



# John A. Logan College

## Handbook

COSMETOLOGY

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## About the Program

Welcome and congratulations on your decision to start a new career in the Cosmetology Program! We have instructed many students in the arts, skills, and applied sciences of hair, nails, and skin care. Many are local hairstylists that you may even know! Their success comes from the Cosmetology Program and the driven desire to be the best student possible by attending class every day, completing assignments, and displaying professional behavior.

This packet will assist you through the program, use it as a reference and resource for information relating to the Cosmetology Program. Please take the time to read this packet, the information will guide you and help you have a successful college experience.

The Certificate in Cosmetology is a Gainful Employment Certificate Program of 16 credit hours or more that prepares the students for gainful employment in a recognized occupation. The Cosmetology Program is designed to give students thorough training in the arts, skills, and applied sciences that deal with adornment through care and treatment of the hair, nails, and skin.

The Cosmetology Licensure Certificate Program meets the standards of the Illinois Department of Professional Regulations, State of Illinois, in total hours, teaching staff, equipment, facilities, library, and course content.

Graduates are prepared for licensure by the Department of Financial and Professional Regulation-Division of Professional Regulations, State of Illinois, upon passing the Illinois Cosmetology examination. This qualifies the graduate for employment.

This program is a 1-year Certificate in Cosmetology. Cosmetology is a clock hour program, requiring 1500 hours, whereas John A. Logan College Cosmetology requires 1520 hours. An additional 20 hours are obtained by attending a Hair Show in the Spring, which introduces the required continued education that our profession mandates. With this program being described as clock hour, attendance is vital to the successful student! If a student misses a total of 36 hours at any point in the 3-semester program, they will be dropped from the program.

Missed hours in combination with Theory and Lab hours must not exceed a total of 36 hours for the entire program, which includes 3 semesters for 1520 hours, or the student will have to retake the classes when they are offered, with the loss of current semester's hours earned.

The courses taken in the Cosmetology program are ORI 100 College Readiness, COS. 101 theory, COS. 111 lab, COS. 102 theory, COS. 112 lab, COS.113 lab, and COS. 114 Internship (COS. 113 and 114 are Summer semesters).

The hours attainable for each semester are:

- Fall semester Cos. 101- **96 hours**, Cos.111- **528 hours**, equaling to **624 hours**.
- Spring semester Cos. 102- **80 hours**, Cos. 112 – **528 hours**, equaling to **608 hours**.
- Summer semester Cos. 113- **144 hours**, Cos. 114- **144 hours**, equaling to **288 hours**.

This is the 1520 hours required fulfillment.

During the Students final cosmetology lab, all students must pass a State Board Practical Exam, and a 400-question Written Exit Exam with a minimum score of 80% for each exam. The 400-question Written Exit Exam is broken into two segments, Part 1, and Part 2, each are 200 questions, each must receive a minimum score of 80% or higher. **All** exams require a minimum score of 80% or higher to pass. If the minimum is not met, the student may retake the Written Exam an additional two times. The State Board Practical Exam retake will only be offered in the following semester, during the final exam's week.

Successful students will be qualified to apply for the State of Illinois Cosmetology Board Exam while the other students must enroll in an additional lab class to review skills.

After successful completion of the program the graduate will complete their online application process to Continental Testing Services to apply for the State of Illinois Cosmetology Board Exam. Payment with a credit card can be made online. An instructor will assist in the application process. Upon passing the Illinois State Board Exam a Certificate in Cosmetology will be awarded from the Illinois Department of Financial and Professional Regulation.

The successful Cosmetology student should have a passion for the beauty industry, be self-disciplined in attendance, and completing and turning in assignments on time for maximum points.

As a student in the Cosmetology, you represent our program and John A. Logan College. You will always be held to the highest expectations of ethical and professional standards of conduct. We wish you success as you begin the amazing journey of Cosmetology!

