

Article III - Academic Regulations

Section 1 - General Administrative Responsibility

The vice-president for instructional services has administrative responsibility for establishing procedures which are necessary to fulfill the intent of these policies. Administrative procedures are available on request from the vice-president for instructional services. The vice-president for instructional services shall establish such administrative procedures as will enable the Academic Progress Review and Health Professions Review Committees to carry out their duties.

Section 2 - Attendance and Classroom Decorum

- A. 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 (see Article II, Section 2E). Because there is no set number of acceptable absences, students should refer to their course syllabi for attendance requirements.
- B. A student who is absent from a class for three consecutive meetings or who is excessively absent as defined by the course syllabus or instructor, without prior approval, may be required by the instructor to meet with the appropriate administrator before being readmitted to the class. Students who claim illness as a cause for excessive absences may be required to present a physician's statement before being readmitted to class.
- C. 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 instruction.
- D. 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 will 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.
- E. In order to provide a classroom environment that is conducive to teaching and learning, behavior (conduct or comments) which is disruptive to this environment will not be tolerated. Students are also expected to maintain proper classroom decorum as pertains to personal electronics devices such as, but not limited to:
- cell phones
 - beepers
 - pagers
 - palm pilots
 - camera phones
 - video phones
 - text messaging devices and other similar devices

In addition to the rules of behavior contained in this handbook, faculty members are authorized to establish reasonable rules of classroom conduct and decorum. Students who violate these rules may be subject to administrative withdrawal—dropped from a class with a grade of “W” if passing or “WE” if failing but without a refund of tuition (see Appendix A).

Section 3 - Grades

A. Grading System

1. Grading symbols are as follows:

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

- INC Incomplete. May be completed by the student at the discretion of the instructor. The maximum time for completing an "INC" is one semester; otherwise, the student must repeat the entire course in order to gain credit. The incomplete grade will remain on the transcript if the course is not completed or retaken after one semester. No grade points/no credit/no penalty.
- W Authorized withdrawal no later than the last day of the twelfth week of the semester. No grade points/no credit.
- WP Authorized withdrawal after the twelfth week of the semester with a passing mark. No grade points/no credit.
- WE Authorized withdrawal with a failing mark after the twelfth week of the semester. Same as an "E" - 0 grade point/no credit.
- AU Audit. No credit.
- DEF Deferred. Used only for students enrolled in open-entry/open-exit classes in which the work is of a continuing nature. No grade points/no credit. A grade may be deferred for a student until the next semester. At the end of that semester, a grade other than "DEF" shall be given in the course.
- PR Denotes proficiency.
- R Denotes repeat course (see 4 below).
- P Pass (credit, but no grade points) - for pass/fail classes.
- F Fail (no credit, no grade points) - for pass/fail classes.
- S Satisfactory (credit, but no grade points).
- CR Credit (a temporary designation for students enrolled in foreign study). Once a grade is received, the CR designation will be replaced by the permanent grade.

2. Grading Requirements for Nursing Program. A grade of "C" or better must be earned in each associate degree nursing and practical nursing course for a student to complete any particular course successfully.
3. Students must also earn a grade of "C" or better in English 101 and 102 and in mathematics 113, 120, 131, 202, and 209.
4. Course Repeats. A student may repeat a course only one time in an attempt to improve a "D," "WE," or "E" grade for a given course. The student has the option of petitioning the dean for student services for permission to repeat the course an additional time.

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

B. Appeal of Course Grade

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

1. if the grade was given for non-academic reasons;
2. if inconsistent grading standards were used to grade members of the same class;
3. if the instructor altered the grading procedure established in the course syllabus;
4. if the instructor deviated from his/her grading policy as established in the course syllabus;
5. if an explanation of the method for determining the grade was not given;
6. if the final grade was lowered because the student missed an examination due to a pre-approved College function, and was not permitted to make up the exam; or
7. if the grade was improperly computed.

C. Grade Appeal Procedures

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

The dean will decide within 10 calendar days whether to:

- a. support the existing grade,
- b. support the appeal and submit a Change of Grade form, or
- c. forward the appeal to the vice-president for instructional services.

The student will be notified of the dean's decision in writing.

- 5. If either the student or the instructor is dissatisfied with the dean's decision, a written appeal to the vice-president for instructional services may be taken within 5 days of the receipt of that decision.
- 6. The vice-president shall, within 10 calendar days of the receipt of the appeal, convene a meeting of the College's Grade Appeal Committee for the purpose of considering the appeal.

The Grade Appeal Committee will meet to review the appeal and decide to support the existing grade, or support the appeal and submit a Change of Grade form. The student will be notified of the Committee's decision within 10 calendar days of the review.

- 7. The president and Board of Trustees, in that order, may, at their option, consider the appeal further. Such appeal must be made in writing to the president, or Board of Trustees, in that order, by the student within 10 calendar days from the last response to the appeal or the last attempt to appeal.

