

# John A. Logan College

## Administrative Procedures Manual

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### ARTICLE VIII – Students

- 803 College Level Examination Program (CLEP)
- 804 Proficiency Examinations
- 805 Excused Student Absences
- 806 Conduct of John A. Logan College Athletes
- 807 Disabled Students
- 808 Student Clubs and Organizations
- 809 Certification of Veterans and Veterans Who Earn Incomplete
- 810 Pell Grants for Book Fees
- 811 Employment of Student Workers
- 812 Student Board Member
- 813 Tuition Rates for Veteran Students
- 819 Religious Observances of Students
- 820 Conduct in College Library
- 821 Student Withdrawal Procedures
- 822 Management of Student Records and Identity Verification
- 830 Procedures for Removal from Clinical
- 831 Student Complaints**
- 832 Student Appeals
- 833 JALC Satisfactory Academic Progress (SAP)**
- 840 Private Education Loan Program

John A. Logan College awards credit for satisfactory performance on both the General Examinations and the Subject Examinations developed and administered through the College Level Examination Program Board ([collegeboard.com](http://collegeboard.com)). The General Examinations cover the comprehensive content of a study 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 below are the minimum required scores and the credit awarded for each CLEP exam. The exams listed below are the only CLEP exams that will be accepted for credit.

If, prior to taking a CLEP examination, the student has received a grade (including a W or an audit) or has enrolled in college-level work in any discipline included in the CLEP exam, they shall be 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 for credit at JALC. In this situation, other institutions may not recognize college-level examination program credit issued by JALC.

<b>CLEP GENERAL EXAMINATIONS</b>		
<b>Exam</b>	<b>Paper/Computer Score</b>	<b>Credit Awarded (semester hours)</b>
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)

<b>CLEP SUBJECT EXAMINATIONS</b>		
<b>Exam</b>	<b>Minimum Score</b>	<b>JALC Equivalent</b>
<b><i>Composition and Literature</i></b>		
American Literature	50	LIT 280 (3 hours)
English Literature	50	LIT 280 (3 hours)
<b><i>History and Social Sciences</i></b>		
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)

<b>CLEP SUBJECT EXAMINATIONS (continued)</b>		
<b>Exam</b>	<b>Minimum Score</b>	<b>JALC Equivalent</b>
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)
<b>Science and Mathematics</b>		
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)
<b>Business</b>		
Financial Accounting	65	ACC 200 and 201 (6 hours)
Information Sys. & Computer App.	50	CIS 207 (3 hours)
<b>Foreign Languages</b>		
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)

*(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)*

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
FEBRUARY 28, 2018

DATE

ADOPTED: APRIL 1, 1980

AMENDED: MARCH 11, 1996; OCTOBER 31, 2016; **FEBRUARY 28, 2018**

CROSS REF.:

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

After receiving approval from the advisor, the student should schedule an appointment with the **Assistant Provost for Academic Affairs** for final approval and scheduling of the examination. The purpose of the meeting with the **Assistant Provost** is for the student to furnish evidence that he/she has the necessary background, knowledge and/or experience to sit for the exam.

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

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

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

\_\_\_\_\_  
PRESIDENT

October 31, 2016

\_\_\_\_\_  
DATE

ADOPTED: APRIL 1, 1980

AMENDED: SEPTEMBER 5, 1996; JUNE 21, 2001; SEPTEMBER 22, 2009; OCTOBER 31, 2016; **JANUARY 2022 (TITLES)**

CROSS REF.: BOARD POLICY 8220

**SUPERVISED COLLEGE FUNCTIONS**

Students are allowed to make up work for classes missed while on a scheduled, supervised College trip or function. In no instance will a student be penalized for an excused absence. This policy applies to but is not limited to attendance, exams, tests, quizzes, and any other grade-determining criteria regardless of their name or method of administration.

Procedures for implementing this policy are as follows:

1. The student will notify the instructor in person not later than one class meeting prior to the absence for regularly scheduled events. In the case of a rescheduled activity, an appropriate form will be placed in the instructor's mailbox the day of the event. The form will carry the official College seal, and any form without the seal should not be accepted.
2. The student should request from the instructor work that can be made up prior to the absence.
3. Examinations and other assignments that cannot be done prior to the absence will be made up at a time mutually agreed upon by the student and the instructor.
4. If the work is not completed due to absences while participating in extracurricular activities, the student will be given an "incomplete" grade and will have one semester to complete the course.
5. To help prevent excessive absenteeism, those staff members responsible for scheduling student activities and athletic events should make every effort to schedule trips away from campus when they are least likely to affect class attendance.

**OTHER EXCUSED ABSENCES**

**Students are expected to attend all scheduled class periods for the courses in which they are enrolled unless they are participating in a scheduled, supervised College trip or function or unless they have been called for military duty, jury duty, or subpoenaed as a witness during regular school days. Because there is no set number of acceptable absences, students should refer to their course syllabi for attendance requirements.**

**A student who has extensive absences due to illness, hospitalization, or a death in the family, should notify his or her individual instructors when possible, or if necessary, the Assistant Provost for Student Affairs.**

**Students will be allowed to make up work for classes missed due to:**

- a scheduled, supervised College trip or function
- a death in the immediate family
- military obligations
- jury duty
- serving as a witness in court

**Students should personally notify an instructor *prior to* an absence unless the instructor specifies that another College staff member (e.g., a club sponsor, coach, activities director) may notify him or her of the student's prospective absence. Students who have been summoned for jury duty must present a copy of the official notification or the subpoena to the instructor prior to the absence.**

Procedures for implementing this policy are as follows:

1. The student will notify the instructor in person, not later than one class meeting prior to the absence.
2. The student should request from the instructor work to be completed prior to the absence.
3. Examinations and other assignments that cannot be done prior to the absence will be completed at a time mutually agreed upon by the student and the instructor. This should be done no later than the end of the semester.
4. Students who fail to complete classwork due to absences while participating in College-sponsored extracurricular activities will be given an incomplete grade and will have one semester to complete the course. Students who are absent due to military call up will also be given an incomplete grade and will have one semester to complete the course after their return.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)  
PRESIDENT

FEBRUARY 7, 2017  
DATE

ADOPTED: FEBRUARY 17, 1981  
AMENDED: NOVEMBER 21, 1990; AUGUST 8, 2012; JANUARY 13, 2017; **FEBRUARY 7, 2017**  
CROSS REF.: BOARD POLICY 8410, STUDENT ATTENDANCE POLICY

Athletes at John A. Logan College are expected to maintain high standards of conduct at all times and, particularly, when representing the College. The following constitutes the Student-Athlete Code of Conduct which must be adhered to by all John A. Logan College student-athletes:

### **STUDENT-ATHLETE CODE OF CONDUCT**

*I certify that as a participant in the College's athletics programs, I understand that athletics participation is a privilege and not a right. To enjoy the privileges of athletics participation, I will adhere to all codes of conduct, including, but not limited to, those listed below. I understand that as a participant in the College's athletic program, I am expected to behave in a manner that is consistent with the principles of John A. Logan College and as a respectful member of an intercollegiate team. The failure to conduct oneself responsibly may lead to dismissal from and association with the intercollegiate athletics program at John A. Logan College and may also lead to the immediate cancellation of any athletically related aid. Student-Athletes must represent John A. Logan College and conduct all activities in a manner that reflects personal commitment and the moral and ethical values becoming of a John A. Logan College student-athlete. Inappropriate behavior may result in disciplinary action and removal from the team.*

### **GENERAL STUDENT-ATHLETE RULES OF CONDUCT**

- Always present a positive image; don't do anything to embarrass yourself, the team, or the College.
- Treat instructors and classmates with courtesy and respect.
- Arrive at class on time and do not leave early.
- Notify your instructor in advance when competition or travel requires you to miss class.
- Discuss with your instructors in advance the procedure you are to follow if competition necessitates missing an exam or assignment deadline.
- Respect all players, officials, coaches, and administrators and treat them courteously.
- Be prepared to give 100 percent in the classroom, as well as playing on the field.
- Do not use tobacco products of any kind while participating in practice or competition or while representing the College in any capacity.
- Do not consume alcoholic beverages on team trips, while participating in practice or competition or while representing the College in any capacity.
- Athletes will follow the rules and regulations set forth by the head coach of their sport.
- Any equipment issued to the athlete is expected to be cared for properly. If equipment is not returned, an automatic hold will be placed on the student's academic records until items are paid for or returned.
- Student-athletes shall comply with all NJCAA rules and regulations pertaining to student-athletes.
- Student-athletes shall comply with all state and federal laws.
- Student-athletes are expected to comply with all regulations stated in John A. Logan College's *Rights and Responsibilities: A Student Code of Conduct*. Student-athletes who violate these standards will be subject to disciplinary actions and/or removal from the athletic program.

