

# FACULTY AND STAFF HANDBOOK

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JOHN A. LOGAN COLLEGE  
700 LOGAN COLLEGE ROAD  
CARTERVILLE, IL 62918



2018 - 2019

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## 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.

*John A. Logan College*  
*Faculty &*  
*Staff Handbook*

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## **FUNDAMENTAL CORE VALUES**

### **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.

### **Goals**

- To foster an environment where diverse individuals, groups, and views are valued.
- To provide programs and services for lifelong learning that creates and enhances opportunities for achieving career and personal goals in a changing society.
- To serve with integrity and accountability as a model of institutional excellence.
- To offer affordable programs and services enhanced by technology in an accessible and safe learning and working environment.
- To be a center of intellectual, economic, cultural, and recreational resources for individuals and communities.

### **Vision**

*“Learning for Life”* -- John A. Logan College strives to be a learning-centered institution that prepares students for effective global citizenship and responds to regional needs.

### **Core Values**

<b>Service</b>	We are committed to the cultivation of positive relationships and common experiences among students, faculty, staff and the communities we serve.
<b>Responsibility</b>	We accept responsibility for our own actions and accountability for the use, preservation, and enhancement of human and material resources.
<b>Respect</b>	While recognizing and valuing the dignity and uniqueness of every person, we are committed to creating a community where everyone is appreciated and considered for their contributions and performance.
<b>Compassion</b>	We respond to the feelings of each person with kindness, concern, and empathy for their needs.
<b>Integrity</b>	We are committed to creating trust and confidence in our college community. We act with honesty and forthrightness, and hold ourselves to high academic and ethical standards.

## *Student Learning Outcomes*

The faculty and staff of John A. Logan College are committed to providing students with opportunities to develop learning abilities that will last a lifetime. Graduates will be prepared to succeed in their personal and professional lives because of achieved competence in the following student learning outcomes:

1. **Communication**: Students express thoughts, ideas, and feelings in both written and oral modes. Students will demonstrate one or more of the following:
  - a. Articulate and select appropriate purposes for reading, writing, speaking, and listening, as individuals and in groups.
  - b. Engage in the stages of the written and oral communication process.
  - c. Select, organize, and present details to support a main idea.
  - d. Demonstrate knowledge of target audiences' expectations and values in the communication process.
  - e. Select appropriate rhetorical strategies for writing and speaking.
  - f. Apply appropriate reading strategies to comprehend literature, nonfiction, and academic texts.
2. **Critical Thinking**: Students apply a rational and methodical approach to problem solving based on use of appropriate evidence. Students will demonstrate one or more of the following:
  - a. Develop analytical skills to interpret, evaluate, and synthesize information across disciplines.
  - b. Interpret and evaluate statements, theories, problems, and observations from different points of view to make appropriate inferences.
  - c. Use evidence from a variety of credible sources, including literary texts, to support conclusions.
  - d. Apply principles that guide the aesthetic valuation of a work or movement within a discipline and articulate subjective preference.
  - e. Apply the scientific method, empirical methods, and/or testing processes as appropriate.
  - f. Evaluate the relevance and credibility of evidence.
3. **Cultural and Global Awareness**: Students demonstrate an understanding of the influence of culture and society. Students will demonstrate one or more of the following:
  - a. Identify the influence of history, geography, the arts, humanities, and the environment on individuals and their cultural development.
  - b. Differentiate subjective opinions and ideologies based on social and individual bias from objective findings and data.
4. **Information Literacy**: Students locate, evaluate, retrieve, organize, create, and disseminate information. Students will demonstrate one or more of the following:
  - a. Integrate information from various sources.
  - b. Distinguish between credible and non-credible scholarly information.
  - c. Cite information and sources correctly.
  - d. Demonstrate the ability to access and use information legally and ethically in appropriate disciplines.

5. **Quantitative Reasoning:** Students use and understand numbers to interpret, evaluate, and express information in quantitative terms. Students will demonstrate one or more of the following:
- a. Interpret, analyze, and solve problems.
  - b. Differentiate among reasonable and plausible results.
  - c. Interpret, evaluate, and present data.

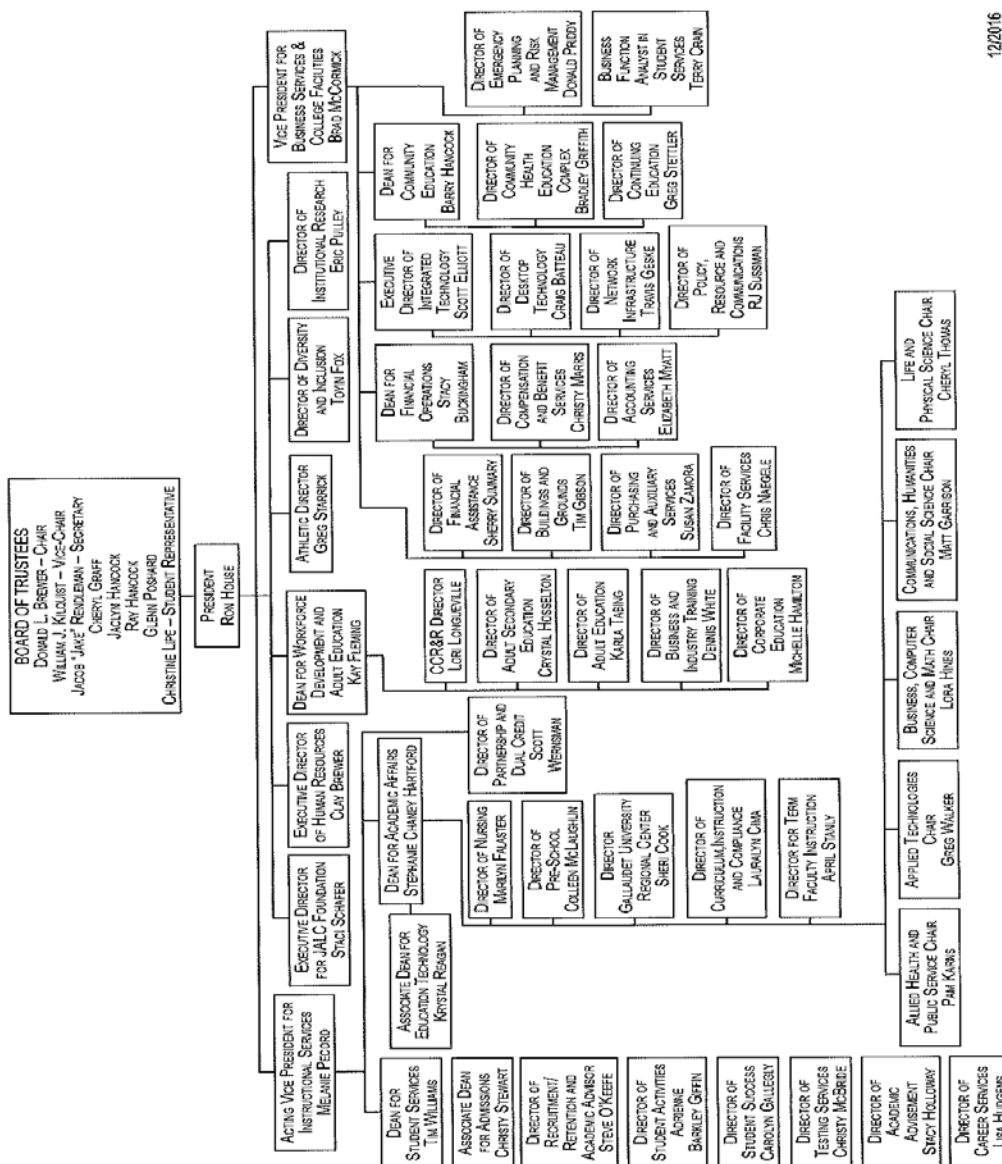
*Approved 4-22-14, Board of Trustees Revised 9-15-14, Academic Assessment Team Approved 9-25-14,  
College Council*

# ORGANIZATIONAL CHART

## Organizational Chart

## Administrative Procedure 401

### JOHN A. LOGAN COLLEGE ORGANIZATIONAL CHART



12/2016

*Ron House*  
PRESIDENT

December 12, 2016

DATE

AMENDED: DECEMBER 7, 2015; MARCH 1, 2016; AUGUST 1, 2016; OCTOBER 6, 2016;  
DECEMBER 12, 2016  
REVIEWED: NOVEMBER 2015; OCTOBER 2016  
CROSS REF.: BOARD POLICY 4120



## ***A BRIEF INTRODUCTION TO JOHN A. LOGAN COLLEGE***

### ***Philosophy***

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

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

### ***Governance***

A seven-member Board of Trustees elected by constituents of Community College District #530, and one student member elected by the student body, conduct the affairs of the College. The Board is the policy-making body for the College and approves plans and internal policy decisions made by the President, administrative officers, and faculty.

### ***Financial Resources***

Revenues are from tax levies approved by the voters in Community College District #530, the State of Illinois, and fees paid by students. In addition to private donations through the College Foundation, capital funds are received from state and federal grants and appropriations.

### ***Accreditation***

John A. Logan College is fully accredited by [The Higher Learning Commission](#). Programs of study are approved by the [Illinois Community College Board](#). Additional information and Programs of study can be found on the College website <https://www.jalc.edu/>.

### ***Board Policy Manual and Administrative Procedure***

The College maintains and updates board policy on a regular basis through a Board Policy Committee. Policies are in place to identify how the College will conduct business, abide by state, local and federal rules, regulations and laws. The [Board Policy Manual](#) can be found on SharePoint, the College's intranet and requires an employee login for access.

Administrative Procedures are specific operations the College follows related to implementation of board policy and college functions. The [Administrative Procedures](#) can be found on SharePoint, the College's intranet and requires an employee login for access.

### ***Payroll***

All employees are paid on the 7<sup>th</sup> and 22<sup>nd</sup> of each month unless otherwise stated in their contract. Any payroll questions should be emailed to [christymarrs@jalc.edu](mailto:christymarrs@jalc.edu).

### ***Health Insurance***

The health insurance committee membership includes representation from all employee groups. Any insurance questions can be directed to [christymarrs@jalc.edu](mailto:christymarrs@jalc.edu).

## ***DEPARTMENT OF COMMUNICATION, HUMANITIES, & SOCIAL SCIENCE***

*Matthew Garrison - English, Department Chair*

Nathan Arnett .....	Music
Jane Bryant.....	Political Science/Sociology
Kathleen Carl.....	English
Thomas Chandler .....	Sociology
Richard Deutsch .....	Anthropology/Geography/Sociology
Maudie Graham .....	Speech/Logic
Denis Junge .....	Psychology/Education
Kathi Kibler.....	Psychology
Perry Knop.....	Political Science
Kem Pinto.....	Spanish
Robyn Stevens.....	English
Drew Tucker .....	Art

## ***DEPARTMENT OF LIFE AND PHYSICAL SCIENCE***

*Cheryl Thomas - Biology, Department Chair*

James Elliott .....	Chemistry
Donna Ford .....	Biology
Jo Forer .....	Biology
James Gundlach .....	Physics
Keith Krapf .....	Biology
Richard LaSalle .....	Biology
Robert McKenzie.....	Chemistry
Mikolaj Sawicki.....	Physics
Sue Trammell .....	Biology

## ***DEPARTMENT OF BUSINESS, COMPUTER SCIENCE, & MATHEMATICS***

*Lora Hines - Business, Department Chair*

Shayne Crawshaw .....	Business
Joe Dethrow .....	Mathematics
Eric Ebersohl.....	Mathematics
Kathirave Giritharan.....	Mathematics
Jennifer Jeter.....	Mathematics
Mark Rogers.....	Computer Information Systems
Jason Tanner .....	Business
Kylee Williams .....	Computer Information Systems

**DEPARTMENT OF HEALTH AND PUBLIC SERVICES**

*Pam Karns – Dental Hygiene, Department Chair*

Bill Connell .....	Massage Therapy
Sheri Cook .....	Interpreter Preparation/ Director of the Gallaudet Univ. Regional Center
Nancy Crowell .....	Cosmetology
Christine Froemling .....	Health Information Technology
Kathy Gibson .....	Dental Assisting
Valerie Newberry .....	Diagnostic Medical Sonography
Martha Peebles.....	Medical Assisting
Valarie Shaw.....	Interpreter Preparation
Marilyn Toliver .....	Early Childhood Education

**DEPARTMENT OF APPLIED TECHNOLOGIES**

*Greg Walker – Construction Management, Department Chair*

George Bricker .....	Electronics
Robert Craig .....	Electronics
Max Damron .....	Welding
Mike DeMattei .....	Construction Management
Jason McFarland .....	Auto Body
Joe Roach .....	Automotive
Jason Stutes .....	Heating/Air Conditioning

**DEPARTMENT OF NURSING**

*Marilyn Falaster, Director of Nursing*

Donna Farris.....	Nursing
Janet Followell .....	Nursing
Heather Hampson.....	Nursing
Pam Hays.....	Nursing
Julie Horecker.....	Nursing
Mikeal Kos.....	Nursing
Lisa Majewski .....	Nursing
Doris Malone.....	Nursing
Erin McGuire .....	Nursing
Denise Orrill .....	Nursing
Terri Pursel.....	Nursing
Deborah Russell .....	Nursing

## ***COLLEGE POLICIES ON EMPLOYMENT***

All College policies and procedures can be accessed through [SharePoint](#) using the Board Policy Manual or Administrative Procedures.

### ***Equal Opportunity Statement for Students and Employees Policy 3510***

John A. Logan College is an equal opportunity institution.

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, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy or genetics when such College activity is consistent with the 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.

The College is also committed to equal opportunity for all employees. Every effort shall be made to insure that all employment decisions, including the hiring, terms and conditions of employment, wages/salaries, promotion, layoffs, retentions, terminations, training, benefits, and social recreation programs, shall be administered without regard to race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy, protected veteran status or genetics.

All grievances filed by a student shall be in accordance with the procedures established in Board Policy 3512 and published in the RIGHTS AND RESPONSIBILITIES: A STUDENT CODE OF CONDUCT. All grievances of any employee shall be filed and handled in accordance with the Board approved grievance system contained in Board Policy 3511. These procedures also apply to Title IX (sex equity), Section 504 (handicapped), and Title VI (minorities) complaints.

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

#### **Students should contact:**

John A. Logan College  
Vice-President for Instruction  
700 Logan College Road, Room A15  
Carterville, Illinois 62918  
Telephone: (618) 985-2828, Ext. 8362, or  
or TTY (618) 985-2752

Persons who believe they have been denied equal opportunity may have the right to file and pursue claims through the Illinois Department of Human Rights, the Human Rights Commission and the U.S. Equal Employment Opportunity Commission (EEOC).

These agencies can be reached at:

Human Rights Commission	Illinois Department of Human Rights	EEOC
William G. Stratton Office	Springfield Office	Chicago District Office
Building	222 South College,	500 West Madison Street
Suite 802	Room 101-A, Intake Unit	Suite 2000
Springfield, Illinois 62706	Springfield, IL 62704	Chicago, Illinois 60661
Tel: (217) 785 - 4350	TEL: (217) 785-5100	Phone: 1-800-669-4000
TDD: (217) 557 - 1500	TTY: (866) 740-3953	Fax: 312-869-8220
Fax: (217) 524 - 4877	FAX: (217) 785-5106	TTY: 312-869-8001

Adopted: March 8, 1976

Amended: April 9, 1990; November 22, 1994;  
January 24, 1995; November 14, 1995; June 23, 1998;  
April 25, 2000; August 23, 2011; May 27, 2014; November 22, 2016 Reviewed:  
September 21, 2016; November 7, 2016 Legal Ref.:

Cross Ref.: Board Policies 3511, 3512, 5110, 5290, 8312, 8310; and Administrative Procedures 308, 807

### ***Discrimination/Equal Opportunity Grievance Policy for John A. Logan College Employees 3511***

#### **A. STATEMENT**

1. As stated in Board Policy 3510, John A. Logan College is committed to equal access and equal opportunity for all employees.
2. The College has established a complaint procedure for the prompt and equitable resolution of employee complaints. Employees who believe that they have been a subject of discriminatory conduct by the College, or one of its agents, on the basis of race, color, national origin, age, sex, less than honorable discharge from the military, sexual preference, disability, a person who has sought an order of protection, or any other classification protected by law are encouraged to use the complaint procedure established below. These procedures also apply to Title IX (gender equity) and Section 504 (disability) complaints.

## **B. COMPLAINT PROCEDURE**

Every employee must end and/or avoid any conduct that could reasonably be interpreted as discrimination or harassment under this policy, even if such conduct was not intended as offensive. Conversely, employees are expected and encouraged to inform others in the workplace whenever conduct is unwelcome, offensive or in poor taste.