## **College Mission, Vision, and Philosophy**

### ***Mission***

The **mission** of John A. Logan College is **to enrich lives through learning and community engagement.**

### ***Vision***

Looking forward, our **vision** is that, **through innovation and equitable learning opportunities, John A. Logan College will be a College of excellence that inspires growth, cultivates learning, and promotes cultural understanding.**

### ***Philosophy***

John A. Logan College believes in the inherent worth and dignity of the individual. Derived from that belief is the concept that education is important to the cultural, intellectual, and social enlightenment of the individual; that high-quality educational opportunities are the right of the citizens to whom the College belongs; and that education is vital to the area's economic growth. Because our citizens have worth, dignity, and potential regardless of their age, economic status, or social station, the College assumes the obligation to serve its citizens through an open-admission concept with lifelong learning opportunities.

Within the limits of the College's ability to attain and maintain a solid financial base, it is ready and eager to provide low-cost traditional and non-traditional education opportunities whenever, wherever, and however they are needed by the citizens to improve the quality of their lives.

## **Program Mission, Vision, and Philosophy**

Thank you and congratulations on your admission to the Cosmetology Program. Our Cosmetology instructors have a passion for this profession and our students. Our mission is to make everyone feel welcome and ensure that all will have the same opportunities to become a successful licensed Cosmetologist.

Our desire is to help students grow in their chosen profession, through patience, encouragement, and guidance. Through extensive training, technical skills will develop, but equally important is becoming well rounded in all public services. Developing life skills, thorough and effective communication, health and public safety, business skills, infection control, career planning are just a few topics that will be taught and applied.

## **Program Specific Information**

The Certificate in Cosmetology is a Gainful Employment Certificate Program of 16 credit hours or more that prepares the students for gainful employment in a recognized occupation. The Cosmetology Program is designed to give students thorough training in the arts, skills, and applied sciences that deal with adornment through care and treatment of the hair, nails, and skin.

The Cosmetology accrediting body is The Illinois Department of Financial and Professional Regulations, The State of Illinois. The Cosmetology Licensure Certificate Program meets the standards of the Department of Professional Regulations, State of Illinois, in total hours, teaching staff, equipment, facilities, library, and course content.

Graduates are prepared for licensure by the Illinois Department of Financial and Professional Regulation-Division of Professional Regulations, State of Illinois, upon passing the Illinois Cosmetology examination. This qualifies the graduate for employment.

Students must maintain a 2.0 = C average in each cosmetology class or student will be dropped from the program.

The Cosmetology program meets Monday-Friday, times are 8:00am – 4:20pm every day with the exception of one weekday, Monday, or Friday. These days meet 8:00am – 3:20pm. Determination of which applies to you is dependent on which section you are registered in. There will be two sections of Cosmetology students, section 01 and 02.

Attendance is a key component in Cosmetology. Missed hours in combination with Theory and Lab hours must not exceed a total of 36 hours for the entire program, which includes 3 semesters for 1520 hours, or the student will have to retake the classes when they are offered, with the loss of current semester's hours earned.

## Program Discipline and Ethics

As a student in Cosmetology, you represent our program and John A. Logan College. You will always be held to the highest expectations of ethical and professional standards of conduct.

Conduct forms are given at the instructor's discretion., Conduct forms are given if a student behavior continues to be inappropriate to disruptive to the classroom learning process, including any public service function or other authorized activities through John A. Logan College. Receiving two (2) classroom conduct forms while registered in any section of the Cosmetology program could result in permanent dismissal from the Cosmetology Program.

Profanity or unprofessional language in any form is not allowed and may result in a conduct form.

## Attendance

The Cosmetology program meets Monday-Friday, times are 8:00am – 4:20pm every day with the exception of one weekday, Monday or Friday. These days meet 8:00am – 3:20pm. Determination of which applies to you is dependent on which section you are registered in.

Attendance is a vital part of the Cosmetology Program; missing hours means missing instruction. A student is allowed to miss 35.5 hours, 36 hours will require the student to be dropped from the program, losing all hours acquired from that semester. Summer semester COS. 113 allows up to 16 hours to be missed, in conjunction with previous Cosmetology hours missed or short.

Hours are documented from COS. 101 & 102 Theory and COS. 111, 112, 113, & 114 courses. Missed hours in combination with Theory and Lab hours must not exceed a total of 36 hours for the entire program, which includes 3 semesters for 1520 hours, or the student will have to retake the classes when they are offered, with the loss of current semester's hours earned.

