

John A. Logan College

Administrative Procedures Manual

ARTICLE VIII – Students

- 802 Official Text Message Communications (*new*)**
- 803 College Level Examination Program (CLEP)
- 804 Proficiency Examinations
- 805 Excused Student Absences
- 806 Dual Credit and Early College
- 807 Disabled Students
- 808 Student Clubs and Organizations
- 809 Certification of Veterans and Veterans Who Earn Incomplete
- 810 Pell Grants for Book Fees
- 811 Employment of Student Workers
- 812 Student Board Member**
- 813 Tuition Rates for Veteran Students
- 818 Administration of the Freedom of Information Act
- 819 Religious Observances of Students
- 820 Financial or Physical Hardships
- 821 Student Withdrawal Procedures
- 822 Management of Student Records and Identity Verification
- 823 Academic Honor Code
- 824 Conduct of John A. Logan College Athletes
- 825 Conduct in College Library
- 826 Student Code of Conduct
- 827 Student Disciplinary Action
- 830 Procedures for Removal from Clinical
- 831 Student Complaints
- 832 Student Appeals
- 833 JALC Satisfactory Academic Progress (SAP)
- 834 Academic Forgiveness
- 840 Private Education Loan Program

All official text message communications from the College will be conducted through college-issued texting platforms, including JText and JALCAAlert. Students and employees will be asked to opt-in for text messaging at the time of their initial application or hire. It is recommended that all current students and employees opt-in to texting to ensure they do not miss important information. Users may choose to opt-out at any time.

Students who opt-in to text messaging with JText will be authorizing their mobile number to receive messages that may pertain to FERPA-protected student information, such as conversations with faculty about courses, advising, billing, financial aid, student conduct, or other private student records. They will also be authorizing their phone number to be verified as an equivalent to their college-issued login credentials. This means texted authorizations to requests from the College will be considered valid, such as authorizations to register a student for courses or to release transcript records. To ensure the privacy of their own records, students who do not have private mobile numbers should not opt-in for this service.

The College will not text sensitive personal identification information, such as social security numbers, login credentials, or other records that may reasonably be considered too sensitive for text message communication. If a message is received in a college-issued texting inbox that is determined to be too sensitive or inappropriate for a text messaging conversation, the sender will be directed to a more appropriate communication channel, such as their college email, a phone call, mail, or a meeting.

If you are currently enrolled in JALCText, you will now be enrolled in JALCAAlert. JALCAAlert will be used only for campus closures, weather-related events, and emergencies. To no longer receive JALCAAlert, reply stop at any time.



PRESIDENT

November 9, 2023

DATE

ADOPTED: NOVEMBER 9, 2023

AMENDED:

REVIEWED:

CROSS REF.:

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

CLEP SUBJECT EXAMINATIONS		
Exam	Minimum Score	JALC Equivalent
<i>Composition and Literature</i>		
American Literature	50	LIT 280 (3 hours)
English Literature	50	LIT 280 (3 hours)
<i>History and Social Sciences</i>		
American Government	50	PSC 131 (3 hours)
History of US I: Colonization to 1877	50	HIS 201 (3 hours)
History of US II: 1865 to present	50	HIS 202 (3 hours)
Human Growth and Development	50	EDC 202 (3 hours)

CLEP SUBJECT EXAMINATIONS (continued)		
Exam	Minimum Score	JALC Equivalent
Principles of Macroeconomics	50	ECO 201 (3 hours)
Principles of Microeconomics	50	ECO 202 (3 hours)
Introductory Psychology	50	PSY 132 (3 hours)
Introductory Sociology	50	SOC 133 (3 hours)
Western Civilization I	50	HIS 101 (3 hours)
Western Civilization II	50	HIS 102 (3 hours)
Science and Mathematics		
Biology	50	BIO 101 (4 hours)
Calculus	50	MAT 131 (5 hours)
Chemistry	50	General Elective Physical Science (3 hours)
College Algebra	50	MAT 108 (3 hours)
Pre-Calculus	50	MAT 111 (5 hours)
Business		
Financial Accounting	65	ACC 200 and 201 (6 hours)
Information Sys. & Computer App.	50	CIS 207 (3 hours)
Foreign Languages		
German – College Level 1	35/50	GER 101 & 102 (8 hours)
German – College Level 2	42/63	GER 101, 102, & 201 (12 hours)
Spanish – College Level 1	45/50	SPN 101 & 102 (8 hours)
Spanish – College Level 2	50/63	SPN 101, 102, & 201 (12 hours)

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

FEBRUARY 28, 2018

DATE

ADOPTED: APRIL 1, 1980

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

CROSS REF.:

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

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

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

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

DATE

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. Overton, Jr. 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

PROGRAM DEFINITIONS**Dual Credit**

Dual credit opportunities are available to high school juniors and seniors attending John A. Logan College district public and private high schools and homeschooled students residing in the district. These programs are structured in accordance with the Dual Credit Quality Act (DCQA; 110 ILCS 27/1) and the National Alliance of Concurrent Partnership (NACEP) accreditation standards. Dual credit courses are specifically listed in each high school's Dual Credit Memorandum of Understanding (MOU) and take place during a high school district's regular school day.