### **ROAD/OVERNIGHT TRIPS**

Most travel is by chartered coach. Student-athletes are required to treat the bus driver with respect. You will be expected to keep the bus free of garbage and debris. Anything you bring on the bus, you must remove at the conclusion of the trip. On occasion, an overnight stay may be required. Vandalism, theft, or illegal or disruptive behavior of any kind in hotels, restaurants, competition sites or any other

place is prohibited and will not be tolerated. All student-athletes are required to travel with and stay with the team on all overnight trips.

### **REGARDING ILLEGAL SUBSTANCES**

The Athletic Department will support all local, state, and federal laws as they pertain to illegal substances. Student-athletes must understand and abide by these laws. The use, purchase, intent to sell, or distribution of illegal substances is strictly prohibited and will result in immediate action by the Athletic Department. Student-athletes in violation of local, state, or federal law may also be subject to further measures.

### **HOUSING**

Student-athletes receiving a housing scholarship shall sign individual lease agreements and be responsible for the payment of any security deposit required by the lessor. Student-athletes shall keep and observe all rules and regulations stipulated in their lease and adhere to all regulations in the *College Rights and Responsibilities: A Student Code of Conduct* and this document while living in scholarship-supported housing.

### **GOOD SPORTSMANSHIP**

Good sportsmanship means more than absence of negative actions in public. It encompasses an overall conduct and attitude that denotes an abiding respect for the value of sport and healthy competition, the ideals that govern fair play, the earned esteem of rivals, and trust in the honor of the game and those selected to officiate.

Unacceptable behavior on the playing field or court includes, but is not limited to, the following:

- Physically abusing officials, coaches, opponents, or spectators;
- Engaging in any public criticism of game officials, conference personnel, another institution or its student-athletes or personnel;
- Throwing objects, damaging equipment;
- Seizing equipment of contest officials and/or the news media;
- Inciting players or spectators to negative actions or to any behavior that insults an opponent (e.g., taunting an opponent, official, or spectator);
- Using obscene or other inappropriate language or gestures;
- Making public statements that are derogatory, controversial, or outside the College's accepted media policy;
- Engaging in activities that constitute harassment (including verbal, physical, sexual, or any combination thereof);
- Participating in any action that violates generally recognized ethical standards of Intercollegiate Athletics participation.
- The Athletic Department maintains a right to investigate incidents of unsportsmanlike conduct and any other misconduct involving a student-athlete and may sanction or discipline a student-athlete(s) accordingly, consistent with College rules.



**SUMMARY**

The information contained in the Student-Athlete Code of Conduct and Contract is not intended to be all-inclusive. Each John A. Logan College student-athlete is encouraged to speak with his or her coach whenever any problem, concern, or questions arise regarding their academic or athletic experiences at John A. Logan College.

**The College reserves the right to inform parents, guardians, or immediate family members of students who are found to be in violation of the Student-Athlete Code of Conduct. This is to be used primarily for, but not limited to, alcohol, drug, or threats of harm to self and others.**

**Any deviations from the above-mentioned Student-Athlete Code of Conduct or other actions which could be deemed as inappropriate behavior or which reflects in a negative manner on the College will be considered a violation of the Student-Athlete Code of Conduct Policy. Such behavior can result in a student-athlete being disciplined. The discipline may range from a warning, to dismissal from the team, and/or reduction/withdraw of athletic related aid.**

**I also grant permission for the coach, or designated appointee, to provide information on either my academic performance or my financial account, to my parent/guardian.**

By my signature below, I attest that I have read, understand, and have received a copy of the Student-Athlete Code of Conduct. My coach has explained the team rules to me and I agree to the terms mentioned above.

	_____	Printed Name of Student-Athlete
Date: _____	_____	Signature of Student-Athlete
Date: _____	_____	Signature of Coach
Date: _____	_____	Signature of Athletic Director

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The above Student-Athlete Code of Conduct is hereby adopted as Administrative Procedure 806.

(Original signed by President Robert L. Mees)  
President  
  
October 10, 2011  
Date

ADOPTED: DECEMBER 16, 1981  
AMENDED: **OCTOBER 10, 2011**  
CROSS REF.: BOARD POLICY 8310; RIGHTS & RESPONSIBILITIES: A STUDENT CODE OF CONDUCT

**IDENTIFICATION**

Students with disabilities may be identified by one or more of the following methods:

1. self-identification by a student with a disability;
2. placing information in each admissions packet which can be filled out and returned to the **Disability Support Services Coordinator**.

**ORIENTATION**

Students with disabilities are required to meet with the **Disability Support Services Coordinator** prior to receiving accommodations. At that time, the coordinator will determine what accommodations are reasonable. The coordinator will explain the services available to assist students with disabilities, which may include the following:

1. parking;
2. reasonable modifications;
3. restroom facilities;
4. drinking fountains; and
5. building entrances, exits, and traffic flow.

**PROCEDURE FOR RESOLVING ACCOMMODATION ISSUES**

When a student requests an accommodation, the Student Success Center shall be responsible for determining whether or not a disability is impeding his or her educational access or progress. A student anticipating the need for accommodations should contact the Student Success Center at least six weeks prior to the start of the semester to allow adequate time for preparations to be made. When a student is determined to have a disability impeding educational access, the center plans a program of service for him or her consistent with the disability. In combination, program modifications, auxiliary services, and academic adjustments are referred to as "academic accommodation." When a person (student or employee) has information that a student with a disability is being (or has been) denied an accommodation; such information is to be reported to the director of the Student Success Center. The director and the College's affirmative action officer will meet with the student and/or the employee alleged to have denied the accommodation for the purpose of discussing any necessary corrective action. If the matter is not resolved, it will be referred to the appropriate vice-president for action. Nothing contained in this section shall be deemed to prohibit a student from filing a complaint pursuant to **Administrative Procedure 831, Student Complaints**, and Article II of RIGHTS AND RESPONSIBILITIES: A STUDENT CODE OF CONDUCT.

**PARKING REGULATIONS**

Students needing disabled parking permits are required to fill out a request form, at which time documentation must be furnished. Students will pick up the permit in the Campus Police Office. Each student will be issued one permit, which will be displayed on the vehicle's rear-view mirror. The permit will be valid for the duration of the student's studies at the College.

**GRIEVANCES/COMPLAINTS**

Grievances/complaints by students with disabilities are permitted by following **Administrative Procedure 831, Student Complaints**.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE) \_\_\_\_\_  
PRESIDENT

FEBRUARY 28, 2017 \_\_\_\_\_  
DATE

ADOPTED: OCTOBER 5, 1983  
AMENDED: FEBRUARY 22, 1988; JULY 15, 1996; AUGUST 8, 2001; **FEBRUARY 28, 2017**  
REVIEWED:  
CROSS REF.: BOARD POLICIES 3510; 8310  
**ADMINISTRATIVE PROCEDURE 831**

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

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

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

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

The procedures for forming a new student organization were established to ensure that all student organizations could, on an equitable basis, obtain the right to become an official College organization. The organizations must be open to any John A. Logan College student regardless of race, religion, color, national origin, disability, age, sexual orientation, or gender orientation. The College does not approve sports clubs through the Office of Student Activities.