John A. Logan College expects the immediate reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position, or the perceived severity of the incident. Failure of an employee to report such incidents will subject the employee to discipline, up to and including discharge. Individuals who believe that they have been subjected to harassment (or who have reason to believe that someone else has been subjected to harassment) should discuss their concerns with the Executive Director of Human Resources, unless such Executive Director is the alleged harasser, in which case it should be discussed with the Vice-President for Instructional Services. The employee may prepare a statement in writing, and/or be prepared to discuss the following:

1. The name, department, and position of the person or persons allegedly causing the harassment.
2. A description of the incident(s) including the date(s), location(s), the presence of witnesses, and the names of other employees who might have been subject to the same or similar harassment.
3. The alleged effect of the incident(s) on the complainant's position.
4. The steps the complainant has taken to try to stop the harassment.
5. Any other information the complainant believes to be relevant to the harassment complaint.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly by the appropriate vice-president with assistance of the Executive Director of Human Resources. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

1. Confidentiality will be maintained throughout the investigative process to the greatest extent possible.
2. Anonymous complaints will be accepted; however, the College may be limited in its options in investigating or resolving anonymous complaints due to a limited ability to collect additional information.

3. Appropriate action, which may include disciplinary up to and including termination, will be taken against any employee found to have engaged in the discriminatory conduct. If an employee is concerned about behavior or harassment by another employee that occurs outside of the workplace, they will be encouraged to contact appropriate law enforcement officials.
4. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, not to exclude termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
5. Failure of an employee or supervisor to cooperate with an investigation of harassment, or refusal to comply with disciplinary action resulting from an investigation of harassment may be subject to further disciplinary action, not to exclude termination.

An employee who believes he/she has been subjected to harassment or discrimination has the right to file a complaint with:

The Office for Civil Rights  
U.S. Dept. of Education  
401 S. State St., 7<sup>th</sup> Floor  
Chicago, IL 60605  
312-730-1597

The Illinois Human Rights  
Commission  
Springfield, IL  
217-785-5100

The Federal Equal Employment  
Opportunity Commission  
Chicago, IL  
800-669-4000

The written decision as to the action to be taken as a result of any investigation shall be rendered by the College president, or his/her designee, in a timely manner, taking into account the nature, circumstances and complexity of the investigation.

If either the employee or the alleged discriminating party is dissatisfied with the final decision of the College president, he or she may submit a grievance in writing to the Board of Trustees. This request for review by the Board of Trustees must be filed with the secretary to the board within three (3) working days after receipt of the decision from the president. If the board, at its discretion, decides to review the grievance, it will give its written decision within twenty-five (25) working days following the next regular board meeting after the grievance has been submitted to the secretary of the board. The answer of the board is final.

Adopted: April 9, 1990

Amended: August 8, 1990; November 14, 1995;

APRIL 25, 2000; FEBRUARY 26, 2013; MARCH 22, 2016; SEPTEMBER 30, 2016 REVIEWED:  
FEBRUARY 12, 2016

Legal Ref.:

Cross Ref.: Board Policies 3510, 5290

Student's grievance procedures are defined in [Board Policy 3512](#).



## *Equal Opportunity Statement for Students and Employees 3510*

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The College is also committed to equal opportunity for all employees. Every effort shall be made to insure that all employment decisions, including the hiring, terms and conditions of employment, wages/salaries, promotion, layoffs, retentions, terminations, training, benefits, and social recreation programs, shall be administered without regard to race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy, protected veteran status or genetics.

All grievances filed by a student shall be in accordance with the procedures established in Board Policy 3512 and published in the RIGHTS AND RESPONSIBILITIES: A STUDENT CODE OF CONDUCT. All grievances of any employee shall be filed and handled in accordance with the Board approved grievance system contained in Board Policy 3511. These procedures also apply to Title IX (sex equity), Section 504 (handicapped), and Title VI (minorities) complaints.

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

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700 Logan College Road, Room C116  
Carterville, Illinois 62918  
Telephone: (618) 985-2828, Ext. 8589,  
TTY (618) 985-2752

**Students should contact:**

John A. Logan College  
Vice-President for Instruction  
700 Logan College Road, Room A15  
Carterville, Illinois 62918  
Telephone: (618) 985-2828, Ext. 8362, or  
or TTY (618) 985-2752

Persons who believe they have been denied equal opportunity may have the right to file and pursue claims through the Illinois Department of Human Rights, the Human Rights Commission and the U.S. Equal Employment Opportunity Commission (EEOC).

These agencies can be reached at:

Human Rights Commission	Illinois Department of Human	EEOC
William G. Stratton Office	Rights	Chicago District Office
Building	Springfield Office	500 West Madison Street
Suite 802	222 South College,	Suite 2000
Springfield, Illinois 62706	Room 101-A, Intake Unit	Chicago, Illinois 60661
Tel: (217) 785 - 4350	Springfield, IL 62704	Phone: 1-800-669-4000
TDD: (217) 557 - 1500	TEL: (217) 785-5100	Fax: 312-869-8220
Fax: (217) 524 - 4877	TTY: (866) 740-3953	TTY: 312-869-8001
	FAX: (217) 785-5106	

Adopted: March 8, 1976

Amended: April 9, 1990; November 22, 1994;

January 24, 1995; November 14, 1995; June 23, 1998;

April 25, 2000; August 23, 2011; May 27, 2014; November 22, 2016 Reviewed:

September 21, 2016; November 7, 2016 Legal Ref.:

Cross Ref.: Board Policies 3511, 3512, 5110, 5290, 8312, 8310; and Administrative Procedures 308, 807

## ***COLLEGE TECHNOLOGY***

The College uses single sign on access to Jenzabar, SharePoint, MyJalc, Email and D2L for each user. There are multiple committees that support the College's technology, updates, implementation of change, and any new technology considerations.

### ***Jenzabar***

The College's ERP software is Jenzabar. All employees will have a unique set of rights assigned dependent upon their job duties. All request for access must be approved by a supervisor. All passwords and rights assigned should be requested through [violabrown@jalc.edu](mailto:violabrown@jalc.edu). Each department is unique to Jenzabar functionality. Training will be provided upon request and specific to the department.

### ***SharePoint***

SharePoint is a Microsoft browser based collaboration and document management platform used within the College's Intranet. Each department is responsible for document posting and updating of their site. For additional information, rights and training email [rjussman@jalc.edu](mailto:rjussman@jalc.edu).

Forms used campus wide are located in SharePoint under the [Forms](#) tab. Each form is placed in a general category such as Faculty, Human Resources, General Documents, etc. All campus forms are located in SharePoint.

### *MyJalc*

MyJalc is the student interface for grades, College resources, calendars, bills, schedules, Early Alert and much more. Instructors and advisors use this platform to gain access to student records, adding and dropping classes, reporting of grades, printing class lists and emailing students. Faculty will have limited access to student records, but can always contact advisors for additional student information. The Director of Student Advisement can be emailed at [stacyholloway@jalc.edu](mailto:stacyholloway@jalc.edu).

### *Email*

Microsoft Outlook 2013 is the email software used by the College. All College employees are given an email address when hired typically consisting of their first and last name. Student email addresses are different than employees, for additional student email information visit the webpage [Student Resources](#).

### *D2L*

D2L is the College's learning management system (LMS). All courses can use this LMS to provide internet accessibility to class content. This system supports the traditional face to face class as well as hybrid and online. Many groups have been developed to share information and provide additional resources using D2L. Any questions can be emailed to [krystalreagan@jalc.edu](mailto:krystalreagan@jalc.edu).

## **COLLEGE POLICIES ON INSTRUCTION**

### *Academic Freedom 3120*

Within the scope of his/her duties and responsibilities, the John A. Logan College faculty member, as a citizen and a member of a learned profession, has both the right and obligation to adequately investigate and present to his/her students the available information pertaining to a given question. It is the responsibility of the faculty member to identify his/her own personal viewpoint on controversial issues should they arise in the course of relevant discussion.

Students, having learned the difference and similarities between facts and opinions, are free to arrive at their own conclusions.

Outside the college realm, faculty members speak and write as citizens and should be free from institutional censorship or discipline. The faculty member recognizes, however, that the public may judge his/her profession and institution by his/her remarks, both oral and written. Therefore, at all times should the faculty member be accurate, show respect for the opinion of others, and make every effort

to indicate that he/she communicates as an individual citizen, not as an institutional spokesman.

The Board of Trustees recognizes its responsibility to encourage the search for and analysis of knowledge and to protect the academic freedom of its faculty and students to pursue such search and analysis.

Adopted: January 4, 1972

Amended:

Legal Ref.:

Cross Ref.:

## ***COURSE SYLLABI***

Every instructor at John A. Logan College, full-time and term, is required to have a current syllabus posted to the Syllabi Portal each semester for all classes taught. All courses have a lead instructor that will maintain an updated master syllabus, course textbook, and materials. The [syllabi master file](#) is located on SharePoint on the College's intranet and requires an employee login. If faculty instructors do not have access to SharePoint, they can contact [aprilstanly@jalc.edu](mailto:aprilstanly@jalc.edu) or [glendahastings@jalc.edu](mailto:glendahastings@jalc.edu).

On SharePoint in the category New Syllabi Format, course information on assessment, course offerings, syllabi instructions, lead instructors list, IAI approved courses, student learning outcomes and master syllabi documentation can be found.

Syllabi should be posted by the Office of Academic Affairs staff to the Syllabi Portal before the start of each semester. In cases where teaching assignments are finalized immediately before the semester begins, syllabi must be posted no later than the third week of the semester. All syllabi should be emailed to [glendahastings@jalc.edu](mailto:glendahastings@jalc.edu) for posting.

### ***How to submit syllabi for posting.***

#### **Step 1:**

Email revised syllabus to [glendahastings@jalc.edu](mailto:glendahastings@jalc.edu) for posting on the syllabi portal. There is a 4-5 business day turnaround.

#### **Step 2:**

You will receive a confirmation email that your syllabus has been posted to the portal.

We will attach a final word doc and pdf to the email. If you have an online class and do not need copies, your process is complete at this point.

#### **Step 3:**

If you need copies of your syllabus, there are 2 ways to do this utilizing the Campus Support Services office: Compose a new email. Copy and paste the "Digital Print Request" found on the Campus Support Services SharePoint page into the email. Answer ALL the questions, please.

Email your Digital Print Request to [myschelleburton@jalc.edu](mailto:myschelleburton@jalc.edu) and CC [francescobb@jalc.edu](mailto:francescobb@jalc.edu). Make sure to attach your syllabus (or syllabi) PDF(s). Only PDFs are accepted. If documents are not submitted as a

PDF, the copy request will be denied. A person can also get copies by submitting a hard copy of the document in the Campus Support Services office. Requestors will fill out a work request for and submit the document at the counter in Campus Support Services.

\*There is a 24-hour turnaround time for print/copy requests.

### ***INDEPENDENT STUDY***

Students proposing Independent Study (IND 199) projects should be academically competent and highly motivated in the area of their proposed study. The term “independent” implies that the student can design, write-up, and complete a substantial course of study with a minimum of supervision. Moreover, a student must do these things in order to meet the requirements of John A. Logan College and the Illinois Community College Board.

Please note that IND 199 is intended for topics of study above and beyond what we offer. It is not intended to take the place of a course which is offered through our regular offering of classes. For example, IND 199 cannot be used by a student wanting to use it for an approved course, which is not being offered that particular semester.

Forms are available in the Dean for Academic Affairs office.

### ***Curriculum Development Policy 3210***

Additions and changes to the instructional program at John A. Logan College may be suggested by any person associated with the College, including individual citizens or advisory groups in the district.

Proposals should be submitted through the appropriate channels for approval: Curriculum and Instruction Committee, College Council, the appropriate dean, the Vice-President for Instructional Services, the President, and the Board of Trustees, if appropriate. Final approval by the Illinois Community College Board or the Illinois Board of Higher Education may be required pursuant to state law.

New programs must have approval by the President and Board of Trustees before the curriculum is designed and finalized.

Adopted: January 10, 1974  
Amended: April 1, 1980; March 13, 1989; January 26, 2016  
Reviewed: November 10, 2015  
Legal Ref.: 110 ILCS 805/2-12  
Cross Ref.: Administrative Procedure 302

### ***Proficiency Examinations Administrative Procedure 804***

Proficiency exams are available in many areas. A student wishing to make application to take a proficiency examination should initiate the request with an academic advisor. The proficiency examination request and authorization forms may be obtained from advisors.

After receiving approval from the advisor, the student should schedule an appointment with the Dean for Academic Affairs for final approval and scheduling of the examination. The purpose of the meeting

with the Dean for Academic Affairs is for the student to furnish evidence that he/she has the necessary background, knowledge and/or experience to sit for the exam.

The student will then deliver the forms to the Business Office and pay the appropriate fee. The nonrefundable fee is determined by multiplying the tuition rate by the number of credit hours. After paying the fee, the student should return the form(s) to the Dean for Academic Affairs Office, which schedules the test(s) in the Learning Resources Center. The student will be notified when to take the examination(s).

1. Any student is eligible to apply.
2. Credit may not exceed 30 semester hours (including credit earned by CLEP and Advanced Placement).
3. If a student earns proficiency credit, the record will show the course number, title, hours of credit granted, the grade, and a notation, "Credit granted by proficiency examination."
  - A. If a student passes a proficiency exam with a grade of "A" or "B," he/she will be granted credit hours, the grade will be shown, and it will count in the student's grade point average.
  - B. If a student receives a grade of "C" or "D" on a proficiency exam, he/she will receive neither credit nor grade points. The record will reflect nothing regarding the exam; however, the proficiency exam grade form will be filed in the student's folder for future reference.
4. A student may not take a proficiency examination for the same course more than one time. He/she may not take a proficiency exam in a course in which he/she has previously received a grade or which he/she has audited.
5. No credit granted by proficiency examinations will be recorded until the student has earned at least 12 hours of credit of "C" grade or higher at John A. Logan College.
6. A student is ineligible to take a proficiency exam for a course in which he/she is currently enrolled after the close of the drop period unless specified under a dual credit agreement.
7. Courses for which students may obtain proficiency credit and details of the examinations will be determined by individual departments.

(Original signed by President Ron House)

PRESIDENT

October 31, 2016

Date

Adopted: April 1, 1980

Amended: September 5, 1996; June 21, 2001; September 22, 2009; October 31, 2016

Cross Ref.: Board Policy 8220

## **AUDIT POLICY 7340**

An officially registered student who does not desire or feel qualified to complete the work required for receiving credit in a particular course, but who wishes to attend the class regularly may register as an auditor.

An auditor may participate in all class activities, assuming that such participation does not hinder the participation of those registered for credit. Specific requirements or responsibilities of an auditor are at the discretion of the instructor and should be made clear when the permission to audit is granted.

The following policies and regulations apply to auditors:

1. An audited class must be approved by the student's advisor and by the instructor whose course the student wishes to audit.
2. Enrollment priority is given to credit students. Therefore, an auditor may officially register only during the first three school days after the close of late registration for credit courses. A student intending to audit may, with the consent of the instructor, attend the first week of classes unofficially.
3. The same tuition is charged as for credit courses.
4. Audited hours do not count as credit hours for purposes of determining scholarships, veterans' benefits, etc.
5. An AU is recorded on the student's transcript when the audit is satisfactorily completed; otherwise, no entry is made.
6. A student may change from audit status to credit status during the first 10 days of the semester, provided he/she has the consent of his/her advisor and the instructor. A student registered for credit may, with the same approvals, change to an audit status up to the end of the fourth week of the semester.
7. An audited course may later be taken for credit.

Adopted: April 6, 1971

Amended: April 1, 1980

## **ADMINISTRATIVE POLICY RELATIVE TO TEXTBOOK CHANGES**

1. Textbook adoptions and changes are initiated through the appropriate Department Chair to the appropriate Dean. Requests for adoption and changes (excluding edition changes) must be accompanied by the textbook evaluation form and the standard textbook disposition form. Copies of these forms are available from the Department Chair or in the bookstore.
2. The deadline for changing any textbook, including edition changes, is two weeks before the start of final exams for any given semester.
3. Instructors are strongly encouraged to make textbook recommendation changes at least one full semester in advance of the class so that students will know at the time of purchase whether or not, the book will be purchased back. The major exception to this, of course, relates to edition

changes that occur during the middle of any semester.

