

JOHN A. LOGAN COLLEGE

2021-2022 College Catalog



Why would you go anywhere else?

John A Logan College 2021-2022 Catalog

College Mission: *John A. Logan College is 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

700 Logan College Drive
Carterville, IL 62918

(618) 985-2828

(618) 985- 2248 (fax)

(800) 851-4720

<https://www.jalc.edu/>

Alongi Du Quoin Extension Center
72 Southtowne Shopping Center
Du Quoin, IL 62832
Phone: 618-542-9210
Fax: 618-542-9152

West Frankfort Extension Center
19 West Frankfort Plaza
West Frankfort, IL 62896
Phone: 618-932-6639
Fax: 618-932-6263

Southern Illinois Collegiate Common Market
3213 S Park Ave
Herrin, IL 62948
Phone: 618-942-6902
Fax: 618-942-6658

Accredited by:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
<https://www.hlcommission.org/>

Recognized by:

Illinois Community College Board
Illinois Board of Higher Education
Illinois State Board of Education
Illinois Department of Veterans Affairs

An Institutional Member of:

Southern Illinois Collegiate Common Market
3212 S Park Avenue
Herrin, IL 62948

For the most up to date information visit the college website.

Why Would You Go Anywhere Else

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John A. Logan College Facts

The John A. Logan College district consists of one central campus and extension centers in the towns of DuQuoin and West Frankfort. Many courses in baccalaureate transfer, career education, continuing education and adult literacy are taught in high schools and public facilities throughout the five-county district. The College takes pride in providing high-quality, affordable education to its citizens. JALC is in very close proximity to a four-year educational institution, Southern Illinois University-Carbondale (SIU-C). Please see a district map in the supplemental materials section at the end of this document. The College district serves the following high school districts in Illinois: Marion, Johnston City, Herrin, Crab Orchard, Carterville, Carbondale, Tri-Co, Elverado, Murphysboro, West Frankfort, and DuQuoin. The area has a long history of manufacturing and coal-mining. With closures of many mines and manufacturing plants, the College has successfully worked with state and local agencies to provide transition services and training programs to help these workers obtain degrees and training to obtain employment.

<i>Type of College:</i>	Public two-year comprehensive community college	
<i>Founded:</i>	1967	
<i>Location:</i>	700 Logan College Drive Carterville, Illinois 62918, 618-985-2828 or (800) 851-4720	
<i>Extension Centers:</i>	Alongi Du Quoin Extension Center, located at 72 Southtowne Shopping Center Du Quoin, IL. 62832, 618-542-9210 West Frankfort Extension Center, located at 19 West Frankfort Plaza West Frankfort, IL. 62896, 618-932-6639 SICCM – Southern Illinois Collegiate Common Market, located at 3213 S Park Avenue, Herrin, IL 62948, 618-942-6902.	
<i>College District:</i>	#530 Jackson, Williamson Counties; portions of Franklin, Perry and Randolph Counties	
<i>Current President:</i>	Kirk Overstreet, PhD - January, 2021 to present	
<i>Faculty/Staff:</i>	682 employees, 68 full-time faculty, 147 adjunct faculty, 239 part-time staff, and 228 full-time staff	
<i>Programs of Study:</i>	Associate of Arts (AA) Associate in Science (AS) Associate in Fine Arts (AFA) Associate in Engineering (AES) Associate in General Studies (AGS) Associate in Applied Science (33) Certificates of Achievement (31) A comprehensive list of programs are available at https://www.jalc.edu/program-guides/	
<i>In-district population:</i>	143,000	
<i>School Districts:</i>	11 public, 2 private	
<i>Past Presidents:</i>	Dr. Nathan Ivey	1968 to 1973
	Dr. Thomas E. Deem	1973 to 1974
	Dr. Robert E. Tarvin	1974 to 1982

Dr. Harold R. O'Neil	1982 to 1989
Dr. Ray Hancock	1989 to 2000
Dr. Robert L. Mees	2000 to 2012
Dr. Mike Dreith	2012 to 2015
Dr. Ron House	2015 to 2020

History of John A Logan College



John A. Logan College (JALC) is an open admission, comprehensive community college designed to provide high-quality, affordable educational opportunities to its citizens. The College owes its existence to the Illinois Public Community College Act of July 15, 1965 which provided legislation to create a junior college system in the state of Illinois. John A. Logan College district citizens approved the creation of the Junior College district in September, 1967.

The College is named in honor of John Alexander Logan, a prominent southern Illinoisan whose political career led from county clerk to U.S. Congressman. During the Civil War, Logan volunteered as a citizen soldier and fought in eight major campaigns and is considered one of the premier volunteer generals of the Civil War. After the war, Logan returned to Congress and he helped found Memorial Day as a national holiday. In 1871, and again in 1874, Logan was elected to the

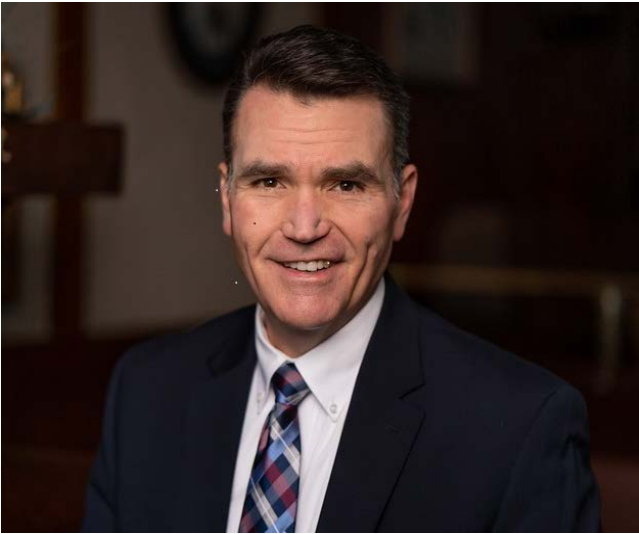
U.S. Senate and was James G. Blaines' vice-presidential running mate. Throughout his political career, he was a strong advocate for public education. Logan drafted legislation that established normal schools, teachers' institutes, and instruction in the industrial and mechanical arts.

Senator Logan's speech in support of this public education legislation attracted attention throughout the country. His emphasis on planning for the future helped to refocus and rebuild the nation. The College motto, "To education must we look . . .," is derived from the following excerpt:

"To education, therefore, must we look for all the elements of national strength, and the more generally it is diffused and the higher its grade, in like proportion will our national power be increased."

(Congressional Record, March 16, 1882)

Message from the President



Dear Community of Learners,

Welcome to John A. Logan College! Whether you are a returning student, coming to college for the first time, or coming back to develop new skills, I hope you find the information within this catalog useful. Here you will find resources that will help you make decisions about your educational goals and aspirations. The College is here for you and our community. If you need additional information or assistance, you will find that my colleagues here at John A. Logan College are ready to step in and assist you. We are excited you are here to fulfill your educational and career goals!

At John A. Logan College, we provide many options that will help you achieve your educational goals. The College offers programs for students planning to transfer to a four-year university; career and technical education leading directly to employment; adult education and literacy and enrichment courses for all. Support services like Career Services and the Student Success Center are here to help you succeed in all of these areas. At John A. Logan College, your success is our success.

The campus is located in the heart of southern Illinois on 169 manicured acres with well-maintained buildings providing a safe learning environment for students. The College's highly trained police force is visible on campus and committed to providing the best possible service to students and staff. The College also has a dining service, coffee shop, and bookstore centrally located on campus for your convenience.

I believe you will find that John A. Logan College is committed to providing a high-quality, low-cost education to our community of learners. We are committed to providing a diverse learning and teaching environment that assists our community of learners in improving their individual life, society, and our community. My commitment to you is that John A. Logan College will provide access to high-quality education for all students in a welcoming, diverse, and equitable environment.

The College is fully accredited by the Higher Learning Commission, recognized by the Illinois Community College Board, the Illinois Department of Education, and the Illinois Department of Veteran Affairs. John A. Logan College is a state and national leader in community college education.

We all deserve educational opportunities. My promise is that we at John A. Logan will work diligently to maintain access for you and future generations. While we know you have many choices when it comes to your college education, we believe that with the opportunities here at John A. Logan College, why would you go anywhere else?

My very best to you on your educational journey,

Kirk E. Overstreet, Jr., Ph.D.

Board of Trustees



William J. Kilquist, Chair
Aaron Smith, Vice Chair
Jacob “Jake” Rendleman, Secretary
Rebecca Borgsmiller
Brent Clark
Mandy Little
Glen Poshard
Victor M. Frankel, Student Representative

Officers of the College

Kirk Overstreet, President
Stacy Buckingham, Interim Vice-President for Business Services and College Facilities
Melanie Pecord, Vice-President for Instructional Services



John A Logan College Directory

Main Campus..... 618/985-2828
Toll Free Number.....800-851-4720
TTY (College Hearing-Impaired Access Number).... 618/985-2752
Admission and Records Fax Number..... 618/985-4433

Name	Ext #	Room #
Admissions and Records.....	8298	C201
Athletics	8439	C101
Book Store.....	8128	Building C
Bursars Office	8201	C213
Cafeteria.....	8335	C113
Campus Police	8218	E120
Campus Support Services	8381	C115
Career and Technical Education.....	8217	E202
Career Services	8424	C215
Center for Workforce Development	8597	H202
Logan Fitness.....	8502	J-Building
SIU Head Start	8246 – 8682.....	D270
Community Education	8248	H104
Dual Credit	8312	C207
DuQuoin Alongi Extension Center	618/542-9210	
Facility Scheduling	8343	C109
Financial Aid	8308	C210
Foundation	8355	B33
GED	8539 – 8252	H107
High School (ASE)	8349	H107
Human Resources.....	8273 – 8640.....	C116
Information Technology	8388	E108
Institutional Research	8296	A18
Instructional Services (Academic Affairs).....	8386	G204
Learning Lab	8277	C227
Learning Resource Center (LRC).....	8278	C230
Library	8338	C123
Mail Room.....	8381	C115
Maintenance	8208	E102
Man-Tra-Con	8239	C204H
Payroll	8511	C114
President's Office	8408	A1
Shipping and Receiving.....	8419	E103
SICCM.....	942-6902	SICCM
SIU System Service Center	8295	C200
Student Activities	8287 – 8416	B29
Student Success Center	8289	C219
Testing Services	8518 – 8520 – 8497	C205
Tutoring/Clinical Counseling.....	8030 - 8298	C219
Veterans Affairs.....	8563	C206
West Frankfort Extension Center.....	618/932-6639	

**John A. Logan College Instructional Calendar
2021-2022**

Fall Semester 2021

Advisement All students..... March 29, 2021 Academic Year Faculty & Staff Meeting...August 10 Late Registration.....August 9–August 17 Last Day to Register.....August 17 Instruction begins..... Aug. 11, 2021 Block Scheduling first half.....Aug. 11 (W)—Oct. 5 (T) second half.....Oct. 6 (W)—Dec.6 (M)	Last day to withdraw with 100% refund first half block.....August 17 full semester courses.....August 24 second half block.....October 12 Last day to withdraw with “W” grade first half block..... September 24 full semester courses and second half block.....November 19 Faculty/Staff Development Day (no classes)...October 8 (F) Holidays Labor Day (M)..... September 6 Veteran’s Day (TH).....November 11 Thanksgiving Break(Mon-Sat).....November 22—27 Final exams (T-F).....December 7-10
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Spring Semester 2022

Advisement All students.....November 1, 2021 Late RegistrationJanuary 6-January 13 Last Day to Register.....January 13 Instruction begins.....Jan. 10, 2022 Block Scheduling first half.....January 10 (M)- March 4 (F) second half.....March14 (M)-May 9 (M) Last day to withdraw with 100% refund first half block.....January16 full semester courses.....January 23 second half.....March 20	Last day to withdraw with “W” grade first half block.....February 18 full semester and second half block.....April 22 Faculty/Staff Development Day (no classes).....April 14 (TH) Holidays New Year’s Day (S).....January 1 Martin Luther King’s Birthday (M).....January 17 President’s Day(M).....February 21 Spring Break (Mon.—Sat.).....March 7-12 Good Friday (F).....April 15 Memorial Day (M).....May 30 Final exams (T-F).....May 10-13 Commencement (TH,F).....May 12 & 13
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Summer Semester 2022

Advisement All students.....March 28, 2022 Late Registration.....June 1-June 7 Last day to register.....June 7 Instruction beginsJune 6, 2022	Last day to withdraw with 100% refund.....June 12 Last day to withdraw-first block with a “W” grade.....June 23 Last day to withdraw with “W” grade.....July 14 Holiday—Independence Day (M).....July 4 Final Exams (TH).....July 28
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* 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. 08/19/20

JOHN A. LOGAN COLLEGE MAIN CAMPUS FIRST FLOOR

ATHLETICS	C101
BOOKSTORE	C110
CAMPUS POLICE	E120
CONFERENCE CENTER	F WING
(BATTEAU, IVEY, TARVIN, & CRISP)	
DENTAL CLINIC	D174
FOUNDATION	B33
HUMAN RESOURCES	C116
I.T. HELP DESK	E109
MCCOLLUM ROOM	C113A
STUDENT ACTIVITIES AND INFORMATION DESK	B29

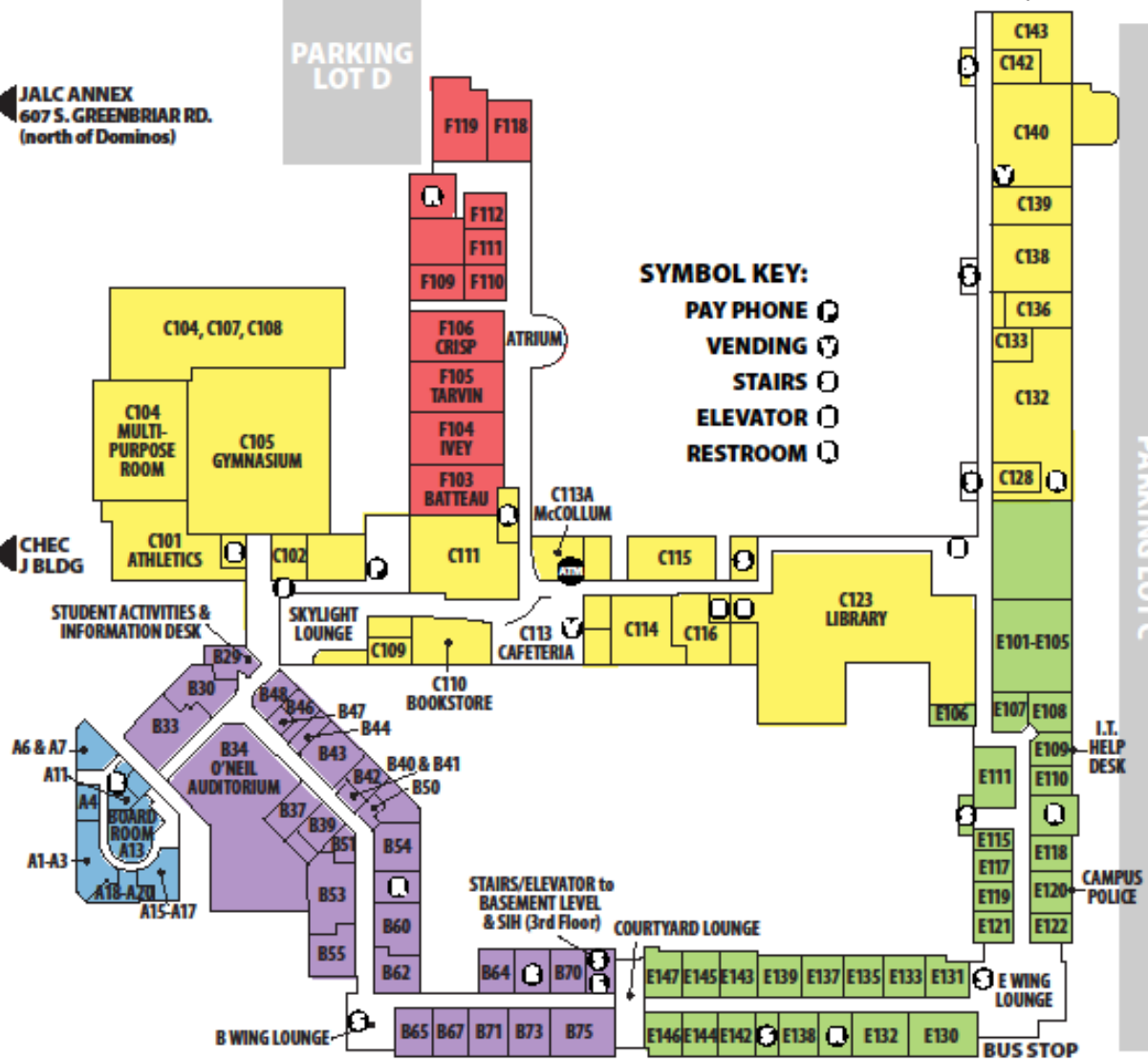
PARKING LOT A

JALC ANNEX
607 S. GREENBRIAR RD.
(north of Dominos)