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

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

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

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

4. Club advisors must be willing and able to work with students, attend all club meetings and events, and follow the club procedures set forth by the director of student activities.

**DUTIES AND RESPONSIBILITIES OF CLUB ADVISORS**

1. Club advisors must ensure student compliance with established procedures for clubs and other organizations at John A. Logan College, including College policy, Rights and Responsibilities, faculty handbooks, and relevant local, state, and federal law.
2. Club advisors must familiarize themselves and appropriate club officers with fiscal procedures, forms, and policies and must ensure that forms and policies are handled in an appropriate and expeditious manner, including travel forms, fund-raising/club project forms, and other forms and procedures that may be required by the director of student activities.
3. Club advisors must be present at all club meetings, club events, and all other club activities.
4. Club advisors must be present and supervise any club or other organization that travels in the name of the College.
5. Club advisors are responsible for student conduct at on-campus and off-campus activities.
6. Each approved club will have a Level II stipend allocated for the club advisor(s). Payment of stipends to the club advisor must be in compliance with Administrative Procedure 508. In instances of more than one club advisor, the stipend will be divided equally among the club advisors. Stipends will be paid in May each year on verification of the director of student activities.
7. Club officers and advisors must seek approval from the director of student activities prior to scheduling and promoting club events and activities, including fund-raising efforts, travel, campus events, and all other club activities using the documentation required by the director of student activities.
8. Clubs and club advisors must operate in accordance with College policy and report to the director of student activities.
9. Using the documentation provided by the director of student activities, club advisors must file a report with the director of student activities no later than the end of March of each calendar year. The report must include the major activities of the club for the past year; the number of meetings; a list of club members; a list of club events, activities, and trips of the club; and other relevant functions. Other information may be requested. The status of the club, the club budget, and the payment of the stipend(s) to the club advisor(s) for the next calendar year will be based on the timely submission of a complete annual club report.
10. Club advisors must fulfill updated and additional duties and responsibilities as required by the director of student activities.

**RESPONSIBILITIES OF COLLEGE CLUBS**

1. Each club should meet approximately one time per month during the fall and spring semesters and no less than six times per year.
2. Clubs must have at least four students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) as active members. Active members are those who attend at least half of the club's meetings.

3. Clubs must fulfill updated and additional responsibilities as required by the director of student activities.
4. Failure to fulfill the responsibilities of the College club may result in probationary status for the club and relinquishing the allocated funds for a budget as well as stipend(s) for the club advisor(s).
5. The amount allocated for the budget of a defunct organization or an organization on probation will be returned to the fund from which club allocations are distributed.

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

1. The **Associate Dean for Student Life** should notify the **Assistant Provost for Student Affairs** and **Provost** by May 31, annually if a club has not met a minimum of meeting six times or once per month in the fall and spring semesters of the current academic year, with a minimum of four students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) as active members who attend at least half of the club's meetings. Such clubs will be declared inactive. In order to be reinstated, students must follow the same procedures as required for forming a new club.

#### **LIMITATIONS OF THIS POLICY**

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

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

#### **CLUB ADMINISTRATION**

Clubs at John A. Logan College are administered through the **Instructional Services Division**. Clubs and club advisors report directly to the director of student activities for all club functions. Ultimately, clubs report to the **Assistant Provost for Student Affairs**, the **Provost**, and the president of the College.

#### **SANCTIONS AGAINST STUDENT ORGANIZATIONS**

Sanctions which may be imposed by the Provost in the case of offenses by student organizations are:

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

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

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

\_\_\_\_\_  
February 7, 2017  
DATE

ADOPTED: OCTOBER 29, 1987

AMENDED: JUNE 21, 2001, DECEMBER 17, 2009; AUGUST 30, 2010; SEPTEMBER 8, 2015; JANUARY 17, 2017;  
**FEBRUARY 7, 2017**

CROSS REF.: BOARD POLICY 3360; ADMINISTRATIVE PROCEDURE 508

***Certification of Veterans and Veterans  
Who Earn Incomplete Grades***

***Administrative Procedure 809***

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In an effort to comply with rules and regulations prescribed by the Veterans Administration, to provide efficient College certification of students to the Veterans Administration, and to avoid unnecessary problems, the following policies--in addition to all other rules and regulations prescribed by the Veterans Administration and the College--are to be followed:

1. Veterans who have received payment for a class in which he/she has received an "INC" grade cannot repeat the class and receive additional benefits from the Veterans Administration. The Veterans Administration will not pay more than one time for the same course. Veterans wishing to repeat a class where an incomplete grade has been received may do so, but the Veterans Coordinator at John A. Logan College may not certify the second class for payment.
2. Veterans who transfer from other colleges and universities to John A. Logan College may not receive any veterans benefits until all transcripts have been received and evaluated by John A. Logan College personnel (the Veterans Coordinator and/or his/her designee).
3. It is the responsibility of the Veterans Coordinator at John A. Logan College to strictly enforce the above guidelines, all College policies, all Veterans Administration policies, and procedures, and to monitor the records to ensure complete compliance.

*(ORIGINAL SIGNED BY PRESIDENT RAY HANCOCK)*

\_\_\_\_\_  
PRESIDENT

APRIL 16, 1996

\_\_\_\_\_  
DATE

ADOPTED: AUGUST 31, 1988  
AMENDED: APRIL 16, 1996  
CROSS REF.:



A student receiving monies from a U.S. Department of Education Pell Grant award may charge his or her book costs to this grant, providing the following steps are taken:

1. A student must secure an authorization form showing the amount available for book costs from the Office of Student Financial Assistance:
  - A. a new student must complete all qualifying steps to receive a Pell Grant before a bookstore authorization form will be issued;
  - B. a continuing student must complete an academic progress review before a bookstore authorization form will be issued; and
  - C. a Pell Grant recipient transferring to John A. Logan College from another college, must submit academic and financial aid transcripts before a bookstore authorization form will be issued.
2. The student must take the authorization form to the on-campus bookstore and select the books required for the semester in question.
3. The student then presents the authorization form to the bookstore representative, who will record the book costs on the authorization form and an attached invoice before forwarding them to the Financial Aid Office.

The cost of books will subsequently be deducted from the student's Pell Grant award check, providing the Pell Grant amount is sufficient for the total book costs. If the available Pell Grant amount is not sufficient for the total book costs, the student will be responsible for the difference.

(ORIGINAL SIGNED BY PRESIDENT RAY HANCOCK)  
PRESIDENT

MARCH 11, 1996  
DATE

ADOPTED: JUNE 15, 1989  
AMENDED: MARCH 11, 1996  
CROSS REF.:

This administrative procedure has established criteria and guidelines for all College departments to follow when employing student workers. It is the ultimate responsibility of each student worker supervisor to adhere to each of the twelve criteria that comprise Administrative Procedure #811 before officially employing a student.

The student work program at John A. Logan College is designed to provide work experience and part-time employment for students who need financial assistance in order to attend college. The program is also intended to provide valuable assistance to John A. Logan College employees who rely on students to assist them with various job-related responsibilities. Student jobs are open to all students regardless of race, color, national origin, sex, or disability.

Any student seeking a student work position must apply through the Career Services Office, Room C215. Career Services staff will attempt to match a student's academic background and previous work history with appropriate departmental vacancies. This information is then forwarded to the individual student worker supervisors to compare applicant credentials and make a final decision regarding the employment of a student worker. The actual hiring will be the responsibility of the student worker supervisor in charge of the specific worksite.

The following criteria must be used in the employment of student workers:

1. All on-campus student jobs must be listed with the John A. Logan College Career Services Office. Qualifications and job-related responsibilities must accompany the listing.
2. The Career Services Office will post all job vacancies for a minimum of five (5) working days or until the position is filled.
3. Students interested in applying for on-campus student work positions must make an official application through the Career Services Office.
4. The Career Services Office will refer qualified applicants to the supervisor(s) for the interview process. The actual hiring will be the responsibility of the student worker supervisor in charge of the specific worksite.
5. To be eligible for on-campus employment, students must carry at least six (6) **credit** hours during the fall and spring semesters and three (3) **credit** hours during the summer semester. If a student falls below the required number of **credit** hours, they will be terminated immediately.
6. **All students maintaining the required credit hours are eligible for student positions.** Priority in hiring student workers will be given to students eligible for financial assistance through the **Federal Work-Study** Program, providing they meet the qualifications specified for the vacant student work position.
7. To be eligible for **Federal Work-Study positions**, students must complete the FAFSA application--(Pell Grant). The results of this application must be on file in the Financial Aid Office before the student can be declared eligible for employment.

8. All student workers employed by John A. Logan College are expected to maintain satisfactory academic progress, as explained in the most recent edition of the annual College bulletin.
9. **Student workers are allowed to work no more than 16 hours per week, except during break and the summer, at which time they may work up to a maximum of 20 hours per week. The only exception to these new hours will be for areas specifically related to safety and security (lifeguards and computer lab student workers).**
10. Student workers will not be permitted to begin work until the supervisor has properly completed the employee recommendation form and necessary approval signatures have been secured.
11. Student employees may not work more than five hours continuously without a half-hour unpaid break.
12. If a student worker leaves at the end of the semester, the student should be terminated immediately at the end of the final exam week.

Exceptions to these rules may be made on an emergency basis if approved by the **Provost** or the President.

(ORIGINAL SIGNED BY PRESIDENT OVERSTREET)  
PRESIDENT

OCTOBER 21, 2021  
DATE

ADOPTED: JUNE 5, 1990  
AMENDED: JULY 15, 1996; OCTOBER 20, 1998; JULY 1, 2003; SEPTEMBER 20, 2007; APRIL 12, 2010;  
AUGUST 17, 2012; FEBRUARY 25, 2013; SEPTEMBER 30, 2016, **OCTOBER 21, 2021**  
CROSS REF.: BOARD POLICY 8151, SATISFACTORY ACADEMIC PROGRESS

**1. QUALIFICATIONS**

The student representative to the John A. Logan College Board of Trustees must meet the following qualifications:

- A. The student board member must reside within the John A. Logan College District.
- B. At the time of election and during service as a trustee, the student board member must be a John A. Logan College student enrolled for at least nine (9) hours.
- C. The student board member may not be a full-time employee of John A. Logan College District 530.
- D. At the time of election and during service as a trustee, the student board member must maintain an overall grade-point average of 2.75 or above.

If the student board member fails to maintain any of the above stipulations, the student will be removed from office; the office will be filled in accordance with board policy.

**2. ELECTION PROCEDURES**

The election for student board members will be held on the first or second Wednesday of March each year, whichever best accommodates the College calendar.

**A. Filing Procedures**

In order to file for election to the office of student board member, a student must submit to the President's Office the following:

- (1) A nominating petition with no fewer than 50 signatures of students currently enrolled at John A. Logan College; and
- (2) A completed Statement of Candidacy.

Nominating petition and Statement of Candidacy forms may be picked up in the President's Office at the announced date and time.

Nominating petitions and completed Statement of Candidacy must be turned in to the President's Office no later than 4:00 p.m. on the designated deadline date in order to appear on the ballot. No exceptions to the deadline will be made.

A write-in candidate may be elected if the person meets the qualifications for office.

**If there are no candidates, the student senate may recommend a qualified student to the Board for approval.**

Other means of notice of election and filing dates may be used at the discretion of the director of student activities (i.e., posters, bulletin boards, easels, electronic message boards).

B. Campaigning

Active campaigning for election must be limited to the two weeks immediately preceding the election. Only accepted, eligible candidates may campaign.

C. Conducting of Election

As of March 2, 2011, all votes for student board member will be cast electronically.

The President's Office will submit official ballot information to the director of student activities, who will work with **appropriate staff** to prepare for secure online voting.

The ballot will be available to students via a link on the College's home page between the hours of 8 a.m. and 5 p.m. on Election Day. One walk-up electronic voting station will be made available on the College's Carterville campus. Candidates must remain at least 50 feet from the voting location.

An eligible voter shall be any student currently enrolled at John A. Logan College. Students will be required to enter his/her student identification number in order to access the ballot, and security measures will be installed to prevent duplicate voting.

Election results will be forwarded by **the director of student activities** to the President's Office. The director of student activities **will notify** the (unofficial) winner of the election results.

**In the case of a tie among the top vote getters, the director of student activities will draw lots prior to the March Board meeting to determine the candidate to be submitted for approval.**

D. Approval of Election Results/Seating of New Member

The results of the election will be submitted for approval at the regular March meeting of the Board of Trustees, in order for the new student member to be seated at the April board meeting.

The student member will serve a one-year term officially beginning on April 15.

3. **DUTIES AND RESPONSIBILITIES**

As a representative of the students of John A. Logan College, the function of the student member of the Board is to provide a channel of communication between the students of the College and the Board of Trustees. It is very important that the student trustee communicate very effectively with the student body through the student government organization and through College administrators responsible for coordinating student government in order to truly act on behalf of and for the benefit of the students of John A. Logan College. The duties and responsibilities of the student trustee shall include but not be limited to the following:

- A. attend Board meetings and related functions;
- B. be the student voice in the Board's decision-making process by making motions and casting an advisory vote on issues before the Board;
- C. report to the Board of Trustees on student activities and/or concerns during the time reserved for the student trustee on the monthly board agenda;
- D. serve on board committees as directed by the board chair;
- E. attend student government meetings and regularly provide that organization information on Board activities;
- F. perform other duties as requested by the Board, the president, or the Student Services administration that would enhance communication between College students and the Board of Trustees;
- G. conduct himself or herself in such a manner that the integrity of the Board of Trustees and the institution is never questioned as a result of his or her actions; and
- H. understand that confidential material or information must never be revealed to anyone, regardless of the power or position of the requester.

4. **TRAVEL**

The student member will be entitled to the following benefits:

- A. may attend ICCB student advisory committee meetings and other appropriate statewide meetings;
- B. may attend one appropriate national meeting during the year when College staff and/or Board of Trustees members are attending; and
- C. will be reimbursed for travel expenses as approved in advance of the trip.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)  
PRESIDENT

MARCH 9, 2018  
DATE

ADOPTED: FEBRUARY 27, 1996  
AMENDED: JANUARY 28, 2000; NOVEMBER 21, 2008; JANUARY 28, 2011; MAY 11, 2011; JANUARY 16, 2015;  
SEPTEMBER 30, 2016; **MARCH 9, 2018**  
CROSS REF.: BOARD POLICY 2380

**Tuition Rates for Veteran Students**

**Administrative Procedure 813**

Students using Chapter 1606 MGIB-SR, Chapter 30 MGIB-AD, Chapter 31 Vocational Rehabilitation, Chapter 33 Post 9/11 GI Bill, Illinois National Guard Grant (ING), and Illinois Veterans Grant will pay the in-district tuition rates regardless of their Illinois residential address.

This does not include students using Chapter 35 Dependents Education Assistance of the Illinois MIA/POW State Scholarship.

(SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

October 7, 2020

DATE

ADOPTED:       OCTOBER 7, 2020

AMENDED:

CROSS REF.:

**ADMISSIONS/REGISTRATION**

The College's admissions process provides ample opportunity for admission and registration activities without conflicting with religious holidays and observances.