Hours will be documented every day class is in session on a daily timecard. Your hours will be updated weekly to keep you informed on short or long hours. You will also be required to sign in and out every day you are present in a Sign In/Out Book. NO ONE is allowed to sign another student in or out, this violates the Illinois Department of Financial and Professional Regulation and disciplinary actions will incur.

Missed hours in combination with Theory and Lab hours must not exceed a total of 36 hours for the entire program, which includes 3 semesters for 1520 hours, or the student will have to retake the classes when they are offered, with the loss of current semester's hours earned.

**Attendance in Lecture and Lab is Required to Successfully Complete the Course.** It is rude and extremely inconsiderate to be late for class or to get up and leave early. Tardiness is disruptive and shows disrespect for your classmates and instructor. If you have a conflict, which will make you unable to commit to this time slot, or if you do not want to commit to this time for sixteen weeks, then you need to rethink your goals. Notify your class instructor immediately by phone or email provided on the first page of your course syllabus if you will be absent, due to sickness, hospitalization, or any other emergency.

## Assessment/Grading

Method of evaluation include, but not limited to:

- Worksheets and daily lab grades (professionalism, dress code)
- Project sheets/Cosmetology Lab project booklet
- Exams
- Final practical and written exams

Cosmetology Grading scale:

A = 93 -100

B = 86 - 92

C = 80 - 85

D = 74 - 79

F = 0 -73

Students must maintain a 2.0 = C average in each cosmetology class or student will be dropped from the program.

Final Semester Exams will have no late entry or make up exams. Student must be on time, or the final result will be a grade of zero "0". If a student is not present for roll call on the day of the final exam, they will not be given any chance to make up the final exam. The result will be a zero "0" for the final exam. In the event of an emergency, students must contact the instructor immediately.

## Classroom Rules

- Each student is responsible for adhering to the Student Guidebook found on the Colleges website.
- If you have a medical condition where you are suffering from a serious communicable disease, you must notify Disability Support Services(C218) and provide a letter from your doctor describing your communicable condition at the beginning of the semester you are registered per IDFPR regulation, **Section 1175.115 Sanitary Standards b-33 & 35, as defined in 77 ILL. Adm. Code 690.** Failure to notify your instructor of this issue may be a violation of the Code of Student Conduct.
- Each student is required to complete all classroom assignments.
- Each student will be tested on material covered from the chapters, handouts or any other presentations and lectures made in class.
- The Student Handbook should be read and implemented at all times.
- All cell phones will be turned off prior to the start of class and placed in a holder during class time. Notify instructor for emergency use. All smart watches, MP 3 players, iPod, headphones/earbuds, or lap top computers are to be turned off in the classroom, clinic, & at internship sites unless approved by an instructor. If a student interrupts class with said items, disciplinary actions will occur, and a conduct form may be given to the student.
- Students must bring their kits, manikins and all supplies to class and lab and be present for roll call. Students without appropriate supplies and equipment (kits) will be dismissed from class with a loss of hours for the day.

- If the instructor sends a student home, the student will incur an absence for the portion of the class that is missed.
- Three consecutive days of absences without instructor notification may jeopardize the student's ability to continue the program. A determination will be made by the instructor and dean or associate dean. If you are sick, in the hospital, or for any emergency absence, you must notify the class instructor the day of absence or before by phone or email provided on the first page of the course syllabus.
- A student can earn 20 hours for attending hair shows upon availability, approved, and accompanied by an instructor.
- If you are 36 hours short at any time during combined Cosmetology courses, you must repeat the current entire course with the loss of previous hours for that semester. This includes combined hours short from the previous semesters.
- If it is determined that the student must repeat the entire course, the student will be responsible for registering for the course and paying current tuition, plus any fees, lab fees.

## Sign In/Out Daily

- Students must sign themselves in and out each day present. No other student can do it for you. This is a requirement from our governing body, The Illinois Department of Financial and Professional Regulation, IDFP.
- Students must sign in and out each day including lunch.
- If you forget to sign in, notify the instructor immediately. You will not receive hours if you do not do this every day. This applies to your timecard as well.
- If a student signs another student into class, both students will be dismissed with a loss of hours for the day, and a conduct form will be issued.