JALC provides several types of Dual Credit to its high schools per the ISBE/ICCB Model Partnership Agreement (<https://www.isbe.net/Documents/DCQA-Model-Partnership-Agreement-Form.pdf>) (page 7). Each participating high school, in consultation with JALC, develops its course offerings utilizing one or more of the types of Dual Credit described below:

- 1) **Type A:** Dual Credit courses taught at a high school by a college-qualified high school teacher.
- 2) **Type B:** Dual Credit courses taught by JALC faculty at a high school. This type includes the dual credit cohorts taught at the extension centers. The accessibility of these course offerings is dependent on the availability of JALC instructors to teach the courses.
- 3) **Type C:** Dual Credit courses taught by JALC faculty online, in a hybrid format, or via distance learning.
- 4) **Type D:** Dual Credit courses taught at JALC by JALC faculty.

In accordance with HLC (Higher Learning Commission) requirements, students must complete at least half of their program at the College's approved instructional sites (i.e., Carterville main campus or the Du Quoin or West Frankfort Extension Centers). In practical application, students can earn a maximum of 30 credit hours through dual credit courses taught at one or more district high schools.

Early College

Early college opportunities are available to high school juniors and seniors attending John A. Logan College district public and private high schools and homeschooled students residing in the district. Early College courses are outside of any existing MOU with our partner high schools. Upon successful course completion, students earn college credit. Any high school credit awarded for these courses is at the discretion of the participating high school. Transcripts will be provided at the request of the student.

ADMISSIONS REQUIREMENTS

High school students can begin taking courses the summer after their sophomore year. High schools must approve all course registrations. The Dual Credit/Early College Tuition Waiver is available for up to six consecutive semesters beginning the summer before a student's junior year (see table under *Waiver Eligibility and Limitations*).

To start the registration process, new students must submit the Dual Credit/Early College application for admissions on the College's website. This application will create an account for the student and generate a student ID number.

Testing Requirements

Students must have placement test scores on file with JALC to take any dual credit or early college course. Most students take the Accuplacer test on campus or at their high school with a JALC proctor. JALC also accepts qualifying ACT/SAT scores. Students may schedule to take the Accuplacer test after their acceptance to the College.

Testing Exemptions

Dual credit faculty may submit exemption letters to allow students not meeting the applicable testing thresholds to enroll in dual credit courses based on multiple measures. Only students who have taken the JALC placement test at least twice will be considered. If the student does not meet the testing requirement after two tests, they may be admitted into the course if they meet all of the following requirements:

- 1) Test scores within 5 points on the applicable portions of the JALC placement test
- 2) Minimum of a B in all prior, relevant high school coursework (shown on an updated high school transcript)
- 3) Written consent of the high school dual credit instructor

The Assistant Provost of Academic Affairs will make all decisions regarding exemption letter approvals.

Mixed Classrooms

A 2022 amendment to the DCQA provides that a partnership agreement between a community college district and a school district shall allow a high school student who does not otherwise meet the community college district's academic eligibility requirements to enroll in a dual credit course for high school credit only. High schools interested in utilizing this provision to enroll students in classes should contact the Director of College Readiness for additional information.

Registration

Students should make course selections in consultation with their high school counselor, dual credit advisor, or parent administrator if homeschooled. After meeting with a high school counselor, students should arrange an appointment with an advisor in the Office of College Readiness. The advisor can provide valuable insight into careers and programs offered at the College and assist students interested in pursuing a degree after attending John A. Logan College.

Once courses are mutually decided upon, the student should complete a registration form. Students may complete a registration form with their high school counselor or dual credit advisor. An advisor from the Office of College Readiness will then enroll the student in the course. Dual Credit and Early College students cannot enroll themselves in courses. Students must also complete the Registration Agreement and Personal Information Update each semester through their MyJALC student portal.

COSTS OF THE PROGRAM

Tuition and fees are waived for all Type A Dual Credit courses taught at the high school by high school instructors. Students may be responsible for course materials and should check with their high school to determine the high school's policy.

