

Rights and Responsibilities: A Student Code of Conduct



***John A. Logan College
Carterville, Illinois***

Rights and Responsibilities: A Student Code of Conduct

This publication is a compilation of policies adopted by the Board of Trustees relating to the rights and responsibilities of all students attending John A. Logan College. These policies have been formulated in order to assist students in experiencing success in their academic and extracurricular activities. Students are subject to all of the policies and procedures contained in this publication. Further, all students are subject to, and governed by, all policies adopted by the College and should refer to the current year's John A. Logan College Catalog for a detailed listing of the same. In addition, various College programs may have additional policies that are uniquely applicable to students in that program.

In accordance with Board Policy 8310 all information contained in this document was in compliance with federal and state law, and current John A. Logan College Board Policies and Administrative Procedures at the time of printing. The online version of Rights and Responsibilities: A Student Code of Conduct is the official version and may contain more up to date information and is available on the college's website under Online Resources at http://www.jalc.edu/online_resources.html

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Article I - General

Section 1 - Introduction

A. College Responsibilities to Students

The primary concern of John A. Logan College is the student. The College attempts to provide all students with an environment that is conducive to academic endeavor, social growth, and individual self-discipline. The faculty and staff seek to achieve this goal through sound educational programs and policies.

The College community has a responsibility to provide for its members those privileges, opportunities, and protections which best promote the learning process. In order to achieve this goal, all members of the College community must be aware and respectful of the rights of others.

The regulations contained in this handbook of rights and responsibilities, and the sanctions for the violations of the same, are made for the purpose of providing an environment conducive to the educational and social development of all students at John A. Logan College.

Every regulation shall be as clear and specific as possible. Disciplinary sanctions shall be commensurate with the seriousness of the offense. Repeated violations may justify increasingly severe disciplinary sanctions.

All regulations and policies shall be in writing and shall be published, distributed, posted or made available in such a manner as to furnish adequate notice to all students.

B. Student Responsibilities

Students are to read and conform to the policies outlined in this document. Students should attempt to obtain maximum benefit from all instructional opportunities and College resources. In addition to adhering to College policies, students are expected to conduct themselves in a manner that creates an appropriate academic and social atmosphere.

C. Academic Freedom for Students

In the interest of promoting the best possible educational environment for members of the John A. Logan College community, and remaining consistent with the rights and responsibilities of others; students are free to examine issues and express their opinions. The regulations contained in this code are designed to achieve the maximum academic freedom in conjunction with necessary order. Students are guaranteed their constitutional rights of freedom of speech and assembly.

D. Relationship to Local Judicial System

When a student has been apprehended for violation of the law in the community, state, or nation, John A. Logan College will not request or agree to special consideration for the individual because of his or her status as a student. John A. Logan College will cooperate fully with law enforcement and other agencies in any program for rehabilitation of the student.

Except for inappropriate conduct on the campus at a College-sponsored event, or in settings where the College has a contractual arrangement for education, housing, or transportation; the College ordinarily will not impose further sanctions after law enforcement agencies, including any judicial systems, have disposed of the case. The College's officials have the right and the responsibility, to initiate disciplinary action if the student's conduct has interfered with the College's educational functions or responsibilities to the College community. Any disciplinary action taken on this basis shall conform to the terms of the code, including appeal.

Article II - Equal Educational Opportunity

Section 1 - Nondiscrimination

A. Policy

John A. Logan College is committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement service, athletic programs or any other service or program of the College; shall be provided without regard to race, religion, color, national origin, disability, age, sexual orientation, or gender orientation when such College activity is consistent with applicable laws and regulations. The admission and retention of (as well as services, programs and activities for) students with identified disabilities will be in accordance with applicable laws and regulations.

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

College employees should contact:

John A. Logan College
Director of Human Resources
700 Logan College Road, Room C116
Carterville, Illinois 62918
Telephone: (618) 985-2828, Ext. 8589,
or TTY (618) 985-2752

Students should contact:

John A. Logan College
Vice-President for Administration
700 Logan College Road, Room A20
Carterville, Illinois 62918
Telephone: (618) 985-2828, Ext. 8358,
or TTY (618) 985-2752

B. Procedure for Resolving Accommodation Issues

When a student requests accommodations, the Student Success Center shall be responsible for determining whether or not a disability is impeding his or her educational access or progress. A student anticipating the need for accommodations should contact the Student Success Center at least six weeks prior to the start of the semester to allow adequate time for preparations to be made. When a student is determined to have a disability impeding educational access, the center plans a program of service for him or her consistent with the disability. In combination, program modifications, auxiliary services and academic adjustments are referred to as “academic accommodation.” When a person (student or employee) has information that a student with a disability is being (or has been) denied an accommodation, such information is to be reported to the director of the Student Success Center. The director and the College’s affirmative action officer will meet with the student and/or the employee alleged to have denied the accommodation for the purpose of discussing any necessary corrective action. If the matter is not resolved, it will be referred to the appropriate vice-president for action. Nothing contained in this section shall be deemed to prohibit a student from filing a grievance pursuant to Article II, Section 3B.

