ARTICLE VIII – Students

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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). The General Examinations cover the comprehensive content of a study 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 for 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.

### CLEP General Examinations

<table>
<thead>
<tr>
<th>Exam</th>
<th>Paper/Computer Score</th>
<th>Credit Awarded (semester hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science</td>
<td>52 or above</td>
<td>6 hours core curriculum Science</td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>52 or above</td>
<td>6 hours core curriculum Social Science</td>
</tr>
<tr>
<td>Humanities</td>
<td>52 or above</td>
<td>6 hours core curriculum Humanities</td>
</tr>
<tr>
<td>College Composition</td>
<td>61 or above</td>
<td>6 hours (English 101 and 102)</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>58 or higher</td>
<td>3 hours (Math 113)</td>
</tr>
</tbody>
</table>

### CLEP Subject Examinations

<table>
<thead>
<tr>
<th>Exam</th>
<th>Minimum Score</th>
<th>JALC Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Composition and Literature</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>LIT 280 (3 hours)</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>LIT 280 (3 hours)</td>
</tr>
<tr>
<td><strong>History and Social Sciences</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>PSC 131 (3 hours)</td>
</tr>
<tr>
<td>History of US I: Colonization to 1877</td>
<td>50</td>
<td>HIS 201 (3 hours)</td>
</tr>
<tr>
<td>History of US II: 1865 to present</td>
<td>50</td>
<td>HIS 202 (3 hours)</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>EDC 202 (3 hours)</td>
</tr>
<tr>
<td>Exam</td>
<td>Minimum Score</td>
<td>JALC Equivalent</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>ECO 201 (3 hours)</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>ECO 202 (3 hours)</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>PSY 132 (3 hours)</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>SOC 133 (3 hours)</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>HIS 101 (3 hours)</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>HIS 102 (3 hours)</td>
</tr>
</tbody>
</table>

**Science and Mathematics**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Score</th>
<th>JALC Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>50</td>
<td>BIO 101 (4 hours)</td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>MAT 131 (5 hours)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>General Elective Physical Science (3 hours)</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>MAT 108 (3 hours)</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>50</td>
<td>MAT 111 (5 hours)</td>
</tr>
</tbody>
</table>

**Business**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Score</th>
<th>JALC Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting</td>
<td>65</td>
<td>ACC 200 and 201 (6 hours)</td>
</tr>
<tr>
<td>Information Sys. &amp; Computer App.</td>
<td>50</td>
<td>CIS 207 (3 hours)</td>
</tr>
</tbody>
</table>

**Foreign Languages**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Score</th>
<th>JALC Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>German – College Level 1</td>
<td>35/50</td>
<td>GER 101 &amp; 102 (8 hours)</td>
</tr>
<tr>
<td>German – College Level 2</td>
<td>42/63</td>
<td>GER 101, 102, &amp; 201 (12 hours)</td>
</tr>
<tr>
<td>Spanish – College Level 1</td>
<td>45/50</td>
<td>SPN 101 &amp; 102 (8 hours)</td>
</tr>
<tr>
<td>Spanish – College Level 2</td>
<td>50/63</td>
<td>SPN 101, 102, &amp; 201 (12 hours)</td>
</tr>
</tbody>
</table>

(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 Examinations

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 a “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

Adopted: April 1, 1980

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

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 procedure 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 procedure are as follows:

1. The student will notify the instructor in person no later than one class meeting prior to the absence for regularly scheduled events.
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 procedure 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.
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 may be given an incomplete grade and will have one semester to complete the course. Students who are absent due to military call-up may also be given an incomplete grade and will have one semester to complete the course after their return.

Kirk E. Overstreet, Ph.D.
President

June 21, 2022
Date

Adopted: February 17, 1981
Amended: November 21, 1990; August 8, 2012; January 13, 2017; February 7, 2017; June 21, 2022
Cross Ref.: Board Policy 8410, Student Attendance
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 the Student Guidebook.