For Type B, C, and D Dual Credit courses taught by JALC faculty and all Early College courses, the tuition waiver covers up to eight (8) credit hours per semester. Students who enroll in more than eight (8) credit

hours will be charged the full JALC tuition rate. All students are charged a technology fee of \$5 per credit hour. A student activity fee of \$5 and a Logan Fitness fee of \$60 is applied when students take six credit hours for the fall and spring semesters or three credit hours in the summer (the summer fee is \$40 total). There may also be individual course fees that vary by class. Students are also responsible for all fees and course materials.

Outstanding Balances

Per Administrative Procedure 718, students are responsible for monitoring and paying all outstanding balances. If a student owes more than \$200, they will be required to pay the balance down to below \$200 before enrolling in any new dual credit or early college courses.

Waiver Eligibility and Limitations

Time eligibility chart for qualified students entering the program:

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

ACADEMIC POLICIES**Probation, Suspension, and Successful Course Completion**

- Probation: A student who fails to maintain a cumulative GPA of 2.0 or higher will be placed on probation for one semester. Probation is only a warning status. While on probation, the student is eligible for Pell Grants, ISAC monetary awards, scholarships, outside awards, or veterans' benefits. If, after the probation semester, the student does not have the required cumulative GPA of 2.0, the student may remain on probation if the semester GPA is at least 2.0.
- Suspension: If, after the probation semester, the student does not return to satisfactory academic standing or qualify to remain on probation, the student will be placed on academic suspension.
- Financial Aid Good Standing: Students who have at least a 2.0 cumulative grade point average, complete at least 67% of attempted coursework, and have not attempted more than 150% of credits required for their program meet all aspects of the Satisfactory Academic Progress policy.

While high school students are not subject to the same probation/suspension consequences, satisfactory academic progress is vital for student success and essential for students expecting to utilize financial aid in their future college career. Therefore, we require students participating in our program to maintain at least a 2.0 GPA and a completion rate of at least 67%. If a student falls below these standards for more than one semester, they may lose the ability to participate in early college courses. The ability to continue participating in dual credit courses is at the discretion of the high school.

Grade Change Requests

The DCQA allows institutions to adopt policies to protect the academic standing of students who are unsuccessful in dual credit courses. JALC allows students to submit a Grade Change Request Form for any college courses taken while in high school. Forms may be completed on the College Readiness website at any time after the student's final grade is posted. If approved, the applicable earned grade will be changed to a "W" on the student's official JALC transcript and will no longer be factored into the student's JALC GPA. However, the "W" may affect future financial aid eligibility by negatively affecting the student's completion rate. Once changed to a "W," a student may not request that the grade change be reversed.

MEMORANDUM OF UNDERSTANDING (MOU)

John A. Logan College creates an individual partnership agreement for each high school superintendent to sign annually. This agreement is developed in accordance with the DCQA and serves as a Memorandum of Understanding between each high school and JALC. The purpose of the MOU is as follows:

"The purpose of this agreement is to establish the high school district's and the community college district's respective roles and responsibilities in providing the program and ensuring the quality and instructional rigor of the program. Per the DCQA, this must include an assurance that the community college district has appropriate academic control of the curriculum, consistent with applicable state or federal laws and as required or negotiated with the Higher Learning Commission or other accrediting agency."

DUAL CREDIT FACULTY CREDENTIALING

Approved instructors of dual credit courses shall meet the faculty credential standards allowed by HLC to determine minimally qualified faculty. Appropriate credentials are required for students to earn dual Credit.

Required Faculty Credentials for Baccalaureate Transfer Dual Credit Offerings

Baccalaureate transfer dual credit faculty must hold a master's degree or higher in the discipline or subfield in which they are teaching. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member must have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Required Faculty Credentials for Career-Technical Education Dual Credit Offerings

Dual credit faculty teaching career and technical education (CTE) courses, including when such courses transfer into baccalaureate programs, must hold a bachelor's degree in the field or a combination of education, training, and tested experience equivalent to a bachelor's degree. CTE faculty must also have 2,000 hours of work experience in the discipline being taught or a related field.

Professional Development Plans

In some situations, high school teachers who do not meet the faculty credential standards for teaching dual Credit can enter into a professional development plan with JALC while continuing their education. The plan must be approved by the institution and shared with the State Board of Education no later than January 1, 2025.