**CLASS ATTENDANCE**

Students absent from classes because of observances of major religious holidays will be excused. Students **must notify the instructor within the first week of classes of a future absence from class for a religious holiday** and must take responsibility for making up work missed.

**EXAMINATIONS**

In the event an examination must be scheduled on a date that conflicts with a student's required observance of a religious holiday, the student should be given a reasonable opportunity to make up the examination. It is the student's responsibility to notify the instructor of the class when the examination will be missed. The notification must occur within the first week of classes and again at least three regular class meeting periods in advance of the absence or at the time of the announcement of the examination is made, whichever is later.

**GRIEVANCE PROCEDURE**

A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practice may challenge this decision in accordance with the procedures outlined in Rights and Responsibilities: A Student Code of Conduct, available from the Admissions Office.

(ORIGINAL SIGNED BY PRESIDENT RAY HANCOCK)  
PRESIDENT

JUNE 11, 1997  
DATE

ADOPTED: JUNE 11, 1997  
AMENDED:  
CROSS REF.:



The John A. Logan College Library is provided for purposeful learning and information seeking. The following administrative procedures have been adopted to ensure that everyone gains maximum benefit from these facilities and resources.

1. Individual or group study should be conducted quietly. Conversation that exceeds an acceptable noise level or causes disturbance to other patrons or library staff is prohibited. Acceptable noise level is determined by staff members present.
2. Any misconduct that disturbs the quiet study environment or hinders others from using the library or library materials is prohibited. If such misconduct occurs, the offender may receive a warning or may be asked to leave the library immediately. Campus Police may be summoned if a staff member considers it necessary. An offender may be denied the use of the library for up to 48 hours, and the offense may result in probation or reprimand with or without the loss of privileges (see Article 4, Section 3, Penalties and Sanctions of Rights and Responsibilities.) The violation must be reported to the **Provost**.
3. Eating and drinking are prohibited.
4. Animals (except service dogs) are not permitted.
5. Shirts, shoes and other appropriate clothing must be worn at all times.
6. Theft, vandalism, and mutilation of library property are criminal offenses that will be prosecuted. The library reserves the right to inspect all bags, purses, briefcases, packs, etc., for library materials in the event that there is reasonable suspicion that theft is occurring.
7. Only library staff or authorized persons are allowed behind public service desks.
8. **Unless they are a John A. Logan College student, children under the age of 16 must be supervised by a parent or guardian/caretaker (18 or older) while in the library. Parents, guardians, and caretakers (not library staff) are responsible for the behavior of children whom they bring to the library. Caretakers should prevent children from engaging in activities that disrupt the library or could lead to damage of library equipment and materials or injury, such as: running, climbing, playing on stairs, loud or boisterous behavior, handling library materials, or equipment. Violation of the rules will result in a warning and/or expulsion from the library and/or campus. Campus police will be notified if violations persist.**
9. The library computers are for the use of library resources. **Library staff has the right to ask patrons to relinquish their computer station. Community members may only use computer stations for up to two hours daily.**
10. The library is not responsible for personal belongings left unattended.

*(Original signed by President Mike Dreith)*

\_\_\_\_\_  
PRESIDENT

June 29, 2015

\_\_\_\_\_  
DATE

ADOPTED:       OCTOBER 20, 1998

AMENDED:       JUNE 29, 2015

CROSS REF.:

**STUDENT-INITIATED WITHDRAWAL**

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

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

**ADMINISTRATIVE WITHDRAWAL**

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

**FACULTY-INITIATED WITHDRAWAL**

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

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

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

**ADMINISTRATIVE PROCEDURE TO WITHDRAW A STUDENT**

- The appropriate College administrator or faculty member will notify the Admissions and Records Office in writing or through email requesting the student be withdrawn. Once the documentation is received, the student will be formally withdrawn from the course.

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

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

January 13, 2017

DATE

ADOPTED: **JANUARY 13, 2017**

AMENDED:

CROSS REF.: *Rights and Responsibilities Handbook: A Student Code of Conduct*

**JOHN A. LOGAN COLLEGE STUDENT IDENTITY VERIFICATION PROCESS**

1. In order to verify identity over the telephone, a student must provide their student identification number or last four digits of the social security number and their date of birth. Once the student's identity has been verified, only student directory information may be provided.
2. To verify identity in person, a student must provide their student identification number or the last four digits of the social security number and their date of birth. If requested, a student may also be asked to show a photo identification card for verification.

**GUIDELINES FOR JOHN A. LOGAN COLLEGE EMPLOYEES:**

1. Employees may have access to only the information needed to perform assigned job duties. Employees are expected to use a "need to know" (rather than a "right to know") approach when accessing student records. College officials must have a legitimate college-related educational or administrative interest and a need to review the educational record in order to fulfill their professional responsibility.
2. Employees may not disclose information about a student to anyone who does not need this information to do his or her job at the College. Additionally, employees may not browse through student records, whether in hard copy form or computer files, for information about students.
3. Employees must take reasonable precautions to safeguard access to student information. These include shredding documents, not sharing computer IDs and passwords, not allowing anyone else to do work under personal IDs and passwords, and not leaving the student information accessible on unattended computers.
4. Employees must always check a student's record to see if the student has requested nondisclosure prior to releasing directory information about a student to individuals who are not College officials.
5. Employees should refer requests for information concerning student records to the appropriate office, e.g., admissions, records, financial, etc.
6. Employees should not provide non-directory information to third parties such as prospective employers, associations, honorary organizations, etc., without the student's written consent.
7. Employees should keep any personal, professional records relating to individual students separate from their educational records.
8. Employees should not provide copies to students of their transcripts from other institutions. Release of these transcripts implies that JALC is testifying as to the accuracy of the information on the transcripts.
9. Employees should not share non-directory information from a student's records, such as grades or class schedules, with parents.
10. All emergency student information requests should be directed to the Campus Security Office at (618) 985-2828, ext. 8218.
11. Employees should refer all judicial orders, subpoenas or other written requests for access to information or data subject to the Freedom of Information Act to the Office of Admissions and Records.

**GUIDELINES ON THE INTEGRITY AND CONFIDENTIALITY OF STUDENT RECORDS**

The first responsibility of every JALC office is to ensure the integrity and the confidentiality of student records. Below is a description of the best practices with respect to the confidentiality of student records.

**WHAT IS FERPA?**

It is the responsibility of every employee to become familiar with the federal law that governs the release of student record information. Known by the acronym of FERPA, the title of the law is the Family Educational Rights and Privacy Act. Passed in 1974 and sponsored by then senator James Buckley, it is commonly referred to as "the Buckley Amendment." The original intention was to assure the rights of students to have access to their educational records. The primary practical impact of the law is that it requires colleges and universities to respect the confidentiality of personally identifiable student information by adhering to well-defined guidelines concerning the release of such information.

**WHAT IS DIRECTORY INFORMATION**

In brief, FERPA requires colleges and universities to define the information that they will release without a student's prior written consent. JALC's definition contains a list of "directory information" items that may be released: name, address, enrollment status (full-time or part-time), dates of attendance, honors (including honor roll), degree(s) conferred (including dates), past and present sports participation and physical factors of athletes (heights and weight). One common misconception is that FERPA requires us to release student information. It does not. Accordingly, you should err on the side of not releasing information when you are in doubt. Please direct all questions concerning FERPA to the dean of student services at (618) 985-2828, ext. 8221.

**WHAT ARE THE EMPLOYEE'S RESPONSIBILITIES REGARDING FERPA?**

FERPA pertains to all employees at the College, regardless of position. What FERPA says, in effect, is that employees may have access to as much information about students as necessary to perform specified job duties. While some employees at the College have no access to student records and have no need for individual student information, they may, however, come across confidential information in the course of doing their jobs. For this reason, all employees are equally obliged to respect confidentiality guidelines according to FERPA regulations. Beyond any legal requirements, the College is bound by professional ethics to safeguard the integrity and confidentiality of student information. This includes all college officials, persons employed by the College in an administrative, supervisory, academic, or support staff position, regardless of their work classification of full-time, part-time, or temporary. What follows are some guidelines, in compliance with the FERPA regulations and College policy, to follow in order to maintain, report, and make available information included in student records.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)  
PRESIDENT

FEBRUARY 7, 2017  
DATE

ADOPTED: FEBRUARY 7, 2017  
AMENDED:  
CROSS REF.:

In accordance with Board Policy #8311 – Removal from Clinical, the following are procedures to be used when it has been deemed necessary to remove a John A. Logan College student enrolled in Allied Health programs from his/her clinical experience.

1. A faculty member who has evidence of unsafe clinical practice shall immediately notify the student that he or she is being removed and:
  - a. Provide the student with the basis (reason) on which a determination has been made that an unsafe clinical practice has occurred or is occurring. The student will be instructed to immediately leave the health care facility premises.
  - b. After the verbal notice of removal, the faculty member shall, within 24 hours of removal, reduce the same to writing and cause it to be served on the student by:
    - (1) hand delivery to the student by an authorized person; or
    - (2) depositing the same in the U. S. mail (sent certified mail with return receipt requested) to the student’s last known address as shown on his/her current registration.

NOTE: If the verbal removal is issued on a Friday (the last day of an academic week), the times specified in this section shall begin on the first following academic day (usually Monday except for holidays.)

- c. The written notice of removal shall generally state:
  - (1) the facts giving rise to the conclusion of clinical dismissal;
  - (2) the date and approximate time when the clinical dismissal occurred;
  - (3) the names of any witnesses, and the identification of any documents; and.
  - (4) the length of the removal, and what remedial action must be taken before the student may return to clinical, if at all.

2. The student may submit a written appeal to the appropriate administrator (see *Rights and Responsibilities: A Student Code of Conduct.*)

3. The **Provost** shall be notified of the student’s removal for unsafe clinical practice, and a suspension or expulsion request may be recommended by the John A. Logan College Health Professions Review Committee.

(ORIGINAL SIGNED BY PRESIDENT ROBERT MEES)  
PRESIDENT

OCTOBER 27, 2009  
DATE

ADOPTED: OCTOBER 27, 2009

AMENDED:

CROSS REF.: BOARD POLICY 8311

John A. Logan College is committed to equal opportunities for all students. The College has established procedures for the fast and fair resolution of student complaints.

The complaint procedure established herein is designed for all student complaints; however, **students may choose to skip Step 1 for allegations of sexual harassment, sexual violence, dating violence, stalking, or other Title IX-related actions.**

Any student may initiate a complaint following the steps below:

- Step 1: Informal Resolution
- Step 2: Formal Complaint
- Step 3: Hearing
- Step 4: Resolution

**STEP 1: INFORMAL RESOLUTION**

Prior to filing a formal complaint, students who believe that they have been the victim of illegal discrimination or harassment by a student or College employee must first seek to clarify or resolve the matter informally if possible. At this time, all reasonable efforts shall be made by the student, faculty, or staff member, and/or the immediate supervisor to resolve the issue. The student is strongly encouraged to carefully document the attempt to resolve the issue. Documentation is important, since the formal complaint process must be started within 10 College business days of the failure of informal resolution.

For complaints against College employees, the student may meet with the employee's immediate supervisor if they are uncomfortable meeting with the employee.

***For sexual misconduct or sexual harassment complaints, students may choose to skip Step 1.***

**STEP 2: FORMAL COMPLAINT**

If the informal resolution process fails, then the student may initiate a formal complaint within 10 College business days. The complaint process begins with the Student Ombudsperson. The role of the Student Ombudsperson is to help the student guide themselves through the complaint process. The Student Ombudsperson does not serve as a representative or advocate, but as a guide. Guidance will include connecting students with the appropriate office or College official, providing appropriate forms, making recommendations for incident documentation, and connecting students with helpful resources.

The formal complaint process begins by completing the Formal Complaint Form, which can be obtained from the Student Ombudsperson. Formal complaints are taken seriously by the College; as a result, frivolous or harassing complaints can result in discipline. The formal complaint must be in writing, and includes:

- name, address, student identification number, and telephone number of the student filing the complaint
- name, employment position, and any other known information about the student or College employee against whom the complaint is filed.
- affirmation that an informal resolution attempt has failed.
- date of the failure of the informal resolution attempt.
- dates of the alleged incident(s)

- written description of the alleged improper conduct, along with any supporting documents or statements;
- names of possible witnesses.
- description of a satisfying resolution or remedy.
- signature and date of the student filing the complaint.

When the written complaint is complete, it should be delivered to the Student Ombudsperson.

Upon receipt of the written formal complaint, the Student Ombudsperson will:

- Make reasonable efforts to provide a copy of the complaint to the student or employee against whom the complaint was made.
- Assemble all available evidence provided by the student filing the complaint.
- Notify the appropriate Vice President or Assistant Provost’s office of the complaint within 10 College business days of the date of receipt and provide all available documentation and evidence to the Vice President or Assistant Provost. The Student Ombudsperson will review the documentation and determine the appropriate Vice President or Assistant Provost according to the following guidance:

Type of Complaint	College Official
Academic Complaints (including academic probation/suspension, graduation requirements, Family Educational Rights and Privacy Act allegations)	Assistant Provost for Academic Affairs
Business Office Complaints (bursar, tuition, fees, refunds, etc.)	Vice President for Business Services
Disability Accommodation Complaints	Assistant Provost for Student Services
Discrimination Complaints	Assistant Provost for Student Services
Employment (student workers)	Director of Human Resources
Facilities Complaints (building, grounds, parking lots, restrooms, food service)	Assistant Vice President for Construction Planning and Facilities Management
Faculty Complaints (excluding grade appeals)	Assistant Provost for Academic Affairs



Type of Complaint	College Official
Financial Aid Complaints	Assistant Provost for Student Services
Sexual Harassment or Sexual Misconduct Complaints	Assistant Provost for Student Services
Student Services Complaints (Admissions, Advising, Athletics, Student Activities)	Assistant Provost for Student Services
Student-to-Student Complaints	Assistant Provost for Student Services
Technology Complaints	Vice President for Business Services
Other Complaints/I don't know what kind of complaint I have	Provost (the Provost will assign an uncategorized complaint to a Vice President or Assistant Provost)

Complaints that involve the Assistant Provost or Vice President to whom the complaint would be referred shall instead be referred to the Provost. Complaints involving the Provost shall be referred to the President. Complaints involving the President shall be referred directly to a Complaint Committee (see Step 4).

### **STEP 3: ADMINISTRATIVE RESOLUTION**

Upon receipt of the Formal Complaint Form, documentation, and evidence, the college official shall:

- Conduct an impartial investigation of the complaint.
- Write a response and recommend action based on the information provided within 10 College business days of receipt of the complaint from the Student Ombudsperson. The response shall include a decision, a brief rationale of the decision, and a statement of the availability of an appeal process, including the deadlines for filing an appeal.

If the student is not satisfied with the response of the college official assigned to the complaint may choose to continue to Step 4. The student shall notify the Student Ombudsperson of their desire to continue to Step 4 within 5 College business days of receipt of the response from the college official assigned to the complaint. The Student Ombudsperson shall notify the Provost's office within 5 College business days of notification.

### **STEP 4: COMPLAINT COMMITTEE HEARING**

Within 30 College business days of notification from the Student Ombudsperson that a student is unsatisfied with Administrative Resolution, the Provost's office shall:

- Conduct an impartial review of the complaint and provided documentation.
- Determine whether more information is needed.

- Assemble an impartial committee (“Complaint Committee”) to consider the merits of the complaint and the appropriate actions in response to the complaint; the Provost shall serve as Chair of the committee or designate another member to serve as Chair.
- Set a date for the Complaint Committee to hear the evidence pertaining to the complaint (the “hearing”).

The following procedures will be used for the hearing conducted by the Complaint Committee:

- The standard of proof of the preponderance of the evidence will be used. Preponderance of the evidence means it is more likely than not that the incident occurred. This is necessary for the College to comply with Title IX of the Federal Education Amendments of 1972.
- Formal rules of evidence (used for criminal or civil court trials) shall not be used in Complaint Committee hearings.
- In order to protect the participants, the hearing shall be closed to the public, including the general members of the College community.
- The student filing the complaint and the person against whom the complaint was filed shall be allowed to be present for the hearing, and each shall be entitled to have a representative or advisor present.
- The student filing the complaint shall present evidence first, followed by the person against whom the complaint was filed.
- All relevant evidence shall be considered by the Complaint Committee.
- Witnesses shall only be present to testify or provide evidence; otherwise, witnesses are excluded from the hearing to protect the participants and the integrity of the process.
- The Complaint Committee may have the College attorney present for the entire hearing.
- Disruptive conduct shall not be tolerated. The Chair of the Complaint Committee may terminate or postpone a disrupted hearing at any time.
- After all relevant evidence is presented, the Chair shall adjourn the hearing.

#### **STEP 5: FINAL RESOLUTION**

The Complaint Committee shall provide a written recommendation for action to the appropriate Vice President or Assistant Provost within 10 College business days. The recommendation shall include a rationale and corrective action. Within 5 College business days of receipt of the written recommendation from the Complaint Committee, the appropriate Vice President or Assistant Provost shall provide the decision in writing to the student filing the complaint and the person against whom the complaint was filed.

The student filing the complaint may appeal the decision of the Complaint Committee to the Board of Trustees by delivering a written statement of appeal to the Chair of the Board of Trustees within 5 College business days of receipt. The Board of Trustees is not obligated to act upon an appeal of a Complaint Committee decision. If the Board of Trustees does not initiate action upon an appeal of a Complaint Committee decision at the next regular meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regular meeting), the decision of the Complaint Committee shall be considered final.

#### **EXTERNAL CONTACTS FOR DISCRIMINATION COMPLAINTS**

A student who believes they have been discriminated against because of race, religion, color, national origin, ancestry, marital status, citizenship status, disability unrelated to essential job functions, age, order

## ***Student Complaints***

## ***Administrative Procedure 831***

of protection status, arrest record, sexual orientation, gender identity, military status, unfavorable discharge from military service, language, pregnancy, or genetics is also entitled to file a complaint with one or more of the following:

- Human Rights Commission (State of Illinois)  
1000 East Converse, Suite 1232N, Springfield, Illinois 62702  
Tel: (217) 785-4350      TDD: (217) 557-1500      Fax: (217) 524-4877
- Department of Human Rights (State of Illinois)  
535 West Jefferson Street, 1st Floor, Springfield, Illinois 62702  
Tel: (217) 785-5100      TTY: (866) 740-3953      Fax: (217) 785-5106
- US Equal Employment Opportunity Commission  
St. Louis District Office, 1222 Spruce Street, Room 8.100, St. Louis, Missouri 63103  
Tel: (800) 669-4000      TTY: (800) 669-6820      Fax: (314) 539-7894
- US Department of Education Office for Civil Rights  
Chicago Office, 230 South Dearborn Street, 37th Floor, Chicago, Illinois 60604  
Tel: (312) 730-1560      TDD: (800) 877-8339      Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

*Kirk E. Overstreet, Ph.D.*

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PRESIDENT

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March 23, 2022

DATE

ADOPTED:            MARCH 23, 2022

AMENDED:

REVIEWED:

LEGAL. REF.:

CROSS REF.:      BOARD POLICY 8316, STUDENT GRIEVANCES/COMPLAINTS; BOARD POLICY 8317, TITLE IX  
ADMIN. PROCEDURE 807, DISABLED STUDENTS  
(MERGED LANGUAGE FROM BP 3512, DISCRIMINATION/EQUAL OPPORTUNITY GRIEVANCE/COMPLAINTS FOR JALC  
STUDENTS AND DELETED POLICY)

**HEARING COMMITTEE**

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

**APPEALS**

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

As previously stated, all sanctions involving expulsion or suspension are automatically heard by the Disciplinary Hearing Committee. Other sanctions may be appealed to the Disciplinary Hearing Committee on written request to the **Provost**.

Final written appeal for the sanctions of expulsion or suspension may be made within five (5) calendar days to the President of John A. Logan College and the Board of Trustees. The President must respond to the appeal within ten (10) calendar days. The Board of Trustees may or may not respond within 30 calendar days.

**JUDICIAL PROCEDURES INVOLVING STUDENT CONDUCT MATTERS**

1. General. The following is the format of rights and responsibilities to be utilized during judicial proceedings unrelated to academic conduct. Any exclusions, modification and or deletion of the following must be requested from, and approved by, the president of John A. Logan College.
2. Prior to Hearing. A student charged in violation of the student conduct code is entitled to:
  - a. A notice of charges.
  - b. An appraisal of all relevant evidence.
  - c. A choice between open or closed hearing.
  - d. A notice of time, place, and format of the hearing:
    - (1) The hearing will be held no sooner than five (5) school days after notification of the charges.
    - (2) Under exceptional circumstances, changes in the hearing date may be granted by petitioning the **Provost**.

Any student charged with a violation of the student code of conduct is expected to participate fully in the established judicial program. Prompt response to all delivered correspondence is

necessary in order to expedite judicial matters and result in the most efficient application of the adjudication process. In correspondence to the student charged, s/he will be asked to provide the following information to the **Provost** prior to the hearing:

- a. will the student charged be attending the hearing;
- b. will the student charged be accompanied by an advisor, and, if so, is the advisor a lawyer;
- c. will the student charged be presenting any witnesses, and if so, provide their names and their relationship to the charged student; and
- d. does the student charged wish to have an open or closed hearing?

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

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

3. During a Hearing. The charged is entitled to:

- a. Advisory assistance. The advisor may be an individual of the student's choice. The role is advisory in nature, and the advisor may not directly participate in the proceedings as a principal. The College reserves the right to have an advisor of equal peer to that of the student or organization.
- b. Present witnesses and any information relevant to the case.
- c. Present written statements or depositions which may be taken from person(s) who are unable to attend hearings.
- d. Hear and question all witnesses and have access to all relevant information and evidence.
- e. Have the option to have the hearing tape recorded in all cases of initial jurisdiction. However, official records will be made of all hearings. All appellate cases and open hearings shall be tape recorded.
- f. Challenge Hearing Committee members for cause. The removal of a Hearing Committee member will be at the discretion of the remaining panel members.
- g. Remain silent.

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

It is the policy of all hearing agents that statements, evidence, or comments given during hearings will be held in strictest confidence by members of the Hearing Committee and its advisor(s), the President or any other individuals involved in a hearing or hearing appeal. No statements will be made to the general public by the members of the Hearing Committee before or during the

hearing, or before, during or after deliberation. In all hearings at all levels, no individual will be required to offer evidence which may be self-incriminating.

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

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

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

The appeal agent may not increase the sanction.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE) \_\_\_\_\_  
PRESIDENT

FEBRUARY 7, 2017 \_\_\_\_\_  
DATE

ADOPTED: JUNE 25, 2014  
AMENDED: **FEBRUARY 7, 2017**  
CROSS REF.: BOARD POLICIES 8310, 8315

Federal regulations require that a student receiving federal financial aid make Satisfactory Academic Progress (SAP) in accordance with the standards set by the John A. Logan College (JALC) College and federal regulations. All semesters of enrollment are reviewed for SAP status whether or not financial aid was awarded or received aid. Satisfactory Academic Progress standards also apply to state aid. Progress is measured throughout the student's academic program by reviewing their cumulative grade point average (Qualitative) and credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their program of study before attempting 150% of the credits required to complete their program. The Financial Aid Office will evaluate Satisfactory Academic Progress after grades are posted every semester, beginning with a student's first semester of enrollment. Some certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an aid-eligible program.