Section 2 - Harassment

A. General

John A. Logan College does not tolerate harassment of or by a student at any time. In addition to being against federal and state law, harassment runs counter to the College's objective of providing an academic atmosphere free of exploitation or intimidation.

B. Definition of Sexual Harassment

For the purpose of this policy, sexual harassment means:

1. any unwelcome sexual advances or requests for sexual favors made by a student of the College to another student in connection with any academic, educational, extracurricular, athletic, and other programs of the College whether those programs take place in a school's facilities where the College has a contractual agreement for housing, transportation, or training programs sponsored by the College at another location, or elsewhere; or
2. any unwelcome sexual advances or requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature made by a representative of the College to a student; or
3. any conduct of a sexual nature exhibited by a College student toward another student or College employee in an educational setting, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive atmosphere; or
4. any conduct of a sexual nature exhibited by a College employee toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive atmosphere, including offensive gender-based comments in the classroom; or
5. when a College representative explicitly or implicitly makes the student's submission to such conduct a term or condition of, or uses the student's submission to or rejection of such conduct, as a basis for determining any right or benefit accruing to him or her as the result of being a student, including such things as admission, performance, assignments, fees, extra-curricular activities, etc.; or
6. sexual violence is a form of sexual harassment and is prohibited by Title IX. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.

Section 3 - Corrective Actions

The College will take whatever action is necessary to stop, correct, prevent or discipline behavior that violates nondiscrimination and sexual harassment policies. Disciplinary action may include, but is not limited to, oral or written warnings, demotion, transfer, expulsion, suspension, probation, reprimand, remedial warning or dismissal for cause.

A. Student Referral

Any student who alleges he or she has been discriminated against by any faculty or staff member will be referred to the dean for instruction.

This referral will be made in writing by the respective faculty or non-teaching professional who heard the complaint directly from the student involved or witnessing the incident.

B. Grievance Procedure Regarding Student Behavior

1. Any student who believes that she or he has been a victim of illegal discrimination or sexual harassment by a student should contact the vice-president for administration. She or he will weigh the allegation in terms of the nature of the complaint and standards set forth in this document, Rights and Responsibilities: A Student Code of Conduct, and shall attempt to settle the matter.
2. If attempts to settle the matter informally are unsuccessful, the vice-president for administration will initiate hearing procedures as described in Article IV, Section 4E.

C. Grievance Procedure Regarding Employee Behavior

Any student who believes that she or he has been a victim of illegal discrimination or sexual harassment by an employee is encouraged to report such conduct directly to the dean for instruction or an associate dean for instruction. The dean or the associate/assistant dean will confer with the student in reference to any additional appropriate steps that need to be accomplished in order to alleviate any alleged conduct, and to take appropriate disciplinary action.

The following grievance procedure is designed to provide a student with a prompt and equitable resolution of a complaint involving discrimination or sexual harassment. This grievance procedure shall be available to any applicant, as well as any full-time or part-time student who believes that he or she has been a subject of prohibitive discriminatory, or harassing, conduct by an employee of the College.

1. Informal Grievance Against an Employee

Prior to filing a formal written grievance, students who believe that they have been the victim of discriminatory or harassing conduct by a College employee should:

When feasible, first seek to clarify or resolve the matter informally with the John A. Logan College employee. If the student does not wish to meet with the John A. Logan College employee, he or she shall have the option to meet with the employee's immediate supervisor. At this time, all efforts will be made by the student, faculty or staff member and the immediate supervisor to resolve the issue.

Should the student complaint not be resolved through the informal complaint procedures specified above, the student may then file a formal grievance in accordance with the procedures established below.

2. *Formal Grievance*

- A. If the informal process has not resolved the issue, the aggrieved student may, within ten (10) calendar days after conclusion of the informal process, file a Formal Student Complaint Form with the vice-president to whom the College employee cited in the complaint reports.
- B. The formal grievance shall be in writing and must include:
 - 1. Name, address, student identification number and telephone number of the aggrieved student.
 - 2. Name and employment position held by the employee the complaint is filed against.
 - 3. Date(s) of the alleged incident(s) involving the College employee.
 - 4. A brief written description of the alleged improper conduct, along with any supporting documents or statements.
 - 5. Names of persons who are witnesses to the conduct, or names of persons who have evidence to support the student's grievance.
 - 6. Remedy sought.
 - 7. Date submitted.
 - 8. Complainant's signature.
- C. The appropriate vice-president shall, upon receipt of the grievance:
 - 1. Provide a copy of the formal grievance to the John A. Logan College employee who is mentioned in the grievance, and direct him or her to file a written response to the same within ten (10) calendar days. Upon receipt of the response to the grievance, the vice-president shall provide a copy of the same to the student.