PARKING LOT D

SYMBOL KEY:

- PAY PHONE ☎
- VENDING 📺
- STAIRS ⬆
- ELEVATOR 🚪
- RESTROOM 🚻



PARKING LOT P

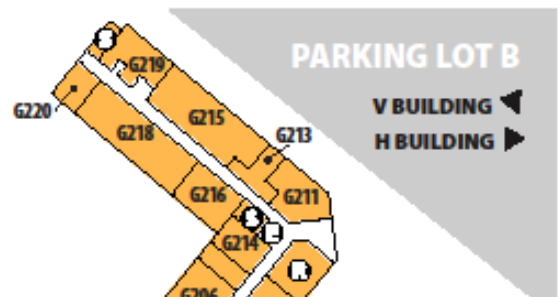
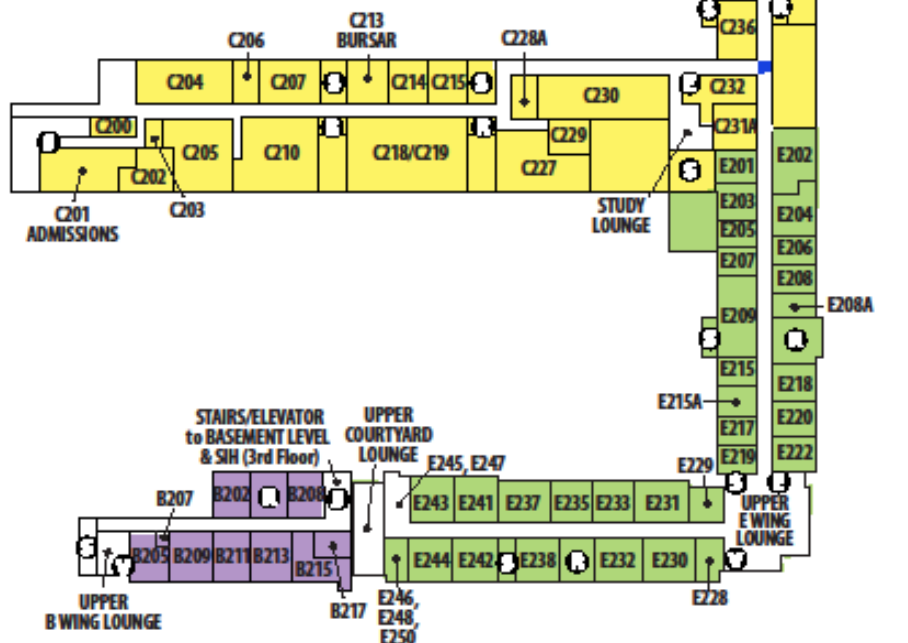
PARKING LOT C

JOHN A. LOGAN COLLEGE MAIN CAMPUS SECOND FLOOR

ACADEMIC ADVISEMENT CENTER	C204
ADMISSIONS	C201
BIOLOGY HELP ROOM	C243A
BURSAR	C213
CAREER SERVICES	C215
CHILD CARE CENTER	D270
CHILD CARE RESOURCE & REFERRAL	JALC ANNEX
COMPUTER LAB	C238
COSMETOLOGY LAB	D271
D2L/ONLINE COURSE HELP	C230
FINANCIAL AID	C210
GALLAUDET MIDWEST CENTER	C202B
LEARNING LAB	C227
MAN-TRA-CON	H202
MISSOURI BAPTIST UNIVERSITY OFFICE	C203B
NURSING PROGRAMS	G220
SIU SERVICE CENTER	C200
STUDENT MULTI-MEDIA LAB	C231A
STUDENT SENATE	C200C
STUDENT SUCCESS CENTER	C218
TESTING SERVICES	C205
VETERANS RESOURCE CENTER	C206
WRITING CENTER	C214

SYMBOL KEY:

- PAY PHONE ☎
- VENDING 📺
- STAIRS 🚪
- ELEVATOR 🛗
- RESTROOM 🚻



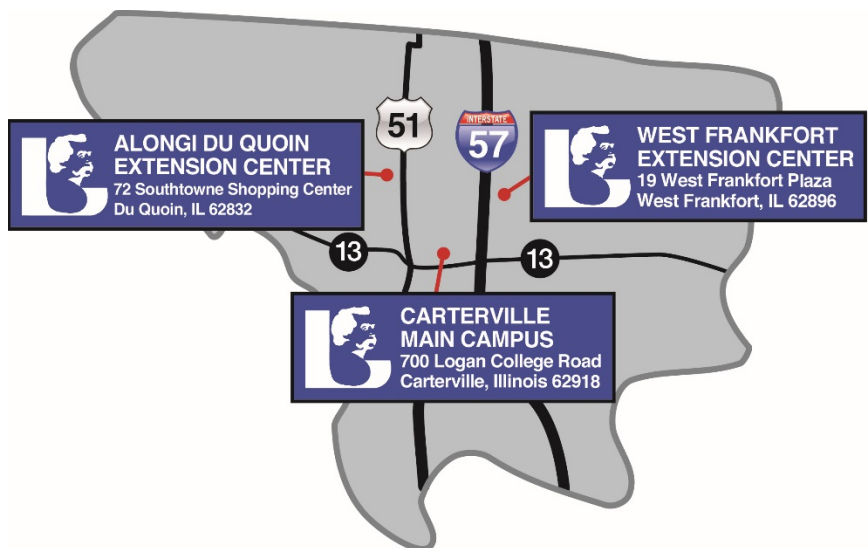
College Locations



Main Campus: John A. Logan College, 700 Logan College Drive, Carterville, Illinois 62918. Located on Rt. 13.

Driving Directions

Get driving directions to any of our campus locations. [Google Maps](#)



John A. Logan College Extension Centers

The presence of the extension centers allows traditional and non-traditional students to pursue or continue their education because the students are able to attend classes that are close to home. The extension centers offer a variety of general education, liberal arts, basic adult education, continuing education and children's classes. The extension centers provide opportunity for students to attend classes close to home, prepare for the GED, learn skills to become an effective employee and parent, gain knowledge in basic computer skills, and address other interests of the community, as well as provide wholesome activities for children.

The extension centers allow students to utilize information, applications, financial aid forms, advisement, a place to study, pay tuition, and have access to the computer lab. The extension centers are a place where personal contact with students and citizens of the communities are valued. Knowing the needs of the students and the community, providing information, attending organizational meetings, and offering specific classes students want are just a few examples. The facility provides a pleasant and quiet atmosphere and is easily accessible to those in the surrounding communities.

Alongi Du Quoin Extension Center: The Alongi Du Quoin Extension Center is located on U. S. 51 south in the Southtowne Shopping Center. The center is host to regular College classes as well as to adult and continuing education classes, children's classes, and seminars for business and industry.



Address:

*John A. Logan College
Alongi Du Quoin Extension Center
72 Southtowne Shopping Center
Du Quoin, IL 62832*

Phone: 618-542-9210

Fax: 618-542-9152

West Frankfort Extension Center: The West Frankfort Extension Center is located at 19 West Frankfort Plaza, West Frankfort. The center is the site for regular College courses as well as for adult and continuing education classes, children's classes, and seminars for business and industry.



Address:

*John A. Logan College
West Frankfort Extension Center
19 West Frankfort Plaza
West Frankfort, IL 62896*

Phone: 618-932-6639

Fax: 618-932-6263

SICCM - Southern Illinois Collegiate Common Market

The Southern Illinois Collegiate Common Market (SICCM) is a 501(c)(3) not-for-profit corporation organized in 1973. SICCM was organized to provide a means of sharing human and material resources in higher education to fast-growing institutions within the consortium. The members of the organization are John A. Logan College at Carterville, Kaskaskia College at Centralia, Rend Lake College at Ina, Shawnee Community College at Ullin, Southeastern Illinois College at Harrisburg, Southern Illinois University Carbondale, and Southern Illinois University Edwardsville.



Address:

*Southern Illinois Collegiate Common Market
3213 S Park Ave
Herrin, IL 62948*

Phone: 618-942-6902

Statement of Mission/Goals/Vision/ Philosophy/Core Values

Statement of Mission and Goals (Board Policy 3110)

John A. Logan College is 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 create and enhance 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 for intellectual, economic, cultural, and recreational resources for individuals and communities.

Statement of Philosophy (Board Policy 3111)

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.

Statement of Core Values (Board Policy 3112)

- **Service**
We are committed to the cultivation of positive relationships and common experiences among students, faculty, staff and communities we serve.
- **Responsibility**
We accept responsibility for our own actions and accountability for the use, preservation, and enhancement of human and material resources.
- **Respect**
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.
- **Compassion**
We respond to the feelings of each person with kindness, concern, and empathy for their needs.
- **Integrity**
We are committed to creating trust and confidence in our college community that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards.

Statement of Vision: Learning for Life (Board Policy 3113)

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

Accountability

Assessment

John A. Logan College recognizes that assessment of student learning is central to its mission and has developed a systematic and purposeful process for the assessment of student learning based on five student learning outcomes. To learn more about assessment visit the [JALC Assessment](#) web page.

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.

Equal Opportunity Statement for Students and Employees (Board 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,
or 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 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 William G. Stratton
Office Building Suite 802 Springfield, Illinois 62706
Tel: (217) 785 - 4350 TDD: (217) 557 - 1500 Fax:
(217) 524 - 4877

Illinois Department of Human Rights Springfield
Office 222 South College, Room 101-A, Intake Unit
Springfield, IL 62704 TEL: (217) 785-5100 TTY: (866) 740-3953

EEOC Chicago District Office 500 West Madison
Street Suite 2000 Chicago, Illinois 60661 Phone: 1-
800-669-4000 Fax: 312-869-8220 TTY: 312-869-
8001

**Discrimination/Equal Opportunity
Grievance/Compliant Policy for John A. Logan
College Students (Board Policy 3512)**

All grievances filed by students shall be in accordance with the procedures established in Board Policy 3512 as published in [Rights and Responsibilities: A Student Code of Conduct](#).

Requests for further information or action on complaints should be directed to the Vice President for Instruction, Administration Building, John A. Logan College, 700 Logan College Road, Carterville, Illinois 62918, phone (618) 985- 3741, extension 8362.

Educational Guarantees: JALC issues educational guarantees applicable to graduates of the Associate in Arts, Associate in Arts in Teaching, Associate in Fine Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science and career certificate programs, subject to specific conditions and program approval. Transfer program guarantees assure the student that Illinois Articulation Agreement approved courses will transfer to the Illinois four-year public institution chosen by the student. Occupational guarantees assure the student and employer that a graduate has learned entry-level skills. Further information is available through the Admissions Office for programs covered by the educational guarantee.

Release of Student Information and Access to Student Records (Board Policy 8430): John A. Logan College maintains individual records and information about students for the purpose of providing educational, vocational, and personal services to the student.

Use the link provided to print [Request to Prevent Disclosures of Directory Information](#) form. The completed form can be submitted to Admissions and Records Office, Room C201, 700 Logan College Road, Carterville, IL 62918.

Student Complaints (Board Policy 8316)

John A. Logan College is committed to continuously improving academic and non-academic support services and recognizes that student complaints are helpful in fulfilling this commitment. The College systematically addresses and documents student grievances/complaints in a timely manner. The process is outlined in the [Rights and Responsibilities: A Student Code of Conduct](#).

Administration of the Freedom of Information Act (Board Policy 8431)

John A. Logan College following Board Policy 8431 procedures in an effort to provide information to the public under the requirements of Illinois Revised Statutes, Chapter 116, Section 206, et seq. (Freedom of Information Act):

Tuition and Fees

Tuition (Board Policy 7310)

In-district students will pay tuition as approved by the Board of Trustees.

Out-of-district students will pay a minimum of 1.5 times the highest in-district tuition rate of any of John A. Logan College's neighboring contiguous Illinois community college districts. Students who qualify for charge-back payments by their home district will pay the same rate as in district students.

Out-of-state students will pay a minimum of 1.67 times the in-district tuition rate of John A. Logan College.

Out-of-country students will pay per capita cost as calculated by the treasurer of the board.

All on-line and hybrid classes will be billed at the current in-district rate plus 10%, rounded to the nearest dollar, for all students regardless of residency.

These figures were accurate at the time the catalog was published. Tuition and fee rates are subject to change. Consult website for current rate.

Tuition – In-District	\$133.00 per credit hour
Tuition – Online/Hybrid Courses	\$146.00 per credit hour *DNA, ADN, PNE, DMS Programs will have variable tuition rates
Tuition – Out-of-District	\$188.00 per credit hour
Tuition – Out-of-State	\$222.00 per credit hour
Tuition – International	\$222.00 per credit hour
Technology Fee	\$5.00 per credit hour
Graduation Fee	\$10.00
Return Check Fee	\$15.00
Transcript Fee	\$6.00 – online requests \$8.00 – in-person requests
Student Activity Fee	\$65.00 – for fall or spring terms \$40.00 – students enrolled in 3 or more credit hours for summer terms
Test Proctoring Fee	\$25.00 – applicable for tests proctored at the request of other institutions
Specific Course Fees	Click here for specific course fee listing
Allied Health Restricted Program Costs	Click on the link below for specific program costs: <ul style="list-style-type: none"> *Associate Degree Nursing *Associate Degree Nursing Hybrid Online *Dental Assisting *Diagnostic Cardiac Sonography Massage Therapy Medical Assistant Medical Laboratory Technology Nursing Assistant Occupational Therapy Assistant *Practical Nursing Surgical Technology *Variable tuition rates apply

These figures were accurate at the time the catalog was published. Tuition and fee rates are subject to change. Consult website for current rate.

Establishment of Fees (Board Policy 7315)

Based on the cost of materials and services and for the smooth functioning of the College, the president shall establish all fees, and he shall have the authority to change these fees as necessary. All such fee changes and new fees shall be reported to the Board of Trustees at its next regular meeting following the date of the change or addition.

Tuition Waivers (Board Policy 7370): Tuition waivers shall be given following Board Policy 7370.

Nelnet Payment Plan: The Nelnet payment plan program allows students to make monthly payments that are automatically withdrawn from a designated account of the students' choice. Students who are not eligible for financial assistance but unable to pay their tuition in full by their due date may utilize the Nelnet payment plan. If financial assistance eligibility is established, it is the student's responsibility to request termination of the Nelnet payment plan.