Section 4 - Satisfactory Academic Progress, Academic Warning, Academic Probation and Academic Suspension

A. Satisfactory Progress

To be classified as being in "satisfactory academic progress," each full-time or part-time student is required to meet the following cumulative grade-point averages:

	<i>Hours Attempted</i>	<i>Grade-Point Average Required for Satisfactory Academic Progress Standing</i>
Freshman	12-16	1.5
	17-30	1.75
Sophomore	31-45	1.9
	46 or more	2.0

B. Academic Warning

	<i>Hours Attempted</i>	<i>Grade-Point Average Required for Academic Warning Status</i>
Freshman	12-16	1.00-1.49
	17-30	1.25-1.74
Sophomore	31-45	1.50-1.89
	46 or more	1.90-1.99

Students who are placed on "academic warning" are encouraged to:

1. seek their academic advisor for assistance,
2. seek help through the Student Success Center or Student Services Office,
3. go to the Career Development Office for possible changes in career goals, and
4. enroll in developmental classes if necessary.

Students placed on "academic warning" are still considered to be achieving "satisfactory academic progress" and are eligible for Pell Grants and scholarships issued through the Illinois Student Assistance Commission.

C. Academic Probation

Students who fail to meet the academic requirements for either "Satisfactory Academic Progress Standing" or "Academic Warning Status" are placed on "Probationary Status." The specific grade-point average classifications for this standing are as follows:

	<i>Hours Attempted</i>	<i>Grade-Point Average for Probationary Students (students are in unsatisfactory academic progress standing)</i>
Freshman	12-16	Below 1.00
	17-30	Below 1.25
Sophomore	31-45	Below 1.50
	46 or more	Below 1.90

Students on "probation" for more than one semester are ineligible for Pell Grants and scholarships issued through the Illinois Student Assistance Commission (see Article III, Section G).

Any student who is placed on academic probation is required to schedule an appointment with a counselor in the Student Success Center, the Career Development Office or the Student Services Office. The purpose of this appointment will be to review the student's academic progress and formulate a plan to deal with the situation.

Adherence to the plan is mandatory. The student may be required to meet one or more of the following requirements:

1. Enroll in recommended developmental courses, if necessary.
2. Enroll in the Student Success Center Program, if necessary.
3. Achieve the grade-point average required for satisfactory academic progress standing for work taken during subsequent semesters.
4. Reduce the class load to 12 semester hours or less.
5. Meet on a regular basis with a counselor, if necessary.

Exceptions to this policy will be made at the discretion of the dean for student services or the vice-president for administration.

D. Academic Suspension

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

Students may also be suspended from clinical or practicum situations for unsafe performance (see Article III, Section 6A).

E. Appeal of Academic Warning, Probation or Suspension

Decisions involving the placement of students on academic warning, academic probation, or suspension based on the requirements of this section may be appealed as follows:

1. Academic Probation. Instances involving academic probation may be appealed in writing to the Academic Progress Review Committee through the dean of student services within ten (10) calendar days of the notification by the dean of student services. The Academic Progress Review Committee will review the appeal and respond to the student in writing within ten (10) calendar days of the appeal. Further appeals may be made within ten (10) calendar days to the vice president for administration.
2. Academic Suspension. Instances involving academic suspension will be heard by the Academic Progress Review Committee through the dean of student services within ten (10) calendar days of the notification by the dean of student services. Appeals shall be heard by the Academic Progress Committee. If denied by the committee further appeals may be made within ten (10) calendar days to the Vice President for Administration of the College who may, at his or her option, consider the appeal further. Subsequent appeals may also be made to the Board of Trustees, which, at its option, may consider the appeal further.

F. Satisfactory Academic Progress for Financial Aid Recipients

1. Students applying for and receiving federal and state-funded financial aid and veterans benefits must be enrolled in a specifically declared program of study and must be making satisfactory academic progress in that program. Furthermore, such programs of study must lead to the completion of an associate degree, transfer equivalent, or certificate of achievement.
2. The maximum time to complete a certificate or degree program is 93 attempted hours.
3. Summer session enrollment is counted as an enrollment period.
4. According to the United States Department of Education regulations, Illinois Student Assistance Commission policy, and Veterans Administration guidelines, all students applying for federal and/or state financial assistance or Montgomery GI Bill benefits must be pursuing a degree or certificate and must maintain satisfactory progress in courses of study to receive these funds.

A student must be making “academic progress” regardless of whether the student has previously received aid. All prior terms of attendance are included in the evaluations. Courses from other colleges that have been accepted for credit by John A. Logan College will be considered in determining eligibility. Students who have not previously received financial aid or veterans benefits may not be notified of their status until they have applied for assistance.