2. Conduct an impartial investigation of the complaints.
 3. Convene an impartial committee appointed by the appropriate vice- president for the purpose of considering the student grievance.
 4. Establish a date for the Grievance Committee to hear the evidence on the grievance.
- D. The chairperson of the College's Grievance Committee shall act as the hearing officer on the formal grievance.
- E. The following hearing procedures will normally be used:
1. In order for the College to comply with Title IX standards, the College will use a preponderance of evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred) when resolving complaints.
 1. The hearing shall be closed to the public or general student body.
 2. The student and the John A. Logan College employee shall both be allowed to be present throughout the taking of evidence, and shall be entitled to have an advisor or representative present throughout the same.
 3. The hearing officer and the Grievance Committee shall accept all relevant evidence, including testimony and/or documents, presented first by the student and then by the John A. Logan College employee.
 4. Formal rules of evidence shall not be used.
 5. Witnesses by either party shall be excluded from the hearing except when called to present evidence.
 6. The hearing officer shall have the College's attorney present throughout the hearing.
 7. Conduct disruptive to the hearing process will not be tolerated. The hearing officer may terminate or recess any hearing that becomes disruptive to the process.

The hearing officer and the Grievance Committee, after receipt of all relevant evidence, shall close the hearing and render a recommendation in writing to the appropriate vice-president within five (5) calendar days. The recommendation shall include the reason(s) for the committee's recommendation and any corrective action to be implemented.

- F. The appropriate vice-president will render a decision in writing to the student and to the John A. Logan College employee within five (5) calendar days after receiving the recommendation from the John A. Logan College Grievance Committee.
- G. Either the student or the John A. Logan College employee shall have the right to appeal any decision to the president of the College, in writing, within ten (10) calendar days of the receipt of the vice-president's decision.
- H. The president's decision shall be final and binding, and shall be based upon the record from the previous decision appealed and not based upon the taking of additional evidence, unless he or she determines that additional evidence is necessary. Unless otherwise agreed upon, or unless the president determines additional evidence is necessary, he or she shall render a decision, in writing, to the parties within thirty (30) calendar days of the receipt of the appeal.
- I. No student shall be adversely affected by filing a grievance. Any student who feels he or she has experienced retribution resulting from a complaint should contact the Vice President for Administration.

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.

7. It has been written or developed by a College employee for the specific purpose of being used in the College's facilities.

It is also the policy of the College that there be no copying of copyrighted or proprietary programs on computers belonging to the College, except for making backup copies as described in the Copyright Act. No recording device (digital tape, magnetic media, or any other media) shall be installed temporarily or permanently on any computer by unauthorized persons.

D. Violations and Punishments

Violation of the policies described herein will be dealt with seriously. Violators are subject to disciplinary procedures of the College and, in addition, may lose the use of College electronic information systems. Illegal acts involving the College's electronic information facilities may also be subject to prosecution by state and federal authorities.

Article IV - Regulations Concerning Student Behavior

Section 1 - General Administrative Responsibility

The primary responsibility for the administration and supervision of student conduct at John A. Logan College has been designated to the Office of the Vice-President for Administration. This office will establish such administrative procedures as may be necessary to fulfill and enforce the intent of this code. These procedures will be available on request from the vice-president for administration.

Section 2 - Offenses

A. Any of the offenses listed below may result in expulsion, suspension, probation or reprimand by the vice-president for administration. In addition, criminal charges may be filed when appropriate. Any observed violation of this College code of conduct should be reported to the vice-president for administration (see Article IV, Section 3 - Penalties and Sanctions).

1. Academic dishonesty or plagiarism or willful falsification of scientific educational data that is represented as scientific or scholarly research.

Note: Appendix C defines intentional and unintentional plagiarism and offers a form for its remediation.

2. Furnishing false information to John A. Logan College with the intent to deceive, including, but not limited to, incidents of embezzlement and fraud.
3. Forging, alteration or misuse of documents, records, or identification cards; forgery may also result in criminal penalties.
4. Assaulting or threatening in a menacing manner, striking or wounding another person.
5. Willful indecent exposure of one's person in a place where there are other persons to be offended or damaged thereby.
6. Intentional destruction of, damage or injury to, or unauthorized use of property not one's own.
7. Theft, burglary or breaking and entering.
8. 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.
9. To assemble with one or more persons with the intent to violate any provisions of this code, or with the purpose of, or which results in, disrupting the educational, research or service goals of the College.