4. Textbook changes should be made no sooner than every two years, and custom textbook changes every three years unless there are extenuating circumstances.
5. Very important considerations in the selection of any book are the price, rental availability, and binding type. Renting textbooks is the most economical choice for students. The bookstore is making strong efforts to provide as many rentable textbooks as possible. If any instructor is using a textbook that is not on the national rental list, and they would like it to be, they may request to add the title to our local rental list. The instructor must agree to use the textbook for at least four terms, and must fill out a commitment form. These terms do not have to be consecutive and can include both summer and/or midterms. Commitment forms are available in the bookstore. Also, effort should be made to determine, whether or not, the book is available in hard, soft, or loose-leaf covers, and, if so, which purchase would be most economical for the students.

### **EVALUATION OF EMPLOYEES**

Newly hired employees or those employees who have changed positions will have a three month probationary period. All employees are evaluated on a yearly basis unless a negotiated contract states otherwise. Employees in a bargaining unit can refer to their contract for specific probationary periods, the evaluation tool and frequency of their evaluations.

### **EARLY ALERT SYSTEM**

The Early Alert System is a tool used to identify at risk students. All full and term faculty will have access to the Early Alert System. This program is important as it helps the college establish communication with struggling students as well as provide better data regarding students that do not return to the College. If you have questions please do not hesitate to contact Steve O'Keefe at Ext. 8569.

### **ABSENCES**

Absences are different for each employee group. All employees should contact their supervisor for sick/vacation/personal day approvals when applicable. Those employees who are in a bargaining unit will have specific guidelines outlined in their contract.

### **FULL-TIME FACULTY TEACHING AND OFFICE SCHEDULES**

The faculty teaching and office schedule is the official document that generates payroll information for full-time and term faculty. It is important that this document be completed accurately with the appropriate office hours posted as required by the faculty contract. If changes are made to the schedule after it has been submitted, it is the responsibility of the faculty member to ensure that these changes are made on their original schedule.

The faculty teaching and office schedule is available online on the JALC website, under "*Staff Resources/ Intranet/ Form Used Campus Wide*", and is also distributed through the Dean for Academic Affairs.



The schedule is utilized by all offices on campus as a device to locate and communicate with faculty members. It is an open record, available for inspection internally, so everyone knows assignments and responsibilities.

## 2016-2017 Instructional Calendar

Summer Semester 2016	
<b>Advisement</b> Continuing students.....April 4 New students.....April 18 <b>Late Registration</b> .....June 6-June 15 <b>Last day to register</b> .....June 15 <b>Instruction begins</b> .....June 13, 2016	<b>Last day to withdraw with 100% refund</b> .....June 20 <b>Last day to withdraw with “W” grade</b> .....July 28 Holiday—Independence Day.....July 4 <b>Final Exams</b> .....August 4

Fall Semester 2016	
<b>Advisement</b> Continuing students..... April 4 New students.....April 18 <b>Late Registration</b> ..... August 10-August 23 <b>Last Day to Register</b> .....August 23 Faculty & Staff Meeting.....August 16 <b>Instruction begins</b> ..... Aug. 17, 2016 <b>Block Scheduling</b> first half .....Aug. 17 (W)—Oct. 12 (W) second half.....Oct. 13 (TH)—Dec. 9 (F)	<b>Last day to withdraw with 100% refund</b> first half block.....August 23 full semester courses.....August 30 second half block.....October 19 <b>Last day to withdraw with “W” grade</b> first half block .....September 30 full semester and second half block.....November 28 <b>Holidays</b> Labor Day.....September 5 Fall Break.....October 10 & 11 Veteran’s Day.....November 11 Thanksgiving Break (Wed.—Sat.).....Nov. 23—26 Christmas.....December 25 <b>Final exams (M-TH)</b> .....December 12-15

Spring Semester 2017	
<b>Advisement</b> Continuing students.....October 31 New students.....November 14 <b>Late Registration</b> .....January 5-January 18 <b>Last Day to Register</b> .....January 18 <b>Instruction begins</b> .....January 11, 2017 <b>Block Scheduling</b> first half.....Jan 11(W)-March 7 (T) second half.....March 8(W)-May 8 (M) <b>Last day to withdraw with 100% refund</b> first half block.....January 17 full semester courses.....January 25 second half.....March 21	<b>Last day to withdraw with “W” grade</b> first half block..... February 24 full semester and second half block.....April 28 <b>Holidays</b> New Year’s Day.....January 1 Martin Luther King’s Birthday.....January 16 President’s Day.....February 20 Spring Break (Mon.—Sat.).....March 13-18 Good Friday (Fri).....April 14 Memorial Day.....May 29 <b>Final exams (T-F)</b> .....May 9-12 Commencement.....May 11 & 12 <b>Students with the last name beginning A-J</b> May 11, 2017 <b>Students with the last name beginning K-Z</b> May 12, 2017

\* Provides sufficient duration and contact hours to meet ICCB Administrative Rules requirements of Section 1501.309(b).  
 Final exam schedule will be adjusted if any emergency days are used during the semester. Revised: December 2016

## **TERM FACULTY**

### **CONTINUING TERM FACULTY CHECK LIST PRIOR TO SEMESTER START**

- ✓ Receive tentative teaching assignment and complete the Teaching and Office Schedule by deadline. (B215)
- ✓ Inquire about text book(s) from assistant to the Director of Term Faculty as soon as you receive your teaching assignment. (B215)
- ✓ For those who retained their text books, check the campus bookstore web site to insure correct text information. If you are not teaching the same class from last semester, turn in your previous books the Term Faculty office. (B215)
- ✓ Check voice mail (voice mail is required). (B215)
- ✓ Check College e-mail. (College e-mail account is required. Problems? Call the Help Desk @ x 8388)
- ✓ Contact Campus Support Services staff to obtain a mailbox key. (C115)
- ✓ Submit current semester syllabus to [glendahastings@jalc.edu](mailto:glendahastings@jalc.edu) for publication to the syllabi portal.
- ✓ Submit requests for copying to Campus Support Services staff. (C115)

Questions? Any of us will be glad to help:  
April Stanly, Director for Term Faculty Instruction, x 8651  
[aprilstanly@jalc.edu](mailto:aprilstanly@jalc.edu)  
Elaine Crain, Administrative Assistant,  
Instructional Services  
Ext. 8356, [elainecrain@jalc.edu](mailto:elainecrain@jalc.edu)

## ***POLICIES FOR TERM FACULTY 5410***

**\*\*See the Association of Term Faculty collective bargaining agreement for most current information.**

### Definition and Explanation of Part-Time Faculty Status

Part-time baccalaureate transfer and career education faculty are those faculty who teach 12 equated hours or less each semester on a non-continuing basis. Appointments are for one semester or less only and any hours taught under the category of part-time faculty will not apply toward any permanent status with the College. Instructional assignments of part-time faculty depend on sufficient enrollment which will not be verified until registration is completed. Part-time instructors shall be competent to render in accordance with Board Policy #5112.

Adult and continuing education instructors are instructors other than baccalaureate transfer or career education who are compensated at an hourly rate based upon contact hours.

### Duties and Responsibilities

Part-time baccalaureate transfer and career education faculty are directly responsible to the assigned administrative supervisor. Duties and responsibilities are as follows:

1. To teach classes assigned by the assigned administrative supervisor consistent with stated course objectives and to meet all classes in accordance with the published times for said classes.
2. To post and maintain regular office hours unless exempted by the appropriate department chair or associate dean.
3. To observe, support, and enforce the regulations, policies, and programs of the College.
4. To represent the College creditably with respect to any of its activities.
5. To fulfill all terms of the employment contract unless, through mutual agreement between the College and the individual, an exception is arranged.
6. To perform other professional duties as assigned by the assigned administrative supervisor.

### Employment Rights and Limitations

Full-time teaching employees have, in addition to their classroom instruction, other teaching duties and responsibilities that are not required of part-time faculty.

Part-time instructors are not entitled to the same employment rights granted full-time teaching faculty, including but not limited to: right to remuneration on the same basis; right to employment beyond the date shown on the employment agreement; or right to tenure.

### Compensation

#### Part-Time Baccalaureate Transfer and Career Education Faculty Teaching Half-Time or More on Campus During the Day

Part-time baccalaureate transfer and career education instructors who teach half-time or more on campus and who were employed during the 1976-77 academic year will receive the same rate of pay per equated semester hour which they received for teaching half-time or more on campus during the day for the 1976-77 academic year.

#### Part-Time Baccalaureate Transfer and Career Education Faculty Teaching Half-Time or Less

Part-time baccalaureate transfer and career education instructors who teach less than half-time and who were employed prior to or during the 1976-77 academic year will receive the same rate of pay per equated semester hour which they received for teaching such classes during the 1976-77 academic year.

#### Part-Time Faculty Teaching Adult and Continuing Classes

Continuing education credit classes include those taught during the day or evening at off-campus locations as part of the College's adult and continuing education program. Part-time baccalaureate transfer and career education instructors who teach adult and continuing education classes and who were employed prior to or during the 1976-77 academic year will receive the same rate of pay per equated semester hour which they received for teaching adult and continuing education classes during the 1976-77 academic year.

#### Compensation for Part-Time Faculty

Effective fall semester 1998, all part-time instructors who have accumulated less than 30 equated semester hours of teaching experience will be compensated at the rate of \$380 per equated semester hour assignment. Effective fall semester 1998, all part-time instructors who have accumulated 30 or more equated semester hours of teaching experience at John A. Logan College will receive \$405 per equated semester hour compensation.

Compensation for part-time adult and continuing education instructors shall be based upon the prevailing hourly rate approved by the president and the Board of Trustees.

#### Absences

When a part-time instructor is absent from a teaching assignment (including the regular assignment and/or extra credit or continuing education credit course assignment) because of illness or other causes, he/she will not be compensated for the instruction missed, unless the circumstances prohibit the College from employing a substitute to replace him/her.

#### Pay for Substitute Teaching

Individuals who substitute teach for part-time baccalaureate transfer and career education instructors will be paid at the rate of \$11 per hour for laboratory substitution and \$15 per hour for lecture-type substitution. Substitutes for hospital clinical supervision in the area of clinical nursing will be compensated at a rate of \$25 per hour. The administration will strive to utilize full-time teaching faculty for substitute teaching assignments.

#### Evaluation

All part-time instructors will be evaluated based on the extent to which they successfully fulfill the duties and responsibilities of part-time instructors. In addition, all part-time faculty will be evaluated based on the following performance expectations:

1. To encourage and facilitate a positive learning environment in the classroom and to establish an effective working relationship with the students.
2. To demonstrate a thorough knowledge of subject area and effective teaching techniques.
3. To demonstrate effective communication skills and sensitivity to student needs and varying student abilities.
4. To show evidence of adequate preparation for classroom activities and applications to relevant real-life examples.
5. To provide individual academic assistance outside the classroom and to begin and end all class sessions on time.

### Contracts

All contracts for part-time baccalaureate transfer and career education teaching assignments will be issued as soon as possible after the beginning of the semester. This contract will be for one semester only and the College assumes no contractual obligation for subsequent employment beyond the dates indicated on the contract as issued. Part-time contracts must be signed and returned to the office of the Vice-President for Instruction within one week of the issuance date. Failure to sign and return contracts within the seven-day period invalidates the contract. If the College decides to cancel all or part of the tentative part-time assignment prior to the issuance of the signed contract, the College does not assume any contractual obligation to the instructor involved. The College will reimburse the instructor on a pro-rata basis for the contact hours that the instructor has met the class prior to the cancellation.

### Class Assignments

Tentative assignments of part-time baccalaureate transfer and career education faculty shall be made by the Vice-President for Instruction.

The instructor shall meet the tentatively scheduled class during the late registration period at the College.

Within one week following the last day of late registration or before, a decision will be made concerning the need for the class. If the Vice-President for Instruction determines that sufficient need does not exist for the class, it shall be canceled and a contract shall not be issued.

Until such time as a part-time contract is entered into, the only obligation the College assumes is to pay the tentative instructor on a pro-rata basis for the contact hours taught at the appropriate rates.

### Part-Time Teaching Load

Part-time baccalaureate transfer and career education instructors at John A. Logan College may teach no more than 12 equated hours per semester. Additional services provided to the College by part-time baccalaureate and career education faculty, such as providing short-term training, conducting seminars, and miscellaneous assignments, will be equated to semester credit hours and will apply to the above teaching assignment limitations.

Adult and continuing education instructors may teach no more than 28 contact hours per week per term.

## Promotion of Part-Time Baccalaureate Transfer and Career Education Faculty to Full-Time Status

Appointments to all full-time positions require that the provisions and procedures of Board Policy No. 5110 be followed. Part-time baccalaureate transfer and career education faculty may be considered for a full-time position under this policy by filing an application for employment in the existing vacancy.

### Other Benefits

Effective spring semester 1991, part-time faculty members, other than adult and continuing education instructors, who have accumulated 30 equated semester hours of teaching load or more and who regularly teach 8 hours or more (a minimum of one semester just prior to accumulating benefits) each semester will be granted the following benefits:

1. Tuition waivers for themselves and their immediate family as currently allowed for full-time employees as outlined in Board Policy No. 7370.
2. Part-time employees may accumulate sick leave time.

Adopted: March 6, 1973

Amended: October 3, 1978; April 12, 1983; September 13, 1983;

March 13, 1989; November 12, 1990; July 20, 1993;

September 24, 1996; October 22, 1996; August 31, 1999

Legal Ref.:

Cross Ref.: Board Policy 5412

### **D2L**

Additional information can be found in the term group on D2L by contacting [aprilstanly@jalc.edu](mailto:aprilstanly@jalc.edu).

### **NOTIFICATION OF INCOMPLETE GRADE AGREEMENT**

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

## **PURCHASING POLICY 7154**

College purchasing is the responsibility of the president and the vice-president for business services and college facilities. Purchases must be handled in accordance with a commonly accepted business procedure and substantiated with the necessary records to satisfy audit and inventory requirements. All expenditures must be compatible with the current budget and fully comply with all Illinois Statutes affecting purchasing. Products with recycled-content shall be procured wherever and whenever cost, specifications, standards, and availability are comparable to products without recycled-content.

1. Whenever possible, competitive prices are to be secured on items costing \$25,000 or less. With the exception of clothing, book and postage purchases, written evidence documenting compliance with this statement will be maintained in the purchasing files of the business office for all purchases exceeding \$2,500 where available. Additional exceptions may be approved by the director of purchasing and auxiliary services on a case-by-case basis.

2. Purchase of supplies, materials or work involving an expenditure in excess of \$25,000 must be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability, after due advertisement, except the following:
- (a) contracts for the services of individuals possessing a high degree of professional skill (however, the Board may use a competitive selection process for such service whenever it is deemed appropriate);
  - (b) contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness;
  - (c) contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised, causing expenditures not in excess of ten (10) percent of the contract price;
  - (d) contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
  - (e) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
  - (f) contracts for duplicating machines and supplies;
  - (g) contracts for the purchase of natural gas when the cost is less than that offered by a public utility;
  - (h) purchase of equipment previously owned by some entity other than the district itself;
  - (i) contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility;
  - (j) contracts for goods or services procured from another governmental agency;
  - (k) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports;
  - (l) contracts for utility services such as water, light, heat, telephone or telegraph;
  - (m) emergency expenditures approved by three-fourths (3/4) of the members of the Board.
3. Specifications on contracts for supplies or work involving expenditures of more than \$25,000, which are not included in the budget, must be brought to the Board for approval before bids are



sought. For contracts involving less than \$25,000, the president shall use his judgment as to the most appropriate way to complete the transaction.

4. Sealed bids must be opened and announced at a public bid opening. Bidders must be given at least three (3) days notice of time and place of bid opening and at least one (1) public notice in a newspaper published in the district must be given ten (10) days before the bid date.
5. The administration may utilize joint purchasing with the State of Illinois when such joint purchasing will benefit the College. As with contracts for supplies or work involving expenditures of more than \$25,000, which are not included in the budget, prior approval of the Board of Trustees will be obtained.
6. The administration will report to the Board of Trustees all purchases and contracts between \$10,000 and \$25,000.
7. Issuance of purchasing cards must be approved by the respective dean or vice-president.
8. All expenditures must be within the scope of the approved budget and in compliance with this Board Policy 7154. Purchasing not requiring Board approval in advance is subject to the following approval limitations:

President	\$25,000
Vice-Presidents	\$ 5,000
NTP Level 11	\$ 2,500
NTP Level 8-10	\$ 1,500
NTP Level 5-7	\$ 1,000
NTP Level 3-4	\$ 500
NTP Level 1-2	\$ 250

Adopted: May 7, 1968

Amended: October 6, 1981; March 13, 1989; February 11, 1992; July 28, 1998; January 25, 2005; October 21, 2008; September 22, 2009; May 22, 2012; February 24, 2015

Legal Ref.: 110 ILCS 805/3-27.2; Public Act 95-0990

Cross Ref.: Board Policies 7154, 5220C; Administrative Procedures 701, 522

## ***COLLEGE POLICIES ON STUDENTS***

### ***Higher Educational Opportunity Act:***

John A. Logan College is required to disclose certain consumer information as authorized by the [Higher Education Opportunity Act](#). All information regarding [Students Right to Know/Consumer Information](#) can be found on the College webpage.

