending any event, or visiting any academic or administrative office, building, dining facility, or sporting facility, or any other property owned or controlled by the College, even if the owner has a valid permit, except as specified below. It is the intent and the purpose of this policy to prohibit weapons on any College property or at any College event.

Exceptions – Exceptions to this policy are as follows:

1. Commissioned law enforcement officers in connection with law enforcement duties for the College;

2. Law enforcement officers from an external agency conducting official business at the College, or any other exceptions granted by the Director of Emergency Planning and Risk Management, with notice provided to the College President;
3. When used in connection with the weapons safety course or weapons education course offered in the regular course of business when approved and authorized by the College;
4. When displayed in connection with a College sponsored event on the campus such as Hunting and Fishing Days;
5. In a vehicle when transported into an unrestricted parking area. Under such circumstances, the weapon or firearm, and its ammunition, must remain locked in a case out of plain view. For the purpose of this policy, "case" is defined as a glove compartment, console, or trunk. Certain parking areas on campus may be designated areas where weapons and firearms are not permitted, including parking areas for child care centers.

Notice signs – The College administration shall determine the placement of conspicuously posted signs at all buildings and restricted parking area entrances stating that firearms are prohibited. The signs shall be in accordance with the design approved by the Illinois State Police.

Enforcement – Any employee, student, or other representative of the College who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable disciplinary process. Any member of the public who violates this policy shall be notified of the violations and asked to comply. Any individual who refuses to comply shall be removed from the campus and subject to all legal penalties including the illegal possession of firearms, or criminal trespass provisions under Illinois law.

Delegation of authority – The College administration shall have the responsibility for overseeing, and enforcing this policy, which authority may be delegated to the Director of Emergency Planning and Risk Management with notice provided to the College President.

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## ***Board Policy 3510 – Equal Opportunity Statement for Students and Employees***

*Last updated: 11/22/2016*

John A. Logan College is an equal opportunity institution.

John A. Logan College is committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement service, athletic programs, or any other service or program of the College shall be provided without regard to race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy or genetics when such College activity is consistent with the applicable laws and regulations. The admission and retention of (as well as services, programs and activities for) students with identified disabilities will be in accordance with applicable laws and regulations.

The College is also committed to equal opportunity for all employees. Every effort shall be made to insure that all employment decisions, including the hiring, terms and conditions of employment, wages/salaries, promotion, layoffs, retentions, terminations, training, benefits, and social recreation programs, shall be administered without regard to race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy, protected veteran status or genetics.

All grievances filed by a student shall be in accordance with the procedures established in Board Policy 3512 and published in the *Student Guidebook*. All grievances of any employee shall be filed and handled in accordance with the Board approved grievance system contained in Board Policy 3511. These procedures also apply to Title IX (sex equity), Section 504 (handicapped), and Title VI (minorities) complaints.

Questions in reference to educational opportunities in relation to sex equity (Title IX), handicapped (Section 504), and minorities (Title VI) should be directed to:

College employees should contact:

- John A. Logan College  
Executive Director of Human Resources  
700 Logan College Road, Room C116  
Carterville, Illinois 62918  
Telephone: (618) 985-2828, Ext. 8589

Students should contact:

- John A. Logan College  
Provost  
700 Logan College Road, Room A15 Carterville, Illinois 62918  
Telephone: (618) 985-2828, Ext. 8362

Persons who believe they have been denied equal opportunity may have the right to file and pursue claims through the Illinois Department of Human Rights, the Human Rights Commission and the U.S. Equal Employment Opportunity Commission (EEOC).

These agencies can be reached at:

- Human Rights Commission (State of Illinois)  
1000 East Converse, Suite 1232N, Springfield, Illinois 62702  
Tel: (217) 785-4350      TDD: (217) 557-1500      Fax: (217) 524-4877
- Department of Human Rights (State of Illinois)  
535 West Jefferson Street, 1st Floor, Springfield, Illinois 62702  
Tel: (217) 785-5100      TTY: (866) 740-3953      Fax: (217) 785-5106
- US Equal Employment Opportunity Commission  
St. Louis District Office, 1222 Spruce Street, Room 8.100, St. Louis, Missouri 63103  
Tel: (800) 669-4000      TTY: (800) 669-6820      Fax: (314) 539-7894

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## **Board Policy 7320 – Refund Policy**

*Last updated: 09/24/2019*

Students withdrawing from credit-bearing courses during the following periods will be given 100% refunds:

- First 14 calendar days of the Fall and Spring Semesters excluding spring break
- First 7 calendar days of Block and Summer Semesters.

Upon notification that an enrolled student has died during a semester, the student will be removed from all courses and all charges pertaining to the semester will be refunded to his/her student account. If the refunding of charges generates a credit, such will be remitted to the student's estate.

Non-credit bearing course withdrawal refunds are governed by Administrative Procedure 732, Refunds for Non-Credit Courses.

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## **Board Policy 8110 – Admission to John A. Logan College**

*Last updated: 01/24/2017*

John A. Logan College has established the following criteria for full admission to the College:

1. By providing an official transcript certifying graduation from a secondary school. John A. Logan College reserves the right to evaluate the validity and accreditation of all high school transcripts submitted for admission and financial

aid purposes.

- A. A home school diploma will be considered equivalent to a high school diploma if the state in which the home school curriculum was completed recognizes home school diplomas.  
OR
- B. By providing an earned general equivalency diploma (GED).  
OR
- C. By providing an official transcript from all attended accredited post-secondary institution.

Transfer students that attended a non-regionally accredited post-secondary institute will need to submit high school transcripts and possibly complete the JALC placement test.

- 2. Placement scores are required for all students that have an ACT English and Math subtest score below 20.
- 3. Residency Verification

### Conditional Admission

Applicants who do not meet the criteria for full admission will be conditionally admitted. Applicants will be granted full admission at the time all three criteria for regular admission has been met. A student admitted conditionally is not eligible for federal or state financial aid.

- 1. Non-high school graduate 18 years or older
- 2. Student whose connection with a secondary school is severed
- 3. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence.
- 4. Students currently enrolled in a secondary school or home school program may enroll in courses at John A. Logan College with prior approval of the chief executive officer of the secondary school district.
- 5. Undocumented Student Admission

Illinois Law 110 ILCS 305/7e-5 (HB60) allows admission to the College and in-state or in-district tuition for those applicants to John A. Logan College (U.S. citizens and non-citizens) who meet the following criteria:

- Attended an Illinois school for at least three years of high school prior to graduating or receiving the equivalent of a diploma;
- Graduated from an Illinois high school or received the equivalent of a diploma in Illinois;
- Resided with parents or guardians while attending an Illinois high school; and
- For those applicants who are not U.S. citizens or permanent residents of the U.S., provide the College with a notarized affidavit stating the applicant will file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so.

The president may waive the above restrictions and limitations to accommodate students with special needs or to provide for the convenience of the College.

### Transfer Student Admission

Students transferring to John A. Logan College from another college or university will be admitted in good standing without regard for their past academic status. Once enrolled, all transfer students must adhere to the guidelines regulating satisfactory academic progress at John A. Logan College.

Any student expelled or suspended from another college or university for disciplinary reasons will not be eligible for admission to John A. Logan College for a minimum of one semester from the date of that suspension or expulsion, or the length of the suspension if it is more than one semester. After this date, the applicant for admission will be granted a decision on an individual basis by the dean for student services.

After admission, any transfer student who is found to have been expelled from another college or university for disciplinary reasons, which was not disclosed to John A. Logan College prior to enrollment at John A. Logan College, and whose enrollment was not the

result of an individual decision by the dean for student services, shall be subject to immediate suspension. The suspended transfer student shall be entitled to an automatic hearing before the Disciplinary Hearing Committee, as provided in the student code of conduct, at which time the student may present evidence as to why the student should be permitted to remain enrolled at John A. Logan College.

Concealment of or failure to disclose a prior expulsion or suspension for disciplinary reasons shall be independent grounds for immediate suspension from John A. Logan College. Any student suspended for concealment of a prior expulsion shall likewise be entitled to an automatic hearing before the Disciplinary Hearing Committee.

### International Student Admission

John A. Logan College will admit international (foreign) students on a basis to include the following:

- A. International students who have completed the equivalent of a high school (secondary) education.
- B. International students who have mastery of the English language as demonstrated by an acceptable score on the TOEFL test.
- C. International (foreign) students from Southern Illinois University at Carbondale who are in valid visa status there and attend John A. Logan College on special arrangement.
- D. International students who can provide the necessary admission credentials.

The president may waive the above restrictions and limitations to accommodate students with special needs or to provide for the convenience of the College.

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### ***Board Policy 8151 – Satisfactory Academic Progress, Probation, and Suspension***

*Last updated: 03/22/2022*

#### Satisfactory Academic Progress Requirements

The College shall establish Administrative Procedures defining Satisfactory Academic Progress and the conditions under which academic or financial aid sanctions may be applied. These procedures shall comply with any requirements imposed by accreditation bodies and/or federal or state statutes, rules, or regulations. These procedures shall be published in the *College Catalog* and the *Student Guidebook*.

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### ***Board Policy 8152 – Financial Aid Standards of Progress***

*Last updated: 03/22/2016*

John A. Logan College will follow The Code of Federal Regulations – Title 34: Education, Part 668 – Student Assistance General Provisions Subpart C – Student Eligibility to develop financial aid standards of progress for students receiving Title IV funds. The College shall maintain reasonable satisfactory academic progress procedures for determining whether an otherwise eligible student is making satisfactory academic progress in his/her educational program and may receive assistance under the Title IV HEA programs. The procedures for standards of progress are published in the *College Catalog* and in Administrative Procedure 833.

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### ***Board Policy 8210 – College Level Examination Program***

*Last updated: 06/23/2009*

College credit may be awarded through the College Level Examination Program (CLEP). There are two (2) types of CLEP examinations available: The CLEP General Examinations, which provide a comprehensive measure of undergraduate achievement in five (5) basic areas of liberal arts and the CLEP Subject Examinations designed to measure achievement in specified undergraduate courses offered at John A. Logan College.

All high school graduates (or the equivalent) who reside in the John A. Logan College district are eligible to participate.

CLEP examination credit will not be awarded for any course in which the student is presently enrolled. CLEP credit will also not be awarded for any equivalent course in which the student has previously received a grade or which he/she has audited.

Information on fees and testing dates and locations may be obtained from the Southern Illinois University Testing Center.

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### **Board Policy 8220 – Proficiency Credit**

*Last updated: 01/24/2017*

Proficiency exams are available in certain subject areas. A student wishing to make application to take a proficiency examination should follow the instructions outlined within Administrative Procedure.

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### **Board Policy 8230 – Credit Hour Determination**

*Last updated: 11/24/2015*

In order to award credit for successful completion of course work, John A. Logan College complies with the Illinois Community College Board’s Administrative Rules and Procedures for credit hour determination.

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### **Board Policy 8231 – Grading System**

*Last updated: 03/22/2022*

The academic year is divided into two semesters. The College also has a shortened summer term and intersession terms. Course credits are recorded in semester hours. The number of credit hours in each course is shown in the course descriptions in the *College Catalog*. For enrollment verification purposes, a student must be enrolled in twelve credit hours (six hours during the summer term) to be classified as a full-time student. To be classified as part-time, a student must be enrolled in at least six credit hours (three hours during the summer term). In order to enroll in more than eighteen credit hours during a semester (eight hours during the summer term) a student must have permission from the Assistant Provost for Student Services.

#### Grading System

A Excellent	.....4 grade points
B Good	.....3 grade points
C Average	.....2 grade points
D Poor	.....1 grade points
F Failing	.....0 grade points

- INC Incomplete. May be made up at the discretion of the instructor. The maximum time for making up an “INC” is one semester; otherwise, the student must repeat the course in order to gain credit. The incomplete grade will convert to an F if not completed by the end of the following semester, excluding summer semester.
- W Authorized withdrawal no later than the last day of the fifteenth week of the semester. No grade points/no credit.
- AU Audit. No credit.
- R Denotes repeat course.
- P Pass (credit but no grade points).
- CR Denotes credit earned but no grade points awarded.

#### Course Repeat Policy

A student may repeat a course only one time in an attempt to improve a grade for a given course. In instances where a student repeats a given course, both courses will be recorded on the student’s transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average.

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## **Board Policy 8239 – Early College**

*Last updated: 03/28/2023*

Early College opportunities are available to high school juniors and seniors attending John A. Logan College district public and private high schools and homeschooled students residing in the district. Early College courses are outside of any existing Memorandum of Understanding with our partner high schools. Students will receive college credit for Early College courses.

Early College is offered to academically qualified students who are still enrolled in high school and also enrolled in a college-level course at JALC. Upon successful course completion, students earn college credit. Any high school credit awarded for these courses is at the discretion of the high school. Transcripts will be provided at the request of the student.

### **Tuition**

Students enrolling in Early College courses taught at JALC, its extension centers, or online will pay all fees; tuition is waived for eight (8) credit hours each semester. Students wishing to enroll for additional course hours beyond those for which tuition is waived shall be required to pay all tuition and fees associated with the course(s).

Additional information regarding Early College and withdrawal procedures can be found in [Administrative Procedure 806](#).

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## **Board Policy 8240 – Acceptance of Vocational Credit by Evaluation**

*Last updated: 01/24/2017*

Students enrolling in vocational programs may earn credits based on prior experience as follows:

- **Work Experience**  
Appropriate work experience in which a body of knowledge or skill that is parallel to John A. Logan College vocational courses will be evaluated. Credit will be awarded when such work experience is approved by the vice-president for instructional services.
- **Technical and/or Vocational Training**  
A course or courses successfully completed at technical, vocational, and/or military institutions may be transferred to John A. Logan College. Credit will be awarded after review and approved by the vice-president for instructional services.
- **Experiential Credit**  
John A. Logan College will, upon request, evaluate formalized learning outside of the College which has been documented by an outside accrediting body (e.g., apprentice counsels, local labor unions, American Medical Association). Credit will be awarded when properly documented and approved by the vice-president for instructional services.

Forms and procedures for initiating requests for acceptance of vocational credit by evaluation are available in the Office of the Provost.

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## **Board Policy 8241 – Accepting Advanced Placement Credit**

*Last updated: 02/17/2017*

A student may earn a maximum of 15 credit hours through Advanced Placement Examinations. To receive credit, a student must earn a minimum score of 3, 4, or 5. The credit does not carry a grade or grade points and is not calculated into the student's grade point average. It is the student's responsibility to submit his/her scores to the Office of Admissions and Records. It is up to the College to determine if the awarded credit is used to satisfy elective, general education, or major credit.

The credit and advanced placement will be granted in accordance with the College Board and National Merit Scholarship's AP scoring guidelines.

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## Board Policy 8242 – Transferring Credit to John A. Logan College

Last updated: 02/28/2017

### Accepting Transfer Credit

- John A. Logan College will only accept college-level credits from regionally accredited institutions as recognized by the American Association of Collegiate Registrars and Admission Officers (AACRAO) and the Transfer Credit Practices guide. Regionally Accredited Institutions in this case includes institutions in candidacy status.
- The State Seal of Biliteracy posted to a student's high school transcript will be evaluated as equivalent to two years of foreign language coursework at the college level. Credit granted will be based on foreign language course equivalencies. The student must formally request credit be awarded and applied to the college transcript within three academic years of high school graduation.
- A student may earn a maximum of 15 credit hours through Advanced Placement Examinations. To receive credit, a student must earn a minimum score of 3, 4, or 5. It is up to the College to determine if the awarded credits are used to satisfy elective, general education, or major (program) credit.
- University/college coursework completed outside the United States must be submitted to an organization that specializes in evaluating foreign transcripts. John A. Logan College recommends use of Educational Credential Evaluators ([www.ece.org](http://www.ece.org)) or Educational Perspectives ([www.edperspective.org](http://www.edperspective.org)) from an official evaluation of earned foreign credentials.
- International Baccalaureate (IB) test scores may be accepted for advanced credit. Students who have taken tests may submit their scores to the Office of Admissions and Records for evaluation by appropriate departments. For scores of 4 or higher for IB diploma program subjects, credits will be accepted and evaluated to determine applicability toward degree requirements as elective, general education or major (program) credit. The amount of credit that may be awarded is subject to the same limitations as credit for advanced placement.

### Accepting Military Credit

- Credit hours will be granted for military service according to the guidelines established by American Council on Education (ACE). ACE publishes evaluations and recommendations for credit for Ratings or Military Occupational Specialties (MOS) training.
- Decisions concerning acceptance of military credit as equivalent to a John A. Logan College courses will be determined by the Office of Admissions and Records. When necessary, a military course or prior learning experience credit(s) will also be reviewed by a faculty member responsible for instruction in the appropriate academic disciplines to determine credit to be awarded.
- Articulation decisions will be recorded on the official student record to ensure consistency in application of military credit.
- When the curriculum of an articulated course is updated, the military equivalencies will be reviewed and updated accordingly. Factors such as course content will be considered when making or updating articulation decisions, for example, with regard to technology or medical courses.

### Evaluation of Accepted Transfer Credit

- If a transfer course from another accredited institution earned more credit hours than the equivalent course at John A. Logan College, the student is given full credit for the hours earned at the former institution.
- If a transfer course has fewer credit hours than the equivalent at John A. Logan College, the student will be granted only the number of credit hours earned at the other institution.
- If a course has no John A. Logan College equivalent, the hours earned will be granted as elective hours.
- John A. Logan College acknowledges developmental courses taken at other regionally accredited institutions for prerequisite and placement purposes only.

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## **Board Policy 8243 – Dual Credit**

*Last updated: 03/28/2023*

Dual Credit opportunities are available to high school juniors and seniors attending John A. Logan College district public and private high schools and homeschooled students residing in the district. These programs are structured in accordance with the Dual Credit Quality Act (110 ILCS 27/1) and the National Alliance of Concurrent Partnership (NACEP) accreditation standards. Dual credit courses are specifically listed in each high school's Dual Credit Memorandum of Understanding (MOU) and take place during the high school district's regular school day.

JALC provides several types of Dual Credit to its high schools per the [ISBE/ICCB Model Partnership Agreement](#). Each participating high school, in consultation with JALC, develops an MOU utilizing one or more of the types of Dual Credit described below:

1. Type A: Dual Credit courses taught at a high school by a college-qualified high school teacher.
2. Type B: Dual Credit courses taught by JALC faculty at a high school. This type includes the dual credit cohorts taught at the extension centers. The accessibility of these course offerings is dependent on the availability of JALC instructors to teach the courses.
3. Type C: Dual Credit courses taught by JALC faculty online, in a hybrid format, or via distance learning
4. Type D: Dual Credit courses taught at JALC by JALC faculty.

**Tuition:** Students in dual credit courses are assessed no tuition or fees

In order to receive a certificate or degree from the College, and in accordance with the Higher Learning Commission (HLC) criterion, students must complete at least half of their program at the College's approved instructional sites (i.e., Carterville main campus, Du Quoin, or West Frankfort Extension Centers), or online.

Additional information regarding John A. Logan's Dual Credit program can be found in [Administrative Procedure 806](#).

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## **Board Policy 8244 – General Program and Residency Requirements for Graduation**

*Last updated: 09/23/2014*

Minimum enrollment residence requirements must be satisfied for graduation from John A. Logan College. To be awarded an Associate in Applied Science (AAS), Associate in Arts (AA), Associate in Engineering Science (AES), Associate in Fine Arts (AFA), Associate in General Studies (AGS) or Associate in Science degree, a student must:

- complete at least twelve (12) semester hours of credit from John A. Logan College with an overall grade-point average of 2.0;
- satisfactorily complete all specific degree requirements; and
- make application for graduation and pay the required graduation fee.

To be awarded an Associate in Arts in Teaching (AAT) degree, a student must:

- complete at least twelve (12) semester hours of credit at John A. Logan College with at least a grade-point average of 2.5;
- satisfactorily complete all specific degree requirements;
- pass the Illinois Basic Skills Test; and
- make application for graduation and pay the required graduation fee.

To be awarded a Certificate of Achievement, the student must:

- complete at least nine (9) semester hours of credit at John A. Logan College (excluding CLEP and proficiency credits). If the certificate is less than fifteen (15) semester hours, three (3) semester hours of credit must be completed at John A. Logan College;
- satisfactorily complete all certificate program requirements with a 2.0 overall grade-point average; and
- make application for graduation and pay the required graduation fee.

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## **Board Policy 8246 – Study Abroad Policy**

*Last updated: 04/27/2021*

Recognizing the value of studying abroad, John A Logan College endorses and supports educationally sound international programs in compliance with College policies, and those of our accrediting and governing boards.

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## **Board Policy 8310 – Student Guidebook**

*Last updated: 04/26/2022*

The student policies of the John A. Logan College Board of Trustees are published in the latest edition of the *Student Guidebook*. Each edition of the *Student Guidebook* is authorized by the Board of Trustees and is designated by Board Policy 3350 as an official publication of the College.

All information contained in this document must comply with federal and state law, and current John A. Logan College Board Policies and Administrative Procedures.