10. Possession, use, furnishing on the campus or at any College-owned or College-supervised property, function or activity or in settings where the College has a contractual agreement for education, housing or transportation, any drugs or controlled substances which the possession, use, or furnishing of is illegal by municipal, state or federal law.
 11. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other John A. Logan College activities, including its public service functions or other authorized activities on John A. Logan College premises.
 12. Intentional and unauthorized obstruction of a free flow of pedestrian or vehicular traffic.
 13. Intentional and unauthorized entry into any premises owned or controlled by John A. Logan College.
 14. 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.
 15. Conduct of any nature which would be deemed illegal harassment under state or federal law including sexual harassment and sexual violence (see Article II, Sections 2 and 3, Harassment and Corrective Actions) 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.
 16. Intentional violation of regulations regarding the use of electronic information systems not otherwise covered in this section.
 17. Two or more (or the repetition of) offenses listed in Paragraph B below.
- B. Any of the following offenses may result in probation or reprimand, with or without the loss of privileges (see Article IV, Section 3 - Penalties and Sanctions).
1. Violating appropriate use of college information systems.
 2. Possession of stolen goods.
 3. Gambling on John A. Logan College-owned or -supervised property or in settings where the College has a contractual arrangement for education, housing or transportation.
 4. Participation in hazing as defined by Illinois State Statutes.
 5. Failure to comply with John A. Logan College Board of Trustees policy and/or state regulations regarding the use of intoxicating liquor while on the campus, at any John A. Logan College supervised activity or in settings where the College has a contractual

arrangement for education, housing or transportation, as indicated under Article III, Section 7.

6. Intentionally disturbing the peace and good order of John A. Logan College by fighting, quarreling, wrangling or intoxication.

Section 3 - Penalties and Sanctions

A. Penalties and Sanctions that Require Automatic Hearings

1. Expulsion. This sanction is one of involuntary separation of the student from John A. Logan College. The separation is permanent in the sense that it does not project a definite time of eligibility to return. Students dismissed shall be assigned the grades which would be appropriate if they were withdrawing voluntarily, except in those cases of academic dishonesty, which carry a failing grade as part of the disciplinary action. Students dismissed under this code can be reinstated only upon the favorable action on a petition for reinstatement by the president or his or her designee. The president of John A. Logan College and/or his or her designee shall establish the necessary administrative procedures to affect this.
2. Suspension. This sanction is one of involuntary separation of the student from John A. Logan College for a definite period of time, after which the student is eligible to return. Students suspended shall be assigned the grades which would be appropriate if they were withdrawing voluntarily, except in those cases of academic dishonesty which carry a failing grade as a part of the disciplinary action. The Disciplinary Hearing Committee may establish additional requirements in individual cases, and these requirements must be fulfilled to the committee's satisfaction or its designee prior to reinstatement.

B. Penalties and Sanctions that Do Not Require Automatic Hearings, but which May be Appealed to the Disciplinary Hearing Committee

1. Probation. This is a sanction that precludes the individual from representing John A. Logan College in any official capacity, such as intercollegiate activities, including athletics or student office, and it may include loss of privileges. It is invoked for a specific period of time, which shall be not less than three (3) months nor for more than one (1) calendar year. A student is liable to dismissal or suspension if involved in any act of misconduct, including violation of the terms of probation, while on this probation.
2. Reprimand. This is a sanction imposed with or without loss of designated privileges for a definite period of time not to exceed one calendar year. A reprimand may include the loss of such privileges as may be consistent with the offense committed. The violation of the terms of a reprimand while under a reprimand may lead to the student being placed on probation.

C. Authority of Vice-President for Administration to Impose Penalties and Sanctions

Formal disciplinary action shall be instituted against a student after it is determined that such action rather than medical or counseling referral is appropriate. The sanctions outlined below may be imposed upon a student by, or in the name of, John A. Logan College only as stipulated by this code.

1. Temporary Suspensions from Classes. The vice-president for administration may temporarily suspend a student from a class for a period not to exceed three (3) consecutive school days if the student is reported by an instructor to be guilty of an offense as outlined in Article IV, Section 2 – Offenses. Such temporary suspensions may be a prelude to the imposition of formal penalties or sanctions as indicated below. The vice-president for administration may take this action with or without the opportunity for the student to make up missed class work and assignments.
2. Formal Penalties and Sanctions. The vice-president for administration may impose the following penalties and sanctions: expulsion, suspension, probation, reprimand (see Article IV, Section 3 - Penalties and Sanctions).

D. President's Authority to Impose Interim Suspension from the College

If the presence of any person is an immediate and serious threat to the persons or property lawfully on John A. Logan College campus, the president of John A. Logan College or his designees may impose an interim suspension from the College against any person in cases in which there is reasonable cause to believe that such person has created an act that is in violation of Article IV, Section 2 – Offenses, of this code of student conduct. A person so placed on interim suspension shall be given a prompt notice of charges and a hearing before the Disciplinary Hearing Committee within 10 calendar days after the imposition of the interim suspension. During the period of the interim suspension, the person shall not, without prior written permission of the president or his or her designated representative, enter or remain upon the campus of John A. Logan College other than to attend his or her hearing. Violation of any condition of the interim suspension shall be grounds for dismissal from John A. Logan College.

E. Instructor Authority to Remove Students from Classroom

An instructor may temporarily remove a student from a class if it is determined by the instructor that the student's continued presence would unduly disrupt the learning process or endanger the physical well-being of other persons lawfully in the area. If feasible, a temporary removal of a student from a class should be communicated orally and in writing simultaneously to the student. 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 administration and the dean for instruction in writing as soon as possible. Any student removed from a class may be readmitted to that class by the vice-president for administration and the vice-president for

instruction. Under normal circumstances, these two will render a decision within 48 hours (see also Article III, Section 2 regarding classroom decorum; and Appendix A, Classroom Conduct).

F. Sanctions Against Student Organizations

Sanctions which may be imposed by the vice-president for administration in the case of offenses by student organizations are:

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

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

G. Application of Rules and Regulations to Student Athletes Participating in Athletic Events

John A. Logan College will not tolerate unsportsmanlike behavior by athletes typified by fights or brawls at athletic contests. Such behavior is not only a violation of the standards of conduct expected of all students, but also places other persons at risk of injury. In addition to any sanction taken by the coach to discipline the student athlete (up to and including suspension or dismissal from the team), such conduct may subject the student to sanctions pursuant to this student code of conduct.

Section 4 - Disciplinary Procedures

A. Jurisdiction

This code shall apply to conduct in connection with all academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in College facilities, at a class or training program sponsored by the College at another location, or elsewhere. Additionally, the College will respond to sexual harassment complaints where the alleged conduct initially occurred off campus to determine whether the conduct has created a hostile environment on campus.

1. The regulations herein shall apply to all students of John A. Logan College.
2. All student organizations are responsible for compliance with John A. Logan College regulations. Upon satisfactory proof that an organization has violated a regulation, the organization may be subject to disciplinary action.
3. Nothing in this code is intended to limit the authority of law enforcement officers acting in the line of duty.

B. Definitions

Code. The term "code" as used herein refers to specific rules and regulations used to govern student conduct at John A. Logan College.

Student. A student at John A. Logan College is any person who is officially enrolled and accepted as a participant in any College credit course, non-credit course or public service activity sponsored by the College, on- or off-campus.

College, Refers to Board of Trustees of Community College District 530, Counties of Williamson, Jackson, Franklin, Perry, Randolph and State of Illinois, commonly called John A. Logan College.

Members of College Community. Any resident of John A. Logan College, District 530.

Committee. Any special group named by the Board of Trustees or the president of John A. Logan College or their designees for the purpose of considering some designated and specific item or items of College business, College-related problems, special College projects or to hear, report and/or render an opinion and recommendation on some problem, procedure, grievance appeal, or difference of opinion between two or more persons or groups associated with the College.

Unsafe Performance in Clinical or Practicum Situations. Conduct which might negatively affect a patient's level of well-being; is in specific violation of established written clinical procedures, which have been approved by the College; or is in violation of a written hospital rule or an oral order issued by a doctor or nurse employed by the clinical facility.

Academic Progress Review Committee. A five-member committee appointed annually by the president to hear student appeals of academic sanctions and to hear grade appeals.

Health Professions Review Committee. A five-member committee appointed annually by the president to hear student appeals of suspension from clinical situations.

Open Hearing. Any committee hearing that is open to any interested person. Open hearings may be closed on action of the committee chairperson if such action is considered by the chairperson to be in the best interest of the College, students, and committee members. It should be noted that the College reserves the right to have an advisor of equal peer to that of the student or organization.

Closed Hearing. A hearing by any designated hearing committee that is open only to the members of the committee, the student or organization under sanction, the person designated by the student as his or her advisor for the hearing, any appropriate witnesses as designated by the committee chairperson and the appropriate College representative. It should be noted that the College reserves the right to have an advisor of equal peer to that of the student or organization.

Disciplinary Hearing Committee. A five-member committee appointed annually by the president to hear appeals relating to student conduct.

Sanction. A penalty imposed as a result of behavior that is in violation of this code.

Privilege. A right to participate in College-sponsored functions not related directly to instruction.

C. Hearing Committee

1. The Disciplinary Hearing Committee shall have original jurisdiction for hearing all disciplinary cases in which the sanction should be disciplinary suspension or disciplinary dismissal from John A. Logan College. This committee will also hear all appeals involving other sanctions except temporary class suspension and interim suspension from the College. The committee shall have five members to be appointed annually by the president of John A. Logan College.
2. The vice-president for administration shall establish such administrative procedures as will enable the committee to carry out its duties.

D. Appeals

1. Right to Appeal. Students and student organizations have the right to appeal decisions in all disciplinary cases. The appeal must be made in writing within five (5) calendar days. A hearing must be held within 10 calendar days of receipt of the notice of appeal. While an appeal is pending, all sanctions imposed, unless a temporary class suspension from the College has been ordered, shall be held in abeyance, and the student's status on campus shall in no way be affected.

As previously stated, all sanctions involving expulsion or suspension are automatically heard by the Disciplinary Hearing Committee. Other sanctions may be appealed to the Disciplinary Hearing Committee on written request to the vice-president for administration. Final written appeal for the sanctions of expulsion or suspension may be made within five (5) calendar days to the president of John A. Logan College and the Board of Trustees. The president must respond to the appeal within 10 calendar days. The Board of Trustees may or may not respond within 30 calendar days.

E. Judicial Procedures Involving Student Conduct Matters

1. General. The following is the format of rights and responsibilities to be utilized during judicial proceedings unrelated to academic conduct. Any exclusions, modification and or deletion of the following must be requested from, and approved by, the president of John A. Logan College.

2. Prior to Hearing. A student charged in violation of the student conduct code is entitled to:
 - a. A notice of charges.
 - b. An appraisal of all relevant evidence.
 - c. A choice between open or closed hearing.
 - d. A notice of time, place, and format of the hearing:
 - (1) The hearing will be held no sooner than five (5) school days after notification of the charges.
 - (2) Under exceptional circumstances, changes in the hearing date may be granted by petitioning the vice-president for administration.

Any student charged with a violation of the student code of conduct is expected to participate fully in the established judicial program. Prompt response to all delivered correspondence is necessary in order to expedite judicial matters and result in the most efficient application of the adjudication process.

Notice of charges will be considered to have been delivered if the notice has been sent to the current local address of the charged as provided to the admissions and records office of the college by the student. Thus, failure to notify the college of change of address could result in a hearing being held in absentia.

Failure to respond to delivered correspondence regarding the hearing option will result in referral of the charges to the Disciplinary Hearing Committee. The Disciplinary Hearing Committee may hear such cases in absentia. The hearing shall be closed, an official record kept, and may be tape recorded.

3. During a Hearing. The charged is entitled to:
 - a. Advisory assistance. The advisor may be an individual of the student's choice. The role is advisory in nature, and the advisor may not directly participate in the proceedings as a principal. The College reserves the right to have an advisor of equal peer to that of the student or organization.
 - b. Present witnesses and any information relevant to the case.
 - c. Present written statements or depositions which may be taken from person(s) who are unable to attend hearings.
 - d. Hear and question all witnesses and have access to all relevant information and evidence.

- e. Have the option to have the hearing tape recorded in all cases of initial jurisdiction. However, official records will be made of all hearings. All appellate cases and open hearings shall be tape recorded.
- f. Challenge hearing committee members for cause. The removal of a hearing committee member will be at the discretion of the remaining panel members.
- g. Remain silent.

The College is entitled to challenge hearing committee members for cause. The removal of a panel member will be at the discretion of the remaining panel members.

It is the policy of all hearing agents that statements, evidence, or comments given during hearings will be held in strictest confidence by members of the hearing committee and its advisor(s), the president or any other individuals involved in a hearing or hearing appeal. No statements will be made to the general public by the members of the hearing committee before or during the hearing, or before, during or after deliberation. In all hearings at all levels, no individual will be required to offer evidence which may be self-incriminating.

4. Waiving Right to a Hearing. A student may waive a right to a hearing through failure to appeal an imposed sanction within the designated time limits.
5. After the Hearing. The charged is entitled to a written statement, within a reasonable time, of the decision of the hearing body, and all judicial actions will be specified. Such notice shall include the options and procedures for making an appeal.
 - a. If the hearing was closed, the decision of the hearing committee and any recommended sanctions will be available only to the student or organization involved and the appropriate College officials.
 - b. If the hearing was open, the decision of the hearing committee and any recommended sanctions will be available to interested individuals for a reasonable time after the hearing.
6. Appeal of Decision and/or Sanction. Any decision or sanction may be appealed to the next higher level of the judicial structure. However, the right to appeal does not entitle a student to a full rehearing of his case. Rather, the appeal individual or board should limit its review of the hearing board's record to four issues:
 - a. Were the judicial procedures correctly followed?
 - b. Did the accused have an adequate opportunity to prepare and present a defense?
 - c. Did the evidence presented at the hearing justify a decision against the student?

d. Was the sanction imposed in keeping with the gravity of the violation?

An appeal may be denied for insufficient grounds to request an appeal. However, if the appeal is granted, the appeal agent may:

- a. accept the report and decision of the hearing agent.
- b. reverse the hearing agent's decision and dismiss the case or remand the case for receipt of additional evidence or allow an opportunity for the student to prepare and present a defense.
- c. accept the decision of the hearing board but reduce the sanction imposed.

The appeal agent may not increase the sanction.

Article V - Divisibility and Amending Procedure

- A. At the request of any recognized constituency or the appropriate administrator, the president or his/her designee may consider amendments to these regulations.

The president may propose amendments to these regulations to the Board of Trustees. Whenever the circumstances allow, the president shall give due consideration to the advice of committees provided for in the College policy. Amendments will be accomplished by the regular procedures for amendment of board policy.

Any amendment of these regulations shall become effective only after general notice of such change has been given to the student body, faculty, and administrative staff.

General notice may include, but not be limited to any one or more of the following:

- memoranda or letter to faculty and students
- announcements in classes
- publication in the student newspaper or John A. Logan College Catalog
- publication in local newspapers
- radio announcements
- placement on bulletin boards

- B. Should any division, section or subsection of these regulations be declared unconstitutional or void by any court of competent jurisdiction, the remainder of these regulations shall remain in effect. Under such circumstances, the president or his or her designee shall have the authority to establish a new division, section or subsection for that which has been declared void or unconstitutional, in order to give full force and effect to the intent and the purpose of these regulations. New divisions, sections or subsections shall be submitted through the amending procedure and approved by the Board of Trustees.

Appendix A
Classroom Conduct Form

TO: _____

FROM: _____

DATE: _____

SUBJ: Classroom Conduct in _____
Course Title/Number

In this College classroom, enrolled students are required to conduct themselves as adults. According to Article IV, Section 3E, of Rights and Responsibilities: A Student Code of Conduct, it is my responsibility to ensure a positive learning environment for all students by stopping disruptive behavior. Your classroom behavior has been unacceptable in the following way(s):

If you choose to change your behavior, you are welcome to continue in this course. To stay in this course, sign the following Course Re-Entry Agreement and return it to me in my office before attending another class session.

If you choose not to continue in this course, drop the class by signing a drop slip and taking it to your advisor.

Failing to drop correctly will damage your grade-point average and your future financial aid status.

Appendix A (continued)
Course Re-entry Agreement

I understand the instructor's request regarding my classroom conduct. I agree to remedy the problem(s) and wish to stay enrolled in this class.

Student's Signature

Date

This student may re-enter my classroom, with the understanding that any repeated disruptive behavior will not be tolerated.

Instructor's Signature

Date

Appendix B
Student Grade Appeal Form

Name: _____ ID Number: _____

Course Name and Number: _____

Instructor: _____

Semester Grade was Posted: _____ Course Grade: _____

Reason for Appeal:

- _____ Grade was given for non-academic reasons.
- _____ Inconsistent grading standards were used to grade members of the same class.
- _____ Instructor altered the grading procedure established in the course syllabus.
- _____ Instructor deviated from his/her grading policy as established in the course syllabus.
- _____ An explanation of the method for determining the grade was not given.
- _____ Final grade was lowered because student missed an examination due to a pre-approved College function, and was not permitted to make up the exam.
- _____ Grade was improperly computed.

If you believe a legitimate reason for appeal of grade exists which is not included on the list above, please explain:

Have you discussed this appeal with your instructor? Yes No

If no, please explain:

Please attach to this form a copy of the course syllabus, and copies of any other documentation that supports the grade appeal (copies of graded exams, assignments, transcripts, etc). Students should forward original copies of pertinent information and also make and retain separate copies for their own files.

Submit this packet to the appropriate department chair and/or associate dean within 15 calendar days of the start of the next semester. You will receive a response within 10 calendar days.

For further information on the appeal process, see Article III, Section 3C, Grade Appeal Procedures, in Rights and Responsibilities: A Student Code of Conduct.

Signature of student making appeal

Date

Appendix B
Student Grade Appeal Form
(Continued)

Please provide information on how you can be reached:

Home phone: _____ Work phone: _____

Cell phone: _____ e-mail: _____

Home address: _____

Offices to Contact for Student Grade Appeals:

Department of Allied Health and Public Services (non-Nursing)

Pam Karns, Department Chair of Allied Health and Public Service
Office D170, Ext. 8639

<http://www.jalc.edu/departmentpages/healthandpublicservice/index.html>

Department of Allied Health and Public Services (Nursing)

Marilyn Falaster, Director of Nursing
Office G218, Ext. 8455

<http://www.jalc.edu/departmentpages/healthandpublicservice/index.html>

Department of Applied Technologies

Keith Kendrick, Department Chair of Applied Technologies and Instructor, Auto Mechanics
Office E202D, Ext. 8376

<http://www.jalc.edu/departmentpages/appliedtechnologies/index.html>

Department of Business Education

Shayne Crawshaw, Department Chair of Business and Associate Professor, Economics
Office C236B, Ext. 8526

<http://www.jalc.edu/departmentpages/businesseducation/index.html>

Department of English

Anita Petersen, Department Chair of English and Professor, English
Office E202B, Ext. 8640

<http://www.jalc.edu/departmentpages/english/index.html>

Department of Humanities

Gayle Pesavento
Office C235E, Ext. 8366

<http://www.jalc.edu/departments/humanities/facultyft.html>

Department of Life Science

Keith Krapf, Department Chair of Life Science and Assistant Professor, Biology
Office C258H, Ext. 8457

<http://www.jalc.edu/departments/lifesciences/index.html>

Department of Mathematics

Kathirave Giritharan, Department Chair of Mathematics and Professor, Mathematics
Office E209A, Ext. 8458

<http://www.jalc.edu/departments/mathematics/index.html>

Department of Social Science

Perry Knop, Department Chair of Social Science and Professor, Political Science
Office: C235C, Ext. 8353

<http://www.jalc.edu/departments/socialscience/index.html>

Department of Physical Science

Robert English, Department Chair of Physical Science and Associate Professor, Computer Science Office:
G104A, Ext. 8521

<http://www.jalc.edu/departments/physicalscience/index.html>

Appendix C

Student Plagiarism Form

The attached assignment indicates intentional or unintentional plagiarism. Plagiarism is the use of another's words or ideas without appropriate documentation. It is academically and ethically unacceptable.

Please read the information indicated below, then sign and return this form.

Intentional Plagiarism

This assignment contains information that has been cut and pasted from an electronic source or has been copied directly from a print source. The information has been presented as the student's original work. This form of plagiarism has resulted in a failing grade (0 points) for this assignment.

According to the John A. Logan College Rights and Responsibilities: A Student Code of Conduct (Article IV, Section 2, Item A-1), plagiarism "may result in expulsion, suspension, probation, or reprimand by the vice-president for administration."

Unintentional Plagiarism

This assignment contains inadequate documentation, or no documentation of source material. The grade for this assignment as it has been submitted cannot be higher than a "D." At the instructor's discretion, the student may revise the assignment in an attempt to raise the grade. To do so, the student must:

1. Re-type the assignment, inserting appropriate documentation and punctuation into the text.
2. Provide a correct list of works cited.
3. Provide copies of at least two of the works cited.
4. Turn in original assignment, revised assignment and copies by:

I have read the information regarding my assignment. I will/will not (circle one) revise the assignment in an attempt to improve my grade. I understand the requirements and the due date for this revision.

Student's signature

Date

Appendix D
Information Sheet for CANTS

Student Name: _____

Social Security Number: _____

1. The nature of the abuse or neglect with which the student was identified, including whether the abuse or neglect resulted in serious injury or death to a child or children.
2. The circumstances surrounding the commission of the abuse and/or neglect, including the age of the perpetrator and the child(ren), that would demonstrate the unlikelihood of repetition.
3. The period of time that has elapsed since the abuse and/or neglect occurred and whether prior incidents of child abuse or neglect have been indicated against the individual.
4. Whether the abuse or neglect involved a single or multiple child victims.
5. The relationship of the incident of child abuse or neglect to the individual's current lab responsibilities within the preschool.
6. Whether the individual has been convicted of a criminal offense that might have bearing on the evidence of the individual's ability to function in a child care facility as a student.
7. Evidence of the individual's rehabilitation such as employment, education, participation in therapy since the indicated incident(s) of abuse or neglect.

Student Release of Information, Early Childhood Education

I, _____, Social Security Number _____, do hereby give permission for Department of Children & Family Services to communicate any and all information in regards to Child Abuse and Neglect Tracking System (CANTS) and Child Sex Offender Registry Check and/or Fingerprint Check to the John A. Logan College associate dean for instruction.

Signature _____ Date _____