### ***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 as follows:

- the right to inspect and review the student's own educational records;
- 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;
- 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;
- 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; and the right to obtain a copy of the College's student records policy. [FERPA Guidelines](#)

### *Student Attendance Records*

Faculty are required to submit student attendance and file records with the appropriate Dean of Academic Affairs or.

The procedure to be used is:

1. All full-time and part-time faculty will check attendance at every session of each class (credit and non-credit) taught, keeping a record by calendar date, course title, section number, and time of class meeting. The record should indicate a student's presence or absence at each session of the class.
2. This record will be kept on file and current by the instructor. It must be available for use by the Vice-President for Instructional Services or his designee at any time during the semester.
3. This record must be permanently filed with the Dean for Academic Affairs or Director of Term Faculty no later than two days after the last scheduled day of final examinations in the semester.
4. Faculty members may keep this record in a grade book or special form provided by the College.

## *Student Appeals Administrative Procedure 832*

### A. 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 instructional services shall establish such administrative procedures as will enable the committee to carry out its duties.

### B. 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 ten (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 instructional services. 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 ten (10) calendar days. The Board of Trustees may or may not respond within 30 calendar days.

### C. 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 instructional services.

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. In correspondence to the student charged, s/he will be asked to provide the following information to the vice-president for instructional services prior to the hearing:

- a. will the student charged be attending the hearing;
- b. will the student charged be accompanied by an advisor, and, if so, is the advisor a lawyer;
- c. will the student charged be presenting any witnesses, and if so, provide their names and their relationship to the charged student; and

- d. does the student charged wish to have an open or closed hearing.

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.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

President

FEBRUARY 7, 2017

Date Adopted: June 25, 2014

Amended: February 7, 2017

Cross Ref.: Board Policies 8310, 8315

### ***Student Rights and Responsibilities Handbook***

The John A. Logan College Board of Trustees' policy on student rights and responsibilities is embodied in the latest edition of [Rights & Responsibilities: A Student Code of Conduct](#). Each edition of Rights & Responsibilities: A Student Code of Conduct is authorized by the Board of Trustees and is designated by Board Policy 3350 as an official publication of the College.

All information contained in this document must be in compliance with federal and state law, and current John A. Logan College Board Policies and Administrative Procedures.

## ***GRADING SYSTEM 8231***

The academic year is divided into two semesters. The College also has a shortened summer term. Course credits are recorded in semester hours. The number of credit hours in each course is shown in the course descriptions in the *College Catalog*. For enrollment verification purposes, a student must be enrolled in twelve credit hours (six hours during the summer term) to be classified as a full-time student. To be classified as part-time, a student must be enrolled in at least six credit hours (three hours during the summer term). In order to enroll in more than eighteen credit hours during a semester (eight hours during the summer term) a student must have permission from the dean of student services.

### **Grading System**

A	Excellent.....	4 grade points
B	Good.....	3 grade points
C	Average .....	2 grade points
D	Poor.....	1 grade point
E	Failing .....	0 grade points

INC	Incomplete. May be made up at the discretion of the instructor. The maximum time for making up an "INC" is one semester; otherwise, the student must repeat the course in order to gain credit. The incomplete grade will 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.
AU	Audit. No credit.
R	Denotes repeat course.
P	Pass (credit but no grade points).
CR	Denotes credit earned but no grade points awarded.

### Course Repeat Policy

A student may repeat a course only one time in an attempt to improve a grade for a given course. In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average.

Adopted: May 22, 2012  
 Amended: May 27, 2014; September 30, 2016; February 28, 2017  
 Reviewed: February 17, 2017  
 Legal Ref.:  
 Cross Ref.:

## ***CLASS LISTS AND APPORTIONMENT CLAIM***

Early Semester Class Lists. Class lists reviewed during the first few weeks of the semester should be checked for accuracy. Students who are attending your class, but whose names are consistently omitted from the class list, should be advised to check with the Admissions Office.

Financial Aid Class Lists. The second-week class list for summer semester or fourth-week class list for spring/fall semester, is completed for the Department of Education Title IV guidelines that require students receiving financial aid to attend classes before receiving grant monies. This class list is to identify students not attending to help determine their financial aid eligibility.

Midterm Class Lists (Apportionment Claim). The midterm class list serves as the apportionment claim, which the College submits to the ICCB. This claim constitutes 40 to 50 percent of the funds received by the College and therefore, is very important that the midterm class list be as accurate as possible and returned by the stated deadline. If a student's name is not on the list and is attending, his/her name should be added to the list before returning it to the Admissions Office. A faculty member's role in the apportionment claim is a crucial factor in determining the funds we receive from the ICCB.

Final Class Lists. At the end of the semester, faculty will report student grades in the student management system using instructions distributed via email from the Admissions Office. If a student's

name is not on the class roster and that student is in attendance, he/she should be advised to check with the Admissions Office immediately.

## ***STUDENT ABSENTEE REPORT***

The attendance policy for each class is determined by the instructor, and it is the student's responsibility to comply with the policy for each class and/or program. Instructors also reserve the right to withdraw students from a course per the Course Withdrawal policy (Administrative Procedure 821).

**Student-Initiated Withdrawal:** Students who do not wish to continue in a course are responsible for officially withdrawing or dropping the course from their student schedule. To do so, they should drop the course through the Student Portal or contact their academic advisor for assistance.

- \* Students who fail to drop during the designated drop-period at the beginning of the semester as outlined in the Instructional Calendar and Schedule of Classes will not be eligible for a refund of tuition and fees, and may receive a failing grade for the course.
- \* Students may formally withdraw from a class during the designated period outlined in the Instructional Calendar and the Schedule of Classes in order to receive a grade of "W". The "W" grade is not used in the calculation of the student's grade point average, however, it may negatively impact a student's eligibility to receive financial aid. Students should contact the Financial Aid Office with questions concerning eligibility.
- \* Students who withdraw from a class may register for that class again in a subsequent semester.

**Administrative Withdrawal:** John A. Logan College reserves the right to administratively withdraw a student for disciplinary reasons as outlined in the Rights and Responsibilities: A Student Code of Conduct. The College may also withdraw a student who fails to meet the financial obligations of attendance.

**Faculty-Initiated Withdrawal:** Instructors reserve the right to withdraw students from their classes at any point in the semester due to plagiarism, cheating, or other conduct violations. Further, they reserve the right to withdraw a student from class during the withdrawal period due to excessive, unexcused absences as outlined below and in the syllabus.

Traditional Classes: In a traditional 8 or 16-week class, "withdrawal" grades may be assigned at the time a student has missed the equivalent of one consecutive week of class without approval from the instructor concerning the absences. (For example, in an 8-week class that meets four times per week, a student could be withdrawn after being absent two consecutive class periods.)

Online and Hybrid Classes: In a 16-week online/hybrid class, a "withdrawal" grade may be assigned when the student has not participated in the course for 10 days, as indicated by course activity reports. In an 8-week or less course, a student may be withdrawn after failing to participate for 5 days. Logging into the course is not sufficient to be considered participation. Participation for online and hybrid courses is defined as an active process and may include: posting/sending assignments to the drop box or instructor's email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and participating in some manner that is approved by the instructor.

### **Administrative Procedure to Withdraw a Student:**

- \* The appropriate College administrator or faculty member will notify the Admissions and Records Office in writing or through email requesting the student be withdrawn. Once the documentation is received, the student will be formally withdrawn from the course.
- \* The student will then receive email notification of the withdrawal from the Admissions and Records Office. The notification will outline the student's appeal options if they wish to re-enroll in the course.
- \* If a student wishes to challenge a "withdrawal" grade, they will have due process as with the appeal of any other grade. Such students should obtain a Special Exemption Form from the Admissions and Records Office and submit the appeal to the Office of the Dean for Student Services (Article III, Section 2 of the Rights and Responsibility: A Student Code of Conduct handbook.)
- \* A faculty member granting a student's appeal to be re-enrolled in a course must notify the Admissions and Records Office in writing or through email. The office will then officially re-enroll the student.
- \* "Withdrawal" grades may not be issued after the last day to drop a course for the semester as noted in the Instructional Calendar.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

January 13, 2017

DATE

ADOPTED: JANUARY 13, 2017

AMENDED:

CROSS REF.: Board Policy 8314, Withdrawal from Class

Rights and Responsibilities Handbook: A Student Code of Conduct

## ***GRADUATION REQUIREMENTS***

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

Associate in Applied Science (AAS) Degree  
Associate in Arts (AA) Degree  
Associate in Arts in Teaching (AAT) Degree  
Associate in Engineering Science (AES) Degree  
Associate in Fine Arts (AFA) Degree  
Associate in General Studies (AGS) Degree  
Associate in Science (AS) Degree  
Certificate of Achievement

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 3.0;



2. Satisfactorily complete all specific degree requirements;
3. Submit an application for graduation and pay the required fees.

To be awarded an AAT degree, a student must:

1. Complete 20 semester hours of credit at John A. Logan College with at least a grade point average of 2.5
2. Satisfactorily complete all specific degree requirements
3. Submit an application for graduation and pay the required graduation fee

To be awarded a Certificate of Achievement, the student must:

1. Complete at least 10 semester hours of credit at John A. Logan College (excluding CLEP and proficiency credits). If the certificate is less than 15 semester hours, three semester hours of credit must be completed at John A. Logan College.
2. Satisfactorily complete all certificate program requirements with a 2.0 overall grade point average
3. Submit an application for graduation and pay the required graduation fee.

#### 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 of 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 Admission's 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.

### ***SCHEDULE CHANGES AND WITHDRAWALS***

Students may officially withdraw from a class within the first ten days of a semester with no grade recorded. No new course may be added after the fourth day of each semester with the exception of open-entry, open-exit classes.

A student making an official withdrawal between the end of the first week and the end of the twelfth week will be given a W grade.

Any student who does not make an official withdrawal but merely ceases attending classes will receive an E for all grading purposes. Students must see an advisor or counselor to officially withdraw.

## ***STUDENT SERVICES***

The Student Services Department at John A. Logan College is a multifaceted organization designed to serve a diverse student population. The department is comprised of seven major divisions working together to provide the best services possible.

The Admissions Office is the hub of Student Services since all students will utilize the numerous services (admission, advisement, graduation, etc.) available there before, during, and after their tenure at the College. The Counseling Services are designed to serve students who need academic advisement, vocational planning, and personal counseling. An advisor is available Monday through Thursday evenings to accommodate students who need evening advisement appointments. Realizing that many students need help in selecting a career, the Department has a Career Development Office. The Student Success Center offers free tutorial services and other beneficial programs to foster student success. The Financial Aid Office is another important area providing financial assistance to students enrolled at the College. The College maintains a Job Placement Office to help students seeking full-time employment after graduation. This office is also in charge of placing students wishing to work part-time while attending college. Completing the Student Services area is a division that coordinates student activities and cultural arts programs: The Student Activities office provides opportunities for students and staff members to participate in a variety of activities. The College is committed to making educational opportunities available and services accessible to meet the needs of its stakeholders.

### ***Student Clubs, Organizations, and Extracurricular Activities***

Student clubs provide John A. Logan College students the opportunity to:

- \* Participate in activities that reinforce and supplement academic learning;
- \* Develop a variety of professional and personal skills including leadership, communication, teamwork, and project management;
- \* Socialize with fellow students and other individuals from diverse backgrounds; and
- \* Contribute to service projects that benefit the campus and surrounding communities.

Student organizations must be established for purposes that are legal and consistent with the broad educational mission of the College. Organizations desiring to be recognized by the College must operate in compliance with College policies and procedures, and they must abide by all applicable local, state, and federal laws, including Title VI, Title IX, and Section 504.

The recognition of a student organization does not constitute an endorsement of the objectives, policies, or practices of that organization, nor does the College assume sponsorship of, control over, or responsibility for any of the programs or activities of that organization. As adults, all students are expected to take personal responsibility for their own conduct.

The procedures for forming a new student organization were established to ensure that all student organizations could, on an equitable basis, obtain the right to become an official College organization. The organizations must be open to any John A. Logan College student regardless of race, religion, color,

national origin, disability, age, sexual orientation, or gender orientation. The College does not approve sports clubs through the Office of Student Activities.

#### **PROCEDURES FOR APPROVAL OF CAMPUS CLUBS**

1. Students who wish to form a club must complete the appropriate form(s) provided by the Office of Student Activities. They must identify a full-time faculty or non-teaching professional staff member willing to serve as the club advisor and submit a petition with the names of ten (10) students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) who wish to be a part of the club to the director of student activities for consideration and review.
2. If approved by the director of student activities, the petition will be submitted to the dean for student services for approval.
3. If approved by the dean for student services, the petition and other relevant information will be submitted to the vice-president for instructional services for his or her review and consideration.

#### **CRITERIA FOR SELECTION OF CLUB ADVISORS**

1. Club advisors must be full-time faculty or non-teaching professional staff members who have been identified as potential club advisors by the students, are willing to serve, and are approved by the director of student activities.
2. Individuals may serve as a club advisor to no more than two clubs. Each club shall have no more than two club advisors.
3. Club advisors must be knowledgeable about student rights and responsibilities set forth in the John A. Logan College policy manual, Rights and Responsibilities, and the faculty handbooks.
4. Club advisors must be willing and able to work with students, attend all club meetings and events, and follow the club procedures set forth by the director of student activities.

#### **DUTIES AND RESPONSIBILITIES OF CLUB ADVISORS**

1. Club advisors must ensure student compliance with established procedures for clubs and other organizations at John A. Logan College, including College policy, Rights and Responsibilities, faculty handbooks, and relevant local, state, and federal law.
2. Club advisors must familiarize themselves and appropriate club officers with fiscal procedures, forms, and policies and must ensure that forms and policies are handled in an appropriate and expeditious manner, including travel forms, fund-raising/club project forms, and other forms and procedures that may be required by the director of student activities.
3. Club advisors must be present at all club meetings, club events, and all other club activities.
4. Club advisors must be present and supervise any club or other organization that travels in the name of the College.
5. Club advisors are responsible for student conduct at on-campus and off-campus activities.

6. Each approved club will have a Level II stipend allocated for the club advisor(s). Payment of stipends to the club advisor must be in compliance with Administrative Procedure 508. In instances of more than one club advisor, the stipend will be divided equally among the club advisors. Stipends will be paid in May each year on verification of the director of student activities.
7. Club officers and advisors must seek approval from the director of student activities prior to scheduling and promoting club events and activities, including fund-raising efforts, travel, campus events, and all other club activities using the documentation required by the director of student activities.
8. Clubs and club advisors must operate in accordance with College policy and report to the director of student activities.
9. Using the documentation provided by the director of student activities, club advisors must file a report with the director of student activities no later than the end of March of each calendar year. The report must include the major activities of the club for the past year; the number of meetings; a list of club members; a list of club events, activities, and trips of the club; and other relevant functions. Other information may be requested. The status of the club, the club budget, and the payment of the stipend(s) to the club advisor(s) for the next calendar year will be based on the timely submission of a complete annual club report.
10. Club advisors must fulfill updated and additional duties and responsibilities as required by the director of student activities.

#### **RESPONSIBILITIES OF COLLEGE CLUBS**

1. Each club should meet approximately one time per month during the fall and spring semesters and no less than six times per year.
2. Clubs must have at least four students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) as active members. Active members are those who attend at least half of the club's meetings.
3. Clubs must fulfill updated and additional responsibilities as required by the director of student activities.
4. Failure to fulfill the responsibilities of the College club may result in probationary status for the club and relinquishing the allocated funds for a budget as well as stipend(s) for the club advisor(s).
5. The amount allocated for the budget of a defunct organization or an organization on probation will be returned to the fund from which club allocations are distributed.

#### **RESPONSIBILITIES OF THE DIRECTOR OF STUDENT ACTIVITIES**

1. The director of student activities should notify the dean for student services and vice president for instructional services by May 31, annually if a club has not met a minimum of meeting six times or once per month in the fall and spring semesters of the current academic year, with a minimum of four students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) as active members who attend at least half of the club's

meetings. Such club will be declared inactive. In order to be re-instated, students must follow the same procedures as required for forming a new club.