G. Progress Requirements for All Veterans Benefits

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

1. maintain regular class attendance as determined by the instructor
2. maintain a cumulative GPA of at least 2.0

A student who fails to maintain the required cumulative GPA will be placed on probation. Probation is only a warning status. While on probation, the student is eligible for veterans benefits.

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

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

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

1. Academic Suspension. Failure to meet any of the aforementioned procedures will result in academic suspension subject to appeal to the Financial Aid Appeal Committee.

Students may regain satisfactory academic progress after they have enrolled in, paid for, and completed enough courses to bring their cumulative GPA up to a 2.0. Students may appeal suspension status if extenuating circumstances contributed to their lack of academic progress.

Students who have been suspended 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.

H. Progress Requirements for All Other Financial Assistance Recipients

1. Progress Requirements for Financial Aid Recipients. A student is considered to be making financial aid satisfactory academic progress if both of the following conditions are met:
 - a. the cumulative GPA is at least 2.0; and
 - b. the cumulative completion rate (hours earned divided by hours attempted) is at least 67%. (See item 5, which follows.)

A student, who fails to maintain the required cumulative GPA or cumulative completion rate, or both, will be placed on financial aid probation. While on probation, the student is eligible for Pell Grants, ISAC monetary awards, scholarships, outside awards.

2. Probation. If, after the probation semester, the student achieves a cumulative GPA of 2.0 or above and a cumulative completion rate of at least 67%, the student will be making satisfactory academic progress.

If, after the probation semester, the student does not have both the required cumulative GPA of 2.0 or above and a cumulative completion rate of at least 67%, the student will be placed on financial aid 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 aid suspension.

3. Suspension. Students who have been suspended from financial aid for academic reasons lose their eligibility for all federal, state, and most other types of aid, grants, scholarships, student work, and loans. Students may regain satisfactory academic progress after they have enrolled in, paid for, and completed enough courses to bring their cumulative GPA up to a 2.0 and their cumulative completion rate up to 67%. Students may appeal suspension status if extenuating circumstances contributed to their lack of academic progress.

Students who have been suspended 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.

4. 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 a 2.0 and their cumulative completion rate up to at least 67%.

A student will normally 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 only be reinstated if a request for reevaluation of maximum time frame has been submitted and approved.

5. Completion of Classes. Courses graded with “A,” “B,” “C,” “D,” or “P” are considered completed. Courses graded with “I,” “UW,” “E,” “DEF,” “WE,” or “WP” are not considered to be completed. Courses that have been repeated remain in the completion rate, but the original grades are excluded from the GPA. This calculation is based on all hours attempted regardless of whether a student received assistance or benefits for all those hours.

Developmental courses that are taken to prepare students for required courses are used in the GPA calculation, completion rate, and in the maximum timeframe calculation.

6. Maximum Time Frame. Students have 93 attempted hours in which to complete a degree program and 45 attempted hours to complete a certificate program. Students who have received a bachelor’s degree may also have considered to have exceeded the maximum time frame for completion at John A. Logan College. Students that have received a bachelor’s degree must contact the Financial Aid Office if they feel the hours transferred to John A. Logan College are not applicable to the current program they are seeking. The student’s records will be reviewed by an admissions counselor to verify appropriate transfer hours for the current program.

Students who have changed programs and/or have obtained prior degree(s) or certificate(s) may make a written request for additional time in which to complete their current program of study.

John A. Logan College understands that students may change their educational goals and program of study and that additional education is often needed to enhance career opportunities. These students may complete the request for a reevaluation to document these situations.

7. Appeal. Students who have been suspended from financial aid may complete and submit a Financial Aid Appeal Form for reinstatement of assistance. There should be proof of extenuating circumstances that have contributed to their inability to meet the requirements for satisfactory progress. The Financial Aid Appeal Form is available on the college's website at:

https://secure.jalc.edu:8111/financial_aid_appeal_form.php

8. The Appeal Form Requirements.
 - a. The financial aid file must be complete with all required documents prior to the appeal being accepted.
 - b. The appeal form should be clearly marked with the student's full name and student identification number. The appeal should also include supporting documentation to validate all reasons for the situation. The appeal form is available at the Financial Aid Office.
 - c. Each item must be completely answered on the appeal form. If at all possible, try to keep information limited to the appeal form.
 - d. All academic transcripts from previously attended institutions (after high school) must be available in the Admissions Office.
 - e. The completed appeal form must be returned to the Financial Aid Office to verify all documentation is complete prior to being submitted to the Appeal Committee.
 - f. Students must submit written appeals during the semester in which reinstatement is requested. If the appeal is submitted after the last meeting date for that semester, the appeal will not be considered until the next semester. No aid will be processed for current semester and appeals are not retroactive to previous semester.
 - g. Only one appeal per semester.