Time will be docked as follows:

- 0-10 minutes late to class = 1 tardy Every 3 times tardy = 30 minutes docked on time card
- 11-30 minutes late to class = 30 minutes docked on timecard
- 31-60 minutes late to class = 60 minutes docked on timecard
- 61-90 minutes late to class = 90 minutes docked on timecard
- 91-120 minutes late to class = 120 minutes docked on timecard etc.
- All kits, coats, sweaters, purses, backpacks, and other personal items will be placed in an assigned locker with personal lock placed on locker. Combinations to lockers must be filed with lab manager/faculty. All items in lockers must be removed at the end of each semester or locks will be cut off by security.
- A cumulative record of attendance (tardiness, leaving class early and absences) will be maintained for each course and for the program.
- Lab area workstation cabinets are to be cleaned out each day. Personal and dispensary items are to be placed in dispensary or personal lockers – with no exceptions. All make-up students must take all their own supplies home each day or they will be placed in the lost and found.
- **All** students must inform the lab manager/instructor if leaving the lab or classroom for any reason.



- When applicable, students are assigned clients on a random basis. Any student refusing a client or class assignment will be dismissed from that day's class and receive a ("0") for the day, with loss of missed hours, unless prior instructor approval is obtained.
- Clients, students & instructors are the only individuals allowed in the lab.
- Children are only permitted on the lab floor or in a classroom when receiving service accompanied by parent or guardian.
- College Policy does not allow food or drinks in the classroom or lab area. Hard candy/breath mints are permitted.
- When applicable, advanced students with good attendance will be allowed to do their hair once a month on a hair day announced by the instructor. All chemical applications must be purchased by the student. We must have MSDS sheets on all products the student uses. Students behind on their project book must take this time to catch up on their projects. Hair-day is a reward.
- Plagiarism or Falsifying records will result in a "0" for that assignment/project and/or the student will receive a class conduct form or could be dismissed from the program.
- In the event of an excused absence, the instructor should be notified by phone or email provided on the front page of syllabus prior to the absence, if possible. The excused absence hours will not be applied to the 36 total hours allowed. All hours must be made up regardless to the required 1520 hours. Proper documentation must be provided.
- **Excused absences include:**
- Hospitalization, jury duty, and death in the immediate family with documentation. (The immediate family includes the following: spouse, mother, father, sister, brother, grandparents, mother-in-law, sister-in-law, brother-in-law, and grandparents-in-law).
- In the event of an excused absence, the instructor should be notified by phone or email provided on the front page of syllabus prior to the absence, if possible. The excused absence hours will not be applied to the 36 total hours allowed. But are required to made up, with the exception of jury duty.
- Doctor and Dentist appointments are not considered excused! ALL hours must be made up regardless. **Proper documentation must be provided.**
- All missed hours must be made up to complete the program for 1520 hours.
- **No Tolerance Policy:** Ask you, Tell you, & Done results in a Conduct form. Non-compliance with rules will result in a conduct form. Conduct forms are given if a student's behavior continues to be inappropriate or disruptive to the classroom learning process, including any public service function, or other authorized activities through John A. Logan College.
- At the instructor's discretion, **disciplinary cards (D.C.)** will be given for violations of rules and regulations due to unprofessional behavior.  
Disciplinary cards are given for unprofessional behaviors such as: disruption in class, fighting, profanity, inappropriate attitude/speaking, disrespectful behavior, cheating, falsification of records or work, or any other unprofessional behavior included in the Cosmetology Course Syllabus or Cosmetology Handbook. All students will be given a professional behavior grade starting at 100 points. Each disciplinary card give will result in a 5- point deduction from their final semester grade. I will receive a Disciplinary Card, due to unprofessional behavior and/or violations of rules and regulations of the Cosmetology Program at John A. Logan College. I have carefully read the Course Syllabus and Cosmetology Handbook and understand the general information and policy statements and agree to abide by these as a student in the Cosmetology Program.

- Task cards are given for lack of not following established rules and regulations of cosmetology program. Three (3) task cards may result in one (1) conduct form given at instructor's discretion. Conduct forms are given if a student's behavior continues to be inappropriate or disruptive to the classroom learning process, including any public service function or other authorized activities through John A. Logan College. Receiving two (2) classroom conduct forms while registered in any section of the cosmetology program may result in permanent dismissal from the cosmetology program.
- All rule violations will result in a "task card" completion. Task cards are required to be completed before the end of semester; otherwise, an incomplete will be given.
- Task cards must be completed to graduate.
- Profanity or unprofessional language or topic in any form is not allowed and may result in a conduct form.
- If the instructor sends a student home, the student will incur an absence for the portion of the class that is missed.
- **In the event of an absence, the student must realize that every hour must be completed to equal 1520.**

Missed hours in combination with Theory and Lab hours must not exceed a total of 36 hours for the entire program, which includes 3 semesters for 1520 hours, or the student will have to retake the classes when they are offered, with the loss of current semester's hours earned.

## Dress Code

Students' appearance must be professional at all times. All attire must be clean, neat, and wrinkle free. Students must come to class looking professional with hair, nails, and makeup done daily. Appropriate person hygiene includes use of deodorant, frequent hair shampooing/bathing, shaving, if necessary, and good oral hygiene. There will be daily dress code and personal grooming checks, non-compliance students will be sent home, with loss of hours. Student vests (mandatory) are purchased at the JALC bookstore.

Dress Code Attire – School Uniform:

- No hoodies or sweatshirt/sweat clothing.
- Black Vest or Smock
- Black Pants
- Solid Black or White Shirts, NO sleeveless top/cap sleeves, NO CROP TOPS ALLOWED!
- Black or white Shoes with Rubber Soles and Enclosed Toe
- Groomed with Hair and Makeup done before class.
- No Hats allowed in class or labs!
- **Name Tag Mandatory** – replacement cost is (\$10.00) dollars, the first one is free to JALC students.
- **End of Semester:** Sanitation/cleaning day. You can wear your dress code uniform or appropriate blue jeans and shirt only. No shorts.

## Dress Code Violation

- Students out of dress code will be docked appropriate hours for going home to change into Cosmetology dress code and returning in proper dress code.

## Program Requirement

- Students earning less than 80% (a “C” average) for all combined classes including the 400 question Exit Exam, which requires an 80% pass for each Part I & Part II will not be able to complete the program until the 80% average is met in all areas.

## Cosmetology Club

The Cosmetology club is reserved for registered Cosmetology students. Our club tends to be very active in order to help offset the cost of the hair show that we attend in the Spring semester, which earns the student 20 hours, and the realization of continued education requirements from the IDFPR. Continued education is mandated from the Illinois Department of Financial and Professional Regulation, our governing body. The Cosmetology club participates in most JALC functions, and many community services. Every Spring we host a Royal Makeover, formerly known as the Princess Makeover. In the Fall and Spring semesters three class officers will be voted on by their peers. This includes a president, vice-president, and secretary/treasurer for each section. The officials will have responsibilities that will be designed to assist the club advisor and the overall success of the club itself, and the activities participated in.

## Internship

Cosmetology participates in an internship program every Summer semester. The course is Cos. 114 with sections being identified as 80 & 81. The successful student can complete this course if specific requirements are first met. The student must maintain a C average and must have 750 hours completed.

144 hours are required in Cos. 114, with IDFPR allowing up to 150 hours. These hours are obtained at the internship site, which is with an in-district registered salon. The mentor must be a licensed cosmetologist with at least 2 years' experience and no disciplinary actions.

## **Student Rights and Responsibilities:**

INC (Incomplete). The maximum time for completing an “INC” will be at the end of the next semester, instructor will determine date. A student must repeat the entire course in order to gain credit if “INC” has not been satisfied. The incomplete grade will change on the transcript to a failing (F) grade if the course is not completed within the designated time limit. No grade points/no credit.

If it is determined that the student must repeat the entire course, the student will be responsible for registering for the course and paying current tuition times credit hours plus any other fees and lab fees.

# 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 this College code of conduct should be reported to an appropriate college official. Please refer to the [Student Guidebook](#) for the most up-to-date version of the Student Code of Conduct.

## Offenses

- Academic dishonesty, plagiarism, or willful falsification of scientific, 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.

## Grading System

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>	<b>Grade Points Assigned: 4</b>
<b>Description: Excellent</b>	
<b>Cosmetology grading scale A = 93 - 100</b>	
<b>Grade: B</b>	<b>Grade Points Assigned: 3</b>
<b>Description: Good</b>	
<b>Cosmetology grading scale B = 86 - 92</b>	
<b>Grade: C</b>	<b>Grade Points Assigned: 2</b>
<b>Description: Average</b>	
<b>Cosmetology grading scale C = 80 - 85</b>	
<b>Grade: D</b>	<b>Grade Points Assigned: 1</b>
<b>Description: Poor</b>	
<b>Cosmetology grading scale D = 74 - 79</b>	
<b>Grade: F</b>	<b>Grade Points Assigned: 0</b>
<b>Description: Failing</b>	
<b>Cosmetology grading scale F = 0 - 73</b>	
<b>Grade: INC</b>	<b>Grade Points Assigned: 0</b>
<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>	<b>Grade Points Assigned: 0</b>
<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>	<b>Grade Points Assigned: 0</b>
<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. See [Board Policy 8231](#) for more information.

## Course Syllabi

For each of your courses, you will receive a course syllabus (plural: syllabi). A syllabus contains key information about your course, including classroom policies and expectations. In addition, each syllabus has a [Syllabus Attachment Page](#) providing information and describing policies relevant to all courses at John A. Logan College. In this program, you are expected to familiarize yourself with each course syllabus. Contact your instructor if you have any questions.

## Graduation

Graduation is an important part of completing this program. Students should apply for graduation the semester prior to completing all required coursework for the degree. The College awards degrees each semester, however, there is only one graduation ceremony held each year at the end of the spring semester. A one-time \$10.00 graduation fee will be added to your Bursar account when you apply for graduation. The graduation fee must be paid in order to receive your final transcript and diploma.

At John A. Logan College, we value the opportunity to celebrate our students' achievements at the graduation ceremony in May. However, it is not necessary to participate in the graduation ceremony to receive your degree and have your degrees noted on your official transcript. **Always apply for graduation even if you do not intend to participate in the graduation ceremony!**

## 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.
- 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. See [Board Policy 8313](#) and [Administrative Procedure 823](#) for more information.

## **Violence/Intimidation Prevention**

Violence and intimidation are not tolerated in any John A. Logan College program. Specific examples of forbidden behavior are described in the Student Code of Conduct (see above). Violent or intimidating conduct may result in disciplinary action or referral to law enforcement. These rules also apply when students are at off-campus sites while participating in a college-sanctioned activity (clinical sites, externships)

## **Human Subjects Research**

Any research involving human subjects, include student collaboration with other institutions, requires advance research approval. Never begin research on human subjects without documentation of research approval or waiver of research approval. Full approval from any collaborating institutions must be obtained before starting a study. Contact the Office of Institutional Effectiveness & Research for more information.

## **Confidential Information**

Information concerning patients, faculty, staff, volunteers, clients, or other students is highly confidential and may only be used for legitimate educational purposes. Any disclosure of confidential information regarding a patient, including release of pathology or diagnosis to a patient, will result in dismissal from the program. In many cases, disclosure of confidential information is a violation of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA); please consult your instructor or program coordinator for more information.

Students should never discuss information concerning patients, faculty, staff, volunteers, clients, or other students, or take photographs on or off campus, without written authorization.

You may be required to sign a confidentiality agreement to participate in this program.

## **Class Cancellation**

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.



## Board Policies and Administrative Procedures

Board Policies and Administrative Procedures provide overall guidance for the administration of John A. Logan College. To the extent that a particular policy or part of a policy conflicts with Illinois or Federal law, the applicable law shall take precedence. To the extent that a policy conflicts with a collective bargaining agreement provision to which the Board of Trustees is a party, the agreement shall take precedence.

The online version of the [Board Policies and Administrative Procedures](#) are the official versions and contain the most up-to-date information.

Questions or comments regarding Board Policy or Administrative Procedure may be submitted to [comments@jalc.edu](mailto:comments@jalc.edu).

## Student Guidebook

The John A. Logan College [Student Guidebook](#) is a one-stop resource to guide students to key information and to enhance the accessibility of John A. Logan College student policies. Please refer to the [Student Guidebook](#) whenever you have questions about a College policy, procedure, or available resource. The online version of the [Student Guidebook](#) is the official version and contains the most up-to-date information.