### **LIMITATIONS OF THIS POLICY**

Recognition of a student organization by John A. Logan College does not:

1. Authorize the organization to enter into contract or otherwise act on behalf of the College;
2. Authorize the organization to use (1) the College's name for any commercial purpose in any way which may reflect adversely upon the College, or (2) the College's logo, seal, or any facsimile thereof, or any trademark or copyrighted symbol of John A. Logan College. Such uses of the name or symbols owned by the College are allowed only when authorized in writing by the director of community relations and marketing;
3. Imply John A. Logan College sponsorship of, control over, or responsibility for, the activities of the organization.

### **CLUB ADMINISTRATION**

Clubs at John A. Logan College are administered through the Instructional Services Division. Clubs and club advisors report directly to the director of student activities for all club functions. Ultimately, clubs report to the dean for student services, the vice-president for instructional services, and the president of the College.

### **SANCTIONS AGAINST STUDENT ORGANIZATIONS**

Sanctions which may be imposed by the vice-president for instructional services 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 instructional services.

(Original Signed by President Ron House) \_\_\_\_\_

PRESIDENT

February 7, 2017

DATE

Adopted: October 29, 1987

Amended: June 21, 2001, December 17, 2009; August 30, 2010; September 8, 2015; January 17, 2017; February 7, 2017

Cross Ref.: Board Policy 3360; Administrative Procedure 508

## ***MISCELLANEOUS POLICIES AND PROCEDURES***

### ***Drug and Other Substance Abuse, Including Alcohol 3362***

John A. Logan College views drug or substance abuse, including alcohol abuse, as having a debilitating affect 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.

In addition to enforcing (or aiding in the enforcement) of laws that regulate such abuse, the College does provide drug and alcohol abuse prevention information (program) through its health classes as well as through its professional counseling staff for individuals who seek such information.

While the College does not have a 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. Information about such programs can be obtained confidentially from Human Resources.

Any College employee engaged in the performance of a contract or grant with the State of Illinois shall be provided a copy of the Notice Regarding Drug Free Workplace, which is set forth below. A copy of the Notice Regarding Drug Free Workplace shall be posted in a prominent place at the College.

#### **NOTICE REGARDING DRUG FREE WORKPLACE**

The unlawful manufacture, distribution, dispensation, possession, use or being under the influence of a controlled substance, including alcohol and cannabis, is prohibited in and on John A. Logan College-owned or -controlled property, and on any College-sponsored, off-campus trip or activity of an educational nature. Any John A. Logan College employee determined to have violated this policy may be subject to disciplinary action up to and including termination. 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 -controlled grounds, including meal periods and breaks, is absolutely prohibited except when authorized by the College for approved College functions. No employee will report to work while under the influence of alcohol or illegal drugs. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder or for disciplinary action up to and including termination of employment.

Any College employee engaged in the performance of a contract or grant with the State of Illinois is hereby notified that as a condition of employment on such grant, the employee will:

- (A) Abide by the terms of the above statement; and
- (B) Notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(END OF NOTICE)

The College shall establish and maintain a drug free awareness program to inform employees about:

The dangers of drug abuse in the workplace;  
The College's policy of maintaining a drug free workplace;  
Any available drug counseling, rehabilitation and employee assistance programs; and  
The penalties that may be imposed upon employees for drug violations.

The College shall notify the contracting or granting agency within 10 days after receiving notice of an employee convicted for violation of a criminal drug statute in the workplace.

The College shall impose a sanction on, or alternatively, require satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee convicted as set forth above.

The College will assist an employee in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

The College will make good faith efforts to continue to maintain a drug free workplace through implementation of the provisions of the Drug Free Workplace Act (30 ILCS 580/1 et seq.)

### Medical Marijuana

John A. Logan College prohibits the possession or use of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus, or at any College sponsored event or activity off campus. This prohibition includes the possession and use of medical marijuana. The Compassionate Use of Medical Cannabis Pilot Program Act, an Illinois law that permits the use of medical marijuana by persons possessing lawfully issued medical marijuana cards, also states: "Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting the use of medical cannabis on its property." Additionally, John A. Logan College is required to certify that it complies with the Drug-Free Schools and Communities Act (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (21 U.S.C. § 811) which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug-Free School and Communities Act, John A. Logan College prohibits all cannabis use, possession, manufacture or distribution.

Adopted: April 13, 1987

Amended: July 10, 1989; June 11, 1990; November 12, 1990

April 25, 2000; November 22, 2016

Reviewed: September 21, 2016

Legal Ref.: 30 ILCS 580/1 et seq.

Cross Ref.: Administrative Procedure 306

### *Smoking Regulations 3366*

The purpose of this policy is to provide a healthy, clean, and safe environment for all students, staff, and general public who use College facilities. This policy recognizes that smoking is a matter of individual choice that should not infringe on the rights and desires of other individuals. Furthermore, the College must comply with the Smoke Free Campus Act (110 ILCS 64).

It is intended that this policy be self-enforcing primarily. However, faculty, staff, students, and student government are expected to assist with enforcement. In instances where faculty, staff, and student

government people are able to identify repeat offenders, the campus police staff is to be called to assist with enforcement. Student offenders who continually violate the policy will be referred to the vice-president for business services and college facilities for disciplinary procedures under the Student Rights and Responsibilities Handbook. Faculty and staff offenders will be disciplined through regular administrative channels within their division at the College.

Facilities and property owned or controlled by John A. Logan College are established as smoke-free effective July 1, 2015. Smoking is permitted under this policy and the Smoke Free Campus Act in personal automobiles only. For purposes of this policy and the Smoke Free Campus Act, the use of “E-Cigarettes” is strictly prohibited unless within a personal automobile.

This policy provides that no tobacco products are to be sold or given out as complimentary items on campus. Signs will be posted at all main campus entrances clearly indicating the campus is a Smoke Free Campus. The success of this policy will depend on the guiding principle that everyone has the right to breathe clean air and that this right is more important than an individual’s right to choose to smoke.

Adopted: April 11, 1988

Amended: January 14, 1992; April 20, 1993

September 24, 1996; May 27, 2014; November 24, 2015 (retro. to July 1, 2015); September 30, 2016

Reviewed: November 12, 2014; October 12, 2015

Legal Ref.: Smoke Free Campus Act 110 ILCS 64/

Cross Ref.:

### *Mailboxes*

Faculty mailboxes are located in Campus Support Services and in G wing. You should request a mailbox assignment and receive a mailbox key as soon as possible after receiving your teaching assignment. Your mailbox serves as an important communication link with all offices on campus. It is important that you check your mailbox each time you are on campus. For mailbox information contact a staff member in Campus Support Services.

### *Offices and Keys*

Faculty office assignments and reassignments will be made by the Dean for Academic Affairs in cooperation with all Department Chairs. Priority for private offices will be given first to Department Chairs followed by faculty with advisement responsibilities, an attempt will be made to provide private office space for all full-time faculty members.

Full-time faculty members may request keys for offices, classrooms, and labs from the Dean’s office. It is recommended that all faculty offices be kept locked when not occupied.

### *Audiovisual Equipment*

(Room E109) Equipment should be requested at least 24 hours in advance, and is available on a first-come/first-serve basis. The earlier a request is made, the more likely it is that the equipment will be available. Often, equipment will already be in the classroom, either permanently stationed or placed in the classroom for an extended period. However, you should get to know the rooms in which your classes will be taught, and if equipment is not already available, it will be your responsibility to request



it. Planning use of A/V equipment in advance and relaying those needs to Technology Support can help ensure that classes run smoothly. Requests may be made in-person at the IT Help Desk office, over telephone (Ext. 8350), or via email, [helpdesk@jalc.edu](mailto:helpdesk@jalc.edu).

### *Telephone*

Any classroom with a regular telephone can be used to contact the IT Department to report equipment problems. In the case of an emergency or disturbance, it is requested that you contact the Campus Safety office directly at Ext. 8218.

Many classrooms, especially in newer areas of campus, are not equipped with a telephone directly in the classroom. If your classroom does not have a telephone, you should locate the hallway telephone nearest your classroom, so that you may request help or assistance.

The Employee Telephone Extension Directory is updated monthly and is accessible on the JALC website, [www.jalc.edu](http://www.jalc.edu).

### *Learning Resource Center*

The function of the Learning Resource Center is to provide resources and services to support the instructional programs of the College. In its supportive role, the LRC provides these services.

1. Orientation and training
  - A. orientation of students, faculty, and staff to the LRC
  - B. faculty/staff development activities
2. Reference and research assistance to students, faculty, staff and community.
  - A. individual reference assistance
  - B. on-line data base searching
  - C. bibliographic instruction (classroom and individually)
3. Circulation of materials
  - A. registration of borrowers (library cards)
  - B. charging out materials
  - C. over-due notices
  - D. reserve book service
  - E. copy machines
  - F. microfilm/fiche reader/printer
  - G. computer workstations and printers
  - H. government documents
  - I. audiovisual material
4. Interlibrary loan services
  - A. state and nation-wide library sharing
  - B. online catalog
  - C. transmission of periodical articles
5. Production of bibliographies to support instruction
6. Consultation services
  - A. selection of materials for course application
  - B. assistance in using computers and other teaching materials in the classroom

- C. assistance in using test scorer
- 7. Learning laboratory services
  - A. dispensing audiovisual materials to students according to instructors' directions
  - B. assisting students with use of equipment
  - C. Test proctoring:
    - 1) make-up tests
    - 2) second chance
    - 3) self-paced course tests
    - 4) online course testing
- 8. Distance learning
  - A. coordination of online courses
- 9. College archive
  - A. collect and organize College archive

(Original signed by President Ron House)\_\_\_\_\_

PRESIDENT

December 7, 2015

DATE

## ***CAMPUS SUPPORT SERVICES***

Campus Support Services houses the Copy Room, Mail Room, (for the College) and the Supply Room.

The hours are: Monday - Thursday, 7:30 a.m. to 6:00 p.m.  
Friday, 7:30 a.m. to 4:30 p.m.

Turn-around time for copying/printing is 24 hours. Please allow additional time at the beginning of the semester, midterm, and near final exams because of the increased work load. Documents resubmitted for corrections will be addressed after all new jobs are addressed.

### ***Copy Room***

Submit copy jobs one of two ways: with a three-part Work Request Form available at counter or by using the Digital Print Request found on our page on Sharepoint. Please allow 24 hours for copy work. Allow four (4) business days at the beginning of the semester because of the increased work load. For last minute and emergency situations, copies will be available on a walk-up basis. The walk-up option should not replace a normal copy request. Please log your walk-up copies on the log at the counter while your copies are being processed. Copy work will be securely kept in Campus Support Services until picked up by the instructor. Items other than test materials can be placed in an instructor's mailbox if requested.

**Note:** There are unanticipated occasions when the copy machines become out-of-order or need to be serviced. This could delay your copy job turnaround. If you are working with a tight deadline, please call the Copy Room to inquire about turnaround time.

## *Mail Room*

All off-campus mail should be deposited in the Mail Room/Copy Center or the G building drop by 3:30 p.m. each day in order to be processed for mailing. A postal worker from the Cartersville Post Office picks up mail each day at JALC between 11:00am and 3:00pm. This means, as a general rule, the mail you send for processing today gets picked up by the postal service the next morning. If you have items that must go to the post office the same day, be sure to clearly mark them so they can be processed accordingly. Those items will be taken to the Cartersville Post Office at 4:15 p.m. that day. Please identify your account number on all outgoing mail so that the proper account can be charged for postage.

Mailroom student workers deliver/pick up mail to campus departments/offices twice each day, once in the morning and once in the afternoon.

Mailboxes are located in the Mail Room/Copy Center and in the G building. Mailboxes for term faculty members are assigned on a semester basis.

If an article of mail is too big for a mailbox, or if you receive priority or special mail, a special form is used. The form will be placed in instructor's mailbox, indicating that you have an oversized item, or if it is a priority item, an email or phone notification will be sent to the recipient. Items are then placed on shelving unit in front of mailboxes awaiting pick-up.

**Note:** You must have your key to access mail directly from your mailbox. You may not ask for your mail to be handed to you because you do not have a key with you. There is no exception to this rule.

The mailroom holds a permit for reduced rate postage for standard mailings of 200 or more pieces. For more details on what qualifies and how to process your mailing, please contact Frances Cobb at extension 8603.

Please see special instructions at the following link:

<https://jalcollege.sharepoint.com/auxiliaryservicescenter/Shared%20Documents/Requirements%20for%20a%20Permit%20Mailing.pdf>

We ask that you make every effort to use this service whenever you have a mailing that qualifies, because it reduces the cost of postage, on average, by more than 50%.

## *Homework submissions*

Campus Support Services does accept student homework submissions, however, this service should only be used for emergency situations. Homework that is too big to fit in faculty mailboxes, exams, and final papers may not be submitted through the Center. In addition, homework submissions may not be submitted by fax through the Center.

## *Supply Room*

The College Stockroom offers basic supplies for instructors and staff purchase only. The list of items regularly stocked in the stockroom can be found at:

[https://jalcollege.sharepoint.com/auxiliaryservicescenter/\\_layouts/15/WopiFrame.aspx?sourcedoc={EF3B8562-722B-41A2-9ABC-62D3A448C4C0}&file=CSS\\_Supply%20Room%20for%20JALC\\_FY%2016.xlsx&action=default](https://jalcollege.sharepoint.com/auxiliaryservicescenter/_layouts/15/WopiFrame.aspx?sourcedoc={EF3B8562-722B-41A2-9ABC-62D3A448C4C0}&file=CSS_Supply%20Room%20for%20JALC_FY%2016.xlsx&action=default)

Items we do not stock can be “special ordered.” Supply Room Request forms and Special Order forms are available at the Campus Support Services counter. Supply Room requests are filled on demand while you wait. Special Orders are placed each Thursday and are normally received within two business days.

Currently we are able to purchase a majority of our office products at a discount through Staples Business Advantage (StaplesLink website), Midwest Office, Sam’s Club, CDS Office Technologies and Office Max. If you have questions about Supply Room or special order products, please contact Myschelle Burton at ext. 8381.

## ***COPYRIGHT PROTECTION 3361***

John A. Logan College is committed to complying with the Copyright Act of 1976 (Title 17, United States Code, Section 101, et seq.), the Digital Millennium Copyright Act ("DMCA") and the Technology Education and Copyright Harmonization Act ("TEACH") (Section 110(2) of the U.S. Copyright Act. Compliance with federal copyright law is expected of all faculty, staff and students.

Copyright is a form of legal protection for authors of original works in a fixed medium, including artistic, dramatic, literary, musical, and other intellectual products. In order to use a copyrighted work, faculty, staff, and students must either obtain permission from the copyright holder, or qualify for a legal exception from obtaining permission, as required by copyright law. Legal exceptions, or “limitations on exclusive rights” are set forth in the “fair use” provision of Section 107 of the Copyright Act, in addition to provisions of the Digital Millennium Copyright Act and the TEACH Act.

The College fully supports faculty and staff in the responsible, good faith exercise of fair use rights and other rights as provided by copyright law. It also supports the legal protection of ownership rights for creators of works under copyright law. Adherence to copyright law will further the educational mission of the college, while protecting the intellectual property and legal rights of others.

In order to ensure compliance with copyright laws, the College will:

1. Provide education and guidance to faculty, staff and students about copyright law and the legal limitations to the requirement for obtaining permission.
2. Make available resources concerning copyright laws in general and the applications of fair use in specific situations.
3. Provide assistance in obtaining copyright permission when necessary.
4. Provide resources to reduce the need for permission, where possible, through licensing agreements.
5. Provide copyright guidelines in published Administrative Procedures.

Adopted: March 12, 1984

Amended: March 23, 2010

Legal Ref.: Copyright Act of 1976 (Title 17, United States Code, Section 101, et seq.); the Digital Millennium Copyright Act (DMCA); and the Technology Education and Copyright Harmonization Act (TEACH) (Section 110(2) of the US Copyright Act.

Cross Ref.: Administrative Procedure 330

## *Guidelines*

### A. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his/her scholarly research or use in teaching or preparation to teach a class:

1. A chapter from a book.
2. An article from a periodical or newspaper.
3. A short story, short essay or short poem, whether or not from a collective work.
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

### B. Multiple Copies for Classroom Use

Multiple copies (not to exceed more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

1. The copying meets the tests of brevity and spontaneity as defined below, and,
2. Meets the cumulative effect test as defined below, and,
3. Each copy includes a notice of copyright.