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## **Board Policy 8311 – Removal from Clinical**

*Last updated: 10/27/2009*

**Removal from Clinical for Unsafe Clinical Practice and/or Violation of Health Care Facility Rules, Regulations or Policies**

### **General Policy Statement**

John A. Logan College Allied Health programs have a professional responsibility to remove a student from his/her clinical experience who demonstrates unsafe clinical practice. Further, a student must be removed from his/her clinical experience, when requested by the health care facility, for having violated the rules, regulations or policies of the health care facility.

### **Unsafe Clinical Practice**

#### **Sanction**

A student may be removed for the remainder of a clinical rotation, or permanently, for demonstrated unsafe clinical practice. When a student is removed for more than one clinical day, he/she will receive a failing grade for that course (see course syllabus).

#### **Definition**

The definitions of an unsafe clinical practice which may give rise to removal from a clinical experience are:

1. Displaying a lack of knowledge or skill in the basic care of a patient (or patients) to such a degree that the student's conduct has injured, or may if it continues, injure a patient or jeopardize their recovery; and/or
2. While having the necessary knowledge and skills to participate in the clinical experience, the student's actions, either by their intentional conduct or gross negligence, has injured, or may if it continues, injure a patient or jeopardize their recovery; and/or
3. Where the student's general conduct is such that he or she is an immediate danger to patients, other students or employees of the health care facility.

While it is impossible to list all of the possible circumstances giving rise to unsafe clinical practice, examples of the same include, but are not limited to the following:

1. Failure to identify correct patient;
2. Unsafe performance. Please refer to the Rights and Responsibilities: A Student Code of Conduct;
3. Abusive treatment of others including physical/psychological abuse of another person and abuse, damage, or misuse of another's property;

4. Improper administration of medications or intent to administer improper medication to wrong patient;
5. Improper performance of sterile technique, via dressings, catheterization, etc.;
6. Illegal, indecent, or obscene conduct;
7. Reporting to a clinical experience under the influence of alcohol, drugs, narcotics, or a positive drug screen;
8. Failure to maintain appropriate personal cleanliness and hygiene during a clinical experience.
9. Gross interpersonal communication deficiency among faculty, students, patients and health care facility employees.

As previously stated, the list of examples stated above are not considered all inclusive, and a student's actions will be assessed on the basis of the definitions of unsafe clinical practice given in this section.

## Procedure

Detailed procedures for removal from clinical are outlined in Administrative Procedure 830.

## Violation of Healthcare Facility Rules, Regulations, or Policies

Each health care facility where a student may receive their clinical experience, reserves that right to require removal of a student for violating the health care facility's rules, regulations, or policies. It is the duty and responsibility of the student to become aware of, and follow, all of the rules, regulations and policies of the health care facility where he/she is receiving the clinical experience.

The College does not guarantee or take responsibility in locating other health care facilities wherein a student may complete his/her clinical requirements.

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## ***Board Policy 8312 – Title IX for Students***

*Last updated: 04/27/2021*

Refer to [Board Policy 8317 – Title IX](#).

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## ***Board Policy 8313 – Academic Honor Code***

*Last updated: 07/26/2022*

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 student-centered, integrity, respect, community, and optimism.

The College shall establish Administrative Procedures defining and instituting sanctions for acts of academic dishonesty to express the College's commitment to high academic and ethical standards. These procedures shall be published in the *College Catalog* and the *Student Guidebook*.

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## ***Board Policy 8314 – Withdrawal from Class***

*Last updated: 01/11/2017*

Procedures for withdrawing from classes are set forth in the *College Catalog* and outlined in Administrative Procedure.

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## ***Board Policy 8315 – Student Disciplinary Action***

*Last updated: 04/26/2022*

The College shall establish Administrative Procedures providing fair, consistent, and proportionate disciplinary proceedings for violations of College rules and policies published in the Board Policy Manual, Administrative Procedures, *Student Guidebook*, *College Catalog*, specific program handbooks, campus signage, or in course syllabi. These procedures for disciplinary proceedings shall be published in the *College Catalog* and the *Student Guidebook*.

The final step of the established Administrative Procedures shall provide for an appeal of a disciplinary decision of the Board of Trustees. The Board of Trustees shall never be obligated to act upon an appeal petition. If the Board of Trustees does not initiate action upon an appeal of a disciplinary decision reached through an established disciplinary procedure at the next regular meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regular meeting), the appealed decision shall be considered final.

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### **Board Policy 8316 – Student Complaints**

*Last updated: 03/22/2022*

The College shall establish Administrative Procedures for the fast and fair resolution of student complaints, including academic complaints, non-academic complaints, and complaints containing allegations of sexual harassment, sexual violence, dating violence, stalking, or other Title IX-related actions. These procedures shall be published in the *College Catalog* and the *Student Guidebook*.

The final step of the established Administrative Procedures shall provide for an appeal of a complaint decision of the Board of Trustees. The Board of Trustees shall never be obligated to act upon an appeal petition. If the Board of Trustees does not initiate action upon an appeal of a complaint decision reached through an established complaint procedure at the next regular meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regular meeting), the appealed decision shall be considered final.

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### **Board Policy 8317 – Title IX**

*Last updated: 04/27/2017*

#### **Purpose**

In accordance with the Violence Against Women Reauthorization Act of 2013, Title IX of the Education Amendment of 1972, Title VII of the Civil Rights Act of 1964, the Illinois Human Rights Act, the Clery Act and the Illinois Preventing Sexual Violence in Higher Education Act, all of which prohibit discrimination based upon sex, including but not limited to sexual assault and other forms of sexual misconduct and/or reporting of such acts. John A. Logan College (College) is committed to maintaining a safe and healthy educational and employment environment that is free from sexual misconduct sexual assault, domestic violence, dating violence and stalking and adopts the following standards of conduct for all members of the College community, including employees, students, contractors and visitors.

#### **Statement of Policy**

Our community expects that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded in mutual respect, open communication, and clear consent.

To this end, Sexual Assault, Domestic Violence, Dating Violence and Stalking, are unacceptable and are not tolerated at John A. Logan College. These terms are defined below in “Definitions of Prohibited Conduct.” Retaliation, as defined below, is also prohibited.

The College encourages anyone who has been subjected to Sexual Assault, Domestic Violence, Dating Violence and/or Stalking to seek appropriate help and to report the incident promptly to the police and/or College officials. The College has professional staff that will assist students, faculty and/or staff members to get help, including immediate medical care, counseling and other essential services. Specific policies, methods for reporting, including confidential reporting, and resources are described below.

As a general matter, The College will take prompt action to investigate reports of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking and, where appropriate, to impose sanctions. The applicable procedures will depend on whether the alleged offender is a student, faculty, or staff member.

Students, faculty, and staff who violate this Policy may face discipline up to and including expulsion or termination as outlined below.

The College's Policy applies to students, employees, contractors, or third parties whenever the misconduct occurs:

- A. On College property; or
- B. Off College property if;
  1. The conduct was in connection with a College or College-recognized program or activity; or
  2. Otherwise has a connection to the College.

Sexual Assault is an extreme form of sexual harassment. For more information about sexual discrimination and harassment, which is also prohibited by the College's policies, please see the Policy on Sexual Harassment. If a report includes allegations of Sexual Assault, Domestic Violence, Dating Violence or Stalking, then the process and procedures set forth in this Policy will be followed in the assessment, investigation and resolution of the complaint. In no event shall a complaint proceed simultaneously through more than one internal College procedure.

## Definitions

- A. **Consent:** Consent is knowing, voluntary and clear affirmative permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of active resistance. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent may be withdrawn at any time. A person may be incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force or the threat of either invalidates consent.
- B. **Dating Violence:** The term dating violence means violence committed by a person 1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- C. **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
- D. **Incapacitated or Incapacitation:** An individual who is incapacitated is unable to give consent. States of incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Alcohol or drug use is one of the prime causes of incapacitation. Where alcohol or drug use is involved, incapacitation is a state beyond intoxication, impairment in judgment, or "drunkenness." Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:
  - Making decisions about the potential consequences of sexual contact;
  - Appraising the nature of one's own conduct;
  - Communicating consent to sexual contact; or
  - Communicating unwillingness to engage in sexual contact.

Where an individual's level of impairment does not rise to incapacitation, it is still necessary to evaluate the impact of intoxication on consent. In evaluating whether consent was sought or given, the following factors may be relevant:

- Intoxication may impact one's ability to give consent and may lead to incapacitation (the inability to give consent).

- A person's level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include difficulty walking, poor judgment, difficulty communicating, slurred speech, or vomiting.
  - An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.
  - No matter the level of an individual's intoxication, if that individual has not affirmatively agreed to engage in sexual contact, there is no consent.
  - Anyone engaging in sexual contact must be aware of both their own and the other person's level of intoxication and capacity to give consent. The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact. An individual's intoxication is never an excuse for or a defense to committing sexual assault and it does not diminish one's responsibility to obtain consent.
- E. **Retaliation:** Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
- F. **Sexual Assault:** Any nonconsensual sexual act proscribed by Federal, tribal, or State law including when the victim lacks capacity to consent, including both sexual intercourse without consent and sexual contact without consent.

Sexual Intercourse without Consent means having or attempting to have sexual intercourse with another individual without consent as defined below. Sexual intercourse means vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.

Sexual Contact without Consent means having sexual contact with another individual without Affirmative Consent, as defined below. Sexual contact means the touching of the person's breasts, anal, groin or genital areas, or other intimate body parts for the purpose of sexual gratification.

- G. **Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.
- H. **Sexual Misconduct:** Includes sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.
- I. **Sexual Violence:** Physical sexual acts perpetuated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion.
- J. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
- K. **Threat:** Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying intent to cause harm to persons or property.

## Administration

### A. Title IX Coordinators

1. The College has designated the following Title IX Coordinators:

*Title IX Coordinator*

*Christy Stewart, Assistant Provost for Student Affairs  
Room C201, 618-985-2828 Ext. 8678*

*Deputy Title IX Coordinator*

*Stephanie Harner, Assistant Vice President of Human Resources  
Room C116, 618-985-2828 Ext. 8473*

*Deputy Title IX Coordinator*

*Stephanie Hartford, Provost  
Room A10A, 618-985-2828 Ext. 8262*

*Deputy Title IX Coordinator*

*Rachel Sveda-Webb, Director of College Readiness and Student Life  
Room C204G, 618-985-2828 Ext. 8275*

2. Responsibilities of the Title IX Coordinator include:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
- A Title IX complaint includes complaints alleging sexual discrimination, including sexual harassment as well as sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence and stalking (as those terms are defined herein) which involve a College student, visitor or employee.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Coordinating Title IX investigations, involving employees and students, including overseeing the investigation of facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.
  - With respect to complaints that involve a College employee, vendor or visitor, the Department of Human Resources will manage the investigation into the allegations and will recommend appropriate sanctions against the employee and interim measures, if any, for an employee.
  - With respect to complaints that involve a student, the Vice President for Administration or the Vice President of Student Engagement (both Deputy Title IX Coordinators) will manage the investigation and recommend appropriate sanctions against the student and interim measures, if any, for a student.
  - With respect to complaints that involve both a student and an employee, the Title IX Coordinator, the Department of Human Resources and the Deputy Title IX Coordinators shall jointly coordinate the investigation and interim measures.
- Ensuring appropriate interim measures for a student victim and/or complainant upon learning of a report or complaint of sexual misconduct.
- Ensuring that appropriate policies and procedures are in place via campus police for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.

3. Promoting an educational and employment environment which is free of sexual discrimination, harassment and gender bias.
4. The College has designated Title IX Deputy Coordinators provided in Appendix A.
5. Responsibilities of the Title IX Deputy Coordinators:

- Working in conjunction with the Title IX Coordinator to ensure compliance for matters involving students, including assistance with coordination of training, education, communications, and administration of complaint procedures for complaints against students.
6. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:
  7.
    - Office for Civil Rights, Chicago Office*
    - U.S. Department of Education*
    - Citigroup Center*
    - 500 W. Madison Street. Suite 1475*
    - Chicago. IL 60661-4544*
    - Telephone: (312) 730-1560 Email OCR.Chicago@ed.gov*

## Option for Assistance Following an Incident of Sexual Assault

### A. Immediate Assistance

1. On and Off-Campus Counselors and Advocates. Attached as Appendix A – Resource and Referral Options, find a list of on and off-campus counselors and advocates that can provide an immediate confidential response for employees and students in an emergency situation.
2. Emergency Response. Anyone who experiences or observes an emergency situation should immediately call 911 and/or the College Police Department at 618-985-5550.
3. Off-Campus Health Care Options. Victims may seek treatment for injuries, preventive treatment for sexually transmitted disease, and other health services by contacting the providers identified on Appendix A - Resource and Referral Options.

- B. Ongoing Off Campus Counseling, Advocacy and Support for Students and Employees. This information can also be found at Appendix A - Resource and Referral Options.

## Reporting and Confidentially Disclosing Sexual Assault

The College encourages all victims of sexual assault (and bystanders), to talk to somebody about what happened so that victims (and bystanders) can get the support they need and so that the College can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality:

- Some employees are required to maintain complete or near complete confidentiality,
- Some employees are required to report all the details of an incident (including identities of the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called "Responsible Employees," constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

The various reporting and confidential disclosure options available are set forth in further detail below:

### A. Privileged and Confidential Communications

**Confidential Counselors.** Professional, licensed counselors who provide mental-health counseling (including those counselors who act in that role under the supervision of a licensed counselor (referred to as Counselors) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. Contact information for such confidential Counselors is included in Appendix A-Notification of Rights and Options.

A victim who speaks to a confidential Counselor must understand that, if the student victim wants to maintain confidentiality, the College's ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these Counselors will still assist the victim in receiving other necessary protection and support, such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A student victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to law enforcement, and thus will have the incident fully investigated. These counselors will provide the victim with assistance if the victim wishes to do so.

Note: While these Counselors may maintain a victim's confidentiality vis-a-vis the College, they may have reporting or other obligations under state law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Also note: If the College determines that the alleged perpetrator(s) pose(s) a serious and immediate threat to the College community, College Police may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

#### B. Reporting to "Responsible Employees"

A College employee who has the authority to redress sexual harassment, including sexual assaults, who has the duty to report incidents of sexual misconduct, or who an individual could reasonably believe has this authority or duty is a Responsible Employee. Most College employees, including but not limited to supervisors, managers, coaches and faculty are responsible employees. A list of Responsible Employees is available through the Title IX Coordinators. When a victim tells a Responsible Employee about an incident of sexual harassment including sexual assault, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A Responsible Employee must report to the Title IX Coordinator and, if applicable, all relevant details about the alleged sexual misconduct shared by the victim so that the College can determine what happened, including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report and those with a "need to know." The following categories of employees are the College's Responsible Employees:

- College Administrators
- Title IX Coordinators and Deputy Coordinators
- Supervisors and Managerial Staff
- Faculty
- Campus Police
- Coaches

A complete list is available through the Title IX Coordinators.

Before a victim or bystander reveals any information to a Responsible Employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to the confidential resources referenced above.

If the victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the victim's request for confidentiality.

#### C. Student Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond

If a victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe environment for all students and employees including the student victim.

If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished. The College may not be able to honor a victim's request in order to provide a safe environment for all students and employees.

The College has designated the following individual(s) to evaluate requests for confidentiality:

- Title IX Coordinator
- Vice-President for Instructional Services
- Director of Campus Police
- Legal Counsel

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the student victim at the earliest point possible and will, to the extent possible, only share information with people responsible for handling the College response and those with a "need to know."

If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the student victim. If a victim's request for confidentiality limits the College's ability to formally investigate a particular allegation, the College may take steps to limit the effects of the alleged sexual discrimination, misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to providing increased monitoring, supervision or security at locations or activities where the alleged misconduct occurred.

### Employee Reporting and Disclosing Sexual Misconduct of a Student or Employee

In addition to the reporting requirements for Responsible Employees, all College employees who have information regarding sexual misconduct of a student or employee are encouraged to report it to the Title IX Coordinator or any Responsible Employee. Failure of a College employee to report sexual misconduct will subject the employee to discipline, up to and including discharge, except where the victim has requested confidentiality and reporting is not otherwise legally required.

### Other Procedures for Making a Report of Sexual Assault or Other Sexual Violence, Dating Violence, Domestic Violence, or Stalking

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the local police. Campus Police will assist any victim who wants to make an investigative report. Campus Police will also assist any victim with notifying the police department where the incident occurred if they so desire. A victim can contact the Campus Police Department by calling 618-985-5550 or dial "0" from a campus phone. In the event of any emergency situation, a victim or observer should call 911 for assistance.

Campus Police has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Victims should contact the Title IX Coordinator or a Deputy Title IX Coordinator.

After an incident of sexual assault, the victim should consider seeking medical attention as soon as possible at the nearest hospital or medical facility. Victims can contact Campus for assistance if needed. Medical attention is available 24 hours a day to assist sexual assault victims. See Appendix A – Resource and Referral Options.

In Illinois, evidence may be collected even if the victim chose not to make a report to law enforcement. If the complainant desires full confidentiality he/she should speak with a confidential Counselor, a clinic nurse or an off campus victim advocate. The College provides confidential individual counseling for students and employees. Individuals may choose to make a confidential report with them. Campus Police does take third party reports. With the victim's permission, the confidential Counselor may file a report on the details of the incident without revealing the victim's identity to the Campus Police. The purpose of a confidential report is to attempt to comply with the victim's wish to keep the matter confidential while taking steps to ensure the safety of the victim and others. If

the College honors the request for confidentiality, the victim must understand that the College's ability to meaningfully make accommodations, investigate the incident and pursue disciplinary action against the alleged offender(s) may be limited. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence to prove the criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators or the police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with someone and taking steps to preserve evidence in the event that the victim changes his/her mind at a later date.

### Interim Measures

The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus.
- Provide other security and support, which could include the College obtaining a no-contact order, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or law enforcement and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any Title IX investigation or in a disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of sexual misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt the College to consider broader remedial action- such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

### Miscellaneous

- A. **Take Back the Night** and other public awareness events, such as candlelight vigils, protests, survivor "speak outs" or other forums in which students disclose incidents are not considered notice to the College of sexual discrimination, harassment or misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College may provide information about students' Title IX rights at these events.
- B. **Electronic Reporting:** Although the College encourages victims to talk to someone, the College provides for an online system for electronic reporting for use by victims or bystanders. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Electronic reports can be filed via the College's email system and callers will generally receive a response within 12 hours with a list of available resources absent an emergency. See Appendix A – Resource and Referral Options for email address.
- C. **Anonymous Reporting:** The College also provides for an anonymous reporting system for victims or bystanders. See Appendix A - Resource and Referral Options for phone number.

- D. **Off-Campus Counselors and Advocates:** Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. Contact information for such off-campus resources is at Appendix A - Resource and Referral Options. Note. While off-campus counselors and advocates may maintain a victim's confidentiality vis-a-vis the College, they may have reporting or other obligations under state law. Clery Act Reporting Obligations: Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act," 20 USC 1092(f)). The College maintains a public crime log and publishes an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking). Security policies and procedures and information on the basic rights guaranteed to victims of sexual assault. The Clery Act also requires the College to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

## Title IX Complaint Investigation Procedures

### A. Formal Investigation Process

1. **Initiation of Investigation by Title IX Coordinator:** Upon receipt of a complaint of sexual misconduct under this Policy by a student victim or complainant, the Title IX Coordinator will appoint a trained investigator who will initiate a prompt, fair, and thorough investigation. The investigation will be coordinated by the Title IX Coordinator and/or one of the Deputy Coordinators (if a student), and the College will generally conclude the investigation within 60 calendar days or less. Where the allegations are complex or other factors delay the investigative process an extension may be granted by the Title IX Coordinator.

With respect to sexual misconduct complaints that relate to a College employee, the Title IX Coordinator and Department of Human Resources will manage the investigation into the allegations made against the College employee and will recommend appropriate sanctions against the College employee. If the investigation involves both an employee or third party and a student, the Title IX Coordinator, Department of Human Resources and a Deputy Coordinator will jointly manage the investigation.

2. **Interim Measures Provided:** During the investigation, the Title IX Coordinator and/or a Deputy Coordinator (as applicable) will determine whether the victim and/or complainant receives interim measures as set forth above, and will advise the victim and/or complainant of the right to file a complaint with College Police or law enforcement agencies.
3. **Notice to Respondent of Allegations:** Generally, within 10 business days of receipt of a complaint by the Title IX Coordinator, the respondent will be given written notice of the general allegations against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).
4. **Due Process Rights of Victim and/or Complainant and Respondent**
  - a. The victim and/or complainant and respondent will each be afforded the right to present information and witnesses relevant to his or her case.
  - b. When the victim and/or complainant or respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. An advisor is defined as a family member, peer, staff/faculty member of the College, or a union representative. It does not include legal counsel or an attorney at law.
  - c. If the respondent is a College employee, then the College may follow any employee misconduct investigation procedures outlined in other applicable employee policies or collective bargaining agreement.
  - d. **Evidence Considered:** A trained investigator(s) will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation. The

victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent.