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.
COMPLAINTS

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 POLICY 3510, EQUAL OPPORTUNITY STATEMENT FOR STUDENTS AND EMPLOYEES
BOARD POLICY 8310, STUDENT GUIDEBOOK
ADMINISTRATIVE PROCEDURE 831, STUDENT COMPLAINTS
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 conduct.

The procedures for forming a new student organization are 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 Associate Dean for Student Life for consideration and review.

2. If approved by the Associate Dean for Student Life, 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 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 Associate Dean for Student Life.

2. Individuals may serve as 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 Student Guidebook 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 Associate Dean for Student Life.
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, Student Guidebook, faculty handbook, 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 Associate Dean for Student Life.

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 Associate Dean for Student Life.

7. Club officers and advisors must seek approval from the Associate Dean for Student Life 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 Associate Dean for Student Life.

8. Clubs and club advisors must operate in accordance with College policy and report to the Associate Dean for Student Life.

9. Using the documentation provided by the Associate Dean for Student Life, club advisors must file a report with the Associate Dean for Student Life 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 Associate Dean for Student Life.

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 (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 Associate Dean for Student Life.

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 ASSOCIATE DEAN FOR STUDENT LIFE

The Associate Dean for Student Life should notify the Assistant Provost for Student Affairs and Provost annually by May 31, 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 (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 PROCEDURE

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 Associate Dean for Student Life 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 that 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

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.:
Employment of Student Workers

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
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 Associate Dean for Student Life 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 Associate Dean for Student Life 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.

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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;
Student Board Member

Administrative Procedure 812

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
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
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 the Student Guidebook.

(ORIGINAL SIGNED BY PRESIDENT RAY HANCOCK)

PRESIDENT

JUNE 11, 1997

DATE

ADOPTED: JUNE 11, 1997

AMENDED:

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 Academic 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 Academic 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. 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 subject to the Student Disciplinary Action and Academic Honor Code policies and procedures. 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. The Assistant Provost for Academic Affairs or their designee shall distribute a calendar of withdrawal dates for all course formats before the start of each academic year; this calendar shall be available on the website and on the JALC Intranet. The calendar shall be based on the following guidance:

- **Face-to-face Classes:** In an eight- or sixteen-week face-to-face class, "withdrawal" grades may be assigned once a student has missed consecutive class sessions representing 5% or more of the total class sessions without approval from the instructor regarding the absences.
  
  *Example: In an eight-week class meeting four times a week, a student could be withdrawn after being absent for two consecutive sessions. In a sixteen-week class meeting three times a week, a student could be withdrawn after being absent for three consecutive sessions.*

- **Online and Hybrid Classes:** In an online or hybrid class, "withdrawal" grades may be assigned once a student has not participated in the course for a time period representing 9% of the total length of the course as indicated by course activity reports (for fully-online classes) or a combination of attendance and course activity reports (for hybrid classes). Merely logging in to the course does not count as participation; participation is active engagement in the course, which includes posting or sending assignments in D2L or to the instructor's email inbox, participating in online discussions, taking quizzes, or exams, or other activities assigned by the instructor.
Student Withdrawal Procedures

Example: In an eight-week online course, a student could be withdrawn after failing to participate in the course for five consecutive days. In an eight-week hybrid class meeting once a week, a student could be withdrawn after failing to participate in the course for five consecutive days and missing one class session. In a sixteen-week online course, a student could be withdrawn after failing to participate in the course for ten consecutive days.

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.

- 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.

K. E. Owens, Ph.D.

President

June 21, 2022

Date

Adopted: January 13, 2017
Amended: April 27, 2022; June 21, 2022
Cross Ref.: BP 8313, Academic Honor Code; BP 8315, Student Disciplinary Action
AP 823, Academic Honor Code
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 Assistant Provost for Student Affairs 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.: 
Every student at John A. Logan College has a responsibility to avoid all forms of academic dishonesty, including but not limited to the following:

- **Plagiarism**: The intentional or unintentional use of another source of written words or ideas as one's own. Unintentional plagiarism usually results from inadequate documentation of sources.

- **Multiple Submission**: Submitting the same or significantly similar academic work for credit multiple times without instructor permission.