### C. Definitions

#### 1. Brevity

- a. Poetry. A complete poem if less than 250 words and if printed on not more than two pages or (from a longer poem), an excerpt of not more than 250 words.
- b. Prose. Either a complete article, story or essay of less than 2500 words or an excerpt from any prose work of not more than 1000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words.
- c. Illustration. One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- d. "Special" Works. Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety. However, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text thereof may be reproduced.

#### 2. Spontaneity

- a. The copying is at the instance and inspiration of the individual teacher.
- b. The inspiration and decision to use the work and the moment of its use for minimum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

#### 3. Cumulative Effect

- a. The copying of the material is for only one course in the school in which the copies are made.
- b. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author nor more than three from the same collective work or

periodical volume during one class term.

- c. There shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

D. Prohibitions as to above:

Notwithstanding any of the above, the following shall be prohibited:

1. Copying shall not be used to create, replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or are reproduced and used separately.
2. There shall be no copying of or from works intended to be “consumable” in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
3. Copying shall not:
  - a. Substitute for the purchase of books, publisher’s reprints or periodicals;
  - b. Be directed by higher authority
  - c. Be repeated with respect to the same item by the same teacher from term to term.
4. No charge shall be made to the student beyond actual cost of the photocopying.

E. Permissions

1. How to obtain permission. When a proposed use of photocopied material requires a faculty member to request permission, communication of complete and accurate information to the copyright owner will facilitate the request. The Association of American Publishers suggests that the following information be included to expedite the process:
  - a. Title, author and/or editor, and edition of materials to be duplicated
  - b. Exact material to be used; giving amount, page numbers, chapters and, if possible, a photocopy of the material
  - c. Number of pieces to be made
  - d. Use to be made of duplicated materials
  - e. Form of distribution (classroom, newsletter, etc.)
  - f. Whether or not the material is to be sold
  - g. Type of reprint (ditto, photocopy, offset, typeset.)

The request should be sent (sample letter follows), together with a self-addressed return envelope, to the permission department of the publisher in question. If the address of the publisher does not appear at the front of the material, it may be obtained from The Literary Marketplace (for books) or Ulrich’s International Periodicals (for journals), both published by the R. R. Bowker Company. For purposes of proof, and to define the scope of the permission, it is important that the permission be in writing.

The process of considering permission requests requires time for the publisher to check the status and ownership of rights and related matters, and to evaluate the request. It is advisable, therefore, to allow sufficient lead time. In some instances the publisher may assess a fee for permission, which may be passed on to students who receive copies of the photocopied material.

The following is a sample letter to a copyright owner (usually a publisher) requesting permission to copy:



JOHN A. LOGAN COLLEGE  
Carterville, Illinois 62918

(618) 985-3741, 542-8612, 937-3438,  
549-7335, TTY 985-2752

Date

Material Permissions Department  
Hypothetical Company  
500 East Avenue  
Chicago, IL 60601

Dear Sir/Madam:

I would like permission to copy the following for use in my class next semester:

Title:	Knowledge is Good, Second Edition
Copyright:	Hypothetical Book Co., 1965, 1971
Author:	Frances Jones
Material to be Duplicated:	Chapter 10 (photocopy enclosed)
Number of copies:	50
Distribution:	The material will be distributed to students in my class and they will pay only the cost of photocopying.
Type of Reprint:	Photocopy
Use:	The chapter will be used as supplementary teaching materials.

I have enclosed a self-addressed envelope for your convenience in replying to this request.

Sincerely,

Faculty Member

Adopted: March 12, 1984, Board Policy Number 3361

### ***CAMPUS BOOKSTORE***

**Follett** operates an on-campus bookstore and is the exclusive supplier of textbooks and other supplies required by instructors at John A. Logan College. All orders for textbooks, workbooks, lab manuals, etc.

must be processed through the office of the Dean for Academic Affairs, Room G204.

### ***EMERGENCY RESPONSE GUIDELINES AND PROCEDURES***

[http://www.jalc.edu/files/uploads/global/cbi/pdfs/emergency\\_preparedness/homeland\\_security\\_training\\_schedule\\_f109.pdf](http://www.jalc.edu/files/uploads/global/cbi/pdfs/emergency_preparedness/homeland_security_training_schedule_f109.pdf)

### ***GRANT PERSONNEL 7171***

This policy alone will apply to all personnel (non-teaching professional, faculty, and operational) employed in grant projects unless specified otherwise.

Grant personnel are employees who are paid by grant funds in excess of 50% of total compensation. For the purpose of this definition, employees whose compensation is transferred to grant funds at the discretion of the College and for the purpose of saving non-grant dollars, are not grant personnel. Furthermore, employees once classified as grant personnel, now having 50% or greater of salary paid by non-grant funds for more than three (3) consecutive years, are not grant personnel and not subject to this policy.

1. Grant personnel must work under the supervision of the President, a Vice-President, a Dean, an Associate Dean, or Director.
2. Grant personnel will have no implied or guaranteed employment beyond the period provided by the grant funding.
3. Grant personnel will be compensated according to the placement classification of the position in effect at the time the proposal was submitted or as determined by the relevant bargaining unit contract, provided sufficient grant funds are available.
4. Grant personnel must take earned vacation time within the period of the grant. Upon elimination of the grant, decision by the College to no longer participate in the grant project, employee resignation or employee retirement, accrued vacation time must be used prior to the last date of employment.
5. Grant personnel sick leave may be accumulated on the same basis as non-grant personnel unless prohibited by the grant.
6. Upon completion of ten (10) years of continuous full-time employment, grant personnel may begin accruing vacation time according to board policy for non-grant personnel. For the purposes of this policy, continuous employment does not require summer employment.
7. Upon retirement, grant personnel employed twenty (20) full-time years, ten (10) of which must be continuous, are eligible for the same retirement benefits as non-grant personnel with the exception of the benefit of health insurance referred to in Board Policy #5141. The College will strive to fund such benefits through grant funds, but if not allowed, will fund such through non-grant dollars.



8. If retiring grant personnel were historically employed through non-grant funds at a level of greater than 50% for an adequate time to qualify for retirement benefits as a non-grant employee, he/she will retain eligibility for such benefits.

Adopted: April 1, 1980

Amended: July 1, 1980; March 11, 1985; June 24, 2008.

Board Policy: 7171

Cross Ref.: Administrative Procedure: 750

## ***TRAVEL REQUESTS AND TRAVEL VOUCHERS***

All trips and meetings taken at College expense must be approved in advance on a travel request form. This form also provides authorization for a travel advance if desired. When the trip is completed, expenses must be itemized and receipts attached to a travel voucher. This voucher, when approved, completes the financial aspects of the trip, accounting for all expenditures and authorizing final judgment for the travel or a refund due the College if the travel advance was not all used.

It is important that both of these forms be used sequentially--the travel request first and the travel voucher second. Travel request in excess of the budgeted, contractual maximum per individual will not be approved.

### Professional Conferences and Meetings

A designated amount of money is usually set aside in each department budget, providing funds for professional staff to attend approved conferences, workshops, or other meetings pertaining to the staff member's assignment at the College. No amount in excess of the designated annual amount will be approved. It is necessary to take the following steps to complete this process.

1. File a travel request form with the appropriate Associate Dean or Department Chair at least two weeks or more for an advance prior to the date of departure.
2. Meet with the appropriate Associate Dean or Department Chair to determine the disposition of classes or other duties during the absence.
3. Upon completion of the trip, file a travel expense voucher with the appropriate receipts of expenses with the Associate Dean or Department Chair. This is necessary even if the expenditures are the same as the advance money received as a result of the travel request form.

## ***LIABILITY INSURANCE***

John A. Logan College carries the following liability insurance covering employees under the following policies:

1. Special Multi-Peril Policy. Provides for \$500,000 personal injury, \$5,000,000 bodily injury, and \$250,000 property damage liability. This policy not only protects the College but also protects each employee of the College should a suit be brought against either the College or its employees in connection with the performance of their duties.
2. Commercial Umbrella Liability Policy. Provides for \$200,000,000 in liability coverage to pick up where the above policy leaves off in case of a lawsuit involving the College or its employees.

3. School Board Legal Liability Policy. Provides for \$1,000,000 in coverage in case of a suit claiming that the College or its employees acted wrongfully or in error, and as a result caused injury to an outside person.
4. Professional Liability. Provides for \$1,000,000 coverage for suits arising from the rendering of professional services.

### ***ADVISORY COMMITTEES POLICY 3220***

#### General Advisory Committee

The General Advisory Committee for Career Education is composed of representatives of business, industry, and labor in a variety of occupational areas in the College district. The members are appointed by the president upon recommendation of the dean for academic affairs. The length of membership is three (3) years, with one-third of the membership being replaced each year. The committee will meet at least two (2) times per year.

The duties and responsibilities of this committee are:

1. To review and evaluate existing programs.
2. To consider and recommend new programs to the appropriate administrators.
3. To assist in the development of the one-year and five-year annual plan for vocational education.
4. To perform liaison activities between John A. Logan College and citizens of their communities in gathering and disseminating information concerning college programs.

#### Program Advisory Committee

A program advisory committee is composed of representatives of management and labor in a specific occupational area from the college district. The members are appointed by the president upon the recommendation of the dean and serve a three-year term.

The duties and responsibilities of this committee are:

1. To meet as necessary to aid in development of programs.
2. To review and respond to a yearly status report from the program coordinator.
3. To review and evaluate the program they represent a minimum of one (1) time every three (3) years.
4. To perform liaison activities between John A. Logan College and citizens of their communities in gathering and disseminating information concerning the college program they represent.

Adopted: April 1, 1980

Amended: June 8, 1982; November 26, 2013; September 30, 2016

Reviewed: October 9, 2013

Legal Ref.:

Cross Ref.: Administrative Procedure 304

## ***STANDING COMMITTEES OF THE COLLEGE (PENDING APPROVAL)***

The following is the committee structure of the College Council.

The College Council has five standing committees with the following duties:

### **CAMPUS LIFE COMMITTEE**

(makes recommendations to the appropriate vice-president for each area)

- \* Deals with current issues and new developments that affect students, faculty, staff, and administration for the betterment of the College.

### **CURRICULUM AND INSTRUCTION COMMITTEE**

(makes recommendations to the vice-president for instructional services)

- \* approves all new curriculum and course proposals which are then subject to College Council for final approval;
- \* assists in the development of curriculum;
- \* develops internal policies delineating the procedures through which curricular changes are achieved; and
- \* develops policies and procedures designed to encourage the improvement of instruction.

### **ENVIRONMENTAL AND BUSINESS SERVICES COMMITTEE**

(makes recommendations to the vice-president for business services)

- \* deals with environmental and sustainability issues on campus, including encouraging recycling efforts and evaluating their impact, and the encouragement of “sustainable thinking” in all that we do;
- \* deals with issues involving business policies and procedures; and
- \* deals with issues involving College buildings and grounds, including campus signage.

### **INTEGRATED TECHNOLOGY COMMITTEE**

(makes recommendations to the appropriate vice-president for each area)

- \* responsible for developing recommendations for College technology procedures, initiatives, and policy recommendations to the Board Policy Committee;
- \* operates through the participation of subcommittees representing all areas of technology application in the College; and
- \* are empowered to make and implement decisions relating to technology, both administrative and instructional in nature.

### **RECRUITMENT AND RETENTION COMMITTEE**

(makes recommendations to the vice-president for student affairs and community education)

- \* develops initiatives to improve recruiting and increase retention; and
- \* reviews recruiting and retention efforts on a regular basis.

Any change in the scope or purpose of these committees must be approved by the College Council. All members of the College Council are eligible for membership on a standing committee. Membership on a standing committee is determined by the vice-president for instructional services, except where

specified by contractual agreement, by August 1 of each year and will be distributed to the College Council membership by the first meeting of each academic year. Requests for membership on a standing committee may also be made to the vice-president for instructional services. A committee should not exceed 25 members unless approved by the vice-president for instructional services. Standing committees will report to the College Council at all College Council meetings. Standing committees shall bring recommendations to the College Council for review, consideration, and vote. As necessary, standing committees may be added by College Council approval.

## ***SPECIAL COMMITTEES***

The College Council has special committees assigned to the standing committees.

All members of the College Council are eligible for membership on special committees. Membership on a special committee is determined by the vice-president for instructional services, except where specified by contractual agreement, by August 1 of each year and will be distributed to the College Council membership by the first meeting of each academic year. Requests for membership on a special committee may also be made to the vice-president for instructional services. A committee should not exceed 25 members unless approved by the vice-president for instructional services. All special committees are linked to a designated standing committee of the College Council as follows:

### **Campus Life Committee**

- Diversity Committee
- Professional Development Committee
- Scholarship Committee

### **Curriculum and Instruction Committee**

- Articulation Committee
- International Education Committee
- Sabbatical Committee
- Dual Credit Committee
- Academic Assessment Advisory Team
- Online Assessment Committee
- Distance Learning Committee

### **Environmental and Business Services Committee**

- Insurance Committee

### **Integrated Technology Committee**

- Administrative Systems Committee
- Infrastructure Committee
- Institutional Research Committee
- Educational Technology
- User Support Committee

- Website Committee

### **Recruitment and Retention Committee**

– (none at this time)

Informational reports regarding the activities of the special committees may be given to the College Council by the chair of each special committee. Special committees should submit minutes to the chair of the standing committee. Recommendations regarding policy and procedural changes must come through the special committee structure and require action by the College Council.

## **AD HOC COMMITTEES**

Ad hoc committees of the College Council may be appointed.

All members of the College Council are eligible for membership on ad hoc committees. Membership on an ad hoc committee is determined by the chair with College Council approval. As ad hoc committees are established, their purpose and conclusions will be recorded and retained by the vice-president for instructional services. Ad hoc committees will be discontinued when they accomplish the specific purpose for which they were established. Informational reports regarding the activities of ad hoc committees may be given to the College Council by the chair of each ad hoc committee. Ad hoc committees should report their final activities and conclusions to the College Council. Recommendations regarding policy and procedural changes must come through the ad hoc committee structure and require action by the College Council.

*Original signed by President Mike Dreith  
May 28, 2014*

Adopted: April 1, 1980

Amended: November 8, 1982; March 30, 1992;

September 20, 1993; October 1, 1998; August 1, 2006; April 1, 2010; April 1, 2013; May 27, 2014

Cross Ref.: Administrative Procedure 301

## **TUITION WAIVERS**

Tuition waivers shall be given the following groups:

1. Disabled veterans (documented 100 percent service-connected disability);
2. Persons 60 years of age and older;
3. Full-time John A. Logan College employees, including retired full-time employees who have ten (10) years or more of continuous service, and spouse and dependent children. In the event of death of a current full-time employee with ten (10) years or more of continuous service, spouse and dependent children at the time of death are extended this benefit.
4. Part-time employees covered under collectively bargained contracts in accordance with the provisions of the contracts;

5. Board of Trustees members, their spouse and dependent children. Providing a member of the Board of Trustees has served at least one full term, this tuition waiver will be a lifetime benefit.
6. Student representative to the Board of Trustees, during his/her term of service, **will receive a tuition only waiver for a maximum of fifteen (15) hours per semester;**
7. **General institutional tuition waivers will not exceed fifteen (15) hours per semester. A current list of scholarships will be maintained by the director of scholarships and alumni services.**
8. A part-time non-teaching professional or non-union operational employee working in a regular (non-temporary) position a minimum of 20 hours per week who has worked for the College for a minimum of nine (9) months and spouse and dependent children. Stipend positions are evaluated on a case by case basis to determine if criteria are met.
9. Currently enrolled full-time veterans for the aerobic and aquatic centers. The tuition waiver will only be effective if no other veterans benefits cover the tuition cost. These tuition waivers will be initiated only from the Veterans Service Center;

The president may also waive tuition in special cases when it is in the best interest of the College or to serve a special need within the College district;

For the purposes of this policy, dependent is defined in the Free Application for Federal Student Aid (FAFSA).

Tuition is defined as money which is collected for the general support of the College's instructional operation; fees are defined as money which is collected by the College that is designated as a charge to an individual class. Tuition waivers for special programs (i.e. continuing education public service, business and industry, construction management, and highly specialized healthcare classes, etc.) cannot be waived because they do not reflect the normal or traditional tuition.

Fees for employees enrolled in courses accepted as part of the College's Wellness Program may be waived.

Those individuals allowed tuition waivers shall be required to pay any appropriate fees except in such cases where the intent of the tuition waiver, as determined by the president, is to provide a total waiver of tuition and fees. No release time from a person's job responsibilities shall be awarded to attend class or classes unless as provided in Board Policy 5250 -- Non-Teaching Professional Staff Course Work, Board Policy 5251 -- Non-Union Operational Course Work, or a collectively bargained agreement.

Adopted: September 3, 1968

Amended: September 7, 1976; March 11, 1985; November 17, 1986;  
 April 9, 1990; November 12, 1990; September 24, 1996;  
 June 24, 1997; January 25, 2000; March 28, 2000; September 26, 2000; March 2, 2010;  
**April 28, 2011**

Cross Ref.: Board Policies 5410, 5250, 5251, **7370**

### ***HOLIDAYS POLICY 5130***

The established holidays of the College are:

New Year's Day  
Martin Luther King's birthday  
President's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

When any of these holidays fall on Saturday, the preceding Friday shall be observed as a holiday; when a holiday falls on Sunday, the following Monday shall be observed as a holiday.

Adopted: June 4, 1968

Amended: March 11, 1985, February 11, 1992, July 26, 2005

## ***SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING PROHIBITION POLICY 8317***

### **I. Purpose**

In accordance with the Violence Against Women Reauthorization Act of 2013, Title IX of the Education Amendment of 1972, Title VII of the Civil Rights Act of 1964, the Illinois Human Rights Act, the Clery Act and the Illinois Preventing Sexual Violence in Higher Education Act, all of which prohibit discrimination based upon sex, including but not limited to sexual assault and other forms of sexual misconduct and/or reporting of such acts. John A. Logan College (College) is committed to maintaining a safe and healthy educational and employment environment that is free from sexual misconduct sexual assault, domestic violence, dating violence and stalking and adopts the following standards of conduct for all members of the College community, including employees, students, contractors and visitors.

### **II. Statement of Policy**

Our community expects that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded in mutual respect, open communication, and clear consent.

To this end, Sexual Assault, Domestic Violence, Dating Violence and Stalking, are unacceptable and are not tolerated at John A. Logan College. These terms are defined below in “Definitions of Prohibited Conduct.” Retaliation, as defined below, is also prohibited.

The College encourages anyone who has been subjected to Sexual Assault, Domestic Violence, Dating Violence and/or Stalking to seek appropriate help and to report the incident promptly to the police and/or College officials. The College has professional staff that will assist students, faculty and/or staff members to get help, including immediate medical care, counseling and other essential services. Specific policies, methods for reporting, including confidential reporting, and resources are described below.

As a general matter, The College will take prompt action to investigate reports of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking and, where appropriate, to impose sanctions. The applicable procedures will depend on whether the alleged offender is a student, faculty, or staff member.

Students, faculty, and staff who violate this Policy may face discipline up to and including expulsion or termination as outlined below.

The College's Policy applies to students, employees, contractors, or third parties whenever the misconduct occurs:

- A. On College property; or
- B. Off College property if;
  - 1. The conduct was in connection with a College or College-recognized program or activity; or
  - 2. Otherwise has a connection to the College.

Sexual Assault is an extreme form of sexual harassment. For more information about sexual discrimination and harassment, which is also prohibited by the College's policies, please see the Policy on Sexual Harassment. If a report includes allegations of Sexual Assault, Domestic Violence, Dating Violence or Stalking, then the process and procedures set forth in this Policy will be followed in the assessment, investigation and resolution of the complaint. In no event shall a complaint proceed simultaneously through more than one internal College procedure.



### III. Definitions

- A. **Consent:** Consent is knowing, voluntary and clear affirmative permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of active resistance. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent may be withdrawn at any time. A person may be incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force or the threat of either invalidates consent.
- B. **Dating Violence:** The term dating violence means violence committed by a person 1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- C. **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
- D. **Incapacitated or Incapacitation:** An individual who is incapacitated is unable to give consent. States of incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Where alcohol or drug use is involved, incapacitation is a state beyond intoxication, impairment in judgment, or "drunkenness." Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- Making decisions about the potential consequences of sexual contact;
- Appraising the nature of one's own conduct;
- Communicating consent to sexual contact; or
- Communicating unwillingness to engage in sexual contact.

Where an individual's level of impairment does not rise to incapacitation, it is still necessary to evaluate the impact of intoxication on consent. In evaluating whether consent was sought or given, the following factors may be relevant:

- Intoxication may impact one's ability to give consent and may lead to incapacitation (the inability to give consent).

- A person's level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include difficulty walking, poor judgment, difficulty communicating, slurred speech, or vomiting.
- An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.

No matter the level of an individual's intoxication, if that individual has not affirmatively agreed to engage in sexual contact, there is no consent.

Anyone engaging in sexual contact must be aware of both their own and the other person's level of intoxication and capacity to give consent. The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact. An individual's intoxication is never an excuse for or a defense to committing sexual assault and it does not diminish one's responsibility to obtain consent.

- E. **Retaliation:** Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
- F. **Sexual Assault:** Any nonconsensual sexual act proscribed by Federal, tribal, or State law including when the victim lacks capacity to consent, including both sexual intercourse without consent and sexual contact without consent.

Sexual Intercourse without Consent means having or attempting to have sexual intercourse with another individual without consent as defined below. Sexual intercourse means vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.

Sexual Contact without Consent means having sexual contact with another individual without Affirmative Consent, as defined below. Sexual contact means the touching of the person's breasts, anal, groin or genital areas, or other intimate body parts for the purpose of sexual gratification.

- G. **Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.
- H. **Sexual Misconduct:** Includes sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.

- I. **Sexual Violence:** Physical sexual acts perpetuated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion.
- J. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
- K. **Threat:** Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying intent to cause harm to persons or property.

#### IV. **Administration**

##### A. Title

1. The College has designated the Executive Director of Human Resources as the Title IX Coordinator.

Dept. of Human Resources

Address: 700 Logan College Rd, Carterville, IL 62918

Telephone: 618-457-7676, Ext. 8589

Email: claybrewer@jalc.edu

2. Responsibilities of the Title IX Coordinator include:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
- A Title IX complaint includes complaints alleging sexual discrimination, including sexual harassment as well as sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence and stalking (as those terms are defined herein) which involve a College student, visitor or employee.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Coordinating Title IX investigations, involving employees and students, including overseeing the investigation of facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.

--With respect to complaints that involve a College employee, vendor or visitor, the Department of Human Resources will manage the investigation into the allegations and will recommend appropriate sanctions against the employee and interim measures, if any, for an employee.

--With respect to complaints that involve a student, the Vice President for Instructional Services and Title IX Coordinator will manage the investigation and recommend appropriate sanctions against the student and interim measures, if any, for a student.

--With respect to complaints that involve both a student and an employee, the Title IX Coordinator, the Department of Human Resources and the Deputy Title

- IX Coordinators shall jointly coordinate the investigation and interim measures.
  - Ensuring appropriate interim measures for a student victim and/or complainant upon learning of a report or complaint of sexual misconduct.
  - Ensuring that appropriate policies and procedures are in place via campus police for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
3. Promoting an educational and employment environment which is free of sexual discrimination, harassment and gender bias.
  4. The College has designated Adrienne Barkley-Giffin, Brian Bechtel, Christina Loyd and Johnna Herren as Deputy Title IX Coordinators.
  5. Responsibilities of the Deputy Title IX Coordinators:
    - Working in conjunction with the Title IX Coordinator to ensure compliance for matters involving students, including assistance with coordination of training, education, communications, and administration of complaint procedures for complaints against students.
  6. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, Chicago Office U.S. Department of Education Citigroup Center  
500 W. Madison Street. Suite 1475  
Chicago. IL 60661-4544  
Telephone: (312) 730-1560 Email [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## **V. Option for Assistance Following an Incident of Sexual Assault**

### **A. Immediate Assistance**

1. On and Off-Campus Counselors and Advocates. Attached as Appendix A – Resource and Referral Options, find a list of on and off-campus counselors and advocates that can provide an immediate confidential response for employees and students in an emergency situation.
2. Emergency Response. Anyone who experiences or observes an emergency situation should immediately call 911 and/or the College Police Department at 618-985-5550.
3. Off-Campus Health Care Options. Victims may seek treatment for injuries, preventive treatment for sexually transmitted disease, and other health services by contacting the providers identified on Appendix A - Resource and Referral Options.

- B. Ongoing Off Campus Counseling, Advocacy and Support for Students and Employees. This information can also be found at Appendix A - Resource and Referral Options.

## **VI. Reporting and Confidentially Disclosing Sexual Assault**

The College encourages all victims of sexual assault (and bystanders), to talk to somebody about what happened so that victims (and bystanders) can get the support they need and so that the College can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality:

- Some employees are required to maintain complete or near complete confidentiality,

- Some employees are required to report all the details of an incident (including identities of the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called "Responsible Employees," constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

The various reporting and confidential disclosure options available are set forth in further detail below:

#### **A. Privileged and Confidential Communications**

Confidential Counselors. Professional, licensed counselors who provide mental-health counseling (including those counselors who act in that role under the supervision of a licensed counselor (referred to as Counselors) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. The College has designated Carolyn Gallegly and Christy McBride as confidential employees. Contact information for such confidential Counselors is included in Appendix A-Notification of Rights and Options.

A victim who speaks to a confidential Counselor must understand that, if the student victim wants to maintain confidentiality, the College's ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these Counselors will still assist the victim in receiving other necessary protection and support, such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A student victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to law enforcement, and thus will have the incident fully investigated.

These counselors will provide the victim with assistance if the victim wishes to do so.

Note: While these Counselors may maintain a victim's confidentiality vis-a-vis the College, they may have reporting or other obligations under state law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to:

1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Also note: If the College determines that the alleged perpetrator(s) pose(s) a serious and immediate threat to the College community, College Police may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

#### **B. Reporting to "Responsible Employees"**

A College employee who has the authority to redress sexual harassment, including sexual assaults, who has the duty to report incidents of sexual misconduct, or who an individual could reasonably believe has this authority or duty is a Responsible Employee. Most College employees, including but not limited to supervisors, managers, coaches and faculty are responsible employees. A list of Responsible Employees is available through the Title IX Coordinators. When a victim tells a Responsible Employee about an incident of sexual harassment including sexual assault, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A Responsible Employee must report to the Title IX Coordinator and, if applicable, all relevant details about the alleged sexual misconduct shared by the victim so that the College can determine what happened, including the names of the victim and alleged

perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report and those with a "need to know." The following categories of employees are the College's Responsible Employees:

- College Administrators
- Title IX Coordinator and Deputy Coordinators
- Supervisors and Managerial Staff
- Faculty
- Campus Police
- Coaches

A complete list is available through the Title IX Coordinators.

Before a victim or bystander reveals any information to a Responsible Employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to the confidential resources referenced above.

If the victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the victim's request for confidentiality.

### **C. Student Requesting Confidentiality from the College: How the College Will Weigh the**

#### **Request and Respond**

If a victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe environment for all students and employees including the student victim.

If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished. The College may not be able to honor a victim's request in order to provide a safe environment for all students and employees.

The College has designated the following individual(s) to evaluate requests for confidentiality:

- Title IX Coordinator
- Vice-President for Instructional Services
- Director of Campus Police
- Legal Counsel

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the student victim at the earliest point possible and will, to the extent possible, only share information with people responsible for handling the College response and those with a "need to know."

If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the student victim. If a victim's request for confidentiality limits the College's ability to formally investigate a particular

allegation, the College may take steps to limit the effects of the alleged sexual discrimination, misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to providing increased monitoring, supervision or security at locations or activities where the alleged misconduct occurred.

**VII. Employee Reporting and Disclosing Sexual Misconduct of a Student or Employee**

In addition to the reporting requirements for Responsible Employees, all College employees who have information regarding sexual misconduct of a student or employee are encouraged to report it to the Title IX Coordinator or any Responsible Employee. Failure of a College employee to report sexual misconduct will subject the employee to discipline, up to and including discharge, except where the victim has requested confidentiality and reporting is not otherwise legally required.

**VIII. Other Procedures for Making a Report of Sexual Assault or Other Sexual Violence, Dating**

**Violence, Domestic Violence or Stalking**

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the local police. Campus Police will assist any victim who wants to make an investigative report. Campus Police will also assist any victim with notifying the police department where the incident occurred if they so desire. A victim can contact the Campus Police Department by calling 618-985-5550 or dial "0" from a campus phone. In the event of any emergency situation, a victim or observer should call 911 for assistance.

Campus Police has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Victims should contact the Title IX Coordinator or a Deputy Title IX Coordinator.

After an incident of sexual assault, the victim should consider seeking medical attention as soon as possible at the nearest hospital or medical facility. Victims can contact Campus for assistance if needed. Medical attention is available 24 hours a day to assist sexual assault victims. See Appendix A – Resource and Referral Options.

In Illinois, evidence may be collected even if the victim chose not to make a report to law enforcement. If the complainant desires full confidentiality he/she should speak with a confidential Counselor, a clinic nurse or an off campus victim advocate. The College provides confidential individual counseling for students and employees. Individuals may choose to make a confidential report with them. Campus Police does take third party reports. With the victim's permission, the confidential Counselor may file a report on the details of the incident without revealing the victim's identity to the Campus Police. The purpose of a confidential report is to attempt to comply with the victim's wish to keep the matter confidential while taking steps to ensure the safety of the victim and others. If the College honors the request for confidentiality, the victim must understand that the College's ability to meaningfully make accommodations, investigate the incident and pursue disciplinary action against the alleged offender(s) may be limited. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence to prove the criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted

disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators or the police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with someone and taking steps to preserve evidence in the event that the victim changes his/her mind at a later date.

#### **IX. Interim Measures**

The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- Provide other security and support, which could include the College obtaining a no-contact order, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or law enforcement and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any Title IX investigation or in a disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of sexual misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt the College to consider broader remedial action- such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

#### **X. Miscellaneous**

- A. Take Back the Night and other public awareness events, such as candlelight vigils, protests, survivor "speak outs" or other forums in which students disclose incidents are not considered notice to the College of sexual discrimination, harassment or misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College may provide information about students' Title IX rights at these events
- B. Electronic Reporting: Although the College encourages victims to talk to someone, the College provides for an online system for electronic reporting for use by victims or bystanders. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Electronic reports can be filed via the College's email system and callers will



generally receive a response within 12 hours with a list of available resources absent an emergency. See Appendix A – Resource and Referral Options for email address.

- C. **Anonymous Reporting:** The College also provides for an anonymous reporting system for victims or bystanders. See Appendix A - Resource and Referral Options for phone number.
- D. **Off-Campus Counselors and Advocates:** Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. Contact information for such off-campus resources is at Appendix A - Resource and Referral Options. **Note.** While off-campus counselors and advocates may maintain a victim's confidentiality vis-a-vis the College, they may have reporting or other obligations under state law. **Clery Act Reporting Obligations:** Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act," 20 USC 1092(f)). The College maintains a public crime log and publishes an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking). Security policies and procedures and information on the basic rights guaranteed to victims of sexual assault. The Clery Act also requires the College to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

## **XI. Title IX Complaint Investigation Procedures**

### **A. *Formal Investigation Process***

1. Initiation of Investigation by Title IX Coordinator: Upon receipt of a complaint of sexual misconduct under this Policy by a student victim or complainant, the Title IX Coordinator will appoint a trained investigator who will initiate a prompt, fair, and thorough investigation. The investigation will be coordinated by the Title IX Coordinator and/or one of the Deputy Coordinators (if a student), and the College will generally conclude the investigation within 60 calendar days or less. Where the allegations are complex or other factors delay the investigative process an extension may be granted by the Title IX Coordinator.

With respect to sexual misconduct complaints that relate to a College employee, the Title IX Coordinator and Department of Human Resources will manage the investigation into the allegations made against the College employee and will recommend appropriate sanctions against the College employee. If the investigation involves both an employee or third party and a student, the Title IX Coordinator, Department of Human Resources and a Deputy Coordinator will jointly manage the investigation.

2. Interim Measures Provided: During the investigation, the Title IX Coordinator and/or a Deputy Coordinator (as applicable) will determine whether the victim and/or complainant receives interim measures as set forth above, and will advise the victim and/or complainant of the right to file a complaint with College Police or law enforcement agencies.
3. Notice to Respondent of Allegations: Generally, within 10 business days of receipt of a complaint by the Title IX Coordinator, the respondent will be given written notice of the general allegations against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).

4. Due Process Rights of Victim and/or Complainant and Respondent

- a. The victim and/or complainant and respondent will each be afforded the right to present information and witnesses relevant to his or her case.
  - b. When the victim and/or complainant or respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. An advisor is defined as a family member, peer, staff/faculty member of the College, or a union representative. It does not include legal counsel or an attorney at law.
  - c. If the respondent is a College employee, then the College may follow any employee misconduct investigation procedures outlined in other applicable employee policies or collective bargaining agreement.
  - d. Evidence Considered: A trained investigator(s) will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation. The victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent.
5. Preservation of Evidence: Any physical evidence gathered by the investigator will be preserved by Campus Police.
6. Concurrent Criminal Investigation: The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the College investigation be temporarily suspended. In such cases, the College will evaluate the law enforcement agency's request to determine whether and for how long to suspend its investigation.
7. Report of Investigation: At the conclusion of the investigation, the trained investigator will prepare a thorough report outlining the complaint, investigation conducted and all relevant evidence obtained; the investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action as appropriate. The investigator will submit his/her report to the Title IX Coordinator and a Deputy Coordinator (if a student is involved).

**B. Determination**

1. Determination: For student cases, the Title IX Coordinator and/or Deputy Coordinator (as appropriate) shall review the investigator's report and all evidence gathered to determine whether the student engaged in sexual misconduct in violation of College policy. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated.

For employee cases, the Title IX Coordinator will determine whether the employee engaged in sexual misconduct in violation of College policy.

2. Notice to Respondent: Generally, within seven (7) business days after receipt of the investigator's report (or some reasonable extension thereof), the Title IX Coordinator or the Deputy Coordinator will notify the student via certified mail, return receipt requested, of

his/her determination. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the College's prohibition of sexual misconduct, this notification will also advise the student respondent of a. Disciplinary sanctions; and

b. If a student, the right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth below. Employee respondents may follow any appeal or grievance process under any other applicable College Policies.

3. Notice to Victim and/or Complainant: Concurrently with the notice provided to respondent, the Title IX Coordinator or Deputy Coordinator (for students) will notify the victim and/or complainant of his/her determination. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the College's prohibition of sexual misconduct this notification will also advise the victim and/or complainant of:

- a. Any individual remedies offered or provided to the victim and/or complainant,
- b. Disciplinary sanctions imposed on the respondent that directly relate to the victim and/or complainant,
- c. The right to appeal the determination and sanctions in accordance with the Appeal Procedures below: and

**C. *Sanctions, Protective Actions, and Remedies***

1. Sanctions: Students who have violated the College's prohibition on sexual misconduct are subject to any sanctions set forth in the College's Code of Student Conduct or other Program policies, up to and including expulsion.

College employee respondents who have violated the College's prohibition of sexual misconduct will be subject to disciplinary action up to and including termination.

2. Protective Actions: The College may take protective measures as appropriate, including no-contact orders, trespass notices, or other protective measures. College Police will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent.

3. Remedies: The College will administer remedies for the victim and/or complainant depending upon the specific nature of the complaint. In addition, the College may administer remedies for the College community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment if requested and if reasonably available;
- Providing an escort to ensure that the victim and/or complainant can move safely between classes, work and/or activities;
- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Identifying counseling services;
- Identifying medical services;
- Providing academic support services, such as tutoring;

- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the College community as a whole may include, but are not limited to.

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Designating an individual from the College's counseling center to be available to assist victims of sexual discrimination, harassment and/or misconduct whenever needed;
- Developing materials on sexual discrimination, harassment and misconduct for campus-wide distribution to students, employees, and/or third-parties;
- Creating a committee of students and College officials to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and
- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination harassment and misconduct at the College.

## **XII. Title IX Appeal Procedures for Student Victims and/or Complainants and Student**

### **Respondents**

#### ***A. Appeal Request***

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Title IX Coordinator or his/her designee at the conclusion of a formal investigation must submit a written request for appeal to the Appeal Board (AB). This request must be submitted to the Title IX Coordinator within 10 business days after receipt of the Title IX Coordinator/Deputy Coordinator's letter of determination. The appeal request must be typewritten, must indicate if the requestor wishes to appear in person before the AB, and must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.
2. The finding of facts contained in the decision included inaccurate information.
3. Specific evidence considered during the investigation is objectionable
4. Evidence not offered during the investigation is now available. In such cases, the new evidence must be described.
5. The sanction imposed is lenient, excessive or otherwise inappropriate.

Within 10 business days after receipt of the appeal request, the Title IX Coordinator or his designee will decide whether to grant the appeal based on whether the appeal meets one of the above enumerated grounds for appeal and shall inform the appellant by certified mail, return receipt request. If the appeal is granted, the matter will be referred to the AB, and the Hearing Procedures for the AB set forth below will be followed. In the event of an appeal, the

decision(s) of the AB will be final in all cases, other than for cases resulting in a recommendation for suspension or expulsion.

In the event a student victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Title IX Coordinator and/or Deputy Coordinator will be final.

If the victim or respondent is a College employee, then any employee misconduct appeal procedures are as outlined in other applicable College policies, including grievance procedure.

### ***B. Establishment of the Standing AB***

A standing AB will hear cases and make recommendations on appropriate disciplinary cases referred to it or appealed to it by student victims, complainants and/or students who are the subject of disciplinary actions involving disciplinary suspension and expulsion. The AB will be established each fall and each member shall receive training as required by law. It will be composed of the following persons to be appointed by the College President:

- Dean for Student Services
- Dean for Academic Affairs
- Dean for Financial Operations
- Associate Dean for Admissions (alternate)
- Associate Dean for Education Technology (alternate)

None of the above-named persons may sit in any case in which they have a direct personal interest or played a role in the underlying investigation. Decisions in this regard will be made by the AB as a whole. The College President may appoint interim members as required.

### ***C. Hearing Procedures for the AB***

1. The hearing will be closed to the public.
2. The victim and/or complainant and respondent shall each be entitled to appear in person with an advisor (as defined above) and present his/her case to the AB, and call witnesses in his/her behalf.

When requested by the victim, the AB shall make arrangements so that the victim and respondent do not have to be in the same room at the same time (such as by arranging for participation via videophone, closed circuit television, video conferencing, or other means).

3. The hearing will begin with a presentation by the Title IX Coordinator/Deputy Coordinator of his/her determination, followed by a presentation by the appellant. The appellee may present his/her case as well.
4. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may present information in oral and written form, by witnesses and/or through documents. The parties will be given an opportunity to question witnesses, except that the respondent may under no circumstances personally or through his/her advisor question the victim.
5. The AB reserves the right to hear the testimony of witnesses separately, so that the witnesses will not hear each other's testimonies.
6. Pertinent and relevant information will be reviewed by the AB without regard for the legal rules of evidence.

7. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may make closing statements at the conclusion of the hearing on both the issue of misconduct and the issue of the recommended discipline.
8. An audio recording of the proceedings will be created and a record will be made available to either party upon request.
9. The AB will render its written decision within 10 business days after the hearing, absent extenuating circumstances. The decision will be to affirm, reverse or modify the Title IX Coordinator/Deputy Coordinator's determination as to the violation of College policy and the sanction imposed (if any).
10. If a student respondent is found not to have engaged in sexual misconduct in violation of College policy, and if coursework has been missed as a direct result of the action taken against the student respondent, appropriate action will be taken to assist the student respondent in completing the course(s).
11. In all cases other than suspension or expulsion, the decision of the AB is final.
12. If the decision of the AB is to suspend or expel the student respondent, that decision will be transmitted to the Vice President for Instructional Services. The student respondent will then have two business weeks after the decision to appeal to the Vice President for Instructional Services via the grievance procedure. The appeal/grievance will consist of the student respondent's written statement of disagreement with the decision and argument for reversal, relevant documentation and the recording or transcript of the AB hearing. The Vice President for Instructional Services will review relevant information before making a decision. The Vice President for Instructional Services will render a decision to uphold the suspension or expulsion or to take other appropriate action.

**XIII. Procedures Governing Complaints Solely Involving Employees and/or Third Parties** An employee or third party should notify the Title IX Coordinator/Vice President for Instructional Services if he or she believes that the College, its employees or agents have engaged in sexual misconduct in violation of Board Policy.

The Title IX Coordinator/Vice President for Instructional Services will address the complaint promptly and thoroughly as follows:

**A. Filing a Complaint**

An employee or third party (hereinafter "Complainant") who wishes to avail him or herself of this procedure may do so by filing a complaint with the Title IX Coordinator/Vice President for Instructional Services, or his or her designee. The Title IX Coordinator/Vice President for Instructional Services will request the Complainant to provide a written statement regarding the nature of the complaint and will request a meeting with the Complainant. The Title IX Coordinator/Vice President shall assist the Complainant as needed.

**B. Investigation**

Each complaint shall be investigated promptly, thoroughly, impartially, and as confidentially as possible. The Title IX Coordinator/Vice President for Instructional Services or his or her designee will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. As a general rule, all complaints will be investigated, even when the Complainant requests that nothing be done. The investigator will inform potential complainants, complainants, and witnesses that the College prohibits

any form of retaliation against anyone who, in good faith, brings a complaint or provides information to the individual investigating a complaint.

#### **XIV. Training, Prevention and Education**

##### **A. For Students and Employees**

The College will review on an ongoing basis, its sexual misconduct prevention and education programming to ensure students and employees are provided substantive opportunities for training annually to learn about sexual misconduct including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor strategies, the impact of trauma relevant definitions, and other pertinent topics. Students will also receive a copy of this Policy and the related protocols.

##### **B. For Employees**

The College will also provide annual survivor-centered and trauma-informed training to employees involved in: the receipt of a report of a student sexual violence; referral or provision of services to a survivor; any campus complaint resolution procedure for sexual violence.

#### **XV. Training for Designated Employees**

The Title IX Coordinator, Deputy Coordinators, College Police, Responsible Employees, investigators, victim advocates, counselors, legal counsel and anyone else involved in responding to, investigating or adjudicating sexual misconduct incidents must receive education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures confidentiality requirements relevant College policies and procedures, retaliation the impact of trauma, relevant definition, and other pertinent topics. The College will annually review its training offerings to identify ways in which to enhance its effectiveness.

#### **XVI. Publication**

The College shall prominently publish on its website, timely update and make available: its comprehensive policy; student notification of rights, contact information for Title IX coordinators; confidential resources and advisors and counseling services; and an explanation of responsibilities of Title IX coordinators, responsible employees; campus Police officials and mandated reporters.

#### **XVII. Task Force**

The College will also establish a campus-wide task force or participate in a regional task force focused on improving coordination between community leaders and service providers to prevent sexual violence. The task force shall meet a minimum of twice per year.

#### **XVIII. Reporting**

The College will comply with all reporting requirements established by the Board of Higher Education Act and the Preventing Sexual Violence in Higher Education Act.

ADOPTED: JANUARY 24, 2017  
AMENDED:  
REVIEWED:  
LEGAL REF.: 110 ILCS 155/1 ET.SEQ.  
CROSS REF.: 8312, SEXUAL HARASSMENT OF  
STUDENTS





**APPENDIX A**  
**RESOURCE AND REFERRAL OPTIONS**

*Sexual Assault/Harassment, Dating/Domestic Violence and Stalking*

*It is always your right to decide to choose whether or not you report to the police and/or College Officials*

<b>CONFIDENTIAL REPORTING</b>	<b>VICTIM ASSISTANCE AND ADVOCACY</b>	<b>MEDICAL ASSISTANCE</b>	<b>CONTACT LAW ENFORCEMENT OR CAMPUS POLICE</b>	<b>FILE A COMPLAINT/ASK FOR ACCOMMODATIONS</b>
<p>Carolyn Gallegly Student Success Center Room C218A, Ext. 8290</p> <p>Christy McBride Testing Services Room C205D, Ext. 8496</p> <p>-----</p> <p>Optional: The Women's Center 24-Hour Crisis Hotline 800.334.2094 TTY: 866.979.6636</p> <p>Carbondale Office 618.549.4807</p> <p>Marion Satellite Office 618.993.0803</p>	<p><b>The Women's Center</b> <a href="http://www.thewomensctr.org">www.thewomensctr.org</a></p> <p>24-Hour Crisis Hotline 800.334.2094 TTY: 866.979.6636</p> <p>Carbondale Office 618.549.4807</p> <p>Marion Satellite Office 618.993.0803</p> <p>Benton Office 618.438.4118</p> <p>National Sexual Assault Hotline 800-656-4673</p> <p>National Domestic Violence Hotline 800-799-7233</p>	<p>Heartland Regional Medical Center, Marion, IL 618.998.7000</p> <p>Herrin Hospital 618.942.2171</p> <p>Marshall Browning Hospital Du Quoin, IL 618.542.2146</p> <p>Memorial Hospital of Carbondale 618.549.0721</p>	<p>JALC Campus Police Room E120 618.985.5550</p> <p>Du Quoin Police Department 618.542.2131</p> <p>West Frankfort Police Dept. 618.435.6112</p> <p>Williamson Co. Sheriff's Dept. 618.998.2247</p> <p><b>IN THE EVENT OF IMMEDIATE ASSISTANCE, DIAL 911</b></p>	<p>Title IX Coordinator Clay Brewer Room C116, Ext. 8589</p> <p>Deputy Title IX Coordinators:</p> <p>Adrienne Barkley Giffin Room B29, Ext. 8287</p> <p>Brian Bechtel Room E120, Ext. 8218</p> <p>Christina Loyd Room E120, Ext. 8218</p> <p>Johnna Herren Room C116, Ext. 8473</p>

## ***APPENDIX A***

### ***ETHICS POLICY – ADOPTION OF STATE OFFICIALS AND EMPLOYEES ETHICS – ACT 4211***

#### **POLICY IMPLEMENTING THE PROVISIONS OF THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT (5 ILCS 430/1-1 et seq.) FOR THE JOHN A. LOGAN COLLEGE BOARD OF TRUSTEES ILLINOIS PUBLIC COMMUNITY COLLEGE DISTRICT #530**

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq. (“Act”), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, pursuant to Section 70-5 of the Act (5 ILCS 430/70-5), all units of local government and school districts are required to adopt an ordinance or resolution regulating the political activities of, and the solicitation and acceptance of gifts by, their respective officers and employees, “in a manner no less restrictive” than the provision of the Act; and

WHEREAS, the John A. Logan College Board of Trustees desire to be in compliance with the provisions of the Act;

NOW, THEREFORE, BE IT RESOLVED BY THE JOHN A. LOGAN COLLEGE BOARD OF TRUSTEES, COMMUNITY COLLEGE DISTRICT NO. 530, COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY AND RANDOLPH, IN THE STATE OF ILLINOIS, AS FOLLOWS:

Section 1: That the official policy of the John A. Logan College Board of Trustees shall read as follows:

#### **SECTION 1: STATE OFFICIALS AND EMPLOYEES ETHICS ACT:**

- A. The regulations of Sections 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq.; (hereinafter referred to as “the Act” in this Section) are hereby adopted by reference and made applicable to the officers and employees of the Regional Superintendent/Regional Board of Trustees to the extent required by 5 ILCS 430/70-5.
- B. The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act, by any officer or any employee of the John A. Logan College Board of Trustees, is hereby prohibited.
- C. The offering or making of gifts prohibited to be offered or made to an officer or employee of the John A. Logan College Board of Trustees, is hereby prohibited.
- D. The participation in political activities prohibited under the Act, by any officer or employee of the

John A. Logan College Board of Trustees, is hereby prohibited.

- E. For purposes of this Section, the terms “officer” and “employee” shall be defined as set forth in 5 ILCS 430/70-5(c).
- F. The penalties for violations of this Section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.
- G. This Section does not repeal or otherwise amend or modify any existing policies which regulate the conduct of the John A. Logan College Board of Trustees and its employees. To the extent that any such existing ordinances or policies are less restrictive than this Section, however, the provisions of this Section shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).
- H. Any amendment to the Act that becomes effective after the effective date of this Section shall be incorporated into this Section by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by the John A. Logan College Board of Trustees shall not be incorporated into this Section by reference without formal action by the John A. Logan College Board of Trustees.
- I. If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this Section shall be repealed as of the date that the Illinois Supreme Court’s decision becomes final and not subject to any further appeals or rehearings. This Section shall be deemed repealed without further action by the John A. Logan College Board of Trustees if the Act is found unconstitutional by the Illinois Supreme Court.
- J. If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this Section shall remain in full force and effect; however, that part of the Section relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the John A. Logan College Board of Trustees.

## **SECTION 2**

This Policy shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

Passed this 27 day of July, 2004.

Board Policy Number 4211

JOHN A. LOGAN COLLEGE BOARD OF TRUSTEES ,  
COMMUNITY COLLEGE DISTRICT #530,  
COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY, AND RANDOLPH, IN THE STATE OF ILLINOIS

BY: President