For a high school instructor entering into a professional development plan on or after January 1, 2023, the high school instructor shall qualify for a professional development plan if the instructor:

- (1) has a master's degree in any discipline, has earned nine (9) graduate hours in a discipline in which he or she currently teaches or expects to teach, and agrees to demonstrate his or her progress toward completion to the supervising institution, as outlined in the professional development plan, or
- (2) is a fully licensed CTE instructor who is halfway towards meeting the institution's requirements for faculty in the discipline to be taught and agrees to demonstrate his or her progress toward completion to the supervising institution, as outlined in the professional development plan.

JALC shall have 30 days to review and approve the plan. These approvals shall be good for as long as satisfactory progress toward the completion of the credential is demonstrated, but in no event shall a professional development plan be in effect for more than three (3) years from the date of its approval or after January 1, 2028, whichever is sooner. A high school instructor whose professional development plan is not approved by the institution may appeal to the Illinois Community College Board or the Board of Higher Education, as appropriate.

REQUESTS FOR NEW DUAL CREDIT OFFERINGS

Dual credit courses offered at the high school and taught by high school teachers are proposed by the high schools. To initiate the process of creating a new dual credit offering or making an instructor change to an existing dual credit offering, high schools must submit the following documents to the Director of College Readiness for an unofficial review:

1. Dual credit request form
2. JALC faculty application
3. Official college transcripts
4. 2,000 work hours experience form (CTE courses only)

If the unofficial review is approved by the Director of College Readiness, the paperwork is reviewed by the appropriate Department Chair, Assistant Provost for Academic Affairs, and Provost for official approval. Prospective dual credit faculty, team leaders, and high school administrators will be informed of the results of the review by the Director of College Readiness.

Kirk E. Overton, Ph.D.

PRESIDENT

DATE

April 1, 2023

ADOPTED: APRIL 1, 2023

AMENDED:

CROSS REF.: BOARD POLICY 8239, EARLY COLLEGE; 8243, DUAL CREDIT

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.:

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

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

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

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

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

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

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

(ORIGINAL SIGNED BY PRESIDENT OVERSTREET)

PRESIDENT

OCTOBER 21, 2021

DATE

ADOPTED: JUNE 5, 1990

AMENDED: JULY 15, 1996; OCTOBER 20, 1998; JULY 1, 2003; SEPTEMBER 20, 2007; APRIL 12, 2010;
AUGUST 17, 2012; FEBRUARY 25, 2013; SEPTEMBER 30, 2016, **OCTOBER 21, 2021**

CROSS REF.: BOARD POLICY 8151, SATISFACTORY ACADEMIC PROGRESS

1. QUALIFICATIONS

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

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

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

2. ELECTION PROCEDURES

The election for student board members will be held in the **first or second week of March each year**, whichever best accommodates the College calendar. The Student Liaison or Director of College Readiness and Student Life will publicize the election and filing dates on the College's online 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 Student Liaison or Director of College Readiness and Student Life (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 8:30 a.m. and 6:00 p.m. on Election Day. In addition, 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 to access the ballot, and security measures will be installed to prevent duplicate voting.

Election results will be forwarded by the Student Liaison to the President's Office. The Student Liaison will notify the (unofficial) winner of the election results.

In the case of a tie among the top vote-getters, the Student Liaison will draw lots before the March Board meeting to determine the candidate to be submitted for approval.

D. Approval of Election Results/Seating of New Member

The election results will be submitted for approval at the regular March meeting of the Board of Trustees in order for the new student member to be seated at the April board meeting. The student member will serve a one-year term officially beginning on April 15.

3. DUTIES AND RESPONSIBILITIES

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

A. attend Board meetings and related functions;

B. serve as the student representative on Shared Governance;

C. be the student voice in the Board's decision-making process by making motions and casting an advisory vote on issues before the Board;

D. 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;

- E. serve on board committees as directed by the board chair;
- F. attend student government meetings and regularly provide that organization information on Board activities;
- G. 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;
- H. 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
- I. 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.



PRESIDENT

NOVEMBER 9, 2023

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; JANUARY 5, 2023; **NOVEMBER 9, 2023**

CROSS REF.: BOARD POLICY 2380

Tuition Rates for Veteran Students**Administrative Procedure 813**

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

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

(SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

October 7, 2020

DATE

ADOPTED: OCTOBER 7, 2020

AMENDED:

CROSS REF.:

Administration of the Freedom of Information Act Administrative Procedure 818

John A. Logan College will use the following procedures to provide the information requested per the Illinois Freedom of Information Act 5 ILCS 140. All records in the custody or possession of a public body are presumed to be open to inspection or copying. Any public body that asserts a record is exempt from disclosure has the burden of proving by clear and convincing evidence that it is exempt, as provided in 5 ILCS 140/7.