5. **Preservation of Evidence:** Any physical evidence gathered by the investigator will be preserved by Campus Police.
6. **Concurrent Criminal Investigation:** The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the College investigation be temporarily suspended. In such cases, the College will evaluate the law enforcement agency's request to determine whether and for how long to suspend its investigation.
7. **Report of Investigation:** At the conclusion of the investigation, the trained investigator will prepare a thorough report outlining the complaint, investigation conducted and all relevant evidence obtained; the investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action as appropriate. The investigator will submit his/her report to the Title IX Coordinator and a Deputy Coordinator (if a student is involved).

## B. Determination

1. **Determination:** For student cases, the Title IX Coordinator and/or Deputy Coordinator (as appropriate) shall review the investigator's report and all evidence gathered to determine whether the student engaged in sexual misconduct in violation of College policy. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated.

For employee cases, the Title IX Coordinator will determine whether the employee engaged in sexual misconduct in violation of College policy.

2. **Notice to Respondent:** Generally, within seven (7) business days after receipt of the investigator's report (or some reasonable extension thereof), the Title IX Coordinator or the Deputy Coordinator will notify the student via certified mail, return receipt requested, of his/her determination. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the College's prohibition of sexual misconduct, this notification will also advise the student respondent of
  - a. Disciplinary sanctions; and
  - b. If a student, the right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth below.

Employee respondents may follow any appeal or grievance process under any other applicable College Policies.

3. **Notice to Victim and/or Complainant:** Concurrently with the notice provided to respondent, the Title IX Coordinator or Deputy Coordinator (for students) will notify the victim and/or complainant of his/her determination. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the College's prohibition of sexual misconduct this notification will also advise the victim and/or complainant of:
  - a. Any individual remedies offered or provided to the victim and/or complainant,
  - b. Disciplinary sanctions imposed on the respondent that directly relate to the victim and/or complainant,
  - c. The right to appeal the determination and sanctions in accordance with the Appeal Procedures below:and

## C. Sanctions, Protective Actions, and Remedies

1. **Sanctions:** Students who have violated the College's prohibition on sexual misconduct are subject to any sanctions set forth in the College's Code of Student Conduct or other Program policies, up to and including expulsion.

College employee respondents who have violated the College's prohibition of sexual misconduct will be subject to disciplinary action up to and including termination.

2. **Protective Actions:** The College may take protective measures as appropriate, including no-contact orders, trespass notices, or other protective measures. College Police will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent.
3. **Remedies:** The College will administer remedies for the victim and/or complainant depending upon the specific nature of the complaint. In addition, the College may administer remedies for the College community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment if requested and if reasonably available;
- Providing an escort to ensure that the victim and/or complainant can move safely between classes, work and/or activities;
- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Identifying counseling services;
- Identifying medical services;
- Providing academic support services, such as tutoring;
- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the College community as a whole may include, but are not limited to:

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Designating an individual from the College's counseling center to be available to assist victims of sexual discrimination, harassment and/or misconduct whenever needed;
- Developing materials on sexual discrimination, harassment and misconduct for campus-wide distribution to students, employees, and/or third-parties;
- Creating a committee of students and College officials to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and
- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination harassment and misconduct at the College.

## Title IX Appeal Procedures for Student Victims and/or Complainants and Student Respondents

### A. Appeal Request

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Title IX Coordinator or his/her designee at the conclusion of a formal investigation must submit a written request for appeal to the Appeal Board (AB). This request must be submitted to the Title IX Coordinator within 10 business days after receipt of the Title IX Coordinator/Deputy Coordinator's letter of determination. The appeal request must be typewritten, must indicate if the requestor wishes to appear in person before the AB, and must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.
2. The finding of facts contained in the decision included inaccurate information.
3. Specific evidence considered during the investigation is objectionable

4. Evidence not offered during the investigation is now available. In such cases, the new evidence must be described.
5. The sanction imposed is lenient, excessive, or otherwise inappropriate.

Within 10 business days after receipt of the appeal request, the Title IX Coordinator or his designee will decide whether to grant the appeal based on whether the appeal meets one of the above enumerated grounds for appeal and shall inform the appellant by certified mail, return receipt request. If the appeal is granted, the matter will be referred to the AB, and the Hearing Procedures for the AB set forth below will be followed. In the event of an appeal, the decision(s) of the AB will be final in all cases, other than for cases resulting in a recommendation for suspension or expulsion.

In the event a student victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Title IX Coordinator and/or Deputy Coordinator will be final.

If the victim or respondent is a College employee, then any employee misconduct appeal procedures are as outlined in other applicable College policies, including grievance procedure.

#### B. Establishment of the Standing AB

A standing AB will hear cases and make recommendations on appropriate disciplinary cases referred to it or appealed to it by student victims, complainants and/or students who are the subject of disciplinary actions involving disciplinary suspension and expulsion. The AB will be established each fall and each member shall receive training as required by law. It will be composed of the following persons to be appointed by the College President:

- Dean for Student Services
- Dean for Academic Affairs
- Dean for Financial Operations
- Associate Dean for Admissions (alternate)
- Associate Dean for Education Technology (alternate)

None of the above-named persons may sit in any case in which they have a direct personal interest or played a role in the underlying investigation. Decisions in this regard will be made by the AB as a whole. The College President may appoint interim members as required.

#### C. Hearing Procedures for the AB

1. The hearing will be closed to the public.
2. The victim and/or complainant and respondent shall each be entitled to appear in person with an advisor (as defined above) and present his/her case to the AB, and call witnesses in his/her behalf. When requested by the victim, the AB shall make arrangements so that the victim and respondent do not have to be in the same room at the same time (such as by arranging for participation via videophone, closed circuit television, video conferencing, or other means).
3. The hearing will begin with a presentation by the Title IX Coordinator/Deputy Coordinator of his/her determination, followed by a presentation by the appellant. The appellee may present his/her case as well.
4. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may present information in oral and written form, by witnesses and/or through documents. The parties will be given an opportunity to question witnesses, except that the respondent may under no circumstances personally or through his/her advisor question the victim.
5. The AB reserves the right to hear the testimony of witnesses separately, so that the witnesses will not hear each other's testimonies.
6. Pertinent and relevant information will be reviewed by the AB without regard for the legal rules of evidence.
7. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may make closing statements at the conclusion of the hearing on both the issue of misconduct and the issue of the recommended discipline.
8. An audio recording of the proceedings will be created and a record will be made available to either party upon request.

9. The AB will render its written decision within 10 business days after the hearing, absent extenuating circumstances. The decision will be to affirm, reverse or modify the Title IX Coordinator/Deputy Coordinator's determination as to the violation of College policy and the sanction imposed (if any).
10. If a student respondent is found not to have engaged in sexual misconduct in violation of College policy, and if coursework has been missed as a direct result of the action taken against the student respondent, appropriate action will be taken to assist the student respondent in completing the course(s).
11. In all cases other than suspension or expulsion, the decision of the AB is final.
12. If the decision of the AB is to suspend or expel the student respondent, that decision will be transmitted to the Vice President for Instructional Services. The student respondent will then have two business weeks after the decision to appeal to the Vice President for Instructional Services via the grievance procedure. The appeal/grievance will consist of the student respondent's written statement of disagreement with the decision and argument for reversal, relevant documentation and the recording or transcript of the AB hearing. The Vice President for Instructional Services will review relevant information before making a decision. The Vice President for Instructional Services will render a decision to uphold the suspension or expulsion or to take other appropriate action.

### Procedures Governing Complaints Solely Involving Employees and/or Third Parties

An employee or third party should notify the Title IX Coordinator/Vice President for Instructional Services if he or she believes that the College, its employees or agents have engaged in sexual misconduct in violation of Board Policy.

The Title IX Coordinator/Vice President for Instructional Services will address the complaint promptly and thoroughly as follows:

#### A. Filing a Complaint

An employee or third party (hereinafter "Complainant") who wishes to avail him or herself of this procedure may do so by filing a complaint with the Title IX Coordinator Vice President or his or her designee. The Title IX Coordinator/Vice President will request the Complainant to provide a written statement regarding the nature of the complaint and will request a meeting with the Complainant. The Title IX Coordinator/Vice President shall assist the Complainant as needed.

#### B. Investigation

Each complaint shall be investigated promptly, thoroughly, impartially, and as confidentially as possible. The Title IX Coordinator/Vice President for Instructional Services or his or her designee will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. As a general rule, all complaints will be investigated, even when the Complainant requests that nothing be done. The investigator will inform potential complainants, complainants, and witnesses that the College prohibits any form of retaliation against anyone who, in good faith, brings a complaint or provides information to the individual investigating a complaint.

### Training, Prevention, and Education

#### A. For Students and Employees

The College will review on an ongoing basis, its sexual misconduct prevention and education programming to ensure students and employees are provided substantive opportunities for training annually to learn about sexual misconduct including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor strategies, the impact of trauma relevant definitions, and other pertinent topics. Students will also receive a copy of this Policy and the related protocols.

#### B. For Employees

The College will also provide annual survivor-centered and trauma-informed training to employees involved in: the receipt of a report of a student sexual violence; referral or provision of services to a survivor; any campus complaint resolution procedure for sexual violence.

## Training for Designated Employees

The Title IX Coordinator, Deputy Coordinators, College Police, Responsible Employees, investigators, victim advocates, counselors, legal counsel and anyone else involved in responding to, investigating or adjudicating sexual misconduct incidents must receive education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures confidentiality requirements relevant College policies and procedures, retaliation the impact of trauma, relevant definition, and other pertinent topics. The College will annually review its training offerings to identify ways in which to enhance its effectiveness.

## Publication

The College shall prominently publish on its website, timely update and make available: its comprehensive policy; student notification of rights, contact information for Title IX coordinators; confidential resources and advisors and counseling services; and an explanation of responsibilities of Title IX coordinators, responsible employees; campus Police officials and mandated reporters.

## Task Force

The College will also establish a campus-wide task force or participate in a regional task force focused on improving coordination between community leaders and service providers to prevent sexual violence. The task force shall meet a minimum of twice per year.

## Reporting

The College will comply with all reporting requirements established by the Board of Higher Education Act and the Preventing Sexual Violence in Higher Education Act.

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## ***Board Policy 8318 – Financial or Hardship Withdrawal***

*Last updated: 07/26/2022*

In accordance with the Student Debt Assistance Act, John A. Logan College will allow for a financial or physical hardship withdrawal process. The requirements regarding this process are set forth in Administration Procedure 820 – Financial or Physical Hardship Withdrawal Procedures.

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## ***Board Policy 8410 – Student Attendance Policy***

*Last updated: 01/17/2017*

The student attendance policy for each class will be determined by the instructor and it will be the student's responsibility to comply with the policy for each class and/or program. No central attendance records, other than those required by state and federal regulations, are reported.

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## ***Board Policy 8420 - Retaining Examinations and Other Evaluative Materials***

*Last updated: 03/13/1989*

All examinations, records, and other materials relevant to grades awarded will be kept for 45 calendar days following the beginning of the next 16-week semester.

Material relevant to an appeal case will be kept until the student has exhausted all appeal remedies.

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## ***Board Policy 8430 - Release of Student Information and Access to Student Records***

*Last updated: 01/24/2017*

John A. Logan College maintains individual records and information about students for the purpose of providing educational, vocational, and personal services to the student. For the purpose of complying with federal regulations regarding the access to

student records, as indicated in the Family Educational Rights and Privacy Act of 1974 as amended, the following regulations and procedures are effective. These policies shall be printed on an annual basis in the school newspaper and/or in the *College Catalog*.

## Release of Student Records

- A. Release of student records or their respective parts or of any personally identifiable information, with exceptions as noted below, is restricted to the following:
1. Any student upon reaching age 18 or attending postsecondary institutions will be permitted to inspect and review his/her own education records, to the exclusion of his/her parents. (There are no rights guaranteed under the Act for parents of students attending a postsecondary institution.)
  2. College personnel who have a legitimate educational need to permit their necessary functioning or research.
    - a. A student's academic record is not deemed necessary for faculty member to determine the competency of a student in his/her class.
    - b. A student's academic record is not deemed necessary for a faculty member to make a recommendation for a student except that part of the record which was created by the faculty member making the request.
    - c. Student information supplied to the college agencies is provided on the basis that it is needed to permit their necessary functioning. All members of the faculty, administration, and clerical staff must respect confidential information about students which they require in the course of their work. They are bound by the conditions outlined in this policy statement relative to the release of student information. All instructional personnel should be alert to promptly refer to the appropriate office requests for transcripts, certifications or other information which that office typically provides. They should restrict their responses for student information or limit their response to that information germane to their sphere of responsibility.
  3. Faculty conducting student characteristic research, providing the research project has written approval of the academic unit executive officer sponsoring the research and providing that guarantees are made that no personally identifiable information will be published or released.
  4. Certain state and federal representatives specified by law for the sole purpose of evaluation and auditing governmental funded programs in which the College participates.
  5. State and local officials as directed by state statute adopted prior to November 19, 1974, with certain restrictions.
  6. Organizations conducting studies for, or on behalf of, state or federal educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, improving instruction, and auditing.
  7. Accrediting organizations.
  8. Appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health or safety of a student or other persons.
  9. Where such records are to be furnished in compliance with a judicial order or pursuant to a lawfully issued subpoena, the student shall be notified of such order or subpoena by personal service or certified mail to the last known address prior to their release.
- B. Access or release may be granted in instances other than those stated above only with the student's prior written authorization.
1. Except as listed above, all requests for student information other than directory information must be made in writing by the student.

2. Population or summary data may be supplied to legitimate organizations or individuals for the purpose of research studies.
  3. Directory information pertaining to students, as defined below, may be released by the College at any time provided that it publishes this definition at least once each academic year in the campus student newspaper or *College Catalog* and the individual student is given a reasonable period of time to inform the College in writing through the Office of Admissions and Records that he/she does not wish such information concerning himself/herself to be released without his/her prior consent. The Office of Admissions and Records will be responsible for identifying or deleting all information which the student desires not to be released outside the College and for informing all College recipients that such information is not to be released. All recipients of student information will be bound by this policy. Student information is never knowingly provided any requestor for a commercial or political purpose.
- C. The student has the right to review his/her records in the presence of a designated College representative. Requests for review must conform with established College procedures and the right of review granted within a reasonable time (not to exceed 45 days) following the request. Where necessary, interpretation of the record shall be provided by qualified College personnel. Original records cannot be removed from College premises. A copy will be provided if requested and a copy charge will be assessed.
1. The student may not inspect the following records:
    - a. Financial records and statements of their parents.
    - b. Potential students making application to the institution or programs of study within the institution will not have access to records and recommendations pertaining to this admission until the prospective student has been admitted to the institution or the program of study.

A student has the right to challenge the content of a record on the grounds that it is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights and to have inserted in the record his/her written explanation of its contents.

To initiate such a challenge, the student shall, within 45 days after he/she has inspected and reviewed the record in question for the first time, file with the College office responsible for maintaining such record a written request for a hearing on a form specified by the College.

Within 30 days following receipt of such request, the head of such office, or the designated representative, shall review the record in question with the student and either order the correction or deletion of such alleged inaccurate, misleading, or otherwise inappropriate data as specified in the request or notify the student of the right to a hearing at which the student and other persons directly involved in the establishment of the records shall have an opportunity to present evidence to support or refute the contention that the data specified in the request are inaccurate, misleading, or otherwise inappropriate.

The student shall be given written notice of the time and place of such hearing not less than ten (10) days in advance. The hearing will be conducted by a College representative who does not have direct interest in the outcome. The student shall have the right to attend the hearing. The student may be represented and advised by an individual of his/her choice, at his/her own expense, including an attorney. The student or the representative may call witnesses in his behalf. The student shall be notified in writing of the decision within ten (10) days following the hearing or within five (5) days of a decision without a hearing. Such decision is final.

### Release of Directory Information

The College may make accessible to certain persons, businesses, and organizations external to the College certain directory information concerning a student, unless that student notifies the Office of Admissions and Records that he/she objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Directory information will be available to parents, spouses, legal guardians, newspapers, radio, legislators, high schools, institutions of higher education, potential employers, civic organizations, and other legitimate groups and individuals as determined by the College, unless the student files with the Office of Admissions and Records a written request to restrict release of student directory information to external sources.

Any student enrolled for the fall semester who does not wish to have released any or all directory information should contact, in person, the Office of Admissions and Records by October 1 of each year. Students who elect to restrict release of student information must sign a statement to that effect. The restriction on the release of student information will be valid through September 1 of each year and must be renewed annually each fall semester.

Students who wish to verify or correct the existing student directory information must also contact, in person, the Office of Admissions and Records at John A. Logan College.

The following definitions apply:

- A. **Student:** "Student" is defined as a person who is or has ever been enrolled at John A. Logan College in a regular course of study either on campus or off campus. Any student attending an institution of higher learning will be considered, for the purpose of this policy only, to be an adult and to have sole control over the release of his information except as defined in this policy.
- B. **Personally identifiable information:** "Personally identifiable" means that the data or information includes (a) the name of a student, the student's parent, or other family member, (b) the address of the student, (c) a personal identifier such as the student's social security number or student number, (d) a list of personal characteristics which would make the student's identity easily traceable, or (e) other information which would make the student's identity easily traceable.
- C. **Record:** Those records, files, documents, and other materials which contain personally identifiable information directly relating to a student or a group of students except those records of instructional, supervisory, and administrative and educational personnel which are in the sole possession of that person and which are not accessible or revealed to any other person except a substitute.
- D. **Directory Information:** Student name, student local and home address, enrollment status
- E. (full or part-time), classification (freshman, sophomore, etc.), major, dates of attendance, degrees and honors earned and dates, participation in officially recognized activities or sports, and height and weight, as well as pictures of members of athletic teams or students participating in academic or extracurricular activities at John A. Logan College.
- F. **Student Rights:** Whenever a student is attending the College he shall be accorded the sole right or consent, except as otherwise provided herein, to access to or release of his record to conform to this policy, except as otherwise provided.
- G. **Population data.** Information on any group of students which does not identify the student by name, number, or any other personal data which could be used to identify a student.

### Identification and Description of Student Information

- A. **Academic Records:** The Office of Admissions and Records retains the official academic record of a student. It is a cumulative history of a student's admission, registration, and academic participation and performance. Certain biographic and demographic information is also kept for identification purposes.
- B. **Financial Records:** Offices within the business area maintain certain financial records which relate to the payment and accounting of tuition, fees, and other charges. They also maintain records which record student's loans and grants.

The Business Office maintains a record of billing for tuition and fees and scholarships.

The Office of Student Work and Financial Assistance maintains records of student receiving loans, grants, and aid along with scholarship information. It also maintains records pertinent to student employment including family financial statement.

- C. **Medical/Counseling Records:** The Office of Admissions and Records retains health information submitted by the student and also retains counseling records of services rendered.

- D. **Disciplinary Records:** The Office of Student Affairs maintains records of disciplinary action which has been taken against a student with documentation pertaining thereto.
- E. **Placement Records:** The Career Planning and Placement Center creates a record for those persons who wish to avail themselves of its services, with student's voluntary participation. This information is distributed to potential employees. It consists of self-completed resumes and various personal references.
- F. **Certain records within the College community are exempt from federal legislation:** records of instructional, supervisory, and administrative personnel which are the possession only of the maker and not accessible nor revealed to any other person except a substitute and files within the College's Security Office.

### Holding College Records

- A. On occasion it is necessary for the College to place an administrative hold on a student's ability to request a transcript, to register for a subsequent term, to re-enter the College after a period of attendance interruption, or to be officially graduated. The principals involved in this type of action are as follows:
  - 1. A request to place an administrative hold on a student's reentry, registration, transcript, or diploma for indebtedness to the College will be honored when the proper document is received from the Business Office, Student Work and Financial Assistance Office, or the Office of Student Services. The hold will be released only upon notification from the initiating office.
- B. A request to place an administrative hold on a student's record for reasons other than indebtedness will normally be initiated by the Office of Admissions and Records or the Office of Student Services. Other agencies within the College should channel their requests for hold through one of these offices. Ordinarily, the reason must involve a matter sufficiently grave that the College needs to impose such a restrictive step.

### Appeal Procedures

Complaints regarding violations of rights accorded eligible students by the Family Educational Rights and Privacy Act of 1974 and the regulations and procedures outlined in this document shall be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201.

### ***Board Policy 8431 - Administration of the Freedom of Information Act***

*Last updated: 10/25/2022*

The Board of Trustees recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act (FOIA).

Any person seeking records from John A. Logan College may submit their request in writing or electronically to the John A. Logan College FOIA Officer. All requests will be processed in accordance with the provisions of the Illinois Freedom of Information Act.

### ***Board Policy 8510 – Board Scholarships***

*Last updated: 02/22/2011*

#### Enrolled Students

##### Board of Trustees Merit Scholarship

The Board of Trustees will grant to a currently enrolled student one scholarship each academic year which will cover two full semesters and one summer term.