Pre-Registration, Tuition and Fees (Board Policy 7332): Students who fail to pay deferred tuition and fee charges by the end of the designated deferment deadline for any semester will have their pre-registration canceled.

Refund Policy (Board Policy 7320): Students withdrawing from classes in the transfer, career, or community education divisions of the College during the **following periods** will be given **100%** refunds:

First **14 calendar days** of the Fall and Spring Semesters for 16 week courses;

First **7 calendar days** of the Summer Semester and for eight week block courses.

Upon notification that an enrolled student has died during a semester, the student will be removed from courses and charges pertaining to the semester will be refunded to his/her student account. If the refunding of charges generates a credit, such will be remitted to the student's estate.

Consumer Statement: JALC provides specific consumer, and [textbook](#) information to current and prospective students through the college website.

For consumer information, visit [Students Right to Know/Consumer Information](#) webpage. Students can also access information through the [MyJALC](#) portal.

Financial Responsibility: By registering for classes at John A. Logan College, students accept full financial responsibility for payment of tuition and fees, as well as associated costs related to registration and/or JALC services. Should students default on their account, JALC may use any and all means necessary to collect this debt in accordance with state and federal laws.

Debt Collection (Board Policy 7180).

The Business Office should make all efforts possible to collect debts owed to the College by any person.

Charge-back (Board Policy 7350) : A resident of Community College District 530 who wants to enroll in an educational program which is not available at John A. Logan College may apply for charge-back tuition if he/she enrolls in such a program at another public community college in Illinois.

The student must notify John A. Logan College 30 days before the beginning of the semester that he/she will be attending another college in a program not offered at John A. Logan College in order to receive this charge-back.

The president or his/her designee is authorized to sign the necessary forms on behalf of the College.

Definition of In-District Residency for Tuition and Credit Hour Claim Purposes (Board Policy 7311)

An in-district student at John A. Logan College, for tuition purposes is defined as students who can establish proof of residency within the legal boundaries of Community College District No. 530.

Employer In-District: Out-of-district and out-of-state students who are employed at least 35 hours per week by an entity located within District 530 may qualify for in-district rates. Students may obtain the required residency form in the Admissions and Records Office. In-district employees must complete a new form each semester.

Financial Aid and Scholarships

Financial Aid Standards of Progress (Board Policy

8152/Administrative Procedure 833): John A.

Logan College will follow The Code of Federal Regulations – Title 34: Education, Part 668 – Student Assistance General Provisions Subpart C – Student Eligibility to develop financial aid standards of progress for students receiving Title IV funds. The College shall maintain reasonable satisfactory academic progress procedures for determining whether an otherwise eligible student is making satisfactory academic progress in his/her educational program and may receive assistance under the Title IV HEA programs. The procedures for standards of progress are published in the College Catalog and in [Administrative Procedure 833, Satisfactory Academic Progress](#).

General Information

The objective of John A. Logan College in maintaining a student financial assistance program is to assist in the removal of barriers to postsecondary education. To accomplish this goal, the College endeavors to provide financial assistance that is designed to complement the financial resources of students rather than to finance their education totally. Financial assistance at John A. Logan College is available in the form of grants, part-time employment, and scholarships. Information concerning assistance may be obtained from the John A. Logan College Student Financial Assistance Office.

The John A. Logan College Financial Aid Office does not participate in the Federal Direct Loan Program. Students interested in the Private Alternative Loan Program should contact a bank, a credit union, or other qualified lender. The John A. Logan College Financial Aid Office does not keep a listing of these vendors. All students who apply for private alternative loans must first submit a FAFSA with John A. Logan College, federal school code 008076. Students will also be required to meet with a financial aid coordinator for loan counseling to fully understand their debt and its consequences. Students seeking to become fully eligible for financial assistance programs administered by the College must be aware of, and comply appropriately with, the following:

1. Be enrolled or accepted for enrollment at John A. Logan College as a degree- or certificate-seeking student and maintain “satisfactory academic progress” as defined by John A. Logan College.
2. Must have received a high school diploma (or its equivalent) or passed the GED exam to be eligible for financial assistance.
3. Be a full-time student (carry 12 hours or more each semester).
4. Have not earned a bachelor’s degree.
5. Complete the Free Application for Federal Student Aid (FAFSA) form to apply for a monetary-award program award, from the Illinois Student Assistance Commission (ISAC), and a federal Pell Grant award. The Federal Student Aid Form is also required for private loan consideration.
6. Complete a John A. Logan College Student Employment Request Form if interested in applying for the Federal Work Study Program or part-time employment.
7. Complete a John A. Logan College Scholarship application.
8. Demonstrate financial need.
9. Complete (with their parents, if applicable) a Free Application for Federal Student Aid form (see item 5 above), and apply via the web at <http://www.fafsa.gov>. Application results will be returned to the student within two weeks if applying over the web. Students should complete all necessary paperwork with the Financial Aid Office in order to receive any assistance. Students who are interested in obtaining a Federal Work Study job or part-time employment must complete an Application for Financial Assistance and a Student Employment Request Form (see item 6 above), which can be obtained from the John A. Logan College Career Services Office.

Financial need is generally considered to be the difference between one year’s educational expenses (tuition, books, board, transportation, etc.) and the student’s resources for the same period. Student resources include aid from parents, guardian, relatives, personal savings, vacation earnings, and other forms of assistance. Financial

need must be documented each year because financial need is the basis for financial assistance distribution.

The following link will show the breakdown for the cost of attendance [Cost of Attendance](#).

The college adheres to the policies and guidelines set forth by the Department of Education. To review the Department of Education's policies and guidelines in detail visit the [Financial Aid](#) webpage and the [Financial Aid Handbook](#).

Financial aid will not be awarded for courses not required for degree/certificate programs. Financial aid will be awarded for the total number of hours for required courses that are listed on the curriculum guide for their degree/program. Students will be responsible to cover any costs associated with courses they choose to take but are not required for their degree/program

Financial aid does not apply to students who are not seeking a degree at John A. Logan College.

Courses such as MAT 052H, 062H, orientation courses (ORI) business and industry courses, as well as adult and continuing education courses are not eligible for financial assistance. The nursing assistant program (NAD 101), pharmacy technician, and short term certificate programs are also **not** covered by financial assistance.

Student Loans: The John A. Logan College Financial Aid Office does not participate in the Federal Direct Loan Program. Students interested in the Private Alternative Loan Program should contact a bank, a credit union, or other qualified lender, The John A. Logan College Financial Aid Office does not keep a listing of these vendors. All students who apply for private alternative loans must first submit a FAFSA with John A. Logan College, federal school code 008076. Students will also be required to meet with a financial aid coordinator for loan counseling to fully understand their debt and its consequences.

Return of Funds: Students who receive Federal Title IV Funds (Pell Grant, SEOG Grant) and stop attending classes, withdraw from classes, receive all failing grades, or a combination of withdrawals and failing grades are subject to a Return of Title IV Funds. This may result in the student owing a

refund to the College, to the Federal Student Aid Program or both.

Please refer to the "[Return of Title IV Funds](#)" in the Financial Aid Handbook.

FACTS Payment Plan: Students who are not eligible for financial assistance but unable to pay their tuition in full by their due date may use the FACTS payment plan. This program allows students to make monthly payments that are automatically withdrawn from a designated account of the students' choice.

If financial assistance eligibility is established, it is the student's responsibility to request cancellation of the FACTS payment plan.

Satisfactory Academic Progress Requirements for All Veterans' Benefits: Students receiving veteran's benefits must follow the academic policy for satisfactory academic progress.

[Satisfactory Academic Progress, Probation and Suspension \(Board Policy 8151\)](#)

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Students are considered to be making satisfactory academic progress if the following conditions are met:

1. Maintain regular class attendance as determined by the instructor.
2. Maintain a cumulative GPA of at least 2.0. Students who fails to maintain the required cumulative GPA will be placed on probation for one semester. Probation is a warning status. While on probation, students are eligible for Pell Grants, ISAC monetary awards, scholarships, outside awards, and/or veteran benefits. If, after the probation semester, students fail to meet the required cumulative GPA of 2.0, students may remain on probation if the semester GPA was at least 2.0. If, after the probation semester, students fail to return to satisfactory academic standing or qualify to remain on probation, will be placed on academic suspension.

ACADEMIC SUSPENSION

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

APPEALS INVOLVING THE PLACEMENT OF STUDENTS ON ACADEMIC SUSPENSION

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

1. Instances involving academic suspension may be appealed in writing to the Academic Progress Review Committee through the Dean for Student Services within 10 calendar days of the notification by the Dean for Student Services.
2. Appeals shall be reviewed by the Academic Progress Review Committee.
3. Further appeals may be made within 10 calendar days to the Vice President for Instructional Services of the College who may consider the appeal further.

Withdrawals Prior to 60% Completion Point:

Students that stop attending before the 60% point in a semester are reported by instructors to the Admissions and Records Office, along with last dates of attendance. The last date of attendance is also reported by the instructors if students receives a failing grade and stopped attending prior to the end of the semester. The earlier date will be used to determine Return of Funds calculations.

If students withdraw prior to the 60% completion point, the Return to Title IV Funds calculation will determine the amount of funds which must be returned to the College. Students will be responsible for this amount and must repay funds to the institution before registration for classes or to receive transcripts from the College.

Before withdrawing from the college, the student who has received financial aid should notify the Student Financial Aid office of his or her decision.

The Financial Aid Office will perform the Return of Funds calculation and send notification to the student of funds refunded back to the Department of Education by the college and in turn owed by the student to his or her account with John A. Logan College. A notification is sent within 30 days of the school's determination of the student's withdrawal. The institution must return these funds within 45 days.

Financial Aid Procedure For Withdrawal or Non-Attendance In All Courses:

A student who withdraws from (or) stops attending ALL COURSES before the 60% point in a semester WILL have their Financial Aid Award adjusted. Students earn financial aid by attendance. Once a student has attended beyond the 60% point of a semester, the Department of Education allows the student to keep ALL of the awarded aid. If the student stops attending or withdraws from ALL courses before the 60% point the Financial Aid Office is REQUIRED to calculate the aid earned by the student. That will change the financial aid award. A percentage of the aid that was awarded or could have been awarded after the non-attendance or withdrawal date must be sent back to the Department of Education. The student will then owe the college a percentage of the aid that was disbursed or could have been disbursed to the student because the student didn't earn all of the aid awarded. The amount owed will depend on the last date of attendance or the official withdrawal date of the student.

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

Financial Assistance Procedures:

1. The Pell Grant results of the Free Application for Federal Student Aid (FAFSA) form, known as the Student Aid Report (SAR), will be released to the Student Financial Assistance

Office directly from the U. S. Department of Education as long as students list John A. Logan College as one of their eight college choices on the SAR. The information will be used to assist students seeking financial aid through the John A. Logan College Foundation Scholarship program, the Illinois State Monetary Award program, the Pell Grant program, Federal Supplemental Educational Opportunity Grant (FSEOG), and the student employment program.

2. John A. Logan College Foundation scholarships, Pell Grants, FSEOG, and student employment payments administered by the College will be made available to the student by depositing payments into student's account of choice.

Tuition awards authorized by the Illinois State Monetary Award program, the National Guard Grant program, the Illinois Veterans' Grant program, and other agencies are credited to the recipient's account. Any refund resulting from such awards will be made available in the student's account of choice. **See Appendix A.**

Normally, any financial aid award is contingent on the actual receipt of funds or authorization appropriated to John A. Logan College by federal or state agencies.

3. Current or prospective students receiving financial assistance through John A. Logan College have the right to inquire about the following topics:
 - names of accrediting/licensing organizations
 - academic programs, facilities, and faculty
 - cost of attendance and **Refund Policy 7320**
 - financial assistance availability
 - financial assistance application procedures
 - financial assistance recipient selection criteria
 - financial need determination
 - amount of financial need met
 - payment of financial assistance
 - student-worker job responsibilities
 - loan responsibilities
 - academic progress determination
 - facilities and services for the disabled

4. Current or prospective students receiving financial assistance through John A. Logan College have the following responsibilities:

- be familiar with program requirements
- accurately complete and submit financial assistance applications
- meet all financial assistance application deadlines
- provide requested financial assistance application documentation
- read and understand all forms requiring student signatures
- comply with loan promissory note provisions
- notify the College of changes in name, address, or attendance status
- perform work agreed upon in student worker assignments
- understand the College's Refund Policy 7320 .

Scholarship Opportunities

Complete just one online application at the JALC Foundation's website and you will be considered for hundreds of scholarship opportunities. Visit the Foundation's page on the JALC website and click on "apply online" to access the online application. You can find a complete list of available scholarships on the page as well. Once completing the application it will give you a list of scholarships that you meet the criteria for. You will be notified if you are selected for a scholarship. If you need assistance completing the application, or have questions about scholarships, please contact the Foundation office at 985-3741 ext. 8355 or stop by our office, B33 and we will be more than happy to help you.

Admissions Information

Academic and Career Advisement and Counseling:

All students should meet with an academic advisor when they first enroll at JALC. Courses and programs should be carefully selected with the assistance of an academic advisor to ensure applicability toward program requirements and effective fulfillment of educational goals. Career counseling is also available to students.

Admission to John A. Logan College (Board Policy 8110) Refer to policy for criteria for full admission to the College.

Program/Course Admission: Admission to the college does not guarantee entrance into particular courses or programs of study. The college reserves the right to establish selective admission procedures and give preference to residents of Community College District 530.

Transcripts: Students should submit official copies of high school transcripts with a graduation date. All financial aid recipients are required to submit an official copy of their final high school or GED® (High School Equivalency) transcripts. In addition, students who have attended other postsecondary institutions are encouraged to have official college transcripts submitted. Students who are required to submit transcripts include:

- Students wishing to apply college credit earned at other postsecondary institutions toward JALC degrees or certificates.
- Students intending to use federal Veteran's benefits.
- Students needing to provide proof of course prerequisites.

Official transcripts must be sent directly from the issuing institution to the JALC Admissions and Records Office. Home-school transcripts must be submitted in a typed transcript format. Transcripts must include students' name (first, middle and last), date of birth, address, course title, units of credit, semester completed, grades, description of grading system, graduation date, signature of parent or home-school administrator and a graduation date if the transcript is complete.

Admissions, degree and certificate requirements that are published in this catalog should be used as a guide for students who begin their course of study in the current academic years.

Math and English Course Placement: The main goal of the placement process for students is to gather information about current academic skills. This process will not prohibit students from entering college, but determine math and English

competency levels. Many courses require specific math and/or English competencies to enroll. Math and English are disciplines that require thinking and reasoning skills. Enrolling in appropriate courses is essential for academic success.

The JALC placement test is available at the main campus and extension centers. Once students have been accepted they may contact the Testing Office to schedule a Placement Test. Since results of this test may determine future course placement, it is important to prepare in order to maximize scores.

Some of the JALC Health Sciences programs may require additional testing prior to acceptance into restricted programs.

In addition to the Placement Test, ACT and SAT scores may be used for placement in math and English.

Following the placement process, it is recommended that students meet with an academic advisor to discuss the results, academic planning and course scheduling.

Who is required to take the College Placement Test?

- Students taking math or English courses for the first time.
- Students wishing to enroll in classes which require specific English and/or math competency levels.

Who will be exempt?

- Students who have successfully completed approved college-level math and English courses at another college or university*.
- Students enrolling in certificate programs or classes that do not require math or English competencies.

*Students are required to bring documentation of previous college coursework (transcripts, grade reports, etc.) or ACT/SAT scores to demonstrate proficiency in English and/or math courses prior to registration.

International Student Admission: International students will be considered for admission to JALC after the following documents are received by the

designated school official at least 90 days prior to the start of the semester in which they plan to enroll.

