New Instructors

1. **Minimum Education Requirements.**
   Baccalaureate Transfer Dual Credit instructor positions require a minimum of a master’s degree (any educational discipline or field) plus eighteen hours of graduate work in the discipline being taught or a related field. Preference and priority for selecting Dual Credit instructors in the Baccalaureate Transfer area will be given to those candidates with a master’s in the teaching discipline or related area. Faculty assigned to a career field must meet existing state vocational education requirements, certification, and other qualifications established by the Board of Trustees to be competent to render. Faculty positions in a career field prefer a bachelor’s degree in a specific major. Some career disciplines (i.e., nursing) require a master’s degree.

2. Potential new dual credit instructors may ask the Director of Dual Credit and Partnerships to review college transcripts with a Department Chair before submitting an application to determine possible eligibility to be a dual credit instructor.

3. Potential dual credit instructors must complete a college JALC faculty application and submit college transcripts. These transcripts may be sent from the school district’s unit office.

4. Applications and transcripts are reviewed by the Director of Dual Credit, the Department Chair and the Director of Term Faculty Instruction.

5. If approved, new dual credit instructors are notified in writing as to their approval to teach a dual credit course.

6. When approved, the new dual credit instructor is assigned a faculty liaison from the instructor’s department for the initial discipline specific orientation. This orientation will include the development and approval of a syllabus for the course taught at the high school, approval of the textbooks used on the high school campus, course philosophy and curriculum and administrative responsibilities and procedures. New instructors will be provided with a sample syllabus by their liaison. New instructors who would like to request a desk copy of a particular textbook may contact the Dual Credit office with the title, publisher, and ISBN number. The complete process is in appendix B.
7. New dual credit instructors are required to meet with their liaison and complete all segments of that orientation before beginning to teach a college credit class.

8. New dual credit instructors are also required to attend the discipline specific workshop held in the fall at JALC.

New Course Approval

1. The administration at a high school may request a dual credit course be established on the high school campus.

2. The first step is to determine if there is a faculty member at that high school who meets the college hiring requirements.

3. If there is a high school faculty member who meets college hiring requirements and who wishes to teach a dual credit course, a JALC faculty liaison is assigned to that high school and that faculty member. The curriculum, grading procedures, syllabus will all be reviewed to substantiate the course at the high school meets the same academic standards as if it were taught on the JALC campus. While textbooks do not have to be exactly the same in all sections of the course, the content of the textbooks must be approved by the college. Final approval for a new course rests with the Department Chair and the Dean for Academic Affairs.

4. After the course is approved, if the instructor changes (including the assignment of long-term substitutes) the course is no longer approved until both the new instructor is approved and the course is re-approved.

Dual Credit Instructors Responsibilities

1. Develop or update a Course Syllabus each term and distribute to students. The updated or new syllabus must be submitted to the Dual Credit Office each term the course is taught.

2. Submit any renewed state or professional licenses or credentials required to teach the class.

3. Read and Sign-off on the Dual Credit Faculty Handbook each year.

4. Have students complete the registration form for the course. Registration procedures are listed below. The form is found in appendix C.
5. Once students are registered, verify the accuracy of the class lists.

6. Maintain Student Grades and Attendance Records. Instructions are found in appendix D. It is essential for dual credit instructors to answer the questions in the password manager on the JALC web site to insure access to grading.

7. Participate in the Liaison Process every three years. This includes on-site visits from the JALC faculty liaison. The complete process is in appendix E.

8. Maintain regular contact with the JALC faculty liaison and the Office of Dual credit and Partnerships.

9. Participate in the discipline specific workshop held at JALC each year. If one discipline specific workshop is missed the liaison or Department Chair will correspond with the instructor to disseminate important updates. Missing two consecutive dual credit discipline specific workshops terminates the dual credit agreement with that instructor.

10. Conduct the student course evaluations each term and submit them to the Team Leader at the high school to be submitted to the Office of Dual Credit and Partnerships. A summarized report will be disseminated to each dual credit instructor via the high school team leader.

**Registration Procedures**

1. All students in the class must be sophomores, juniors or seniors.

2. All students in the class must register for dual credit.

3. Sophomores must write a one page essay on why they will be successful in a college class and will need 2 letters of academic reference. This is required to meet the Illinois specification that sophomores will only be included in dual credit if outstanding abilities can be substantiated.

4. All students must have test scores—Accuplacer or SAT.

5. The completed forms and high school transcripts are to be sent to the Dual Credit and Partnership Office.

6. All required registration paperwork must be submitted by the end of the second week of the college semester.

7. Students may drop college enrollment up through the 15th week of class. Each school must have an established procedure for filing the drop form with the office of Dual Credit and Partnerships.
Non-Compliance Policy

If any dual credit instructor fails to comply with the responsibilities listed above, the instructor will be notified of non-compliance in writing. The John A Logan liaison will then meet with the dual credit instructor to offer assistance such as syllabi development, course assessments, resource materials, a new discipline orientation, etc. If non-compliance continues a warning letter will be sent to the instructor and the principal of the high school. If non-compliance is not rectified after the second warning, the instructor will be removed from the dual credit program and students will not receive college credit.

Academic Information and Regulations

GRADING SYSTEM

A. Symbols

1. Grading Symbols are as follows:

   A - Excellent .......................................................... 4 grade points
   B - Good ................................................................. 3 grade points
   C - Fair ................................................................. 2 grade points
   D - Poor, but passing ............................................... 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 fifteenth week of the semester. No grade points/no credit.

2. Grading Requirements for Nursing Program. A grade of “C” or better must be earned in a practical nursing course for a student to complete the course successfully.

3. Students must also earn a grade of “C” or better in English 101 to enter English 102 and in mathematics 113 and 111 to progress to higher level math classes.

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

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

B. Appeal of Course Grade

Rights and Responsibilities Manual

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 if the grade was improperly computed.
7. if there were extenuating circumstances.

C. Grade Appeal Procedures

1. It is strongly recommended that the student contact the instructor to verify the correctness of the grade.
2. If the student wishes to pursue an appeal, he or she should complete the Student Appeal Form. 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.
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 Academic Affairs. 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.

**NOTIFICATION OF INCOMPLETE GRADE AGREEMENT**

Term faculty are not encouraged to give INC grades. If you encounter any situation that might warrant an INC grade, please consult with your associate dean or your department chair before you assign the INC grade.