**I. STUDENT FINANCIAL AID STATUS**

- A. Financial Aid Good Standing** – Students who have at least a 2.0 cumulative grade point average, completed at least 67% of attempted coursework, and have not attempted more than 150% of credits required for their program are meeting all aspects of the Satisfactory Academic Progress policy.
- B. Financial Aid Warning Status** – Students who fail to meet Satisfactory Academic Progress for the first time will be placed on *Warning* status for one semester and are expected to meet SAP requirements by the end of that semester. Students who fail to meet Satisfactory Academic Progress requirements at the end of the *Warning* period will be placed on a financial aid *Ineligible* status but are eligible to appeal. Students whose appeals are approved will be placed on financial aid *Probation* and regain financial aid eligibility for one semester.
- C. Financial Aid Probation Status** – Students who have successfully appealed financial aid *Ineligible* status are placed on *Probation* status. Students on *Probation* status are eligible to receive financial aid for one (1) semester, after which they must be in *Good Standing* or meet the requirements of their Academic Plan. Any student who does not follow the Academic Plan along with any additional requirements stated in writing by the Appeal Committee will be placed on *Ineligible* status. (See Section IV, Appeals, for further information.)
- D. Financial Aid Ineligible Status** – Students who do not meet the 67% completion rule and/or the cumulative grade point average requirement, or who fail to meet the requirements of their Academic Progress Plan, will be placed on *Ineligible* status. Students in Ineligible Status are not eligible to receive federal or state financial aid funds.
- E. Reinstatement** – Students may regain their eligibility for federal student aid after completing enough courses to bring their cumulative GPA up to at least 2.0 and/or their cumulative completion rate up to at least 67%. Financial aid eligibility for students who have exceeded the Maximum Timeframe can be reinstated only if an appeal for

reevaluation of Maximum Timeframe and an Academic Progress Plan have been submitted and approved.

- F. **Academic Suspension** – Academic requirements differ from Financial Aid requirements for Satisfactory Academic Progress. Academic status will be noted on registration records; whereas, the Financial Aid status will be noted in the Financial Aid system. Any student suspended from the College for academic or behavioral reasons is automatically ineligible for financial aid.

## II. **EVALUATING PROGRESS**

- A. **Quantitative Standards or Pace of Completion Rate (67% Rule)** – Students must successfully complete a minimum of 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits accepted as transfer credits count as both attempted and successfully completed credits. This evaluation will be made after grades are posted at the end of each semester in which a student was enrolled at the College. The College considers earned grades of A, B, C, D, S, or P as satisfactory.
- B. **Maximum Timeframe (150% Rule)** – In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for their program. Developmental coursework is included in this calculation.

Students who have received a bachelor's degree are also considered to have exceeded the Maximum Timeframe for completion at John A. Logan College since students with a bachelor's degree are not eligible for federal or state grants, and the College does not participate in the Federal Direct Student Loan programs.

- B.1. Transfer Students: Credits officially accepted in transfer that count toward a student's program will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility.
- B.2. Developmental Studies: Developmental courses are considered when evaluating SAP requirements. Students may receive financial aid for a maximum of 30 semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met.

### **Additional Considerations for Quantitative or Pace of Completion Standards**

- Withdrawals (W grades) that are recorded on the student's advising worksheet will be included as credits attempted and will have an adverse effect on the student's ability to meet the requirements of the completion rate for financial aid.
- Incomplete Grades: Courses that are assigned an Incomplete grade are included in cumulative credits attempted. Incomplete grades cannot be used as credits earned in the progress standard until a successful grade is assigned.



- Repeated courses may enable the student to achieve a higher cumulative grade point average. Students can attempt to repeat a course twice and receive financial aid, but repeating courses may adversely affect the student's ability to meet completion rate requirements. Only the latest attempt will count toward the cumulative grade point average.

### **C. Qualitative Standards**

**Cumulative GPA Requirements (GPA Rule)** – In order to remain eligible for financial aid consideration, students must meet a minimum 2.0 cumulative grade point average requirement. All courses with grades of A, B, C, D, and E, are included in this calculation. Transfer credits are excluded.

## **III. REGAINING ELIGIBILITY FOR FINANCIAL AID**

Students who do not meet the 67% completion rate requirement (Quantitative or Pace of Completion) and/or 2.0 cumulative grade point average requirement (Qualitative) will be *Ineligible* for financial aid. Being *Ineligible* for financial aid does not prevent students from continuing their education using another method of payment. A student who is *Ineligible* for financial aid may regain eligibility after filing a successful Appeal or meeting Satisfactory Academic Progress requirements in the future.

Students who fail to meet Satisfactory Academic Progress Standards and who choose to continue their education without financial aid may request a review of their academic records after any semester in which they may have regained Satisfactory Academic Progress.

Students should contact the Financial Aid Office for assistance in understanding this procedure or questions about the Appeal/appealing any element of this policy or to determine how to regain eligibility for financial aid.

## **IV. APPEALS**

Students who fail to meet SAP standards and lose eligibility for financial aid can *Appeal* their financial aid ineligibility status. Students must submit a written explanation as to what caused their *Ineligible* status and must indicate what has changed that will allow the student the potential to succeed in the future. Appeals are encouraged if:

- Extenuating circumstances exist (i.e., student's serious illness or accident; illness or death of an immediate family member; other mitigating circumstances)

### **Appeal Process:**

- Complete the College's online SAP Appeal Form and submit it to the Financial Aid Office. The Appeal Form is available on the College's website at: <https://www.jalc.edu/financial-aid/appeal-form>
- Completely answer each item on the Appeal form and click the Submit Button.
- Students must have a complete Financial Aid file with all requirement documents submitted to have their Appeal reviewed by the Appeal Committee.

**JALC Satisfactory Academic Progress (SAP)**

**Administrative Procedure 833**

- Once a student's Appeal has been approved, an Academic Plan for Financial Aid Probation must be completed and submitted.
- Students who exceeded the Maximum Timeframe must also meet with an Academic Advisor to develop an Academic Progress Plan documenting the remaining coursework to be taken each semester to successfully complete their program.
- Students will be notified via email of the Appeal Committee's decision or if any areas of deficiency are identified. Please be advised that the Financial Aid Office reserves the right to request a photo I.D. to release appeal results in person.
- Only one appeal is allowed per semester.

*Kirk E. Overton, Ph.D.*

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PRESIDENT

JANUARY 13, 2022

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DATE

ADOPTED:           SEPTEMBER 27, 2016  
AMENDED:          OCTOBER 1, 2020; **JANUARY 13, 2022**  
CROSS REF:        BOARD POLICY 8152

The Office for Student Financial Assistance will, upon the request of an enrolled or admitted student who is an applicant for a private alternative loan (as defined in 34 CFR 601.2(b)), provide to the applicant the self-certification form required under 34 CFR 601.11(d) and the information required to complete the form, including—

- (A) The applicant’s cost of attendance at the institution, as determined by the institution under part F of title IV of the HEA;
- (B) The applicant’s estimated financial assistance, including amounts of financial assistance used to replace the expected family contribution as determined by the institution in accordance with Title IV, for students who have completed the Free Application for Federal Student Aid; and
- (C) The difference between the amounts under paragraphs (b)(29)(i)(A) and (29)(i)(B) of this section, as applicable.

The Office for Student Financial Assistance will discuss one on one with the applicant the availability of Federal, State, and institutional student financial aid.

The Office for Student Financial Assistance will discuss one on one with the applicant budgeting for college and student loan repayment options.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

President

October 31, 2016

Date

ADOPTED:       OCTOBER 31, 2016

AMENDED:

REVIEWED:

CROSS REF.: