MISSION STATEMENT:

We are a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged learning opportunities.
# Table of Contents

<table>
<thead>
<tr>
<th>Article</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>1</td>
</tr>
<tr>
<td>What is Dual Credit and Dual Enrollment?</td>
<td>2</td>
</tr>
<tr>
<td>College Success</td>
<td>3</td>
</tr>
<tr>
<td>Grading System/GPA</td>
<td>6</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>8</td>
</tr>
<tr>
<td>Campus Life and Resources</td>
<td>9</td>
</tr>
<tr>
<td>Academic Honor Code</td>
<td>10</td>
</tr>
<tr>
<td>Graduating Seniors</td>
<td>12</td>
</tr>
</tbody>
</table>
HISTORY

John A. Logan College was created by public mandate in 1967 under the authority of the Illinois Community College Act of 1965. The College opened its doors to its charter class in the fall of 1968 and acquired its permanent grounds in the following year.

Accredited by the North Central Association of Colleges and Schools in 1972, John A. Logan College now offers a wide variety of programs, including foundation courses for the bachelor's degree, technical and vocational curricula, adult education classes and public service activities.

John A. Logan College has a diverse student body…with traditional college-age students to adults who are reentering higher education. Our students are pursing occupational programs that will lead to careers….and we have plenty of students who are using Logan as a stepping stone to a degree at a senior institution. JALC has one of the strongest continuing education programs in the state, working with local business and industry to meet their training needs.

The college campus is simply beautiful with over 169 acres of manicured grounds with well-maintained buildings and facilities. JALC is clean and safe. Our campus police department is highly trained and committed to the service of our employees and students. The college has a wide array of academic programs for students to consider. We serve a district with over 150,000 residents in parts of five counties. JALC has a close working relationship with all state universities including Southern Illinois University, only seven miles from our campus.

JALC strives to be the low cost-high quality provider of higher education in Southern Illinois. JALC is accredited by the Higher Learning Commission, the Illinois Community College Board and the United States Department of Education. This is a world-class community college known throughout the country as a leader in the community college movement.

The College is governed by a locally elected board of trustees and by a College president and vice-presidents for administration, business, and instruction.

The College is named for John A. Logan (1826-86), a Civil war general who spent his early years in what is now the community college district before becoming a U.S. senator and vice-presidential candidate (with James G. Blaine) in 1884. Logan is also remembered for his role in establishing Memorial Day and as an advocate of public education.

Click here for a short biography of General John A. Logan

Mission:

The Mission of John A. Logan College:

We are a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged learning opportunities.
The Mission of the Dual Credit and Dual Enrollment program:

The mission of the dual credit and dual enrollment program is to give high school students who attend a John A Logan district high school, private high school or a home school student who resides in the John A. Logan College district the opportunity to earn college credit while still in high school.

Students taking Dual Credit and Dual Enrollment courses are known to gain:

- An easier transition from high school to college
- A greater likelihood of completing their college degrees
- Cost savings for students and families
- Real experience in the expectations of college-level work
- Enhanced skills required in college success such as time management, critical thinking, and study skills

WHAT IS DUAL CREDIT AND DUAL ENROLLMENT?

Dual Enrollment students are enrolled in public high school, private high school, or home school, and also attend John A. Logan College (JALC). These students receive college credit for their JALC courses, and may or may not receive credit at their high school. Please contact your high school counselor for more information about high school credit.

Dual Credit is earned by students as high school credit and JALC credit at the same time. A student can receive dual credit in a JALC class that is:

- Taught at a high school by a college qualified high school instructor
- Taught at a high school by a JALC instructor
- Taught at JALC during the school day with high school and college students (approved by an agreement with the high school)

Admissions Requirements:

Dual Credit/Dual Enrollment is limited to students attending a JALC district high school or a home school student residing in the JALC district. High school students can begin taking courses and using the dual enrollment waiver the summer after their sophomore year. High schools must approve all dual credit and dual enrollment registrations. The dual enrollment waiver expires when a student graduates from high school. Additionally, students accepted for enrollment in college-level courses must have the following:

- Appropriate academic qualifications as determined by their high school
- High level of motivation and adequate time to devote to studying a college-level course
- High school transcript on file with the Office of College Readiness and Student Life at JALC

Students must also
1. Make course selections in consultation with their high school guidance counselor, Dual Credit advisor, or parent administrator if home schooled.