Each public body shall designate an official or employee to act as its Freedom of Information Officer (FOIA). The FOIA Officer shall complete the electronic training curriculum required by the State of Illinois within 30 days after assuming the position. FOIA officers shall receive requests submitted to the public body under this Act, ensure that the public body responds to requests in a timely fashion, and issue responses under this Act. Requests may be submitted to the FOIA Officer in writing, by mail, or by email. Any John A. Logan College employee who receives a FOIA request must forward that request to the College FOIA Officer as soon as possible.

Upon receiving a request for a public record, the FOIA Officer shall: 1) note the date the public body received the written request; 2) compute the day on which the period for response will expire; 3) maintain an electronic or paper copy of the written request; 4) create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

The FOIA Officer should submit a response within five business days after receiving the request. This period may be extended according to Illinois statute 5 ILCS 140/3(e) for an additional five business days from the original due date if:

- The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
- The request requires the collection of a substantial number of specified records;
- The request is couched in categorical terms and requires an extensive search for the records responsive to it;
- If additional time is needed, the FOIA Officer will notify the requestor in writing within five business days after receiving the request of the statutory reason(s) for the extension and when the requested information will be produced.

Each request for a commercial purpose will be complied with or denied within twenty-one (21) working days after receipt. It is a violation of this Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.



PRESIDENT

OCTOBER 26, 2022

DATE

ADOPTED: OCTOBER 26, 2022

AMENDED:

REVIEWED:

CROSS REF.: BOARD POLICY 8431; 5 ILCS 140

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.:

**Financial or Physical Hardship
Withdrawal Procedure**

Administrative Procedure 820

Consistent with the Illinois Student Debt Assistance Act, a student may seek to limit their student debt when a physical or financial hardship requires the student to withdraw from the College. Examples of hardship include but are not limited to serious injury or illness; chronic illness; medical issue involving a family member that requires the student to act as a part or full-time caretaker; mental health condition; sudden or consistent lack of transportation; and significant and unexpected cost of living increase forcing the student to withdraw from courses.

Students who experience one of the above situations should complete the [Student Financial or Physical Hardship Appeal Form](#). This form should be submitted as soon as possible during the semester the student withdraws from the College, but no later than 30 days after the end of the semester. When completing the appeal, it is important to explain the situation and clearly state the desired resolution. Once the form is submitted, the Assistant Vice-Provost for Student Affairs will set up a meeting to review the request. Failure to attend the meeting and submit the required documentation to support the appeal will result in the denial of the request. Following the meeting, the Assistant Provost for Student Affairs will notify the student of the decision, via email, to the student's college email address within five (5) business days.

If the student disagrees with the decision, they have the right to submit a final appeal. The final appeal must be made within ten (10) business days of receipt of the letter outlining the decision from the Assistant Provost for Student Affairs. The appeal should include a detailed explanation outlining the reason for the final appeal and all supporting documentation. The final appeal should be sent to the Provost via email at provost@jalc.edu or regular mail. The Provost will review the appeal and set up a meeting, if necessary, to review the request. The student will be notified within five (5) business days of the decision via email to the student's college email address. All decisions of the Provost are final.



PRESIDENT

April 1, 2023

DATE

ADOPTED: APRIL 1, 2023 (RETROACTIVE TO AUGUST 1, 2022)
AMENDED:
CROSS REF.: SB 3032, STUDENT DEBT ASSISTANCE ACT
BP 8318 – FINANCIAL OR PHYSICAL HARDSHIP WITHDRAWAL

ADMINISTRATIVE WITHDRAW

John A. Logan College reserves the right to administratively withdraw students for disciplinary reasons. The College may also withdraw students who fail to attend and/or actively participate in classes as required under federal financial aid funding guidelines.

FACULTY-INITIATED WITHDRAW

Instructors reserve the right to withdraw students from classes at any point in the semester, subject to the disciplinary process outlined in the *Student Guidebook*. Additionally, faculty are required to withdraw students who fail to regularly attend and/or participate in class as outlined in federal financial aid guidelines. While John A. Logan College is not an attendance-taking institution, to maintain compliance for the distribution of Title IV funds, instructors must withdraw students who fail to regularly attend face-to-face courses and participate in online and hybrid courses. Please refer to the examples below for further guidance on the withdrawal process for various course types:

- **Face-to-Face (16 and 12-week courses)**

Students should be withdrawn after missing consecutive class sessions equal to one week of the scheduled meetings for the course. The only exception would be for students with excused absences approved by the instructor.

- **Face-to-face (8 and 5-week courses)**

Students should be withdrawn after missing consecutive class sessions equal to half the weekly scheduled meetings for the course. The only exception would be for students with excused absences approved by the instructor.