9. The Appeal Process for Financial Aid and Veterans Benefits.

- a. A student that does not maintain The Financial Aid Office's Satisfactory Academic Progress Policy or the Veterans Satisfactory Academic Progress Policy will be notified in writing that he/she is suspended from receiving future financial aid. The notification will provide steps to follow along with the appeal form should the student decide to appeal the suspension status.
- b. The John A. Logan College Financial Aid Office publishes deadline dates for appeals. The dates are posted on the web and given in paper form to all students who apply for financial aid.
- c. The student must enroll in classes, complete his/her file, and submit an appeal to the Financial Aid Office.
- d. The appeal is then submitted to the Financial Aid Appeal Committee for evaluation.
- e. The Appeal Committee is made up of faculty and staff from different areas of the campus. The committee has seven voting members.
- f. The Appeal Committee meets two times each semester to evaluate appeals.
- g. Once the Appeal Committee has voted, the coordinator for student financial assistance is responsible for notifying students in writing of their status.
- h. Students who were denied their appeal and are dissatisfied with the decision are directed to make an appointment with the coordinator for student financial assistance.
- i. If the coordinator for student financial assistance feels it necessary, the student will be allowed to submit additional information to support a review of his/her appeal.
- j. The student will submit, in writing, additional information to support his/her appeal and make an appointment with the vice president for administration.
- k. The vice president for administration will evaluate the additional information provided by the student and, if necessary, will submit the student's appeal to the Financial Aid Appeal Committee for further evaluation.
- l. The Financial Aid Appeal Committee will re-evaluate the additional information and make a final decision concerning the student's status.
- m. The Financial Aid Appeal Committee's decision will be FINAL.

I. Return of Title IV Funds Policy; Withdrawal

The Higher Education Amendment of 1998 requires schools to implement The Return of Title IV Refund Funds policy when a Title IV funds recipient withdraws from school. A Title IV recipient is defined as a student who has received Title IV funds (excluding Federal Work Study funds but including Federal PLUS loan funds) OR has met the conditions that entitle the student to a late disbursement.

This applies to a student who begins instruction at John A. Logan College, receives federal financial aid, and then withdraws from all classes or receives all E's because of non attendance.

Student Financial Aid must complete a Return to Title IV Funds worksheet to determine if a portion of the student's Title IV aid must be returned to the Federal programs, or if the student is due a post-withdrawal disbursement.

Official notification to the school occurs when a student notifies the Admissions Office of intent to withdraw. Unofficial withdrawal is when a student leaves school and does not notify the school of intent to withdraw. The Admission's office will determine the unofficial withdrawal date.

1. Withdrawals Prior to 60% Completion Point.

If the student withdraws prior to the 60% completion point, the Return to Title IV Funds calculation will determine the amount of funds which must be returned to the programs. The student will be responsible for this amount and must repay these funds to the institution before he/she will be allowed to register for classes or receive a transcript from the college.

Before withdrawing from the college, the student that has received financial aid should notify the Student Financial Aid office of their decision. The Financial Aid Office will perform the Return of Funds calculation and send notification to the student of funds refunded back to Title IV funds by the college and in turn owed by the student to his/her account with John A. Logan College. The institution must return these funds within 45 days.

2. Post Withdrawal Disbursements.

In some cases, a student may be eligible to receive a "post-withdrawal" disbursement after the student completely withdraws from the school. This is possible when the amount of aid awarded and processed is less than the amount of aid disbursed. In such cases, the Student Financial Aid Office will notify the student within 30 calendars days of the "post-withdrawal" disbursement by mail. The student must respond within 14 days from the date the school sends notification to deny a post-withdrawal disbursement.

3. Order of Return of Title IV Funds.

Federal funds are returned in the following order:

- a. Unsubsidized Federal Stafford loans.
- b. Subsidized Federal Stafford loans.
- c. Federal Perkins loans.
- d. Federal PLUS (Graduate Student) loans.
- e. Federal PLUS (Parent) loans.
- f. Federal Pell Grants for which a return of funds is required.
- g. Academic Competitiveness Grant
- h. National Smart Grant
- i. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.
- j. Other assistance under this Title for which a Return of funds is required

In general, new Federal regulations assume that you “earn” your Federal financial aid awards directly in proportion to the number of days of the term that you attend until you withdraw. If you completely withdraw from school during a term, the school must calculate according to a specific formula the portion of the total scheduled financial assistance you have earned and are therefore entitled to receive up to the time you withdraw. If you or John A. Logan College receives more assistance than you earn, the unearned excess funds must be returned to the Department of Education. On the other hand, if you or the college receives less assistance than the amount you have earned, you may be able to receive those additional funds.

The portion of your Federal student aid you are entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days you completed before you withdrew. For example, if you complete 30% of the semester, you earn 30% of the assistance you were originally scheduled to receive. This means that 70% of your scheduled awards remain unearned and must be returned to the Department of Education.