- A completed New Student Application
- Official copies of all secondary school and college transcripts with notarized English translations.
- An official copy of the Test of English as a Foreign Language test results. F-1 Visa students must achieve a score of 61 or above on the Internet-based TOEFL, which equates to 173 on the computer-based TOEFL or 500 on the paper-based TOEFL; for more detailed information on TOEFL, visit www.ets.org or call 609-771-7100.
- Certification of the availability of funds to meet expenses while attending JALC. The estimated cost for unmarried students during 2019-2020 is \$22,024 (U.S. currency). (This rate is subject to change without notice. Cost may vary slightly based on tuition changes.)
- Home country address must be provided prior to issuance of I-20.
- After acceptance and issuance of the I-20, pay the I-901 SEVIS FEE and then you can apply at a U.S. Embassy or consulate. Once the above documents have been received and reviewed, you will be notified of your admission status. International students who have completed coursework at a regionally accredited college or university in the United States or elsewhere may request that credits be evaluated toward degrees or certificates at JALC. In order to request an evaluation:
 - Complete the Transfer Credit Evaluation Request form and submit it to the Admissions and Records Office.
 - Submit official transcripts from all institutions attended within the United States.
 - Submit official reports in English from one of the following services for international institutions attended: ECE/Education Credential Evaluators or WES/World Education Services. JALC will utilize reports as a guideline for the evaluation of course credits and reserves the right to award appropriate credits.
 - When all documents are received, transcripts will be reviewed to determine if any courses apply toward intended programs. Additional information,

such as course descriptions may be requested to determine appropriate equivalency.

- Courses accepted for credit will be applied to the JALC transcript.

Student Identification Information: Although JALC uses student ID numbers as the primary method of identification for student records, students are asked to submit their Social Security number when completing the New Student Application. Students should enter their full name and Social Security number exactly as it appears on their Social Security card. The SSN is retained in a secured field in the student information system. The SSN is required for:

- Setting up a MyJALC account, where students enroll, order transcripts and view other important financial and academic information.
- Search/match. When entering a new record into the database, the SSN is one of the “keys” or data elements, in addition to the date of birth and name, utilized to perform a match on a record in order to guard against duplicate entries.
- Enrollment verification. The National Student Clearinghouse requires the SSN for enrollment verification purposes.
- JALC must comply with Illinois state auditors when reporting enrollment data. The SSN is required by the Illinois Community College Board as part of the reporting process.
- Financial Aid. The FAFSA requires that students provide the SSN before aid can be processed.
- Veteran and government sponsored tuition assistance programs. The SSN is required for certification of benefits and tuition payments.
- 1098T. JALC must obtain your current identifying number or SSN to file certain returns regarding tuition related expenses with the IRS and to furnish a statement to the student. Without the SSN, students will not receive a 1098T federal income tax document, which JALC is mandated by the IRS to issue annually. In addition to the institution being fined for filing incomplete information, individuals may be subject to a fine for failing to provide an institution with their SSN and their full name EXACTLY as it appears on the social security card.

Readmission: If students are readmitted after having no enrollment for two consecutive semesters (excluding summer term), they are required to reapply. Students who attend continuously will have six years to complete degree/certificate requirements outlined in the catalog at the time of original entry or any catalog published throughout the course of continued enrollment.

- **Re-Entry Nursing Students:** Nursing students wishing to return on a full-time basis must follow the same procedures as all other full-time applicants. Nursing students wishing to return on a part-time basis with specific, scheduled graduation dates must follow the same procedures as regular part-time applicants. Nursing students who have left the program must request a meeting with the director of nursing to develop a Success/ Re-Entry Contract. Prerequisites will be followed per JALC policy, as well as the Nursing Handbook rules concerning re-entry. John A. Logan College students take precedence over transfer students.

Nursing students may return on an irregular part-time basis and take classes as space permits. These students may not bump regular full- and part-time students from class slots. These students do not have any scheduled graduation date, since there is no guarantee as to the sequence in which slots in classes will be available. Irregular part-time students are re-entered on a first-come, first-served basis.

Transferring Credit to John A. Logan College (Board Policy 8242): John A. Logan College will only accept college-level credits from regionally accredited institutions.

Nursing Transfer Students: Transfers will be accepted into the nursing programs on a case-by-case basis as follows: students wishing to transfer into the program must request, in writing, to the director of nursing; students must provide official transcripts from all previous schools from which they wish to transfer credits; students must have the director of nursing from the previous nursing program submit a letter of recommendation

directly to the director of nursing at John A. Logan College; and students must meet with the director of nursing to have transcripts reviewed, as well as program curriculum and requirements explained. The director will consult with faculty, review all materials, make a decision related to the request for transfer into the program, and notify students in writing of the decision.

In general, the following considerations will determine if students are accepted for transfer: students must have completed the equivalent of the introductory level courses in the John A. Logan College program; students must be willing to take an assessment exam at John A. Logan College if requested to do so; students must be willing to take courses “as available” with no specific projected completion date; students will be accepted on probationary status for the first semester; students must meet the health and CPR requirements of the program; students wishing to transfer into the program with a specified, scheduled graduation date must follow the same admission procedures as all other regular full- or part-time students; transfer students may not bump regular full- and part-time students from class slots; transfer students are accepted on a first-come, first-served basis; all transfer students must meet the curriculum requirements in effect at the time of acceptance into the program; transcripts of nursing courses will be used to evaluate advanced placement into the ADN program. Transfer students are required to take all general education courses as outlined in the curriculum guide; acceptance in the PN program for transfer students does not guarantee acceptance into the ADN program; and transfer students are required to complete a minimum of 20 hours from John A. Logan College, of which 10 semester hours must be nursing courses; and transfer students will be required to complete BIO 205, BIO 206, SPE 116 and I.V. Certification.

Baccalaureate Transfer Program: New students planning to enroll in transfer programs at John A. Logan College must meet the admission requirements of the college. Admission to transfer programs also requires new students to meet the

high school course pattern requirements specified by the Illinois Board of Higher Education:

Subjects	Years	Emphasis
English	4	Emphasizing written and oral communications and literature
Social Studies	3	Emphasizing history and government
Mathematics	3	Introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming
Science	3	Laboratory sciences
Electives	2	Foreign language, music, art, or vocational education
Total	15	

Students who do not meet the requirements may satisfy a course pattern deficiency by:

- Providing SAT or ACT scores that demonstrate proficiency in the required course patterns, or
- providing acceptable CLEP scores, AP credit, placement scores, or
- successfully completing appropriate developmental courses. These courses may not be used toward graduation credit and cannot be used to fulfill general education requirements, or
- successfully completing any college-level deficiencies.

Acceptable placement scores will be determined by college policy through communication with each academic discipline. Required CLEP and AP scores are available in the Office of Admissions and Records. High school units in excess of the required number of units in mathematics, social studies, or science may be redistributed among the other categories by applying no more than one unit to any of the following categories: mathematics, social studies, science, or an elective. Elective subjects cannot be substituted for required courses in English, mathematics, science, or social sciences.

The following transfer-program applicants are exempt from the high school-subject requirements:

- students whose class rank and ACT or SAT scores are at or above the 75th percentile.
- veterans who have not been enrolled in any college course since discharge. Veterans must

have an overall C average or better for college courses taken since separation.

- transfer students who have earned 26 or more hours of transferable credit with an overall C average or better.

New Student Information Guide

- ☐ Your JALC email account is called **VOLmail**; it will be set up automatically. Go to the JALC homepage (www.jalc.edu) and click the **MyJALC** tab. You'll find "**VOLmail**" under **Campus Resources**. Your new VOLmail address is your first initial, last name, and last four numbers of your JALC ID, @volmail.jalc.edu. A temporary password was sent to your alternate (personal) e-mail address when you completed your application. If you need to reset your password contact IT at (618) 985-2828, ext. 8388. All information from the college and your instructors will be sent to the VOLmail address; including class cancellations and course information. To be a successful student at John A. Logan College you MUST check your VOLmail account on a regular basis.
- ☐ New students need to provide the Admissions Office proof of in-district residency and a final high school transcript by the 10th day of classes. Failure to provide this information will result in being charged out of district tuition and having a registration hold placed on your account.
- ☐ Login to **My JALC** to view your schedule, bill, payment due date, registration, grades, financial aid, etc. Go to the JALC homepage (www.jalc.edu) and in the top right corner click the blue **MyJALC** tab, click the **Login** button at the top of the page (the username and password are the same as **VOLmail** and D2L). There you will find the Students and Finances tab. For help with your ID or password, click "*I.D./Password Request Form*" or see your advisor.
- ☐ Make sure your contact information; including **VOLmail**, home address, telephone, and cell phone are correct. You can update this information with the Admissions Office, your academic advisor, or through **MyJALC**.
- ☐ New students need to have their **photo** taken in room C204 for their JALC Student ID Card.
- ☐ Pay **tuition** and fees on **MyJALC**, at the Bursar's Office (C213), or by phone with a credit card. If you receive financial aid that covers tuition and fees be sure to complete all of the required paperwork. To make a payment or sign up for a payment plan, go to the **Finances** tab on **MyJALC**, under **My Student Information** click "*my account balances*". The course and fee statement is also available in this area.
- ☐ If you are receiving any type of financial aid, login to **MyJALC** and click on Financial Aid to view the status of your award and information concerning financial aid.
- ☐ If you are receiving a scholarship (other than Federal financial aid), be sure to check with the JALC Foundation Office in B33 to assure that the scholarship is credited to your account.
- ☐ Sign up for **JALCtxt** to receive campus alerts via text messages. This includes weather related campus closings. Go to the JALC homepage (www.jalc.edu) and click on **MyJALC**. You'll find "**JALCtxt**" under **Campus Resources**.
- ☐ Go to the **JALC Library** to receive a library card. You will need a photo I.D. and to know your student I.D. number to obtain a card.
- ☐ Activate your account with **BankMobile** immediately upon receiving the Refund Selection Kit (green envelope) in the mail if you receive financial aid or scholarships. Be sure to enter the **personal code** you received to select your refund preference.
- ☐ Click on **Online Learning** on the home page. This is where you'll find information about online courses, creating an online account, and orientations. If you're taking an online class, be sure to do the **D2L Orientation**.
- ☐ Purchase textbooks and workbooks for all of your classes.

MyJALC Student Portal Guide

To access the Student Portal...

1. Go to the John A. Logan College home page at jalc.edu.
2. Click the blue **MyJALC** tab in the top right corner.
3. Click the **Login** button at the top of the page.
4. Enter your username (VOLmail address) and password (the same password for VOLmail and Desire2Learn). Your VOLmail address is your first initial, last name, and the last four numbers of your JALC ID number, followed by @volmail.jalc.edu. A temporary password was sent to your alternate (personal) e-mail address when you completed your JALC application. If you need to reset your password you can contact IT at (618) 985-2828, ext. 8388.

To view your bill and schedule, and make a payment...

1. Once you are logged into the system you will be on the **Home** tab.
2. From the **Home** tab, click on "**Student Home**" located in the top left column under **MyJALC**.
3. To view your bill, scroll down until you see **My Student Information**. Click on "**Course and Fee Statement**" and then select the semester in the drop down box. Then click "**Generate My Course and Fee Statement**" followed by "**View My Course and Fee Statement**". Depending on your browser, you may need to select the circle next to "Open with Adobe Reader" and click OK to open your bill, or open the downloaded PDF file.
4. To pay your bill under **My Student Information**, click on "**My Account Balances**". From here you can sign up for a payment plan, make a credit card payment, or view transactions for a specific semester.
5. To view your schedule scroll down until you see **My Course Schedule**. Next click "**View Details**" and select the semester from the drop down box. You can view and print your schedule from here.

To add and drop classes...

1. Click on the **Students** tab across the top of the page. Click the "**Add/drop classes**" tab in the left column. Click on the "Add/drop classes" icon and select the semester. If you have a restriction or receive an error message when you try to register, you will need to contact the college for further assistance.
2. There are other tabs located in your **MyJALC Portal** that you will find useful. The links for VOLmail, Desire2Learn, and other information are located on your page.

To view a list of required textbooks...

1. Click on the **Students** tab across the top of the page. Click the "**Add/drop classes**" tab in the left column. Click on the "Add/drop classes" icon and select the semester.
2. At the bottom of the page you will see "My Schedule (Registered)" and a list of your classes. Next to each class click on the "Buy Books" link to view the required textbooks for the course. This will link you to the Bookstore page and allow you to purchase your books by clicking on the "+" next to each required textbook.

***In order to avoid being dropped from classes for nonpayment, please be sure to pay your bill or set up a payment plan by the listed due date. If you enroll during late registration, you will need to make a payment or set up a payment plan at that time to avoid late fees and/or being dropped from classes. Students may drop courses through the Portal or with an advisor during the designated 100% drop period to avoid owing tuition and fees.**

Graduation Information

General Program and Residency Requirements for Graduation (Board Policy 8244): Minimum enrollment residency requirements as outlined in board policy must be satisfied for graduation from John A. Logan College.

Awarding of Degrees: JALC awards degrees at the end of each academic term (fall, spring, and summer). Graduation ceremonies are held once a year at the end of the spring semester. Students meeting graduation requirements during the fall, spring, or summer semesters who plan to participate in graduation ceremonies must apply by the posted graduation deadline. Students who meet graduation requirements but who do not wish to participate in graduation ceremonies must still apply for graduation. [Graduation application forms](#) are available online. A graduation fee is established

Transfer Information

Students who have previously completed college coursework with a grade of D or higher can request to have their transcripts evaluated toward degrees or certificates at JALC. Transfer credits may be accepted from another college or university that is regionally accredited by any of the following associations:

HLC	The Higher Learning Commission
MSA	Middle States Association of Colleges and Schools Middle States Commission on Higher Education
NASC	Northwest Association of Schools and Colleges
NEASC-CIHE	New England Association of Schools and Colleges Commission on Institutions of Higher Education
NEASC-CTCI	New England Association of Schools and Colleges Commission on Technical and Career Institutions
NWCCU	Northwest Commission on Colleges and Universities SACS Southern

for all students receiving degrees. The cost of graduation regalia is not included in the fee and may be purchased through the Campus Bookstore.

In addition to completing the graduate survey and applying for graduation, students are responsible for determining they have met all graduation requirements and have no outstanding financial obligations to the College. Students should meet regularly with their academic advisor to ensure that progress is being made toward their degree objectives. The advising of individual students as to their degree progress is a service provided and does not relieve students of their responsibility to make certain they are meeting all degree requirements.

Graduating students who have outstanding financial obligations or delinquent College accounts will not receive diplomas or transcripts until accounts are paid in full.

Association of Colleges and Schools
Commission on Colleges

WASC-ACCJC Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges

WASC-ACSCU Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities

Steps to having transcripts evaluated:

1. Request official transcripts be sent to the Admissions and Records Office at JALC from each institution attended
2. Submit a Transfer Credit Evaluation form listing all transfer institutions and stating the intended degree or certificate at JALC.

When the required documentation is received, an official evaluation of coursework will be completed. Evaluation results will be noted on the official academic record.

Transfer courses that meets general education requirements will be accepted to meet comparable general education requirements at the college. College-level courses that are not direct equivalents will be evaluated for elective credit. Transfer credits

do not necessarily apply to all certificate or degree programs. International students should refer to the International Student Admissions section of the catalog.

Proficiency Credit (Board Policy 8220): Proficiency exams are available in certain subject areas.

Students wishing to make application to take a proficiency examination should follow the instructions outlined within the **Proficiency Examinations Administrative Procedure 804**.

Academic Policies and Regulations

Student Classification: Students who have completed up to 30 credit hours at John A. Logan College are classified as freshman. Students who have completed 31 hours or more are classified as sophomores.

Academic Achievement and Student Recognition:
President's Honor List: At the completion of each fall and spring semester, the Office of the President will publish a President's Honor List of academic achievement. Any full-time student who has a 4.0 grade-point average for that semester will receive recognition.

Vice President's Honor List: At the completion of each fall and spring semester, the Office of the Vice President for Instructional Services will publish a Vice President's Honor List of academic achievement. Any full-time student who has a grade point average between 3.5 and 3.99 for the semester will be named to the Vice President's Honor List.

Appeals Involving the Placement of Students on Academic Suspension: Decisions involving the placement of students on academic suspension in accordance with college policy may be appealed as follows:

1. Instances involving academic suspension may be appealed in writing to the Academic Progress Review Committee through the Dean of Student Services no later than 10 calendar days following the notification of suspension.

2. Appeals will be reviewed by the Academic Progress Review Committee.
3. The decision of the Academic Progress Review Committee may be appealed within 10 calendar days to the President of the College who may, at his or her discretion, consider the appeal further.

Grading System (Board Policy 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 12 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 18 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	(4 grade points)
B	(3 grade points)
C	(2 grade points)
D	(1 grade point)
F	(0 grade points)
INC	Incomplete. Incomplete(s) may be given 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 convert to a failing grade if not completed by the end of the following semester, excluding the summer term.
W	Authorized withdrawal by the date established in the instructional calendar. No grade points/no credits.
AU	Audit. No credits.
R	Denotes repeated courses.
P	Pass (credits but no grade points).
CR	Denotes credits earned but no grade points awarded.

Course Repeat Policy

Students may repeat a course only one time in an attempt to improve a grade for a given course and still receive financial aid. 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 used in computing the cumulative grade-point average.

Accepting Advanced Placement Credit (Board Policy 8241): Students may earn a maximum of 15 credit hours through Advanced Placement Examinations. To receive credit, students must earn a score of 3, 4, or 5. The credit does not carry a grade or grade points and is not calculated into the grade point average. It is the students responsibility to submit his/her scores to the **Office of Admissions and Records**. **It is up to the College to determine if the awarded credit is used to satisfy elective, general education, or major credit.**

Advanced placement credit will be granted in accordance with the College Board and National Merit Scholarship's AP scoring guidelines.

Dual Credit and Dual Enrollment Courses (Board Policy 8243): Dual Credit and Dual Enrollment definitions are outlined in Board Policy 8243. For more information, contact the office for Dual Credit/Dual Enrollment or High School Students, or visit the webpage at [JALC Dual Credit/Dual Enrollment](#). Public high school students may also visit their guidance counselors. Enrollment in dual credit and/or dual enrollment courses is limited to students attending a John A. Logan College district public or private school and homeschooled students residing in the district. Students must be juniors or seniors or complete the additional requirements for sophomores. Dual credit and dual enrollment definitions are outlined in Board Policy 8243. Additional information is available from the Office of Dual Credit, high school guidance counselors, or on the [Dual Credit Website](#).

College Level Examination Program (Board Policy 8210/Administrative Procedure 803): College credit may be awarded through the College Level Examination Program (CLEP).

John A. Logan College awards credit for satisfactory performance of both the General and Subject Examinations developed and administered through the College Level Examination Program Board (collegeboard.com). The general examinations cover comprehensive content of a subject which would be covered by several introductory-level courses, while the subject examinations cover more specific content of a single college-level course. These exams allow students who have acquired knowledge outside the traditional classroom setting - through independent study, on-the-job training, or cultural inquiry - to gain recognition of mastering college-level material by receiving introductory course credit. Through the College Level Examination Program (CLEP) students may apply for credit, which may substitute for one or more courses. Listed in the following table are the minimum required scores and credit awarded for each CLEP exam. Only CLEP exams are accepted for credit.

If prior to taking a CLEP examination students receive a grade (including a "W" or an audit) or enroll in college-level work in any discipline included in the CLEP exam, they are ineligible for credit. (Military credit does not constitute prior coursework). A maximum of 30 hours of proficiency credit; including CLEP, Advanced Placement, departmental and core curriculum proficiency exams, will be accepted toward an associate degree. Please note that other educational institutions may require a higher score for certain subjects than what is required at JALC. In this situation, other institutions may not recognize college-level examination program credit issued by JALC.

CLEP GENERAL EXAMINATIONS		
Exam	Paper/Computer Score	Credit Awarded (semester hours)
Natural Science	52 or above	6 hours core curriculum Science
Social Sciences and History	52 or above	6 hours core curriculum Social Science
Humanities	52 or above	6 hours core curriculum Humanities
College Composition	61 or above	6 hours (English 101 and 102)
College Mathematics	58 or higher	3 hours (Math 113)
CLEP SUBJECT EXAMINATIONS		
Exam	Minimum Score	JALC Equivalent
Composition and Literature		
American Literature	50	LIT 280 (3 hours)
English Literature	50	LIT 280 (3 hours)
History and Social Sciences		
American Government	50	PSC 131 (3 hours)
History of US I: Colonization to 1877	50	HIS 201 (3 hours)
History of US II: 1865 to present	50	HIS 202 (3 hours)
Human Growth and Development	50	EDC 202 (3 hours)
CLEP SUBJECT EXAMINATIONS (continued)		
Exam	Minimum Score	JALC Equivalent
Principles of Macroeconomics	50	ECO 201 (3 hours)
Principles of Microeconomics	50	ECO 202 (3 hours)
Introductory Psychology	50	PSY 132 (3 hours)
Introductory Sociology	50	SOC 133 (3 hours)
Western Civilization I	50	HIS 101 (3 hours)
Western Civilization II	50	HIS 102 (3 hours)
Science and Mathematics		
Biology	50	BIO 101 (4 hours)
Calculus	50	MAT 131 (5 hours)
Chemistry	50	General Elective Physical Science (3 hours)
College Algebra	50	MAT 108 (3 hours)
Pre-Calculus	50	MAT 111 (5 hours)
Business		
Financial Accounting	65	ACC 200 and 201 (6 hours)
Information Sys. & Computer App.	50	CIS 207 (3 hours)
Foreign Languages		
German – College Level 1	35/50	GER 101 & 102 (8 hours)
German – College Level 2	42/63	GER 101, 102, & 201 (12 hours)
Spanish – College Level 1	45/50	SPN 101 & 102 (8 hours)
Spanish – College Level 2	50/63	SPN 101, 102, & 201 (12 hours)

Student Attendance Policy (Board Policy 8410)

The student attendance policy for each class will be determined by the instructor and it will be the student's responsibility to comply with the policy for each class and/or program. No central attendance records, other than those required by state and federal regulations, are reported.

Withdrawal from Class (Board Policy 8314 and 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 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 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 in order to receive a grade of "W". The "W" grade is not used in calculation of the grade point average, however, it may negatively impact 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 students for disciplinary reasons as outlined in the *Rights and Responsibilities: A Student Code of Conduct*. The College may also withdraw students who fail to meet the financial obligations of attendance.

Faculty-Initiated Withdrawal: Instructors reserve the right to withdraw students from 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 absences as outlined below and in the course syllabus.

Traditional Classes: In a traditional eight or 16-week class, "withdrawal" grades may be assigned at the time students miss the equivalent of one consecutive week of class without approval from the instructor. (For example, in an eight week class that meets four times per week, students 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 students do not participate in the course for 10 days, as indicated by course activity reports. In an eight week or less course, students may be withdrawn after failing to participate for five days. Logging into the course is not sufficient to be considered active 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 students be withdrawn. Once the documentation is received, students will be formally withdrawn from the course.
- Students will then receive email notification of the withdrawal from the Admissions and Records Office. The notification will outline the appeal process if they wish to re-enroll in the course.
- If students wish to challenge a "withdrawal" grade, they will have due process as with the appeal of any other grade. Students should obtain a Special Exemption Form from the Admissions and Records Office or on the College website 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 an 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 withdraw from a course for the semester as noted in the Instructional Calendar.

Audit Policy (Board Policy 7340): Registered students who do not desire or feel qualified to complete a particular course may request to audit the course.

Academic Programs and Requirements: Specific degree and certificate requirements are outlined in program guides provided in this catalog. The following degrees are granted by John A. Logan College:

- **Associate in Applied Science (AAS Degree):** The AAS Degree is awarded for the satisfactory completion of a prescribed curriculum intended to prepare individuals for employment in a specific field. Some AAS degree programs include coursework and requirements dictated by specialized accreditation or licensure by a state or national organization. Many health career programs have entrance requirements based on specific test scores, academic grades and residency. AAS degree programs are often articulated as a package with select four-year institutions in specified bachelor degree programs including Two-plus-Two, Capstone, or Program-to-Program articulation agreements.
- **Associate in Arts (AA) Degree:** The AA Degree is intended to equate to the first two years of a four year baccalaureate degree. An AA degree program includes the IAI transferable general education core curriculum (GECC) to satisfy the lower division general education requirements for a bachelor’s degree at participating IAI institutions in Illinois. The program guides prepared for each AA degree program include the common lower division course recommendations/requirements for the corresponding bachelor’s degree option at four-year institutions
- **Associate in Engineering Science (AES) Degree:** The AES Degree is aligned with the first two years of a baccalaureate degree in engineering. Unlike the AA degree, the AES does not include the full IAI GECC component. Completion of the GECC package should be an option after transferring to an IAI participating institution.
- **Associate in Fine Arts (AFA) Degree:** The AFA Degree is aligned with the first two years of a baccalaureate degree in a fine arts area such as music or art. Unlike the AA degree, the AFA does not include the full GECC package. Completing the GECC package should be an option after transferring to an IAI participating institution.
- **Associate in General Studies (AGS) Degree:** The intent of the AGS is to meet unique needs and interests of students that cannot be met by another associate degree option. An AGS degree program is individually designed by mutual agreement between students and a college-appointed academic advisor. The courses selected may or may not be accepted by a four-year institution, and if accepted may or may not be evaluated as applicable to a specific degree program or major. AGS candidates may be enrolled in a certificate program and find a need for earning an associate degree. Other AGS candidates may want to design a program providing a broad general education background.
- **Associate in Science (AS) Degree:** The AS Degree is intended to equate to the first two years of a four-year baccalaureate degree. An AS degree includes the IAI transferable general education core curriculum (GECC) but does not satisfy the lower division general education requirements for a bachelor’s degree at participating IAI institutions in Illinois. An additional 3 credits of approved humanities or fine arts and 3 credits of social sciences are needed to complete the core. These additional courses may be taken as electives or upon transfer to the four year institution. If taken at the four year institution, students may send a transcript back to John A. Logan College and request a review of the IAI GECC package and the posting of “IAI GECC package completed” on the official transcript. The program guides prepared for each AS degree program include

common lower division course recommendations/requirements for the corresponding bachelor's degree option at four-year institutions.

- **Certificate of Achievement.** The Certificate of Achievement prepares individuals for employment or advancement in various occupational specialties.

General Program Requirements:

To be awarded an AAS, AA, AES, AFA, AGS or AS degree, students must:

- complete 12 semester hours of credit in residence at John A. Logan College;
- maintain a cumulative grade point average of 2.0 or above;
- satisfactorily complete all specific degree requirements; and
- make application for graduation and pay the required graduation fee

To be awarded a certificate of achievement, students must:

- complete at least nine semester hours of credit in residence at John A. Logan College. If the certificate is less than 15 semester hours, three semester hours of credit must be completed in residence at John A. Logan College.
- satisfactorily complete all certificate program requirements with a 2.0 overall grade-point average or above;
- make application for graduation and pay the required graduation fee.

Waiver of Academic Requirements

Institutional Responsibility: In order to maintain the integrity of the College's academic programs, special criteria for admission to certain courses and curricula must be set, minimum requirements for retention of student status must be defined, and requirements for completion of curricula and awarding degrees must be set. However, in

recognition of the fact that there may be extenuating circumstances, 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 the waiver must be filed with the Admissions and Records Office prior to the student's formal graduation check.

Student Responsibility: In order that academic requirements may be protected and applied in an effective and reasonable manner, students have the right to request an exception to the requirements only in extenuating circumstances. Likewise, students are obligated to follow the appeal process.

Reverse Transfer: Students who transfer to a four year institution prior to fulfilling the IAI GECC package and/or before earning an Associate Degree, may send an official transcript to John A. Logan College after completing coursework and ask for a review of IAI GECC and/or Associate Degree requirements. If all requirements are complete, students may submit an online graduation application and have the degree awarded.

Smoking Regulations (Board Policy 3366): John A. Logan College is a smoke free campus.

Rights and Responsibilities Handbook: A Student Code of Conduct (Board Policy 8310): 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.

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](#)

Other Important Policies and Procedures for Students Attending John A. Logan College

- [Students Disciplinary Action \(Board Policy 8315\)](#)
- [Student Appeals \(Administrative Procedure 832\)](#)
- [Removal from Campus \(Student, Guest, or Employee\) Administrative Procedure 361](#)
- [Excused Student Absences \(Administrative Procedure 805\)](#)
- [Disabled Students \(Administrative Procedure 807\)](#)
- [Sexual Harassment \(Board Policy 3364\)](#)

- [Sexual Harassment of Students \(Board Policy 8312\)](#)
- [Weapons and Firearms Policy \(Board Policy 3373\)](#)
- [Zero Tolerance for Violence or Threatening Behavior \(Board Policy 3372\)](#)

Student Support Services

Academic Advisement: Students have access to John A. Logan College prior to, and during, registration to develop an academic plan. This service is provided by a counselor or academic advisor. Advisors are available throughout the year to help students with questions or issues related to courses or academic progress.

Student Success Center: The Student Success Center (SSC) coordinates several programs including TRIO Student Support Services, Tutoring, and Disability Support Services.

The TRIO Program: The TRIO program is a component of the Educational Opportunities Program (EOP) that is funded through the U. S. Department of Education. This program provides individual support to students who meet one or more of the following: low-income, first-generation college student, and have a disability.

The purpose of TRIO is to increase college retention and graduation rates for eligible students. Benefits provided may include mentoring, cultural enrichment activities, tutoring, leadership-development training, scholarships, transfer and financial aid assistance, and others. TRIO students may also utilize any of the other support services offered through the Student Success Center based on their individual needs. Applications for the TRIO program are available in room C-219 or online at [Online TRIO Application](#). All students who qualify are encouraged to apply.

Tutoring: The SSC offers students the opportunity to increase their educational skills through tutoring.

Tutoring is offered at no charge in both transfer and career areas, including mathematics, science, social sciences, business, and language arts. The center uses both professional and peer tutors to assist

students. Tutoring is available on a walk-in basis in the Math Help Room (C218F) and Biology Help Room (C243A), or one-on-one appointments are available. Request appointments in Room C219 or online at [Tutor Request Form](#).

The tutoring program is certified through the College Reading and Learning Association (CRLA), and all tutors complete Level I and II training requirements.

Disability Support Services: The Student Success Center can arrange reasonable accommodations for students with disabilities. Students with disabilities who want to request accommodations are required to meet with the Disability Support Services coordinator to complete an intake to initiate services. Students requesting accommodations must have appropriate documentation of a disability in order to receive reasonable accommodations. Visit the following site to view our documentation standards: [Disability Support Services](#).

In addition, students are required to request accommodations each semester they plan to use the approved accommodations. An [Accommodation Request Form](#) is available on the DSS website or in room C-219.

Reasonable accommodations may include, but are not limited to, note takers, sign language interpreters, alternative format books, extended time for exams, readers/scribes, adaptive technology, accessible seating, and parking permits.

Professional sign language interpreters are available for students who are deaf or hard-of-hearing for class lectures, tests, field trips, personal and career counseling, advisement, and other scheduled activities upon advanced request.

Educational Workshops: The Student Success Center offers a variety of workshops each semester designed to enhance students' academic skills. Workshop topics include study skills, test-taking techniques, stress management, fitness and nutrition, relaxation techniques, and overcoming math anxiety. See a list of times and locations at

[Student Success Workshops](#) or call (618) 985-3741, ext. 8289.

Personal Counseling: Often students need assistance with social and personal problems, as well as with academic and career concerns. For this reason, professionally trained counselors are available to help students understand and resolve these problems. Referrals to community resources are also provided for situations requiring additional support. Crisis counseling is available in the Student Success Center, C-219.

The Write Place: Located in C214, the Write Place is the College's writing center. Staff offer free tutoring in English to help students with essays, research papers, and other written assignments.

Career Services: Career Services assists students in effectively realizing their career goals. This is achieved through computerized testing and by personal interviews. Students receive help in clarifying goals and objectives that are related to their life and work values, abilities, needs, and interests. The center recognizes that making realistic career choices and reviewing current job market trends is important to successful career planning.

Career Testing: Individual testing is available and administered by career counselors. The tests can assist students in discovering interests and skills in various career areas. Interested students should contact Career Services, C215, to schedule an appointment.

Off-Campus Employment: John A. Logan College provides services to assist students, and alumni in securing employment in positions directly related to their areas of academic preparation. Individuals seeking positions in Illinois and several other Midwestern states are aided by a computerized job listing. Students can further utilize Career Services by receiving individual assistance with résumé preparation, interviewing techniques, and other valuable pre-employment skills. Students can visit the [Career Services website](#) for additional information.

Career Services will also assist students in finding part-time employment while enrolled at John A. Logan College. Those seeking off campus employment should register with Career Services after being admitted to the college

On-Campus Employment: In addition to assisting students in locating off-campus employment, Career Services is responsible for coordinating the student work program at John A. Logan College. There are limited positions available in the student-work program, which was designed to provide part-time employment for students who are seeking financial assistance in order to attend college.

Emergency Text/Email Messaging System

(JALCtext): John A. Logan College offers a text/email messaging system (JALCtext). The system allows students and staff to receive text and/or email messages about emergencies and school closures. In addition, registered users can choose to receive information about various other campus activities through this system (alumni information, athletic scores, performance series information, etc.). This service is offered at no charge to the user, except for the wireless carrier's text message charge (if applicable). To register, go to [JALCtext](#) and create an account.

Learning Resources Center (LRC): The LRC supports instructional programs of the College. It consists of the College's Library; a Teaching and Learning Center, which supports the professional development of faculty and staff; a Learning Laboratory for proctored testing and online class support services; and a Student Multimedia Lab. The College's Distance Learning program is also administered by the LRC.

Library Services: The library provides access to a collection of books, e-books, periodicals, pamphlets, maps, government documents, newspapers, online databases, and the Internet. Library Services supervises the circulation of materials from this area and materials placed on reserve. Library personnel provide reference services and library instruction. Students may request materials through interlibrary loan if the needed materials are not available at the John A. Logan College Library. Students with off-campus

access may connect to the College's home page, the online catalog, and many online databases. Copy machines are provided for student use. Computers are available for students to search the online catalog, online databases, and Internet as well as for word processing use. The Library also has student access to typewriters. Study carrels are available for individualized study.

The library at John A. Logan College is an active, participating member of ILLINET library network, the Southern Illinois Learning Resources Cooperative, NILRC, and the Shawnee Library System's automated catalog.

Teaching & Learning Center (TLC): The Teaching & Learning Center supports the faculty and staff by providing training and professional development services. The TLC provides training and support in instructional design, pedagogy, multimedia authoring, and implementing instructional technology in the classroom and online. The TLC maintains a multimedia/computer classroom (C230H) and a video recording studio (C229). The TLC multimedia/computer lab is for faculty use and has both Apple Macintosh- and Windows-based computers. The lab has up-to-date versions of the leading office and multimedia suites and has graphics tablets, scanners, and webcams on each workstation.

Learning Laboratory: The facility is located on the upper level of the LRC (C-227). Its mission is to provide materials and equipment needed by students working on an individualized study basis. The Learning Lab is a secure testing facility where students receive proctored examinations. They may also pick up instructional packets from instructors and leave completed assignments. Students can also receive technical assistance with online courses here.

Student Multimedia Center: The Student Multimedia Center (C231A) houses a computer laboratory, which features both Windows and Macintosh computers with a selection of multimedia production programs. This lab provides open hours for students to work on course assignments that require multimedia production. Web design, photography editing, and digital

painting are just a few of the things students are able to do. Each computer has a scanner, and most have a graphics tablet for drawing and painting.

Media Distribution: Media Distribution (C-122) supervises the scheduling, distribution, and use of audio-visual equipment and instructional materials used in classrooms and throughout the College. Media Distribution maintains a large collection of instructional videos and other multimedia materials for faculty use. Throughout campus, the Media Distribution office supports multimedia classrooms and delivers and maintains audio-visual equipment.

Graphics Services: Graphics Services provides graphic and publication design services for the College. The office produces photographs, posters, newsletters, pamphlets, web graphics, and other materials for offices throughout the College.

College Website: (<http://www.jalc.edu>): The College website provides information and services for students, faculty, staff, and the community. The website provides up-to-date and accessible information on departments, programs, events, and other college resources.

Distance Learning (Online Courses): Distance Learning includes online courses both virtual and hybrid. Distance Learning provides students an opportunity to study on a more flexible schedule while extending accessibility to students who might not otherwise be able to pursue higher education.

Online courses enable students to customize learning to individual time and place needs since the courses are taught primarily via the Internet rather than in the classroom. Online courses are no less challenging or academically rigorous. Students will have to spend at least as much time, and possibly more, to be successful.

Online courses are not independent study courses. Online courses are highly structured and involve frequent interactions with the instructor and with other students enrolled in the course. Students use the Internet for communicating with the instructor and with other students, gaining access to course materials, conducting research, and submitting assignments.

- Virtual (courses with a section designation of V1, V2, etc.) – Any course approved for online instruction that requires no more than three visits to a campus or off-campus location during a semester.
- Hybrid (courses with a section designation of H1, H2, etc.) – Any course approved for online instruction that requires four or more visits to a campus or non-campus location during a semester.

Textbooks and other materials may be ordered from the campus bookstore.

It is not necessary to have a high level of computer proficiency, but students should have some computer experience navigating the Internet and using email. The ability to use a word processing program is very important in an online course. If you do not have Internet access, you can still take an online course using John A. Logan College's open computer labs.

Internship Program: The John A. Logan College Internship Program is an on-the-job work experience that will enable the student to apply the skills and knowledge learned in the classroom. This experience is a cooperative adventure involving the student, the College, and a training station. It is closely planned and supervised by the College coordinator and the employer in order to allow students to obtain the maximum benefit. Students are evaluated by the College coordinator after a conference with the trainer at the training station.

Campus Police: Campus Police represents a progressive campus police organization providing protection to the facilities of the College and protection and services to its population. It has a walk-up window (Room E105).

The officers of the department are empowered by Illinois law to enforce all criminal and traffic laws of the state and the local ordinances of the College. All standard means are used by the department to enforce good order and to maintain traffic control on campus.

Parking: Parking facilities are available to all College students at various parking lots on the

campus. On-campus parking is a privilege and is subject to the parking and traffic regulations of the College.

No parking is allowed on any campus street, sidewalk, or on any unpaved area of the campus. Certain areas of the campus parking lots are reserved for individuals with disabilities. Use of these reserved areas requires the display of a special parking permit, which is available in the Security Office.

Persons violating parking regulations are subject to a fine of \$5 to \$250. Parking violations may be paid at the Campus Police window (Room E105) within five days of issue. Failure to comply may subject the violator to more penalties. Parking citations may be appealed in writing on a form available at the Campus Police window and must be filed within five days of issue.

Public Transportation: Public transportation is available to John A. Logan College students through Rides Mass Transit District (RMTD) and Jackson County Mass Transit. RMTD has routes that include John A. Logan College and offers a reservation service for scheduling rides that are not on their routes. RMTD semester bus passes may be purchased in the John A. Logan College Bookstore. RMTD and Jackson County Mass Transit bus fares may be purchased directly from bus drivers. Bus schedules may be picked up at the Information Desk. For more information about Rides Mass Transit District, visit www.ridesmtd.com or call 877-743-3402. For more information about Jackson County Mass Transit, visit www.jcmttd.com or call 866-884-7433.

Student Life

Student Activities and Cultural Events: The Office of Student Activities and Cultural Events enriches life in the John A. Logan College district by providing accessible, diverse, and engaged learning experiences through co-curricular and cultural programs.

Clubs and Organizations: The College's 20-plus clubs and organizations provide students with opportunities for leadership development, service

to the College and surrounding community, and socialization with peers. For a current and complete list of clubs and organizations, visit [Listing of Clubs and Groups](#) or contact the Student Activities office in B29 or email activities@jalc.edu, or call 618-985-2828 Ext. 8287.

Student Government: The College's student government association is the Student Senate. It is comprised of representatives from student clubs, the student trustee, and other at-large students. The Senate identifies and addresses student issues, sponsors service projects, and encourages student involvement on campus.

For more information about the Student Senate, contact the Student Activities office in B29 or email activities@jalc.edu, or call 618-985-2828 Ext. 8287.

Student Publication: The College's student literary magazine, *Expressions*, is published annually by the Department of Communication, Humanities, and Social Science. For more information, contact David Evans at davidevans.jalc.edu or 618-985-2828 ext. 8317.

Athletic Program: John A. Logan College provides a well-balanced athletic program. The College competes inter-collegiately in basketball, baseball, and golf in the men's division and in volleyball, basketball, softball, and golf in the women's division. John A. Logan College strives to be competitive in all sports on the community college level and attempts to provide an enthusiastic and positive atmosphere for all student athletes. John A. Logan College is a member of the National Junior College Athletic Association (NJCAA) and the Great Rivers Athletic Conference (GRAC).

For more information, visit JALC Athletics or contact the Athletic Department in C-101 or call 618-985-2828 Ext. 8503.

Logan Fitness: Logan Fitness, which is located within the Community Health Education Complex (J Building), is a fitness facility that includes both a fitness center and an aquatic center. Dozens of instructor-led fitness classes are also offered. Logan Fitness is available to students, employees, and the community. Students enrolled in six credit hours in

the fall and spring and three hours in the summer have automatic access to Logan Fitness.

For more information, visit [Logan Fitness](#) or call Logan Fitness at 618-985-2828 Ext. 8502.

Campus Information Services: The Student Activities office operates the College's Information Desk and switchboard, manages campus bulletin boards, and provides other information services. The information desk can be reached at 618-985-2828 Ext. 0.

Performing Arts: Theatrical plays, musicals, and concerts are presented throughout the year. Tickets are reasonably priced for all audiences, and students have free admission when providing their student ID card. Daytime performances are offered at reduced prices. Most productions take place in O'Neil Auditorium.

For a current list of performances, visit [Performing Arts Schedule](#) or the Student Activities office in B29 or email activities@jalc.edu or call 618-985-2828 Ext. 8287.

Special Events: The College offers a wide range of community and K – 12 events organized by multiple departments. For more information, visit the [events calendar](#) or contact Facility Scheduling at 618-985-2828 Ext. 8343.

Study Abroad Policy (Board Policy 3374): Recognizing the value of studying abroad, John A Logan College endorses and supports educationally sound international programs in compliance with College policies, and those of our accrediting and governing boards.

Program Information: John A. Logan College encourages students to explore the benefits of living and studying in a foreign culture. As a member of the Illinois Consortium for International Studies and Programs (ICISP), the College offers students a variety of study abroad opportunities. Any John A. Logan College student who has completed at least 12 hours of college-level work with a cumulative grade-point average of 2.75/4.00 is eligible to participate in these programs. All programs provide John A. Logan College credit or

transferable credit from another Illinois institution with a range of courses that should fit into most baccalaureate transfer programs.

The College foundation and faculty/staff provide financing for some partial scholarships for these programs. For more information programs, contact the international education coordinator.

Some programs are done in cooperation with other ICISP member institutions, and new programs are added on a regular basis. Contact the international education coordinator for details on specific programs and deadlines for applications.

The most current information on other study abroad opportunities is available from the international education coordinator or on the College's homepage under "[International Education](#)."

FSA Eligibility for Study Abroad: Student enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under the FSA programs.

Non-Traditional Scheduling Options

Evening Credit Courses and Programs

The College offers a variety of credit courses during the evening hours. A complete schedule of available credit classes is published in the course schedule. It may be possible to complete the requirements of an associate degree by attending evening or online classes.

Block Scheduling

Block scheduling allows students to take classes in large blocks of time—from 90 to 170 minutes. Classes begin at the start of a semester and near the middle of a semester.

Virtual/Hybrid Offerings

In addition, many of the College's courses have been approved to be offered in either a virtual or a hybrid format, which means that many programs

have at least 50 percent of their courses available to be completed online. Consult with your academic advisor to choose the appropriate courses for the completion of your program.

Online courses enable students to customize learning to accommodate their time and location since the courses are taught primarily via the Internet rather than in the classroom. Online courses are no less challenging or academically rigorous. The student will spend at least as much time, and possibly more, to be successful.

Online courses are not independent study courses. They are highly structured and include frequent interaction with the instructor and other students enrolled in the course. Students use the Internet for communicating with the instructor and other students, gaining access to course materials, conducting research, and submitting assignments. Although it is not necessary to have a high level of computer proficiency, the online student should

have some computer experience navigating the Internet, using e-mail, and have the ability to use a word processing program. It is recommended students have access to consistent Internet access to be successful in online courses. The college does offer open lab hours but the availability is restricted by their operating hours.

Virtual Courses

Virtual courses are any courses approved for online instruction that require no more than three visits to a campus or off-campus location during a semester. (Courses section numbers for virtual courses are V1, V2, etc.)

Hybrid

Hybrid courses are any courses approved for online instruction that require four or more visits to a campus or non-campus location during a semester. (Course section numbers for hybrid courses are H1, H2, etc.)

Baccalaureate Transfer Program

Credit Hour Requirements for Associate in Arts Degree

Group	AA Credit Hours
Communications	9
Humanities and Fine Arts	9
Mathematics	3
Social and Behavioral Sciences	9
Physical and Life Sciences	7-8
Major and General Electives	25+
Minimum-Maximum Credits	62-64

The Associate in Arts General Degree Requirements Worksheet can be viewed at [Program Guide Associate in Arts](#).

See your specific curriculum guide for courses recommended for your area of study.

Credit Hour Requirements for Associate in Science Degree

Group	AS Credit Hours
Communications	9
Humanities and Fine Arts	6
Mathematics	3
Social Sciences	6
Physical and Life Sciences	7-8
Additional Math and Physical or Life Science Course	6
Major and General Electives	25
Minimum-Maximum Credits	62-64

The Associate in Science General Degree Requirements Worksheet can be viewed at [Associate in Science General Degree Requirements Worksheet](#)

See your specific curriculum guide for courses recommended for your area of study.

This revised Associate in Science degree model is effective with the fall 2016 term for those who have officially graduated from high school and who has not yet taken a college level course before the start

of the fall 2016 semester. This revised model does not change the credits needed to fulfill the IAI GECC package. Credit hours taken from the Humanities and Fine Arts area and the Social Behavioral Sciences are moved to support the "Additional A.S. degree requirement" posting of a course in Mathematics and a course in Physical or Life Science that directly supports your intended major after transfer to a four year IAI participating institution in Illinois. To fulfill the IAI GECC package in this revised model, you will need to complete an additional three credit course approved as an IAI Humanities or Fine Arts course and a three credit course approved as an IAI Social and Behavioral Sciences course. These courses most likely will be completed after transfer but "may" be included in your JALC curriculum Guide document under the Major and General Electives section. If these two courses are completed after transfer, you should send an official transcript back to John A. Logan College and request a review of the IAI GECC requirements and if appropriate, request a posting on your official transcript that the IAI GECC package is complete.

Departments

All departments prepare students for transfer to four-year institutions. In addition, the departments have the following program goals:

Applied Technologies

The Applied Technologies Department offers occupational certificates and associate in applied science degrees designed to prepare students to enter the workforce. Many of our programs are accredited and offer workplace experience through internships. Our labs feature state-of-the-art equipment that students use to complete hands-on projects. Certain Associate in Applied Science (AAS) degrees can be considered as transfer degrees. Articulation Agreements, Two plus Two Agreements and Capstone Options are a few examples that spell out the opportunity for an AAS degree to fit into a four-year bachelor degree program.

Communication, Humanities, Social Science

The Communication, Humanities, and Social Science Department prepares students to think clearly and critically so they can make informed decisions in their private and professional lives. It teaches them to participate effectively in the entire communication process (reading, writing, speaking, and listening). The study of literature prepares students to clarify their own values while developing an understanding of others' beliefs and an aesthetic awareness of life.

In the Humanities area the College strives to expand students' awareness of, and sensitivity to, the human condition. By examining human needs, values, and achievements through the study of art, communication, languages, music, theater, and philosophy, students develop insights, critical thinking skills, and practical applications necessary for private and professional goals. The humanities help students define who they are and who they may become.

In the Social Science area, the College prepares students to understand the relationships between the individual and society, the process of human social evolution, and the institutions of complex societies. Students who major in the social sciences read primary and secondary sources in the social sciences, demonstrate knowledge of the basic concepts, models, and theories of the social sciences, and use the basic analytical methods and techniques of the social sciences. Students develop a critical analysis of the strengths and weaknesses of social science and an appreciation and understanding of human social and cultural diversity.

Life and Physical Science Department

The Life and Physical Science Department provides students with opportunities to acquire knowledge in a variety of science topics, including: biology, chemistry, integrated science, physical science, and physics. In addition, the department offers courses in health and physical education.

The department strives to advance scientific literacy for general education opportunities, as well as for

more specialized preparation for upper level science, engineering, and health occupations.

Many of the courses in the Life and Physical Science Department include laboratory components where students have hands-on learning experiences to further advance scientific understanding and knowledge.

Business, Computer Science, and Mathematics

In the area of Business, the College strives to provide students with knowledge and skills to compete for entry-level jobs in the business world. The program also prepares business students for job promotions, career advancements, and lifelong learning experiences in the business working environment and for transfer to four-year institutions.

Computer Information Systems provides the students with a range of curriculums that will provide students with opportunities for careers in computer forensics, cyber security, and information assurance, while also preparing the student to take industry-standard certification exams. John A. Logan College has been designated a National Center of Academic Excellence in Cyber Defense Two-Year Education (CAE2Y) by the National Security Agency (NSA) and the Department of Homeland Security (DHS). Therefore, graduates will be qualified for careers in federal, state and local agencies.

Computer Science provides a solid foundation for students who are looking to transfer to a four-year institution. The classes have been articulated with many colleges and provide students with knowledge and skills in different programming languages. Students have an opportunity to develop their programming skills.

In the area of Mathematics, the College strives to emphasize the mathematical reasoning skills necessary to function in a technology-oriented society and workplace. Students can become quantitatively literate and capable of applying quantitative methods to real-life situations.

Additional Transfer Information

The College offers associate degree programs in the arts (AA), science (AS), fine arts (AFA), engineering science (AES) and arts in teaching (AAT). Students

can complete the freshman and sophomore requirements for a specific major by following the appropriate curriculum guide.

Certain Associate in Applied Science (AAS) degrees may transfer to a four year institution. Articulation Agreements, Two plus Two Agreements and Capstone Options offer students the opportunity for the AAS degree to a four-year bachelor degree program. Southern Illinois University (SIUC), for example, offers a Capstone Option for AAS degree program graduates. Eastern Illinois University (EIU) offers a Bachelor of Arts in General Studies (BGS) degree. Western Illinois University (WIU) also offers a Board of Trustees Bachelor of Arts in General Studies degree.

Each degree program has specific requirements articulated in the curriculum guide. Students should carefully select courses to ensure degree progress. The Academic Advisement Office and faculty advisors are available to help guide students, however, it is each student's responsibility to meet all degree requirements for graduation. Additionally, students are responsible for knowing all information provided in the College Catalog concerning regulations and requirements of the College and the specific program of study. Students planning to pursue a bachelor's degree should be familiar with any special requirements for the selected transfer institution. For instance, certain universities and even programs may require a grade of "C" or higher for certain courses in order to accept them for credit.

Students desiring to pursue pre-medicine, pre-law, pre-veterinary, pre-chiropractic, or other pre-professions career paths should consult with their academic advisor to select the appropriate courses for the field of study and anticipated transfer institution. The student's preference of senior institution may impact the courses and/or grades required for transfer coursework and admission to the professional program of study.

Illinois Articulation Initiative (IAI)

John A. Logan College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement

that allows transfer of the completed Illinois General Education Core Curriculum (GECC) between participating institutions in Illinois. Completion of the transferable General Education Core Curriculum (GECC) at any participating college or university in Illinois assures transferring students that lower division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students who entered an associate- or baccalaureate-degree-granting institution in Illinois as first-time freshmen in the summer of 1998 (and thereafter).

IAI General Education Core Curriculum (GECC)

The minimum requirements established for the Illinois Transferable General Education Core Curriculum (GECC) are as follows:

Communications. 3 courses (9 semester credits). The three courses should include a two-course (6 semester credits) sequence in writing and one course (3 semester credits) in oral communications. A grade of "C" or better is required in the two-course writing sequence.

Mathematics. 1 course (3 to 5 semester credits).

Physical and Life Sciences. 2 courses (7 or 8 semester credits). One course must be from the Physical Sciences, one must be from the Life Sciences, and one of these must be a laboratory course.

Humanities and Fine Arts. 3 courses (9 semester credits). One course must be selected from the Humanities, one from the Fine Arts, and one from either the Humanities or Fine Arts.

Social and Behavioral Sciences. 3 courses (9 semester credits). Courses must be selected from at least two different disciplines.

IAI GECC Completion

John A. Logan College students who complete the core curriculum with approved IAI courses will have the designation noted on their transcript. Students who have completed the IAI General Education Core Curriculum (GECC) and transfer to another IAI

participating institution will have completed that institution's lower division general education requirements required for general graduation purposes. Students who do not complete the IAI GECC requirements prior to transfer should expect to fulfill the general education requirements established by the transfer institution. However, some IAI participating institutions are now allowing students who transfer with at least 30 semester credits the option of completing the remaining IAI GECC after transfer.

In this case, it is recommended that the student send an official transcript back to John A. Logan College and request a review of the IAI GECC package. If it is now complete, the designation will be posted to the official JALC transcript. Students should also be aware that the recommended IAI Associate in Science (AS), Associate in Engineering Science (AES) and Associate in Fine Arts (AFA) curricula are designed to keep them on schedule with the native students in these disciplines at the participating four-year institution, but they do not fulfill the transferable General Education Core Curriculum (GECC) requirements.

IAI Major Recommendations

The Illinois Articulation Initiative (IAI) also includes recommended freshmen- and sophomore-level courses for specific majors in the IAI Baccalaureate Majors Curricula. The majors' course recommendations build on the transferable General Education Core Curriculum (GECC) by identifying major and prerequisite courses that students need to complete to transfer as a junior (that is, with an associate degree into a specific major). Each major panel recommendation explicitly encourages community college students to complete an associate degree prior to transfer.

In the course description section of this Catalog, the following codes identify qualifying general education courses: The IAI General Education Core Curriculum (GECC) courses:

IAI	C	Communications
IAI	F	Fine Arts

IAI	H	Humanities
IAI	L	Life Sciences
IAI	M	Mathematics
IAI	P	Physical Sciences
IAI	S	Social/Behavioral Sciences

The following codes identify qualifying major courses:

IAI	AG	Agriculture
IAI	ART	Art
IAI	BIO	Biological Sciences
IAI	BUS	Business
IAI	CHM	Chemistry
IAI	CRJ	Criminal Justice
IAI	CS	Computer Sciences
IAI	ECE	Early Childhood Education
IAI	EGR	Engineering
IAI	ENG	English
IAI	HIS	History
IAI	MTH	Mathematics
IAI	MC	Media and Communication Arts
IAI	PHY	Physics
IAI	PLS	Political Science
IAI	PSY	Psychology
IAI	SOC	Sociology
IAI	TA	Theater Arts

A database is maintained that contains all of the statewide IAI articulated courses at each participating institution. Students who plan to transfer at some point during their college career should access this IAI information on the IAI website at <http://www.itransfer.org>. The IAI Major Advisory Committees are undergoing a review of the core curriculum for each major. Changes to the current major core course recommendations may be altered. It is advisable for all students thinking about transferring to another institution to meet with an academic advisor to discuss the applicability of courses to a specific major or degree program of that other institution. The following listing represents the John A. Logan College courses that are approved as matches to IAI courses as of the printing of this Catalog edition. All credits shown in the table below are semester credits.

JALC Course	Title	Credits	IAI Code	GECC/ Majors
ACC 200	Financial Accounting I (must also take ACC 201)	3	BUS 903	Majors
ACC 201	Financial Accounting II (must also take ACC 200)	3	BUS 903	Majors
ACC 202	Managerial Accounting	3	BUS 904	Majors
AGR 101	AG Economics	3	AG 901	Majors
AGR 102	Intro to Crop Science	4	AG 903	Majors
AGR 103	Horticulture	3	AG 905	Majors
AGR 104	Intro to Soil Science	3	AG 904	Majors
AGR 111	Intro Agriculture Education	3	AG 911	Majors
AGR 112	Computers in AG	3	AG 913	Majors
AGR 121	Intro to Animal Science	4	AG 902	Majors
AGR 122	Intro to Agriculture Mechanics	3	AG 906	Majors
ANT 111	Anthropology	3	S1 900N	GECC
ANT 202	America's Diverse Cultures	3	S1 904D	GECC
ANT 216	Cultural Anthropology	3	S1 901N	GECC
ANT 240	Introduction to Physical Anthropology	3	S1 902	GECC
ART 101	Two-Dimensional Design	3	ART 907	Majors
ART 102	Three-Dimensional Design	3	ART 908	Majors
ART 111	Art Appreciation	3	F2 900	GECC
ART 180	Drawing I	3	ART 904	Majors
ART 220	History of Art I	3	F2 901	GECC
ART 221	History of Art II	3	F2 902	GECC
ART 256	Drawing II	3	ART 905	Majors
ART 291	History of Photography	3	F2 904	GECC
BIO 100	Biology for Non-Science Majors	3	L1 900L	GECC
BIO 101	Biological Science for Science Majors	4	L1 910L	GECC
BIO 101	Biological Science for Science Majors	4	BIO 910	Majors
BIO 102	Biological Science II	4	BIO 910	Majors
BIO 102	Biological Science II	4	L1 910L	GECC
BIO 105	Human Biology	4	L1 904L	GECC
BIO 225	Genetics	3	L1 906	GECC
BUS 121	Business Statistics	3	BUS 901	Majors
CHM 141	General, Organic and Biochemistry I	4	P1 902L	GECC
CHM 151	Chemical Principles	5	P1 902L	GECC
CHM 151	Chemical Principles	5	CHM 911	Majors
CHM 152	Chemical Principles with Qualitative Analysis	5	CHM 912	Majors
CHM 201	Organic Chemistry I	5	CHM 913	Majors
CHM 202	Organic Chemistry II	5	CHM 914	Majors
COM 201	Writing for Mass Media (previously JRN 201)	3	MC 919	Majors
COM 115	Speech (previously SPE 115)	3	C2 900	GECC
COM 215	Introduction to Mass Media (previously JRN 215)	3	MC 911	Majors
CIS 207	Computer Applications for Business	3	BUS 902	Majors
CPS 202	Discrete Structures	3	M1 905	GECC
CPS 202	Discrete Structures	3	CS 915	Majors
CPS 206	Computer Science I	4	CS 911	Majors
CPS 215	Computer Science II	4	CS 912	Majors
CRJ 103	Intro to Criminal Justice	3	CRJ 901	Majors
CRJ 105	Criminal Behavior	3	CRJ 912	Majors
CRJ 218	Intro to Corrections	3	CRJ 911	Majors
CRJ 223	Juvenile Justice	3	CRJ 914	Majors

JALC Course	Title	Credits	IAI Code	GECC/ Majors
ECE 160	Child Growth & Development	3	ECE 912	Majors
ECE 245	The Exceptional Child	3	ECE 913	Majors
ECE 260	Child, Family & Community Relations	3	ECE 915	Majors
ECO 201	Introduction to Macroeconomics	3	S3 901	GECC
ECO 202	Introduction to Microeconomics	3	S3 902	GECC
EGR 101	Engineering Graphics	3	EGR 941	Majors
ENG 101	English Composition I	3	C1 900	GECC
ENG 102	English Composition II	3	C1 901R	GECC
ENG 113	Professional Technical Writing	3	C1 900R	GECC
FRE 202	Intermediate French II	4	H1 900	GECC
GEO 112	Regional Geography	3	S4 900N	GECC
GER 202	Intermediate German II	4	H1 900	GECC
HIS 101	Western Civilization I	3	H2 901	GECC
HIS 102	Western Civilization II	3	H2 902	GECC
HIS 103	World Civilization I	3	S2 912N	GECC
HIS 104	World Civilization II	3	S2 913N	GECC
HIS 201	United States History I	3	S2 900	GECC
HIS 202	United States History II	3	S2 901	GECC
HIS 213	Eastern Civilizations	3	H2 903N	GECC
LIT 210	British Literature	3	H3 912	GECC
LIT 230	American Literature	3	H3 914	GECC
LIT 235	American Short Story	3	H3 901	GECC
LIT 264	Literature for Children	3	H3-918	GECC
LIT 275	Art of the Cinema	3	F2 909	GECC
LIT 280	Introduction to Literature	3	H3 900	GECC
LIT 281	Introduction to Mythology	3	H9 901	GECC
LIT 284	Ethnic Literature in America	3	H3 910D	GECC
LIT 295	Women in Literature	3	H3 911D	GECC
MAT 112	Intro to Contemporary Math with Integrated Review	3	M1 904	GECC
MAT 113	Intro to Contemporary Mathematics	3	M1 904	GECC
MAT 116	Finite Mathematics for Business and Management	3	M1 906	GECC
MAT 117	Calculus for Business and Social Science	4	M1 900-B	GECC
MAT 119	Elementary Statistics with Integrated Review	3	M1 902	GECC
MAT 120	Elementary Statistics	3	M1 902	GECC
MAT 125	Discrete Structures	3	M1 905	GECC
	Discrete Structures	3	CS 915	Majors
MAT 131	Calculus I	5	M1 900-1	GECC
	Calculus I	5	MTH 901	Majors
MAT 201	Calculus II	5	M1 900-2	GECC
	Calculus II	5	MTH 902	Majors
MAT 202	Calculus III	3	M1 900-3	GECC
	Calculus III	3	MTH 903	Majors
MAT 205	Differential Equations	3	MTH 912	Majors
MAT 209	Math for Elementary Teachers II	3	M1 903	GECC
MAT 221	Introduction to Linear Algebra	3	MTH 911	Majors
MAT 282	Statistics	3	M1 902	GECC
MUS 105	Music Appreciation	3	F1 900	GECC
MUS 225	Music History/Literature	3	F1 901	GECC
PHL 111	Ethics and Moral Problems	3	H4 904	GECC

JALC Course	Title	Credits	IAI Code	GECC/ Majors
PHL 121	Introduction to Logic	3	H4 906	GECC
PHL 131	Introduction to Philosophy	3	H4 900	GECC
PHL 200	Asian Philosophy	3	H4 903N	GECC
PHL 260	World Religions	3	H5 904N	GECC
PHL 265	Introduction to Philosophy of Religion	3	H4 905	GECC
PHS 101	Environmental Science (must also take PHS 111)	3	LP 900	GECC
PHS 102	Astronomy	3	P1 906	GECC
PHS 103	Earth Science	3	P1 905L	GECC
PHS 105	Physics for Non-Science Majors	3	P1 900	GECC
PHS 107	Weather and Climate	3	P1 905	GECC
PHS 111	Environmental Science II (must also take PHS 101)	3	LP 901	GECC
PHY 121	Technical Physics	3	P1 900L	GECC
PHY 155	College Physics I	5	P1 900L	GECC
PHY 201	Statics	3	EGR 942	Majors
PHY 202	Dynamics	3	EGR 943	Majors
PHY 203	Mechanics of Solids	3	EGR 945	Majors
PHY 205	University Physics I	5	P2 900L	GECC
	University Physics I	5	PHY 911	Majors
PHY 206	University Physics II	5	PHY 912	Majors
PHY 214	Introduction to Circuit Analysis	3	EGR 931	Majors
PHY 224	Electric Circuit Analysis Laboratory	1	EGR 931L	Majors
PSC 131	American Government	3	S5 900	GECC
PSC 211	State and Local Government	3	S5 902	GECC
PSC 212	Introduction to International Relations	3	S5 904N	GECC
PSC 213	World Affairs	3	S5 906N	GECC
PSC 289	Introduction to Comparative Government	3	S5 905	GECC
PSY 132	General Psychology	3	S6 900	GECC
PSY 200	Social Psychology	3	S8 900	GECC
	Social Psychology	3	PSY 908	Majors
PSY 203	Adolescent Psychology	3	S6 904	GECC
PSY 262	Child Psychology	3	S6 903	GECC
PSY 270	Abnormal Psychology	3	PSY 905	Majors
SCI 210A	Integrated Science I (must also take SCI 210B)	3	LP 900L	GECC
SCI 210B	Integrated Science II (must also take SCI 210A)	4	LP 901L	GECC
SCI 215	Environmental Biology	3	LI 905	GECC
SOC 133	Principles of Sociology	3	S7 900	GECC
SOC 215	Diversity in American Life	3	S7 903D	GECC
SOC 221	Race and Ethnicity	3	S7-903D	GECC
SOC 263	Marriage and Family	3	S7 902	GECC
SOC 264	Social Problems	3	S7 901	GECC
SPE 115	Speech (As of August 2019-COM 115)	3	C2 900	GECC
SPN 202	Intermediate Spanish II	4	H1 900	GECC
THE 113	Theater Appreciation	3	F1 907	GECC
THE 124	Fundamentals of Acting I	3	TA 914	Majors

Career Education

Credit Hour Requirements for Associate in Applied Science Degree

Group	AAS Credit Hours
Group I: Communications	6
Group II: Humanities and Fine Arts, Social and Behavioral Sciences, Physical and Life Sciences	6
Group III: Mathematics	3
Group IV: Career Major Requirements	45-57
Minimum-Maximum Hours	62-72

The Associate in Applied Science General Degree Requirements Worksheet can be viewed at <https://www.jalc.edu/college-catalog/program-guides>. See your specific AAS degree for Group IV: Career Major Requirements.

Summary of Career Education Programs

These curricula prepare students for careers in occupations related to business, education, health, industry, office technology, or public service. The curricula are developed with the assistance of advisory committees representing business and industry and on the basis of survey information identifying area manpower needs. Both certificate and degree programs are offered. Most certificate programs require one year of study; degree programs require two. Note: Due to their specialized technical nature, some courses are offered each semester and some are not; students beginning in the spring semester may not be able to carry a full load of courses.

The overall objective of career-oriented education is to contribute to the scientific, technical, industrial, business, and economic welfare of southern Illinois through provision of low-cost, current, college-level technical training geared to the citizens of the College district.

The career curricula are technical in nature and lie in the post-high school area. They differ in content and purpose not only from those of the trade

school but also from those of the engineering college. All have in common the following purposes and characteristics:

The purpose is to prepare students for employment in high-skill career fields.

1. There are hands-on learning experiences provided for the student to gain prospective in relation to their future occupation.
2. Methods of instruction are relatively direct with a strong emphasis on learning specific skills. Ordinarily, a high proportion of the work is done during the hours of instruction. Individualized instructional materials provide opportunities for home study and independent progress. Many curricula articulate to baccalaureate degree-granting institutions, and many individual courses are transferable. A majority of curricula have programs of study with well-defined entry and exit points.

Career Education Advisory Committees

Training people for employment in career and technical education fields is a task that should be shared by the College and the community. To provide quality programs and competent graduates, the College must understand the needs of area businesses and industries. It is important that a two-way system of communication among the College and the community be maintained to meet the educational and training needs of the College district.

Local advisory committees perform a significant function because they represent not only secondary education but also industries and businesses that are respected and recognized within the area served by the College. The feedback from advisory committees enables the College to develop or modify programs of career education to reflect current needs of the community. Each committee assists the College in determining industry needs, developing curricula, establishing work experiences, identifying equipment and facility needs, and assessing program objectives and content. College staff carefully consider all committee recommendations because they guide program

enhancement to ensure graduates are ready to enter a skilled workforce.

The public can have confidence in these programs because the experiences and counsel of responsible citizens are solicited and acted upon by the College.

These committees are comprised of community and business representatives plus the chairperson of each program's advisory committee.

General Advisory Committees (Board Policy 3220)

Refer to policy for duties, responsibilities and structure of Career Education Advisory Committee.

Community Education, Workforce Development & Adult Education

Adult Basic Education (ABE) Program

Students who have not completed high school and wish to improve their skills in mathematics and reading may enroll in the Adult Basic Education (ABE) program. (This program is for students who have limited skills but are not prepared to review for the GED® examination). Classes are offered at the College and in various communities for adults 16 years of age or older. Interested persons may obtain information regarding registration, class meeting times, and dates by contacting the Director of Adult Basic Education.

Adult Secondary Education (ASE) Program

The Adult Secondary Education (ASE) program at John A. Logan College provides intervention services through: 1) an optional learning opportunity to dropout and potential dropout youth and 2) a credit recovery opportunity to potential dropout youth with academic problems associated with attendance issues.

Services provided in programming include:

1. An intensive, comprehensive, full-day educational program for dropout and potential dropout youth that includes education (academic instruction), academic and personal counseling,

support services, community internships, workplace readiness, and volunteer activities.

2. A supportive educational summer and evening program that allows potential dropout youth with truancy issues the opportunity to earn high school credit and remain "on track" for high school graduation.
 3. A supportive program of counseling and communication for students, parents, and staff facilitated by on-staff counselors and licensed social workers.
 4. A program of assessment and counseling in academic, vocational, and life skill areas.
- Type of Service Offered: Truant Intervention (Supplemental Services) and Optional Education/Alternative. Students Served: Potential Dropout and Dropout. Grade of Students Served: 9-12. Age of Students Served: 16-21

Early School Leavers Program

The Early School Leaver Transition Program (ESLTP) is specifically aimed at helping at-risk students become reoriented and motivated to complete their education by allowing students to participate in adult education instruction as well as career and work training activities. Students must be between the ages of 16-21 and not currently attending traditional high school. The program provides assessments and counseling in career and life skills areas, exploration of post-secondary training options by job or class shadowing, develop a career portfolio, receive job-search assistance, and earn credit towards high school completion. Students interested in more information may call the ESLTP Coordinator.

General Educational Development (GED®) Classes

Free GED® classes are offered at the College and in various communities for adults 16 years of age or older who were unable to complete their formal high school studies. Instruction in English, mathematics, social studies, science, and Illinois and U.S. Constitutions is provided to assist students in acquiring the knowledge and skills necessary to pass

the GED® exam. Interested persons may obtain information regarding registration, class meeting times, and dates by contacting the Director of Adult Basic Education.

The Literacy Program

The Literacy Program is an adult reading improvement program. It is a free program available throughout the year for individuals age 17 or older who are out of school. Volunteers are recruited and trained to tutor students enrolled in adult basic education or in a one-on-one situation. Tutoring is conducted on campus and in communities throughout the College district. Entry to the program for both learners and tutors can be arranged by contacting the Literacy Counselor.

Child Care Resource and Referral (CCR&R)

Child Care Resource and Referral (CCR&R) administers the Illinois Department of Human Services Child Care Assistance program for the southern fifteen counties in Illinois. They help eligible students and working families with child care costs. In addition, CCR&R assists families in finding and selecting child care and/or early education programs.

For those providing early care and education in southern Illinois, CCR&R provides training, education and professional development assistance in meeting state standards and requirements. Quality improvement grants and accreditation support is also available.

Center for Workforce Development

A variety of vocational, customized training, seminars, workshops, and conferences are available to southern Illinois employers and workers through John A. Logan College's Center for Workforce Development. Training is offered on site or at the campus and designed increase productivity. Courses are created to serve the unique needs of the business and industrial communities for short-term training and non-traditional programs. Representative courses of instruction include supervisory skills, computer software, CPR, occupational health and safety, real estate, and many more. Non-transferable vocational courses are available for individuals needing to upgrade

skills to obtain or retain employment. Continuing Education Units (CEU's) and Continuing Professional Development Units (CPDU's) are offered for many professions. Visit <http://www.jalc.edu/cwd> for more information.

Highway Construction Careers Training Program (HCCTP)

The Highway Construction Careers Training Program (HCCTP) is designed to help increase the number of minorities, females and disadvantaged individuals employed on highway construction projects funded by the Illinois Department of Transportation.

The course consists of 450 hours of training in both a classroom and hands-on environment. The classroom portion primarily consists of math and job/life skills training, while the hands-on portion involves mainly concrete and carpentry skills training. The curriculum is designed to allow students to learn about the various trade unions and the type of work they perform, as well as learn the skills necessary for acceptance into the various highway construction trades as an apprentice. Additionally, students will receive a 10-hour OSHA certification, forklift safety training, boom/aerial lift training, CPR/First Aid, portable fire extinguisher training, flagger certification training, and spend 32 hours in the welding lab.

Successful candidates must be at least 18 years old, have a high school diploma or GED, possess a valid driver's license, and consent to random drug screens.

Program applications are available by visiting:

[Highway Construction Careers Training Program \(HCCTP\) Application](#)

Workforce Innovation and Opportunity Act (WIOA)

Man-Tra-Con, Corp. is housed on the JALC campus and has grant funding available to assist students with attending college. Students may be eligible for assistance with tuition, fees, books, supplies, transportation, childcare, testing fees, etc. The Man-Tra-Con Career Specialist on campus can provide information in determining eligibility and

accessing services under the WIOA program. Man-Tra-Con can also help students with finding employment upon completion of the student's college program. All of these services are provided at no-cost to the student. For additional information, please visit the Man-Tra-Con website at www.mantracon.org.

Community Education Courses

The Community Education Department makes available a comprehensive program of educational activities that is designed to meet the needs of district citizens. Enrollment in these classes does not require formal admission to the College. Included in the program are non-transferable courses such as public service courses, public service activities (such as workshops, conferences, and seminars), and other community service activities as needed.

Classes are offered in the following areas: Photography, computers, general education, firearms, health care, classes/camps for kids, physical education, dance, pet care, homemaking, music, arts and crafts as well as Logan Fitness classes and memberships. Located at our Community Health Education Complex (CHEC), this facility includes both a Fitness Center and an Aquatic Center. Logan Fitness is available to students, faculty and the community. Patrons wishing to use the facility may enroll in a semester-long or monthly membership.

The public service courses are of a hobby, recreational, or leisure-type nature and a flat fee is charged for students who enroll. These classes are provided to promote health and wellness in the community. Some classes do offer a certificate after successful completion of the course and may be repeated by the student as many times as he or she wishes.

The Community Education Department is responsible for the College's annual and popular Southern Illinois Hunting and Fishing Days. This event draws in more than 36,000 people and over 200 vendors on the last weekend in September. Established in 1987, Hunting and Fishing Days is the largest celebration of National Hunting and Fishing Days in the country and hosted

its one millionth visitor in 2018. The event was created to celebrate our heritage of Hunting and Fishing in Illinois. It is a free educational, family event, dedicated to teaching ethics, safety, and conservation in order to enhance the outdoor experience.

For a current list of Community Education classes, visit <https://www.jalc.edu/community-education>

Degree Worksheets and Program Guides

All degree worksheets and program guides are listed on the Academics website. Click the link to view the most updated guides [Academic Program Guides](#).

Descriptions

All course descriptions are located on our website, for access click the following link [Course Descriptions](#).

Explanation of Course Descriptions

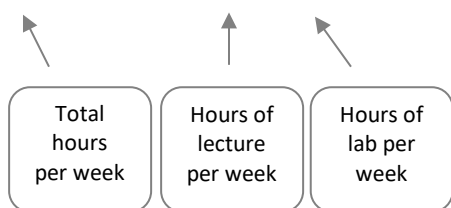
PHY 202 DYNAMICS ← [Course prefix, course number, and course name](#)

IAI ← [Illinois Articulation Initiative Course Number](#)

3 hours ← [Credit hours to be earned](#)

Prerequisites: PHY 201 ← [Requirements and/or course\(s\) to be completed before enrolling in the course](#)

3 hours weekly (3 – 0)



A continuation of PHY 201. Methods of elementary classical mechanics as applied to particles and rigid bodies in nonequilibrium situations. Vector algebra is used extensively and some vector calculus is introduced. ← [Course description](#)

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Appendix A

Addendum to Catalog Compliance with 38 USC 3679(e) VA Pending Payment Compliance

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

Community College Educational Agreement

CAREER (Comprehensive Agreement Regarding the Expansion of Educational Resources)

There are a number of one- and two-year career or technical educational (CTE) programs (certificate and degree) that SVCC does not offer to students within its district. CAREER agreements with other Illinois community college districts allow a student from SVCC District 506 to select an approved CTE program and to attend the program at the in-district tuition rate in effect at the Illinois community college selected. In some programs, part of the course work can be taken at SVCC and some at the other college involved. Other programs must be taken in total at the community college offering the program. The receiving college will issue the degree or certificate for successful completion of the program of study. The CAREER Agreement Form must be completed and returned to SVCC prior to the beginning of the classes for which you request approval (30 days recommended). An approved CAREER agreement form is good for one academic year as indicated on the application.

Eligibility is determined by the Sauk Valley Community College.

All ICCB Approved CTE Programs (certificate and degree) not offered by Sauk Valley Community College will be covered at the following Illinois community colleges/districts:

**Black Hawk College
Carl Sandburg College
City Colleges of Chicago
College of DuPage
College of Lake County
Danville Area Community College
Elgin Community College
Heartland Community College
Highland Community College
Illinois Central College
Illinois Eastern Community Colleges
Illinois Valley Community College
John A. Logan College
John Wood Community College
Joliet Junior College
Kankakee Community College
Kaskaskia College
Kishwaukee College
Lake Land College
Lewis and Clark Community College
Lincoln Land Community College
McHenry County College
Moraine Valley Community College
Morton College
Oakton Community College
Parkland College
Prairie State College
Rend Lake College**

Richland Community College
Rock Valley College
Shawnee Community College
South Suburban College
Southeastern Illinois College
Southwestern Illinois College
Spoon River College
Triton College
Waubonsee Community College
William Rainey Harper College

10/31/2017