- **Cheating**: An attempt (successful or not) to gain an unfair advantage in academic endeavors or to assist or protect someone else who has cheated.

- **Falsification, Fabrication, or Misrepresentation**: The creation or alteration of data, research, or resources/citations in connection with an academic assignment or records.

- **Copyright Infringement**: The unauthorized use of copyrighted work, such as when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. (For more information, please see Board Policy 3361 – Copyright Policy).

- **Dishonesty**: Intentionally making false or misleading statements.

- **Complicity**: Aiding another person in committing an act of academic dishonesty.

- **Outside Sourcing**: Submitting any paper or academic work that was purchased or otherwise obtained from an outside source, which includes (but is not limited to) a commercial vendor of research papers, a file of research papers, or tests maintained by a student organization or other body or person, or any other source of papers or of academic work that was authored or prepared by a person other than the student who submitted it.

**RESOLUTION**

When an instructor identifies any form of academic dishonesty (as defined above), the instructor will inform the student of the violation by completing the Notification of Academic Dishonesty Form. The instructor shall determine the appropriate sanction(s) for the particular offense.

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

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

If the student acknowledges his/her actions and accepts the instructor-imposed sanctions, the matter shall be considered resolved, and documentation of the incident will be forwarded to the Assistant Provost for Student Affairs for record-keeping.
More serious sanctions may be recommended by the instructor under the College's Student Disciplinary Action procedure.

Kirk E. Owen, Jr., Ph.D.
President

June 21, 2022
Date

ADOPTED: APRIL 27, 2022
AMENDED: JUNE 21, 2022
REVIEWED:
CROSS REF.: BP 8313, ACADEMIC HONOR CODE; BP 8315, STUDENT DISCIPLINARY ACTION
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 the 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.

The Rules of Conduct shall be maintained by the Athletic Department.

SUMMARY

The information contained in the Student-Athlete Code of Conduct and Rules of Conduct 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. Student-athletes agree to grant permission for the coach, or designated appointee, to provide information on academic performance financial accounts to his or her parent/guardian.

Actions that could be deemed inappropriate or which reflect negatively on the College will be considered a violation of the Student-Athlete Code of Conduct Policy. Such behavior can result in discipline, which may range from a warning to dismissal from the team, and/or reduction or withdrawal of athletic-related aid.

Signed:

[Signature]

PRESIDENT

JUNE 21, 2022

DATE

ADOPTED: DECEMBER 16, 1981
AMENDED: OCTOBER 10, 2011; JUNE 21, 2022
CROSS REF.: BOARD POLICY 8310; STUDENT GUIDEBOOK
Conduct in College Library

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 Student Guidebook.) 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.:
A list of offenses shall be maintained in the most up-to-date version of the Student Guidebook. Any of the offenses listed therein may result in sanctions as described in Administrative Procedure 827: Student Disciplinary Action. In addition, criminal charges may be filed when appropriate. Any observed violation of this Student Code of Conduct should be reported to an appropriate college official.

Kirk E. Owens, Ph.D.
President

JUNE 21, 2022
Date

Adopted: June 21, 2022

Amended:

Reviewed:

Legal Ref.:

Cross Ref.: Board Policy 8315, Student Disciplinary Action
Board Policy 8313, Academic Honor Code
Admin. Procedure 827, Student Disciplinary Action
**Student Disciplinary Action**  

John A. Logan College strives to conduct disciplinary proceedings fairly and consistently; the procedures described herein are a means to that end. Student disciplinary action policies shall apply to all College activities, whether on or off-campus.

Specific offenses which may result in sanctions are listed in the current publication of the Student Guidebook under "Student Code of Conduct." However, sanctions can be applied in response to the violation of any established rule or policy (see "Offenses" in the definitions below).

**DEFINITIONS**

The following definitions are included to provide clarity for students and College officials during disciplinary proceedings:

**College**

Refers to Community College District 530, Counties of Williamson, Jackson, Franklin, Perry, Randolph, and the State of Illinois (John A. Logan College).