2. Have placement test scores on file with the College. Most of our students take our Accuplacer test on campus or at their high school with a JALC proctor. JALC also accepts qualifying ACT/SAT scores. To schedule an Accuplacer test on campus, please visit the Testing Services page or click here.

3. Complete a registration form. You can fill out a registration form with your high school counselor and email it to us, or you can complete the online registration form and make an appointment with our office to discuss what courses will best fit your education plans.

**Tuition and Fees**

- Tuition and fees are waived for all dual credit classes taught by high school instructors. Students pay fees for dual credit taught by JALC faculty.
- For dual enrollment courses, the dual enrollment waiver covers up to 8 credit hours of tuition per semester. Students are responsible for all fees and course materials.
- There is a technology fee of $5 per credit hour. An activity fee is applied when students take six credit hours for fall and spring semesters of $65, and three credit hours in the summer for $40. There could also be individual course fees. Those vary by class and can be found here.

**Waiver Eligibility**

Time eligibility chart for qualified students entering the Dual Credit/Dual Enrollment Program:

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

This chart is informational and may be modified if the Illinois Community College Board changes enrollment status requirements for additional student groups.

**Meeting with a Dual Credit Advisor**

After meeting with a high school guidance counselor, students are encouraged to arrange an appointment to meet with an Advisor in the Office of College Readiness and Student Life. The Advisor can provide valuable insight to careers, programs offered at the College, and assist students interested in pursuing a degree after attending John A. Logan College. Contact the
Office of College Readiness and Student Life at (618) 985-2828, Ext. 8312 to schedule an appointment.

**JALCtext**

JALCtext is JALC’s alert notification system that sends text messages to your cell phone. Students and parents can stay informed of campus events, closings, and emergencies by signing up online here, or through admissions.

**COLLEGE SUCCESS**

Your success at John A. Logan College is not 100% dependent on attending class and receiving good grades. You also need to be familiar with the fundamentals of attending college, like effective time management, instructor expectations, calculating your GPA, etc.

The concepts we are going to cover in this section will be important to your day-to-day ability to attend class and be successful along the way.

**What is a Credit Hour?**

Each class has a designated number of hours, and every degree has an hour requirement. One credit is given for each hour spent in a lecture class.

1 credit = 1 class hour per week for a lecture class  
3 credits = 3 class hours per week for a lecture class

Example: A class may meet on Tuesday and Thursday for one hour and 15 minutes each day or Monday, Wednesday and Friday for 50 minutes each day.  
Three days at 50 minutes each day = 3 hours of class  
Two days at one hour and 15 minutes each day = 3 hours of class  
3 hours of class time per week = 3 semester hours

It is important to realize that one lecture hour requires two hours of work outside the classroom (studying, researching, doing homework, etc.). A two-hour lab will require an additional hour of study outside of the classroom. You should keep this in mind when scheduling your classes. We do not want you attempting more hours than you can handle and having a difficult semester. Fall and spring semesters are 16 weeks long, and the summer semester is 8 weeks.

**Time Management**

This is the key to being successful. There are only so many hours in a day, so know your priorities and be realistic in your commitments. Do not overbook yourself.

It usually takes most students a semester or two to adjust to college and determine their best course load. Quite often, new students take on more work than they can handle and fail to consider the many other activities they have in their life.
Go to Class and Be on Time

Your instructors will have specific expectations for you now that you are in college. First and foremost, instructors expect you to attend class each time it meets and to be on time. If you have an emergency, communicate that with your instructor before class starts that day.

Read Your Syllabus

Another expectation the faculty will have is that you must read the syllabus they have prepared for you. The syllabus is a document that you will receive at the beginning of the semester that outlines what will be taught in the course. It will include the instructor’s name, office room number, e-mail, and open office hours. A grading scale and the administrative policies is also included. It is everything you need to know to be successful in the class.

Read the Assigned Materials and Listen

Instructors will also expect that you have read the assignments and prepared for the class. Coming to class without preparing for what will be discussed puts you behind. Listen, ask questions, take notes, and participate in class discussion. This will help you retain the information discussed in class and help you be successful.

Here are some other hints to aid in your success:

1. **Organize**
   a. A folder for each class
   b. A notebook for each class
   c. A planner
   d. A device to store all computerized work (USB drive).
2. **Be Prepared** - Always read your text and complete your assignments before class.
3. **Meet your classmates** - On the first day or two of class, introduce yourself to one or two people and trade contact information. They can help fill you in if you have to miss class, and you can all form a study group.
4. **Activate your JALC Volmail account** - You will receive important messages from your instructors and the College through this e-mail account. Be sure to check it often. Instructors will NOT email your personal email.
5. **Track your grades** – Keep track of your grades in a notebook. If you are concerned about how you are doing, you will have a point of reference when speaking with your instructor. Also, you will never be surprised when you check your final grades if you have been keeping up with your performance in each class.

**GRADING SYSTEM/GPA**

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
F - 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. If an Incomplete (INC) remains on your transcript, you will receive No grade points and no credit.

“W” Withdrawal: Authorized withdrawal by the assigned withdrawal date in the instructional calendar. No grade points/no credit.

2. Course Repeats: A student may repeat a course only one time in an attempt to improve a "D" or "F" grade for a given course. The student has the option of petitioning the Assistant Provost for Student Affairs 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.

Grade Change Requests

In general, high school students enrolled in dual credit courses are considered JALC college students and must follow the same course enrollment and withdrawal policies. However, the DCQA allows institutions to adopt policies to protect the academic standing of students who are not successful in dual credit courses. JALC allows students to submit a Grade Change Request Form for any college courses taken while in high school. Forms may be completed on the College Readiness webpage at any time after the student’s final grade is posted. Forms will be reviewed by the Assistant Provost for Student Affairs. If approved, the applicable earned grade will be changed to a “W” on the student’s official JALC transcript and will no longer be factored into the student’s JALC grade point average. Once changed to a “W” students may not request for the grade change to be reversed.

Calculating your GPA

The table below indicates how many points each letter grade is worth. These points add up to for your grade point average (GPA). In order to graduate from JALC, a student must earn a minimum 2.0 cumulative GPA.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Standing</th>
<th>Grade Points Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
</tbody>
</table>
Your grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0.

**Example Student Transcript**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Grade Points</th>
<th>How to Calculate</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>A-</td>
<td>12</td>
<td>3 X 4=12</td>
</tr>
<tr>
<td>BIO 101</td>
<td>4</td>
<td>C-2</td>
<td>8</td>
<td>4 X 2=8</td>
</tr>
<tr>
<td>MAT 113</td>
<td>3</td>
<td>D-1</td>
<td>3</td>
<td>3 X 1=3</td>
</tr>
<tr>
<td>HIS 202</td>
<td>3</td>
<td>B-3</td>
<td>9</td>
<td>3 X 3=9</td>
</tr>
<tr>
<td>Total hours</td>
<td>13</td>
<td></td>
<td>32-TOTAL Grade Points</td>
<td></td>
</tr>
</tbody>
</table>

To calculate the GPA, the total grade points are divided by the total credit hours attempted.

Total Grade Points 32

Divided by /

Total Credit Hours Attempted 13

32/13= 2.46

This student’s GPA would be a 2.46 on a 4.0 scale. It is important to know your GPA and keep it above a 2.0 each semester. When a student’s GPA falls below a 2.0, all sorts of horrible things can happen, namely being placed on probation, then suspension. A student can also lose his or her financial aid if his or her GPA dips below 2.0. For a more elaborate definition of these policies read on…

**ACADEMIC POLICIES – PROBATION AND SUSPENSION**

As stated in the John A. Logan College Student Rights and Responsibilities Manual:

Probation: A student who fails to maintain the required cumulative GPA (2.0) will be placed on probation for one semester. Probation is only a warning status. While on probation, the student is eligible for Pell Grants, ISAC monetary awards, scholarships, outside awards, or veterans' benefits.
If, after the probation semester, the student does not have the required cumulative GPA of 2.0, the student may remain on probation if the semester GPA is at least 2.0.

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.

**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.

Probation and Suspension is NOT recommended for ANY student at John A Logan College and can harm your academic record.

Go to class, take notes, engage with the instructor and study. Manage your time effectively, do not overdo it, and take some time for yourself each week. If you follow this, you will be successful.

**CAMPUS LIFE AND RESOURCES**

**Student Success Center**

The Student Success Center is full of resources to assist students in their academic endeavors. There are three different programs found in the Student Success Center, including: Campus Tutoring, TRIO Student Support Services, and Disability Support Services. Each of these programs offers students a variety of services to help them meet their educational goals. Visit their web page to find out more about all their programs, especially the free tutoring and workshops that are offered each semester. The Student Success Center is located in room C219.

**The Career Services Office**

John A. Logan College provides Career Services that are available to assist all students, graduates, and alumni in securing employment in positions directly related to their areas of academic preparation. Students can further utilize these services by receiving individual assistance with resume preparation, interviewing techniques, and other valuable pre-employment skills. The Career Services Office will also assist students in finding student employment while enrolled at John A. Logan College. The Career Services Office can also assist students in effectively realizing their career plans. This is achieved by computerized testing and personal interviews. Students receive help in clarifying goals and objectives that are related to their life and work values, abilities, needs, and interests.

The Career Services Office is located in Room C215.

**Bookstore**
The College bookstore is located in the first floor of the C Building across from the Café. All
College textbooks are available for purchase, as well as supplies for class and JALC apparel.
You may also order your books on the JALC bookstore website.

Library

The John A. Logan College Library is located in Room C123. The library houses numerous
books and reference materials that you may need during your time at the College. Other services
available in the library include access to eBooks, copy machines, printers, computers,
microfilm/microfiche machines, word processing, and internet access.

The Writing Center, Biology Help Room and Math Help Room

Sometimes you don’t need a full hour of tutoring support. John A. Logan College has three
resources to help you in English, Biology, and Math and all assistance is FREE of cost. The
Writing Center is located in room C214 and will offer writing assistance in any college
course. The Biology Help Room is located in room C243A and will help students in their
biology courses. The Math Help Room is located in the Student Success Center, room C218-
C223. Students can stop by either Help Room without an appointment.

ACADEMIC HONOR CODE

John A. Logan College is committed to the academic, ethical and social development of our
students. We strive to uphold the College’s core values of honesty, responsibility, fairness,
respect, and compassion. In addition, we strive to foster a learning environment that is both
challenging and supportive of all our students. In an effort to accomplish this task, we hereby
establish this Honor Code

Section 1 - Offences Under the Academic Honor Code

ACADEMIC DISHONESTY: It is the responsibility of every student enrolled at John A.
Logan College to avoid all forms of academic dishonesty including, but not limited to, the
following:

1. PLAGIARISM: The intentional or unintentional use of another source of written words or
ideas as one’s own. Please see Appendix C for definitions of intentional and unintentional
plagiarism.

2. CHEATING: Any act or attempt to gain an unfair advantage in academic endeavors, or to
assist or protect someone else who has done so.

3. FALSIFICATION, FABRICATION or MISREPRESENTATION: The creation or
alteration of data, research, or resources/citations in connection with an academic assignment or
records.
4. **COPYRIGHT INFRINGEMENT:** The unauthorized use of copyrighted work. Such as when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. For more information, please see Board Policy 3361 – Copyright Policy.

5. **LYING:** Intentionally making false or misleading statements in verbal, written, visual, electronic, or other forms.

6. **COMPLICITY IN or AIDS OF ACADEMIC DISHONESTY:** Intentionally or knowingly helping or attempting to assist another person in activities such as: allowing other students to copy from one’s works, assisting in cheating, sharing test questions/answers, taking an examination for another student, selling/offering course materials such as term papers, essays, projects, etc., and any other act that would assist another student in engaging in academic dishonesty.

7. **SUBMISSION OF PAPER OR ACADEMIC WORK PURCHASED OR OBTAINED FROM AN OUTSIDE SOURCE:** Submitting any paper or academic work that was purchased or otherwise obtained from an outside source. An outside source includes (but is not limited to) a commercial vendor of research papers, a file of research papers or tests maintained by a student organization or other body or person, or any other source of papers or of academic work that was authored or prepared by a person other than the student who submits it.

8. **BRIBERY:** Providing or offering favor or reward, in exchange for a grade, credit, or other item of academic value.

9. **HARRASSMENT:** To create an unpleasant or hostile situation for another person, especially by uninvited and unwelcome verbal, electronic, or physical conduct.

10. **THREATS:** to express the intention to inflict evil, injury, or damage to someone or something.

11. Any other behavior which disrupts the educational process within the classroom.

**Section 2 - Resolution**

When an instructor identifies any form of academic dishonesty (as defined above), the instructor will inform the student of the violation by completing the *Notification of Academic Dishonesty* form.

The instructor shall determine the appropriate sanction(s) for the particular offense.

The following three sanctions, alone or in combination, may be imposed by the instructor for offenses or violations of the Academic Honor Code:

1. Reprimand/Warning
2. Rewriting/Redoing the assignment
3. Failing Grade. Student may receive a failing grade on the assignment, for a component of the course, or the entire course.

More serious sanctions may be recommended by the instructor; these include:
4. Probation
5. Suspension from online, hybrid or face-to-face classes
6. Suspension from the College
7. Expulsion

If the student acknowledges his/her actions and accepts the instructor-imposed sanctions (items 1 – 3), the matter shall be resolved and documentation of the incident will be forwarded to the Assistant Provost for Student Affairs for record keeping. If the student chooses to appeal the instructor’s determination, the student should meet with the instructor’s department chair to discuss the matter. If the student disagrees with the decision of the department chair, he/she can appeal the matter according to Article V – Regulations Concerning Student Behavior, Section 3 – Penalties & Sanctions.

If one or more of sanctions 4 – 7 is recommended by the instructor, the student should refer to Article V – Regulations Concerning Student Behavior, Section 3 – Penalties & Sanctions.

GRADUATING SENIORS ATTENDING JALC AFTER HIGH SCHOOL

Before meeting with an advisor or registering for class:

1. Visit the JALC website and click the “apply” button in the upper right corner or click here.
2. Complete the “First-time Freshman Application.” (Even if you have taken dual credit/dual enrollment courses, you must still apply as a first-time freshman)
3. Call the Advisement Office for an appointment with an academic advisor.

Request a Transcript

Two Ways to Order Your Transcript:

1. Online: John A. Logan College has retained Credentials Inc. to accept transcript orders over the Internet. Please visit the Admissions and Records page on the JALC website or click here to start your order. If you are uncomfortable placing an order over the Internet, you can call Credentials Inc. at 847-716-3005 to place your transcript request. There is an additional operator surcharge for placing orders over the telephone.
2. In Person at the Admissions and Records Office: You may order college transcripts in person in the Admissions Office (C201) at John A. Logan College during regular business hours. You will need to fill out an order form and pay the transcript fee in the Bursar’s Office. When possible, requests should be made well in advance of the date when the transcript is needed. If you would like to pick up your transcript in the Admissions Office please bring a photo id for identification purposes. If you would like someone else to pick-up your transcript, please notify the Admissions Office and send a letter giving permission to the person picking up the order.
For electronic orders, John A. Logan College charges $8.00 per transcript. Students may also order transcripts in person in the Admissions Office or have orders mailed for $8.00 per transcript.

Transfer Rules

Students need to become familiar with any special requirements of their transferring institution, the transfer rules at the institution concerned, and any special rules for the student’s proposed curriculum at that institution. The student is responsible for obtaining full knowledge of the information provided in the College Catalog concerning regulations and requirements of the College and his/her degree.

Illinois Articulation Initiative (IAI)

John A. Logan College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum (GECC) between participating institutions in Illinois. Completion of the transferable General Education Core Curriculum (GECC) at any participating college or university in Illinois assures transferring students that lower division general education requirements for an associate or bachelor’s degree have been satisfied. A database is maintained that contains all of the statewide IAI articulated courses at each participating institution. Students who plan to transfer at some point during their college career should access this IAI information on the IAI website.