Once you have completed more than 60% of the semester, you have earned all (100%) of your assistance. If you withdraw from John A. Logan College before completing 60% of the semester, you may have to repay any unearned financial aid funds that were already disbursed to you.

If you received excess funds based on this calculation, JALC must return a portion of the excess equal to the lesser of:

- The student’s institutional charges multiplied by the unearned percentage of funds, or
- The entire amount of the excess funds
- If John A. Logan College is not required to return all the excess funds, you must return the remaining amount. The order in which the funds must be returned by you and college is as follows:
 - Unsubsidized Federal Stafford Loan
 - Subsidized Federal Stafford Loan

- Federal Perkins Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG Grant
- Other Title IV Programs

If you are required to repay loan funds, this is done in accordance with the terms of your loan promissory note. If you must repay any grant funds, the law states that you are not required to repay 50% of the grant assistance that you were calculated to repay. Any grant amount that a student must repay is considered a grant overpayment and therefore must be repaid to John A. Logan College within 45 days.

Example:

1. A student receives the following financial aid:

Subsidized Stafford Loan	\$ 1,275.00
Federal Pell Grant	<u>\$ 325.00</u>
Total	\$ 1,600.00
Minus Institutional Charges	<u>\$ 1,177.00</u>
Student's Refund Check	\$ 423.00

2. The student withdraws from John A. Logan College after completing 10.4 % of the total semester.
 - The semester began on Aug. 19; ended Dec. 7.
 - The student totally withdraws on Aug. 29
 - This is the 11th day of a semester that is 106 days long (or 10.4%)

3. Federal law states that this student has “earned” 10.4 % of federal aid disbursed:

100% of aid disbursed	\$ 1,600.00
10.4% of aid earned	\$ 166.40
89.6% unearned aid	\$ 1,433.60

4. John A. Logan College and the student will share the 89.6 % of unearned aid to be returned. The college's portion is determined by multiplying total institutional charges by the unearned aid percentage

Total institutional charges	Unearned aid %	Amount Due to Subsidized Loan Program from College
\$1,177	89.6%	\$1,054.59

5. The student will be responsible for the remaining balance:

Unearned aid	\$ 1,433.60
Minus Institutional Share	<u>\$ 1,054.59</u>
Student Share	\$ 379.01

6. The balance of the subsidized Stafford loan, \$220.41 will be returned by the student in accordance with terms of the promissory note.

The remaining \$158.60 would be returned at a 50% rate to the Federal Pell Grant program:

Pell Grant Overpayment	\$ 158.60
Multiply the total amount by	<u> x.50</u>
Amount the student owes Pell	\$ 79.30

7. This student must make arrangements with the college Business Office to repay \$79.30 to the Federal Pell Grant program within 45 days.

Similar information about John A. Logan College's Return of Title IV Federal Aid Policy is also available from the John A. Logan College Financial Aid Office.

Section 5 – Graduation Requirements

A. Degrees Granted

The following associate degrees are granted by John A. Logan College:

- Associate in Applied Science
- Associate in Arts
- Associate in Arts Teaching
- Associate in Engineering Science
- Associate in Fine Arts
- Associate in Science

B. General Requirements

To be awarded one of the above degrees, a student must:

1. complete 20 semester hours of credit in residence with an overall grade-point average of 2.0,
2. satisfactorily complete all specific degree requirements, and
3. make application for graduation and pay the required graduation fee (also applies to Certificates of Achievement).

C. Degree Requirements

1. The Associate in Arts, Associate in Science, Associate in Arts in Teaching, Associate in Engineering Science and Associate in Fine Arts degrees are available to each student who meets the requirements of a College transfer program. The degree requirements are outlined in the current John A. Logan College Catalog at <http://www.jalc.edu/catalog/>
2. The Associate in Applied Science degree will be awarded to graduates completing an approved two-year career curriculum.

D. Certificate of Achievement Requirements

The Certificate of Achievement will be granted to those students who successfully complete a board-approved certificate program with a 2.0 overall grade-point average for the specific classes in the program. Residency requirements for career certificates and short-term certificates are that no fewer than ten semester hours of credit must have been earned at John A. Logan College, excluding CLEP and proficiency credits. If the certificate is less than 15 semester hours, 3 semester hours of courses must be completed at John A. Logan College.

E. Waiver of Academic Requirements

1. Institutional Responsibility. In order to maintain the integrity of the College's academic programs, special criteria for admission to certain courses and curricula must be set, minimum requirements for retention of student status must be defined, and requirements for completion of curricula and awarding degrees must be set. For such standards to be meaningful, they must be realistic. However, in recognition of the fact that there may be extenuating circumstances or compensating factors in a particular case, appeals for waivers of specific graduation requirements may be made through a student's advisor to the vice-president for instructional services. All waivers of required courses in any College program and all authorizations for substituting certain courses in lieu of specific program requirements must be approved by the vice-president for instructional services. The vice-president's written approval for a waiver must be filed with the Admissions Office prior to the student's formal graduation check.
2. Student Responsibility. In order that academic requirements may be protected and applied in an effective and reasonable manner, each student has the right to request an exception to the requirements only if the circumstances are extremely unusual and compelling. Likewise, the student is obligated to follow the appeal procedures specified and not seek to circumvent them.

Section 6 – Regulations Regarding Health and Safety

A. Unsafe Clinical or Practicum Performance

1. Instructor Authority to Remove Students from Clinical or Practicum Situations. 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. An instructor may temporarily remove a student from a clinical situation if it is determined by the instructor that the student's continued presence would unduly disrupt the learning process or endanger the physical or psychological well-being of the other students, clinical or practicum employees, patients or clients. If feasible, a temporary removal of a student from a clinic should be communicated orally and in writing simultaneously. The reasons for the removal actions should be clearly stated. If prompt action makes it difficult to communicate orally and in writing simultaneously, then such removals should be followed by a written communication as soon as possible. All such incidents must be reported to the vice-president for instructional services and the appropriate associate dean, coordinator, director or department chair in writing as soon as possible. Any student removed from a class may be readmitted to that class only after conferring with the vice-president for administrative services.

2. Authority of the Vice-President for Administrative Services to Suspend Students from Clinical or Practicum Situations for Unsafe Performance
 - a. Temporary Clinical or Practicum Suspensions. The vice-president for administrative services is authorized to temporarily suspend students from clinical or practicum situations on the basis of student performance judged to be unsafe. Temporary suspensions are limited to three (3) consecutive school days. Suspensions for more than three (3) consecutive school days shall be made by the vice-president for administration after conferring with the vice-president for instruction.

 - b. Suspensions from Clinical or Practicum Situations for Unsafe Clinical or Practicum Performance. This is a sanction of involuntary separation of the student from a class involving a clinical or practicum situation for a definite period of time by the administration for unsafe performance as defined in Article III, Section 6A. A student may be suspended under this provision only on a recommendation of the instructor, the chair of a department, the coordinator, the director, the associate dean, dean for instruction, and vice-presidents for administrative and instructional services. Any students so suspended shall be assigned grades which would have been appropriate if they had withdrawn voluntarily.

3. Appeal of Clinical or Practicum Suspensions. Decisions involving the suspension of students from clinical or practicum situations for reasons of unsafe performance may be appealed as follows:

Any student suspended from a clinical or practicum situation for reasons of unsafe conduct may appeal to the Health Professions Review Committee, which has original jurisdiction in all such matters. The appeal should be in writing and made through the vice-president for instructional services within 10 calendar days of the suspension. The hearing before the Health Professions Review Committee will be held not fewer than five (5) calendar days following the receipt of the written request for appeal. Subsequent appeals may be made within 10 calendar days to the president of the College who may, at his/her option, consider the appeal further. Subsequent appeals may be made to the Board of Trustees, the members of which may, at their option, consider the appeal further.

Section 7 – Health and Wellness

A. Students with Chronic Infectious Diseases

Students with identified chronic communicable diseases may attend normal school functions (including classes) whenever, through reasonable accommodation, the risk of transmission of the identified disease and/or the risk of further injury to the identified student is sufficiently remote in such a setting as to be outweighed by the detrimental effects resulting from the students' exclusion from these normal school functions. Placement decisions will be made using this standard in conjunction with current, available public health department guidelines (i.e., county, state and federal, and the Center for Disease Control in Atlanta, Georgia) concerning the particular disease in question. Individual incidents will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend the College shall be made in accordance with procedures implemented by the College.

The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

Students identified as having a chronic communicable disease(s) will have the rights and responsibilities outlined in this handbook, and any special treatment of such students will be in accordance with the guidelines.

Any disciplinary action, reassignments or other necessary or desirable changes in the status of a student with a chronic infectious disease will be handled with the strictest confidentiality, on an individual basis and in accordance with existing law and College policy.

Medical records relevant to the case of any student identified as having a chronic communicable disease(s) may be requested by the College to become a part of the file of such cases.

Any student with an identified chronic communicable disease, where some action in regard to that disease is taken by the College, will have all appeal procedures available to him or her as contained in College policy; and in the event such procedures may not be clear to the student, satisfactory procedures will be worked out between the College and the student.

B. Drug or Other Substance Abuse Policy

John A. Logan College views drug or substance abuse as having a debilitating effect 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.

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited in and on John A. Logan College-owned and -controlled property, in any setting where the College has a contractual agreement for education, transportation, or housing, and on any College-sponsored off-campus trip or activity of an educational nature.