**Offense**

An offense is any violation of an established rule or policy, including, but not limited to, those published in the Board Policy Manual, Administrative Procedures, Student Guidebook, College Catalog, specific program handbooks, course syllabi, or documents posted on campus.

**Student**

A student at John A. Logan College is any person who is officially enrolled and accepted as a participant in any credit course or non-credit course offered by the College, including but not limited to workforce development, community education, adult basic education, Mary Logan High School, Logan Academy, and Logan Fitness courses, or courses held through a consortium to which the College belongs.

**SANCTIONS**

Formal disciplinary action shall be instituted against a student after it is determined that sanctions are an appropriate response to a violation of College policies, rules, or other directives. Other appropriate responses may include medical or counseling referrals. Sanctions outlined below may be imposed upon a student by John A. Logan College only as stipulated by this code, and combinations of sanctions may be applied if appropriate. Failure to comply with the terms of any sanction may lead to more severe sanctions.

These sanctions are listed from least serious to most serious. Expulsions and suspensions are intended to address the most serious or persistent violations.

**Restitution**

Restitution is a financial penalty defined as compensation paid to an impacted party and can be assessed as a specific sum of money or an obligation to replace damaged property. **Responsibility: Restitution can be imposed by the President, Provost, and Assistant Provosts.**
Education

Education is a requirement to participate in an educational program related to the violation (e.g., a substance abuse program, anti-harassment or anti-bias training). Responsibility: Education may be imposed by the President, Provost, and Assistant Provosts.

Reprimand

Reprimands are imposed with or without loss of designated privileges for a specified period of time not to exceed three (3) months. A reprimand may include the loss of such privileges (such as access to certain College facilities, resources, activities, or other College-sponsored functions) consistent with the offense committed. Responsibility: Reprimands can be imposed by the President, Provost, and Assistant Provosts.

Probation

Probation prevents the individual from representing John A. Logan College in any official capacity, such as intercollegiate activities, including athletics or student office. It may include loss of privileges, such as access to certain College facilities, resources, activities, or other College-sponsored functions. It is invoked for a specific period of time, which shall be not less than three (3) months. Probation may include terms that must be fulfilled before restrictions are lifted. Responsibility: Probation can be imposed by the President, Provost, and Assistant Provosts.

SUSPENSIONS

One-Day Suspension

One-Day Suspension is the dismissal of the student from a course, program, or activity for a time not to exceed 24 hours, usually intended to prevent class or activity disruption. One-Day Suspensions may precede additional sanctions. Responsibility: One-Day Suspensions can be imposed by the President, the Provost, Assistant Provosts, Associate Deans, Department Chairs, Directors, Instructors, and staff responsible for non-instructional student activities.

Short-Term Suspension

Short-term Suspension is the dismissal of the student from a course, program, or activity for a time not to exceed three (3) days. Short-Term Suspensions may precede additional sanctions. Responsibility: Short-Term Suspensions can be imposed by the President, the Provost, or Assistant Provosts.

Semester Suspension

Semester Suspension is the dismissal of the student from a course, program, or activity for the remainder of a semester. Semester Suspensions may precede additional sanctions. Semester Suspensions may include terms that must be fulfilled before restrictions are lifted. Responsibility: Semester Suspensions can be imposed by the President, the Provost, or Assistant Provosts.
Student Disciplinary Action

Long-Term Suspension
Long-term suspension is the involuntary separation of the student from John A. Logan College for a specific period of time that exceeds one semester. While students can be suspended from campus altogether, suspension can also apply to specific courses, programs, or College activities. Students suspended shall be assigned the grades that would be appropriate if they were withdrawing voluntarily. Long-Term Suspensions may include terms that must be fulfilled before restrictions are lifted. Responsibility: Long-Term Suspensions may be imposed by the President or his or her designee.

Expulsion
Expulsion is the involuntary permanent removal of the student from John A. Logan College. The separation is permanent in the sense that it does not project a definite time of eligibility to return. Students dismissed shall be assigned the grades which would be appropriate if they were withdrawing voluntarily. Students dismissed under this code can be reinstated only by the President or his or her designee following a written request from the student. The President of John A. Logan College and/or his or her designee shall decide whether to honor a reinstatement request, and the denial of a reinstatement request may be appealed. Responsibility: Expulsion may be imposed by the President or his or her designee.

AUTHORITY TO RECOMMEND OR IMPOSE SANCTIONS

Instructors
Instructors may define and apply appropriate penalties for violations of classroom policies in their syllabi and may recommend additional sanctions to the Assistant Provost for Academic Affairs. Course level sanctions include academic consequences (a failing grade for an assignment or course) and One-Day Suspensions.

Student Activities
College staff responsible for non-instructional student activities of any kind may impose One-Day Suspensions and may recommend additional sanctions to the Assistant Provost for Student Affairs.

Student Worker Supervisors
Supervisors of student workers may recommend sanctions to the Assistant Provost for Student Affairs. This authority is in addition to employee policies that may apply to the student.

Campus Police
The Chief of Campus Police may recommend sanctions to an Assistant Provost or Provost. This authority is in addition to the law enforcement responsibilities of the Campus Police.

Department Chairs
Department Chairs may impose One-Day Suspensions for courses under their supervision and may recommend additional sanctions to the Assistant Provost for Academic Affairs. Long-Term Suspension from programs must be referred to the Assistant Provost for Academic Affairs.
Student Disciplinary Action

Associate Deans
Associate Deans may impose One-Day Suspensions and may recommend additional sanctions to an Assistant Provost.

Assistant Provosts
The Assistant Provost for Academic Affairs or the Assistant Provost for Student Affairs may impose Restitution, Education, Reprimands, Probation, and Suspensions up to one semester upon recommendation from instructors or College staff or upon their own initiative, if appropriate. The Assistant Provost for Academic Affairs or the Assistant Provost for Student Affairs may recommend additional sanctions to the Provost.

Provost
The Provost may impose all sanctions upon recommendation from instructors or College staff or upon their own initiative, except Long-Term Suspension or Expulsion. The Provost may recommend Long-Term Suspensions or Expulsions to the President.

President
The President may impose all sanctions upon recommendation from the Provost or upon his or her own initiative, if appropriate. If the presence of any person is an immediate and serious threat to persons associated with the College or to College property, the President or his or her designee may impose an interim suspension from the College. During the period of the interim suspension, the person shall not, without prior written permission of the President or his or her designee, enter or remain upon the campus of John A. Logan College other than to attend a hearing. Violation of any condition of the interim suspension shall be grounds for further sanctions.

APPEALS
Students and student organizations have the right to appeal decisions in all disciplinary cases, and Administrative Procedures shall be established to guide the appeal process (Administrative Procedure 832).

Kath E. Ovens
PHD.

PRESIDENT

JUNE 21, 2022
DATE

ADOPTED: JUNE 21, 2022
AMENDED: 
REVIEWED: 
LEGAL REF.: 
CROSS REF.: BOARD POLICY 8315, STUDENT DISCIPLINARY ACTION ADMIN. PROCEDURE 832, STUDENT APPEALS
Procedures for Removal from Clinical

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

ADOPTED: October 27, 2009
AMENDED:
CROSS REF.: BP 8311, REMOVAL FROM CLINICAL
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:

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

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

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 they 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
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

Kath E. Owensman, Ph.D.  
President  
March 23, 2022  

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)
Student Appeals

Administrative Procedure 832

Students have a right to appeal course grades ("Grade Appeal") and disciplinary sanctions ("Disciplinary Appeal"). If a student (the "Student Appellant") wants to appeal course grades or sanctions imposed by College disciplinary proceedings, these procedures shall apply.

The Appeal Committee, a five-person committee, appointed annually by the Provost and subject to modification by the Provost at any time, shall have jurisdiction over all appeals. Appeals are non-adversarial and are not subject to the rules of formal legal proceedings, including rules of evidence. Deadlines described in this procedure may be modified by the Provost in consultation with the Student Appellant.

In the case of a Grade Appeal, the following steps shall be completed before initiating the appeal process:

- The student should complete the Student Grade Appeal Form and submit the form and any relevant evidence (syllabus, grade exams, essays, assignments, etc.) to the Department Chair of the relevant department for the course within 10 College business days of the first day of the next semester. The Department Chair shall submit a written response to the student within 10 College business days.
- If the student is not satisfied with the decision of the Department Chair, the decision may be appealed to the Assistant Provost for Academic Affairs within 5 College business days of the date when the Department Chair delivered a written response. The Assistant Provost of Academic Affairs will provide a written decision on whether to support the existing grade or support the appeal.
- If the student is not satisfied with the decision of the Assistant Provost for Academic Affairs, they may initiate the appeal process as described below.

Step 1: Starting an Appeal

Appeals must be made in writing within 5 College business days of receipt of the decision. A Decision Appeal form is available and shall be used to begin an appeal. A hearing shall be held within 10 College business days of receipt of the notice of appeal. While an appeal is pending, all sanctions imposed shall be temporarily suspended unless the President or Provost has ordered a temporary suspension from the College or has taken other steps to protect the safety or health of the College community.

Through the Decision Appeal form, the Student Appellant will provide the following information:

- Identifying information
- Copy of the notifications of the original determination
- Statement of the grounds for appeal
- Choice between an open or closed hearing
- Statement of intent to attend the hearing (if the student does not attend the hearing, the grounds for review will be limited to the available documented evidence)
- List of persons attending the hearing
- List of witnesses providing testimony

A complete Decision Appeal form should be submitted to the Provost.

Step 2: Appeal Hearing

Within 5 College business days of receipt of a complete Decision Appeal form, the Provost shall schedule a date for a hearing and notify the Student Appellant, the Appeal Committee members, and the President. Notice of the hearing will be considered delivered if the notice has been sent to the current local address
of the Student Appellant as provided to the admissions and records office of the College by the student. As a result, failure to notify the College of a change of address could result in a hearing being held without the student present. The Student Appellant is responsible for notifying witnesses and advisors of hearing dates. The hearing shall be held within 14 College business days of the date that a complete Decision Appeal form is received by the Provost.

The Student Appellant is entitled to:
- Assistance from an outside advisor, who may not participate directly in the hearing. If the advisor is an attorney, the College may also have an attorney present
- Present relevant oral testimony from themselves or other witnesses
- Present verified written testimony from themselves or other witnesses
- Hear and question all witnesses
- Have access to all available evidence
- Challenge Appeal Committee members, the retention or replacement of which will be determined by the Provost
- Remain silent

Appeal Committee members are obligated to hold the proceedings in confidence and refrain from public comment. No participant is ever obligated to provide testimony that may be self-incriminating.

Step 3: Appeal Committee Determination

After the hearing, the Appeal Committee will issue a written determination within 14 College business days. The determination shall be limited to the following actions:

- Accept the original decision in its entirety
- Accept the original decision but revise the rationale
- Reduce the severity of the sanction

The decision of the Appeal Committee shall be considered final in the case of a Grade Appeal.

Step 4: Final Appeal

In the case of a disciplinary appeal, the Student Appellant may appeal the decision of the Appeal Committee to the President and the Board of Trustees by delivering a written statement of appeal to the President within 5 College business days of receipt of the decision by the Appeal Committee. The President shall respond within 10 College business days. The President’s determination is limited to the following actions:

- Accept the decision of the Appeal Committee in its entirety
- Accept the decision of the Appeal Committee but revise the rationale
- Reduce the severity of the sanction

The Student Appellant may appeal the President’s decision 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 of the decision by the President. The Board of Trustees is not obligated to act upon an appeal. If the Board of
Trustees does not act upon an appeal of the President’s decision at the next regularly scheduled 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 regularly scheduled meeting), the President’s decision shall be considered final.

Kshr E. Owenstooj, PhD.

PRESIDENT

JUNE 21, 2022
DATE

ADOPTED: JUNE 25, 2014
AMENDED: FEBRUARY 7, 2017; JUNE 21, 2022
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.
- 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.

____________________

President

January 13, 2022

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