This scholarship will be designated the John A. Logan College Board of Trustees Merit Scholarship, and will be awarded annually during the Honors Day ceremonies. The criteria for determining the recipient of the scholarship is as follows. The recipient must be a full-time freshman student who has completed 12 or more hours and has been enrolled for two consecutive semesters, and must have a grade point average of 3.50 or above. The recipient will be awarded \$1,000 for each of two full semesters, and \$500 if enrolled in a summer semester.

## Prospective Students

- Foundation Academic Scholarships
- Foundation Directors Vocational Award
- Private High School Academic and Vocational Scholarships
- John A. Logan College Board of Trustees Vocational Scholarships

Three scholarships, administered by the John A. Logan College Foundation and known as the John A. Logan College Foundation Academic Scholarships and Directors Vocational Award program, are available to each high school in the district in order to promote attendance at John A. Logan College by the best academic students and to encourage enrollment in the career education program. These scholarships are to be awarded to the two highest ranking academic and the highest ranking vocational student who will attend John A. Logan College. The students are designated by the high schools, and the high school can recommend alternates for the scholarships. The academic recipients must have a grade point average of 3.40 or higher (on a four-point scale.) The vocational recipient must have a grade point average of 3.00 or higher. These scholarships may be renewed for a second year providing the student maintains a cumulative grade point average of 3.40 (for the academic) and 3.0 (for the vocational.)

Two academic scholarships and one vocational scholarship administered by the John A. Logan College Foundation and known as the John A. Logan College Foundation Private High School Academic and Vocational Scholarships are available in aggregate to private high schools (including home school students) in the College district. The nominee for the academic scholarships must have a minimum grade point average of 3.40 or higher (on a four-point scale) or a minimum ACT cumulative score of 23 or higher. The vocational recipient must have a grade point average of 3.00 or higher or a minimum ACT cumulative score of 23 or higher. The three scholarship recipients will be selected by the John A. Logan College Scholarship Committee. These scholarships may be renewed for a second year provided the student maintains a cumulative grade point average of 3.40 (for the academic) and 3.0 (for the vocational.)

Recipients of the John A. Logan College Foundation Academic Scholarships, John A. Logan College Foundation Private High School Academic and Vocational Scholarships, and Director's Vocational Award program receive full tuition and fee waivers from the College and a cash award each semester from the Foundation. The scholarships do not cover summer semesters and become effective the fall semester following the recipients' graduation from high school.

The John A. Logan College Board of Trustees Vocational Scholarships are administered by the John A. Logan College Foundation and are available for first-time students enrolled in an approved associate in applied science, associate degree in general studies, certificate of achievement, or short-term technical training program at John A. Logan College. First-time students are defined as those who have not attended credit classes at John A. Logan College during the past five years.

Recipients of the John A. Logan College Board of Trustees Vocational Scholarships are awarded \$500 per semester, and scholarships may be renewed for up to four consecutive semesters (\$2,000 maximum total award), provided the student is enrolled in a minimum of 12 semester hours (or the hours required in their curriculum) and maintains a 2.80 grade point average (on a four-point scale). The scholarship may be used for summer semester courses required by the curriculum. Recipients of the scholarships are selected by the College Scholarship Committee from a pool of applicants.

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## ***Board Policy 8520 - Continuing Education***

*Last updated: 03/11/1985*

Textbooks and materials may be used if needed and if approval is obtained through the associate dean for continuing education. The adoption of any book as an official course textbook requires the approval of the associate dean for continuing education. All textbook purchases, unless otherwise authorized, will be handled through the College bookstore.

The disbursement and sale of textbooks and materials will be handled on a class-by-class basis as directed by the associate dean. Every reasonable effort will be made to provide for the disbursement and sale of books and materials in a manner convenient to the students enrolling in the class.

Refunds will automatically be made if general studies or public services classes are canceled because of insufficient enrollment.

All planned or necessary changes in the class meeting schedule (place or time) should be cleared with the associate dean.

Students will be allowed to begin enrollment in classes after the official class schedule is made public to all residents of the College district. However, should additional students desire to enroll in a class that has reached maximum class size as designated by the associate dean for continuing education, then staff members at the College will record (and give priority) on a first-come, first-served basis, the names, addresses and telephone numbers of all such students. Every reasonable effort will be made to open an additional section of the class and notify the students of its availability. If it is not possible to open an additional section, the students will be given first priority in the class (and notified of its availability by mail or telephone) the next time it is offered.

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### ***Board Policy 8530 - Expenses for Off-Campus Trips***

*Last updated: 04/01/1975*

All expenses for off-campus trips and classes, other than those directly related to the cost of instruction, are the responsibility of the student.

The College reserves the right to collect a deposit, which may be non-refundable, to cover the cost of lodging, transportation, and other items for which the College could be liable.

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### ***Board Policy 8550 - Emergency Military Service***

*Last updated: 11/20/2001*

John A. Logan College supports federal initiatives in times of national emergency involving the drafting or call to active duty of reserve units. In such event(s) the student shall not be disadvantaged due to military service prior to or after the call to active duty.

Upon the presentation of verifiable documentation prior to the midterm, the College will initiate a withdrawal process. Instructors may, at their own discretion, approve an "Incomplete" prior to the midterm date. After the mid-term date, the student may request of instructors an early final examination or the assignment of an "Incomplete" (in which instance the activated/drafted shall have one year from the date of deactivation/discharge to complete the unfinished coursework) provided the individual is in good academic standing in affected courses.

Students who withdraw from classes shall receive a full refund unless the person elects to take an early final exam or receive an Incomplete.

These procedures shall be applicable to any instructional course, including online, telecourses, and distance learning classes. Any dispute in matters controlled by this policy shall be resolved by the College president after involvement of all parties to the issue.

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## **Board Policy 8560 - Involuntary Health or Safety Withdrawal Policy**

*Last updated: 09/30/2016*

### Introduction

The purpose of this policy is to describe the criteria and process for an involuntary health or safety withdrawal of a student from John A. Logan College.

### Policy

In accordance with College policy and applicable federal and state laws, a student who meets the criteria for involuntary health or safety withdrawal may be subject to involuntary health or safety withdrawal by the College.

#### A. Criteria for Involuntary Health or Safety Withdrawal

1. The criteria for involuntary health or safety withdrawal of a student are met if there is a substantial risk of either of the following:
  - a. Significant harm to the health or safety of the student or others ("Harm"); or
  - b. Unreasonable impediment to lawful educational process or activity for apparent medical or mental health reason of the student ("Impediment").
2. A student should not be subject to involuntary health or safety withdrawal under these procedures when disciplinary, academic, or other administrative responses are available and the student's circumstances can best be addressed through those responses. When practicable and appropriate, efforts should be made to persuade a student to withdraw voluntarily under applicable procedures with conditions for readmission before initiating the involuntary health or safety withdrawal process.
3. In evaluating whether a student meets the criteria for involuntary health or safety withdrawal, an individualized and objective assessment will be made of the student taking into consideration the following: (i) the nature, duration and severity of the risk of Harm or Impediment, (ii) the probability that the Harm or Impediment will actually occur, and (iii) whether accommodations requested by the student (if any) are reasonable and can be provided by the College to reliably and satisfactorily reduce the risk of Harm or Impediment.

#### B. Campus Violence Prevention Committee

The College has established the Campus Violence Prevention Committee (CVPC) whose duties include assisting in evaluating whether students meet the criteria for involuntary health or safety withdrawal. CVPC will include representatives from the Student Success Center, Campus Police, criminal justice faculty, allied health faculty, ABE/GED, Franklin Williamson Human Services, and the vice-president for instructional services. College legal counsel and an appropriate health professional may be added as needed.

#### C. Involuntary Health or Safety Withdrawal Process

##### 1. Procedure Initiation

Any member of the College community who has reason to believe that a student may meet the criteria for involuntary health or safety withdrawal may contact the dean for Student Affairs or the director of emergency planning and risk management to request an informal review.

## 2. Preliminary Determination by the Dean for Student Services

a. During the informal review the dean for Student Affairs shall preliminarily determine whether reasonable support for application of this policy for consideration of possible involuntary health or safety withdrawal has been received. In making that determination, the dean for Student Affairs will consider whether (i) the information received is not inherently not credible, (ii) the information received (along with other information that the dean for Student Affairs could reasonably anticipate receiving through the Involuntary Health or Safety Withdrawal process set forth below) could meet the requirements for involuntary health or safety withdrawal and (iii) disciplinary, academic, or other administrative responses are not available or the student's circumstances cannot best be addressed through those responses.

b. If the dean for Student Affairs has so found reasonable support for application of this policy, the dean for student services, before determining whether to proceed further with the process for an involuntary health or safety withdrawal must determine whether the procedures for interim involuntary health or safety withdrawal or involuntary health or safety withdrawal (non-interim) should be applied. Upon making that determination, the dean for Student Affairs shall proceed with the appropriate procedures as outlined below.

## 3. Interim Involuntary Health or Safety Withdrawal

a. If health or safety is an immediate concern, the College may take interim action to protect the well-being of the student and/or other members of the College community. By interim involuntary health or safety withdrawal, the College may remove a student from any or all College premises and programs when the dean for student services, after considering reasonably available professional and other information determines in his/her judgment that a substantial risk of harm exists and emergency interim withdrawal under these procedures is appropriate.

b. If during the involuntary health or safety withdrawal (non-interim) process the student refuses to meet with the dean for student services, and/or refuses to undergo assessment or to keep a scheduled appointment, the dean for Student Affairs may require interim removal without a meeting and/or assessment if the dean for students services concludes on the basis of the available evidence that the student meets the criteria for involuntary health or safety withdrawal.

c. Interim involuntary health or safety withdrawal is a preliminary action taken to protect the health and safety of the student withdrawn, or of others, and is not a penalty. Students subject to interim involuntary health or safety withdrawal immediately proceed to the involuntary health or safety withdrawal process.

## 4. Involuntary Health or Safety Withdrawal (Non-Interim)

a. Having found reasonable support for application of this policy for consideration of possible involuntary health or safety withdrawal, but having determined that the procedures for interim involuntary health or safety withdrawal are not necessary (either because interim involuntary health or safety withdrawal is already in effect or because health or safety is no longer of immediate concern), the dean for student services, before determining whether to proceed further with the process for an involuntary health or safety withdrawal, shall take the following steps:

1. Exercise all reasonable efforts to meet with the student.
2. If warranted, offer the student the opportunity to be evaluated, at the College's expense, by a qualified, licensed medical or mental health professional selected by the College. The professional shall assess, among other things, whether the student might meet the criteria for involuntary health or safety withdrawal. The professional shall present his or her findings to

the dean for student services. The assessment will be provided to CVPC and other administrators involved under this policy and the student will sign any documents deemed necessary to authorize the release of records and disclosure of information and consultation between the professional and the dean for student services, CVPC and other administrators involved under this policy. A student who refuses to undergo an assessment or to sign such documents may be subject to interim involuntary health or safety withdrawal and/or the drawing of negative inferences against the student in the process for involuntary health or safety withdrawal (interim or non-interim).

b. The dean for Student Affairs may, at his/her discretion, permit a student who, upon the available evidence, meets the criteria for involuntary health and safety withdrawal to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a lighter academic course load, or any combination thereof. When making a determination of appropriate probationary conditions, the dean for Student Affairs (i) may consult on an informal basis with CVPC, faculty, and other College staff and (ii) will consider the risk of Harm or Impediment and the probability that the specified conditions will reliably and satisfactorily reduce the risk of Harm or Impediment.

c. Upon review of a student who, upon the available evidence, meets the criteria for involuntary health and safety withdrawal, the dean for student services, after consultation with CVPC, may (i) promptly proceed with a hearing as set forth below or (ii) recommend to the student that the student voluntarily withdraw for health or safety reasons. If the student does not agree to withdraw voluntarily, the dean for Student Affairs shall promptly proceed with a hearing as set forth below.

#### 5. Hearing

The College shall afford the student an opportunity for an informal hearing on the matter as set forth below.

a. The Dean for Student Affairs shall conduct the hearing.

b. Representatives of CVPC shall attend the hearing.

c. At the hearing, evidence relevant to whether the student is subject to involuntary health or safety withdrawal under the criteria for involuntary health or safety withdrawal will be presented. Admissible evidence may include witnesses, written reports, documents or written statements, and a medical or mental health professional's written assessment. Formal legal rules of evidence will not apply at the hearing. However, the Dean for Student Affairs may exclude evidence that s/he deems cumulative or not relevant.

d. The student's rights at the informal hearing shall include the following:

1. The right to be present, unless the student disrupts the hearing.
2. The right to present relevant witnesses, evidence and statements.
3. The right to question all witnesses at the hearing and to comment upon all documents presented.
4. The right to be accompanied by an appropriate advisor at the student's expense. The advisor may be a spouse or parent/guardian, a health professional of the student's choice, a faculty or staff member, or an attorney. The advisor may advise the student, but, unless the student is incapacitated, the advisor may not actively participate in the hearing (e.g., question witnesses or present evidence).

e. The dean for Student Affairs and members of CVPC may also ask questions of the student or any witness.

- f. The hearing will be closed to the public and the testimony and other evidence presented will be kept confidential.
- g. The hearing will be audio recorded and the recording will be made available to CVPC, the student (upon written request), and to any decision-maker involved in an appeal.

## 6. Decision

a. The dean for Student Affairs shall render a decision based on evidence presented at the hearing, with due consideration given to the input received from CVPC. If the dean for Student Affairs concludes that the student does not meet the criteria for involuntary health or safety withdrawal, the dean for Student Affairs will so inform the student and CVPC in writing and the procedure shall terminate. If the dean for Student Affairs concludes that the student does meet the criteria for involuntary health and safety withdrawal, the dean for Student Affairs shall so state in a written decision that will include the reasons for this conclusion. This written decision will be provided to the student and CVPC within two (2) business days after the conclusion of the hearing.

b. If the decision is made to withdraw the student, the College, upon the issuance of a notice of determination of involuntary withdrawal by the dean for student services, will involuntarily withdraw the student. Conditions for readmission will be specified in writing. An involuntary withdrawal would be effective immediately upon issuance of the dean for student services' notice of determination or such later date as may be specified in the notice and the withdrawal shall remain in effect throughout the pendency of any appeal process.

## 7. Appeal of Involuntary Health or Safety Withdrawal

a. A student who is involuntarily withdrawn under this policy may submit a written request to the vice president for instructional services or a review of the decision. To be timely, any such appeal must be received by the vice president for instructional services within seven (7) business days of the notification of the dean for Student Affairs to involuntarily withdraw the student. The student may request that the Office of Admissions notify the student's instructors of the student's absence from classes. The vice president for instructional services shall review the written appeal within seven (7) business days of receipt of the written appeal.

b. At the conclusion of the review, the vice president for instructional services shall determine whether to (i) require that a new hearing be conducted by the dean for Student Affairs or other administrator designated by the vice president for instructional services (ii) uphold the withdrawal; or (iii) reinstate the student. The vice president for instructional services may also modify the conditions of readmission. The decision of the vice president for instructional services shall be final.

## 8. Readmission

a. A student who has been withdrawn under this procedure (voluntarily or involuntarily) and who wishes to be considered for readmission must contact the dean for Student Affairs and provide appropriate documentation to comply with the conditions of readmission.

b. The dean for Student Affairs will review the request for readmission as follows:

1. review and investigate compliance with the conditions of readmission;
2. consult with appropriate members of CVPC; and
3. meet with the student.

c. The dean for Student Affairs will recommend to the vice president for instructional services whether, in the judgment of the Dean for student services, the student should be readmitted.

d. The vice president for instructional services will make the final decision regarding readmission.

9. Miscellaneous

- a. Reasonable deviations from these procedures by the College will not invalidate a decision or proceeding unless significant prejudice to a student is caused by such deviation.
- b. Failure of a student to take the opportunity to respond at the time and in the manner provided by the College shall not invalidate or delay any decision made or action taken under this Policy.
- c. Whenever an action may be or is required to be taken under this policy by the Dean for Student Affairs or vice president for instructional services, the action may be taken respectively by the dean or vice president's designee.
- d. During the Involuntary Health or Safety Withdrawal process, a representative of the College may contact the student's parents or legal guardians, if deemed appropriate.

*Appendix B*

Student-Oriented  
Administrative Procedures  
of  
John A. Logan  
College

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## ***Administrative Procedure 361 – Removal from Campus (Student, Guest, or Employee)***

*Last updated: 05/24/2023*

To reduce risks associated with the removal of a student, guest, or employee due to the suspension or termination of status, the Vice President or Assistant Provost in charge of the suspension or termination will notify the Campus Police Department. The Vice President or Assistant Provost will assess the risk level associated with the suspension or termination and the Campus Police Department will provide armed officers if their presence is judged to provide a safer environment for the suspension or termination. Campus Police Officers have the authority to search the individual's belongings for weapons. The Vice President or Assistant Provost in charge of the suspension or termination has the authority to determine if the individual will be allowed to remove their own personal belongings or if they will be delivered by some other means.

If an individual is banned from the campus, written notice from the President or Provost will be served to the individual in person or by First Class mail to their last known address. The written notice shall clearly identify the banned person and shall notify them that their unauthorized presence on campus will be considered criminal trespass. A copy of the written notice, a report of the circumstances leading to the ban, and (if available) a photograph and vehicle information shall be provided to the Campus Police Department.

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## ***Administrative Procedure 364 – Campus Closure***

*Last updated: 07/29/2021*

In order to clarify the College's protocols regarding closures, the following definitions have been developed. While these definitions are intended to guide the College's decisions, circumstances may arise in which a combination or alternate definition may be implemented.

- **Class Cancellation**  
Students are not required to attend lectures, tests, or other sanctioned activities that require a physical presence on campus.
- **Suspended Operations**  
All campus offices are closed. Staff and faculty are encouraged to avoid campus. Essential employees must report to work if notified by their supervisor.
- **Total Closure**  
All classes are canceled, all campus operations are suspended, and all personnel are prohibited from being on campus, except emergency personnel needed to maintain life, safety, and security, of JALC property.

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## ***Administrative Procedure 732 – Non-Credit Refund Procedures***

*Last updated: 09/26/2019*

Refunds for non-credit classes, training, and events vary depending upon originating departments. Participants who fail to cancel enrollment during the designated drop period will not be eligible for a refund. Refunds for extenuating circumstances will be considered if made in writing to the administrator of the respective department below.

- **Center for Workforce Development**  
Refunds of 100% will be made for non-credit workforce and vendor-sponsored workforce training classes/events if cancellation is received two business days prior to the start date of the training. Participants should contact the Center for Workforce Development to cancel enrollment.
- **Community Education**  
Refunds of 100% will be made for non-credit community education public service classes/events if cancellation is received two business days prior to the start date for classes meeting one or two sessions, or prior to the beginning of the third session for classes meeting three or more sessions.  
Students may cancel enrollment online through their Higher Reach account or by contacting the Community Education department.

- Logan Fitness  
Refunds of 100% will be made for non-credit fitness classes if cancellation request is received prior to the beginning of the third class session.

## Administrative Procedure 803 – College Level Examination Program

Last updated: 02/28/2018

John A. Logan College awards credit for satisfactory performance on both the General Examinations and the Subject Examinations developed and administered through the College Level Examination Program Board ([collegeboard.com](http://collegeboard.com)). The General Examinations cover comprehensive content of a study which would be covered by several introductory-level courses, while the Subject Examinations cover more specific content of a single college-level course. These exams allow students who have acquired knowledge outside the traditional classroom setting - through independent study, on-the-job training, or cultural inquiry - to gain recognition of mastering college-level material by receiving introductory course credit. Through the College Level Examination Program (CLEP) students may apply for credit, which may substitute for one or more courses. Listed below are the minimum required scores and the credit awarded for each CLEP exam. The exams listed below are the only CLEP exams which will be accepted for credit.

If prior to taking a CLEP examination the student has received a grade (including a W or an audit) or has enrolled in college-level work in any discipline included in the CLEP exam they shall be ineligible for credit. (Military credit does not constitute prior coursework). A maximum of 30 hours of proficiency credit, including CLEP, Advanced Placement, departmental and Core Curriculum proficiency exams, will be accepted toward an Associate degree. Please note that other educational institutions may require a higher score for certain subjects than what is required for credit at JALC. In this situation, other institutions may not recognize college-level examination program credit issued by JALC.

CLEP GENERAL EXAMINATIONS		
Exam	Paper/Computer Score	Credit Awarded (semester hours)
Natural Science	52 or above	6 hours core curriculum Science
Social Sciences and History	52 or above	6 hours core curriculum Social Science
Humanities	52 or above	6 hours core curriculum Humanities
College Composition	61 or above	6 hours (English 101 and 102)
College Mathematics	58 or higher	3 hours (Math 113)
CLEP SUBJECT EXAMINATIONS		
Exam	Minimum Score	JALC Equivalent
<b>Composition and Literature</b>		
American Literature	50	LIT 280 (3 hours)
English Literature	50	LIT 280 (3 hours)
<b>History and Social Sciences</b>		
American Government	50	PSC 131 (3 hours)
History of US I: Colonization to 1877	50	HIS 201 (3 hours)
History of US II: 1865 to present	50	HIS 202 (3 hours)
Human Growth and Development	50	EDC 202 (3 hours)
Principles of Macroeconomics	50	ECO 201 (3 hours)
Principles of Microeconomics	50	ECO 202 (3 hours)
Introductory Psychology	50	PSY 132 (3 hours)
Introductory Sociology	50	SOC 133 (3 hours)

Western Civilization I	50	HIS 101 (3 hours)
Western Civilization II	50	HIS 102 (3 hours)
<b>Science and Mathematics</b>		
Biology	50	BIO 101 (4 hours)
Calculus	50	MAT 131 (5 hours)
Chemistry	50	General Elective Physical Science (3 hours)
College Algebra	50	MAT 108 (3 hours)
Pre-Calculus	50	MAT 111 (5 hours)
<b>Business</b>		
Financial Accounting	65	ACC 200 and 201 (6 hours)
Information Sys. & Computer App.	50	CIS 207 (3 hours)
<b>Foreign Languages</b>		
German – College Level 1	35/50	GER 101 & 102 (8 hours)
German – College Level 2	42/63	GER 101, 102, & 201 (12 hours)
Spanish – College Level 1	45/50	SPN 101 & 102 (8 hours)
Spanish – College Level 2	50/63	SPN 101, 102, & 201 (12 hours)

## **Administrative Procedure 804 – Proficiency Examinations**

*Last updated: 10/31/2016*

Proficiency exams are available in many areas. A student wishing to make application to take a proficiency examination should initiate the request with an academic advisor. The proficiency examination request and authorization forms may be obtained from advisors.

After receiving approval from the advisor, the student should schedule an appointment with the dean for academic affairs for final approval and scheduling of the examination. The purpose of the meeting with the dean for academic affairs is for the student to furnish evidence that he/she has the necessary background, knowledge and/or experience to sit for the exam.

The student will then deliver the forms to the Business Office and pay the appropriate fee. The non-refundable fee is determined by multiplying the tuition rate by the number of credit hours. After paying the fee, the student should return the form(s) to the office of the dean for academic affairs, which schedules the test(s) in the Learning Resources Center. The student will be notified when to take the examination(s).

1. Any student is eligible to apply.
2. Credit may not exceed 30 semester hours (including credit earned by CLEP and Advanced Placement).
3. If a student earns proficiency credit, the record will show the course number, title, hours of credit granted, the grade, and a notation, "Credit granted by proficiency examination."
  - a. If a student passes a proficiency exam with a grade of "A" or "B," he/she will be granted credit hours, the grade will be shown, and it will count in the student's grade-point average.
  - b. If a student receives a grade of "C" or "D" on a proficiency exam, he/she will receive neither credit nor grade points. The record will reflect nothing regarding the exam; however, the proficiency exam grade form will be filed in the student's folder for future reference.
4. A student may not take a proficiency examination for the same course more than one time. He/she may not take a proficiency exam in a course in which he/she has previously received a grade or which he/she has audited.
5. No credit granted by proficiency examinations will be recorded until the student has earned at least 12 hours of credit of "C" grade or higher at John A. Logan College.

6. A student is ineligible to take a proficiency exam for a course in which he/she is currently enrolled after the close of the drop period unless specified under a dual credit agreement.
7. Courses for which students may obtain proficiency credit and details of the examinations will be determined by individual departments.

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## **Administrative Procedure 805 – Excused Student Absences**

*Last updated: 06/21/2022*

### Supervised College Functions

Students are allowed to make up work for classes missed while on a scheduled, supervised College trip or function. In no instance will a student be penalized for an excused absence. This policy applies to, but is not limited to, attendance, exams, tests, quizzes, and any other grade-determining criteria regardless of their name or method of administration.

Procedures for implementing this policy are as follows:

1. The student will notify the instructor in person not later than one class meeting prior to the absence for regularly scheduled events.
2. The student should request from the instructor work that can be made up prior to the absence.
3. Examinations and other assignments that cannot be done prior to the absence will be made up at a time mutually agreed upon by the student and the instructor.
4. If the work is not completed, due to absences while participating in extracurricular activities, the student will be given an "incomplete" grade and will have one semester to complete the course.
5. To help prevent excessive absenteeism, those staff members responsible for scheduling student activities and athletic events should make every effort to schedule trips away from campus when they are least likely to affect class attendance.

### Other Excused Absences

Students are expected to attend all scheduled class periods for the courses in which they are enrolled unless they are participating in a scheduled, supervised College trip or function or unless they have been called for military duty, jury duty or subpoenaed as a witness during regular school days. Because there is no set number of acceptable absences, students should refer to their course syllabi for attendance requirements.

A student who has extensive absences due to illness, hospitalization, or a death in the family, should notify his or her individual instructors when possible, or if necessary, the dean for academic affairs.

Students will be allowed to make up work for classes missed due to:

- a scheduled, supervised College trip or function
- a death in the immediate family
- military obligations
- jury duty
- serving as a witness in court

Students should personally notify an instructor prior to an absence unless the instructor specifies that another College staff member (e.g., a club sponsor, coach, activities director) may notify him or her of the student's prospective absence. Students who have been summoned for jury duty must present a copy of the official notification or the subpoena to the instructor prior to the absence.

Procedures for implementing this policy are as follows:

- The student will notify the instructor in person not later than one class meeting prior to the absence.
- The student should request from the instructor work to be completed prior to the absence.
- Examinations and other assignments that cannot be done prior to the absence will be completed at a time mutually agreed upon by the student and the instructor. This should be done no later than the end of the semester.

- Students who fail to complete classwork due to absences while participating in College-sponsored extracurricular activities may be given an incomplete grade and will have one semester to complete the course. Students who are absent due to military call up may also be given an incomplete grade and will have one semester to complete the course after their return.

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## ***Administrative Procedure 806 – Dual Credit and Early College***

*Last updated: 04/01/2023*

### **Dual Credit**

Dual credit opportunities are available to high school juniors and seniors attending John A. Logan College district public and private high schools and homeschooled students residing in the district. These programs are structured in accordance with the Dual Credit Quality Act (DCQA; 110 ILCS 27/1) and the National Alliance of Concurrent Partnership (NACEP) accreditation standards. Dual credit courses are specifically listed in each high school's Dual Credit Memorandum of Understanding (MOU) and take place during a high school district's regular school day.

JALC provides several types of Dual Credit to its high schools per the ISBE/ICCB Model Partnership Agreement (<https://www.isbe.net/Documents/DCQA-Model-Partnership-Agreement-Form.pdf>, page 7).

Each participating high school, in consultation with JALC, develops its course offerings utilizing one or more of the types of Dual Credit described below:

1. Type A: Dual Credit courses taught at a high school by a college-qualified high school teacher.
2. Type B: Dual Credit courses taught by JALC faculty at a high school. This type includes the dual credit cohorts taught at the extension centers. The accessibility of these course offerings is dependent on the availability of JALC instructors to teach the courses.
3. Type C: Dual Credit courses taught by JALC faculty online, in a hybrid format, or via distance learning.
4. Type D: Dual Credit courses taught at JALC by JALC faculty.

In accordance with HLC (Higher Learning Commission) requirements, students must complete at least half of their program at the College's approved instructional sites (i.e., Carterville main campus or the Du Quoin or West Frankfort Extension Centers). In practical application, students can earn a maximum of 30 credit hours through dual credit courses taught at one or more district high schools.

### **Early College**

Early college opportunities are available to high school juniors and seniors attending John A. Logan College district public and private high schools and homeschooled students residing in the district. Early College courses are outside of any existing MOU with our partner high schools. Upon successful course completion, students earn college credit. Any high school credit awarded for these courses is at the discretion of the participating high school. Transcripts will be provided at the request of the student.

### **Admissions Requirements**

High school students can begin taking courses the summer after their sophomore year. High schools must approve all course registrations. The Dual Credit/Early College Tuition Waiver is available for up to six consecutive semesters beginning the summer before a student's junior year (see table under Waiver Eligibility and Limitations).

To start the registration process, new students must submit the Dual Credit/Early College application for admissions on the College's website. This application will create an account for the student and generate a student ID number.

## Testing Requirements

Students must have placement test scores on file with JALC to take any dual credit or early college course. Most students take the Accuplacer test on campus or at their high school with a JALC proctor. JALC also accepts qualifying ACT/SAT scores. Students may schedule to take the Accuplacer test after their acceptance to the College.

## Testing Exemptions

Dual credit faculty may submit exemption letters to allow students not meeting the applicable testing thresholds to enroll in dual credit courses based on multiple measures. Only students who have taken the JALC placement test at least twice will be considered. If the student does not meet the testing requirement after two tests, they may be admitted into the course if they meet all of the following requirements:

1. Test scores within 5 points on the applicable portions of the JALC placement test
2. Minimum of a B in all prior, relevant high school coursework (shown on an updated high school transcript)
3. Written consent of the high school dual credit instructor

The Assistant Provost of Academic Affairs will make all decisions regarding exemption letter approvals.

## Mixed Classrooms

A 2022 amendment to the DCQA provides that a partnership agreement between a community college district and a school district shall allow a high school student who does not otherwise meet the community college district's academic eligibility requirements to enroll in a dual credit course for high school credit only. High schools interested in utilizing this provision to enroll students in classes should contact the Director of College Readiness for additional information.

## Registration

Students should make course selections in consultation with their high school counselor, dual credit advisor, or parent administrator if homeschooled. After meeting with a high school counselor, students should arrange an appointment with an advisor in the Office of College Readiness. The advisor can provide valuable insight into careers and programs offered at the College and assist students interested in pursuing a degree after attending John A. Logan College.

Once courses are mutually decided upon, the student should complete a registration form. Students may complete a registration form with their high school counselor or dual credit advisor. An advisor from the Office of College Readiness will then enroll the student in the course. Dual Credit and Early College students cannot enroll themselves in courses. Students must also complete the Registration Agreement and Personal Information Update each semester through their MyJALC student portal.

## Costs of the Program

Tuition and fees are waived for all Type A Dual Credit courses taught at the high school by high school instructors. Students may be responsible for course materials and should check with their high school to determine the high school's policy.

For Type B, C, and D Dual Credit courses taught by JALC faculty and all Early College courses, the tuition waiver covers up to eight (8) credit hours per semester. Students who enroll in more than eight (8) credit hours will be charged the full JALC tuition rate. Students are also responsible for all fees and course materials. All students are charged a technology fee of \$5 per credit hour. A student activity fee of \$5 and a Logan Fitness fee of \$60 is applied when students take six credit hours for the fall and spring semesters or three credit hours in the summer (the summer fee is \$40 total). There may also be individual course fees that vary by class.

## Outstanding Balances

Per [Administrative Procedure 718](#), students are responsible for monitoring and paying all outstanding balances. If a student owes more than \$200, they will be required to pay the balance down to below \$200 before enrolling in any new dual credit or early college courses.

## Waiver Eligibility and Limitations

Time eligibility chart for qualified students entering the program:

Entering the program the summer before junior year	6 consecutive semester eligibility
Entering the program fall of junior year	5 consecutive semester eligibility
Entering the program spring of junior year	4 consecutive semester eligibility
Entering the program summer before senior year	3 consecutive semester eligibility
Entering the program fall of senior year	2 consecutive semester eligibility
Entering the program spring of senior year	1 semester eligibility

## Academic Policies

### Probation, Suspension, and Successful Course Completion

**Probation:** A student who fails to maintain a cumulative GPA of 2.0 or higher 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 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.

**Suspension:** 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.

**Financial Aid Good Standing:** Students who have at least a 2.0 cumulative grade point average, complete at least 67% of attempted coursework, and have not attempted more than 150% of credits required for their program meet all aspects of the Satisfactory Academic Progress policy. While high school students are not subject to the same probation/suspension consequences, satisfactory academic progress is vital for student success and essential for students expecting to utilize financial aid in their future college career. Therefore, we require students participating in our program to maintain at least a 2.0 GPA and a completion rate of at least 67%. If a student falls below these standards for more than one semester, they may lose the ability to participate in early college courses. The ability to continue participating in dual credit courses is at the discretion of the high school.

### Grade Change Requests

The DCQA allows institutions to adopt policies to protect the academic standing of students who are unsuccessful in dual credit courses. JALC allows students to submit a Grade Change Request Form for any college courses taken while in high school. Forms may be completed on the College Readiness website at any time after the student's final grade is posted. If approved, the applicable earned grade will be changed to a "W" on the student's official JALC transcript and will no longer be factored into the student's JALC GPA. However, the "W" may affect future financial aid eligibility by negatively affecting the student's completion rate. Once changed to a "W," a student may not request that the grade change be reversed.

## Memorandum of Understanding (MOU)

John A. Logan College creates an individual partnership agreement for each high school superintendent to sign annually. This agreement is developed in accordance with the DCQA and serves as a Memorandum of Understanding between each high school and JALC. The purpose of the MOU is as follows:

"The purpose of this agreement is to establish the high school district's and the community college district's respective roles and responsibilities in providing the program and ensuring the quality and instructional rigor of the program. Per the DCQA, this must include an assurance that the community college district has appropriate academic control of the curriculum, consistent with applicable state or federal laws and as required or negotiated with the Higher Learning Commission or other accrediting agency."

## Dual Credit Faculty Credentialing

Approved instructors of dual credit courses shall meet the faculty credential standards allowed by HLC to determine minimally qualified faculty. Appropriate credentials are required for students to earn dual Credit.

**Required Faculty Credentials for Baccalaureate Transfer Dual Credit Offerings:** Baccalaureate transfer dual credit faculty must hold a master's degree or higher in the discipline or subfield in which they are teaching. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member must have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

**Required Faculty Credentials for Career-Technical Education Dual Credit Offerings:** Dual credit faculty teaching career and technical education (CTE) courses, including when such courses transfer into baccalaureate programs, must hold a bachelor's degree in the field or a combination of education, training, and tested experience equivalent to a bachelor's degree. CTE faculty must also have 2,000 hours of work experience in the discipline being taught or a related field.

**Professional Development Plans:** In some situations, high school teachers who do not meet the faculty credential standards for teaching dual Credit can enter into a professional development plan with JALC while continuing their education. The plan must be approved by the institution and shared with the State Board of Education no later than January 1, 2025.

For a high school instructor entering into a professional development plan on or after January 1, 2023, the high school instructor shall qualify for a professional development plan if the instructor:

1. has a master's degree in any discipline, has earned nine (9) graduate hours in a discipline in which he or she currently teaches or expects to teach, and agrees to demonstrate his or her progress toward completion to the supervising institution, as outlined in the professional development plan, or
2. is a fully licensed CTE instructor who is halfway towards meeting the institution's requirements for faculty in the discipline to be taught and agrees to demonstrate his or her progress toward completion to the supervising institution, as outlined in the professional development plan.

JALC shall have 30 days to review and approve the plan. These approvals shall be good for as long as satisfactory progress toward the completion of the credential is demonstrated, but in no event shall a professional development plan be in effect for more than three (3) years from the date of its approval or after January 1, 2028, whichever is sooner. A high school instructor whose professional development plan is not approved by the institution may appeal to the Illinois Community College Board or the Board of Higher Education, as appropriate.

## Requests for New Dual Credit Offerings

Dual credit courses offered at the high school and taught by high school teachers are proposed by the high schools. To initiate the process of creating a new dual credit offering or making an instructor change to an existing dual credit offering, high schools must submit the following documents to the Director of College Readiness for an unofficial review:

1. Dual credit request form
2. JALC faculty application
3. Official college transcripts
4. 2,000 work hours experience form (CTE courses only)

If the unofficial review is approved by the Director of College Readiness, the paperwork is reviewed by the appropriate Department Chair, Assistant Provost for Academic Affairs, and Provost for official approval. Prospective dual credit faculty, team leaders, and high school administrators will be informed of the results of the review by the Director of College Readiness.

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## ***Administrative Procedure 807 – Disabled Students***

*Last updated: 02/28/2017*

### Identification

Students with disabilities may be identified by one or more of the following methods:

1. self-identification by a student with a disability;
2. placing information in each admissions packet which can be filled out and returned to the disability support services coordinator.

### Orientation

Students with disabilities are required to meet with the disability support services coordinator prior to receiving accommodations. At that time, the coordinator will determine what accommodations are reasonable. The coordinator will explain the services available to assist students with disabilities, which may include the following:

1. parking;
2. reasonable modifications;
3. restroom facilities;
4. drinking fountains; and
5. building entrances, exits, and traffic flow.

### Procedure for Resolving Accommodation Issues

When a student requests accommodations, the Student Success Center shall be responsible for determining whether or not a disability is impeding his or her educational access or progress. A student anticipating the need for accommodations should contact the Student Success Center at least six weeks prior to the start of the semester to allow adequate time for preparations to be made. When a student is determined to have a disability impeding educational access, the center plans a program of service for him or her consistent with the disability. In combination, program modifications, auxiliary services and academic adjustments are referred to as "academic accommodation." When a person (student or employee) has information that a student with a disability is being (or has been) denied an accommodation, such information is to be reported to the director of the Student Success Center. The director and the College's affirmative action officer will meet with the student and/or the employee alleged to have denied the accommodation for the purpose of discussing any necessary corrective action. If the matter is not resolved, it will be referred to the

appropriate vice-president for action. Nothing contained in this section shall be deemed to prohibit a student from filing a grievance pursuant to [Administrative Procedure 831](#) and the *Student Guidebook*.

### Parking Regulations

Students needing disabled parking permits are required to fill out a request form, at which time documentation must be furnished. Students will pick up the permit in the Campus Police Office. Each student will be issued one permit, which will be displayed on the vehicle's rear-view mirror. The permit will be valid for the duration of the student's studies at the College.

### Grievances/Complaints

Grievances/complaints by students with disabilities are permitted by following [Administrative Procedure 831](#), Student Complaints.

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## ***Administrative Procedure 808 - Student Clubs and Organizations at John A. Logan College***

*Last updated: 02/07/2017*

Student clubs provide John A. Logan College students the opportunity to:

- Participate in activities that reinforce and supplement academic learning;
- Develop a variety of professional and personal skills including leadership, communication, teamwork, and project management;
- Socialize with fellow students and other individuals from diverse backgrounds; and
- Contribute to service projects that benefit the campus and surrounding communities.

Student organizations must be established for purposes that are legal and consistent with the broad educational mission of the College. Organizations desiring to be recognized by the College must operate in compliance with College policies and procedures, and they must abide by all applicable local, state, and federal laws, including Title VI, Title IX, and Section 504.

The recognition of a student organization does not constitute an endorsement of the objectives, policies, or practices of that organization, nor does the College assume sponsorship of, control over, or responsibility for any of the programs or activities of that organization. As adults, all students are expected to take personal responsibility for their own conduct.

The procedures for forming a new student organization were established to ensure that all student organizations could, on an equitable basis, obtain the right to become an official College organization. The organizations must be open to any John A. Logan College student regardless of race, religion, color, national origin, disability, age, sexual orientation, or gender orientation. The College does not approve sports clubs through the Office of Student Activities.

### Procedures for Approval of Campus Clubs

1. Students who wish to form a club must complete the appropriate form(s) provided by the Office of Student Activities. They must identify a full-time faculty or non-teaching professional staff member willing to serve as the club advisor and submit a petition with the names of ten (10) students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) who wish to be a part of the club to the director of student activities for consideration and review.
2. If approved by the director of student activities, the petition will be submitted to the dean for Student Affairs for approval.
3. If approved by the dean for student services, the petition and other relevant information will be submitted to the vice-president for instructional services for his or her review and consideration.

### Criteria for Selection of Club Advisors

1. Club advisors must be full-time faculty or non-teaching professional staff members who have been identified as potential club advisors by the students, are willing to serve, and are approved by the director of student activities.
2. Individuals may serve as a club advisor to no more than two clubs. Each club shall have no more than two club advisors.

3. Club advisors must be knowledgeable about student rights and responsibilities set forth in the John A. Logan College policy manual, *Student Guidebook*, and the faculty handbooks.
4. Club advisors must be willing and able to work with students, attend all club meetings and events, and follow the club procedures set forth by the director of student activities.

### Duties and Responsibilities of Club Advisors

1. Club advisors must ensure student compliance with established procedures for clubs and other organizations at John A. Logan College, including College policy, Rights and Responsibilities, faculty handbooks, and relevant local, state, and federal law.
2. Club advisors must familiarize themselves and appropriate club officers with fiscal procedures, forms, and policies and must ensure that forms and policies are handled in an appropriate and expeditious manner, including travel forms, fund-raising/club project forms, and other forms and procedures that may be required by the director of student activities.
3. Club advisors must be present at all club meetings, club events, and all other club activities.
4. Club advisors must be present and supervise any club or other organization that travels in the name of the College.
5. Club advisors are responsible for student conduct at on-campus and off-campus activities.
6. Each approved club will have a Level II stipend allocated for the club advisor(s). Payment of stipends to the club advisor must be in compliance with Administrative Procedure 508. In instances of more than one club advisor, the stipend will be divided equally among the club advisors. Stipends will be paid in May each year on verification of the director of student activities.
7. Club officers and advisors must seek approval from the director of student activities prior to scheduling and promoting club events and activities, including fund-raising efforts, travel, campus events, and all other club activities using the documentation required by the director of student activities.
8. Clubs and club advisors must operate in accordance with College policy and report to the director of student activities.
9. Using the documentation provided by the director of student activities, club advisors must file a report with the director of student activities no later than the end of March of each calendar year. The report must include the major activities of the club for the past year; the number of meetings; a list of club members; a list of club events, activities, and trips of the club; and other relevant functions. Other information may be requested. The status of the club, the club budget, and the payment of the stipend(s) to the club advisor(s) for the next calendar year will be based on the timely submission of a complete annual club report.
10. Club advisors must fulfill updated and additional duties and responsibilities as required by the director of student activities.

### Responsibilities of College Clubs

1. Each club should meet approximately one time per month during the fall and spring semesters and no less than six times per year.
2. Clubs must have at least four students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) as active members. Active members are those who attend at least half of the club's meetings.
3. Clubs must fulfill updated and additional responsibilities as required by the director of student activities.
4. Failure to fulfill the responsibilities of the College club may result in probationary status for the club and relinquishing the allocated funds for a budget as well as stipend(s) for the club advisor(s).
5. The amount allocated for the budget of a defunct organization or an organization on probation will be returned to the fund from which club allocations are distributed.

### Responsibilities of the Director of Student Activities

The director of student activities should notify the dean for Student Affairs and vice president for instructional services by May 31, annually if a club has not met a minimum of meeting six times or once per month in the fall and spring semesters of the current academic year, with a minimum of four students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) as active members who attend at least half of the club's meetings. Such club will be declared inactive. In order to be re-instated, students must follow the same procedures as required for forming a new club.

### Limitations of This Policy

Recognition of a student organization by John A. Logan College does not:

1. Authorize the organization to enter into contract or otherwise act on behalf of the College;
2. Authorize the organization to use (1) the College's name for any commercial purpose in any way which may reflect adversely upon the College, or (2) the College's logo, seal, or any facsimile thereof, or any trademark or copyrighted symbol of John A. Logan College. Such uses of the name or symbols owned by the College are allowed only when authorized in writing by the director of community relations and marketing;
3. Imply John A. Logan College sponsorship of, control over, or responsibility for, the activities of the organization.

### Club Administration

Clubs at John A. Logan College are administered through the Instructional Services Division. Clubs and club advisors report directly to the director of student activities for all club functions. Ultimately, clubs report to the dean for student services, the vice-president for instructional services, and the president of the College.

### Sanctions Against Student Organizations

Sanctions which may be imposed by the Provost in the case of offenses by student organizations are:

1. Temporary or permanent suspension of charter recognition.
2. Loss of privileges as a recognized organization and the use of John A. Logan College facilities.

All sanctions against student organizations may be appealed to the Disciplinary Hearing Committee. Organization representatives should file a written request for a hearing with the Provost.

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### ***Administrative Procedure 80g – Certification of Veterans and Veterans Who Earn Incomplete Grades***

*Last updated: 04/16/1996*

In an effort to comply with rules and regulations prescribed by the Veterans Administration, to provide efficient College certification of students to the Veterans Administration, and to avoid unnecessary problems, the following policies--in addition to all other rules and regulations prescribed by the Veterans Administration and the College--are to be followed:

1. Veterans who have received payment for a class in which he/she has received an "INC" grade cannot repeat the class and receive additional benefits from the Veterans Administration. The Veterans Administration will not pay more than one time for the same course. Veterans wishing to repeat a class where an incomplete grade has been received may do so, but the Veterans Coordinator at John A. Logan College may not certify the second class for payment.
2. Veterans who transfer from other colleges and universities to John A. Logan College may not receive any veterans benefits until all transcripts have been received and evaluated by John A. Logan College personnel (the veterans coordinator and/or his/her designee).
3. It is the responsibility of the veterans coordinator at John A. Logan College to strictly enforce the above guidelines, all College policies, all Veterans Administration policies and procedures, and to monitor the records to ensure complete compliance.

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### ***Administrative Procedure 810 – Pell Grants for Book Fees***

*Last updated: 03/11/1996*

A student receiving monies from a U. S. Department of Education Pell Grant award may charge his or her book costs to this grant, providing the following steps are taken:

1. A student must secure an authorization form showing the amount available for book costs from the Office of Student Financial Assistance:
  - A. a new student must complete all qualifying steps to receive a Pell Grant before a bookstore authorization form will be issued;

- B. a continuing student must complete an academic progress review before a bookstore authorization form will be issued; and
  - C. a Pell Grant recipient transferring to John A. Logan College from another college must submit academic and financial aid transcripts before a bookstore authorization form will be issued.
2. The student must take the authorization form to the on-campus bookstore and select books required for the semester in question.
  3. The student then presents the authorization form to the bookstore representative, who will record the book costs on the authorization form and on an attached invoice before forwarding them to the Financial Aid Office.

The cost of books will subsequently be deducted from the student's Pell Grant award check, providing the Pell Grant amount is sufficient for the total book costs. If the available Pell Grant amount is not sufficient for the total book costs, the student will be responsible for the difference.

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## ***Administrative Procedure 811 – Employment of Student Workers***

*Last updated: 10/21/2021*

This administrative procedure has established criteria and guidelines for all College departments to follow when employing student workers. It is the ultimate responsibility of each student worker supervisor to adhere to each of the twelve criteria that comprise Administrative Procedure #811 before officially employing a student.

The student work program at John A. Logan College is designed to provide work experience and part-time employment for students who need financial assistance in order to attend college. The program is also intended to provide valuable assistance to John A. Logan College employees who must rely on students to assist them with various job-related responsibilities. Student jobs are open to all students regardless of race, color, national origin, sex, or disability.

Any student seeking a student work position must apply through the Career Services Office, Room C215. Career Services staff will attempt to match a student's academic background and previous work history with appropriate departmental vacancies. This information is then forwarded to the individual student worker supervisors in order that they may compare applicant credentials and make a final decision regarding the employment of a student worker. The actual hiring will be the responsibility of the student worker supervisor in charge of the specific work site.

The following criteria must be used in the employment of student workers:

1. All on-campus student jobs must be listed with the John A. Logan College Career Services Office. Qualifications and job-related responsibilities must accompany the listing.
2. The Career Services Office will post all job vacancies for a minimum of five (5) working days, or until the position is filled.
3. Students interested in applying for on-campus student work positions must make official application through the Career Services Office.
4. The Career Services Office will refer qualified applicants to the supervisor(s) for the interview process. The actual hiring will be the responsibility of the student worker supervisor in charge of the specific work site.
5. To be eligible for on-campus employment, students must carry at least six (6) credit hours during the fall and spring semesters and three (3) credit hours during the summer semester for the duration of the semester. If students fall below the required number of credit hours, they will be terminated immediately.
6. All students maintaining the required credit hours are eligible for student positions. Priority in hiring student workers will be given to students eligible for financial assistance through the Federal Work-Study Program, providing they meet the qualifications specified for the vacant student work position.
7. To be eligible for Federal Work-Study positions, students must complete the FAFSA application--(Pell Grant). The results of this application must be on file in the Financial Aid Office before the student can be declared eligible for employment.

8. All student workers employed by John A. Logan College are expected to maintain satisfactory academic progress as explained in the most recent edition of the annual College bulletin.
9. Student workers are allowed to work no more than 16 hours per week, except during break and the summer, at which time they may work up to a maximum of 20 hours per week. The only exception to these new hours will be for areas specifically related to safety and security (lifeguards and computer lab student workers).
10. Student workers will not be permitted to begin work until the employee recommendation form has been properly completed by the student worker supervisor, and necessary approval signatures have been secured.
11. Student employees may not work more than five hours continuously without a half-hour unpaid break.
12. If a student worker is leaving at the end of the semester, the student should be terminated immediately at the end of the final exam week.

Exceptions to these rules may be made on an emergency basis if approved by the Provost or the President.

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## ***Administrative Procedure 812 – Student Board Member***

*Last updated: 03/09/2018*

### **1. Qualifications**

The student representative to the John A. Logan College Board of Trustees must meet the following qualifications:

- A. The student board member must reside within the John A. Logan College District.
- B. At the time of election and during service as a trustee, the student board member must be a John A. Logan College student enrolled for at least nine (9) hours.
- C. The student board member may not be a full-time employee of John A. Logan College District 530.
- D. At the time of election and during service as a trustee, the student board member must maintain an overall grade-point average of 2.75 or above.

If the student board member fails to maintain any of the above stipulations, the student will be removed from office; the office will be filled in accordance with board policy.

### **2. Election Procedures**

The election for student board member will be held on the first or second Wednesday of March each year, whichever best accommodates the College calendar.

#### **A. Filing Procedures**

In order to file for election to the office of student board member, a student must submit to the President's Office the following:

1. A nominating petition with no fewer than 50 signatures of students currently enrolled at John A. Logan College; and
2. A completed Statement of Candidacy.

Nominating petition and Statement of Candidacy forms may be picked up in the office of the president at the announced date and time.

Nominating petitions and completed Statement of Candidacy must be turned in to the President's Office no later than 4:00 p.m. on the designated deadline date in order to appear on the ballot. No exceptions to the deadline will be made.

A write-in candidate may be elected if the person meets the qualifications for office.

If there are no candidates, the student senate may recommend a qualified student to the Board for approval.

Other means of notice of election and filing dates may be used at the discretion of the director of student activities (i.e., posters, bulletin boards, easels, electronic message boards).

**B. Campaigning**

Active campaigning for election must be limited to the two weeks immediately preceding the election. Only accepted, eligible candidates may campaign.

**C. Conducting of Election**

As of March 2, 2011, all votes for student board member will be cast electronically.

The President's Office will submit official ballot information to the director of student activities, who will work with appropriate staff to prepare for secure online voting.

The ballot will be available to students via a link on the College's home page between the hours of 8 a.m. and 5 p.m. on Election Day. One walk-up electronic voting station will be made available on the College's Carterville campus. Candidates must remain at least 50 feet from the voting location.

An eligible voter shall be any student currently enrolled at John A. Logan College. Students will be required to enter his/her student identification number in order to access the ballot, and security measures will be installed to prevent duplicate voting.

Election results will be forwarded by the director of student activities to the President's Office. The director of student activities will notify the (unofficial) winner of the election results.

In the case of a tie among the top vote getters, the director of student activities will draw lots prior to the March Board meeting to determine the candidate to be submitted for approval.

**D. Approval of Election Results/Seating of New Member**

The results of the election will be submitted for approval at the regular March meeting of the Board of Trustees, in order for the new student member to be seated at the April board meeting. The student member will serve a one-year term officially beginning on April 15.

**3. Duties and Responsibilities**

As a representative of the students of John A. Logan College, the function of the student member of the board is to provide a channel of communication between the students of the College and the Board of Trustees. It is very important that the student trustee communicate very effectively with the student body through the student government organization and through College administrators responsible for coordinating student government in order to truly act on behalf of and for the benefit of the students of John A. Logan College. The duties and responsibilities of the student trustee shall include but not be limited to the following:

- A. attend Board meetings and related functions;
- B. be the student voice in the board's decision-making process by making motions and casting an advisory vote on issues before the board;
- C. report to the Board of Trustees on student activities and/or concerns during the time reserved for the student trustee on the monthly board agenda;
- D. serve on board committees as directed by the board chair;
- E. attend student government meetings and regularly provide that organization information on board activities;
- F. perform other duties as requested by the board, the president, or the Student Affairs administration that would enhance communication between College students and the Board of Trustees;
- G. conduct himself or herself in such a manner that the integrity of the Board of Trustees and the institution is never questioned as a result of his or her actions; and

- H. understand that confidential material or information must never be revealed to anyone, regardless of the power or position of the requester.

4. Travel

The student member will be entitled to the following benefits:

- A. may attend ICCB student advisory committee meetings and other appropriate statewide meetings;
- B. may attend one appropriate national meeting during the year when College staff and/or Board of Trustees members are attending; and
- C. will be reimbursed for travel expenses as approved in advance of the trip.

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### ***Administrative Procedure 813 – Tuition Rates for Veterans***

*Last updated: 10/07/2020*

Students using Chapter 1606 MGIB-SR, Chapter 30 MGIB-AD, Chapter 31 Vocational Rehabilitation, Chapter 33 Post 9/11 GI Bill, Illinois National Guard Grant (ING), and Illinois Veterans Grant will pay the in-district tuition rates regardless of their Illinois residential address.

This does not include students using Chapter 35 Dependents Education Assistance of the Illinois MIA/POW State Scholarship.

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### ***Administrative Procedure 818 – Administration of the Freedom of Information Act***

*Last updated: 10/26/2022*

John A. Logan College will use the following procedures to provide the information requested per the Illinois Freedom of Information Act 5 ILCS 140. All records in the custody or possession of a public body are presumed to be open to inspection or copying. Any public body that asserts a record is exempt from disclosure has the burden of proving by clear and convincing evidence that it is exempt, as provided in 5 ILCS 140/7.

Each public body shall designate an official or employee to act as its Freedom of Information Officer (FOIA). The FOIA Officer shall complete the electronic training curriculum required by the State of Illinois within 30 days after assuming the position. FOIA officers shall receive requests submitted to the public body under this Act, ensure that the public body responds to requests in a timely fashion, and issue responses under this Act. Requests may be submitted to the FOIA Officer in writing, by mail, or by email. Any John A. Logan College employee who receives a FOIA request must forward that request to the College FOIA Officer as soon as possible.

Upon receiving a request for a public record, the FOIA Officer shall: 1) note the date the public body received the written request; 2) compute the day on which the period for response will expire; 3) maintain an electronic or paper copy of the written request; 4) create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

The FOIA Officer should submit a response within five business days after receiving the request. This period may be extended according to Illinois statute 5 ILCS 140/3(e) for an additional five business days from the original due date if:

- The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
- The request requires the collection of a substantial number of specified records;
- The request is couched in categorical terms and requires an extensive search for the records responsive to it;
- If additional time is needed, the FOIA Officer will notify the requestor in writing within five business days after receiving the request of the statutory reason(s) for the extension and when the requested information will be produced.

Each request for a commercial purpose will be complied with or denied within twenty-one (21) working days after receipt. It is a violation of this Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

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## ***Administrative Procedure 819 – Religious Observances of Students***

*Last updated: 06/11/1997*

### **Admissions/Registration**

The College's admissions process provides ample opportunity for admission and registration activities without conflicting with religious holidays and observances.

### **Class Attendance**

Students absent from classes because of observances of major religious holidays will be excused. Students must notify the instructor within the first week of classes of a future absence from class for a religious holiday and must take the responsibility for making up work missed.

### **Examinations**

In the event an examination must be scheduled on a date that conflicts with a student's required observance of a religious holiday, the student should be given reasonable opportunity to make up the examination. It is the student's responsibility to notify the instructor of the class when the examination will be missed. The notification must occur within the first week of classes and again at least three regular class meeting periods in advance of the absence or at the time of the announcement of the examination is made, whichever is later.

### **Grievance Procedure**

A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practice may challenge this decision in accordance with the procedures outlined in the *Student Guidebook*, available from the Admissions Office.

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## ***Administrative Procedure 820 – Financial or Physical Hardship Withdrawal Procedure***

*Last updated: 04/01/2023*

Consistent with the Illinois Student Debt Assistance Act, a student may seek to limit their student debt when a physical or financial hardship requires the student to withdraw from the College. Examples of hardship include but are not limited to serious injury or illness; chronic illness; medical issue involving a family member that requires the student to act as a part or full-time caretaker; mental health condition; sudden or consistent lack of transportation; and significant and unexpected cost of living increase forcing the student to withdraw from courses.

Students who experience one of the above situations should complete the Student Financial or Physical Hardship Appeal Form. This form should be submitted as soon as possible during the semester the student withdraws from the College, but no later than 30 days after the end of the semester. When completing the appeal, it is important to explain the situation and clearly state the desired resolution. Once the form is submitted, the Assistant Vice-Provost for Student Affairs will set up a meeting to review the request. Failure to attend the meeting and submit the required documentation to support the appeal will result in the denial of the request. Following the meeting, the Assistant Provost for Student Affairs will notify the student of the decision, via email, to the student's college email address within five (5) business days.

If the student disagrees with the decision, they have the right to submit a final appeal. The final appeal must be made within ten (10) business days of receipt of the letter outlining the decision from the Assistant Provost for Student Affairs. The appeal should include a detailed explanation outlining the reason for the final appeal and all supporting documentation. The final appeal should be sent to the Provost via email at [provost@jalc.edu](mailto:provost@jalc.edu) or regular mail. The Provost will review the appeal and set up a meeting, if necessary, to review the request. The student will be notified within five (5) business days of the decision via email to the student's college email address. All decisions of the Provost are final.

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## Administrative Procedure 821 – Student Withdrawal Procedures

Last updated: 04/01/2023

### Administrative Withdrawal

John A. Logan College reserves the right to administratively withdraw students for disciplinary reasons. The College may also withdraw students who fail to attend and/or actively participate in classes as required under federal financial aid funding guidelines.

### Faculty-Initiated Withdrawal

Instructors reserve the right to withdraw students from their classes at any point in the semester, subject to the disciplinary process outlined in the *Student Guidebook*. Additionally, faculty are required to withdraw students who fail to regularly attend and/or participate in class as outlined in federal financial aid guidelines. While John A. Logan College is not an attendance-taking institution, to maintain compliance for the distribution of Title IV funds, instructors must withdraw students who fail to regularly attend face-to-face courses and participate in online and hybrid courses. Please refer to the examples below for further guidance on the withdrawal process for various course types:

- **Face-to-Face (16 and 12-week courses)**  
Students should be withdrawn after missing consecutive class sessions equal to one week of the scheduled meetings for the course. The only exception would be for students with excused absences approved by the instructor.
- **Face-to-face (8 and 5-week courses)**  
Students should be withdrawn after missing consecutive class sessions equal to half the weekly scheduled meetings for the course. The only exception would be for students with excused absences approved by the instructor.
- **Online (16 and 12-week courses)**  
Students should be withdrawn after failing to actively participate for one consecutive week of the course. Participation is defined as active engagement in the course, which includes; posting or sending assignments in D2L or to the instructor directly through email, participating in online discussions, taking quizzes or exams, or other activities assigned by the instructor. Merely logging in on D2L does not count as participation. The only exception would be for students with excused absences approved by the instructor.
- **Online (8 and 5-week courses)**  
Students should be withdrawn after failing to actively participate for three consecutive days of the course. Participation is defined as active engagement in the course, which includes; posting or sending assignments in D2L or to the instructor directly through email, participating in online discussions, taking quizzes or exams, or other activities assigned by the instructor. Merely logging in on D2L does not count as participation. The only exception would be for students with excused absences approved by the instructor.
- **Hybrid (16 and 12-week courses)**  
Students will be withdrawn after a combination of missing a class session(s) and failing to actively participate online for the equivalent of one week of the course. The only exception would be for students with excused absences approved by the instructor.
- **Hybrid (8 and 5-week courses)**  
Students will be withdrawn after a combination of missing a class session and failing to participate online for three days of the course. The only exception would be for students with excused absences approved by the instructor.

### Administrative Procedure to Withdraw a Student

- The appropriate College administrator or faculty member will notify the Admissions and Records Office in writing or through email requesting the student be withdrawn. Once the documentation is received, the student will be formally withdrawn from the course.
- The student will then receive an email notification of the withdrawal from the Admissions and Records Office. The notification will outline the student's appeal options if they wish to re-enroll in the course.
- If a student wishes to challenge a "withdrawal" grade, they will have due process as with the appeal of any other grade.
- A faculty member granting a student's appeal to be re-enrolled in a course must notify the Admissions and Records Office in writing or through email. The Office will then officially re-enroll the student.

- "Withdrawal" grades may not be issued after the last day to drop a course for the semester, as noted in the Instructional Calendar.

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## **Administrative Procedure 822 - Management of Student Records and Identity Verification**

Last updated: 02/07/2017

### John A. Logan College Student Identity Verification Process

1. In order to verify identity over the telephone, a student must provide their student identification number or last four digits of the social security number and their date of birth. Once the student's identity has been verified, only student directory information may be provided.
2. To verify identity in person, a student must provide their student identification number or the last four digits of the social security number and their date of birth. If requested, a student may also be asked to show a photo identification card for verification.

### Guidelines for John A. Logan College Employees

1. Employees may have access to only the information needed to perform assigned job duties. Employees are expected to use a "need to know" (rather than a "right to know") approach when accessing student records. College officials must have a legitimate college-related educational or administrative interest and a need to review the educational record in order to fulfill their professional responsibility.
2. Employees may not disclose information about a student to anyone who does not need this information to do his or her job at the College. Additionally, employees may not browse through student records, whether in hard copy form or computer files, for information about students.
3. Employees must take reasonable precautions to safeguard access to student information. These include shredding documents, not sharing computer IDs and passwords, not allowing anyone else to do work under personal IDs and passwords, and not leaving the student information accessible on unattended computers.
4. Employees must always check a student's record to see if the student has requested nondisclosure prior to releasing directory information about a student to individuals who are not College officials.
5. Employees should refer requests for information concerning student records to the appropriate office, e.g. admissions, records, financial, etc.
6. Employees should not provide non-directory information to third parties such as prospective employers, associations, honorary organizations, etc. without the student's written consent.
7. Employees should keep any personal professional records relating to individual students separate from their educational records.
8. Employees should not provide copies to students of their transcripts from other institutions. Release of these transcripts implies that JALC is testifying as to the accuracy of the information on the transcripts.
9. Employees should not share non-directory information from a student's records, such as grades or class schedules, with parents.
10. All emergency student information requests should be directed to the Campus Security Office at (618) 985-2828, ext. 8218.
11. Employees should refer all judicial orders, subpoenas or other written requests for access to information or data subject to the Freedom of Information Act to the Office of Admissions and Records.

### Guidelines on the Integrity and Confidentiality of Student Records at John A. Logan College

The first responsibility of every JALC office is to ensure the integrity and the confidentiality of student records. Below is a description of the best practices with respect to confidentiality of student records.

#### What is FERPA?

It is the responsibility of every employee to become familiar with the federal law that governs the release of student record information. Known by the acronym of FERPA, the title of the law is the Family Educational Rights and Privacy Act. Passed in 1974 and sponsored by then senator James Buckley, it is commonly referred to as "the Buckley Amendment." The original intention was to assure the rights of students to have access to their educational records. The primary practical impact of the law is that it requires

colleges and universities to respect the confidentiality of personally identifiable student information by adhering to well-defined guidelines concerning the release of such information.

### What is Directory Information?

In brief, FERPA requires colleges and universities to define the information that they will release without a student's prior written consent. JALC's definition contains a list of "directory information" items that may be released: name, address, enrollment status (full-time or part-time), dates of attendance, honors (including honor roll) degree(s) conferred (including dates), past and present sports participation and physical factors of athletes (heights and weight). One common misconception is that FERPA requires us to release student information. It does not. Accordingly, you should err on the side of not releasing information when you are in doubt. Please direct all questions concerning FERPA to the dean of Student Affairs at (618) 985-2828, ext. 8221.

### What are the employee's responsibilities regarding FERPA?

FERPA pertains to all employees at the College, regardless of position. What FERPA says, in effect, is that employees may have access to as much information about students as necessary to perform specified job duties. While some employees at the College have no access to student records and have no need for individual student information, they may, however, come across confidential information in the course of doing their jobs. For this reason, all employees are equally obliged to respect confidentiality guidelines according to FERPA regulations. Beyond any legal requirements, the College is bound by professional ethics to safeguard the integrity and confidentiality of student information. This includes all college officials, persons employed by the College in an administrative, supervisory, academic, or support staff position, regardless of their work classification of full-time, part-time or temporary. What follows are some guidelines, in compliance with the FERPA regulations and College policy, to follow in order to maintain, report, and make available information included in student records.

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## ***Administrative Procedure 823 – Academic Honor Code***

*Last updated: 05/05/2023*

Every student at John A. Logan College has a responsibility to avoid all forms of academic dishonesty, including but not limited to the following:

- **PLAGIARISM:** The intentional or unintentional use of another source of written words or ideas as one's own. Unintentional plagiarism usually results from inadequate documentation of sources.
- **MULTIPLE SUBMISSION:** Submitting the same or significantly similar academic work for credit multiple times without instructor permission.
- **CHEATING:** An attempt (successful or not) to gain an unfair advantage in academic endeavors, or to assist or protect someone else who has cheated. Cheating includes submissions generated by artificial intelligence services unless the use of these services is clearly part of the instructor's intent for the assignment. Examples of artificial intelligence services include chatbots, text generators, music generators, art generators, automatic programmers, language translators, and virtual assistants.
- **FALSIFICATION, FABRICATION or MISREPRESENTATION:** The creation or alteration of data, research, or resources/citations in connection with an academic assignment or records.
- **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 (or more information, please see Board Policy 3361 – Copyright Policy).
- **DISHONESTY:** Intentionally making false or misleading statements.
- **COMPLICITY:** Aiding another person in committing an act of academic dishonesty.
- **OUTSIDE SOURCING:** Submitting any paper or academic work that was purchased or otherwise obtained from an outside source, which 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 submitted it.

## 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.

If the student acknowledges his/her actions and accepts the instructor-imposed sanctions, the matter shall be considered resolved and documentation of the incident will be forwarded to the Assistant Provost for Student Affairs for record keeping. More serious sanctions may be recommended by the instructor under the College's Student Disciplinary Action procedure.

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## ***Administrative Procedure 824 – Conduct of John A. Logan College Athletes***

*Last updated: 06/21/2022*

Athletes at John A. Logan College are expected to maintain high standards of conduct at all times and, particularly, when representing the College. The following constitutes the Student-Athlete Code of Conduct which must be adhered to by all John A. Logan College student-athletes. All student-athletes must agree in writing to uphold the Student-Athlete Code of Conduct and Rules of Conduct.

### Student-Athlete Code of Conduct

"I certify that as a participant in the College's athletics programs, I understand that athletics participation is a privilege and not a right. To enjoy the privileges of athletics participation, I will adhere to all rules of conduct. I understand that as a participant in the College's athletic program, I am expected to behave in a manner that is consistent with the principles of John A. Logan College and as a respectful member of an intercollegiate team. The failure to conduct oneself responsibly, may lead to dismissal from and association with the intercollegiate athletics program at John A. Logan College and may also lead to the immediate cancellation of any athletically related aid. Student-Athletes must represent John A. Logan College and conduct all activities in a manner that reflects personal commitment and the moral and ethical values becoming of a John A. Logan College student-athlete. Inappropriate behavior may result in disciplinary action and removal from the team".

### Student-Athlete Rules of Conduct

The Rules of Conduct shall be maintained by the Athletics Department.

### Summary

The information contained in the Student-Athlete Code of Conduct and Rules of Conduct is not intended to be all-inclusive. Each John A. Logan College student-athlete is encouraged to speak with his or her coach whenever any problem, concern, or questions arise regarding their academic or athletic experiences at John A. Logan College.

The College reserves the right to inform parents, guardians, or immediate family members of students who are found to be in violation of the Student-Athlete Code of Conduct. This is to be used primarily for, but not limited to, alcohol, drug, or threats of harm to self and others. Student-athletes agree to grant permission for the coach, or designated appointee, to provide information on academic performance financial accounts to his or her parent/guardian.

Actions which could be deemed inappropriate or which reflect negatively on the College will be considered a violation of the Student-Athlete Code of Conduct Policy. Such behavior can result in discipline, which may range from a warning to dismissal from the team, and/or reduction or withdrawal of athletic-related aid.

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## ***Administrative Procedure 825 – Conduct in College Library***

*Last updated: 06/29/2015*

The John A. Logan College Library is provided for purposeful learning and information seeking. The following administrative procedures have been adopted to ensure that everyone gains maximum benefit from these facilities and resources.

1. Individual or group study should be conducted quietly. Conversation that exceeds an acceptable noise level or causes disturbance to other patrons or library staff is prohibited. Acceptable noise level is determined by staff members present.
2. Any misconduct that disturbs the quiet study environment or hinders others from using the library or library materials is prohibited. If such misconduct occurs, the offender may receive a warning or may be asked to leave the library immediately. Campus police may be summoned if a staff member considers it necessary. An offender may be denied the use of the library for up to 48 hours and the offense may result in probation or reprimand with or without the loss of privileges (see Article 4, Section 3, Penalties and Sanctions of Rights and Responsibilities.) The violation must be reported to the vice-president for student affairs and community education.
3. Eating and drinking are prohibited.
4. Animals (except service dogs) are not permitted.
5. Shirts, shoes, and other appropriate clothing must be worn at all times.
6. Theft, vandalism and mutilation of library property are criminal offenses that will be prosecuted. The library reserves the right to inspect all bags, purses, briefcases, packs, etc., for library materials in the event that there is reasonable suspicion that a theft is occurring.
7. Only library staff or authorized persons are allowed behind public service desks.
8. Unless they are a John A. Logan College student, children under the age of 16 must be supervised by a parent or guardian/caretaker (18 or older) while in the library. Parents, guardians, and caretakers (not library staff) are responsible for the behavior of children whom they bring to the library. Caretakers should prevent children from engaging in activities that disrupt the library or could lead to damage of library equipment and materials or injury, such as: running, climbing, playing on stairs, loud or boisterous behavior, handling library materials or equipment. Violation of the rules will result in a warning and/or expulsion from the library and/or campus. Campus police will be notified if violations persist.
9. The library computers are for use of library resources. Library staff has the right to ask patrons to relinquish their computer station. Community members may only use computer stations for up to two hours daily.
10. The library is not responsible for personal belongings left unattended.

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## ***Administrative Procedure 826 – Student Code of Conduct***

*Last updated: 06/21/2022*

A list of offenses shall be maintained in the most up-to-date version of the *Student Guidebook*. Any of the offenses listed therein may result in sanctions as described in [Administrative Procedure 827](#): Student Disciplinary Action. In addition, criminal charges may be filed when appropriate. Any observed violation of this Student Code of Conduct should be reported to an appropriate college official.

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## ***Administrative Procedure 827 – Student Disciplinary Action***

*Last updated: 06/21/2022*

John A. Logan College strives to conduct disciplinary proceedings fairly and consistently; the procedures described herein are a means to that end. Student disciplinary action policies shall apply to all activities of the College whether on or off campus.

Specific offenses which may result in sanctions are listed in the current publication of the *Student Guidebook* under "Student Code of Conduct". However, sanctions can be applied in response to the violation of any established rule or policy (see "Offenses" in the definitions below).

### Definitions

The following definitions are included to provide clarity for students and College officials during disciplinary proceedings:

- College: Refers to Community College District 530, Counties of Williamson, Jackson, Franklin, Perry, Randolph, and State of Illinois (John A. Logan College).

- **Offense:** An offense is any violation of any established rule or policy, including, but not limited to, those published in the Board Policy Manual, Administrative Procedures, the *Student Guidebook*, the *College Catalog*, in specific program handbooks, posted on campus, or published in course syllabi.
- **Student:** A student at John A. Logan College is any person who is officially enrolled and accepted as a participant in any credit course or non-credit course offered by the College, including but not limited to workforce development, community education, adult basic education, Mary Logan High School, Logan Academy, and Logan Fitness courses, or courses held through a consortium to which the College belongs.

## Sanctions

Formal disciplinary action shall be instituted against a student after it is determined that sanctions are an appropriate response to a violation of College policies, rules, or other directives. Sanctions outlined below may be imposed upon a student by John A. Logan College only as stipulated by this code, and combinations of sanctions may be applied, if appropriate. Failure to comply with the terms of any sanction may lead to more serious sanctions.

These sanctions are listed from least serious to most serious. Expulsions and Suspensions are intended to address the most serious or persistent violations.

- **Restitution:** Restitution is a financial penalty defined as compensation paid to an impacted party, and can be assessed as a specific sum of money or an obligation to replace damaged property. **Responsibility:** Restitution can be imposed by the President, the Provost, and Assistant Provosts.
- **Education:** Education is a requirement to participate in an educational program related to the violation (e.g., a substance abuse program; anti-harassment or anti-bias training). **Responsibility:** Education may be imposed by the President, the Provost, and Assistant Provosts.
- **Reprimand:** Reprimands are imposed with or without loss of designated privileges for a specified period of time not to exceed three (3) months. A reprimand may include the loss of such privileges (such as access to certain College facilities, resources, activities, or other College-sponsored functions) consistent with the offense committed. **Responsibility:** Reprimands can be imposed by the President, the Provost, and Assistant Provosts.
- **Probation:** Probation prevents the individual from representing John A. Logan College in any official capacity, such as intercollegiate activities, including athletics or student office, and it may include loss of privileges, such as access to certain College facilities, resources, activities, or other College-sponsored functions. It is invoked for a specific period of time, which shall be not less than three (3) months. Probation may include terms that must be fulfilled before restrictions are lifted. **Responsibility:** Probation can be imposed by the President, the Provost, and Assistant Provosts.
- **Suspensions**
  - **One-Day Suspension:** One-Day Suspension is dismissal of the student from a course, program, or activity for a time not to exceed 24 hours, usually intended to prevent class or activity disruption. One-Day Suspensions may precede additional sanctions. **Responsibility:** One-Day Suspensions may be imposed by the President, the Provost, Assistant Provosts, Associate Deans, Department Chairs, Directors, Instructors, and staff responsible for non-instructional student activities.
  - **Short-Term Suspension:** Short-Term Suspension is dismissal of the student from a course, program or activity for a time not to exceed three (3) days. Short-Term Suspensions may precede additional sanctions. **Responsibility:** Short-Term Suspensions may be imposed by the President, the Provost, or Assistant Provosts.
  - **Semester Suspension:** Semester Suspension is dismissal of the student from a course, program, or activity for the remainder of a semester. Semester Suspensions may precede additional sanctions. Semester Suspension may include terms that must be fulfilled before restrictions are lifted. **Responsibility:** Semester Suspensions may be imposed by the President, the Provost, or Assistant Provosts
  - **Long-Term Suspension:** Long-Term Suspension is involuntary separation of the student from John A. Logan College for a specific period of time that exceeds one semester. While students can be suspended from campus altogether, suspension can also apply to specific courses, programs, or College activities. Students suspended shall be assigned the grades that would be appropriate if they were withdrawing voluntarily. Long-Term Suspension may include terms that must be fulfilled before restrictions are lifted. **Responsibility:** Long-Term Suspensions may be imposed by the President or his or her designee.
- **Expulsion:** Expulsion is involuntary permanent removal of the student from John A. Logan College. The separation is permanent in the sense that it does not project a definite time of eligibility to return. Students dismissed shall be assigned

the grades which would be appropriate if they were withdrawing voluntarily. Students dismissed under this code can be reinstated only by the President or his or her designee following a written request from the student. The President of John A. Logan College and/or his or her designee shall decide whether to honor a reinstatement request, and the denial of a reinstatement request may be appealed. Responsibility: Expulsion may be imposed by the President or his or her designee.

### Authority to Recommend or Impose Sanctions

- **Instructors:** Instructors may define and apply appropriate penalties for violations of classroom policies in their syllabi, and may recommend additional sanctions to the Assistant Provost for Academic Affairs. Course level sanctions include academic consequences (a failing grade for an assignment or course) and One-Day Suspensions.
- **Student Activities:** College staff responsible for non-instructional student activities of any kind may impose One-Day Suspensions, and may recommend additional sanctions to the Assistant Provost for Student Services.
- **Student Worker Supervisors:** Supervisors of student workers may recommend sanctions to the Assistant Provost for Student Services. This authority is in addition to employee policies that may apply to the student.
- **Campus Police:** The Chief of Campus Police may recommend sanctions to an Assistant Provost or Provost. This authority is in addition to the law enforcement responsibilities of the Campus Police.
- **Department Chairs:** Department Chairs may impose One-Day Suspensions for courses under their supervision, and may recommend additional sanctions to the Assistant Provost for Academic Affairs. Long-Term Suspension from programs must be referred to the Assistant Provost for Academic Affairs.
- **Associate Deans:** Associate Deans may impose One-Day Suspensions, and may recommend additional sanctions to an Assistant Provost.
- **Assistant Provosts:** The Assistant Provost for Academic Affairs or the Assistant Provost for Student Affairs may impose Restitution, Education, Reprimands, Probation, Suspensions up to one semester upon recommendation from instructors or College staff, or upon their own initiative, if appropriate. The Assistant Provost for Academic Affairs or the Assistant Provost for Student Affairs may recommend additional sanctions to the Provost.
- **Provost:** The Provost may impose all sanctions upon recommendation from instructors or College staff or upon his or her own initiative except Long-Term Suspension or Expulsion. The Provost may recommend Long-Term Suspension or Expulsion to the President.
- **President:** The President may impose all sanctions upon recommendation from the Provost, or upon his or her own initiative, if appropriate. If the presence of any person is an immediate and serious threat to persons associated with the College or to College property, the President or his or her designee may impose an interim suspension from the College. During the period of the interim suspension, the person shall not, without prior written permission of the President or his or her designee, enter or remain upon the campus of John A. Logan College other than to attend a hearing. Violation of any condition of the interim suspension shall be grounds for further sanctions.

### Appeals

Students and student organizations have the right to appeal decisions in all disciplinary cases, and Administrative Procedures shall be established to guide the appeal process ([Administrative Procedure 832](#)).

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## ***Administrative Procedure 830 – Procedures for Removal from Clinical***

*Last updated: 10/27/2009*

In accordance with Board Policy #8311 – Removal from Clinical, the following are procedures to be used when it has been deemed necessary to remove a John A. Logan College student enrolled in Allied Health programs from his/her clinical experience.

1. A faculty member who has evidence of unsafe clinical practice shall immediately notify the student that he or she is being removed and:
  - a. Provide the student with the basis (reason) on which a determination has been made that an unsafe clinical practice has occurred or is occurring. The student will be instructed to immediately leave the health care facility premises.
  - b. After the verbal notice of removal, the faculty member shall, within 24 hours of removal, reduce the same to writing, and cause it to be served on the student by:
    - 1) hand delivery to the student by an authorized person; or

- 2) depositing the same in the U. S. mail (sent certified mail with return receipt requested) to the student's last known address as shown on his/her current registration. NOTE: If the verbal removal is issued on a Friday (the last day of an academic week), the times specified in this section shall begin on the first following academic day (usually Monday except for holidays).
  - c. The written notice of removal shall generally state:
    - 1) the facts giving rise to the conclusion of clinical dismissal;
    - 2) the date and approximate time when the clinical dismissal occurred;
    - 3) the names of any witnesses, and the identification of any documents; and
    - 4) the length of the removal, and what remedial action must be taken before the student may return to clinical, if at all.
  2. The student may submit a written appeal to the appropriate administrator (see *Student Guidebook*)
  3. The vice-president for instruction shall be notified of the student's removal for unsafe clinical practice, and a suspension or expulsion request may be recommended by the John A. Logan College Health Professions Review Committee.
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## **Administrative Procedure 831 – Student Complaints**

Last updated: 03/23/2022

John A. Logan College is committed to equal opportunities for all students. The College has established procedures for the fast and fair resolution of student complaints.

The complaint procedure established herein is designed for all student complaints; however, *students may choose to skip Step 1 for allegations of sexual harassment, sexual violence, dating violence, stalking, or other Title IX-related actions.*

Any student may initiate a complaint following the steps below:

- Step 1: Informal Resolution
- Step 2: Formal Complaint
- Step 3: Hearing
- Step 4: Resolution

### Step 1: Informal Resolution

Prior to filing a formal complaint, students who believe that they have been the victim of illegal discrimination or harassment by a student or College employee must first seek to clarify or resolve the matter informally if possible. At this time, all reasonable efforts shall be made by the student, faculty, or staff member, and/or the immediate supervisor to resolve the issue. The student is strongly encouraged to carefully document the attempt to resolve the issue. Documentation is important, since the formal complaint process must be started within 10 College business days of the failure of informal resolution.

For complaints against College employees, the student may meet with the employee's immediate supervisor if they are uncomfortable meeting with the employee.

*For sexual misconduct or sexual harassment complaints, students may choose to skip Step 1.*

### Step 2: Formal Complaint

If the informal resolution process fails, then the student may initiate a formal complaint within 10 College business days. The complaint process begins with the Student Ombudsperson. The role of the Student Ombudsperson is to help the student guide themselves through the complaint process. The Student Ombudsperson does not serve as a representative or advocate, but as a guide. Guidance will include connecting students with the appropriate office or College official, providing appropriate forms, making recommendations for incident documentation, and connecting students with helpful resources.

The formal complaint process begins by completing the Formal Complaint Form, which can be obtained from the Student Ombudsperson. Formal complaints are taken seriously by the College; as a result, frivolous or harassing complaints can result in discipline. The formal complaint must be in writing, and includes:

- name, address, student identification number, and telephone number of the student filing the complaint
- name, employment position, and any other known information about the student or College employee against whom the complaint is filed. affirmation that an informal resolution attempt has failed.
- date of the failure of the informal resolution attempt.
- dates of the alleged incident(s)
- written description of the alleged improper conduct, along with any supporting documents or statements;
- names of possible witnesses.
- description of a satisfying resolution or remedy.
- signature and date of the student filing the complaint.

When the written complaint is complete, it should be delivered to the Student Ombudsperson.

Upon receipt of the written formal complaint, the Student Ombudsperson will:

- Make reasonable efforts to provide a copy of the complaint to the student or employee against whom the complaint was made.
- Assemble all available evidence provided by the student filing the complaint.
- Notify the appropriate Vice President or Assistant Provost’s office of the complaint within 10 College business days of the date of receipt and provide all available documentation and evidence to the Vice President or Assistant Provost. The Student Ombudsperson will review the documentation and determine the appropriate Vice President or Assistant Provost according to the following guidance:

Type of Complaint	College Official
Academic Complaints (including academic probation/suspension, graduation requirements, Family Educational Rights and Privacy Act allegations)	Assistant Provost for Academic Affairs
Business Office Complaints (bursar, tuition, fees, refunds, etc.)	Vice President for Business Services
Disability Accommodation Complaints	Assistant Provost for Student Services
Discrimination Complaints	Assistant Provost for Student Services
Employment (student workers)	Director of Human Resources
Facilities Complaints (building, grounds, parking lots, restrooms, food service)	Assistant Vice President for Construction Planning and Facilities Management
Faculty Complaints (excluding grade appeals)	Assistant Provost for Academic Affairs
Financial Aid Complaints	Assistant Provost for Student Services
Sexual Harassment or Sexual Misconduct Complaints	Assistant Provost for Student Services

Student Affairs Complaints (Admissions, Advising, Athletics, Student Activities)	Assistant Provost for Student Services
Student-to-Student Complaints	Assistant Provost for Student Services
Technology Complaints	Vice President for Business Services
Other Complaints/I don't know what kind of complaint I have	Provost (the Provost will assign an uncategorized complaint to a Vice President or Assistant Provost)

Complaints that involve the Assistant Provost or Vice President to whom the complaint would be referred shall instead be referred to the Provost. Complaints involving the Provost shall be referred to the President. Complaints involving the President shall be referred directly to a Complaint Committee (see Step 4).

### Step 3: Administrative Resolution

Upon receipt of the Formal Complaint Form, documentation, and evidence, the college official shall:

- Conduct an impartial investigation of the complaint.
- Write a response and recommend action based on the information provided within 10 College business days of receipt of the complaint from the Student Ombudsperson. The response shall include a decision, a brief rationale of the decision, and a statement of the availability of an appeal process, including the deadlines for filing an appeal.

If the student is not satisfied with the response of the college official assigned to the complaint may choose to continue to Step 4. The student shall notify the Student Ombudsperson of their desire to continue to Step 4 within 5 College business days of receipt of the response from the college official assigned to the complaint. The Student Ombudsperson shall notify the Provost's office within 5 College business days of notification.

### Step 4: Complaint Committee Hearing

Within 30 College business days of notification from the Student Ombudsperson that a student is unsatisfied with Administrative Resolution, the Provost's office shall:

- Conduct an impartial review of the complaint and provided documentation.
- Determine whether more information is needed.
- Assemble an impartial committee ("Complaint Committee") to consider the merits of the complaint and the appropriate actions in response to the complaint; the Provost shall serve as Chair of the committee or designate another member to serve as Chair.
- Set a date for the Complaint Committee to hear the evidence pertaining to the complaint (the "hearing").

The following procedures will be used for the hearing conducted by the Complaint Committee:

- The standard of proof of the preponderance of the evidence will be used. Preponderance of the evidence means it is more likely than not that the incident occurred. This is necessary for the College to comply with Title IX of the federal Education Amendments of 1972.
- Formal rules of evidence (used for criminal or civil court trials) shall not be used in Complaint Committee hearings.
- In order to protect the participants, the hearing shall be closed to the public, including the general members of the College community.
- The student filing the complaint and the person against whom the complaint was filed shall be allowed to be present for the hearing, and each shall be entitled to have a representative or advisor present.
- The student filing the complaint shall present evidence first, followed by the person against whom the complaint was filed.
- All relevant evidence shall be considered by the Complaint Committee.
- Witnesses shall only be present to testify or provide evidence; otherwise, witnesses are excluded from the hearing to protect the participants and the integrity of the process.
- The Complaint Committee may have the College attorney present for the entire hearing.

- Disruptive conduct shall not be tolerated. The Chair of the Complaint Committee may terminate or postpone a disrupted hearing at any time.
- After all relevant evidence is presented, the Chair shall adjourn the hearing.

### Step 5: Final Resolution

The Complaint Committee shall provide a written recommendation for action to the appropriate Vice President or Assistant Provost within 10 College business days. The recommendation shall include a rationale and corrective action. Within 5 College business days of receipt of the written recommendation from the Complaint Committee, the appropriate Vice President or Assistant Provost shall provide the decision in writing to the student filing the complaint and the person against whom the complaint was filed.

The student filing the complaint may appeal the decision of the Complaint Committee to the Board of Trustees by delivering a written statement of appeal to the Chair of the Board of Trustees within 5 College business days of receipt. The Board of Trustees is not obligated to act upon an appeal of a Complaint Committee decision. If the Board of Trustees does not initiate action upon an appeal of a Complaint Committee decision at the next regular meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regular meeting), the decision of the Complaint Committee shall be considered final.

### External Contacts for Discrimination Complaints

A student who believes they have been discriminated against because of race, religion, color, national origin, ancestry, marital status, citizenship status, disability unrelated to essential job functions, age, order of protection status, arrest record, sexual orientation, gender identity, military status, unfavorable discharge from military service, language, pregnancy, or genetics is also entitled to file a complaint with one or more of the following:

- Human Rights Commission (State of Illinois)  
1000 East Converse, Suite 1232N, Springfield, Illinois 62702  
Tel: (217) 785-4350      TDD: (217) 557-1500      Fax: (217) 524-4877
- Department of Human Rights (State of Illinois)  
535 West Jefferson Street, 1st Floor, Springfield, Illinois 62702  
Tel: (217) 785-5100      TTY: (866) 740-3953      Fax: (217) 785-5106
- US Equal Employment Opportunity Commission  
St. Louis District Office, 1222 Spruce Street, Room 8.100, St. Louis, Missouri 63103  
Tel: (800) 669-4000      TTY: (800) 669-6820      Fax: (314) 539-7894
- US Department of Education Office for Civil Rights  
Chicago Office, 230 South Dearborn Street, 37th Floor, Chicago, Illinois 60604  
Tel: (312) 730-1560      TDD: (800) 877-8339      Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## Administrative Procedure 832 – Student Appeals

*Last updated: 06/21/2022*

Students have a right to appeal course grades (a “Grade Appeal”) and disciplinary sanctions (a “Disciplinary Appeal”). If a student (the “Student Appellant”) wants to appeal course grades or sanctions imposed by College disciplinary proceedings, these procedures shall apply.

The Appeal Committee, a five-person committee appointed annually by the Provost and subject to modification by the Provost at any time, shall have jurisdiction over all appeals. Appeals are non-adversarial and are not subject to the rules of formal legal proceedings, including rules of evidence. Deadlines described in this procedure may be modified by the Provost in consultation with the Student Appellant.

In the case of a Grade Appeal, the following steps shall be completed before initiating the appeal process:

- The student should complete the Student Grade Appeal Form and submit the form and any relevant evidence (syllabus, grade exams, essays, assignments, etc.) to the Department Chair of the relevant department for the course within 10

College business days of the first day of the next semester. The Department Chair shall submit a written response to the student within 10 College business days.

- If the student is not satisfied with the decision of the Department Chair, the decision may be appealed to the Assistant Provost for Academic Affairs within 5 College business days of the date when the Department Chair delivered a written response. The Assistant Provost of Academic affairs will provide a written decision whether to support the existing grade or support the appeal.
- If the student is not satisfied with the decision of the Assistant Provost for Academic Affairs, they may initiate the appeal process as described below.

### Step 1: Starting an Appeal

Appeals must be made in writing within 5 College business days of receipt of the decision. A Decision Appeal form is available and shall be used to begin an appeal. A hearing shall be held within 10 College business days of receipt of the notice of appeal. While an appeal is pending, all sanctions imposed shall be temporarily suspended unless the President or Provost has ordered a temporary suspension from the College or has taken other steps to protect the safety or health of the College community.

Through the Decision Appeal form, the Student Appellant will provide the following information:

- Identifying information
- Copy of the notifications of the original determination
- Statement of the grounds for appeal
- Choice between an open or closed hearing
- Statement of intent to attend the hearing (if the student does not attend the hearing, the grounds for review will be limited to the available documented evidence)
- List of persons attending the hearing
- List of witnesses providing testimony

A complete Decision Appeal form should be submitted to the Provost.

### Step 2: Appeal Hearing

Within 5 College business days of receipt of a complete Decision Appeal form, the Provost shall schedule a date for a hearing and notify the Student Appellant, the Appeal Committee members, and the President. Notice of hearing will be considered delivered if the notice has been sent to the current local address of the Student Appellant as provided to the admissions and records office of the College by the student. As a result, failure to notify the College of change of address could result in a hearing being held without the student present. The Student Appellant is responsible for notifying witnesses and advisors of hearing dates. The hearing shall be held within 14 College business days of the date that a complete Decision Appeal form is received by the Provost.

The Student Appellant is entitled to:

- Assistance from an outside advisor, who may not participate directly in the hearing. If the advisor is an attorney, the College may also have an attorney present
- Present relevant oral testimony from themselves or other witnesses
- Present verified written testimony from themselves or other witnesses
- Hear and question all witnesses
- Have access to all available evidence
- Challenge Appeal Committee members, the retention or replacement of which will be determined by the Provost
- Remain silent

Appeal Committee members are obligated to hold the proceedings in confidence and refrain from public comment. No participant is ever obligated to provide testimony that may be self-incriminating.

### Step 3: Appeal Committee Determination

After the hearing, the Appeal Committee will issue a written determination within 14 College business days. The determination shall be limited to the following actions:

- Accept the original decision in its entirety
- Accept the original decision but revise the rationale

- Reduce the severity of the sanction

The decision of the Appeal Committee shall be considered final in the case of a Grade Appeal.

#### Step 4: Final Appeal

In the case of a disciplinary appeal, the Student Appellant may appeal the decision of the Appeal Committee to the President and the Board of Trustees by delivering a written statement of appeal to the President within 5 College business days of receipt of the decision by the Appeal Committee. The President shall respond within 10 College business days. The President's determination is limited to the following actions:

- Accept the decision of the Appeal Committee in its entirety
- Accept the decision of the Appeal Committee but revise the rationale
- Reduce the severity of the sanction

The Student Appellant may appeal the President's decision to the Board of Trustees by delivering a written statement of appeal to the Chair of the Board of Trustees within 5 College business days of receipt of the decision by the President. The Board of Trustees is not obligated to act upon an appeal. If the Board of Trustees does not act upon an appeal of the President's decision at the next regularly scheduled meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regularly scheduled meeting), the President's decision shall be considered final.

### ***Administrative Procedure 833 – Satisfactory Academic Progress***

*Last updated: 01/13/2022*

Federal regulations require that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. Satisfactory Academic Progress (SAP) standards also apply to state aid. Progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. The College Financial Aid Office will evaluate satisfactory academic progress after grades are posted for every term, starting with their first term of enrollment. The students are notified by letter the results of the evaluation that impact their eligibility for Title IV program funds. Some certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid. Still, those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program. The policy will become effective with the Fall 2015 semester, which will first be applied when Fall 2015 grades are posted in December 2015.

#### I. Student Financial Aid Status

- Financial Aid Good Standing – Students who are meeting all aspects of satisfactory academic progress.
- Financial Aid Warning Status – Students who fail to meet satisfactory academic progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will be placed on financial aid Ineligible status. However, with a successful SAP appeal, those students will be placed on financial aid probation and will retain financial aid eligibility.
- Financial Aid Probation Status – Students who have successfully appealed financial aid Ineligible Status are placed in Probation Status. Students in Probation Status are eligible to receive financial aid for one (1) semester, after which they MUST be in Good Standing or meeting the requirements of an academic progress plan. Any student who does not follow the Academic Plan and any additional requirements stated in writing by the Appeal Committee will be placed on Ineligible status. (See "IV. Appeals" for additional information.)
- Financial Aid Ineligible Status – Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their pre-approved academic progress plan, will be placed in Ineligible Status. Students in Ineligible Status are not eligible to receive financial aid.

- E. Reinstatement – Students may regain satisfactory academic progress after they have enrolled in, paid for, and completed enough courses to bring their cumulative GPA up to at least 2.0 and their cumulative completion rate up to at least 67%.  
Students who have been ineligible for academic reasons and are attempting reinstatement should request in writing that they be reinstated after the semester in which reinstatement conditions have been met. The Financial Aid Office is not responsible for automatically reinstating a student who may have met the reinstatement conditions. Students will not be granted reinstatement if the maximum time frame to complete a program has been exceeded. Financial aid eligibility for students who have exceeded the maximum time frame can be reinstated only if an appeal for reevaluation of maximum time frame has been submitted and approved.
- F. Academic Suspension – Academic requirements for avoiding warning status and staying in school differ from financial aid requirements for Satisfactory Academic Progress. Academic status will be noted on registration records; financial aid status will be noted on financial aid pages. Any student suspended from the College for academic or behavioral reasons is automatically ineligible for financial aid.

## II. Evaluating Progress

- A. Quantitative Standards or Pace of Completion Rate (67% Rule) – Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at the College (except audits, which must be entered as such by the class census date) are included. All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a student is enrolled at the College. Credits with satisfactory grades at the College are those for which a grade of A, B, C, D, S, or P is earned.
- B. Maximum Hours (150% Rule) – In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental course work is included in this calculation. Attempted credits from all enrollment periods at the College plus all accepted transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence. Students have 93 attempted hours in which to complete a degree program and 45 attempted hours for a one year or less certificate program. Students who have received a bachelor's degree are also considered to have exceeded the maximum time frame for completion at John A. Logan College.
- B.1. Transfer Students: Credits officially accepted in transfer will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility.
  - B.2. Second Degree Students: Credits earned from a first degree or certificate must be counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted.
  - B.3. Developmental Studies: Developmental courses are considered when evaluating SAP requirements. Students may receive financial aid for a maximum of 30 semester hours of developmental studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met.

### Additional Considerations for Quantitative or Pace of Completion Standards

- Withdrawals (W grades) that are recorded on the student's permanent academic transcript will be included as credits attempted and will have an adverse effect on the student's ability to meet the requirements of the completion rate for financial aid.
- Incomplete Grades: Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.
- Repeated courses enable the student to achieve a higher cumulative grade point average. Students can repeat courses with financial aid until successfully completed but repeating courses adversely affects the student's ability to meet completion rate requirements. Financial aid can be considered for successfully completed classes that are repeated to achieve a higher grade but for only one additional attempt. Only the latest attempt will count toward the cumulative grade point average.

## C. Qualitative Standards

Cumulative GPA Requirements (GPA Rule) – In order to remain eligible for financial aid consideration, students must meet minimum cumulative grade point average requirements. All courses with grades of A, B, C, D, and E, are included in this calculation. Transfer credits are excluded.

### III. Regaining Eligibility for Financial Aid

Students who do not meet the credit progression requirements (Quantitative or Pace of Completion) and/or cumulative grade point average requirements (Qualitative) will be immediately ineligible for financial aid. Removal from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment. Unless extenuating circumstances exist and an appeal is granted (see "IV. Appeals" for additional information), a student in financial aid ineligible status should expect to continue classes at his or her own expense until satisfactory academic progress requirements are again met. Students who fail to meet these Satisfactory Academic Progress Standards and who choose to enroll without benefit of student financial aid may request a review of their academic records after any term in which they are enrolled without the receipt of financial aid to determine whether they have again met satisfactory academic progress standards. If the standards are met, eligibility is regained for subsequent terms of enrollment in the academic year. Students should contact the Financial Aid Office for assistance in appealing any element of this policy or to determine how to regain eligibility for financial aid.

### IV. Appeals

Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid can appeal the financial aid ineligibility status. Students must clearly state what caused the ineligible status and must also clearly indicate what has changed that will now allow the student to succeed. Appeals are encouraged if:

- Extenuating circumstances exist (i.e., student's serious illness or accident; death, accident or serious illness in the immediate family; other mitigating circumstances), or
- The student has successfully completed one degree and is attempting another. Students appealing an ineligible status must:
- Complete the College's SAP Appeal Form in entirety online and submit. The Financial Aid Appeal Form is available on the College's website at <https://www.jalc.edu/financial-aid/appeal-form>

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## ***Administrative Procedure 834 – Academic Forgiveness***

*Last updated: 08/01/2022*

John A. Logan College recognizes that students may return to the College after an absence hampered by a prior academic record that may not represent their current abilities and commitment to education. Additionally, this prior work may negatively impact current degree completion. Possible reasons for poor performance may include immaturity, personal crisis, or unclear vocational/educational goals. In such cases, the College acknowledges that it may be reasonable for the student to request the exclusion of prior academic work from the calculation of the cumulative grade point average (GPA) for graduation purposes only. Prior to requesting academic forgiveness, the student must meet the following guidelines:

- not have enrolled in credit courses at John A. Logan College for a period of at least three consecutive calendar or academic years from the last enrollment period;
- complete at least 12 credit hours at the College with a minimum grade point average of 2.0;
- complete the Request for Academic Forgiveness form found on the Admissions and Records webpage under "Forms" or located in the student portal student tab;
- request the exclusion of all courses attempted and/or completed during the semester or semesters stated in the Academic Forgiveness request in the cumulative GPA calculation for the purpose of graduation.

The Assistant Provost for Student Affairs may approve or deny the request for academic forgiveness. The determination of the Assistant Provost for Student Affairs shall be considered final.

Approval of academic forgiveness means that grades in the requested semester(s) will be excluded from the cumulative grade point average calculation at John A. Logan College exclusively for the purpose of meeting GPA requirements for awarding degrees or

certificates. All grades shall continue to be listed on the student's permanent academic record and transcript. Students planning to transfer to another institution are cautioned that the transfer institution may use all grades earned at the College, including those excluded by this policy, to calculate cumulative grade point average for the purpose of admission decisions or other purposes. If a student is receiving financial aid, Satisfactory Academic Progress guidelines still apply regardless of the Academic Forgiveness Policy. All failing grades earned as the result of a violation of the Academic Honor Code will not be excluded and are not eligible for appeal under the Academic Forgiveness Policy.

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## ***Administrative Procedure 840 – Private Loan Education Program***

*Last updated: 10/31/2016*

The Office for Student Financial Assistance will, upon the request of an enrolled or admitted student who is an applicant for a private alternative loan (as defined in 34 CFR 601.2(b)), provide to the applicant the self-certification form required under 34 CFR 601.11(d) and the information required to complete the form, including—

- a) The applicant's cost of attendance at the institution, as determined by the institution under part F of title IV of the HEA;
- b) The applicant's estimated financial assistance, including amounts of financial assistance used to replace the expected family contribution as determined by the institution in accordance with title IV, for students who have completed the Free Application for Federal Student Aid; and
- c) The difference between the amounts under paragraphs (b)(29)(i)(A) and (29)(i)(B) of this section, as applicable.

The Office for Student Financial Assistance will discuss one on one with the applicant the availability of Federal, State, and institutional student financial aid.

The Office for Student Financial Assistance will discuss one on one with the applicant budgeting for college and student loan repayment options.

# *Appendix C*

## Forms

Important John A. Logan College forms are linked below; if you are using a paper copy of this *Student Guidebook*, please contact the Provost's office ([provost@jalc.edu](mailto:provost@jalc.edu), Ext. 8262) for assistance.

You will need to login to your JALC.edu account to access these forms.

### ***Academic and Student Activity Forms***

- [Academic Suspension Appeal Form](#)
- [Annual Campus Club Report](#) *(web-based form)*
- [Campus Club Mid-Year Report](#) *(web-based form)*
- [Classroom Conduct and Course Re-entry Agreement Form](#)
- [Club Activity Proposal Form](#) *(web-based form)*
- [Financial Aid Appeal Form](#) *(web-based form)*
- [New Campus Club Form](#)
- [Release of Directory Information Objection Form](#)
- [Special Exemption Form](#) *(web-based form)*
- [Student Grade Appeal Form](#)
- [Violation of Academic Honor Code Reporting Form](#)

### ***Complaint Forms***

- [General Complaint Form](#)
- [Formal Discrimination and Harassment \(Title IX\) Incident Reporting Form](#) *(web-based form; use this form for allegations of discrimination or harassment)*
- [Fraud and Ethics Violation Reporting – Whistleblower Hotline](#) *(web-based form provided through Lighthouse Services, Inc. to ensure anonymity)*

### ***Appeal Forms***

- [Student Grade Appeal Form](#)
- [Decision Appeal Form](#)
- [Title IX Decision Appeal Form](#) *(use this form for appeals of decisions relating to discrimination or harassment; the additional information makes the process faster and more equitable)*
- [Financial Aid Appeal Form](#) *(web-based form)*

### ***Safety, Health, and Wellness***

- [Clinical or Practicum Suspension Appeal Form](#)
- [CANTS Information Form](#)
- [Disabled Parking Permit Request Form](#)
- [Involuntary Health or Safety Withdrawal Appeal Form](#)
- [Safety Review Request Form](#) *(web-based form)*
- [Student Release of Information Form](#)