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 College-controlled grounds (including during meal periods and breaks) is absolutely prohibited except when authorized by the College for approved College functions.

In addition to enforcing (or aiding in the enforcement of) the laws that regulate such abuse, the College provides drug abuse prevention information (programs) through its health classes, special informational events, and a pamphlet as well as through its professional counseling staff for individuals who seek such information.

While the College does not have 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.

C. Use of Tobacco, Food Products and Other Consumable Items in College Buildings

1. Because of environmental, local health and safety concerns, the use of tobacco in any form (smoking or smokeless) in John A. Logan College buildings is prohibited. Smoking is not permitted in building entrances or on campus sidewalks.

To be in full compliance with the Smoke Free Illinois Act that became effective January 1, 2008, locations previously authorized as designated smoking areas will no longer exist, with the exception of all campus parking lots. Smoking will be permitted in campus parking lots only, with no smoking allowed beyond the perimeter of these parking lots.

2. Food and drink products are not allowed in College classrooms when regularly scheduled College classes are in session, or in the Learning Resources Center. Restrictions on food and drink do not apply to outside groups using the College facilities or to scheduled meetings, seminars and workshops that may be held on the College campus by or for the internal or external groups.

D. Child Abuse and Sex Offenders

A student whose name appears on the Child Abuse and Neglect Tracking System (CANTS) or Child Sex Offender/Fingerprint Check will not be allowed to participate in any observation or teaching activities in the College preschool. Those already engaged in observation or teaching activities will be suspended.

E. Appeal from CANTS or Child Sex Offender/Fingerprint Check

1. Interview with instructor. Instructor will complete the Information Sheet for CANTS (see Appendix D).
2. The student will submit a written explanation detailing why he/she is a safe caregiver of young children in Logan Preschool or any other John A. Logan College class activity involving any child care facility.
3. The student will sign a Student Release of Information form for John A. Logan College to discuss with Department of Children & Family Services (DCFS) (see Article II, Section G).
4. Optional. Written support of student by employer or DCFS caseworker may be attached to the student's written explanation.
5. The Preschool Appeal Committee will meet within 10 calendar days of receiving the written explanation and make a determination of student's ability to continue in the CCT 160 lab or any other John A. Logan College class activity involving any child care facility. A written determination will be mailed to the student. The Preschool Appeal Committee will consist of the early childhood education instructor, the preschool coordinator, associate dean for health and public service, and dean for instruction. The dean for instruction or the associate dean must be in attendance for any decision to be rendered.
6. The student may appeal the committee results by writing to the vice-president for instruction within ten (10) calendar days.

Section 8 - Regulations Regarding Student Records and Graduation Rates

A. Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act affords all students certain rights with respect to their educational records. These rights are:

1. The right to inspect and review the student's own educational records.
2. The right to request the amendment of the educational records to insure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the law authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the College to comply with the requirements of the law.
5. The right to obtain a copy of the College's student records policy.

Students may obtain a copy of the policy from the dean for student services.

B. Release of Directory Information

John A. Logan 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, electronic and print media, 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.

Directory information includes student's:

- Name
- Local and home address
- Classification (freshman, sophomore, etc.)
- Enrollment Status
- Major
- Dates of attendance
- Degrees and honors earned and dates
- Participation in officially recognized activities or sports
- 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.

C. Rights to Obtain Graduation Information

Students may obtain information on graduation rates from the Office of Admissions.

Section 9 - Regulations Regarding the Use of Electronic Information Systems

It is the policy of John A. Logan College to comply with all lawful provisions regarding the use of electronic information systems, including computers and electronic mail and such things as software and Internet usage.

A. Computer Usage, Privacy Issues and Ethics

John A. Logan College provides electronic information systems to its staff and students. These resources include computer systems, College data sets and communications networks. Staff and students may use these resources only for purposes related to their studies, instruction, official business with the College and other College-sanctioned activities. Any other use, unless specifically authorized, is prohibited.

Access to the College's electronic information systems is a privilege. Certain responsibilities accompany that privilege; understanding them is important for all users. Those within the College who make use of these resources are subject to high ethical standards to insure the privacy, security, and proper use of data. Recognized as a primary educational, research and administrative asset; the College's electronic information systems should be protected from unauthorized modification, distraction, disruption, or disclosure (whether accidental or intentional). All users of the College's electronic information systems are expected to comply with the following policies and expectations of the College.

1. User Responsibility for Security of Stored Information. The user is responsible for correct and efficient use of the tools each electronic information system provides for maintaining the security of stored information.
 - a. The microcomputer user must be aware of computer viruses and other destructive computer programs, and endeavor to take steps to avoid being either their victim or propagator.
 - b. Use of computers by individuals implies that they accept responsibility for protecting any information (processed and/or stored under directories or accounts assigned to them) that is derived from restricted, licensed, or proprietary information.

2. Privacy. While the College will make every reasonable effort to protect the privacy of electronically stored information (including that of the Family Federal Rights and Privacy Act), the user of the electronic information systems should realize that the College cannot guarantee absolute privacy of such stored information or files.
3. Inappropriate Usage. Computing and networking resources may be used only in accordance with accepted College practice. Examples of inappropriate and unacceptable use of computing and networking resources include, but are not limited to, the following:
 - a. Harassment of other users, including, but not limited to, communication of offensive or disruptive messages. Offensive messages may contain sexual implications, racial or ethnic slurs, gender-specific comments or other comments that offensively address someone's age, sexual orientation, religious beliefs, national origin or disability.
 - b. Destruction of or damage to equipment, software or data belonging to the College or other computer and networking users.
 - c. Disruption or unauthorized monitoring of electronic communications.
 - d. Violations of computer system security.
 - e. Unauthorized use of computer accounts, access codes or network identification numbers assigned to others.
 - f. Use of computer and/or network facilities in ways that impede the computing activities of others.
 - g. Use of computing and/or network facilities for profit-oriented or business purposes unrelated to the mission of the College.
 - h. Violation of copyrights and software license agreements.
 - i. Violation of the usage policies and regulations of the networks of which the College is a member or has authority to use.
 - j. Violations of another user's privacy.
 - k. Academic dishonesty such as cheating and plagiarism (using another person's words or ideas without appropriate documentation).
 - l. Accessing, or attempting to access, another individual's or entity's data or information without proper authorization regardless of the means by which this access is attempted or accomplished.
 - m. Giving another individual the means to access data or information he or she is not authorized to access.

- n. Obtaining, possessing, using or attempting to use passwords or other information about someone else's account.
 - o. Inspecting, modifying, distributing or copying data, mail, messages or software without proper authorization or attempting to do so.
 - p. Tapping phone or data lines.
4. Using Internet by Students or Patrons under 18 Years of Age. Internet users who are less than age 18 may be asked to have a permission form signed by a parent or guardian.

B. Electronic Mail

1. Privacy. The College considers electronic mail to be a confidential, direct communication between sender and receiver(s). Accordingly, it should not be monitored, observed, viewed, displayed or reproduced in any form by anyone other than the sender or intended recipient(s). E-mail users should exercise the same restraint and caution in drafting messages that they would when writing a formal memorandum using College letterhead and assume that their messages will be saved and be seen by someone other than the original addressee. Users should be aware that information stored on the College's equipment whether on a computer hard drive, computer disks or in any other manner may be examined by College personnel in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not readily available by some other means. The contents of computers and electronic mail, properly obtained for a legitimate purpose, may be disclosed within or outside of the College by the College if deemed by the College to be necessary or appropriate.
2. Exceptions to Privacy Policy. College e-mail addresses are considered directory information and may be disclosed to the public. Electronic mail may also be disclosed to others with a need to know under law and College policy. Examples include, but are not limited to, the following:
 - a. Incidental disclosure to technicians or supervisors during maintenance or repair procedures.
 - b. Disclosure to internal or external auditors pursuant to their audit programs.
 - c. Disclosure to adverse parties in civil lawsuits pursuant to mandated discovery procedures or to attorneys for the College for use in preparing a defense against such suits.
 - d. Disclosure to administrative, regulatory or law enforcement authorities discharging their mandated functions or to attorneys for the College for use in defending against charges or sanctions.

- e. Disclosure made for the purpose of resolving internal disputes, including, but not limited to:
- those arising under grievance policies
 - parking and traffic regulations
 - student conduct codes
 - academic admissions
 - retention, grading, and degree awards policies or practices
 - patent and copyright policies
 - indemnification policy liability and self-insurance programs
 - electronic information systems policies
 - any external appeals of unresolved internal disputes

C. Computer Software Usage

It is the policy of the College to comply with provisions of the Federal Copyright Act and other lawful rights or restrictions applying to the acquisition, use, reproduction and distribution of computer software programs. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that it is illegal to make or distribute copies of copyrighted material without authorization (Section 106). The only exception is the user's right to make a backup copy for archival purposes.

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000, and jail terms of up to five (5) years.

It is the policy of this College that no person shall use or cause to be used in the College's microcomputer laboratories or College offices any software which does not fall into one of the following categories:

1. It is in the public domain.
2. It is covered by a licensing agreement with the software author, authors, vendor or developer, whichever is applicable.
3. It has been donated to the College and a written record of a bona fide contribution exists.
4. It has been purchased by the College and a record of a bona fide purchase exists.
5. It has been purchased by the user.
6. It is being reviewed or demonstrated by the users in order to reach a decision about possible future purchase or request for contribution or licensing.