- **Online (16 and 12-week courses)**

Students should be withdrawn after failing to actively participate for one consecutive week of the course. Participation is defined as active engagement in the course, which includes; posting or sending assignments in D2L or to the instructor directly through email, participating in online discussions, taking quizzes or exams, or other activities assigned by the instructor. Merely logging in on D2L does not count as participation. The only exception would be for students with excused absences approved by the instructor.

- **Online (8 and 5-week courses)**

Students should be withdrawn after failing to actively participate for three consecutive days of the course. Participation is defined as active engagement in the course, which includes; posting or sending assignments in D2L or to the instructor directly through email, participating in online discussions, taking quizzes or exams, or other activities assigned by the instructor. Merely logging in on D2L does not count as participation. The only exception would be for students with excused absences approved by the instructor.

- **Hybrid (16 and 12-week courses)**

Students will be withdrawn after a combination of missing a class session(s) and failing to actively participate online for the equivalent of one week of the course. The only exception would be for students with excused absences approved by the instructor.

- **Hybrid (8 and 5-week courses)**

Students will be withdrawn after a combination of missing a class session and failing to participate online for three days of the course. The only exception would be for students with excused absences approved by the instructor.

ADMINISTRATIVE PROCEDURE TO WITHDRAW A STUDENT

- The appropriate College administrator or faculty member will notify the Admissions and Records Office in writing or through email requesting the student be withdrawn. Once the documentation is received, the student will be formally withdrawn from the course.
- The student will then receive an email notification of the withdrawal from the Admissions and Records Office. The notification will outline the student's appeal options if they wish to re-enroll in the course.
- If a student wishes to challenge a "withdrawal" grade, they will have due process as with the appeal of any other grade.
- 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.



PRESIDENT

April 1, 2023

DATE

ADOPTED: JANUARY 13, 2017
AMENDED: APRIL 27, 2022; JUNE 21, 2022; **APRIL 1, 2023**
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 the instructor's 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. **Cheating includes submissions generated by artificial intelligence services unless the use of these services is clearly part of the instructor's intent for the assignment. Examples of artificial intelligence services include chatbots, text generators, music generators, art generators, automatic programmers, language translators, and virtual assistants.**
- **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 for 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.



President

May 5, 2023

Date

ADOPTED: APRIL 27, 2022

AMENDED: JUNE 21, 2022; **MAY 5, 2023**

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.

Kirk E. Owens, Ph.D.

PRESIDENT

JUNE 21, 2022

DATE

ADOPTED: DECEMBER 16, 1981

AMENDED: OCTOBER 10, 2011; JUNE 21, 2022

CROSS REF.: BOARD POLICY 8310; STUDENT GUIDEBOOK

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.:

Student Code of Conduct

Administration Procedure 826

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

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.*

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.

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).



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

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

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

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

- c. The written notice of removal shall generally state:
 - (1) the facts giving rise to the conclusion of clinical dismissal;
 - (2) the date and approximate time when the clinical dismissal occurred;
 - (3) the names of any witnesses, and the identification of any documents; and.
 - (4) the length of the removal, and what remedial action must be taken before the student may return to clinical, if at all.
2. The student may submit a written appeal to the appropriate administrator (see *Rights and Responsibilities: A Student Code of Conduct.*)
3. The **Provost** shall be notified of the student's removal for unsafe clinical practice, and a suspension or expulsion request may be recommended by the John A. Logan College Health Professions Review Committee.

(ORIGINAL SIGNED BY PRESIDENT ROBERT MEES)
PRESIDENT

OCTOBER 27, 2009
DATE

ADOPTED: OCTOBER 27, 2009

AMENDED:

CROSS REF.: BP 8311, REMOVAL FROM CLINICAL

John A. Logan College is committed to providing equal opportunities for all students. The College has established procedures for the timely and fair resolution of student issues. In addition, the College will not allow any form of retaliation against students who initiate complaints. If the student is subjected to any such retaliation, they should report the incident following the same procedure outlined below. Violation of this policy, including any improper retaliatory conduct, will result in disciplinary action, up to and including termination.

The procedure established herein is designed for student issues or complaints, except *allegations of sexual harassment, sexual violence, dating violence, stalking, or other Title IX-related issues* (see [Board Policy 8317, Title IX.](#))

STEP 1: INFORMAL RESOLUTION

Prior to filing a formal complaint, students are encouraged to resolve the matter through informal channels when possible. Students should reach out to the Student Liaison or, in instances of conflict with the Student Liaison, the Assistant Provost for Student Affairs. All reasonable efforts shall be made to resolve the complaint. During this process, the student is strongly encouraged to carefully document the attempt to resolve the issue. If the informal resolution process is unsuccessful, a formal complaint must be initiated within 10 College business days of the failure of informal resolution.

STEP 2: FORMAL COMPLAINT

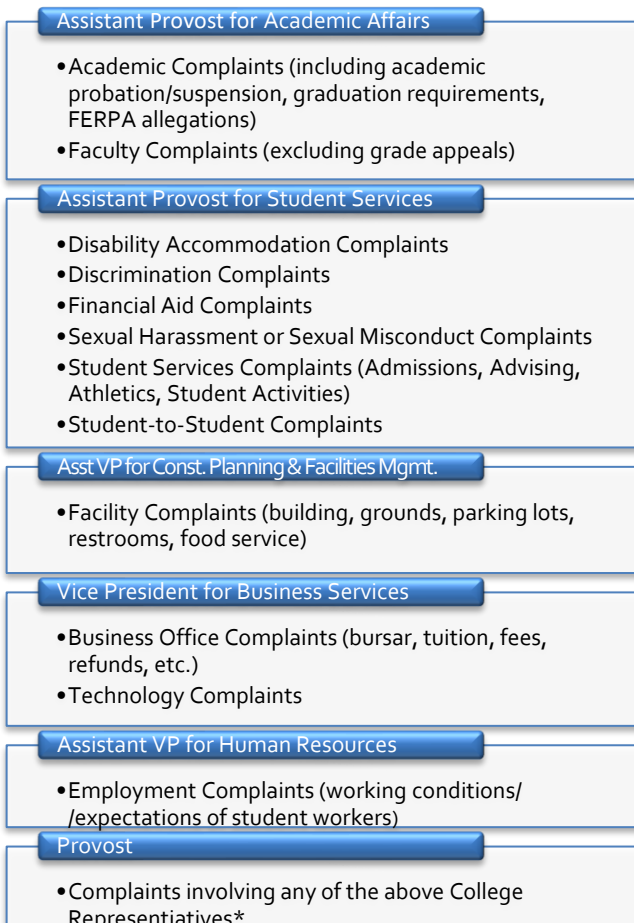
If the informal resolution process is unsuccessful, the student should initiate a formal complaint within 10 College business days. The complaint process begins with the Student Liaison. The role of the Student Liaison is to help guide the student through the complaint process. Guidance will include connecting students with the appropriate office or College official, providing assistance in completing the appropriate forms, making recommendations for incident documentation, and connecting students with helpful resources throughout the process.

The formal complaint process begins by completing the Formal Complaint Form, which can be obtained from the Student Liaison. Formal complaints are taken seriously by the College. Frivolous or harassing complaints can result in discipline. The formal complaint must be in writing and should include:

- 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
- when appropriate, acknowledgement that the informal resolution attempt was unsuccessful
- documentation of the failed 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

The completed written complaint should be submitted to the Student Liaison or, in instances of conflict with the Student Liaison, the Assistant Provost of Student Affairs.

Upon receipt of the written complaint, the College Representative will collect all relevant documentation and evidence and notify the appropriate office within 10 College business days using the following guidance:



*Complaints involving an Assistant Provost or Vice President shall be referred to the Provost. Complaints involving the Provost shall be referred directly to the President. Complaints involving the President shall be referred directly to the Board of Trustees.

STEP 3: ADMINISTRATIVE RESOLUTION

Upon receipt of a written complaint, 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 ten (10) College Business days of receipt of the complaint from the Student Liaison. The response shall include a decision, a brief rationale of the decision, and a statement of the availability of an appeal process, including 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 Liaison of their desire to continue to Step 4 within five (5) College Business days of receipt of the response from the official assigned to the complaint. The Student Liaison shall notify the Provost's office within five (5) College Business days of notification.

STEP 4: APPEAL HEARING PROCESS

Within thirty (30) college business days of notification from the Student Liaison that a student is unsatisfied with the Administrative Resolution, the Provost, or designee, shall:

- conduct an impartial review of the resolution
- determine whether more information is needed
- assemble an Appeals Panel to consider the merits of the resolution and the appropriate actions in response to the complaint; the Provost, or designee, shall serve as Chair of the Appeals Panel.
- set a date for the Appeals Panel to hear the evidence pertaining to the complaint (the "hearing").

The following procedures will be used by the Appeals Panel:

- 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 Appeals Panel hearings.
- In order to protect the participants, the hearing shall be closed to the public, including the general members of the College community.
- Depending on the nature of the complaint and in compliance with all applicable state and federal regulations, the student filing the complaint and the person against whom the complaint was filed may 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 Appeals Panel.
- 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 Appeals Panel may have the College Counsel present for the entire hearing.
- Disruptive conduct shall not be tolerated. The Chair of the Appeals Panel may terminate or postpone a hearing.
- After all relevant evidence is presented, the Chair shall adjourn the hearing.

STEP 5: FINAL RESOLUTION

The Appeals Panel shall provide a written recommendation for action to the appropriate Vice President or Assistant Provost within ten (10) College Business days. The recommendation shall include the rationale. Within five (5) College Business days of receipt of the written recommendation from the Appeals Panel, 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 Appeals Panel to the Board of Trustees by delivering a written statement of appeal to the Chair of the Board of Trustees within five (5) College Business days of receipt. The Board of Trustees is not obligated to act upon a decision of the Appeals Panel. If the Board of Trustees does not act on the decision at the next regular meeting, the President shall advise the student of the Board's action. If the statement of appeal is delivered within 72 hours of the next regular meeting), the decision of the Appeals Panel shall be considered final.

OPTIONAL 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 \(State of Illinois\)](#)
- [Department of Human Rights \(State of Illinois\)](#)
- [US Equal Employment Opportunity Commission](#)
- [US Department of Education Office for Civil Rights](#)



PRESIDENT

August 28, 2023

DATE

ADOPTED: MARCH 23, 2022

AMENDED: **AUGUST 28, 2023**

REVIEWED:

LEGAL. REF.:

CROSS REF.: BOARD POLICY 8316, STUDENT COMPLAINTS; BOARD POLICY 8317, TITLE IX

ADMIN. PROCEDURE 807, DISABLED STUDENTS

(MERGED LANGUAGE FROM BP 3512, DISCRIMINATION/EQUAL OPPORTUNITY GRIEVANCE/COMPLAINTS FOR JALC STUDENTS)

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

Student Appeals

Administrative Procedure 832

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.

Kirk E. Overstreet, Ph.D.

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.

Kirk E. Overton Jr. Ph.D.

PRESIDENT

JANUARY 13, 2022

DATE

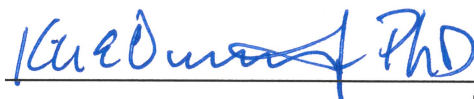
ADOPTED: SEPTEMBER 27, 2016
AMENDED: OCTOBER 1, 2020; **JANUARY 13, 2022**
CROSS REF: BOARD POLICY 8152

John A. Logan College recognizes that students may return to the College after an absence hampered by a prior academic record that may not represent their current abilities and commitment to education. Additionally, this prior work may negatively impact current degree completion. Possible reasons for poor performance may include immaturity, personal crisis, or unclear vocational/educational goals. In such cases, the College acknowledges that it may be reasonable for the student to request the exclusion of prior academic work from the calculation of the cumulative grade point average (GPA) for graduation purposes only. Prior to requesting academic forgiveness, the student must meet the following guidelines:

- not have enrolled in credit courses at John A. Logan College for a period of at least three consecutive calendar or academic years from the last enrollment period;
- complete at least 12 credit hours at the College with a minimum grade point average of 2.0;
- complete the Request for Academic Forgiveness form found on the Admissions and Records webpage under "Forms" or located in the student portal student tab;
- request the exclusion of all courses attempted and/or completed during the semester or semesters stated in the Academic Forgiveness request in the cumulative GPA calculation for the purpose of graduation.

The Assistant Provost for Student Affairs may approve or deny the request for academic forgiveness. The determination of the Assistant Provost for Student Affairs shall be considered final.

Approval of academic forgiveness means that grades in the requested semester(s) will be excluded from the cumulative grade point average calculation at John A. Logan College exclusively for the purpose of meeting GPA requirements for awarding degrees or certificates. All grades shall continue to be listed on the student's permanent academic record and transcript. Students planning to transfer to another institution are cautioned that the transfer institution may use all grades earned at the College, including those excluded by this policy, to calculate cumulative grade point average for the purpose of admission decisions or other purposes. If a student is receiving financial aid, Satisfactory Academic Progress guidelines still apply regardless of the Academic Forgiveness Policy. All failing grades earned as the result of a violation of the Academic Honor Code will not be excluded and are not eligible for appeal under the Academic Forgiveness Policy.



PRESIDENT

August 1, 2022

DATE

ADOPTED: AUGUST 1, 2022

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.:

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

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

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

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

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

President

October 31, 2016

Date

ADOPTED: OCTOBER 31, 2016

AMENDED:

REVIEWED:

CROSS REF.: