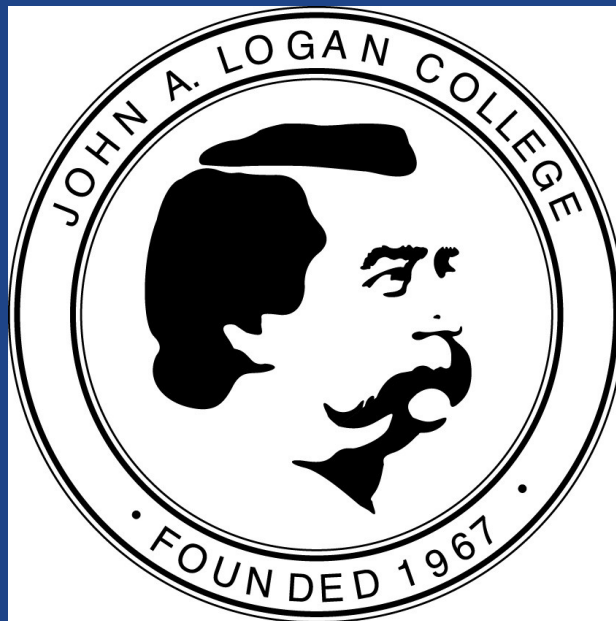


JOHN A. LOGAN COLLEGE

Administrative Procedure Manual

June 2, 2025



John A. Logan College

Administrative Procedures

Article I — Illinois Public Higher Education System	100
1. Organization of Illinois Public Higher Education	101
2. Illinois Board of Higher Education	102
3. Illinois Community College Board	103
Article III — General Information about College Operations	300
1. Shared Governance	301
2. Procedure for Curriculum Development	302
3. Advisory Committees	304
4. Athletic Program	305
5. Alcoholic Beverages at Special Events	306
6. Posting of Signs (Internal and External)	310
7. Volunteer Hall of Fames	311
8. Apportionment Process	312
9. Classroom Contact Hour Calculation	314
10. Learning Resources Center	319
11. Customized Training Programs	320
12. Use of Copyrighted Materials	330
13. CAREER Agreements	350
14. Lost and Found	363
15. Campus Closure	364
16. Summer Schedule	365
17. Thanksgiving and Winter Break	366
Article IV — Institutional Operations	400
1. Organization of the College	401
2. Emergency Response Exercises	410
3. Incident Investigation	412
4. Removal from Campus (Student, Guest, or Employee)	413
5. Procedures Implementing Policy on Prohibiting Sex Discrimination	414
6. Security Cameras	415
Article V — Human Resources	500
1. Procedures for Implementing Policy on Hiring Professional/Exec. Support Staff	501
2. Statement of Teaching Credentials	502
3. Procedures for Implementing Policy on Hiring Full-Time Faculty	502A
4. Affirmative Action – Employment and Applications	503
5. Administration of the Personnel Records Act	504
6. Change in Employment from Full-Time to Part-Time Status	505
7. Return to Work – Employee and Volunteer Restrictions	506
8. Stipends	508
9. Internships at the College	509
10. Professional Consulting and Outside Employment	510

John A. Logan College

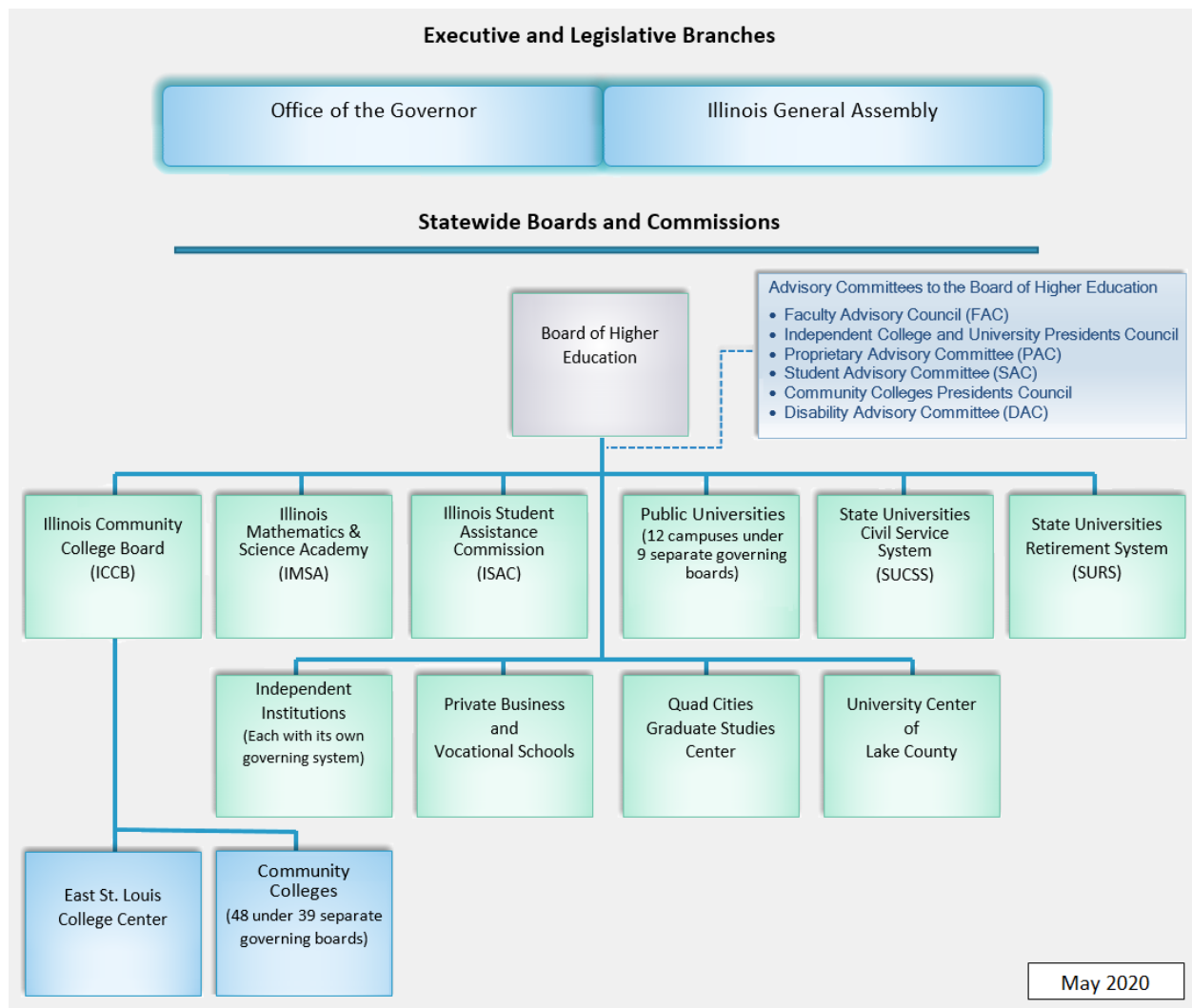
Administrative Procedures

11. Reimbursement for Retirees' Health Insurance	514
12. Procedure for Modified Duty Assignment	515
13. Paid Leave for All Workers	516
14. Professional Staff Compensation	521
15. Professional Employment Levels	522
16. Executive Support Staff Employment Levels	522A
17. Professional and Executive Support Staff Salary Schedule	522A.1
18. Code of Conduct	523
19. Progressive Discipline	524
20. Safe Learning Environment and Preventing Sexual Misconduct	525
21. Procedure on Intimate Personal Relationships	526
22. Anti-Nepotism Procedure with Students	527
Article VII – Business Operations of the College	700
1. Purchasing Procedures Handbook	701
2. Portable Device Procedure	702
3. Disadvantaged Business Enterprises	712
4. Debt Collection Procedure	718
5. Payroll Procedure	719
6. Taxability of Fringe Benefits	720
7. District Site and Construction Master Plan Review and Update	721
8. Facility Rental Fee Schedule	721.5
9. Qualification-Based Selection	722
10. Capitalization and Inventory Procedure	723
11. Surplus Property	724
12. Mailroom Procedures	725
13. Residency Status for Tuition Purposes	731
14. Non-Credit Refund Procedures	732
15. Travel Authorization and Travel Reimbursement on College Business	742
16. Mileage Reimbursement for Adjunct Faculty for Off-Campus Assignment	742A
17. Driver Evaluation System	743
18. Foundation Special Project Grants	750
19. Institutional Review Board	751
20. Food Products and Concessions on Campus	761
21. Food Products and Other Consumable Items in College Buildings	762
22. Participation in Charitable Events	763
23. Facility Scheduling Procedures	764
24. Automatic External Defibrillators (AED)	765
25. Inclement Weather & Natural Disaster Guidelines	766
26. Debt Management	771
27. Fund Balance Goals	772

John A. Logan College

Administrative Procedures

Article VIII – Students	800
1. Official Text Message Communications	802
2. Transfer Credit	803
3. Prior Learning Credit	804
4. Excused Student Absences	805
5. Dual Credit and Early College	806
6. Disabled Students	807
7. Student Clubs and Organizations	808
8. Certification of Veterans and Veterans Who Earn Incomplete	809
9. Pell Grants for Book Fees	810
10. Employment of Student Workers	811
11. Student Board Member	812
12. Tuition Rates for Veteran Students	813
13. General Program Requirements for Graduation	814
14. Administration of the Freedom of Information Act	818
15. Religious Observances of Students	819
16. Financial or Physical Hardships	820
17. Student Withdrawal Procedures	821
18. Management of Student Records and Identify Verification	822
19. Academic Honor Code	823
20. Conduct of John A. Logan College Athletes	824
21. Conduct in College Library	825
22. Student Code of Conduct	826
23. Student Disciplinary Action	827
24. Procedures for Removal from Clinical	830
25. Student Complaints	831
26. Student Appeals	832
27. JALC Satisfactory Academic Progress (SAP)	833
28. Academic Forgiveness	834
29. Private Education Loan Program	840



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431 E. Adams, Second Floor
Springfield, IL 62701-1481**

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PRESIDENT

DATE 5/1/2025

ADOPTED: AUGUST 6, 1974
AMENDED: (UPDATED PERIODICALLY AS NEW APPOINTMENTS OCCUR)
CROSS REF.: BOARD POLICY 1110

ILLINOIS COMMUNITY COLLEGE BOARD

401 East Capitol Ave.
Springfield, IL 62701-1711

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PRESIDENT

DATE 5/1/2025

ADOPTED: April 1, 1980
AMENDED: *(Updated Periodically as New Appointments Occur)*
CROSS REF.: Board Policy 1120

■ ROLE OF SHARED GOVERNANCE ■

The campus culture thrives in an environment of collaboration, transparency, and purposeful action. The practice of shared governance facilitates these goals by providing a space for conversations regarding policies, procedures, and the work of campuswide committees and task forces. Shared governance also ensures that decisions made reflect the perspectives, expertise, and best interests of all stakeholders.

Each constituency group at John A. Logan College is invited to participate in the Shared Governance Council (SGC) to play a role in reviewing submissions made through the Employee Comment Form and the Shared Governance Council Request Form. Collectively, SGC will determine a course of action for the submission.

SGC will also serve an advisory role to the President's Cabinet and as a repository for campuswide committees and taskforces as a means to prevent redundancy among work completed and actions taken at the College.

MEMBERSHIP

Membership to the SGC will be comprised of selected individuals from each of the College's employee groups and student representatives. A nomination process will determine the representatives for Senior Administrators, Administrators, Managers, Professionals, and Executive Support staff. Representation from the student body and campus bargaining units will be based on their own established processes. Should any additional employee groups be defined, a representative and an alternate will be added from those groups.

FUNCTIONS OF SHARED GOVERNANCE COUNCIL

- Facilitate transparency, communication, and accountability on campus.
- Act as the liaison for all constituency groups on campus.
- Prepare formal recommendations to the President's Cabinet to influence decision-making.
- Facilitate action on feedback received from the President's Cabinet.
- Maintain a repository of committee and task force work that affects the institution's direction and manage requests to create new committees and task forces.
- Report regularly to the Board of Trustees regarding outcomes achieved through SGC intervention.



PRESIDENT

July 1, 2024

DATE

ADOPTED: APRIL 1, 2980

AMENDED: NOVEMBER 8, 1982; MARCH 30, 1992; JULY 1, 2024 (*REPLACES COMMITTEE STRUCTURE OF COLLEGE COUNCIL*)

CROSS REF.:

**PROGRAM DEVELOPMENT PROCEDURE
(BACCALAUREATE TRANSFER AND CAREER DIVISIONS)**

1. The primary responsibility for developing new programs is delegated to the **Provost**.
2. After preliminary planning work by the Provost in conjunction with appropriate persons at the College, all new program ideas will be submitted to the President for recommendation to the Board of Trustees, if applicable.
3. Subsequent to ICCB approval, the program curriculum will be submitted to the Curriculum and Instruction Committee, **Assistant Provost**, and Provost --in that order-- for approval.
4. Following authorization by the President and Board of Trustees, approval to proceed with program development will be requested from the Illinois Community College Board (ICCB).
5. Final approval of the program is then requested from the Illinois Community College Board and the Illinois Board of Higher Education.
6. A copy of the Illinois Community College Board (ICCB) and the Higher Learning Commission (HLC) approval documents are sent to the Office for Student Financial Assistance and submitted to the Department of Education for approval to receive Title IV funding (needed for certificates only).
7. After final approval is received, the responsibility for program implementation then reverts to the **appropriate academic administrator**.

**COURSE DEVELOPMENT PROCEDURE
(BACCALAUREATE TRANSFER AND CAREER DIVISIONS)**

1. Primary responsibility for developing new courses for existing programs is delegated to the Assistant Provost, Provost, the appropriate dean, or the department chair.
2. All new course ideas are initiated at the departmental level.
3. All course proposals must be submitted in writing using a standard format as follows:
 - course title, prefix, number; and IAI number
 - credit hours, lecture hours, lab hours;
 - course description;
 - course prerequisites;
 - specific course objectives;
 - detailed course outline;
 - course requirements and method of evaluation;
 - text and other required materials;
 - reference or resource materials;
 - students to be served; and
 - initial offering date
4. Detailed course proposals are submitted to the Curriculum and Instruction Committee. Following approval by the Curriculum and Instruction Committee, course proposals are submitted to the **Assistant Provost** and Provost for approval and completion.
5. New course proposals are sent to ICCB for approval.
6. Following approval, the course is added to the College's course master by Academic Affairs staff.
7. After final approval is received, the responsibility for program implementation then reverts to the appropriate academic administrator.

WORKFORCE AND ADULT & ALTERNATIVE LEARNING PROGRAM PROCEDURE

1. Workforce and Adult and Alternative Learning Program administrators are charged with the development of new courses.
2. All course proposals must be submitted in writing using a standard format as follows:
 - course title, prefix, number; and IAI number
 - credit hours, lecture hours, lab hours;
 - course description;
 - course prerequisites;
 - specific course objectives;
 - detailed course outline;
 - course requirements and method of evaluation;
 - text and other required materials;
 - reference or resource materials;
 - students to be served; and
 - initial offering date.
3. Following approval by the Assistant Provost, course ideas are submitted to the Provost for approval.
4. New course proposals are sent to ICCB for approval.
5. Following approval, the course is added to the College's course master by Academic Affairs staff.
6. New courses should be submitted to the Curriculum and Instruction Committee as information only.

COMMUNITY EDUCATION COURSE DEVELOPMENT PROCEDURE

1. Community Education administrators are charged with the development of new courses.
2. The following course information will be sent to the Academic Affairs staff:
 - Title, course description, and contact hours
3. Following approval by the Assistant Provost, course ideas are submitted to the Provost for approval.
4. New courses should be submitted to the Curriculum and Instruction Committee as information only.

RESPONSIBILITIES OF CURRICULUM AND INSTRUCTION COMMITTEE

The Curriculum and Instruction Committee is charged with the approval of new programs and courses and/or changes to existing programs and courses.

1. Curriculum matters submitted for approval:
 - A. new courses and programs;
 - B. significant revision of course description or title;
 - C. credit hour changes to programs and/or courses;
 - D. course prerequisite change;
 - E. officially withdrawing courses and/or curriculum
2. Curriculum matters submitted as information only:
 - A. changes that do not significantly alter a course, i.e., minor revision of description or title;
 - B. course numbers;
 - C. curriculum footnotes;
 - D. instruction mode;
 - E. revision of curriculum with no change in credit hours

3. The Curriculum and Instruction Committee may take one of the following actions:
 - A. approval;
 - B. rejection accompanied with reasons;
 - C. table approval for further study;
 - D. approval with changes
4. Faculty members are encouraged to attend the Curriculum and Instruction Committee meetings to voice their opinions of proposed curriculum changes.
5. Actions of the Curriculum and Instruction Committee are sent to the Assistant Provost and Provost in that order for approval.
6. New programs are sent to the Assistant Provost, Provost, and President and then to the Board of Trustees for approval.
7. Following authorization by the President and Board of Trustees, approval to proceed with program development will be requested from the Illinois Community College Board (ICCB).



PRESIDENT

NOVEMBER 28, 2022

DATE

ADOPTED: NOVEMBER 8, 1982

AMENDED: JULY 8, 1985; JULY 1, 1996; MARCH 4, 2016; OCTOBER 1, 2021 (*TITLES*); **NOVEMBER 28, 2022**

CROSS REF.: BOARD POLICY 3210

Advisory Committees

Administrative Procedure 304

The following advisory committees are composed of citizens from within the College district and the surrounding region. They have regular meetings and make various recommendations to the appropriate College official concerning their areas of interest. They are appointed by invitation with approval of the President of the College:

1. Accounting/Business
2. Cardiac Diagnostic Medical Sonography
3. Automotive Services/Auto Collision Technology
4. Certified Nursing Assistant/Medical Assisting
5. Computer Information Systems
6. Construction Management Technology
7. Cosmetology
8. Criminal Justice
9. Dental Assisting
10. Digital Media Technology
11. Early Childhood Education
12. Electronics Technology
13. Emergency Medical Services
14. Heating and Air Conditioning
15. Surgical Technology
16. Nursing
17. Welding



PRESIDENT

October 9, 2024

DATE

ADOPTED: APRIL 1, 1980

AMENDED: JANUARY 10, 1985; JULY 15, 1996; SEPTEMBER 14, 2001; MAY 5, 2016; **OCTOBER 9, 2024**

CROSS REF.: BOARD POLICY 2710; 3220

OBJECTIVES

1. Provide opportunities for students to further their athletic skills and abilities;
2. Furnish laboratory experiences for those wishing to major in physical education and coaching;
3. Develop unity and school spirit among the student body through intercollegiate athletics (for both participants and non-participants);
4. Serve as a means for building personal relationship skills and character among the student body;
5. Serve as a public relations tool for the College and to provide a means through which the general public can identify with the College;
6. Develop teams in all sports that can successfully compete with other colleges in the Great Rivers Athletic Conference and other Illinois community colleges;
7. Develop and improve athletic facilities to the point that they are recognized as among the best in southern Illinois; and
8. Promote good health and fitness among the student body.

SUGGESTED PROCEDURES FOR OBTAINING OBJECTIVES

1. Employ an athletic director and coaches who are knowledgeable in the sports they represent and who are capable of dealing with and relating to potential College athletes;
2. Provide adequate resources to secure quality personnel and to make the athletic program successful; this includes funds for travel, recruiting expenses, and publicity;
3. Allocate adequate funds for facility improvements;
4. Develop a conditioning program for athletes during fall and spring semesters each year;
5. Coordinate the athletic program with other areas of the College, e.g., physical education, adult education, etc.
6. Undertake a joint effort among all College constituents to establish student participation in the athletic program through the following:
 - strive to schedule games to avoid conflicts with high schools;
 - utilize a pep band, pep club, booster club, pom-pom persons, and other organizations to generate interest;
 - combine athletic events with other special events, such as those sponsored by the College Foundation;
 - increase efforts and expenditures on publicity;
 - hold meetings of athletic personnel, student activities director, student groups, and faculty groups to coordinate and promote the program; and
 - strive for a winning, positive, competitive atmosphere;
7. Employ personnel who can teach sportsmanship and exemplify desirable character traits, who can work with all concerned to stress sportsmanship and a competitive spirit among spectators and students, and who will attempt to win but not sacrifice the objectives of the total program to accomplish this end;
8. Strive to undertake a special publicity/public relations program in an attempt to involve the public in the athletic program by the use of the coordinator of athletic events;
9. Make a special effort to recruit in-district athletes;
10. Use the Athletic Letter of Intent (included as an addendum to this administrative procedure) to sign athletes to scholarships at the College.

GUIDELINES FOR COACHES

1. Develop the best athletic team possible consistent with our College goal to develop the whole
2. Student and to bring out maximum potential of the student scholastically as well as physically;
3. Adhere to rules and regulations of the National Junior College Athletic Association and the policies and procedures outlined by the Great Rivers Athletic Conference and John A. Logan College;
5. Promote honesty, integrity, and loyalty among the students through example and instruction, and strive for consistency and fairness in dealing with players in all aspects of the program;
6. Make it standard practice to refrain from sacrificing principles or philosophies of the institution or the safety and well-being of players for the sake of winning;
7. Show common courtesies to visiting teams and players;
8. Make appropriate contacts and visits to area high schools and athletic events;
9. Encourage high school students to visit our campus throughout the year;
10. Concentrate on recruiting student-athletes in the John A. Logan College District; recruit enough out-of-district student-athletes necessary to maintain a program that will be able to compete successfully in the Great Rivers Athletic Conference and with other Illinois community colleges;
11. Do not initiate recruitment from the districts of conference members;
12. Give all potential athletes who initiate interest in the athletic program equal information and attention; inform the student about his/her possible chances of success;
13. Assist potential student-athletes in obtaining available financial aid (work-study, local grants, etc.);
14. Recruit athletes for the primary purpose of helping them receive a college education as well as competing in intercollegiate athletics;
14. Stress the benefits and advantages of attending John A. Logan College but do not degrade other colleges or their athletic programs;
15. Cooperate generously and unbegrudgingly with other areas of the College in the use of physical education facilities and equipment purchased and maintained by tax dollars for use by all appropriate areas of the College, and attempt to use our resources to benefit as many people as possible.
16. Develop a line of communication with area high school coaches and establish good working relationships with these persons; and
17. Deal with all players and participants in a spirit of mutual respect, fairness, and loyalty while avoiding behavior that belittles or berates players.

(Original signed by President Ray Hancock)

PRESIDENT

October 1, 1999

DATE

ADOPTED: FEBRUARY 7, 1978
AMENDED: APRIL 1, 1980; JULY 1, 1996; **OCTOBER 1, 1999**
REVIEWED:
CROSS REF.: BOARD POLICY 3360

Addendum to Administrative Procedure 305

(To be presented on College letterhead)

**JOHN A. LOGAN COLLEGE
ATHLETIC LETTER OF INTENT
HOME OF THE VOLUNTEERS**

John A. Logan College, a state-supported institution of the State of Illinois, by this agreement, assures that _____ will be recommended for an award of _____ which will help defray the costs of _____ when accepted for entrance for the _____ academic year.

All scholarships and awards at John A. Logan College are for a period of one academic year unless the student enrollment begins the second semester, under which circumstances the scholarship or award shall be for the remainder of the academic year. The awards may be renewed annually for each undergraduate year of eligibility, and while in effect, cannot be canceled unless the student:

1. fraudulently misrepresents any information on his or her College applications, application for scholarship or award, letter of intent, or tender;
2. engages in serious misconduct warranting a disciplinary penalty under the College's code of student conduct;
3. renders himself or herself academically ineligible for intercollegiate competition;
4. voluntarily withdraws from participating in collegiate athletics for any reason.

IF ANY ONE OF THE ABOVE CONDITIONS APPLY, THE STUDENT IS RESPONSIBLE FOR ONE-HALF OF ALL COLLEGE EXPENSES FOR THE SEMESTER OR EXPENSES FROM THE DATE OF DEPARTURE, WHICHEVER COMES FIRST.

Cancellation of a scholarship or award will transpire only after the recipient has had an opportunity for a hearing with the Director of Athletics or his designee.

In case of injury in practice or competition in intercollegiate athletics, this award will not be canceled. John A. Logan College reserves the right to cancel this award in the event of an injury to the recipient occurring other than during practice or competition in intercollegiate athletics.

It is further understood that this tender is subject to all NJCAA rules. This written statement describes the only arrangement between the prospective student and John A. Logan College.

By signing this form, the recipient agrees to practice and participate in the sport for which this award is being tendered at the direction of the Athletic Department.

Signed this _____ day of _____, _____.

Parent or Guardian

Coach

Student

Director of Athletics

Office of Financial Aid

Provost

In accordance with Board Policy No. **4313** (Drug and Other Substance Abuse, Including Alcohol) and **7210**, the President may approve the use of alcoholic beverages for special events held on the College campus. Such events are anticipated to be semi-formal activities where a sit-down meal is served in the conference and banquet center area. It is further anticipated that such events may be sponsored by the foundation of the College. The following guidelines are subject to change and interpretation by the President and will serve as a guideline for the use of alcoholic beverages at special events on campus:

1. Events eligible for consideration to serve alcoholic beverages will be at the discretion of the College President.
2. Beer and wine will be available as a choice at approved events, **with additional options as approved by the College President.**
3. There is no limit on the number of events the College will schedule each year.
4. The College will purchase no alcoholic beverages. Alcoholic beverages must be procured by the **vendor** and served by the **vendor, and the College President may approve the ability to charge for the beverages.**
5. Only events of a semi-formal nature with a sit-down meal will be considered as special events.
6. Alcohol may be served no more than one hour prior to or after the scheduled meal time. At no time will alcohol be served after 10:00 p.m.
7. Any request to provide alcoholic beverages at an event must be provided in writing to the President or the President's designee prior to the event being scheduled and must include, as a minimum, the following:
 - a. a description of the nature of the event;
 - b. a waiver signed by the user to indemnify the College and release the College from any liability resulting from any injury or legal action as a result of our activity on the College campus;
 - c. a Certificate of Insurance verifying the user has secured insurance meeting the College's minimum coverage to include coverage for the serving of alcoholic beverages listing the College as Additional Insured; and
 - d. payment of \$100 to offset additional maintenance, security, and costs that are associated with events that serve alcohol. This fee is mandatory and not subject to any waiver provisions.


PRESIDENT

1/9/2025
DATE

ADOPTED:

AMENDED: MARCH 22, 2005; JULY 1, 2007; NOVEMBER 4, 2013; AUGUST 29, 2018; **JANUARY 9, 2025**

CROSS REF.: BOARD POLICY 4313; **7210**; 7230

1. Any sign posted inside or outside a building on the campus of John A. Logan College must be neatly and tastefully prepared and must be approved by the **Assistant Vice President for Marketing, Public Relations, and Communications**, with that official's signature or an official stamp on the bottom right-hand corner or other appropriate area of the sign.
2. Any sign other than an approved, permanent sign attached by any means to any painted surface, wall covering, brick, tile, or main entrance door is an improperly posted sign--with these exceptions: signs may be posted to the entrance doors on a temporary basis of 48 hours or less in order to give directions or to address a College emergency, providing the posting has been properly authorized.
3. Signs satisfying the above criteria may be posted on glass and plastic surfaces for appropriate, short periods of time, and the individual posting the sign is responsible for removing the sign and the fixative (adhesive tape, masking tape, or other fixative substance) as soon as the event or activity is concluded.
4. Signs may also be posted on office windows as appropriate.
5. Notices pertaining to classroom instruction (room changes, instructor's absences, and other instructions) may be temporarily taped to the door number plaques, and these signs should be removed immediately following the class or activity to which the sign pertains.
6. Improperly posted signs will be removed by custodians, staff, or administrators.
7. No signs or flyers may be placed on vehicles at any time.
8. Brochures, flyers, or other materials for College-sponsored events, offices, departments, or clubs may be placed on tables in lounges, cafeterias, or other similar areas. These materials must be approved by the **Office of Marketing, Public Relations, and Communications**.
9. Indoor bulletin boards are the responsibility of the **Office of Marketing, Public Relations, and Communications**.
 - a. Postings on indoor bulletin boards require approval from the **Office of Marketing, Public Relations, and Communications** with an official stamp on the bottom right or other appropriate area of the posting. Approval will not be granted for postings that are:
 - i. handwritten;
 - ii. smaller than 5 ½" x 8 ½" or larger than 11" x 17";
 - iii. advertise the availability of alcohol;
 - iv. make false statements or claims;
 - v. intentionally harm the reputation of an individual, business, or organization;
 - vi. endorse or oppose a political candidate, party, or issue;
 - vii. advertise illegal activity;
 - viii. include sexually suggestive images, words, or other content, or
 - ix. advertise sexually explicit performances, businesses, or activities.
 - b. Exceptions will be considered on a case-by-case basis for College departments, offices, clubs, and College-sponsored events. Approval of postings does not imply the College's endorsement of the information on the posting.

- c. Instructional materials posted by faculty on classroom bulletin boards do not require approval. Postings on bulletin boards reserved for College offices, departments, or clubs do not require approval; reserved boards are the responsibility of the respective office, department, or club. Boards may be reserved with approval from the **Assistant Vice President for Marketing, Public Relations, and Communications**.
- d. Once postings are approved, the individual may post on bulletin boards in classrooms and in the halls except for those boards that are reserved for College offices, departments, or clubs. Student Activities is not responsible for posting materials. Postings will be approved for 30 days or until the day after a date-specific event that the posting promotes. Postings must be hung with thumbtacks or push pins – not staples. **Marketing, Public Relations, and Communication staff** will remove postings when expired.

All College personnel are requested to comply with this administrative policy and to assist in its implementation in an effort to provide an orderly and informative campus environment.



PRESIDENT

October 31, 2024

DATE

ADOPTED: MAY 8, 1987

AMENDED: NOVEMBER 20, 1987; JULY 1, 1996; APRIL 12, 2012; **OCTOBER 31, 2024**

CROSS REF.: BOARD POLICY 7210

The Board of Trustees has established the Volunteer Hall of Fame as an administrative policy to establish an orderly, formal process to honor outstanding athletes at John A. Logan College when such athletes meet the approved criteria contained in this policy. The Athletic Advisory Committee, named by the athletic director with the advice and consent of the administration of the College, provides the primary source of initial consideration of nominees to the Volunteer Hall of Fame.

SPECIAL CRITERIA

An athlete satisfying one of these specific criteria will be nominated to the John A. Logan College Hall of Fame by the Athletic Department after a five-year waiting period:

- A. professional athlete with a parent organization or club which will be evidence of ultimate in a career in a respective sport;
- B. first or second place in individual competition at the state level;
- C. first or second-team All-American. (Academic All-American does not qualify);
- D. be a member of the United States Olympic Team; and
- E. the candidate must satisfy the above criteria at John A. Logan College or at a four-year college or university.

GENERAL CRITERIA

An athlete satisfying all five of the general criteria below may be nominated to the John A. Logan College Hall of Fame:

- A. must have been a competitor for a minimum of two (2) years and awarded a varsity letter in at least one of those years;
- B. must have been outstanding, as evidenced by such accomplishments as All-American status, a national champion or qualifier, recipient of various athletic awards and honors, special team nominations (all-state, regional), school records, statistics, professional teams, or international competition;
- C. must have exhibited acceptable standards of conduct during competition;
- D. graduation is preferred but not required; if the athlete did not graduate, the athlete must have ended his/her community college career at John A. Logan College; and
- E. must have been out of school for a minimum of five (5) years.

NOMINATIONS

- A. Nominations should be directed to the Hall of Fame Committee or to the Athletic Director. Each nomination should be submitted by an appropriate deadline determined by the committee.
- B. Any interested person(s) may submit the names of one or more nominees.
- C. If a nominee meets the recommended criteria, the Athletic Advisory Committee will then present the nominees to the President of the College and the Board of Trustees. At any of these levels, nominees may be returned to the Advisory Committee for recommendation.
- D. The Board of Trustees will consider nominees and make final selection and induction through regular administrative channels.

REMOVAL CLAUSE

A person may be removed from the John A. Logan College Hall of Fame by the following:

- A. if evidence to merit the removal is presented in writing to the committee by any person(s);
- B. if the committee deems the recommendation to have substance, it may recommend through regular administrative channels the removal of a particular individual from the Hall of Fame;
- C. the President may then recommend removal to the Board of Trustees.

(Original signed by President Ray Hancock)

PRESIDENT

June 13, 1988

DATE

ADOPTED: JUNE 13, 1988

AMENDED:

CROSS REF.:

The College receives credit hour grant funding from the Illinois Community College Board (ICCB) for all active courses approved as reimbursable on the ICCB course master file listing. Credit hour grants are covered by ICCB rules section 1501.507 and are commonly referred to as apportionment. In addition, the College receives funding known as equalization. This funding is dependent upon the data from the S3 report, as well as information compiled on students enrolled in approved cooperative agreements. To ensure the accurate, complete and timely reporting of credit hour grants via the S3, all divisions of the College have a burden of responsibility. However, the major responsibility falls on the Office of the **Provost**. The S3 report is due thirty days after each semester.

APPORTIONMENT STEPS**Instructional Services**

- A. obtain ICCB approval for all courses producing credit hour grants;
- B. input correct course data on the following:
 - (1) DCM;
 - (2) DCD, DCD2; and
 - (3) (check title, credit hours, reimbursement code)
- C. return of midterms in a timely manner;
- D. work with MIS staff to ensure computer parameters are correct;
- E. conduct midterm check of midterm class lists with grades posted;
- F. change staff to actual instructor by 3rd week of semester;
- G. complete final check of class lists;
- H. compare S3 with figures from check of class lists; and
- I. check all columns of S3 for inconsistencies.

Student Services

- A. Admissions
 - (1) enroll students;
 - (2) withdraw students;
 - (3) input midterm and final grades accurately; and
 - (4) request midterm and final grades from faculty
- B. Special Programs
 - (1) submit forms for special courses in a timely fashion (do not hold); and
 - (2) input information into system on time.

Business Services

- A. program computer;
- B. assist with questions;
- C. provide support;
- D. provide S3;
- E. file S3; and
- F. identify concerns to instructional personnel.

Schedule yearly meetings during the summer with key personnel in each division.

(Original signed by President Ray Hancock)

PRESIDENT

May 25, 1995

DATE

ADOPTED: MAY 25, 1995
AMENDED:
CROSS REF.:

Classroom Contact Hour Calculation

Administrative Procedure 314

Course credit hours are established in accordance with Section 1501.309 of the System Rules Manual of the Illinois Community College Board. Credit hours for courses for which ICCB credit hour grants are to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours of such time for each quarter credit hour.

Lecture/Discussion Courses. Lecture/discussion-oriented instruction will be assigned one semester credit hour or equivalent for each 15 classroom contact hours (750 minutes) of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.

Lecture/Discussion Instruction (1 credit hour = 750 minutes of instruction per semester)				
Credit Hour	Classroom Contact Hours Required per Credit Hour	Weeks in Semester	Total Minutes of Instruction*	Ratio Classroom Contact Hours to Credit Hours
1	1 classroom contact hour = 50 minutes	15	750	1:1

*total minutes of instruction remain the same for courses with modified start/end dates.

Laboratory/Clinical-Laboratory-Oriented Instruction. Courses in which students participate in laboratory/clinical-laboratory-oriented instruction will be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours (1500-2250 minutes) of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.

Laboratory/Clinical-Laboratory-Oriented Instruction (1 credit hour = 1500-2250 minutes of instruction per semester)				
Credit Hour	Classroom Contact Hours Required per Credit Hour	Weeks in Semester	Total Minutes of Instruction*	Ratio Classroom Contact Hours to Credit Hours
1	2 classroom contact hours = 100 minutes up to 150 minutes	15	1500 up to 2250	2:1 up to 3:1

*total minutes of instruction remain the same for courses with modified start/end dates.

Note: Programs leading to licensure and/or that are governed by a program accrediting body may require clinical-laboratory-oriented instruction up to 60 classroom contact hours (3000 minutes; 4:1 ratio) for each one semester credit hour.

Nonclinical Internship, Practicum, On-the Job Supervised Instruction. Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours (3750-7500 minutes) per semester or equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.

Classroom Contact Hour Calculation***Administrative Procedure 314***

Nonclinical Internship, Practicum, On-the-Job Supervised Instruction (1 credit hour = 3750-7500 minutes of instruction per semester)				
Credit Hour	Classroom Contact Hours Required per Credit Hour	Weeks in Semester	Total Minutes of Instruction*	Ratio Classroom Contact Hours to Credit Hours
1	5 classroom contact hours up to 10 classroom contact hours = 250 minutes up to 500 minutes	15	3750 up to 7500	5:1 up to 10:1

*total minutes of instruction remain the same for courses with modified start/end dates.

Clinical Practicums. Students who participate in clinical practicums shall receive one semester credit hour or equivalent for each 30-60 contact hours (1500-3000 minutes) per semester or equivalent.

Clinical Practicums (1 credit hour = 1500-3000 minutes of instruction per semester)				
Credit Hour	Classroom Contact Hours Required per Credit Hour	Weeks in Semester	Total Minutes of Instruction*	Ratio Classroom Contact Hours to Credit Hours
1	2 classroom contact hours up to 4 classroom contact hours = 100 minutes up to 200 minutes	15	1500 up to 3000	2:1 up to 4:1

*total minutes of instruction remain the same for courses with modified start/end dates.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

AUGUST 15, 2018

DATE

ADOPTED: AUGUST 15, 2018

AMENDED:

CROSS REF.: BOARD POLICY 8230; 1501.309 SYSTEM RULES MANUAL OF THE ILLINOIS COMMUNITY COLLEGE BOARD

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

1. **Orientation and Training**
 - a. orientation of students, faculty, and staff to the LRC
 - b. faculty/staff development activities
2. **Reference and research assistance to students, faculty, staff, and community**
 - a. individual reference assistance
 - b. online database searching
 - c. bibliographic instruction (classroom and individual)
3. **Circulation of Materials**
 - a. registration of borrowers (library cards)
 - b. charging out materials
 - c. over-due notices
 - d. book reserve service
 - e. copy machines
 - f. microfilm/fiche reader/printer
 - g. computer workstations and printers
 - h. government documents
 - i. audiovisual material
4. **Interlibrary Loan Services**
 - a. state and nationwide library sharing
 - b. online catalog
 - c. transmission of periodical articles
5. **Production of bibliographies to support instruction**
6. **Consultation Services**
 - a. selection of materials for course application
 - b. assistance in using computers and other teaching materials in the classroom
 - c. assistance in using Scantron
7. **Learning Laboratory Services**
 - a. dispense audiovisual materials to students according to instructors' directions
 - b. assisting students with the use of equipment
 - c. Test proctoring for make-up tests, second chance, self-paced, and online course testing.
8. **Distance Learning**
 - a. Coordination of online courses
9. **College Archive**
 - a. Collect and organize the College archive

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

AUGUST 31, 2018

DATE

ADOPTED: APRIL 1, 1980

AMENDED: JANUARY 10, 1985; OCTOBER 22, 1996; AUGUST 15, 2006; DECEMBER 7, 2015; **AUGUST 31, 2018**

BACKGROUND

As the College continues to provide needed training to its constituents, it is incumbent on the administration to establish guidelines under which these programs can operate efficiently and effectively. It is imperative that we offer high-quality programs with competent staff at a competitive cost. It is also essential that we develop a pool of highly qualified instructors. In order to do this, our rates of pay for this work must be attractive.

We must establish a philosophy and mission statement regarding training that is in keeping with the overall philosophy and mission statement of the College. This statement should set the overall parameters which will provide a basis for the program. All aspects of the program must be consistent with the statement of philosophy and mission.

In order to be effective, specific and measurable goals should be established for this effort in general and for each program individually. These should be in writing established at the outset, and be a part of any agreement between clients and the College, and receive the same approvals as are given for other commitments, e.g., employment of staff or expenditure of funds.

The responsibility of developing training programs should fall primarily in the area of workforce development. However, all College personnel should assist with the initial stages of development by being familiar with the programs being offered and by being alert to the needs of the people and industries with which they come in contact. When a need is identified, the dean for workforce development and adult education and the dean for academic affairs will cooperate to coordinate and implement the program, utilizing the appropriate staff as needed.

Once a program is developed in terms of content, desired results, and basic approach, the College must seek other essential ingredients such as funding, staffing, and facilities not necessarily in that order. If College facilities are to be used, we should be able to look to our policies regarding the use of College facilities for guidance. These policies set priorities and guidelines for the use of facilities and establish the appropriate charges. Funding may be provided from a number of sources and often will come from a combination of two or more sources. Whatever the case, these sources must be identified at the outset, along with the stipulations that almost always go along with the use of outside funds. It will be necessary to involve the Business Office in order to establish an accounting structure, ascertain documentation and audit requirements, and billing procedures. Usually, the best time to involve the Business Office is when the budget or cost estimate is being prepared.

Staffing, along with being the single most important ingredient contributing to the success or failure of any training program, will always require the most effort to accomplish. Staffing, as a function, includes not only the initial hiring but also the training, supervision, and evaluation of those people hired. Prior to hiring, it is essential that the terms of the employment be spelled out. What is to be done, how and for how much, are the questions that must be answered.

Because these programs are unique and not repeated routinely, it will be impossible to establish hard and fast policies that will address precisely the responsibilities of each division of the College in carrying out this mission. It is important, however, that at least a framework be established that will aid in seeing to it that essential functions are accomplished and that necessary communication occurs--both horizontally and vertically within the organization.

ADMINISTRATIVE PROCEDURES

In order to allow the College to be labor market responsive, the following procedure will be followed whenever programs of this nature are established. Authority is granted to the President to organize customized training programs as requested.

INITIATING A TRAINING PROGRAM

Once a need for a training program is established, the College contact person must complete a Training Proposal (see Appendix A) and obtain the necessary approvals prior to making any formal commitments.

FACILITIES

If College facilities are to be used, they should be scheduled through the Scheduling Office. Fees for use of facilities will be established in accordance with College policy. (See Facilities Usage Board Policy 7210.)

STAFFING--GENERAL

Faculty or staff selected to provide training must first be qualified to teach the programs offered. Second, it is important to involve as many of the College staff in these programs in order to develop a substantial pool of interested and qualified training staff. This will help ensure that we can respond to needs quickly.

STAFF SELECTION

Generally, the selection, training, and evaluation of faculty in teaching training programs will be handled by the workforce development and adult education department through normal College procedures. The Workforce Development and Adult Education office will coordinate the hiring process through the department chairs, deans, Assistant Provost of Academic Affairs, and the Human Resources Office in an effort to select qualified faculty who are interested in participating in the workforce training program. In addition, personnel from business and industry and individuals from the general public will be actively recruited to supplement the pool of teachers available at John A. Logan College. John A. Logan College faculty participating in workforce training programs on- or off-campus must teach on their own time.

CONFLICT OF INTEREST

A full- or part-time employee of John A. Logan College will not provide training to an entity within the College district without the training being arranged by the College's workforce development office.

STAFF COMPENSATION

All personnel utilized to lead or conduct these programs will be compensated under a contractual service agreement. The President is authorized to approve fee schedules for customized training programs.

- (1) Compensation for on-campus grant training programs should be established at a range of \$14 to \$65 per hour. Prep time, if necessary, should be established at \$35 per hour for the first time training is delivered. No preparatory compensation should be paid for subsequent training sessions covering the same subject matter. The amount of prep time necessary to teach the course will be determined by the workforce committee.

- (2) Compensation for off-campus grant training programs, which is primarily training for business and industry, should be established at \$14 to \$100 per classroom hour. The instructional fee includes consultation time, meetings, customizing, and necessary travel. Prep time should be established at \$35 per hour for the first time the training is delivered. Prep time will not be required for subsequent training programs covering the same subject matter. The amount of prep time necessary will be determined by the workforce committee. Other grants may dictate the rate of pay in the grant. In such instances, the rate established in the grant will take precedence.
- (3) Compensation for industrial training done through private contractual arrangements will be based on the fair market value. The fair market value is normally determined by the type of training, the amount of prep time, the availability of teachers, and the expertise required. In this area, the fair market value is normally \$100 per hour plus prep time. Prep time is situation-dependent and will be determined by the workforce committee.
- (4) The total amount of extra compensation that one can earn from training programs for performing work outside of the regular job duties is limited to 20% of the employee's regular monthly salary for each month.

FUNDING

Once the program is approved, a budget must be prepared, showing sources of funding and projected expenditures. The Business Office should be involved in this process. It will determine documentation and audit requirements as well as obtain necessary billing information at that time.

It should be the goal of the training staff to price programs so as to include a 30% margin above direct cost for overhead on programs conducted on campus and 20% for overhead on programs not using College facilities. Consideration should also be given to charging additional fees for the use of computers or other technologies where unusual costs are incurred.

EVALUATION

The Workforce Development Office will work with the instructor to develop an appropriate method of evaluating each training program. Results of evaluations will be reported to the deans, assistant provost, President and Board of Trustees, and maintained in College files for future reference. The basis for evaluation should be the goals established and written into the contract or grant proposal.

Exceptions to this policy and the following administrative procedures must have prior written approval of the President.

Original signed by President House
PRESIDENT

October 31, 2016
DATE

ADOPTED: OCTOBER 24, 1995

AMENDED: JULY 25, 1996; NOVEMBER 4, 1996; OCTOBER 25, 2006; OCTOBER 1, 2007; **OCTOBER 31, 2016**

CROSS REF.:

TRAINING PROPOSAL
JOHN A. LOGAN COLLEGE
providing training services to

[*Business Name*]

PLAN: The Center for Business and Industry at John A. Logan College will offer [*Name of training to be offered*] to the employees of [*Business Name*], [*Business Address*]. This training will be held at [*Business Location*] as follows:

BIN 300, Summer Semester

Sec. 54: June 6, 2006 8:00 a.m. - 4:30 p.m.

BIN 300, Summer Semester

Sec. 55: June 7, 2006 8:00 a.m. - 4:30 p.m.

REGISTRATION: All students will be registered at the beginning of each class by the trainer.

EVALUATION: All students will evaluate the trainer and course at the end of training using appropriate College forms. Upon successful completion, students will receive .5 college credit(s) for each class.

TRAINER: The trainer for the course will be [*Trainer Name*].

COST: Upon completion of the training, the College will invoice [*Business Name*] a total of [\$].

Upon signature of this proposal, all parties agree to perform the duties stated within. Please sign and return this contract in its entirety.

SIGNED:

[*Business Contact Name* Date
[*Business Name*
[*Street Address*
[*City, State, Zip*

[*Name* Date
Dean for Workforce training
John A. Logan College

[*Name* Date
Director of [*Corporate Training/B&I Training*]
John A. Logan College

[*Name* Date
President, John A. Logan College

The Learning Resource Center will publish educational material and establish training to educate faculty and staff about the provisions of US copyright law and to provide more specific guidance for those seeking to use copyrighted material. Information will be published on copyrighted material already licensed by the College and on sources of non-copyrighted materials for educational use. However, it is the responsibility of the user to determine the copyright status of materials or works used.

There are three instances in which copyrighted works may be used when the copyright is held by a third party:

1. License the use of material (e.g., course packs);
2. Obtain permission from the copyright holder;
3. Use under the “Fair Use” Provision of Title 17, Section 107 of the United States Code

Whenever using copyrighted material, the best practice is to seek approval for use of the material or license the use of the work. Asking for permission often results in permission being granted without charge as long as the material is used within certain guidelines (i.e., distributed to a limited audience, used for a limited amount of time, etc.). Less preferable is to license the use of material through the appropriate market or clearing house. Print material, for example, has a robust market developed to license copyrighted works, and nearly all print material can be licensed through the Copyright Clearance Center (www.copyright.com). Student packs are also a preferred way of licensing copyrighted information for student use. The John A. Logan College Bookstore and other bookstores offer this service. Please Note: Licensing material through either of these two ways will always result in a fee being charged, whereas seeking permission through the copyright owner often results in free use within certain guidelines. That is why seeking permission through the copyright owner often results in free use within certain guidelines. That is why seeking permission directly from the copyright holder is the preferred method.

If a license for the work is required, it should be purchased or obtained through the appropriate College purchasing/requisition procedures or a course pack should be developed through an appropriate vendor. Permission should be granted by the copyright holder or clearance of licenses should be obtained prior to using or duplicating the copyrighted material. The Copy Center reserves the right to refuse to duplicate material without the appropriate clearances. Material refused by the Copy Center should not be duplicated on other John A. Logan College copiers nor on computer printers. Furthermore, appropriate approvals and licenses are also required before copyrighted material is used electronically on one of John A. Logan College’s learning management platforms.

The fallback position is to use the material under the “fair use” provision of the United States Code. One must keep in mind, however, there is no definitive line that can be drawn between “fair use” and infringement of copyright. The “fair use” provisions are not set in stone, but rather are a set of four guidelines that create a “balancing test” that must be applied to satisfy each fair use claim. The four factors to be considered, as defined in Title 17 of the United States Code, are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

These four factors must be considered in each case where fair use is to be claimed. In addition to these factors, there are other considerations that must be considered. This is especially true of online usage of copyrighted material.

Other considerations when looking at fair use claims include the following:

1. Whether or not there is a method, or a market, for requesting or purchasing the right to use copyrighted materials;
2. Whether or not the ownership of copyright is easily determinable;
3. Timeliness;
4. The guidelines established by the conference on Fair Use (CONFU); and
5. The provisions enacted in the TEACH Act regarding fair use and distance learning.

When it is still unclear whether a work may be used under the “fair use” provision, it is best to obtain permission from the copyright holder.

Faculty and staff are encouraged to attend training sessions and learn more about copyright law in order to ensure legal use of copyrighted materials.

Original signed by President Robert L. Mees

President

April 9, 2010

ADOPTED: MARCH 23, 2010
AMENDED: **APRIL 9, 2010**
CROSS REF.: BOARD POLICY 3361

Purpose: The purpose of this procedure is to expand educational services to the greatest number of students in each district served by the participating community colleges. This procedure aims to establish a viable method of cooperation between the colleges to share programs, maximize the utilization of finances, facilities, equipment, and personnel, and provide educational services that might otherwise be impracticable for any of the colleges individually.

Scope: This procedure applies to all participating community colleges in Illinois, including but not limited to Black Hawk College, Carl Sandburg College, City Colleges of Chicago, College of DuPage, College of Lake County, Danville Area Community College, Elgin Community College, Heartland Community College, Highland Community College, Illinois Central College, Illinois Eastern Community Colleges, Illinois Valley Community College, John A. Logan College, John Wood Community College, Joliet Junior College, Kankakee Community College, Kaskaskia College, Kishwaukee College, Lake Land College, Lewis and Clark Community College, Lincoln Land Community College, McHenry County College, Moraine Valley Community College, Morton College, Oakton Community College, Parkland College, Prairie State College, Rend Lake College, Richland Community College, Rock Valley College, Sauk Valley Community College, Shawnee Community College, South Suburban College, Southeastern Illinois College, Southwestern Illinois College, Spoon River College, Triton College, Waubensee Community College, and William Rainey Harper College.

Procedure:

1. Institutional Identification:

- The college district sending the students to another college will be referred to as the "Sending College."
- The college receiving students from another college district will be referred to as the "Receiving College".

2. Terms of Agreement:

- The educational programs offered by the colleges as part of this Agreement shall be programs approved by the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education.
- The Agreement is explicitly for programs of study leading to an Associate in Applied Science degree or certificate in Career and Technical Education.

3. Duration of Agreement:

- This Agreement shall be in force upon adoption by the Board of Trustees of each of the participating colleges and will continue until terminated under the provision of item seven (7).

4. Amendments to Agreement:

- Amendments and/or revisions to this Agreement may be made at any time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement.

5. Coordination of Agreement:

- The ICCB, in consultation with member institutions, will coordinate changes and distribution of those changes to the other colleges on an annual basis when necessary.

6. Program Eligibility:

- The ICCB shall maintain a Program Directory on the ICCB website to assist the colleges in determining which programs qualify under the agreement.

7. Termination of Agreement:

- The participation of any college(s) in this Agreement may be terminated at the end of any spring semester to be in effect the following fall term at the request of the College President.
- 8. **Residents Eligibility:**
 - Approval for students participating within this Agreement resides with the Sending College.
- 9. **Registration:**
 - Upon written approval from the Sending College, students shall register at the Receiving College and shall be members of that district for the terms of their enrollments.
- 10. **Additional Educational Services:**
 - The Receiving College shall provide access to its Learning Resources Center and other instructional resources for students from the Sending College.
- 11. **Records and Recognition of Completion:**
 - The Receiving College shall maintain admissions records and transcripts and issue any and all degrees or certificates to students completing the educational program.
- 12. **Scholarships and Student Activities:**
 - The Receiving College shall be considered the home district for athletic eligibility and/or any activity where the student officially represents an institution.
- 13. **Publicity:**
 - The educational programs offered through this Agreement shall be noted in college catalogs and publicized by the participating districts in a manner consistent with ICCB requirements and institutional publicity policies.
- 14. **Communication of Agreement:**
 - The Sending College shall communicate the terms of this Agreement to its students attending a Receiving College.
- 15. **Reimbursement:**
 - The Receiving College shall be eligible to file all claims for State apportionment for any student from the Sending College enrolled in the Receiving College's programs covered by this Agreement.
- 16. **Transportation:**
 - Students shall be responsible for their own transportation to and from Sending and Receiving Colleges.
- 17. **Tuition and Fees:**
 - Students from the Sending College will pay the resident tuition and fees of the Receiving College.
- 18. **FTE Reporting:**
 - For purposes of capital (construction space), FTE enrollment in the classes taken are reported by the Receiving College.
- 19. **Student Enrollments:**
 - The cooperating institutions in this Agreement shall be treated as one district in relation to admission policies for the programs included herein.
- 20. **Chargeback:**
 - Colleges sending students to receiving colleges identified in this Agreement will not pay chargebacks.
- 21. **Dispute Resolution:**
 - All disputes that arise through this agreement shall follow the arbitration process outlined below:

- a. Involved parties shall attempt to settle the dispute through mutual agreement.
- b. In the event that mutual agreement cannot be reached, parties may request a decision by a committee of their peers.
- c. Said parties may request an advisory opinion from the ICCB.
- d. The decision of the committee shall be considered final and all parties agree to be bound by the committee's decision.

22. Special Note:

- Nothing contained in this Agreement shall operate to create a relationship of Principal and Agent between the Parties.



PRESIDENT

6/2/2025

DATE

ADOPTED: MARCH 26, 2025

AMENDED:

LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT (110 ILCS 805/); ILLINOIS COMMUNITY COLLEGE BOARD (ICCB) RULES; ILLINOIS HUMAN RIGHTS ACT; CREDIT FOR PRIOR LEARNING ACT (PUBLIC ACT 100-0261); U.S. HIGHER EDUCATION ACT OF 1965; TITLE IX OF THE EDUCATION AMENDMENTS OF 1972; AMERICANS WITH DISABILITIES ACT (ADA); TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

CROSS REF.: BOARD POLICY 7350

PURPOSE

The purpose of this directive is to establish procedures for items that are lost or found on the John A. Logan College campus, including the extension centers in DuQuoin and West Frankfort.

The Campus Police Department provides a location to store/house items that are lost or found on campus. It is the responsibility of Campus Police to attempt to contact the owner of said property and reunite them with the property and ensure posters/signs are posted around campus instructing students of the procedures for lost and found items.

PROCEDURE

- 1) When items are brought to Campus Police as a lost item, it will be logged in the "Lost and Found Log" indicating the date and location of where the item was found.
- 2) When an individual reports a lost item to Campus Police, the Lost and Found Log should be checked to see if the item had been turned in. If it is not found, the information will be added to the log with a description of the item, where it may have been lost, and a contact number for the individual reporting the lost item.
- 4) Unclaimed items will be placed in the Lost and Found cabinet in the Campus Police Department. The items will be held through the end of the following semester.
- 5) At the end of the following semester, unclaimed items will be discarded in an appropriate manner. A record of that disposal will remain in a "Lost and Found" file within the Campus Police Department.

ORIGINAL SIGNED BY PRESIDENT RON HOUSE

PRESIDENT

SEPTEMBER 3, 2019

DATE

ADOPTED: SEPTEMBER 3, 2019

AMENDED:

CROSS REF.:

In order to clarify the College's protocols regarding closures, the following definitions have been developed. While these definitions are intended to guide the College's decisions, circumstances may arise in which a combination or alternate definition may be implemented.

CLASS CANCELLATION

Students are not required to attend lectures, tests, or other sanctioned activities that require a physical presence on campus.

SUSPENDED OPERATIONS

All campus offices are closed. Staff and faculty are encouraged to avoid campus. Essential employees must report to work if notified by their supervisor

TOTAL CLOSURE

All classes are canceled, all campus operations are suspended, and all personnel are prohibited from being on campus, except emergency personnel needed to maintain life, safety, and security, of JALC property.



PRESIDENT

JULY 29, 2021

DATE

ADOPTED: JULY 29, 2021

AMENDED:

REVIEWED:

CROSS REF.:

Summer Schedule

Administrative Procedure 365

John A. Logan College will operate on a modified summer schedule for ten (10) weeks each year, beginning on the Monday before Memorial Day. During this period, summer hours shall be Monday through Thursday.

The College will grant full-time employees five (5) summer leave days during the ten weeks. Employees are required to complete the College-issued Summer Leave Schedule Form for approval by their Supervisor and Cabinet member by April 1st of each year.

If a holiday during summer modified hours falls on a Friday or Saturday, the previous Thursday is recognized as the holiday. If the holiday falls on a Sunday, it is recognized on the following Monday.

Kirk E. Owens, Ph.D.

PRESIDENT

SEPTEMBER 23, 2024

DATE

ADOPTED: JULY 1, 2022
AMENDED: **SEPTEMBER 23, 2024**
REVIEWED:
CROSS REF.:

Thanksgiving Holiday and Winter Break

Administrative Procedure 366

In accordance with Board Policy 5130, the College will observe Thanksgiving Day, Christmas Day, and New Year's Day as established holidays.

To assist employees in planning personal holiday schedules, the College will officially suspend operations each year in addition to the established holidays as follows:

THANKSGIVING BREAK SUSPENDED OPERATION DAYS
<ul style="list-style-type: none">• Wednesday before Thanksgiving• Friday following Thanksgiving <p>Normal operations will resume on the Saturday following Thanksgiving.</p>
WINTER BREAK SUSPENDED OPERATION DAYS
<ul style="list-style-type: none">• December 24th through December 31st (<i>December 25th and January 1st are established holidays.</i>) <p>Normal operations will resume on the day following the recognized January 1st holiday.</p>



PRESIDENT

MARCH 1, 2024

DATE

ADOPTED: JULY 1, 2022
AMENDED: **MARCH 1, 2024**
REVIEWED:
CROSS REF.: BOARD POLICY 5130, HOLIDAYS

- I. JALC Overview
- II. President's Division
- III. Provost Division
- IV. Vice President for Business Services Division

Kirk E. Overstreet, Ph.D.

PRESIDENT

5/29/2025

DATE

AMENDED: DECEMBER 7, 2015; MARCH 1, 2016; AUGUST 1, 2016; OCTOBER 6, 2016; DECEMBER 12, 2016; APRIL 26, 2017; JULY 31, 2017; MAY 8, 2018; AUGUST 31, 2018; NOVEMBER 1, 2018; APRIL 23, 2019; OCTOBER 1, 2019; JANUARY 23, 2020; DECEMBER 18, 2020; MAY 14, 2021; SEPTEMBER 30, 2021; APRIL 28, 2022; OCTOBER 4, 2024; **MAY 29, 2025**

CROSS REF.: BOARD POLICY 4120

JALC Overview

Aaron R. Smith – Chair
Jacob "Jake" Rendleman – Vice-Chair
Rebecca Borgsmiller – Secretary
Dr. Brent Clark
William J. Kilquist
Mandy Little
Dr. Glenn Poshard
Zoren Anako Mohamad Ali – Student Trustee
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Communication &
Public Relations

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AVP of
Institutional
Effectiveness &
Research

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Jennifer Fuller
Assistant Director of
Legislative Affairs &
FOIA Officer

Ron Webb
Chief of
Campus
Police

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AVP of Construction
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Advancement &
Executive Director
of Foundation

Susan LaPanne
VP for Business
Services & CFO

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Child Care
Resource &
Referral

Nathan Arnett
Assistant
Provost of
Academic
Affairs

Bradley Griffith
Director of
Logan Fitness

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Director of
Buildings &
Grounds

Scott Elliott
AVP of
Integrated
Technology

Kara Bevis
AVP of Business
Services &
College
Controller

Emily Monti
Director of
Academic
Programs &
Accreditation

Krystal Reagan
Associate Dean
of Education
Technology

Joe Dethrow
Dean of Arts
& Sciences

Rachel Sveda
Webb
Assistant
Provost of
Student Affairs

Adam Rubin
Director of
Library
Services

Scott Wernsman
Dean of CTE &
Workforce &
Community
Education

Cheri Rushing
Director of
Financial Aid

April Martinez
Director of
Enrollment
Management

Kristin Yosanovich
Dean of Health
Sciences & Director
of Nursing

Adrienne
Barkley
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Ombudsman

Christy McBride
Director of
Testing Services

Crystal Hosselton
Director of
Alternative
Learning

Nikki Brooks
Director of
Student
Success

Cordy Love
Assistant Director of
Professional Development
& Organizational Culture

Kaylee Smith
Registrar

Travis Geske
Senior Director
of Network
Infrastructure

Jason Snider
Bursar

Craig Batteau
Director of
Desktop
Technology

Jessica Taylor
Associate
Director of
Payroll

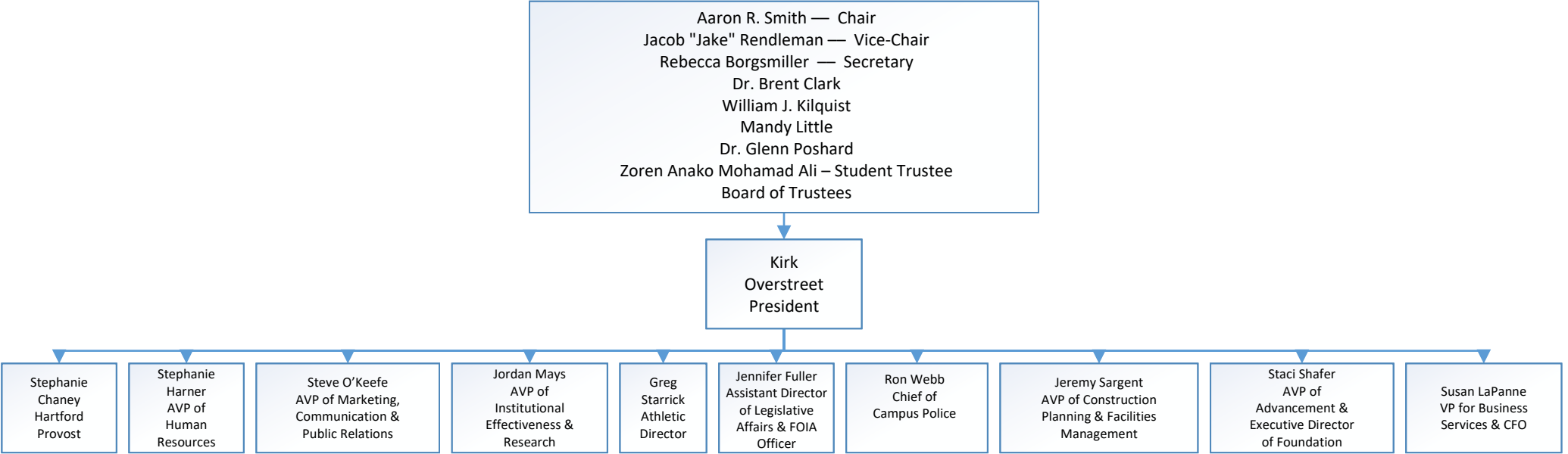
Scott Ward
Director of
Enterprise
Systems

Chris Naegle
Director of
Facility Services

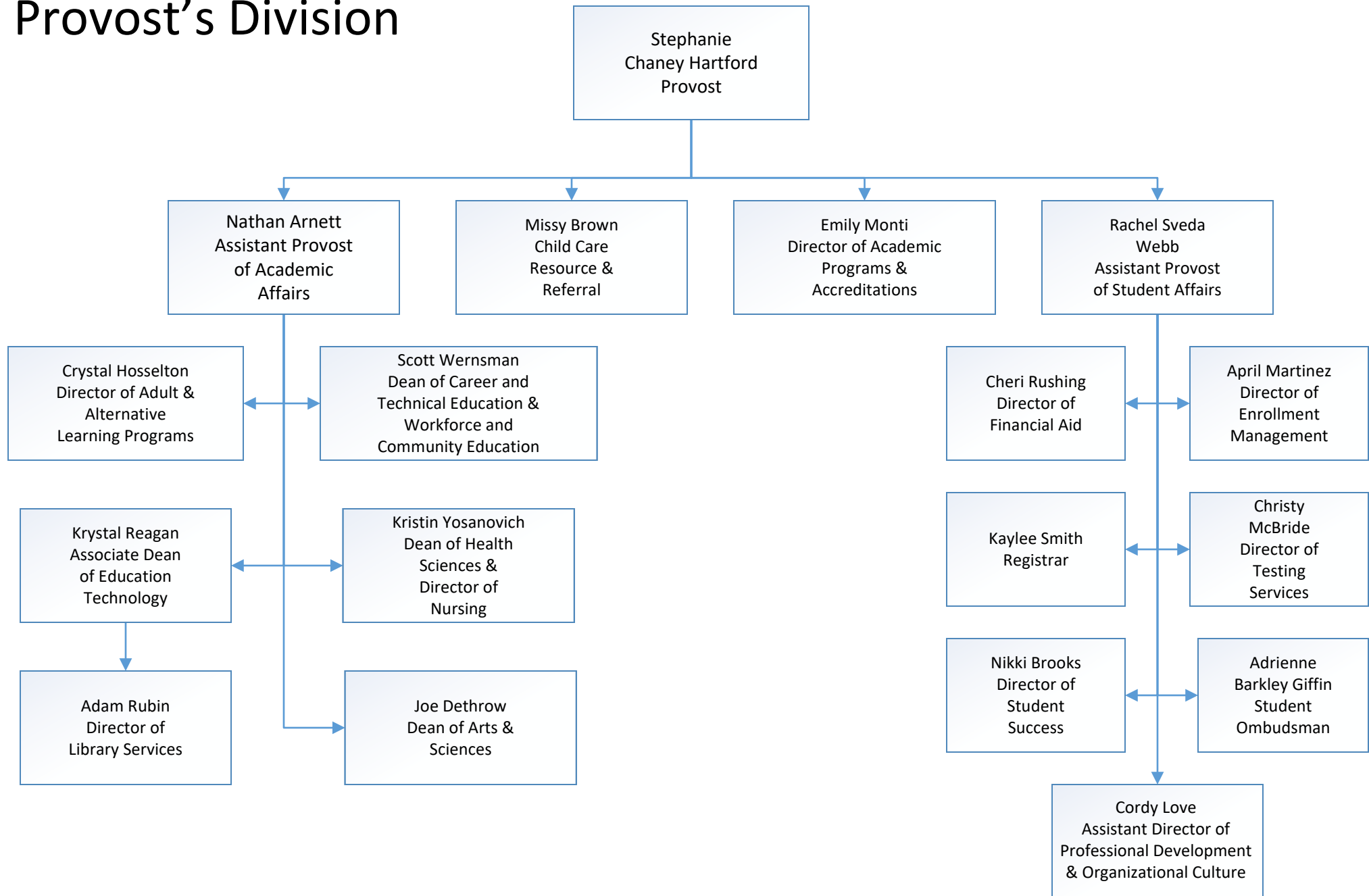
Shannon
Newman
Director of
Purchasing &
Auxiliary Services

Vacant
Risk Manager

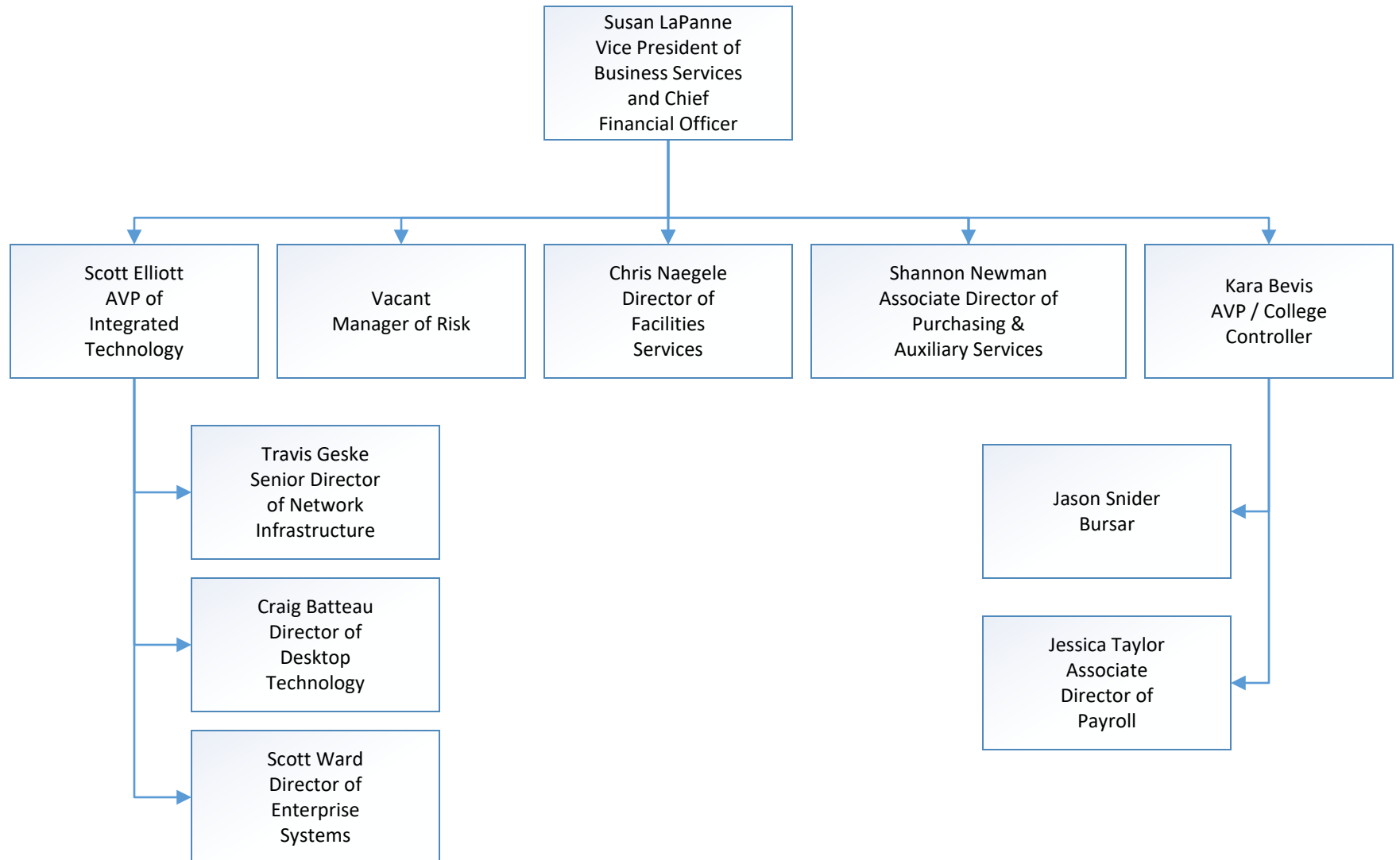
President's Division



Provost's Division



Vice-President's Division



Emergency Response Exercises

Administrative Procedure 410

Emergency response exercises are to be planned and carried out in accordance with the Campus Security Enhancement Act of 2008 (110 ILCS 12/20) and this administrative procedure. This includes training and exercises for the Emergency Response Plan, a minimum frequency of once per year. The Emergency Operations Committee shall determine the training exercise type and exercise objectives. No more than two (2) exercise objectives should be evaluated as part of the exercise. In all exercises, the safety of the participants is to be the central focus. The following procedures are to be used when planning an emergency response exercise.

PLANNING COMMITTEE

Each training exercise shall be guided by a Planning Committee. The Planning Committee shall include the following positions:

- i. Incident commander (chairperson)
- ii. One of each command staff positions
- iii. One of each general staff position
- iv. A minimum of one municipal, county, or regional emergency management official to be named by the chairperson
- v. Training exercise observer(s) with appropriate NIMS certification(s), which may be from the College or external observer(s).

The Planning Committee shall create the training scenario and place it in written form for presentation to the Emergency Operations Committee for review and revision as needed. The members of the Planning Committee shall not participate in the emergency response with the exception of two (2) persons, which are the Police Officer and the Observer(s).

EMERGENCY OPERATIONS COMMITTEE

The Emergency Operations Committee shall present the training scenario to the President for approval and, if approved, shall present it to the Board Building, Grounds, and Safety Committee for approval. Only upon approval by the Board Safety Committee may the training exercise be conducted. Any material changes to the exercise following approval by the Board Building, Grounds, and Safety Committee requires approval by the committee.

AFTER ACTION MEETINGS(S) AND REPORT

Immediately following a training exercise, an initial after-action meeting is to be held and will include all primary supervisors. Within 72 hours from the end of the training exercise, the Planning Committee and the Emergency Operations Committee shall conduct an after-action meeting and begin completion of the After-Action Report, complete with a corrective action plan.

The After-Action Report shall be presented to the Emergency Operations Committee, the College president, the Board Building, Grounds and Safety Committee, and any participating agency. This report shall be considered confidential and not subject to Freedom of Information Act (FOIA) requests unless determined otherwise by College legal counsel because it may contain sensitive information that, if released, might jeopardize the safety of College students, staff, and members of the general public.

Original Signed by President Robert Mees

PRESIDENT

MARCH 2, 2010

DATE

INTRODUCTION

This administrative procedure supports Board Policy 4310, Workplace Health and Safety. All incidents that affect the health and safety of College employees, contractors, students, and members of the public when an incident occurs where anything other than first aid is rendered and/or where there has been lost time at work, or any significant property damage occurred, or where the potential for a serious event exists, shall be investigated promptly. Incidents of this nature are to be reported to John A. Logan College Campus Police immediately by calling extension 8218, 8500, and if there is no response and serious injury has occurred to 911. Campus Police will then take the necessary steps to report recordable serious accidents by telephone or fax to the appropriate federal, state, or local authorities.

EXPLANATION AND PURPOSE

Incident investigation takes place after an incident has happened and is intended to prevent the incident from happening again. Every incident has a cause, and those involving only a slight injury may reveal just as much about inadequate safety measures as one that results in a serious injury. All occupational incidents, illnesses, and near misses (those unplanned events that do not result in injury, financial loss, or property damage) should be investigated.

Every investigation must answer the following questions:

- How was the injury or the damage incurred?
- Exactly what happened where?
- Under what accompanying or special circumstances did the incident occur?
- What should be done to eliminate or control the hazard(s) that caused the incident?

Because the immediate supervisor and Campus Police staff are usually first on the scene, they should be trained in how to begin the investigation. It is extremely important to speak to any eyewitness before the facts get fuzzy or before people have a chance to change their minds about what they saw.

A productive incident investigation is prompt, thorough, and objective.

WHO COMPRISES THE INCIDENT INVESTIGATION TEAM?

The Incident Investigation Team shall consist of one (1) member of the **Safety Committee** as team leader, the immediate supervisor of the employee involved or the immediate supervisor of the employee or the supervisor who is in charge of the property or area where the incident occurred, and a designee from the Campus Police Department. In cases where the affected party is not an employee, the instructor or administrator responsible shall serve in the supervisor role.

Upon notification of the incident to be investigated by Campus Police, the Safety Committee chair shall designate the member of the committee to serve as team leader on a case-by-case basis as best fits the incident being investigated. All members of the Safety Committee shall be trained in accident investigation.

TIMELINESS OF INITIAL NOTIFICATION OF AN INCIDENT

The Campus Police Department shall be notified of all incidents immediately upon occurrence. Following the initial response, the Campus Police Department shall notify the Vice President for Business Services and the chair of the **Safety Committee** within 24 hours of the incident.

TIMELINESS OF INVESTIGATION

Incident investigations should conclude within 72 hours of the incident itself.

Steps to Follow when Conducting the Investigation

Immediately following an incident, the Campus Police staff are to interview the injured employee and any bystander who may have witnessed the incident:

- If the employee does not need immediate medical treatment and is physically able to talk about the incident, ask him what happened.
- Stress the fact that you want to discover the facts, not find fault or place the blame on anyone.
- Interview any participants in, or witnesses to, the incident. Allow them to speak freely, without interruption. If there is a disagreement that cannot be resolved, make a note of it for further investigation.

Write down the facts:

- What was the nature of the injury?
- What part of the body was injured or affected by the incident?
- What was the source of the injury, the object, substance, or bodily motions that produced it?
- What type of incident was it, or in what manner was the person injured?
- What were the hazardous conditions or circumstances involved?
- What was the cause of the incident, the object, substance, or part of the premises in which the hazardous condition existed? Be specific.
- What was the unsafe act, if any, that permitted the incident?

INCIDENT INVESTIGATION

The incident investigation has only one purpose: to determine the basic cause of the incidents so that future incidents may be prevented. The Supervisor's Investigation Report attached is intended to develop the information for this purpose and must be used for all such investigations.

All incident investigation team members are to review the statements provided by the supervisor, the affected party(s), and witness(s) in advance of the investigation. The supervisor will be made aware of a recordable injury by his/her personal observation of an incident or being notified by others shortly after the incident.

The supervisor must complete the form by the end of the work day of the incident.

Since conditions change and memories fade quickly, the investigation shall be conducted as soon as possible after the accident. However, make certain all necessary steps have been taken to prevent further injury or damage before beginning the investigation. Make certain the injured person is being cared for.

In conducting the investigation, avoid blame fixing or fault finding. Develop the facts of the incident from the person involved and from witnesses. Remember, the immediate or apparent cause (an unsafe act and/or condition) is the real or basic cause of the accident. This is the point at which corrective action should be directed. Make certain the action taken will, in fact, correct this basic cause. Also, the corrective action should not create other problems, which can result in incidents.

Analyze the Incident and take steps to ensure that it does not happen again:

- Correct the hazard immediately, if possible. This should be done by the supervisor, facility staff, or Campus Police.
- Provide the employees with additional safety training where appropriate.
- Review incident statistics to find out if the incident is part of a pattern of incident occurrence within the department affected. Check the employees' past records and the safety training they have received.
- Study the possibility of changing methods, procedures, equipment, layout, etc., to reduce the hazard.
- If equipment is involved, track the problem to its source through the chain of events.
- Request a copy of the Job Hazard Assessment (JHA) Form for the work procedure being performed when the injury occurred, if appropriate.

The incident investigation team should make recommendations for an appropriate remedy that will include one or more of the following:

- Modifications to equipment
- Modifications to procedures
- Additional training
- Request for a review by other individuals

Any judgmental or demeaning remarks are unprofessional and non-productive and will not be tolerated. Furthermore, it is not the role of the incident investigation team or incident investigation process to recommend disciplinary action.

The Safety Committee will review all investigation reports at its next monthly meeting. The team leader will notify the supervisor that they may be invited to attend the **Safety Committee** meeting when the incident investigation report is presented to the committee. Incomplete or improperly completed reports will be returned to the individual making the report for proper completion.

COMPLETING THE INVESTIGATION REPORT

Preparing the report should not be difficult once the investigation process is complete and the facts are known. The incident investigation team leader is to submit the form to the Vice President for Business Services or designee, who shall review the Incident Investigation Report for completeness and accuracy, initial and date the report, and forward it to the **Safety Committee** Chair for further processing.



PRESIDENT

10-04-24

DATE

ADOPTED: DECEMBER 18, 2013

AMENDED: AUGUST 1, 2024 (FORMER AP 362); **OCTOBER 4, 2024**

LEGAL REF.:

CROSS REF.: BOARD POLICY 4310

***Removal from Campus
(Student, Guest, or Employee)***

Administrative Procedure 413

To reduce risks associated with the removal of a student, guest, or employee due to the suspension or termination of status, the Vice President or Assistant Provost in charge of the suspension or termination will notify the Campus Police Department. The Vice President or Assistant Provost will assess the risk level associated with the suspension or termination, and the Campus Police Department will provide armed officers if their presence is judged to provide a safer environment for the suspension or termination. Campus Police Officers have the authority to search the individual's belongings for weapons. The Vice President or Assistant Provost in charge of the suspension or termination has the authority to determine if the individual will be allowed to remove their own personal belongings or if they will be delivered by some other means.

If an individual is banned from the campus, written notice from the President or Provost will be served to the individual in person or by First Class mail to their last known address. The written notice shall clearly identify the banned person and shall notify them that their unauthorized presence on campus will be considered criminal trespass. A copy of the written notice, a report of the circumstances leading to the ban, and (if available) a photograph and vehicle information shall be provided to the Campus Police Department.

Kirk E. Overstreet, Ph.D.

PRESIDENT

May 24, 2023

DATE

ADOPTED: DECEMBER 18, 2013
AMENDED: MAY 24, 2023; **AUGUST 1, 2024 (FORMER AP 361)**
REVIEWED:
CROSS REF.: BOARD POLICY 3615, 4321, 5225, 8315

***Procedures Implementing the College's Policy
Prohibiting Sex Discrimination***

Administrative Procedure 414

In accordance with Board Policy 4320, and in compliance with state and federal law, John A. Logan College establishes these procedures prohibiting sex discrimination:

- 414A:** **Violence Against Women Act**
414B: **The Jeanne Clery Campus Safety Act**
414C: **Illinois Human Rights Act**
414D: **Title IX**

Kirk E. Overstreet, Ph.D.

PRESIDENT

June 2, 2025

DATE

ADOPTED: AUGUST 1, 2024
AMENDED: **JUNE 2, 2025**
LEGAL REF: VIOLENCE AGAINST WOMEN ACT (VAWA): 34 U.S.C. § 12291 ET SEQ.; JEANNE CLERY DISCLOSURE OF
 CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (CLERY ACT), 20 U.S.C. § 1092(F);
 PREVENTING SEXUAL VIOLENCE IN HIGHER EDUCATION ACT (110 ILCS 155); ILLINOIS HUMAN RIGHTS ACT
 (775 ILCS 5/1-101); TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 (20 U.S.C. §§ 1681 ET SEQ.);
CROSS REF.: BOARD POLICY 4320

Compliance with the Violence Against Women Act (VAWA)

Administrative Procedure 414A

I. Purpose

The purpose of this administrative procedure is to ensure John A. Logan College (JALC) complies with the Violence Against Women Act (VAWA) and other relevant laws. The procedure establishes a framework for the prevention, reporting, investigation, and resolution of incidents involving sexual assault, domestic violence, dating violence, and stalking within the college community.

II. Scope

This procedure applies to all employees, students, faculty, applicants for admission or employment, and third parties engaged in any college-related activity. It covers:

- Incidents occurring on college property or at college-sponsored programs
- Off-campus incidents that impact the college community
- Online conduct that creates a hostile learning or working environment

III. Reporting Procedures

A. Reporting Options

1. Emergency reporting for immediate threats to safety by calling 911 or Campus Police at (618) 985-5550 ext. 8218.
2. [Formal](#) and [anonymous](#) reporting through the [Report A Concern](#) form on the JALC website.
3. Confidential reporting to designated Confidential Employees or off-campus crisis centers such as The Survivor Empowerment Center (Hotline: 800-334-2094).
 - For Students:
 - Call the Student Success Center at (618) 985-2828 ext. 8289 and ask to speak with a confidential employee or mental health counselor.
 - Visit the Student Success Center in Office C219 and ask to speak with a confidential employee or mental health counselor.
 - Email the College's mental health counselor at donaldwinget@jalc.edu.
 - Call the Survivor Empowerment Center at 1-800-334-2094.
 - For Employees and All Other Individuals:
 - Call the Assistant Vice President of Human Resources at (618) 985-2828 ext. 8473.
 - Email the Assistant Vice President of Human Resources at stephanieharner@jalc.edu.
 - Call the Survivor Empowerment Center (Hotline: 800-334-2094).
4. Reporting incidents to local law enforcement (including, but not limited to: Campus Police, Carterville Police, or the Williamson County Sheriff's Office) in addition to, or instead of, campus reporting.

Compliance with the Violence Against Women Act (VAWA)

Administrative Procedure 414A

B. Institutional Response to Reports

- The Title IX Coordinator will assess reports and initiate appropriate processes.
- Supportive measures will be provided to protect victims while ensuring fairness for all parties.
- If necessary, emergency removal or administrative leave may be enacted based on an individualized safety and risk analysis.

IV. Prevention & Training

JALC is committed to preventing violence through:

1. Education & Awareness Programs
 - Annual training on consent, bystander intervention, and risk reduction for students and employees.
2. Training for Staff & Security Personnel
 - Survivor-centered and trauma-informed response training for those involved in reporting and investigations.
3. Campus Climate Assessments
 - Regular surveys (at least every two years) to evaluate the effectiveness of policies and awareness efforts.

V. Grievance & Disciplinary Procedures

JALC follows a fair and impartial investigation process with:

- Prompt investigation (within 30 business days, unless extended for good cause).
- Equal rights for complainants and respondents, including the ability to present evidence and have an advisor.
- Decision based on a preponderance of the evidence standard (more likely than not).
- Possible disciplinary actions, including expulsion for students or termination for employees if found responsible.

VI. Retaliation

The Violence Against Women Act (VAWA) prohibits retaliation against individuals who seek or exercise VAWA protections, including those who testify, assist, or participate in VAWA matters. In addition, JALC Board Policy Administrative Procedure provide penalties up to and including termination and/or removal from campus for those who engage in retaliation.

VII. Victim Rights & Supportive Measures

JALC provides victim-centered support including:

- Medical & mental health services (on-campus counseling and local hospitals with forensic exam services).
- Academic accommodation (e.g., schedule changes, excused absences).
- Protection from retaliation for reporting or participating in an investigation.

Compliance with the Violence Against Women Act (VAWA)

Administrative Procedure 414A

- No-contact orders and campus safety measures as needed.

VIII. Clery Act Compliance

- The [Annual Security Report](#) (ASR) includes VAWA crime statistics, prevention efforts, and victim rights.
- Timely warnings may be issued if an ongoing threat to campus safety exists.

IX. Contact Information

- Title IX Office: titleixforstaff@jalc.edu | titleixforstudents@jalc.edu
- Campus Police: jalcpolice@jalc.edu | (618) 985-5550 Ext. 8218
- Williamson County Sheriff's Office: (618) 997-6541
- Survivor Empowerment Center (24/7 Hotline): 800-334-2094

Kirk E. Overton, Ph.D.

PRESIDENT

6/2/2025

DATE

ADOPTED: AUGUST 1, 2024

AMENDED: SEPTEMBER 27, 2024; JUNE 2, 2025

REVIEWED:

LEGAL REF: VIOLENCE AGAINST WOMEN ACT (VAWA): 34 U.S.C. § 12291 ET SEQ.; CLERY ACT: 20 U.S.C. § 1092(F); ILLINOIS PREVENTING SEXUAL VIOLENCE IN HIGHER EDUCATION ACT: 110 ILCS 155

CROSS REF.: BOARD POLICY 4320 (TITLE IX AND SEXUAL HARASSMENT)

I. Purpose

The purpose of this administrative procedure is to ensure John A. Logan College (JALC) complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by:

- Enhancing campus safety through crime reporting, prevention programs, and timely notifications.
- Ensuring transparency in campus crime statistics and security procedures.
- Providing resources and support to victims of crimes, including sexual violence, dating violence, domestic violence, and stalking.

II. Scope

This procedure applies to all members of the JALC community, including students, faculty, staff, visitors, and third parties on campus or engaged in college-affiliated activities. It covers:

- Crimes occurring on-campus, in on-campus housing, on public property adjacent to campus, and in non-campus buildings or properties controlled by the college.
- Emergency situations requiring immediate public safety intervention.
- Violations of the Violence Against Women Act (VAWA), including sexual assault, dating violence, domestic violence, and stalking.

III. Reporting Procedures**A. Reporting Options**

1. Emergency reporting for immediate threats to safety by calling 911 or Campus Police at (618) 985-5550 ext. 8218.
2. [Formal](#) and [anonymous](#) reporting through the [Report A Concern](#) form on the JALC website.
3. Confidential reporting to designated Confidential Employees or off-campus crisis centers such as The Survivor Empowerment Center (Hotline: 800-334-2094).
 - For Students:
 - Call the Student Success Center at (618) 985-2828 ext. 8289 and ask to speak with a confidential employee or mental health counselor.
 - Visit the Student Success Center in Office C219 and ask to speak with a confidential employee or mental health counselor.
 - Email the College's mental health counselor at donaldwinget@jalc.edu.
 - Call the Survivor Empowerment Center at 1-800-334-2094.
 - For Employees and All Other Individuals:
 - Call the Assistant Vice President of Human Resources at (618) 985-2828 ext. 8473.

- Email the Assistant Vice President of Human Resources at stephanieharner@jalc.edu.
 - Call the Survivor Empowerment Center (Hotline: 800-334-2094).
- 4. Reporting incidents to local law enforcement (including, but not limited to: Campus Police, Carterville Police, or the Williamson County Sheriff's Office) in addition to, or instead of, campus reporting.

IV. Timely Warnings & Emergency Notifications**A. Timely Warning Notices (Crime Alerts)**

- Issued for Clery Act crimes posing a serious or ongoing threat to the campus community.
- Warnings are sent via:
 - JALC email & text alerts
 - Campus website & social media
 - Flyers & digital campus signage

B. Emergency Notifications

- Issued for immediate threats (e.g., active shooter, severe weather, gas leaks, infectious disease outbreaks).
- Emergency alerts will include:
 - Nature of the threat
 - Safety instructions
 - Updates as needed

V. Annual Security Report (ASR) Compliance

JALC will publish an Annual Security Report (ASR) by October 1 each year, containing:

- Crime statistics for the past three years (on-campus, on public property near campus, and in non-campus facilities).
- Campus security policies and procedures, including:
 - Reporting crimes
 - Prevention programs
 - Victim rights & resources
 - Disciplinary procedures for sexual misconduct and VAWA-related offenses
- Drug & alcohol abuse prevention policies

The ASR is:

- Available online via the JALC website.
- Distributed to all students & employees via email.
- Provided to prospective students & employees upon request.

VI. Prevention & Awareness Programs

JALC will implement ongoing prevention programs to educate students and employees on:

- Campus safety & crime prevention
- Bystander intervention techniques
- Consent, healthy relationships, & sexual violence prevention
- Alcohol & drug awareness

VII. Rights & Resources for Victims of Crime

Victims of sexual assault, dating violence, domestic violence, or stalking will receive:

- Access to counseling & crisis support (on-campus and off-campus services).
- Assistance in changing academic, housing, transportation, or work arrangements.
- Protective measures (e.g., campus no-contact orders).
- Information on legal rights & law enforcement reporting options.

VIII. Recordkeeping & Compliance Oversight

The Title IX Coordinator & Campus Police will:

- Maintain Clery crime logs (available for public review).
- Conduct annual security audits to ensure compliance.
- Coordinate with local law enforcement on crime statistics.

IX. Contact Information

- Campus Police: jalcpolice@jalc.edu | (618) 985-5550 Ext. 8218
- Title IX Office: titleixforstaff@jalc.edu | titleixforstudents@jalc.edu
- The Survivor Empowerment Center (24/7 Hotline): (800) 334-2094

Compliance with the Clery Act

Administrative Procedure 414B

Kirk E. Owens, Ph.D.

PRESIDENT

6/2/2025

DATE

ADOPTED: AUGUST 1, 2024

AMENDED: SEPTEMBER 27, 2024; JUNE 2, 2025

REVIEWED:

LEGAL REF: JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (CLERY ACT), 20 U.S.C. § 1092(F); VIOLENCE AGAINST WOMEN ACT (VAWA), 34 U.S.C. § 12291 ET SEQ.; PREVENTING SEXUAL VIOLENCE IN HIGHER EDUCATION ACT (110 ILCS 155)

CROSS REF.: BOARD POLICY 4320

Compliance with the Illinois Human Rights Act

Administrative Procedure 414C

I. Purpose

This procedure ensures that John A. Logan College (JALC) complies with the Illinois Human Rights Act (IHRA) by:

- Prohibiting discrimination, harassment, and retaliation based on protected characteristics.
- Establishing clear reporting, investigation, and resolution procedures for discrimination complaints.
- Promoting equal access to education and employment opportunities free from bias.
- Providing training and education on rights and responsibilities under IHRA.

II. Scope

This procedure applies to all JALC employees, students, applicants, contractors, and visitors and covers discrimination in:

- Admissions and enrollment
- Employment and hiring practices
- Academic programs and student activities
- Campus housing and services
- Any college-sponsored event or program

Protected categories under the Illinois Human Rights Act (775 ILCS 5/1-101) include:

- Race, color, national origin, ancestry
- Sex, sexual orientation, gender identity
- Religion, marital status, pregnancy
- Disability, age, military status
- Arrest record, order of protection status
- Any other protected class under state law

III. Reporting Procedures

A. Reporting Options

1. Emergency reporting for immediate threats to safety by calling 911 or Campus Police at (618) 985-5550 ext. 8218.
2. [Formal](#) and [anonymous](#) reporting through the [Report A Concern](#) form on the JALC website.
3. Confidential reporting to designated Confidential Employees or off-campus crisis centers such as The Survivor Empowerment Center (Hotline: 800-334-2094).
 - For Students:
 - Call the Student Success Center at (618) 985-2828 ext. 8289 and ask to speak with a confidential employee or mental health counselor.
 - Visit the Student Success Center in Office C219 and ask to speak with a confidential employee or mental health counselor.
 - Email the College's mental health counselor at donaldwinget@jalc.edu.

Compliance with the Illinois Human Rights Act

Administrative Procedure 414C

- o Call the Survivor Empowerment Center at 1-800-334-2094.
- For Employees and All Other Individuals:
 - o Call the Assistant Vice President of Human Resources at (618) 985-2828 ext. 8473.
 - o Email the Assistant Vice President of Human Resources at stephanieharner@jalc.edu.
 - o Call the Survivor Empowerment Center (Hotline: 800-334-2094).
- 4. Reporting to external agencies:
 - Illinois Department of Human Rights (IDHR) | (312) 814-6200 | www.illinois.gov/dhr
 - Equal Employment Opportunity Commission (EEOC) | (800) 669-4000

B. College Response to Reports

- Immediate action will be taken to prevent further discrimination or harassment.
- The Title IX & Equal Opportunity Coordinator will initiate an impartial investigation.
- Supportive measures (e.g., schedule changes, campus no-contact orders) will be provided.

IV. Investigation & Resolution Process

A. Formal Complaint Process

- Complaints will be reviewed within 10 business days of submission.
- The Title IX C& Equal Opportunity Office will conduct an investigation within 30 business days.
- Both parties will have equal opportunity to present evidence and witnesses.
- A preponderance of the evidence standard will be used to determine if discrimination occurred.

B. Disciplinary Actions

If a violation is found, JALC may impose penalties based on Board Policy, Administrative Procedure, and/or the JALC Student and Employee Handbooks. Those penalties may include, but are not limited to:

- Student discipline (e.g., warning, suspension, expulsion).
- Employee discipline (e.g., reprimand, termination).
- Corrective actions (e.g., training, policy changes).

V. Prevention & Training

- Mandatory anti-discrimination training for employees and students.
- Bystander intervention programs to prevent harassment.
- Annual campus climate surveys to assess compliance and inclusivity.

VI. Retaliation Protection

- Retaliation against individuals who report discrimination is strictly prohibited.
- Victims and witnesses will be protected through confidentiality measures and support services.

Compliance with the Illinois Human Rights Act

Administrative Procedure 414C

VII. Contact Information

- Title IX for Students | titleixforstudents@jalc.edu | (618) 985-2828 Ext. 8678
- Title IX for Staff and Equal Opportunity Coordinator | titleixforstaff@jalc.edu | (618) 985-2828 Ext. 8473
- Illinois Department of Human Rights (IDHR) | (312) 814-6200 | www.illinois.gov/dhr



PRESIDENT

6/2/2025

DATE

ADOPTED: AUGUST 1, 2024

AMENDED: SEPTEMBER 27, 2024; JUNE 2, 2025

LEGAL REF: ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/1-101); TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 (20 U.S.C. §§ 1681 ET SEQ.); PREVENTING SEXUAL VIOLENCE IN HIGHER EDUCATION ACT (110 ILCS 155)

CROSS REF.: BOARD POLICY 4320

Title IX Compliance

Administrative Procedure 414D

I. Purpose

This procedure ensures that John A. Logan College (JALC) complies with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in federally funded education programs. It establishes guidelines for:

- Preventing and responding to sex discrimination, harassment, and violence.
- Providing a clear process for reporting, investigation, and resolution of Title IX complaints.
- Ensuring equitable treatment of all parties involved in complaints.

II. Scope

This procedure applies to all JALC students, faculty, staff, and visitors and covers incidents that occur:

- On-campus or at JALC-owned or controlled properties.
- At college-sponsored events or programs (including online activities).
- Prohibited conduct under Title IX includes:
 - Sex-based discrimination, sexual harassment, and sexual misconduct.
 - Sexual violence, including sexual assault, dating violence, domestic violence, and stalking.

III. Reporting Procedures

A. Reporting Options

1. Emergency reporting for immediate threats to safety by calling 911 or Campus Police at (618) 985-5550 ext. 8218.
2. [Formal](#) and [anonymous](#) reporting through the [Report A Concern](#) form on the JALC website.
3. Confidential reporting to designated Confidential Employees or off-campus crisis centers such as The Survivor Empowerment Center (Hotline: 800-334-2094).
 - For Students:
 - Call the Student Success Center at (618) 985-2828 ext. 8289 and ask to speak with a confidential employee or mental health counselor.
 - Visit the Student Success Center in Office C219 and ask to speak with a confidential employee or mental health counselor.
 - Email the College's mental health counselor at donaldwinget@jalc.edu.
 - Call the Survivor Empowerment Center at 1-800-334-2094.
 - For Employees and All Other Individuals:
 - Call the Assistant Vice President of Human Resources at (618) 985-2828 ext. 8473.
 - Email the Assistant Vice President of Human Resources at stephanieharner@jalc.edu.
 - Call the Survivor Empowerment Center (Hotline: 800-334-2094).
4. Reporting incidents to local law enforcement (Campus Police, Carterville Police, or the Williamson County Sheriff's Office) in addition to, or instead of, campus reporting.

IV. Response to Title IX Complaints**A. Initial Assessment & Supportive Measures**

Upon receiving a report, JALC will:

- Assess immediate safety risks and implement protective actions if needed.
- Offer supportive measures (e.g., academic adjustments, no-contact orders, housing changes).
- Provide written notification of rights and resources to complainants and respondents.

B. Investigation Process**1. Notice of Allegations**

- Both parties will receive written notice of the allegations, their rights, and available resources.

2. Investigation Procedures

- Investigators will gather evidence, interview witnesses, and review documentation.
- Both parties may present evidence and have an advisor (who may be an attorney).
- Investigations will be completed within 30 business days, unless an extension is necessary.

3. Hearing & Determination

- A trained decision-maker will review evidence and conduct questioning.
- A determination will be made using the preponderance of evidence standard.

4. Appeals

- Either party may appeal based on procedural error, new evidence, or bias within 7 business days.

V. Disciplinary Sanctions & Remedies

If a respondent is found responsible for a Title IX violation, possible sanctions include, but are not limited to:

- For students: Warning, suspension, expulsion.
- For employees: Written warning, suspension, termination.

Victims may receive remedies such as counseling, academic accommodation, and protective orders.

VI. Prevention, Training & Awareness Programs

JALC provides:

- Mandatory Title IX training for students and employees.
- Prevention programs on consent, bystander intervention, and sexual violence awareness.
- Campus climate surveys to assess effectiveness.

VII. Prohibition on Retaliation

JALC prohibits retaliation against individuals who report Title IX violations or participate in investigations. Retaliation will result in disciplinary action. In addition, JALC Board Policy and Administrative Procedure provide penalties up to and including termination and/or removal from campus for those who engage in retaliation.

VIII. Contact Information for External Agencies

Victims may also file complaints with:

- Office for Civil Rights (OCR), U.S. Department of Education | (312) 730-1560 | OCR.Chicago@ed.gov
- Illinois Department of Human Rights (IDHR) | (312) 814-6200 | www.illinois.gov/dhr

Kirk E. Overstreet, Ph.D.

PRESIDENT

6/2/2025

DATE

ADOPTED: AUGUST 1, 2024
AMENDED: SEPTEMBER 27, 2024; JUNE 2, 2025
LEGAL REF: TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 (20 U.S.C. § 1681 ET SEQ.); ILLINOIS PREVENTING SEXUAL VIOLENCE IN HIGHER EDUCATION ACT (110 ILCS 155)
CROSS REF.: BOARD POLICY 4320

PURPOSE

John A. Logan College is committed to enhancing the quality of campus life by integrating the best technology practices of safety and security. The utilization of security cameras is a critical component of a comprehensive security program. Camera coverage of public areas is intended to provide the Campus with a valuable resource for investigating crimes, accidents, and other incidents which occur on campus.

The following guidelines address the College's safety and security needs while respecting individual privacy. This policy will guide the process of installing surveillance equipment on College property and will address the viewing, retention, dissemination, and destruction of recordings.

RESPONSIBILITY

The Chief of Police (Chief) is authorized to oversee and coordinate the use of security cameras at John A. Logan College. The Chief is responsible for disseminating the policy and assisting other departments in implementing procedures related to this policy.

The Chief has the responsibility to purchase and authorize the installation of security cameras in accordance with this policy.

The Chief will monitor new developments in relevant laws and security industry practices to ensure the use of security cameras at the College is consistent with the highest standards and compliant with all federal, state, and local laws.

The Chief will accept input from other College employees and groups regarding camera locations and will periodically review camera locations to ensure compliance with this policy. The Campus Police Department, in conjunction with Information Technology, will maintain a list of camera locations, a general description of technology deployed, and camera capabilities.

The Chief will review all requests received from outside agencies to release recordings from the security cameras. No release of security camera recordings will occur without authorization by the Chief or the College President/designee.

CAMERA PLACEMENT

Cameras may be placed on a temporary or permanent basis in public areas of John A. Logan College. The security cameras shall not make audio recordings.

Security cameras shall not be placed in private areas of campus, except in cases of criminal investigations and in accordance with Illinois law. Private areas include private offices, bathrooms, shower areas, locker and changing rooms, any other areas where a reasonable person might change clothing.

Security cameras shall not be directed or zoomed into windows or doorways of private rooms, nor any private building not on College property.

This document does not apply to covert cameras used by Campus Police for criminal investigations, as governed by Illinois law. The Chief shall approve the installation of covert cameras.

CAMERA USE AND MONITORING

The existence of this policy does not imply or guarantee security cameras will be monitored in real-time. However, the College reserves the right to do so. Real-time monitoring of the security cameras will be conducted only by authorized officers of the Campus Police Department in the course of normal duties. Non-police employees shall not monitor or view video except as necessary in the course of an investigation. Review of the recorded video shall require authorization from the Chief, College President, Executive Council, or College Counsel, and be logged electronically by the user. In cases of an ongoing crime or recent incident where immediate review of the recording would assist in the investigation, or in cases where the Chief is not available, Campus Police employees may access the necessary recording. In these situations, the employee shall prepare a memo to the Chief setting out the reason for accessing the recording.

Should the Chief determine it necessary to aid in an investigation or search, small video clips or image stills may be released to the media or the public. Such release will be coordinated with the College FOIA Officer.

Cameras are not to be used to monitor individual students, faculty, or staff, except as necessary for an investigation, in accordance with Illinois law.

Cameras may be used to monitor a work area, such as in areas where financial transactions occur. Cameras in these areas should not be able to view the contents of computer screens.

Security cameras will not be utilized to prosecute petty violations, such as parking violations.

Security cameras will not be monitored by any department or staff to evaluate employee performance.

Select Information Technology staff who are tasked with installation, maintenance, or adjustment of cameras are approved for incidental access to the footage if such access is directly in conjunction with those aforementioned duties.

Reasonable notification of the presence of security cameras will be implemented and will include notice at primary building entrances.

Security cameras shall be used exclusively for campus safety and security purposes. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is strictly prohibited.

STORAGE, RETENTION, AND RELEASE OF RECORDINGS

Recordings will normally be retained for a length of time depending on the location of the camera and the activity level in the area.

Video recordings shall only be accessible to authorized personnel and will be password protected to ensure a proper audit trail for access to the recordings.

The Chief shall be responsible for authorization of the permanent storage of any recordings, which may be required for court proceedings.

Any dissemination of recordings to other than law enforcement organizations must be authorized by the Chief, the Vice-President for Business Services & CFO, and College Legal Counsel.

Kirk E. Overton, Jr. Ph.D.

President

3/26/2025

Date

ADOPTED: **MARCH 26, 2025**

AMENDED:

LEGAL REF.: **720 ILCS 5/26-4; 740 ILCS 14/15; 5 ILCS 140/7; 20 U.S.C. § 1232g (FERPA); 18 U.S.C. § 1801**

CROSS REF.: **BOARD POLICY 3630**

Procedures for Implementing Policy

on Hiring Professional/Executive Support Staff Administrative Procedure 501

A. THE POSITION

1. All professional positions shall have a concise position description with well-defined duties and qualifications that shall be utilized in any posting. The President must authorize the initiation of the search process.
2. Minimum education requirements for professional positions will be determined by Board Policy and the position description. The administration reserves the right to assign an equivalency factor for some positions when the opportunity for a diverse and/or adequate pool of candidates may be difficult to obtain.
3. Job descriptions for professional positions will be initiated by the position supervisor and approved by the division Vice-President/Provost and President.
4. In consultation with the Office of Human Resources, the position supervisor will develop interview questions for the initial video conference/phone interview and interview questions for the in-person interview utilizing a rubric developed by and housed in the Office of Human Resources.

B. SEARCH COMMITTEES

1. The President or division Vice-President/Provost will appoint the chair of the search committee. Committee members of at least two, but no more than five, will be selected by the position supervisor in consultation with the Office of Human Resources. One full-time faculty member may substitute for a non-teaching professional.

C. ADVERTISING

1. The Office of Human Resources will advertise professional positions in relevant sites as determined by the Office of Human Resources and the position supervisor or division Vice-President/Provost.
2. All postings will be advertised for a minimum of 10 business days to achieve a sufficient and diverse applicant pool. The Office of Human Resources shall consider only those applicants who have submitted the required application materials by the posted deadline. The deadline may be extended with the President's approval in consultation with the Office of Human Resources to achieve a sufficient and diverse applicant pool.

D. APPLICATIONS, RESUMES, TRANSCRIPTS, REFERENCE LETTERS, ETC.

1. Official transcripts or unofficial transcripts must be included with the application and submitted to the Office of Human Resources.
2. All required documentation must be received in the Office of Human Resources by the deadline to be considered a qualified applicant.

E. SELECTION OF APPLICANTS TO BE INTERVIEWED

1. The Office of Human Resources shall record all applications and address the pool of applicants according to Equal Employment Opportunity regulations and John A. Logan College policy.
2. The Office of Human Resources shall screen the applications to remove candidates who do not meet the minimum requirements. A list of qualified candidates shall be submitted to the committee chair.

Procedures for Implementing Policy

on Hiring Professional/Executive Support Staff Administrative Procedure 501

3. To ensure diversity in the candidate pool, 10% of the qualified candidate pool should meet a diversity goal. If 10% of the employees are not satisfied after the recruitment efforts have been attempted, the position can go forward with documentation regarding diversity efforts.
4. The search committee shall review the qualified candidates, utilizing the interview rubric, and determine applicants for the initial interview by video conference/phone. At the completion of the initial interviews, the committee shall establish a pool of qualified applicants for in-person interviews.
5. The Office of Human Resources shall coordinate the scheduling of the applicant interviews and establish an interview schedule.

F. RECOMMENDATIONS TO HIRE

1. Departments should consider the following when submitting hiring recommendations to the President: qualifications, interviews, references, and the scope of the position.
2. The committee chair shall be expected to present recommended candidates to the hiring supervisor.
3. The hiring supervisor shall conduct reference checks.
4. Upon determining a recommendation, the Office of Human Resources shall conduct a background check before submission to the Board of Trustees.
5. The appropriate division Vice-President/Provost must approve all recommendations.
6. Recommendations must be signed and received in the Office of Human Resources on or before the board agenda deadline to be included on that month's agenda. The salary that is being recommended must be determined by the position supervisor in consultation with the Office of Human Resources in accordance with Board Policy 5220A.
7. The supervisor/chair shall offer the position and confirm interest from the preferred candidate, pending Board approval.
8. The President shall present his/her recommendation to the Board of Trustees for ratification or approval at the next regular board meeting.

***Procedures for Implementing Policy
on Hiring Professional/Executive Support Staff Administrative Procedure 501***

G. PROBATIONARY PERIOD

1. New Employee Hires: In accordance with Board Policy 5230, the probationary period is **120 days** for all new employees and evaluations will be conducted at **30 days, 90 days, and 120 days**. After the successful completion of the probationary goals, the supervisor may have a salary re-evaluation, not to exceed the midpoint range listed in Administrative Procedure 522A.1.
2. Internal Employee Hires (promotions or new appointments): In accordance with Board Policy 5230, the probationary period is **120 days** for all internal employee hires and evaluations will be conducted at **30 days, 90 days, and 120 days**. After the successful completion of the probationary goals, the supervisor may have a salary re-evaluation, not to exceed the midpoint range listed in Administrative Procedure 522A.1.

NOTE: *This document is an Administrative Procedure established by the administration of John A. Logan College. Such Administrative Procedures do not bind the Board of Trustees. Nothing in this document shall be construed as a waiver by the Board of its managerial authority to hire all College employees. This Administrative Procedure shall not, in any way, limit the Board of Trustees' right to reject any and all recommendations to hire staff as recommended by the administration.*

Kirk E. Overstreet, Ph.D.

PRESIDENT

OCTOBER 1, 2024

DATE

ADOPTED: APRIL 1, 1980

AMENDED: JANUARY 10, 1985; JULY 15, 1996; NOVEMBER 21, 2008; JULY 3, 2012; FEBRUARY 1, 2014;
DECEMBER 5, 2014; MAY 7, 2019; MARCH 3, 2021; MARCH 22, 2022; SEPTEMBER 1, 2023;
SEPTEMBER 24, 2024; **OCTOBER 1, 2024**

CROSS REF.: BOARD POLICY 5110; 5220A; 5230

In order to be in compliance with ICCB Administrative Rule 1501.303(f) and HLC guidelines, John A. Logan College (JALC) has set the following minimum standards for all faculty in accordance with the Illinois Community College Board (ICCB) Recognition Standard 8a Faculty Qualification/Policies, which states:

Professional staff shall be educated and prepared in accordance with generally accepted standards and practices for teaching, supervising, counseling, and administering the curriculum or supporting system to which they are assigned. Such preparation may include collegiate study and professional experience. Graduate work through the master's degree in the assigned field or area of responsibility is expected, except in areas where work experience and related training are the principal learning medium. (Administrative Rules of the Illinois Community College Board, p.31)

<http://files.eric.ed.gov/fulltext/ED430661.pdf>

The ICCB interpretation throughout the enforcement of these rules is that instructors teaching courses designated as Transfer Courses (1.1) must meet the Master's Degree requirement and have a *minimum* of 18 graduate hours in the discipline. Regarding areas where work experience and related training is the principal medium, otherwise referred to as Career and Technical Education Courses (1.2), instructors must hold the appropriate credentials and 2000 hours of demonstrated experience in the field.

Faculty members teaching in higher education should have completed a significant program of study in the discipline they will teach or develop curricula at least one level above that of courses being taught or developed. Those teaching general education courses (English, Math, Humanities, Speech, Social Sciences, and Sciences) typically hold a master's degree and should have completed substantial graduate coursework in the discipline of those courses. In some cases, such as a practice-oriented discipline or programs, tested experience in the field may be needed as much or more than formal education preparation. Tested experience implies that some objective measure ensures that the individual's knowledge and expertise are sufficient for determining what students must learn.

FACULTY AND ADJUNCT FACULTY

The College complies with the following directives within the ICCB Rule (September 2016, p. 113):

- A. The academic preparation and experience of faculty and staff ensure that the objectives of the unit of instruction, research, or public service are met.
- B. The academic preparation and experience of the faculty and staff, as evidenced by the level of degrees held, professional experience in the field of study, and demonstrated knowledge of the field, ensure that they are able to fulfill their academic responsibilities. At a minimum, faculty shall have a degree from an institution accredited by a U.S. Department of Education recognized accrediting body or a degree from another country evaluated for U.S. equivalency in the discipline they will teach or for which they will develop curricula at least one level above that of the courses being taught or developed.
 - i) Faculty providing undergraduate general education coursework shall possess, at a minimum, a master's degree in the field of instruction.
 - ii) Faculty engaged in providing technical and career coursework at the associate degree level shall possess, at a minimum, a bachelor's degree in the field of instruction or equivalent training in the occupational field.
 - iii) Faculty teaching in a baccalaureate degree program shall have, at a minimum, a master's degree in the field of instruction.

- iv) Faculty teaching in a graduate program shall have a doctorate or terminal degree in the field of instruction.
- v) The Board may make exceptions for professional experience, equivalent training, and other qualifications; however, except in extraordinary circumstances, these should prove the exception and not the rule in meeting faculty qualification requirements.

From these guidelines, JALC has developed the following interpretation:

- A. Those teaching 1.1 transfer courses, that is, courses that may be used as college credit towards a four-year degree and/or are Illinois Articulation Initiative (IAI) identified courses, must have a master's degree in the content area or a master's degree plus 18 semester hours of graduate-level credit in the discipline of instruction.
- B. Those teaching 1.2 non-transfer occupational/technical courses must have a bachelor's degree in the field and/or a combination of education, training, and tested experience.
- C. Individuals who do not explicitly meet the College minimum degree and coursework requirements for 1.2 non-transfer occupational/technical courses can be justified on an individual basis by documenting other qualifications.

CREDENTIAL REVIEW PROCESS

JALC uses the following process to ensure that faculty credentials in all areas of instruction have been vetted and verified. Unofficial credentials are required at the time of application and must be uploaded into the College's applicant tracking system in a PDF format. Upon hire, the faculty member is required to present official transcripts. The recruitment/new checklist form is attached to all new hire paperwork and submitted to H.R. for processing. The form establishes a record of the review of credentials submitted and is sent through a routing review sequence with the following documentation attached:

- Transcripts from all institutions of higher education awarding a degree and/or transcripts indicating applicable additional coursework
- Documentation of relevant training and related testing, if required
- Copies of licensures/certification, if required

International credentials must be assessed as equivalent academic preparation by an approved evaluation service. Coursework submitted by the faculty applicant as graduate credit must be clearly designated by the granting institution as part of a graduate program or formally validated by the granting institution as graduate-level study.

Official documentation from all post-secondary institutions attended must be provided by the granting institution in the form of an official transcript with detailed listings of coursework completed and degree(s) conferred if applicable.

A transcript is considered official if an authorized electronic transcript is received from the National Student Clearinghouse transcript ordering service, including the complete record of the person's academic course history at that institution or if it meets the following requirements:

- Printed on official paper
- Signed and dated by the issuing institution's Registrar
- The complete record of the person's academic course history at that institution
- Delivered to and received by designated (or appropriate) JALC staff member in a sealed envelope, with the issuing institution's stamp and date across the sealed flap of the envelope (U.S. post or hand delivery). If the envelope seal is already broken when received by the designated JALC staff member, the document shall no longer be considered official.

The cover page from the institution will serve as verification the document is official. The necessary documentation is routed to the department supervisors, who will examine individual credential packets for compliance with the stated guidelines.

Approved packets will be routed to the Office of Human Resources as an official record. Human Resource staff will add credential data to the appropriate data repository system(s) and file the credential packet in the individual's employee file.



PRESIDENT

May 23, 2023

DATE

ADOPTED: MAY 23, 2023

AMENDED:

LEGAL REF: ICCB Administrative Rule 1501.303(f)

CROSS REF.: BOARD POLICIES 5220; 5310

***Procedures to be Used in Implementing
Policy on Hiring Full-Time Faculty***

Administrative Procedure 502A

A. THE POSITION

1. All full-time faculty job listings will include the position description, the required qualifications, the preferred qualifications, and the essential functions and position duties as identified in the Association's collective bargaining agreement. The President must authorize the posting of the position.
2. Required position qualifications must be met by May 31 for a fall semester start date or October 31 for a spring semester start date.
3. The Material Review Criteria, Interview Question form, Search Committee Recommendation form, and Advertising Request form will be completed by the Assistant Provost of Academic Affairs or their designee and submitted to the Provost for approval.
4. The teaching topic indicated on the Material Review Criteria and Interview Questions form will be identified by the Dean or Department Chair in collaboration with the subject lead instructor(s). If there is no subject lead instructor(s), the Department Chair or Dean will collaborate with the Assistant Provost of Academic Affairs or their designee to identify the teaching topic.

B. SEARCH COMMITTEES

1. The Provost will appoint the Chair of the Search Committee for full-time faculty positions.
2. The Chair will establish the Search Committee for full-time faculty positions. The Search Committee will consist of five members: the Assistant Provost of Academic Affairs or their designee, three full-time faculty, of which two must be from the department and may include the Department Chair, and one additional member from either full-time faculty or professional staff. If, for any reason, one or more of these members cannot participate fully in the search process, the Committee Chair will appoint a replacement.
3. The Office of Human Resources will orient the Committee on the process to be followed during the interviews.

C. ADVERTISING

1. The Office of Human Resources will advertise full-time faculty positions as indicated on the Advertising Request form.
2. The Assistant Provost of Academic Affairs, or their designee, will submit the following documents to the Office of Human Resources prior to a full-time faculty position posting:
 - The Material Review Criteria and Interview Questions, which include the Teaching Topic;
 - The Search Committee Recommendation; and
 - The Advertising Request.
3. The Office of Human Resources will consider only those applicants who have submitted the required application materials by the posted deadline. The deadline may be extended with the approval of the Provost to achieve a sufficient pool of applicants.

D. APPLICANT SELECTION

1. The Office of Human Resources shall record all applications and address the pool of applicants

***Procedures to be Used in Implementing
Policy on Hiring Full-Time Faculty***

Administrative Procedure 502A

according to Equal Employment Opportunity regulations and John A. Logan College policy.

2. Applications will be screened by the Office of Human Resources or in an approved environment as determined by the Office of Human Resources.
3. Official or unofficial transcripts must be submitted to the Office of Human Resources with a cover letter and CV/resume as required in order to be included as a candidate for the position. Official transcripts must be on file within the Office of Human Resources prior to the official first date of employment.
4. To ensure diversity in the candidate pool, 10% of the qualified candidate pool should meet a diversity goal. If 10% of the employees are not satisfied after the recruitment efforts have been attempted, the position can go forward with documentation regarding diversity efforts.
5. The Search Committee shall review the qualified candidates and determine which applicants will be interviewed.
6. The Office of Human Resources will coordinate the scheduling of the applicant interviews and establish an interview schedule.

E. RECOMMENDATIONS TO HIRE

1. Departments should consider the following when submitting hiring recommendations to the President: qualifications, interviews, references, and the scope of the position.
2. The Office of Human Resources will provide the Committee Chair with references for recommendations on hiring. The Committee Chair or their designee will conduct reference checks.
3. Initial placement on the salary schedule is established using the Full-Time Faculty Initial Placement on Salary Schedule rubric provided in accordance with the collective bargaining agreement with the Full-Time Faculty Association and in consultation with the Provost.

***Procedures to be Used in Implementing
Policy on Hiring Full-Time Faculty***

Administrative Procedure 502A

4. When the recommended applicant is provided and accepts an employment offer, the Office of Human Resources shall conduct a background check before submission to the Board of Trustees.
5. Recommendations must be signed and received in the President's Office for final approval before the board agenda deadline to be included on that month's agenda.
6. The President shall present his/her recommendation to the Board of Trustees for ratification or approval at the next regular board meeting.

NOTE: This document is an Administrative Procedure established by the administration of John A. Logan College. The Board of Trustees is not bound by such Administrative Procedures, and nothing in this document shall be construed as a waiver by the Board of its managerial authority to hire all employees of the College. This Administrative Procedure shall not, in any way, limit the Board of Trustees' right to reject any recommendations or to hire staff not recommended by the administration.

Kirk E. Overstreet, Ph.D.

PRESIDENT

06/11/24

DATE

ADOPTED: APRIL 1, 1980

AMENDED: JANUARY 10, 1985; JULY 15, 1996; MAY 22, 1998; AUGUST 1, 2006; JULY 1, 2007; AUGUST 1, 2008;
NOVEMBER 21, 2008; DECEMBER 5, 2014; MARCH 22, 2022, JULY 01, 2023, **JUNE 11, 2024**

CROSS REF.: BOARD POLICIES 5110; 5310

Fulltime Faculty Initial Placement on Salary Schedule

John A. Logan College Education Association, Article III, Section 3.1-2

Teaching Experience	Faculty Years	Total
Graduate Assistant <i>1 year = .25 years</i>		
Secondary Education <i>Less than fulltime = .5 years</i> <i>Fulltime = .75 years</i>		
Adjunct Post-Secondary <i>30 credit hours = to 1 year</i>		
Fulltime Post-Secondary <i>1 year = 1 year</i>		
Career Experience		
Fulltime experience directly related to position content area <i>1 year = 1 year</i>		
Total Years of Experience		

Highest Degree Earned _____

Credit Hours Beyond Highest Degree _____

Placement for FY _____ will be at _____ (years' experience) at _____ (education level).

Salary amount _____

Hiring chair signature line _____

Hiring committee representative signature _____

The purpose of this administrative procedure is to outline specific ways to monitor the hiring of employees. This Affirmative Action Employment Procedure strictly prohibits anyone from excluding a person or persons from making application and excluding a person from employment, training, promotion, retention, discipline, or any other personnel matters because of race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy, protected veteran status or genetics.

To comply with the College's commitment to undertake affirmative action to overcome the underutilization (if any) of women, minorities, and individuals with disabilities, the following procedures will be followed:

1. Supervisors who select applicants for employment will submit to the Office of Human Resources, with each recommendation for employment, the following affirmative action forms and application materials:
 - a. the *Applicant Status Form* completed and signed, and indicate the disposition of each application reviewed;
 - b. *Summary of Applications Received and Processed* form completed and signed with the appropriate statistical data on those interviewed and hired; and
 - c. *Applicants By Rank & Percentage* form signed by the appropriate supervisor/administrator.
2. Application materials for persons who are employed will be placed in their personnel files in the Office of Human Resources.
3. Applications of persons who applied and were not selected for employment will be retained for the period mandated by law.
4. Personnel files will be retained, according to the law, for five years after termination of employment; salary information and start and termination dates will be retained until the employee is age 70.
5. Upon receipt of any application for employment, the Office of Human Resources will mail or deliver to the applicant an *Affirmative Action Data Sheet*. This information, if returned to the Affirmative Action Officer, will be recorded upon receipt for compliance purposes.
6. The Office of Human Resources will maintain a master file for each position and will include the following:
 - a. alphabetical applicant list;
 - b. *Applicants By Rank & Percentage* form;
 - c. applications and interview rating sheets;
 - d. copy of *Employee Recommendation Form*;
 - e. copy of tests (if any);
 - f. EEO detailed applicant analysis;
 - g. *Employment Opportunities Bulletin* (vacancy notice);
 - h. interview questions;
 - i. *Personnel Requisition Form*;
 - j. position description; and
 - k. *Summary of Applications Received and Processed*.

7. The Affirmative Action Officer will monitor the College's affirmative action goals and objectives. He or she will:
- a. assist in identifying and solving equal employment opportunity and affirmative action problems, if any;
 - b. report the effectiveness of the programs to the president and vice presidents, indicating the need for remedial action and indicating the degree to which the College's goals and objectives have been attained;
 - c. serve as a liaison between the College and EEO enforcement authorities;
 - d. serve as a liaison between the College and special organizations that address women, minorities, and persons with disabilities issues;
 - e. inform the officers of the College on developments in the EEO field;
 - f. regularly confer with officers of the College, supervisors, and employees to ensure that the College's policies are observed;
 - g. assist in screening applications to ensure that all employees are treated fairly;
 - h. assist in the investigation of internal and external complaints as specified in the Rules for the Administration of the Illinois Human Rights Act;
 - i. make recommendations for changes in programs and procedures as necessary to eliminate discriminatory practices; and
 - j. provide a forum to listen to any aggrieved employee or applicant for employment who believes he/she has been discriminated against due to race, color, religion, sex, age, national origin, or disability.

Original signed by President Ron House
PRESIDENT

November 22, 2016
DATE

ADOPTED: OCTOBER 15, 1984
REVISED: FEBRUARY 23, 1996; NOVEMBER 22, 2016; **JULY 1, 2024 (MOVED FROM ARTICLE III)**
REVIEWED:
CROSS REF.: BOARD POLICY 3510

All employees, ex-employees (who have terminated employment within the preceding year), or the employee's authorized representative may, by making a written request, review their personnel files in accordance with the law a maximum of two times per year at reasonable intervals, unless provided differently in a collective bargaining agreement. If the request is submitted in writing and in accordance with the law, the records will be made available within seven days. The College will mail copies of such records to the employee if the employee can demonstrate that he/she is unable to review the records at the worksite during normal working hours. All copies of the information provided by the College to an employee will be charged to the employee at the prevailing copy cost as established in the College Business Office.

All written requests for review of personnel records must be made to the Office of Human Resources, and subsequent record reviews by the employee will normally take place in that office area. The College has the right to protect the records from loss, damage, or alteration to ensure the integrity of the files.

Employees are hereby informed that they may disagree with any information contained in the personnel file, and removal or correction of that information may be mutually agreed upon by the College and employee. If agreement cannot be reached by both parties, the employee may have a written statement attached to the disputed portion of the record explaining the employee's position. If either the College or employee knowingly places in the personnel record information that is false, John A. Logan College or the employee, whichever is appropriate, shall have remedy through legal action to have that information expunged.

Certain restrictions apply to both employees and John A. Logan College in regard to third-party access to personnel files. Generally, the College shall not divulge disciplinary material to a third party without informing the employee by first-class mail. The employee will be notified at the last known address on or before the day the information is divulged. This release of information and written notice will not apply if the employee has waived written notice as part of a signed arbitration, or if such information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

Unless authorized in writing by the employee, the College will not gather or keep a record of employees' associations, political activities, publications, communications, or non-employment activities that may occur off the College's premises.

According to the law, the **Office of Human Resources** will allow employees or other designated representatives to inspect records of the following types:

1. letters of reference for that employee;
2. test scores, except cumulative total test scores;
3. materials used by the College for management planning;
4. information of a personal nature about a person other than the employee when such disclosure would invade the privacy of the other person;
5. records relevant to any other pending claim between the College and employee that may be discovered in a judicial proceeding;
6. investigatory or security records are being kept to investigate criminal conduct or other activity that could harm the College's properties or operations.

***Administration of the Personnel
Record Review Act***

Administrative Procedure 504

The law penalizes non-compliance with the Personnel Record Review Act, and employees may take action in the local circuit court to compel compliance.

This administrative procedure is designed to provide brief knowledge of the law and establish a procedure for implementing the law at John A. Logan College. This policy is not intended as a re-statement or summary of the law.

(Original signed by President Ray Hancock)

PRESIDENT

February 23, 1996

DATE

ADOPTED: NOVEMBER 30, 1984
AMENDED: FEBRUARY 23, 1996; JULY 1, 2024 (*MOVED FROM ARTICLE III*)
REVIEWED:
CROSS REF.: **820 ILCS 40**

PURPOSE

This procedure aims to provide a clear and transparent procedure for employees transitioning from full-time to part-time status and outline the consequences of this change. The transition in employment status must be approved by relevant supervisors.

A. REQUEST FOR CHANGE OF EMPLOYMENT STATUS

1. **Employee Submission:** Employees must submit a formal written request for a change in status to their supervisor, outlining the desired reduction in hours and reasons for the request.
2. **Supervisor Review:** The supervisor will review the request and consider departmental needs, employee performance, and organizational goals.
3. **Consultation with HR:** Supervisors will consult with Human Resources to ensure the request complies with organizational policies, labor laws, and contractual obligations.
4. **Approval Process:** Upon review and agreement by both the supervisor and HR, the employee will receive written approval of the transition. If denied, the employee will be provided with a written explanation.

B. EFFECTIVE DATE OF TRANSITION

1. **Notice Period:** Employees must give at least a [30-day] notice before the effective date of their transition unless otherwise agreed upon.
2. **HR Documentation:** The HR department will process and document the employment status change in the employee's file, updating relevant records (e.g., payroll, benefits, etc.).

CONSEQUENCES OF TRANSITION TO PART-TIME EMPLOYMENT

Transitioning to part-time employment may impact compensation and benefits, including but not limited to health insurance, retirement, and paid time off. Said impacts will be addressed at the time of transition.

ELIGIBILITY FOR FUTURE FULL-TIME STATUS

Employees may request to return to full-time status based on organizational needs and the availability of full-time positions. Reapplying for full-time status will follow the institution's standard hiring procedures.

REVIEW AND ACKNOWLEDGMENT

The employee will be required to review this procedure with HR and their supervisor before the transition is finalized. Both the employee and supervisor must sign an acknowledgment form to confirm their understanding of the procedure and its consequences.

COMPLIANCE AND EXCEPTIONS

All transitions must comply with applicable state and federal employment laws and the institution's policies. Any exceptions to this procedure must be approved by the relevant department head and HR.

**Change in Employment from
Full-Time to Part-Time Status**

Admin. Procedure 505

Kirk E. Overstreet, Ph.D.

PRESIDENT

OCTOBER 16, 2024

DATE

ADOPTED: OCTOBER 16, 2024

AMENDED:

CROSS REF.: BOARD POLICY 5110

Return to Work –

Employee and Volunteer Restrictions

Administrative Procedure 506

Under the SURS return-to-work restrictions (40 ILCS 5/15-139), an annuitant may not return to work in any capacity, paid or unpaid, with a SURS-covered employer until retired for at least 60 calendar days. The Annuitant must have a clear separation from SURS-covered employment and no written or oral agreement to return to a SURS-covered employer at the time of retirement. If the Annuitant does not satisfy this requirement, the annuity will be canceled.

It is the Annuitant's responsibility to notify SURS upon returning to employment for a SURS-covered employer; any position at JALC is considered SURS-covered, including volunteer and grant positions.

In order to apply to any position at JALC, paid or unpaid, the Annuitant must include their Certification of Retirement Annuity in the application materials. No application, paid or unpaid, will be considered if the Certification of Retirement Annuity is not attached.

If the Annuitant returns to SURS-covered employment after the 60-day period, the Annuitant will be subject to an earnings limitation. The exact amount of the earnings limitation will be stated on the Certification of Retirement Annuity upon finalization of the retirement claim. If the Annuitant exceeds the earnings limitation, the retirement annuity will be reduced or suspended.*

DEFINITION OF AFFECTED ANNUITANT

An employed annuitant would become an affected annuitant on the first day of an academic year following the academic year in which the Annuitant initially meets the following conditions:

- Receives compensation during an academic year beginning after August 1, 2013, that is greater than 40 percent of the highest annual rate of earnings earned prior to retirement, and
- Receives an annuity of at least \$833.33 per month (\$10,000 per year) in the academic year containing June 1, 2015, and any academic year thereafter.

If the employee fails to disclose their annuitant status prior to 15 days of employment and the College is required to make a contribution to SURS because of affected status, the employee will be responsible for reimbursing the College for said contribution.

* <https://surs.org/life-events/return-to-work-employee-restrictions/>

Kirk E. Overton, Ph.D.

PRESIDENT

October 16, 2024

DATE

ADOPTED: OCTOBER 16, 2024

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.: BOARD POLICY 5113, RETIREE RETURN TO WORK POLICY

PURPOSE

Stipends (or fixed pay) are used to compensate individuals who are engaged in College-related activities normally outside the realm of Board Policies #5220, 5220A, 5221A, and 5221B. Stipend positions are intended as an additional method of accomplishing specific aims and objectives consistent with the established missions and goals of John A. Logan College. Stipends may be granted for professional activities of College-wide or district-wide significance, including activities such as instruction, athletics, student activities, or other projects designated by the president. Stipends will be considered on the basis of documented need and the availability of human and material resources. Stipends will not be added to the base salary.

GENERAL GUIDELINES

The following guidelines and procedures will apply when stipends are requested:

1. All stipend positions should be filled with qualified applicants. Hiring records for employees should be kept in accordance with the Illinois Records Act. The Office of **Human Resources** will advertise various stipends as directed by the president. **Titles and level classifications of stipend positions shall be maintained by the Office of Human Resources.**
2. Stipends may also be used for activities performed during summer terms. Stipends may be filled by presidential appointment, internal posting, or external advertising.
3. With the exception of presidential appointments, which can be at any stipend level, anyone interested in stipend positions must apply in accordance with College hiring procedures. The Stipend Application is a multi-use form to be used by supervisors when proposing a new stipend or by an internal applicant when applying for a stipend activity or project. Positions externally advertised should be circulated through the Opportunity Employment Bulletin, and an application completed in the **Office of Human Resources**. The Stipend Application should be attached to the Employee Recommendation Form. These forms may be obtained from the Office of **Human Resources**.
4. When a short-term stipend for a special project(s) is completed, written documentation must be provided by the project supervisor and sent to the division vice-president or president indicating that the project is completed. Results and evaluation of the project should be included. An Employee Recommendation Form terminating the employee should be submitted through the appropriate channel with a copy of the evaluation information for the employee's personnel file.
5. The payroll information should be collected and forwarded to the Business Office according to College procedures.
6. Stipend employees who resign from their position are encouraged to give a two-week notice when a position is vacated.
7. Faculty advisors shall be paid at a rate of \$24.00 per advisee for fall, spring, and/or summer semesters.

STIPEND SALARY SCHEDULE

Stipend Level	Annual Stipend Range
I	150 – 500
II	400 – 900
III	1,000 – 1,800
IV	1,500 – 3,000
V	2,500 – 4,100
VI	3,500 – 5,500
VII	5,000 – 9,000
VIII	Presidential Stipend

If more than one person serves in a given stipend position, the stipend will be divided equally.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

July 17, 2018

DATE

ADOPTED: FEBRUARY 14, 1992

AMENDED: FEBRUARY 28, 1995; OCTOBER 24, 1995; APRIL 11, 1997; MARCH 22, 2001; APRIL 1, 2004;
OCTOBER 23, 2007; AUGUST 20, 2008; JUNE 9, 2011; **JULY 17, 2018**

CROSS REF.:

In the utilization of interns at John A. Logan College, the following procedures will be followed:

1. All requests for internships are to be referred to the appropriate assistant provost's office.
 - A. Only requests for non-teaching professional internships will be considered. No teaching internships will be allowed.
 - B. Interns will not be allowed to perform routine or ongoing classroom duties or assume routine or ongoing responsibility for classroom activities.
2. All prospective interns will be interviewed and accepted or rejected by the appropriate dean prior to any internship obligation.
3. Persons accepted for internships and the appropriate assistant provost will develop a clearly written internship agreement that will include the following information:
 - A. goals and objectives of the internship experience;
 - B. duties and responsibilities of the intern;
 - C. responsibilities of the direct supervisor of the intern (maybe someone other than the dean);
and
 - D. criteria and methods of evaluating the intern's performance.
4. Contractual agreements regarding internship experiences shall be forwarded to the appropriate vice-president/provost for approval.
5. Copies of all approved contractual agreements regarding internship experiences shall be forwarded to the President.
6. Contractual agreements between John A. Logan College and the interns may be voided if the intern does not fulfill the obligations of the contract to the satisfaction of the College.

(Original signed by President Ray Hancock)

PRESIDENT

September 30, 1993

DATE

ADOPTED: SEPTEMBER 20, 1993

AMENDED:

CROSS REF.:

CONFLICT OF INTEREST

The College recognizes that its faculty and professional staff are trained experts in their chosen field, and from time to time, they may be asked to participate in activities outside of the College for remuneration.

Employees of the College shall not be employed for remuneration (for research or consultation services) other than by the College when such outside employment creates a conflict with his/her employment with the College.

Faculty members shall not accept outside consultant assignments that shall conflict with their regular classroom hours unless they have the approval of the President.

Professional staff shall not pursue outside consultant assignments (non-college-supported activities) during their regular work day unless they use vacation or personal time.

REPORTING AND APPROVAL

1. Any employee who intends to engage in professional consulting or research or anticipates that such activities will be forthcoming during the academic year shall submit a **Request for Approval form** to the President indicating the following:
 - A. the nature of the activities;
 - B. the estimated amount of time that would be involved and
 - C. the specific times which will be included, if possible.
2. The President shall determine whether the proposed consulting is disruptive or harmful to the College's operation in terms of time lost from the job. If such is not the case, he/she shall approve the activity and send a copy of the approved request to the following:
 - A. the employee;
 - B. the employee's supervisor; and
 - C. the employee's personnel file.
3. The individual shall submit annually to the President (through his/her supervisor) a report of the actual date(s) and amount of time he/she has spent in this activity. A copy of this report will be maintained in the individual's personnel file.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

AUGUST 31, 2018

DATE

ADOPTED: OCTOBER 24, 1995
AMENDED: AUGUST 31, 2018
CROSS REF.: BOARD POLICY 5153

Reimbursement for Retirees' ***Health Insurance***

Administrative Procedure 514

This administrative procedure specifies how Board Policy 5141, Retirement Benefits, is implemented as it relates to the reimbursement of retirees' health insurance.

Reimbursement will be based on the difference between the actual rates for the chosen coverage within the retirees' College Insurance Plan (CIP), administered by the Illinois Central Management Services, and the rates for the John A. Logan College health insurance plan for current employees. No reimbursement will occur unless the retirees' premium is higher than the employees' share of the premium for comparable coverage under the John A. Logan College health insurance plan. No Medicare premiums will be included as retiree premiums. This reimbursement will be identified as the "current active employee levels method."

Examples:

- a) *Retiree Only CIP Premium (Non-Medicare) \$270, Active Employee Share of JALC premium \$230, Reimbursement \$40*
- b) *Retiree Only CIP Premium (Medicare Primary) \$60, Active Employee Share of JALC Premium \$230, Reimbursement \$0*
- c) *Retiree Plus Dependent CIP Premium (Non-Medicare) \$1,300, Active Employee Share of JALC Premium \$480, Reimbursement \$820*
- d) *Retiree Plus Dependent CIP Premium (Medicare-Retiree, Non-Medicare Dependent) \$1,200, Active Employee Share of JALC Premium \$480, Reimbursement \$720*
- e) *Retiree Plus Dependent CIP Premium (Non-Medicare Retiree, Medicare-Dependent) \$700, Active Employee share of JALC Premium \$480, Reimbursement \$220*
- f) *Retiree Plus Dependent CIP Premium (Medicare Primary-Both) \$278, Active Employee Share of JALC Premium \$480, No Reimbursement \$0*

If a retiree has additional dependent children enrolled, reimbursement amounts will be calculated based on the difference between the CIP premium and an active employee's share of the JALC premium for family coverage.

The amounts above are for illustration purposes only. Actual CIP deduction amounts and JALC rates will be evaluated throughout the fiscal year, and reimbursement calculations will be adjusted based on actual enrollment and the actual rates for each plan.

The "current active employee levels method" of reimbursement described above will apply except in these specific instances:

- 1) When a specific reimbursement percentage is designated in an individual employment contract, the reimbursement would be based on specific contract language.
- 2) For those individuals retired on or before August 1, 2008, with a status of Medicare Primary for all enrollees as illustrated in example b and example f above, the College will reimburse up to the actual cost of their CIP premium for the chosen coverage when the amount is below the current dollar amount the College pays for an active employee. For those individuals illustrated in examples: a, c, d, and e above and anyone retired after August 1, 2008, the "current active employee levels method" will still apply. Retirees will not be reimbursed more than their actual CIP premiums.

Reimbursement for Retirees'
Health Insurance

Administrative Procedure 514

- 3) In accordance with direction from the Board of Trustees on January 28, 2014, reimbursement to those retired on or before August 1, 2008, who had reimbursement previously reduced due to a change in enrollment status shall have the reimbursement recalculated in accordance with #3. This adjustment is effective February 1, 2014, and shall be applied going forward.
- 4) Retirees will be responsible for immediately notifying the Payroll office of any changes in enrollment status, including, but not limited to, dependent status, plan changes, and changes in Medicare eligibility. The College will request from each retiree proof of enrollment and premium amounts at least two times per year. The request will be made after each open enrollment period with effective dates of January 1st and July 1st of each year or as needed if the College believes there has been a potential status change that may affect the reimbursement calculation. If the requested proof is not provided by the deadline as stated, future reimbursements will be suspended until such proof is received. If a change in status results in an overpayment, the retiree will be responsible for repaying the College.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

SEPTEMBER 26, 2019

DATE

ADOPTED: JANUARY 28, 2014 (TO BE EFFECTIVE FEBRUARY 1, 2014)
AMENDED: JUNE 12, 2017; **SEPTEMBER 26, 2019**
CROSS REF.: BOARD POLICY 5141

***Procedure for Modified Duty
Assignment***

Administrative Procedure 515

The procedure for assigning an employee to a modified duty assignment is as follows:

1. Fitness for Duty Report: Employees recuperating from a work-related injury or illness and unable to perform essential job functions shall have the treating healthcare provider complete a *Fitness for Duty Report*. The employee's healthcare provider shall review the position description applicable to the employee's job prior to completing the *Fitness for Duty Report*. It is the responsibility of the employee to inform all healthcare providers of the "employer's" modified duty policy.
2. Identification of Modified Duty Work: The employee shall submit the *Fitness for Duty Report* to their *division supervisor*, who *shall* then consult with the appropriate personnel to identify modified duty work that is compatible with the employee's restriction(s) and the duration of the modified duty assignment, as determined by the health care provider.
3. Expiration of Assignment: When the modified duty assignment expires, as stated on the *Fitness for Duty Report*, the employee cannot continue to work. Modified duty assignments may not exceed ninety (90) days unless extended at the request of the employee's supervisor and with supporting medical documentation supplied by the employee.

(Original signed by Robert L. Mees)

PRESIDENT

FEBRUARY 28, 2012

DATE

ADOPTED: FEBRUARY 28, 2012

AMENDED:

REVIEWED:

CROSS REF.: BOARD POLICY 5154

In accordance with PLAWA, all employees are to be afforded a maximum of forty (40) hours of PLAWA leave (hereinafter PL) per 12-month period to be earned at a rate of one (1) hour of PL for every forty (40) hours worked in a 12-month period, up to a maximum of forty (40) hours of PL in a 12-month period.

JALC currently provides Sick Leave for full-time employees at the rate of 13.3 hours per month of employment. It is the intention of this procedure that the (40) hours of PL be taken from the already allocated “personal business” sick leave the employees currently accrue. If an employee does not specify a reason prior to or at the time of their leave, it shall be presumed to be PL up to the maximum (40) hours. Part-time employees who do not earn sick leave shall accrue PL at the rate of one (1) hour of PL for every forty (40) hours worked in a 12-month period, up to a maximum of forty (40) hours of PL in a 12-month period. Employees shall be paid their regular hourly rate of pay for PL.

The 12-month period for purposes of calculating PL shall be the calendar year. Employees shall be permitted to use accrued PL beginning on March 30, 2024, or ninety (90) days after the commencement of their employment, whichever is later. Full-time and part-time employees may, at the end of a 12-month period, carry over accrued, unused PL into the next 12-month period. An employee, however, may not use more than 40 hours of accrued PL in a 12-month period and may not carry over more than 40 hours; anything in excess of 40 hours shall be converted to general sick leave and shall follow the accumulated sick leave policy.

JALC does not credit PL under this policy to any other employee vacation bank or paid time off (PTO) bank. As a result, in accordance with PLAWA, JALC does NOT compensate employees for accrued, unused PL upon termination or separation from employment.

PL Use

JALC requires employees to provide seven (7) calendar days’ notice of the employee’s intent to take PL. If, however, the employee’s need to take PL is not foreseeable, the employee must provide notice as soon as is practicable after the employee is aware of the necessity of taking PL. JALC may deny an employee’s request to use PL if granting leave would significantly impact College operations. The following is an illustrative (not exhaustive) list of reasons why requests to use PL may be denied: 1) Staffing would fall below minimum levels necessary to provide effective public service; 2) Emergency circumstances exist requiring employee attendance; 3) Employee absence would hamper JALC’s ability to meet critical workflow obligations or deadlines.

An employee is not required to search for or find a replacement worker to cover the hours during which the employee will be on PL. Employees may take PL in increments as small as one (1) hour unless the employee’s scheduled workday is less than one (1) hour, in which case, the employee’s scheduled workday shall be used to determine the amount of PL taken. An employee may take PL for any reason of the employee’s choosing. An employee is not required to provide JALC with a reason for taking PL. JALC will not require the employee to provide documentation or certification of the reason that PL was taken. An employee may choose whether to use PL under this policy prior to using any other leave provided by JALC or State law. If an employee does not specify a reason prior to or at the time of their leave, it shall be presumed to be PL. Employees shall be paid their regular hourly rate of pay for PL.

Paid Leave for All Workers (PLAWA)

Administrative Procedure 516

If an employee is separated from employment with JALC and is rehired within twelve (12) months of separation from JALC, previously accrued PL that had not been used by the employee shall be reinstated, and the employee shall be entitled to use it at the commencement of re-employment.

** This procedure does not apply to anyone covered under a collective bargaining agreement.

Kirk E. Overstreet, Ph.D.

PRESIDENT

JANUARY 1, 2024

DATE

ADOPTED: JANUARY 1, 2024
AMENDED:
REVIEWED:
LEGAL REF.: 820 ILCS 192/5
CROSS REF.: BOARD POLICY 5272 – SICK LEAVE

Compensation for non-probationary professional staff will be set annually by the Board of Trustees based on comparative market data, recommendations by their Cabinet member, and the President's final recommendation to the Board of Trustees. Should the College award salary increase in a given year, the following will apply:

1. Professional staff close to their maximum salary range will receive an increase added to their base pay up to the amount of general increase granted not to exceed the maximum of the salary range.
2. Any professional staff who reaches the maximum salary range and does not receive the full amount of the general increase added to their base pay shall receive a stipend equivalent to the dollar amount of the percentage not received.
3. Professional staff over the top of the maximum salary range will not receive an increase to their base pay but will receive a stipend equivalent to the total amount of the general increase percentage granted to eligible professional employees within their salary range.

PROFESSIONAL STAFF EMPLOYEE PERFORMANCE EVALUATION

All professional staff will be evaluated by their supervisor annually by March 31.* The evaluation is based on the immediate supervisor's assessment of the professional's overall job performance and shall be conducted fairly and objectively.

A professional employee with a rating of "Needs Improvement" on a Performance Evaluation Improvement Plan will be monitored. If improvement is not seen immediately, the supervisor will be required to meet with the Assistant Vice-President of Human Resources to determine the next step in the performance management process.

If improvement is progressing, the employee will be formally re-evaluated by the end of June. If his/her overall performance has not improved, they will be formally re-evaluated by the end of September.

**Employees in a new position will be evaluated according to the probationary requirements.*

_____ 

PRESIDENT

JULY 1, 2022

DATE

ADOPTED: JULY 1, 2022

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.: BOARD POLICY 5220A, PROFESSIONAL STAFF COMPENSATION

Professional staff positions are assigned to employment levels based upon responsibilities, duties, and required qualifications in accordance with Board Policy 5220 – Professional Staff Position Guidelines. Compensation for professional staff is determined in accordance with Board Policy 5220A – Professional Staff Compensation and Administrative Procedure 522A.1 – Professional and Executive Support Salary Schedule. All job titles shall correspond with a classification on the salary schedule.

Level 5 – Executive Administrators (Executive Council)

Provost (CAO/CSO)

Vice-Presidents

Level 4: Senior Administrators

Assistant Provost

Associate/Assistant Vice-Presidents

Level 3: Administrators

Senior Dean/Director

Dean/Director

Associate Dean/Director

Assistant Dean/Director

Head Coaches

Level 2: Managers

Manager

Associate Manager

Assistant Manager

Level 1: Professionals

Advisors

Analysts

Assistant Coaches

Coordinators

Facilitators

Technicians

Tutors



PRESIDENT

JULY 1, 2022

DATE

ADOPTED: ORIGINALLY ADOPTED APRIL 1, 1980 AS BOARD POLICY 5221; BECAME BOARD POLICY 5220C
JANUARY 25, 2000; BECAME ADMINISTRATIVE PROCEDURE 522 FEBRUARY 28, 2012

AMENDED: JUNE 8, 1982; AUGUST 23, 1984; MAY 20, 1985; JULY 14, 1986; JULY 14, 1987; JULY 11,
1988; SEPTEMBER 12, 1988; MARCH 11, 1991; JULY 8, 1991; OCTOBER 19, 1993;
JANUARY 24, 1995; OCTOBER 22, 1996; AUGUST 25, 1998; JANUARY 26, 1999; SEPTEMBER 28,
1999; JANUARY 25, 2000 (NUMBER CHANGED FROM 5221 TO 5220C – 5221 BECAME “NON-UNION
OPERATION STAFF POSITION GUIDELINES”); JANUARY 23, 2001; JUNE 25, 2002; JULY 26, 2005; MAY
27, 2008; NOVEMBER 25, 2008; FEBRUARY 28, 2012 (BOARD POLICY 5220C ELIMINATED AND JOB
TITLE CLASSIFICATIONS PUT INTO NEW ADMINISTRATIVE PROCEDURE 522); JUNE 27, 2012; SEPTEMBER
14, 2012; MAY 15, 2013; AUGUST 15, 2013; SEPTEMBER 1, 2014; OCTOBER 31, 2016; **JULY 1,
2022 (LEVELS UPDATED)**

LEGAL REF.: I.R.S. CH. 122 §103-9 (1977)

CROSS REF.: BOARD POLICIES 5220, 5220A

Executive Support Staff Employment Levels

Administrative Procedure 522A

Executive Support staff positions are positions that perform complex, confidential tasks that require high-level training and experience as defined in Board Policy 5221 – Executive Support Staff Position Guidelines. Compensation for executive support staff is determined in accordance with Board Policy 5221A – Executive Support Staff Compensation and Administrative Procedure 522A.1 – Professional and Executive Support Staff Salary Schedule.

Level 3

Senior Executive Assistant

Level 2

Executive Assistant II

Level 1

Executive Clerk

Executive Assistant I



PRESIDENT

JULY 1, 2022

DATE

ADOPTED: JULY 1, 2022

AMENDED:

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5221, 5221A; 5221D

Professional & Executive Support Staff Salary Schedule Administrative Procedure 522A.1

Professional salary ranges are based on multiple factors including compensation philosophy, internal equity, market competitiveness, fiscal responsibility, etc. The College salary schedule for professional and executive support staff positions **does not** apply to **grant-funded** positions.

Salary Schedule for FY 2024 – 2025*			
PROFESSIONAL STAFF			
Level 5: Executive Administrators (Executive Council)			
Provost (CAO/CSO)	Compensation for Executive Administrators will be determined by the President and Board of Trustees, in accordance with Board Policy 5210.		
Vice-Presidents			
Level 4: Senior Administrators	Minimum	Mid-Range	Maximum
Assistant Provosts	\$95,000	\$119,780	\$137,000
Assistant Vice-Presidents	\$95,000	\$119,780	\$137,000
Executive Directors	\$95,000	\$119,780	\$137,000
Level 3: Administrators	Minimum	Mid-Range	Maximum
Senior Dean/Director	\$90,000	\$106,000	\$121,000
Dean/Director	\$75,000	\$98,050	\$116,000
Associate Dean/Director	\$70,000	\$87,450	\$100,000
Assistant Dean/Director	\$65,000	\$79,500	\$89,000
Head Coaches	\$55,000	\$74,200	\$89,000
Level 2: Managers	Minimum	Mid-Range	Maximum
Manager	\$55,000	\$66,250	\$74,000
Associate Manager	\$50,000	\$60,950	\$68,000
Assistant Manager	\$45,000	\$55,650	\$63,000
Level 1: Professionals	Minimum	Mid-Range	Maximum
Coordinators, Analysts, Advisors, etc.	\$40,000	\$53,000	\$68,000

Professional & Executive Support Staff Salary Schedule Administrative Procedure 522A.1

EXECUTIVE SUPPORT STAFF			
	Minimum	Mid-Range	Maximum
Level 3: Senior Executive Assistant	\$55,000	\$63,600	\$68,000
Level 2: Executive Assistant II	\$45,000	\$53,000	\$58,000
Level 1: Executive Clerk and Executive Assistant I	\$35,000	\$42,400	\$47,000

Kirk E. Overton, Ph.D.

PRESIDENT

JULY 1, 2024

DATE

**New positions/hires will not exceed the mid-range at initial hire, with the exception of the Executive Council.
Executive Council salaries are determined by the President based on multiple factors, including compensation, philosophy, internal equity, market competitiveness, fiscal responsibility, etc.*

ADOPTED: JULY 1, 2022

AMENDED: **JULY 1, 2024**

REVIEWED: OCTOBER, 2023

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5210, 5220, 5220A, 5221, 5221A

ADMIN. PROCEDURES 521, 522, 522A

Code of Conduct for all JALC Faculty and Staff Administrative Procedure 523

Specific rules and regulations regarding staff behavior are necessary for the efficient operation of the College and the benefit and safety of all visitors, students, and staff. All College staff are expected to contribute to a productive and cooperative effort to conduct the College's business and serve the students and the general public. Further, College staff are responsible to the College and the community to conduct themselves at the highest level of ethical standards and adherence to Board Policy 4211, Employees Ethics Act.

The reputation of John A. Logan College is reflected by one's attitude toward students, faculty, staff, and visitors with whom they come in daily contact. Personal conduct should be in keeping with the highest standards and ideals with which John A. Logan operates. Regardless of the position, it is essential to remember that good manners and a willing, cooperative attitude are an indispensable part of the job.

Conduct that interferes with operations, discredits the College, or violates performance or ethical standards will not be tolerated. Such conduct will be addressed through performance management processes, specifically Administrative Procedure 524, Progressive Discipline.

CODE OF CONDUCT AND STANDARDS OF BEHAVIOR FOR EMPLOYEES

John A. Logan College staff will show mutual respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and work. College Administration will set the tone for civil behavior through their professional conduct and leadership of the institution. All members of the college community will create a positive environment characterized by considerate and principled conduct.

All employees are expected to conduct themselves and behave with professionalism, courtesy, integrity, and the highest level of ethics. Such conduct includes, but is not limited to:

- Cooperating with other employees and treating all students, visitors, other employees, and members of cooperating agencies or businesses in a courteous and considerate manner;
- Reporting to management unethical or illegal conduct, or conduct suspected to be unethical or illegal, by employees or students;
- Maintaining high standards of honesty and integrity, free from personal considerations, bias, or favoritism.

Employees are expected to perform their assigned duties in accordance with established timelines, standards of quality, and College Policies. This includes, but is not limited to:

- Meeting established quality standards in a timely fashion;
- Protecting and conserving College property and resources;
- Employing all appropriate safeguards and practices to ensure the safety of students, employees, and visitors;
- Reporting ready for work at the assigned starting time and the proper work location, and notifying the supervisor in advance of any absence from work or the inability to report to work on time.

Code of Conduct for all JALC Faculty and Staff Administrative Procedure 523

Employees are required to comply with Federal, State, County, and Municipal laws and regulations as well as the policies and procedures of John A. Logan College.

To assist employees in their efforts to meet the expectations of the College, supervisors shall:

- Be familiar with College policies and procedures that affect assigned personnel;
- Consult with Human Resources for assistance prior to initiating corrective or disciplinary action.
- Substantiate each apparent violation of policy or procedure or instance of unsatisfactory performance before acting;
- Inform the employee if any policy or procedure has been violated;
- Ensure that any action taken is prompt and in accordance with applicable College policy or procedure.

The following conduct is prohibited, and any employee engaging in such conduct, attempting to engage in such conduct, or aiding another employee is subject to the progressive discipline procedures. The examples below are illustrative of the behavior that will not be permitted but are not intended to be all-inclusive:

- Reporting to work under the influence of alcohol and/or illegal drugs or narcotics; using, selling, dispensing, or possessing alcohol and/or illegal drugs or narcotics on College premises, while conducting College business, or at any time which would interfere with the effective conduct of the employee's work for the College; using illegal drugs; or testing positive for illegal drugs;
- Fighting or assaulting a fellow employee, visitor, or student; using language, actions, and/or gestures that are threatening, intimidating, abusive, obscene, or profane; engaging in any form of intimidation, bullying, harassment, sexual harassment, discrimination, or contributing to an offensive, hostile environment; disorderly or disruptive conduct;
- Refusing to follow College policies, regulations, and procedures or management's instructions concerning a job-related matter, except in cases where the safety of the employee may be endangered or in cases where the action is illegal or unethical;
- Possessing firearms or other weapons on College property, except as required by the job;
- Stealing, destroying, defacing, misusing, or using College or another person's property without authorization;

All employees are expected to maintain a certain standard in their communications to each other and the public. Employees are expected to communicate with a high degree of integrity and transparency. Employees are prohibited from lying, misrepresenting, or intentionally omitting information with the intent to mislead and/or to benefit themselves, other employees, employee groups, or non-college individuals or organizations. This standard applies to communication as an employee, in any form, including social media, to any member of the College, community, or the public.

- Failing to notify the College of a felony conviction or the loss of a license or certificate required for the position, or failing to cooperate in a College investigation or audit;
- Abusing sick leave or demonstrating a pattern of sick leave use without required medical documentation or having unauthorized absences from work;

Code of Conduct for all JALC Faculty and Staff Administrative Procedure 523

- Using an employee's official position for personal gain; using confidential information for personal advantage or to further any private interest; accepting or soliciting, directly or indirectly, any gift or item of other than the modest monetary value from any person or entity seeking action from, doing business with, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties;
- Engaging in outside employment or activities that conflict with official College duties and responsibilities, or that tend to impair the capacity for performance of duties and responsibilities in an acceptable manner, or that create a real or apparent conflict of interest (see Board Policy 5153, External Consulting and Employment);
- Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
- Disclosing information of a confidential nature to unauthorized persons.

Kirk E. Overton, Ph.D.

PRESIDENT

JANUARY 10, 2022

DATE

ADOPTED: JANUARY 10, 2022

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.: ADMIN. PROCEDURE 524, PROGRESSIVE DISCIPLINE

This procedure aims to provide definitive steps for the progressive discipline of all John A. Logan College staff. Progressive discipline will be used when necessary and will follow all contracts and state guidelines. The College reserves the right to skip any progressive step depending on the severity of the situation.

The steps for progressive discipline include the following:

- 1) Verbal warning, including an emailed confirmation of the warning.
- 2) Written warning, which will be added to the employee's personnel file.
- 3) *Suspension, including paid or unpaid, depending on the circumstance.
- 4) Dismissal

*Per Board Policy 5225, the Board, through its authorized representative, reserves the right to suspend employees for indefinite periods of time, with or without pay, immediately upon notice. The authorized representative is the President of the College. Such instances of suspension shall be reported to the Board at its next regular meeting. The Board must ratify the action at that time to sustain the suspension. This type of action will be taken when it is considered to be in the interest of the College. No benefits or salary shall be accrued during the suspension.



PRESIDENT

JANUARY 10, 2022

DATE

ADOPTED: JANUARY 10, 2022

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.: BOARD POLICY 5225, DISMISSAL OR SUSPENSION

JALC is committed to providing a safe learning environment free from sexual misconduct and maintaining appropriate professional boundaries between staff, faculty, and students/attendees. All members of the JALC community are expected to adhere to this procedure.

PURPOSE

This procedure ensures John A. Logan College (JALC) maintains a safe learning environment, upholds professional boundaries, and prevents sexual misconduct between staff, faculty, and students/attendees in accordance with the requirements of 105 ILCS 5/22-85.5 under Illinois jurisdiction.

SCOPE

This procedure applies to all members of the college community, including but not limited to faculty, staff, administrators, Board of Trustees, volunteers, and students.

DEFINITIONS

1. "Sexual misconduct" means any unwelcome conduct of a sexual nature, including but not limited to sexual harassment, sexual assault, sexual exploitation, and sexual violence.
2. "Professional boundaries" refer to appropriate physical, emotional, and behavioral limits maintained by staff and faculty in interactions with students and attendees.

PROHIBITED CONDUCT

The following behaviors are strictly prohibited:

1. Any form of sexual misconduct as defined above.
2. Violation of professional boundaries as defined above.
3. Retaliation against individuals who report violations of this procedure.

REPORTING PROCEDURES

Any individual who witnesses or becomes aware of a violation of this procedure must report it promptly to the designated Title IX Coordinator or through the Title IX Reporting tool.

Confidential reporting is available for individuals who do not wish for JALC to be officially informed of the incident. This means the individual will only talk with a confidential advisor. No formal investigation will result unless the individual decides to formally report the incident.

JALC will investigate all reports promptly, thoroughly, and impartially.

ENFORCEMENT AND CONSEQUENCES

Violations of this procedure may result in disciplinary action, up to and including termination of employment or expulsion from the college.

***Safe Learning Environment and
Preventing Sexual Misconduct***

Administrative Procedure 525

The college will promptly investigate all reported violations of this procedure in accordance with established procedures.

TRAINING AND EDUCATION

All members of the college community, including but not limited to faculty, staff, administrators, Board of Trustees, and volunteers, must complete mandatory training on this procedure when hired and annually thereafter. Students will receive information about this procedure during orientation and through ongoing awareness programs.

PROCEDURE REVIEW

This procedure will be reviewed annually and updated as necessary to ensure compliance with applicable laws and regulations.

COMPLIANCE

JALC will comply with all reporting and disclosure requirements under 105 ILCS 5/22-85.5 and other applicable state and federal laws.



PRESIDENT

JANUARY 2, 2025

DATE

ADOPTED: JANUARY 2, 2025

AMENDED:

LEGAL REF.: 105 ILCS 5/22-85.5

CROSS REF.: BOARD POLICIES 4211- ETHICS; 4320-TITLE IX POLICY PROHIBITING SEX DISCRIMINATION
ADMINISTRATIVE PROCEDURES 523-CODE OF CONDUCT; 524-PROGRESSIVE DISCIPLINE

The college is committed to maintaining an environment free from conflicts of interest, exploitation, and favoritism that may arise from intimate personal relationships within the college community. Members of the college community are expected to maintain the highest standards of professional conduct in all interactions and relationships. Intimate personal relationships between individuals where one party has direct academic, administrative, supervisory, evaluative, or other authority over the other are prohibited.

PURPOSE

The purpose of this procedure is to:

1. Uphold the integrity of professional roles within the college community;
2. Ensure a supportive and equitable learning and working environment;
3. Prevent conflicts of interest, exploitation, favoritism, or the perception thereof arising from intimate personal relationships.

SCOPE

This procedure applies to all members of the college community, including but not limited to faculty, staff, administrators, Board of Trustees, volunteers, and students.

JURISDICTION

This procedure is governed by and shall be construed in accordance with the laws of the State of Illinois.

DEFINITIONS

1. "College community" means all individuals associated with the college, including faculty, staff, administrators, students, volunteers, and contractors.
2. "Intimate personal relationship" means a romantic, sexual, or similarly close personal relationship between members of the college community.
3. "Conflict of interest" means a situation in which an individual's personal interests or relationships interfere or appear to interfere with their professional responsibilities or the best interests of the college.

DISCLOSURE REQUIREMENTS

1. Any member of the college community who is in or enters into an intimate personal relationship that may create a conflict of interest must promptly disclose the relationship to the Human Resources department.
2. Failure to disclose such relationships may result in disciplinary action.

MANAGEMENT OF CONFLICTS

Upon disclosure, the college will take appropriate action to eliminate or mitigate any actual or potential conflicts of interest, which may include:

1. Reassignment of duties or responsibilities;
2. Recusal from decision-making processes affecting the other party;
3. Transfer to a different department or reporting structure; or
4. Other measures deemed necessary to maintain the integrity of professional roles and relationships.

PROHIBITED CONDUCT

The following conduct is strictly prohibited:

1. Engaging in intimate personal relationships where one party has direct authority over the other;
2. Using one's position of authority to coerce or exploit another individual into an intimate personal relationship;
3. Showing favoritism or bias based on an intimate personal relationship; and
4. Retaliating against any individual who reports a violation of this procedure.

ENFORCEMENT AND CONSEQUENCES

Violations of this procedure may result in disciplinary action, up to and including termination of employment or expulsion from the college.

The college will promptly investigate all reported violations of this procedure in accordance with established procedures.

CONFIDENTIALITY AND NON-RETALIATION

All disclosures and investigations under this procedure will be handled with the utmost confidentiality to the extent possible.

Retaliation against any individual who reports a violation or participates in an investigation is strictly prohibited.

TRAINING AND EDUCATION

All members of the college community, including but not limited to faculty, staff, administrators, Board of Trustees, and volunteers must complete mandatory training on this procedure when hired and annually thereafter.

PROCEDURE REVIEW

This procedure will be reviewed annually and updated as necessary to ensure compliance with applicable laws and regulations.

PRESIDENT

JANUARY 2, 2025

DATE

ADOPTED: JANUARY 2, 2025

AMENDED:

LEGAL REF.: 105 ILCS 5/22-85.5

CROSS REF.: BOARD POLICY 4211, ETHICS

ADMINISTRATIVE PROCEDURES 523 - CODE OF CONDUCT; 524 - PROGRESSIVE DISCIPLINE;

525 – SAFE LEARNING ENVIRONMENT AND PREVENTING SEXUAL MISCONDUCT

PURPOSE

This Anti-Nepotism Procedure ("Procedure") establishes guidelines to prevent favoritism and conflicts of interest at John A. Logan College ("JALC") in Illinois.

SCOPE

1. This Procedure applies to all employees, prospective employees, volunteers, and members of the Board of Trustees of the College in conjunction with Board Policy 5110.
2. It governs employment practices to ensure fairness and impartiality at John A. Logan Community College

DEFINITIONS

1. "Nepotism" means favoritism granted to relatives regardless of merit.
2. "Relative" includes spouse, domestic partner, parent, child, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law and "step" relations, or any person residing in the same household.
3. "Student" means any individual enrolled in courses at JALC.

PROHIBITED CONDUCT

1. No employee shall use their position to influence employment or academic decisions affecting a relative.
2. No employee shall directly supervise, evaluate, or make recommendations regarding employment, promotion, salary, or tenure for a relative.
3. No student shall receive preferential treatment, for example in admissions, financial aid, student employment, or academic matters due to relation to a JALC employee.

DISCLOSURE

1. Employees must disclose to Human Resources any relative employed by or enrolled at JALC.
2. Applicants for employment must disclose any relatives at JALC on their application.
3. Failure to disclose may result in disciplinary action up to termination.

REVIEW & MITIGATION

Human Resources will review all disclosures to identify potential conflicts.

If a conflict is found, appropriate measures such as reassignment of duties or reporting structures will be taken.

Exceptions may be granted by the President in rare circumstances where no other options exist.

ENFORCEMENT AND CONSEQUENCES

Violations of this Procedure may result in disciplinary action up to and including termination of employment or reversal of the benefit received through said preferential treatment.

The college will promptly investigate all reported violations of this procedure in accordance with established procedures.

APPEALS

Employees may appeal decisions related to this Procedure in writing to the President within 10 days of notification.

The President's decision on appeals shall be final.

PROCEDURE REVIEW

This procedure will be reviewed annually and updated as necessary to ensure compliance with applicable laws and regulations.



PRESIDENT

JANUARY 2, 2025

DATE

ADOPTED: JANUARY 2, 2025

AMENDED:

LEGAL REF.: 105 ILCS 5/22-85.5

CROSS REF.: BOARD POLICY 5110, GENERAL HIRING

ADMINISTRATIVE PROCEDURES 523 - CODE OF CONDUCT; 524 - PROGRESSIVE DISCIPLINE

The Purchasing Policies and Procedures Handbook is a comprehensive outline of the College's purchasing policies and procedures. This document is located via the JALC SharePoint Intranet homepage, <https://jalcollege.sharepoint.com>, by clicking on the *Forms* tab and then choosing *Category: Purchasing*. Select the file, *Purchasing Policies and Procedures Handbook*.

A printed copy may be requested from the Purchasing and Auxiliary Services Office.

(SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

OCTOBER 1, 2020

DATE

ADOPTED: APRIL 1, 1980
AMENDED: APRIL 11, 1992; JUNE 27, 2017; **OCTOBER 1, 2020**
CROSS REF.: BOARD POLICY 7154

Portable devices referred to in this procedure are considered to generally be tablets and phones.

Purchases Made with College or Grant Funds

When portable devices are purchased, funding will be supplied by the requesting department and not by Information Technology (IT). Technical support for phones is available as described below. Purchase of phones is a personal expense as the College does not purchase phones, cellular plans, accessories or other items related to phone usage.

When an employees' desktop or laptop reaches the point of replacement, s/he may choose a desktop or laptop as a replacement computer, but not both. Those employees will be eligible to receive a portable device in addition to a desktop or laptop after departmental approval. Purchase of a portable device is subject to available departmental funding.

IT will make technical specifications of Apple IOS and Android portable devices available to departments to be used for purchase requisitioning. Each purchase requisition will be marked for delivery to IT. Acquisition of portable devices that qualify as capital outlay items under College guidelines as defined by Administrative Procedure 701 will be inventoried by Central Receiving even if acquired by means other than a College purchase order. Portable devices will be delivered to IT for configuration prior to deployment.

IT will provide the following limited support for **Apple IOS** and Android based devices:

- Network connectivity setup, **security configuration** and troubleshooting
- Email setup and troubleshooting

Warranty considerations prohibit IT from repairing hardware or other software related issues. It is required that **users of Apple IOS devices** purchase Applecare which consists of a second year of warranty coverage and free phone support. IT also encourages the purchase of extended warranties on Android devices when available.

Other than network connectivity and email issues, the user will be responsible for contacting the manufacturer for repair service.

Since configuration of JALC email circumvents the need for a domain password on tablets and phones, users checking their email with an email application will need to protect their device with a passcode (often a four digit number) to ensure it will lock when not in use. However, if the user elects not to accept the passcode requirement, s/he may still check email on the device by using Outlook Web Access, **but no email application will be installed on or configured for the portable device.**

Portable devices will be configured for inactivity locking after a specified period of time. In instances where the device will allow for remote removal of data if lost or stolen, the device will be configured with that option. Devices that allow encryption will be configured to take advantage of that feature. Applications management and licensing for mobile devices will be routed through IT when College or grant funds are used for purchase. Employees who choose to purchase applications themselves may do so with personal (non-college budget) funds. When college-wide demand necessitates, software site licenses may be purchased in coordination with IT staff.

Portable devices are intended to be used as Wi-Fi devices. The College will not purchase cellular plans for portable devices.

Purchases Made by Employees

IT will provide the following limited support for Apple IOS and Android based devices:

- Network connectivity setup and troubleshooting
- Email setup and troubleshooting

Since warranty considerations prohibit IT from repairing hardware or other software related issues, the purchase of extended warranties is encouraged.

Other than Network connectivity and email issues, the user will be responsible for contacting the manufacturer for repair service.

Since configuration of JALC email circumvents the need for a domain password on tablets and phones, users checking their email with an email application will need to protect their device with a passcode (often a four digit number) to ensure that it will lock when not in use. However, if the user elects not to accept the passcode requirement, they may still check their email on the device by using Outlook Web Access.

(Original signed by Robert L. Mees)

PRESIDENT

APRIL 10, 2012

DATE

ADOPTED: MAY 16, 2011

AMENDED: APRIL 10, 2012

CROSS REF.: BOARD POLICY 7154, ADMINISTRATIVE PROCEDURES 701, 720

The College understands that commitment to and participation in the Business Enterprise Program ("Program") for Minorities, Females, and Persons with Disabilities Act ("Act") (30 ILCS 575/1 *et. Seq.*) is critical to the success of the program. The College commits to the Program and will comply with the statewide statutory requirements of the Act.

1. The College administration has the responsibility to develop policies which include the College's plan and implementation procedures to achieve the goals of the Act.
2. The College sets an aspirational goal to award 20% of contracts to businesses owned by minorities, females and persons of disabilities.
3. The President shall appoint a Liaison to the Business Enterprise Council ("Council") which serves to implement, monitor, and enforce the goals of the Act, and names the Director of Purchasing and Auxiliary Services to serve in the position.
4. The Liaison will provide the required documents and all reporting to the Council and act as the College's point-of-contact to the Council.
5. The Liaison will file an annual compliance plan with the Council which will include, but is not limited to:
 - a. the College's Disadvantaged Business Enterprise Policy ("Policy") signed by the President,
 - b. an outline and summary for the current fiscal year of the College's goals for contracting with businesses owned by minorities, females, and persons with disabilities,
 - c. the manner in which the College intends to reach these goals,
 - d. a timetable to reach these goals,
 - e. procedures to support the Policy as specified by the Act including, but not limited to:
 - i. procedures to distribute to potential contractors and vendors the list of all businesses legitimately classified as Business Enterprise Program certified,
 - ii. procedures to set separate contract goals on specific prime contracts and purchase orders with subcontracting possibilities based upon the type of work or services and subcontractor availability,
 - iii. procedures to assure that contractors and vendors make good faith efforts to meet contract goals,
 - iv. procedures for contract goal exemption, modification and waiver, and
 - f. the delineation of separate contract goals for businesses owned by minorities, females, and persons with disabilities.
6. The College Liaison will file an annual report with the Council which will include, but is not limited to:
 - a. the utilization of businesses owned by minorities, females, and persons with disabilities during the preceding fiscal year, and
 - b. a self-evaluation of the College's efforts to meet its goals under the Act.
7. The College Liaison will provide notice to the Council for proposed contracts for professional and artistic services.

8. The College shall use bid forms identifying the bidder's percentage of disadvantaged business utilization plans and percentage of business enterprise program utilization plan.
9. The College shall comply with all other requirements of the Act.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

MAY 22, 2017

DATE

ADOPTED: MAY 22, 2017

AMENDED:

LEGAL REF.: 30 ILCS 575/1; PUBLIC ACT 99-0462

CROSS REF.: BOARD POLICY 7126

Debt Collection

Administrative Procedure 718

The College will place a Bursar hold on a student's account with an outstanding balance greater than \$200 that will restrict registration for the upcoming semester. The College will offer a payment plan option that does not exceed six months for a student with a balance over \$200. The Bursar Office must approve the plan and set up regular electronic payments from a bank account or credit card. If approved, the student will be allowed to register for the upcoming semester.

A student with a balance of \$200 or less will be allowed to register for the upcoming semester by paying 50 percent of their balance or utilizing available Financial Aid. The past-due balance must be paid in full before the drop for non-payment date, or students must submit a financial aid form to have pending aid cover the past-due amount up to \$200. The Bursar and Assistant Provost for Student Affairs (or their designee) are authorized to override low and high student account balance holds.

In accordance with the Student Debt Assistance Act, the College will not withhold an official transcript or diploma due to an outstanding balance that includes tuition, course or other student fees, and the return of financial aid funds. All current and former students with an outstanding debt may request an official transcript to be sent for the following purposes: to complete a job application; transfer from one institution of higher education to another; apply for State, federal, or institutional financial aid; join the United States Armed Forces or Illinois National Guard; or pursue other postsecondary opportunities. When submitting a transcript request, a student with an outstanding debt will only be charged the transcript fee noted under Tuition and Fees on the College's website. For instructions on how to request a transcript, students should refer to the Request a Transcript page under Admissions and Records on the myJALC portal or the College website.

The Bursar Office will utilize Illinois Debt Recovery each semester to collect past-due balances of \$10 or more using the schedule below. Students actively enrolled in a past-due payment plan will not be reported to Illinois Debt Recovery.

Reporting Semester	Semesters to Report
Spring	Previous Summer and Prior
Summer	Previous Fall and Prior
Fall	Previous Spring and Prior

Kirk E. Overton, Ph.D.

PRESIDENT

SEPTEMBER 24, 2024

DATE

ADOPTED: OCTOBER 31, 2016
AMENDED: JANUARY 25, 2017; MARCH 1, 2023; **SEPTEMBER 24, 2024**
CROSS REF.: BOARD POLICY 7180, DEBT COLLECTION

PURPOSE AND SCOPE

This procedure aims to establish a clear framework for the timely and accurate payment of employee wages, ensuring compliance with applicable laws and maintaining the required supporting documentation and records.

This procedure applies to all John A. Logan College employees, including faculty, full-time, part-time, student workers, and temporary staff. For questions or concerns regarding payroll, contact the payroll office at payroll@jalc.edu.

PAYROLL SCHEDULE

Faculty and teaching staff will be paid monthly, with the pay period beginning on the first of each month and ending on the last day of the month. Payments will be issued on the 7th of the following month.

Non-faculty staff will be paid semi-monthly. The first pay period will run from the 1st of the month through the 15th, with payment issued on the 22nd of the month. The second pay period will begin on the 16th of the month and end on the last day of the month, with payment issued on the 7th of the following month.

When a scheduled payroll date falls on a Saturday or Sunday, the payroll is distributed on the Friday before. If the scheduled pay date falls on a banking holiday, the payroll is distributed the day before.

John A. Logan College offers an electronic (ACH) direct deposit system for payroll funds. You may have your payroll deposited into either a checking or savings account at a financial institution of your choice. Direct deposit authorization forms must be completed and signed, and bank documentation (i.e., voided check, bank letter) must be attached for verification and turned in to the payroll office. If you do not wish to utilize the ACH system, a paper check will be mailed to your address on file.

All employees can view their paystub information online through the Employee Self-Service link in their employee portal.

TIMEKEEPING PROCEDURES

John A. Logan College uses an automated Time Reporting System (TRS) to record time worked for the purpose of:

- A. Collecting the data necessary to pay employees accurately and in a timely manner.
- B. Tracking compliance with appropriate governmental regulations; and
- C. Maintaining the required supporting documentation.

All semi-monthly employees who are not exempt from FLSA requirements ("nonexempt") are required to use the TRS system to record their arrivals and departures from work each scheduled workday. Paid leave will also be reported via the TRS system.

All semi-monthly employees who are full-time and are exempt from FLSA requirements ("exempt") ordinarily are scheduled to work 40 hours per work week unless they move into an unpaid leave or disciplinary status in accordance with college policy. Exempt employees are not required to use the TRS to record their arrivals and departures from work.

Accurate and contemporaneous reporting of nonexempt employee time and attendance is the responsibility of the employee and his/her immediate supervisor.

Employees and/or supervisors found improperly reporting time and attendance information are subject to disciplinary action, up to and including termination.

PAYROLL DEDUCTIONS

Mandatory deductions will include:

- 1) **Retirement (SURS)**: John A. Logan College is a member of the State Universities Retirement System (SURS). Everyone employed on a continuous basis for at least four months or one academic term must become a participant in the retirement system as a condition of employment. The employee's retirement contribution is 8% of his/her gross earnings, including any additional compensation. The employee contribution is treated as a tax-sheltered item for income tax withholding purposes. The State Universities Retirement System is the only mandatory retirement coverage, as John A. Logan College employees are not eligible for Federal Social Security coverage. The College will notify the State Universities Retirement System of your employment date and mailing address. The State Universities Retirement System will provide you with a package of information concerning the retirement options available. These options include 1) the traditional plan, 2) a portable plan, and 3) a retirement savings plan. Your participation in the election will be made directly to the State Universities Retirement System in Champaign. This will be an **irrevocable** election. For further questions, contact SURS at 1-800-275-7877 or go to www.surs.org.
 - a. **SURS Deferred Compensation Plan (DCP)**: Newly certified members will be automatically enrolled into the SURS DCP. After an employee is certified as a new SURS member, they will have **30 calendar days** to opt out of the SURS DCP. If an employee fails to opt out, an additional 3% DCP contribution will begin on the first day of the calendar month following their 30th calendar day. Once contributions begin, employees have 90 days to withdraw from SURS DCP and receive a refund of their deferred contributions. *You may withdraw after 90 days; however, contributions made cannot be refunded unless the employee terminates employment, turns 59 ½, or qualifies for financial hardship withdrawal. DCP percentage will automatically increase yearly by 1% up to 10%.
 - b. **Retiree's Health Plan (CCHIP)**: Full-time community college employees pay an additional 0.85% of earnings to fund a health insurance plan created for community college employees who retire from the State Universities Retirement System. This contribution is not treated as a tax-sheltered item. The College matches this deduction when payments are submitted to the State Universities Retirement System.
- 2) **Medicare Tax**: John A. Logan College employees are subject to mandatory Medicare coverage. The employee's Medicare tax contribution is 1.45% of his/her gross earnings and is matched by a college deposit.

The payroll office will withhold any voluntary payroll deductions in accordance with the employee's authorized paperwork or the applicable collective bargaining agreement.

PAYROLL ADJUSTMENTS

Any payroll errors must be reported to the payroll department within five (5) business days of the pay date. Corrections will be made in the next payroll cycle.

CONFIDENTIALITY AND COMPLIANCE

Employee payroll information is confidential. Access is limited to authorized personnel only. A yearly report on faculty and staff salaries is reported to the ICCB.

This procedure complies with federal, state, and local labor laws. John A. Logan College will remain up to date with any changes in legislation affecting payroll practices.

MANAGER AND SUPERVISOR RESPONSIBILITIES

- A. Being familiar with college procedures governing hours worked, meal periods, overtime pay, and premium pay for shifts, weekends, and other applicable documents, including collective bargaining agreements as appropriate.
- B. Ensuring that nonexempt employees report all the time worked using the Time Reporting System. Employees can record arrival and departure times by using the computer or biometric timeclock systems, as designated by their department.
- C. Manually entering the employee's arrival and/or departure in the TRS if a nonexempt employee is unable to record his/her time due to a business or medical reason.
- D. Reviewing, approving, and reporting any paid leave for both exempt & nonexempt employees.
- E. Reviewing nonexempt employees' time clock regularly and correcting any errors or missed entries on a timely basis. All timeclock entries must be reviewed and approved no later than 9:00 am on the day following the pay period ending date.
- F. Providing proper documentation for any changes or additions to an exempt employee's regular pay. Payroll must receive all payroll memos no later than two (2) business days prior to the payroll pay date. Any pay memos that are received after the deadline will be processed on the next corresponding payroll.

EMPLOYEE RESPONSIBILITIES

- A. Employees are responsible for accurately reporting their hours worked.
- B. All nonexempt employees must report arrival and departures using the TRS via a computer or biometric clock designated by the employee's department. Part-time employees are permitted to work up to 30 hours a week. Student workers are permitted to work up to 20 hours per week.
- C. Nonexempt employees should view their timecard regularly and report discrepancies to their immediate supervisor no later than the end of their shift on the last day of the pay period.
- D. Exempt employees must submit any sick, personal, and vacation leave via the employee portal.
- E. Adhering to college policy and departmental rules relating to time and attendance.
- F. Report any discrepancies between the time worked and the pay to the supervisor or Payroll Department promptly.
- G. It is the employee's responsibility to update their personal information, such as address, direct deposit, or tax status in a timely manner.



PRESIDENT

November 1, 2024

DATE

ADOPTED: NOVEMBER 1, 2024 (REPLACES PAY PERIODS AND PAY DISTRIBUTION PROCEDURE)

AMENDED:

CROSS REF.: BOARD POLICY 7190

The IRS has determined certain fringe benefits are taxable to the employer and employee as income due to the personal use of college-provided equipment or benefit. In order to ensure compliance, the following guidelines will be followed to determine the appropriate income amount and the subsequent collection of related taxes.

GENERAL GUIDELINES**1. Communications Stipend**

A communications stipend will be awarded to employees who have bona fide job-related requirement that s/he be contacted at any time or place by the college. The requirement must be stated in the job description and approved as a requirement by the Vice President for Business Services and College Facilities. The stipend may be used for employee communication technology expenses which include, but are not limited to, personal cell phone, PDA, hybrid cell phone, or wireless internet service, etc. The stipend is not intended to cover 100% of the cost as there is an acknowledgement that these devices and services will have personal use. The communications stipend is a taxable fringe benefit. Responsibility for any exclusion from taxation rests with the employee and his/her financial advisor. The level of the stipend is presented on the following table:

Level	Amount
President & Vice President	\$90 per month
All Other	\$60 per month

Effective July 1, 2016, there will be no communication stipends awarded unless specifically included in the employee's personal employment contract or specifically included in a collective bargaining agreement.

2. Taxable Benefit for Personal Use of College-Provided Laptops or Portable Computing Devices

At the time of issuance, the receiving employee will sign an acknowledgement that s/he understands the equipment is a taxable fringe benefit. The signed statement will be maintained by the Business Office. The value to be used for purposes of collection of taxes will be determined as follows:

- a. Personal use of the equipment will be assumed at 10%, which is four (4) hours per week, unless substantiated otherwise by the employee.
- b. The life expectancy of the equipment shall be the lesser of four (4) years or the time a replacement is issued, whichever is less.
- c. The value of the equipment at time of issuance will be the average purchase cost for the most recent period assessed, rounded to the nearest \$100.
- d. Example: Annual Taxable Benefit = Value of Equipment divided by Life Expectancy X Personal Use:
 $\$1,600/4 \times 0.10 = \40
\$40 per year as taxable income

PRESIDENT

December 16, 2015

DATE

ADOPTED: JANUARY 22, 2008
AMENDED: JULY 1, 2011; **DECEMBER 16, 2015**
CROSS REF.: ADMINISTRATIVE PROCEDURE 702

District Site and Construction

Master Plan Review and Update

Administrative Procedure 721

In an effort to maintain compliance with the Administrative Rules of the Illinois Community College Board, Section 1501.602(c), regarding submission of a “District Site and Construction Master Plan” and to ensure the College does appropriate planning for the facility needs of the present and the future, the following review and update schedule shall be maintained.

Biennial Review

The College shall conduct a biennial review of the current master plan every even year (i.e. 2012, 2014, etc.). The review shall be conducted by an ad hoc committee and shall consist of the following personnel with additions to be determined by the College President or designee as may be needed from time to time:

Vice President of Business Services and College Facilities (*chairperson*)

Provost

Director of Buildings and Grounds

Five Year Review

In years ending in “5” (i.e., 2015, 2025, etc.), a formal, broad-based master plan review shall be conducted by asking each department on campus to review the current master plan and to provide formal feedback to the Vice President for Business Services and College Facilities as to whether the plan meets the needs of the department for the future and if not, what should be included or removed from the plan. The suggestions will then be presented to the College President for consideration. At the president’s discretion, she/he may activate an ad hoc committee of his/her choosing to evaluate the requests.

Ten Year Review

Approximately every ten (10) years (in years ending in “0”, i.e., 2020, 2030, etc.), the College shall commission the creation of a new District Site and Construction Master Plan. The plan shall be developed by an ad hoc Site and Construction Master Planning Committee named by the president or his/her designee with representation from all departments and employee groups of the College, from the communities served by the College, at least one (1) student representative to be selected from the Student Senate, and the Board Building Committee. The ten-year review shall include an opportunity for the public to provide input through at least one advertised public forum prior to the creation of the new plan. The plan shall be submitted to the board for a first reading. Following the first presentation, the draft plan shall be made available for public comment via the College’s website for a period of time not less than thirty (30) days prior to final approval by the board.

The Board Building Committee must approve any and all changes to the College’s master plan document resulting from biennial or five-year reviews. The College’s Board of Trustees must approve all new ten-year District Site and Construction Master Plans. Any revision or update is to be communicated to the Illinois Community College Board by sending a copy of the revised or updated plan.

(Original Signed by President Ron House)

PRESIDENT

January 17, 2017

DATE

Adopted: August 16, 2010

Amended: March 17, 2014; **January 17, 2017**

Cross Ref.: Administrative Rules of the Illinois Community College Board, Section 1501.602(c)

Facility Rental Fee Schedule**Administrative Procedure 721.5**

The following is a schedule of fees which may be charged by the College for use of facilities. These fees may vary depending on the amount of maintenance and utilities requested for a particular group or activity. These charges are for the facility and do not include special equipment and/or services. If additional support staff services are required, the User shall pay for the service as billed at the scheduled rate. For outside events that are anticipated to reach more than 500 persons, sound must be contracted through an outside vendor and paid for by the facility user. The Facility Scheduling Office must approve outside vendors in advance.

All rates are quoted as daily rates unless indicated otherwise. **All users will receive a rental agreement from the Facility Scheduling Office before using the facility that waives all claims to liability of College District No. 530 for injuries or loss sustained while using the facilities.**

<u>FACILITY</u>	<u>FEE</u>
Baseball Field (2-hour practice)	\$150
Baseball Field (single game)	\$325
Baseball Field (doubleheader)	\$600
C123A Library Conference Room	\$50
C138 Small Auditorium	\$150
Classroom for Profit	\$50
Computer Lab ¹	\$10 per person
Hancock Center Conference Room	\$250 (per room)
Donald L. Brewer Gymnasium	\$250
Robert H. Robinson Hall of Fame Room	\$50
Informational Table ³ (No Sales)	No Charge
Main Dining Room	\$150
McCollum Terrace Dining Room	\$150
Mees Village Center	\$300
O'Neil Auditorium	\$250
Piano Lab ²	\$30 (per person)
Softball Field (2-hour practice)	\$150
Softball Field (single game)	\$200
Softball Field (doubleheader)	\$350
Sound Technician (O'Neil Auditorium)	<u>Current</u> Hourly Rate
Tennis Courts (reserved use)	\$100

¹ Computer labs are reserved with the written permission of the Provost or Assistant Provost.

² The Piano lab is reserved with the written permission of the Provost or Assistant Provost.

³ Prior approval is required and subject to regulations.

Kirk E. Overton, Ph.D.

PRESIDENT

July 1, 2024

DATE

ADOPTED: OCTOBER 31, 2016
AMENDED: JULY 1, 2024
CROSS REF.: BOARD POLICY 7210, FACILITY POLICY

It shall be the procedure of John A. Logan College, as a political subdivision of the State of Illinois, to negotiate and enter into contracts for architectural, engineering, and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable compensation.

1. **EVALUATION COMMITTEE**

The Professional Services Evaluation Committee shall be comprised of the Board of Trustees' Board Building Committee members, President, vice-president/provost, director of buildings, a member of the campus committee charged with sustainability efforts (Green Committee), and one (1) administrator most closely associated with the use of the project space. The evaluation committee shall be chaired by the Vice-President for Business Services. When engineering or surveying professional services are being evaluated, the evaluation committee **shall include** the campus architect (or representative). On Capital Development Board (CDB) managed projects, the committee chair shall offer CDB representation on the evaluation committee.

2. **EVALUATION COMMITTEE CHARGE**

The Evaluation Committee shall conduct discussions with and may require presentations by firms deemed to be the most qualified regarding qualifications, approach to the project, and ability to furnish the required services. It shall then rank, in order of preference, the top three (3) firms considered as best meeting the selection criteria for the project. Persons who do not attend all of the firm interviews shall be disqualified from voting on any firms being considered. Professional services firms doing work as sub-contractors to a selected firm are not required to be evaluated in the QBS process.

3. **DEVELOP SELECTION CRITERIA**

Specific qualifications-based criteria shall be developed for each project. The criteria will include the firm's qualifications, the ability of professional personnel, past record and experience, performance information, willingness and ability to meet the time requirements, location, workload of the firm, familiarity with building type, the size of the organization, and any other project-specific criteria deemed appropriate (e.g., the proximity of the firm to the project site). Criteria for each firm shall comply with requirements within the Licensing Acts for Illinois Architects, Engineers, Land Surveyors, and Landscape Architects; authorization to do business in Illinois; and prequalification with the CDB. Recommended selections shall consider if all else is equal, a distribution of the College's work among firms.

Preference shall be given to firms headquartered in Illinois and firms with a significant working branch office in the state. Firms without an Illinois office shall not be selected except as (1) a sub-consultant to an Illinois professional services firm of record; (2) when a donor makes a stipulation as part of the gift agreement (significant naming gift); or (3) when no Illinois firm meets the selection criteria for the project.

4. **ADVERTISEMENT**

When the project-specific selection criteria have been identified, an advertisement for professional services shall be prepared by the Office of the Vice-President for Business Services and placed in a daily newspaper of general circulation throughout the College district and shall post on the College website a notice requesting a "Statement of Interest" in the specific project(s) and requesting statements of qualifications and performance data from those firms. This advertisement shall state the selection criteria and give information regarding the submittal

and selection process. Such advertisement shall state the day, hour, and place the statement of interest, and the statements of qualifications and performance data shall be due. See Appendix B.

5. **REVIEW OF SUBMITTALS**

The evaluation committee shall review all of the submittals meeting the minimum qualifications requested in the advertisement.

6. **SHORTLIST FIRMS**

Each member of the evaluation committee shall rank the firms on forms provided by the committee chair. Committee discussions to select firms to be shortlisted should be limited to the criteria as listed in the advertisement. Discussions with the professional services firms shall not include the cost of the services, either direct fees or reimbursable expenses (except for evaluations of construction managers). The evaluation committee is expected to arrive at a consensus for a shortlist of three (3) to five (5) firms.

7. **DETERMINATION OF NEED TO INTERVIEW**

The committee shall determine if it is in the best interest of the College to interview the shortlisted firms. Reasons for not interviewing the shortlisted firms may include familiarity with the campus construction unit of the shortlisted firms or if a particular firm is obviously most qualified for a specific project. If the committee determines it is unnecessary to interview, they will conclude their evaluation responsibilities for the project by ranking the top three firms in priority order and filing a written executive summary of their recommendation to the College President.

On Capital Development Board (CDB) managed projects, their rules require three (3) or more firms for projects with fees larger than \$300,000 to be interviewed.

8. **NOTIFY FIRMS OF SHORTLIST**

The firms to be interviewed are notified by the committee chair. The selection criteria developed by the evaluation committee shall be included in this notification along with the interview time, place, and agenda (see Appendix C for a sample letter), as well as other information the committee deems important. The committee chair shall instruct each firm to be interviewed that only the key project-specific leaders will be allowed to verbally participate during the interview. The committee chair shall notify firms not selected for the shortlist (see Appendix D for example notification).

9. **REFERENCE PHONE CALLS**

After consultation with the committee regarding issues and concerns, it is recommended the Committee Chair make reference calls on all shortlisted firms. Questions may be asked to determine the performance of the firm's team leaders on past projects for which they had similar responsibilities.

10. **RECOMMEND AND RANK THE TOP THREE FIRMS**

After the interview process, if interviews are conducted, each evaluation committee member shall individually rank the performance of the firms relative to the pre-defined criteria on forms provided by the committee chair. The evaluation committee shall conclude with a ranking of the top three (3) firms in priority order. All evaluation committees shall strive for a consensus

recommendation. In the absence of consensus, the committee shall conduct a vote in accordance with its own procedure and determine a ranking by majority vote. The committee chair shall preside over all deliberations and shall have an equal voice and vote. The committee chair shall prepare a written executive summary listing all evaluation committee members and the results of the committee as a whole or the majority rating of the interviewed firms (not individual member ratings), including an average of matrix scores and any specific strengths or weakness of the top three (3) firms (see Appendix E for examples).

11. **NOTIFY FIRMS**

Each of the top three (3) interviewed firms shall be notified by the committee chair. If a firm requests comments on its interview; they shall be given by the committee chair. Firms ranked below the top three (3) shall be notified they were not chosen for further consideration (see Appendix F for example).

12. **FINAL SELECTION APPROVAL**

a. Capital Development Board (CDB) Project:

If the project is a Capital Development Board (CDB) managed project, the Board of Trustees **shall** approve the selection and forward it to CDB for final approval, fee negotiations, and contracting.

b. For College Projects:

The Vice-President for Business Services shall negotiate a scope of services, a list of deliverables, and a fee with the top-ranked firm. If acceptable scope, deliverables, and fee cannot be negotiated, further negotiations with this firm shall be terminated. The second-ranked firm shall be contacted, and negotiations begin with that firm. This process shall be continued until a contract is successfully negotiated. If the campus construction unit is unable to negotiate a contract with any of the top three (3) firms, the selection process shall be repeated, beginning with re-advertising for services.

The final contract shall be submitted to the entire board of trustees for consideration at the next available regular board meeting.

ORIGINAL SIGNED BY PRESIDENT RON HOUSE

PRESIDENT

SEPTEMBER 21, 2018

DATE

ADOPTED: SEPTEMBER 7, 2012

AMENDED: **SEPTEMBER 21, 2018**

LEGAL REF.: 50 ILCS 510, LOCAL GOVERNMENT PROFESSIONAL SERVICES SELECTION ACT

CROSS REF.:

Capital Assets are categorized as follows:

1. Capital Assets – Assets having a value of \$5,000 or greater and an estimated useful life greater than one year. These assets must be capitalized according to the capitalization thresholds listed below, depreciated, and have a unique inventory identifier for inventory control. Assets in this category include, but are not limited to, fixtures, equipment, vehicles, etc. Software is also included in this category as long as it meets the requirements set above for capital assets.

Capital Asset Category	Capitalization Threshold	Depreciable Life
Equipment	5,000	8 years
Service Equipment	5,000	8 years
Vehicles	5,000	5 years
Computer Software	5,000	3 years
Site Improvements	50,000	10 years
Leasehold Improvements	20,000	15 years
Building Improvements	50,000	50 years
Buildings	100,000	50 years
Site	25,000	

2. Inventoried Assets – Assets **other than real property valued at \$1,000** to \$4,999 and with an estimated useful life of more than one year. These assets **are not depreciated and have a unique inventory identifier for inventory control** but are neither capitalized nor depreciated.
3. **Technology Assets – Certain technology assets will be separately inventoried by the information technology department if valued at less than \$1,000.**
4. Real Property – Assets such as land, buildings, improvements to land or buildings or infrastructure. Capitalization of land improvements, infrastructure, or building improvements shall include costs that are above the capitalization threshold and extend the useful life, increase the capacity and/or the efficiency or employ a new use. General maintenance and repair projects shall not be capitalized. See the above table for thresholds.

Inventory Procedure

Every geographic location will have a responsible party identified. This person may or may not be the person who purchased or authorized the purchase of the inventoried item. Disagreement about which person is the responsible party will be arbitrated by the respective dean or vice president.

1. On an ongoing basis, the College will require responsible persons to validate the location and condition of inventoried items, both capitalized and non-capitalized. This will be done by the **Director of Purchasing and Auxiliary Services**, delivering to the responsible party a listing of inventory items.
2. Inventory sheets are to be returned to the **Director of Purchasing and Auxiliary Services**. If necessary, the discrepancies will be discussed with the respective dean or vice president for reconciliation.

3. If items are unaccounted for, **the Vice-President for Business Services** will determine if an investigation is necessary.
4. The **Director of Purchasing and Auxiliary Services** will provide information on any unaccounted for item to the Business Office to **record a disposal date**. If there is an undepreciated value, the loss will be recorded.
5. **If inventoried assets cannot be located and are beyond the depreciable life, a disposal date will be recorded as the date the attempt to locate occurred.**

Inventory Internal Audit

A sample selection not to exceed 5% (can be expressed as % of geographic spaces, inventory items, or responsible parties) shall be selected. **The Director of Purchasing and Auxiliary Services, working with the vice president of business services and college facilities, shall assign an employee(s) to conduct the audit of previously completed inventories.** In doing so, the **employee(s)** will arrange a meeting with the responsible party or parties prior to an audit of a particular building space(s) **or inventory list**. The **employee(s)** will verify the information on the inventory sheet, then resume the above process at step #2.

ORIGINAL SIGNED BY PRESIDENT RON HOUSE

PRESIDENT

AUGUST 15, 2019

DATE

ADOPTED: MARCH 5, 2014
AMENDED: MAY 2, 2016; **AUGUST 15, 2019**
CROSS REF.:

Disposal of Surplus Property

Administrative Procedure 724

The College disposes of surplus property in accordance with the Illinois Public Community College Act 110 ILCS 805/3-41. If the item was purchased with state or federal grant funding, disposal must also follow the Code of Federal Regulations Procurement Standards (§§200.310-316).

The following procedures are to be followed in handling the disposal of the College's surplus property:

1. A department requestor declares an item surplus by completing the *item description, location, serial number/JALC inventory number, and estimated market value* fields on the Surplus Property Disposal Request (Form 724A).
2. Forward Form 724A for supervisory approval in accordance with the market value threshold. Use Board Policy 7154 - Purchasing for the dollar threshold to determine what signatures must be on the approval to dispose of this property.
3. **Following approval by the supervisor, Form 724A is to be sent to the Director of Purchasing and Auxiliary Services.**
4. Assets may be disposed of by sale, donation, salvage, or recycling.
 - Items of value less than \$50 may be disposed of without sale and recycled where possible. The director of purchasing and auxiliary services will process these items.
 - Items of value of \$50 - \$249 will be disposed of using the method chosen by the director of purchasing and auxiliary services.
 - Items valued at \$250 or greater will be disposed of by the director of maintenance via sealed bid or online auction after the public advertisement. An annual advertisement in a local newspaper will be deemed sufficient to meet this requirement. Employees of the College may participate in sealed bids and online auctions.
 - Donations may be made to charitable or educational organizations within the College district with the president's approval. A memo outlining the donation details and signed by the president must be attached to Form 724A for accounting records.
5. If the market value is **estimated** at \$5,000 or greater, the board of trustees must approve the disposal. Take Form 724A to Shipping & Receiving, where the fields for *purchased with account number* and *year purchased* will be completed by the receiving clerk. Direct the form to the Vice-President for Business Services to be presented to the board for disposal approval at the next board meeting.
 - The Vice-President for Business Services shall have the right to reject any or all bids received for obsolete/surplus equipment when the bids are not in the best interest of the College.
6. If the item is sold, the Director of Purchasing and Auxiliary Services or the Director of Maintenance will complete the *date sold and sold amount* fields.
7. No Items will be allowed to leave the surplus property unless they have been paid for.
8. After disposal, Form 724A is directed to Shipping & Receiving. The receiving clerk will complete the *purchase with the account number, year purchased, removed from inventory, and method of disposal* fields on the form as well as update the electronic record to remove the item from inventory.

Disposal of Surplus Property

Administrative Procedure 724

9. Once the electronic record is updated, Form 724A is forwarded to the business office for accounting records.
10. If purchased with state or federal grant funds and the item is sold for \$5,000 or greater, the director of accounting will notify the awarding grant agency, if required. Purchasing will submit a copy of the notification along with Form 724A to the business office for accounting records. If purchased or received from sources which restrict the sale or disposal, then the proceeds shall be delivered in conformity with those restrictions.
11. Proceeds from the sale of property will be deposited in the **fund chosen by the director of accounting services and recorded as revenue to that fund. A subsequent budget transfer equivalent to the revenue from the appropriate contingency expenses account will be initiated by the director of accounting services to the appropriate departmental expense account will occur for sales of individual items in excess of \$1,000.**

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

AUGUST 15, 2019

DATE

ADOPTED: MARCH 10, 2014

AMENDED: JUNE 11, 2014; MAY 12, 2017; **AUGUST 15, 2019**

CROSS REF.: BOARD POLICIES 7154 AND 7240

MAILROOM POLICY

The John A. Logan College (JALC) campus Mailroom is responsible for the prompt and accurate daily delivery of interoffice and United States Postal Service (USPS) mail to the College community and for the preparation of outgoing mail. The JALC Mailroom services are for business-related mail only. JALC business-related correspondence should not contain any cash or any material that is in conflict with any College codes of conduct or policies. The Mailroom and the College are bound by USPS regulations regarding the handling of incoming and outgoing USPS mail, but they are not affiliated with the USPS, nor do they provide the same services.

CAMPUS DELIVERY AND PICK UP

The Mailroom has two scheduled runs – one in the morning and one in the afternoon - for delivery and pick up of mail to/from departments on campus. If the Mailroom is short on delivery personnel, an e-mail will be sent out to notify the campus so that departments can make alternate arrangements for picking up or dropping off mail.

ACCESSING MAILBOXES

Faculty and staff who have been assigned an individual mailbox must have the mailbox key to access the mailbox. Mailroom personnel are not permitted to remove mail from mailboxes in the event you do not have your key. Faculty and staff who are assigned an individual mailbox are expected to remove mail on a regular basis. Faculty and staff must provide written permission to the Mailroom for another JALC individual to access their mailbox. This permission will only be accepted under special circumstances involving extended absence from the campus of the mailbox owner.

INCOMING/OUTGOING USPS MAIL

Incoming USPS mail is delivered to the Mailroom once a day but at various times. Outgoing mail is picked up by the USPS driver at the time incoming mail is dropped off. If an office has mail that must go to the Post Office the same day and the USPS driver has already been to the College Mailroom, the sending office must be responsible to get the mail to the Post Office. The Post Office must receive this mail no later than 2:45 p.m. to be considered same-day mail. The Mail Room will process the mail with postage right away so that someone can take it to the post office. *NOTE:* Incoming deliveries from other entities, including Fed Ex, UPS, messenger, etc., are delivered directly to Central Receiving. No student or employee other than a central receiving employee is allowed to remove mail or packages from the shipping and receiving area.

All outgoing mail to be meter stamped must have the John A. Logan College return address, including the department name (College accounts only) or account number (grants and clubs). This identification will be used to chargeback postage usage to departments.

TIME/ACTION SENSITIVE MAIL

Mail that is time-sensitive or action sensitive – often in the form of Certified Mail, Express Mail, Overnight Mail, etc. will be given prompt attention. Upon receipt, a date received stamp will be applied by the Mailroom or central receiving department to the exterior of the envelope. The addressed office/individual will be immediately notified via a phone call. If there is no answer, an e-mail will be sent to the office/individual. It is the responsibility of the office/individual to pick up the mail. In some instances, Mailroom delivery personnel may be able to deliver the item if a recipient is available. This type of mail will not be left under locked doors.

PARCELS AND PACKAGES

All incoming parcels and packages, including United States Postal Service (USPS), FedEx, United Parcel Service (UPS), messenger, etc., are processed by the Central Receiving department. Incoming parcels and packages are delivered daily to all departments.

PERSONAL MAIL

Faculty and staff are prohibited from using the College's facilities and address for the mailing and receipt of personal mail. The College will not process personal mail and does not assume responsibility or liability for personal items sent or received by the Mailroom. Outgoing personal mail will be returned to the sender.

INTERNATIONAL MAIL

International mail sent via USPS should be singled out and identified so mailroom personnel can apply the proper postage. Packages will require documentation. The sending department must complete any required international mail documentation in compliance with USPS regulations before bringing the package to the Mailroom for postage.

INTEROFFICE MAIL

Recycled/used envelopes are acceptable and should be used when sending interdepartmental mail. The Mailroom maintains a supply of used interoffice envelopes. If an office has accumulated a large number of interoffice envelopes, the extra envelopes may be sent to the Mailroom. When **addressing** an interoffice envelope, be sure all previous markings have been crossed out to ensure proper delivery. Please print clearly and use the full name of the sender and the intended recipient. Interoffice mail envelopes should not contain cash. The Mailroom assumes no responsibility for envelopes containing cash.

MAILROOM SPECIAL SERVICES

Along with routine delivery and pick up of mail to/from the campus offices and mailboxes, the Mailroom also offers some special services, including standard mail bulk mailing, business reply mail, and certified mail.

STANDARD MAIL BULK MAILINGS

Mailings of 200 or more pieces that do not contain personal information are eligible to be mailed under standard mail bulk mailing postage rates. Considerable cost savings can be achieved through the use of the JALC Standard Mail Permit 14 at the Carterville Post Office. Contact the Mailroom at extension 8603 for details on this service. Mailings must be delivered to the Mailroom no later than 10:00 a.m. with correct addressing and completed paperwork in order to be processed for same-day delivery to the post office.

BUSINESS REPLY MAIL

Business Reply mail enables mailers to receive replies by First Class mail by paying a reply postage fee only on the mail which is returned to them. JALC business reply envelopes are available for purchase in the College stockroom. Contact the Mailroom at Ext. 8603 for current rates.

CERTIFIED MAIL

Certified mail provides a mailing receipt to the sender with a record of delivery maintained at the destination post office. No record is kept at the entry post office, and no insurance coverage is provided. Certification may be used only on First Class Mail. A return receipt to provide proof of delivery by

identifying the article number of the mailing, the person who signed for the article, and the date it was delivered can be obtained for an additional fee. A numbered label and completed return receipt must be filled out and affixed to each letter. Labels and return receipts can be obtained from the Mailroom. Contact the Mailroom at Ext. 8603 for current rates.

ORIGINAL SIGNED BY PRESIDENT MIKE DREITH
PRESIDENT

APRIL 8, 2014

DATE

ADOPTED: APRIL 8, 2014

AMENDED:

CROSS REF.:

Residency Status for Tuition Purposes

An in-district student at John A. Logan College, District No. 530, is defined for tuition purposes as someone who can prove residency within the district's legal boundaries. Students must submit proof of residency within the first 14 days for courses lasting 9 to 16 weeks and within the first 7 days for courses lasting 4 to 8 weeks. For courses shorter than four weeks, residency must be established by the first day of the course. If a student is enrolled in multiple courses with varying lengths, the College will determine residency based on the course that starts first.

If documentation is submitted after the specified deadlines, any residency changes will apply to the following semester.

To appeal a residency status after the deadline, students may complete the Residency Appeal form available on the John A. Logan College website. A decision will be sent to the student's Volmail account within 7–14 business days.

Students must have resided within the district for at least 30 days before the first day of class. Students under the guardianship of the Illinois Department of Children and Family Services or those recently emancipated with a placement change to a new community college district are exempt from the 30-day requirement if they provide proof of residency.

The Admission's Office shall determine proof of residency at an in-district address in one of the following ways:

1. Proof of residency the student provides must include an in-district address. Examples of acceptable proof include:
 - a. Illinois driver's license or state identification card
 - b. Voter's registration card
 - c. Proof of mortgage or current rental/lease agreement
 - d. Real estate tax statement for property in District #530
 - e. A bank or credit card statement*
 - f. Utility bill (electric, gas, water, telephone, cable) *
 - g. Insurance card or billing statement (auto, home, etc.)
 - h. Paystub*
 - i. Shelter residency documentation
 - j. Installment loan documentation (car/boat/motorcycle, etc.) *
 - k. Medical claim or statement of benefits* (from private insurance company or public government agency)
 - l. A final transcript from an in-district high school with a graduation date within the past three years

**Residency documentation must be dated within the last 90 days of submission*

2. Out-of-district or out-of-state tuition, whichever is applicable, may be waived for a student who is employed for at least 35 hours per week by an entity located within the boundaries of District #530 or who is enrolled in a course provided under terms of a contract for services between the employing entity and the College.

3. Students who are or were a Veteran in the military, naval, or air service will receive in-district tuition regardless of residing outside of the district. Veterans' status will be confirmed with the Veteran's Coordinator prior to awarding in-district tuition.
4. Lawful Permanent Residents (LPR) will receive in-state tuition once all required enrollment documents are received and in-district tuition if the student can provide one of the acceptable documents with an in-district address.
5. In-state residency will be awarded to international students who are asylum seekers, Deferred Action for Childhood Arrivals (DACA), and students on Temporary Protected Status (TPS) if the student provides the College with a signed affidavit stating that they will file an application to become a permanent resident of the United States at their earliest opportunity. Additionally, the student must have lived with a parent or guardian while attending an Illinois high school, graduated from an Illinois high school (or earned an equivalent diploma), and attended school in Illinois for at least three years prior to graduation or earning the equivalent diploma. In-district tuition will be awarded if the student can provide one of the acceptable documents with an in-district address.
6. The offices of Adult Education, Dual Credit/Early College, Community Education, and Workforce Development are responsible for residency in their respective areas.

Residency Status for Professional Licensure

In accordance with U.S. Department of Education regulation 34 CFR 668.14(b)(32), prospective students residing outside of Illinois who are interested in a program that requires professional licensure for employment will be notified prior to enrollment if the program "does not meet" the educational requirements in their state. This information will also be disclosed publicly to prospective students on the College website.

Professional licensure programs at John A. Logan include:

- Cosmetology – Certificate
- Cosmetology – Associate in Applied Science Degree
- Practical Nursing – Certificate
- Associate Degree Nursing (ADN) – Associate in Applied Science
- Emergency Medical Services – Associate in Applied Science Degree
- Emergency Medical Services – Certificate
- Emergency Medical Technician (EMT) – Certificate
- Massage Therapy – Certificate

Students pursuing a professional licensure program must meet with an Academic Advisor to enroll in courses. During initial enrollment, the advisor will verify the student's location using the address provided at the time of application to the College. If the student is currently located in a state that "does

not meet" the educational requirements for the licensure program, the student must complete a written attestation.

The student will be presented with two options on the written attestation and asked to check the statement that applies. The options include:

- 1.) *I certify that I plan to move and reside in the state of Illinois upon completion of my intended program of study. Residing in Illinois, where this program meets state licensure requirements, will allow me to access Title IV funds.*
- 2.) *I understand that the program of study I am pursuing at John A. Logan College does not meet the educational requirements for professional licensure in the state in which I am currently located and may not have access to Title IV federal funds while enrolled at the College.*

Once a student provides the written attestation and is enrolled in the professional licensure program, the College will provide a direct disclosure to the student via email within 14 days. If a student fails to complete the written attestation, they will not be permitted to enroll in classes for that program.

If a student relocates to a state where the program does not meet educational requirements after the time of initial enrollment, students may continue to receive Title IV funds. A written attestation is only required at the time of initial enrollment. Upon relocation, the College will provide an individualized disclosure to the student within 14 days of the formal notice of relocation. However, if a student decides to enroll in a different professional licensure program and the student is newly located in a state that "does not meet" educational requirements, a new attestation would be required for that specific program.



PRESIDENT

November 26, 2024

DATE

ADOPTED: NOVEMBER 26, 2024

AMENDED:

CROSS REF.:

Refunds for non-credit classes, training, and events vary depending upon originating departments. Participants who fail to cancel enrollment during the designated drop period will not be eligible for a refund. Refunds for extenuating circumstances will be considered if made in writing to the administrator of the respective department below.

CENTER FOR WORKFORCE DEVELOPMENT

Refunds of 100% will be made for the non-credit workforce and vendor-sponsored workforce training classes/events if cancellation is received two business days prior to the start date of the training. Participants should contact the Center for Workforce Development to cancel enrollment.

COMMUNITY EDUCATION

Refunds of 100% will be made for non-credit community education public service classes/events if cancellation is received two business days prior to the start date for classes meeting one or two sessions or prior to the beginning of the third session for classes meeting three or more sessions.

Students may cancel enrollment online through their Higher Reach account or by contacting the Community Education department.

LOGAN FITNESS

Refunds of 100% will be made for non-credit fitness classes if a cancellation request is received prior to the beginning of the third class session.

(ORIGINAL APPROVED BY PRESIDENT RON HOUSE) _____

PRESIDENT

SEPTEMBER 26, 2019 _____

DATE

ADOPTED: SEPTEMBER 26, 2019

AMENDED:

LEGAL REF.:

CROSS REF.: REFUND POLICY, 7320

***Travel Authorization and Travel
Reimbursement on College Business***

Administrative Procedure 742

In accordance with Board Policy No. 7420, Travel on College Business, it is understood that College business may require staff/faculty to travel. John A. Logan College will pay for normal, reasonable, and prudent business-related expenses incurred by individuals traveling on official College business whose purpose is to further the mission of John A. Logan College. Reimbursement for entertainment expenses is expressly prohibited, except for the direct supervision of college-sponsored student-related events. Individuals should conduct their travel with an awareness that they are using College funds.

A. RESPONSIBILITY

The President, Vice-President/Provost, and Assistant Vice-Presidents/Assistant Provosts or Executive Directors are responsible within their administrative units for assuring the following:

1. Budgeted funds are available to meet all travel or business-related commitments.
2. Proper authorization for travel is obtained before any commitments are made.
3. The potential benefits of the trip justify its time and expense after considering more cost-effective alternatives.
4. All expenditures follow appropriate John A. Logan College policies, regardless of the source of funds. Any exceptions should be documented in writing and approved by the President.
5. Travel funded by grants or contracts must adhere to all John A. Logan College policies and procedures and any additional restrictions required by the grant or contract authority.

B. TRAVEL AUTHORIZATION

1. Authorization for overnight travel must be obtained in advance. An individual must file an approved travel request form with the Business Office at least two (2) weeks before the travel when possible. Approval signatures required for travel should follow the approval spending limitations defined in Board Policy 7154, Purchasing. All employee and student overnight travel must be approved at a minimum by the immediate supervisor and the Vice-President/Provost, regardless of the amount. Travel expenses for the President require approval by the Vice-President of Business Services and CFO or the Board. It is the decision of individual departments if they choose to require written approval for single-day travel.
2. For the purpose of this procedure, aggregate travel expenses (registration, meals and incidentals, transportation, lodging, and other travel expenses) for any single event totaling \$3,500 or more per person must be approved by the President and a roll call vote at an open meeting of the Board of Trustees. In such situations, the Business Office must receive the travel advance request form in sufficient time to be reported to and approved by the Board.
3. All Board of Trustee member aggregate travel expenses (registration, meals and incidentals, transportation, lodging, and other travel expenses) must be approved by the President and a roll call vote at an open meeting of the Board of Trustees.
4. All travel expenses incurred or adjusted because of an emergency or other extraordinary circumstance do not require advance approval and may exceed the allowable maximums. Subsequent reimbursement of expenses, however, is subject to the same terms and conditions outlined in this procedure and requires a written explanation of the emergency or extraordinary circumstance.

C. TRAVEL EXPENSE REQUIREMENTS

1. Receiving a Monetary Travel Advance

After overnight travel has been approved, a monetary travel advance may be requested on the same form as follows:

- a. The total monetary cost of overnight travel must exceed \$50.
- b. The advance will not be issued more than fifteen (15) days before the commencement of travel.
- c. Payments for airfare and rental cars will not receive monetary cash advances and must be paid on a PCard, requested as a direct payment to the vendor, or handled on a reimbursement basis.
- d. Payments for other public transportation (including fuel for rental car), lodging, and registration fees are recommended to be paid with a PCard, requested as a direct payment to the vendor, or handled on a reimbursement basis.
- e. Monetary travel advances are restricted to overnight travel and will not be processed for single-day travel.
- f. Documentation of anticipated travel advance expenses should accompany the monetary travel advance request.

2. Meal and Incidental Per Diem Reimbursement

There is no meal and incidental per diem reimbursement for in-district or single-day travel for an employee or student. Travel funded by grants or contracts must adhere to any additional restrictions required by the grant or contract authority.

a. Staff and Faculty Travel

- i. Reimbursement for meals and incidentals will be on a per diem basis. The fixed per diem rate is intended to provide for meals, tips, and related items, i.e., incidentals. Related items include fees and tips for personal service employees. Employees traveling outside of the College district on overnight travel will receive a per diem of \$44 per partial day and \$59 per whole day. The first and last days of the trip are considered partial days because you spend less than 24 hours away from your tax home. A whole day is a day between two (2) overnight stays.
- ii. Meal charges for out-of-district overnight travel charged to a P-Card shall disqualify the traveler for per diem during the day the P-Card was used. Meals and incidentals charged to P-Card should not exceed the approved per diem rate.

b. Student Club Travel (excluding Athletic-sponsored teams)

- i. Meal expenses incurred for approved single-day travel for student club activities that are intrinsic to the experience shall be paid via PCard. Alternatively, they may be reimbursed through a travel voucher thereafter.
- ii. Per diem meal and incidental reimbursement for overnight student club travel may be approved by the Student Life Department up to an amount not to exceed per diem rates available to employees.

3. Transportation

For any travel in excess of 200 miles, if airfare, train, or rental is not chosen, you must submit proof of the least-cost method, and you will be reimbursed or receive a monetary travel advance for the least-cost mode of transportation.

***Travel Authorization and Travel
Reimbursement on College Business***

Administrative Procedure 742

Supervisors will be responsible for seeing that employees have made every attempt to procure the least expensive mode of travel and will approve travel expenditures accordingly. No first-class accommodations will be reimbursed.

If traveling by private vehicle, the employee will be reimbursed at the current Internal Revenue Service approved standard mileage rate, unless a lower rate is stipulated by a funding grant, by submitting mileage information on the travel voucher.

- a. Mileage will be payable to only one individual if traveling with two or more individuals in the same personal vehicle.
- b. Trip routing should always be based on the most direct route.
- c. Commuting from home to your primary assigned location is not a reimbursable expense.
 - i. Mileage reimbursement to a destination other than the College (or primary assigned location) may begin from your home if both conditions are met:
 1. The distance between your home and your destination is less than the distance between the College (or primary assigned location) and your destination and
 2. Your travel is not part of your regular commute.

If traveling by rental car, gas receipts can be submitted for reimbursement on a travel voucher if these charges were not charged to the employee's P-Card. John A. Logan College has an account set up with Enterprise for College vehicle rentals, which offers very competitive rates. The cost of the rental car should be set up to be billed directly to the College. Classes of rental vehicles eligible under this policy are compact, intermediate, and standard unless special accommodations are necessary.

D. SUBMISSION OF TRAVEL VOUCHER DOCUMENTATION

After completion of the travel, an approved travel voucher must be submitted to the Business Office within thirty (30) days for the proper resolution and accounting of travel expenses.

Documents to be submitted with the approved travel voucher include:

1. Copy of the approved travel request form, regardless of whether a monetary travel advance was received.
2. Copies of receipts for all travel expenses included in the travel voucher as described in the instructions on the form.

Failure to submit in a timely manner may result in loss of your eligibility for future travel advances and may also result in the classification of your reimbursement as taxable income per IRS guidelines.



PRESIDENT

JANUARY 1, 2024

DATE

ADOPTED: JULY 1, 2010
AMENDED: DECEMBER 15, 2017; JULY 1, 2022; JANUARY 1, 2024
REVIEWED: OCTOBER 19, 2023
LEGAL REF: INTERNAL REVENUE CODE
CROSS REF.: BOARD POLICY 7420

**Mileage Reimbursement for Adjunct Faculty
for Off-Campus Assignment**

Administrative Procedure 742A

In accordance with Board Policy No. 7420 (Travel on College Business) and Administrative Procedure No. 742 (Travel Authorization and Travel Reimbursement on College Business), it is understood that term faculty assigned to classes taught off campus are eligible to be reimbursed for the difference between miles driven for off-campus instruction compared to on-campus instruction via a correctly completed travel voucher. Reimbursements will be calculated using the current IRS mileage rate.

CALCULATION METHOD

Previously approved travel vouchers should be submitted no more frequently than monthly and no later than thirty (30) days from the completion of the term for which mileage reimbursement is requested. Reimbursement will be at the current Internal Revenue Service approved rate by submitting mileage information on the travel voucher.

1. Example I: The instructor travels from home (Carbondale) to the off-campus site (DQ Ext. Center) and then back home. Miles from home address to off-campus site is 20. Miles from the home address to the main campus is 9 miles. A difference of 11 miles and a total of 22 miles are eligible for reimbursement for the round trip. (Mileage Reimbursement = Distance to be Reimbursed X IRS Mileage Rate X #trips)
2. Example II: The instructor travels from home (Marion) to the off-campus site (WF Ext. Center) and then must travel directly to the College to teach an assigned class. Miles from home address to off-campus site is 12 miles. Miles from the home address to the main campus is 9 miles. This is an excess difference of 3 miles. In addition, mileage reimbursement will also include traveling from the off-campus site to the main campus, which is an additional 20 miles, making a total of 23 miles eligible for reimbursement.

(Original Signed by President Mike Dreith)
PRESIDENT

DECEMBER 12, 2014
DATE

ADOPTED: DECEMBER 12, 2014

AMENDED:

CROSS REF.: BOARD POLICY 7420, ADMINISTRATIVE PROCEDURE 742

In accordance with Board Policy 7430, the following are procedures to be followed in evaluating the motor vehicle driving record (MVR) of an employee to determine eligibility to operate a College vehicle.

1. The employee must complete *John A. Logan College Consent to Driver's License Check* form along with a copy of his or her driver's license and return it to the director of campus safety.
2. The Campus Safety Department will complete the *Driving Record Abstract Request Form* and submit the request to the Illinois Secretary of State's Office (or to the appropriate state).
3. Upon receipt of the motor vehicle driving record (MVR), the coordinator of campus safety will review and evaluate the employee's driving record using the John A. Logan College Driver's Evaluation System form.

Drivers with 0 to 4 points will be allowed to drive a College-owned vehicle, rented vehicle, or leased vehicle on College business.

A driver without a valid license will not be allowed to drive or operate College vehicles, rented vehicles, or leased vehicles.

(ORIGINAL SIGNED BY PRESIDENT ROBERT L. MEES)

PRESIDENT

MARCH 2, 2010

DATE

ADOPTED: MARCH 2, 2010

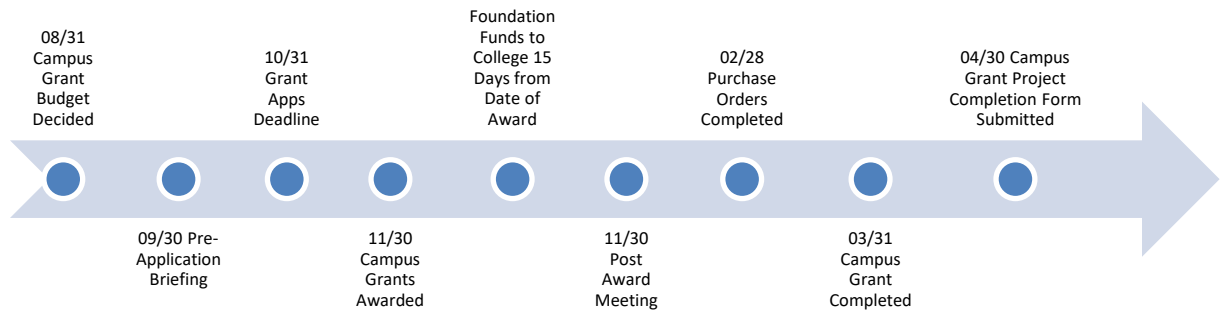
AMENDED:

CROSS REF: BOARD POLICY 7430

In order to efficiently administer **Campus** Grant Awards from the John A. Logan College Foundation, the following administrative procedure shall apply.

1. The Foundation Finance Committee will determine the **funds to be distributed** no later than **August 31**.
2. A pre-application briefing will be held no later than **September 30** with attendance by grant applicants strongly encouraged.
3. **Campus** Grant Award applications shall be due to the Foundation **October 31**.
4. The **Campus** Grant Committee shall meet and make awards for the academic year no later than **November 30**, with copies of approved applications provided in PDF format to the Executive Assistant to the Vice President for Business Services.
5. The Foundation shall provide funding to the College via individual checks or transfers for each specific award amount no later than **fifteen (15) days from the date of the award**.
6. Post-award project meetings will be individually scheduled for each grant awarded no later than **November 30, by the Executive Assistant to the Vice-President for Business Services**. The positions attending these meetings shall be as listed. No spending for the project shall be authorized until after the post-award project meeting. **Items that need to be bid will be scheduled first.**
 - a. Project Director (explanation of project)
 - b. Director of Purchasing and Auxiliary Services (compliance with purchasing policies)
 - c. Staff Accountant (assignment of account numbers)
 - d. Executive Assistant to the Vice President for Business Services (organization and purchasing)
 - e. Other impacted individuals as identified by the Executive Assistant to the Vice President for Business Services and Project Director.
7. Purchase orders for equipment, materials and supplies shall be completed no later than **February 28**.
8. All work associated with the **Campus** Grant shall be completed no later than **March 31**.

9. Project Completion form shall be **completed by the Project Director with Assistance from the Executive Assistant to the Vice President for Business Services** no later than **April 30**. The purpose of this **document** is to ensure all facets of the project have been completed with appropriate accounting. Excess **money** remaining in aggregate from that year's grant awards shall be refunded to the Foundation with a posting date of June 30th.



ORIGINAL SIGNED BY PRESIDENT RON HOUSE

PRESIDENT

SEPTEMBER 21, 2018

DATE

ADOPTED: AUGUST 20, 2018

AMENDED: **SEPTEMBER 21, 2018**

CROSS REF.: BOARD POLICY 7154, PURCHASING

The John A. Logan College Institutional Review Board (IRB) is a local, unregistered IRB. Its primary purpose is to ensure that research conducted at the College protects the welfare of human participants. Although the IRB is modeled after a formal IRB registered with the U.S. Department of Health and Human Services, the John A. Logan College IRB is not registered. As a result research that has been approved by the IRB is not eligible for federal funding through the Department of Health and Human Services programs. Also, some research publications require approval from a formal registered IRB. If you believe that your research might require approval of a formal registered IRB, please contact the Assistant Vice-president of Institutional Effectiveness and Research to discuss options.

In accordance with Board Policy 7174 and US Department of Health and Human Services Code of Federal Regulations, John A Logan College has an Institutional Review Board (IRB) charged with reviewing all research, whether funded or not, involving human subject and/or animals. The College's IRB is composed of:

- Assistant Vice-President of Institutional Effectiveness and Research
- Assistant Provost of Academic Affairs
- One representative from Student Affairs
- Two full-time faculty members

The IRB shall review, approve/disapprove, and audit research projects involving human subjects as required by federal and state law and College policy. There are three types of reviews that the IRB conducts, depending on the particular characteristics of individual projects:

Exempt from IRB Review

The research project does not require review and approval by the full IRB. The exempt decision is made by the IRB co-chairs using the federally-approved Categories of Exemption.

Expedited Review

Review of a research project conducted by the co-chairs of the IRB or by one or more individuals designated by the co-chairs. Research can be approved through this process, or referred to the IRB for full review.

Full IRB Review

Research that cannot be submitted as Exempt or Expedited review must be submitted for full IRB review. When a full IRB review is warranted, a majority of members must be present to constitute a quorum. Approval of a project requires the affirmative vote of a majority of the members present at a meeting with a quorum.

More detailed information is available in the John A. Logan College IRB Guidelines for Human Subject Research Document.



PRESIDENT

DECEMBER 19, 2023

DATE

ADOPTED: FEBRUARY 24, 2015
AMENDED: DECEMBER 19, 2023
CROSS REF.: BOARD POLICY 7174

***Implementation of Board Policies
Concerning Food Products and
Concessions on Campus***

Administrative Procedure 761

John A. Logan College has an increasing number of large activities sponsored by outside groups and inside groups utilizing both internal and external facilities and in many cases involving large numbers of the public and students. In an effort to protect its facilities, grounds, and equipment, the College has policies and procedures that must be followed by administrative, supervisory, and security staff in an effort to utilize those facilities effectively, efficiently, and economically by both public and staff. Because food service and concessions are an important part of major campus events, the College has special facilities for such services.

For the past several years, the College has contracted its food service to an outside vendor. Such a contractual arrangement provides for both restrictions and opportunities to both of the contracting parties. In an effort to meet those contractual obligations and maintain the cleanliness and integrity of the facilities and equipment, this administrative policy provides the following guidelines for food products and concessions on campus:

1. When the College, either itself or by its contracting agencies, does not provide food service for a campus event, inside or outside groups may provide such service when it is approved as part of the facility request that is approved by the College Business Office and also by the College's outside vendor.
2. Regular College student and staff organizations may hold bake sales, run concession stands, and conduct other athletic/cultural/fund-raising activities that student and staff organizations normally do through the regular administrative approval process involving the Business Office and the outside vendor.
3. Outside vendors are limited to selling types of food products that would normally not be consumed on campus, such as baked breads, cake, jams and jellies, packaged food products, and other types of items that people would normally take home with them. Home-prepared canned food items are prohibited.
4. Through arrangements with the College's contracted food service provider, outside vendors and internal staff persons would be allowed to make arrangements to sell food products of a specialty nature through the food service provider as long as such arrangements are approved in advance by the foodservice contractor and the College Business Office. Normally, the sale of any food product items should be restricted to the cafeteria/food service area of the College.
5. Interpretations of the above policy or any waiver requests should be submitted in writing and approved by the Business Office prior to implementation. Any appeal of the Business Office decision on these matters should be made in writing through the proper administrative channels of the College.

(ORIGINAL SIGNED BY PRESIDENT RAY HANCOCK)
PRESIDENT

JULY 15, 1996
DATE

ADOPTED: OCTOBER 20, 1986
AMENDED: JULY 15, 1996
CROSS REF.: BOARD POLICY 7210

***Use of Food Products,
and Other Consumable Items in
College Buildings***

Administrative Procedure 762

Food and drink products are allowed in College classrooms when regularly scheduled College classes are in session at the discretion of the instructor. Some areas of campus are restricted from use of food and drink products, including the Learning Resource Center, computer labs, and O'Neil Auditorium.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)
PRESIDENT

DECEMBER 7, 2015
DATE

ADOPTED: OCTOBER 9, 1986
AMENDED: JULY 24, 1996; AUGUST 27, 1997; AUGUST 1, 2007; JANUARY 9, 2008; **DECEMBER 7, 2015**
REVIEWED: OCTOBER 12, 2015
CROSS REF.:

College staff with a work-related need to meet the public or cultivate businesses and individuals with the potential to assist the College should be made aware of upcoming charitable fundraising events (golf scrambles, dinners, etc.) through the executive assistant to the president/foundation.

Should individual staff members decide to participate in charitable events, they should make arrangements in their division for time away and reimbursement.

No college funds should be expended on charitable or fundraising events. All reimbursement for tickets or entry fees should be paid from foundation accounts only.

No College or foundation funds should be used for fees or tickets related to events benefitting political parties, causes, or candidates.

(ORIGINAL SIGNED BY PRESIDENT RAY HANCOCK)

PRESIDENT

MAY 22, 1997

DATE

ADOPTED: MAY 22, 1997

AMENDED:

CROSS REF.:

The information below is the procedure for scheduling the College's facilities for on-campus and off-campus organizations:

1. Call the Facility Scheduling Office at Ext. 8343, Monday through Friday, 8:00 a.m. until 4:30 p.m.
2. Facility reservations should be requested at least two (2) weeks in advance of the event. Details for setup and equipment must be made at the time of the facility request.
3. Individuals or organizations requesting the waiver of any facility usage charges will be required to complete and submit a facility request form for approval by either the College President or vice-president/provost.
4. The Facility Scheduling Office will provide a confirmation copy of the work order/agreement for the use of the College facilities, which must be signed by the contact person. The signed work order/agreement should be returned to the Facility Scheduling Office within five (5) days.
5. The Facility Scheduling Office should be notified if sound/light technicians should be present at the event. Additional charges will apply.
6. Any major changes in the setup of the facility after the signed work order/agreement is received in the Facility Scheduling Office will result in additional setup charges.
7. The Facility Scheduling Office will distribute the work order to the proper personnel involved in the setup. This may include the food service, maintenance and/or media distribution departments.
8. Billing for the use of the facility is handled by the Facility Scheduling Office.
9. The Director of Food Service should be contacted directly at Ext. 8335 to discuss menus, prices, and other details. Changes in the number of guaranteed reservations for food should be made directly to the Director of Food Service at least three (3) days prior to the event.
10. Billing for food service comes from the food service contractor, and payment is due at the time of the event.

John A. Logan College reserves the right to cancel any event for which these guidelines are not met.

(ORIGINAL SIGNED BY PRESIDENT ROBERT MEES)

PRESIDENT

JULY 25, 2005

DATE

ADOPTED: FEBRUARY 3, 1992
AMENDED: JULY 1, 1996; JULY 1, 1998; **JULY 25, 2005**
CROSS REF.: BOARD POLICY 7210

John A. Logan College is committed to providing for individuals while on campus access to an Automatic External Defibrillator should the medical need arise. The following procedures will be implemented to provide this access:

A. Training

1. Training of AED team members will be coordinated through the AED representative in compliance with EMS System Standards.
2. No person will be allowed to operate the AED without proper training.

B Medical Control Committee

1. The Medical Control Committee shall oversee the training and medical supervision of the AED program.
2. The committee shall consist of the physician advisor, the system EMS coordinator, and a designated AED representative.
3. The committee will meet at the request of the physician advisor, EMS coordinator, or AED representative to review the AED program.
4. The committee may change the requirements of the AED program to conform to state regulations and current standards.
5. Committee composition:

<u>Physician Advisor:</u>	Dr. Dan Doolittle, Memorial Hospital of Carbondale
<u>EMS Coordinator:</u>	Paula Bierman, EMS Coordinator, Southern Illinois Healthcare
<u>AED Representative:</u>	Greg Stettler, Director of Continuing Education, John A. Logan College

C. Skills Competency Requirements

1. The AED user will review his/her skills as required by the Southern Illinois Regional EMS System.
2. The review session shall include a demonstration of the AED use during one simulated case of ventricular defibrillation, a demonstration of troubleshooting technique, equipment testing, and inspection procedures, and facility protocols.
3. Attendance of the review sessions will be recorded and maintained by the campus AED representative and made available to the physician advisor or EMS coordinator upon request.
4. The AED user who fails to attend review sessions will no longer be authorized to perform AED until the requirements are met.
5. Any new member of the AED team who has been trained in AED must provide proof to the physician advisor AND EMS coordinator before he/she will be approved to operate the AED.

D. Responsibilities Following Use

1. The AED Incident Form will be completed and submitted to the physician advisor (attached.)
2. The campus AED representative will clean and check equipment according to manufacturer's directions.

E. Audit and Review

1. The physician advisor will review each case in which the AED was used.
2. The physician advisor will report findings to the committee every six months or as needed.
3. The committee will meet yearly to review recommendations for changes in the program and improve patient outcomes and cost-effectiveness.

F. Corrective Action for Deficiencies

1. Any deficiency identified by committee members will be brought to the attention of the physician advisor, and he will decide on a case-by-case basis what action should be taken to correct the deficiency.
2. The committee shall handle all deficiencies in machine performance on a case-by-case basis with the assistance of the manufacturer's representative if necessary.
3. If a machine is found to be malfunctioning, the physician advisor, EMS coordinator, or AED representative will place the AED unit out of service until it can be repaired or replaced.

G. Maintenance of AED Equipment

1. The AED representative will assure the equipment is in proper working order and will perform regular checks.

H. AED Protocols

1. Protocols will follow the recommendations and guidelines of the Southern Illinois Regional EMS system.

(ORIGINAL SIGNED BY ROBERT L. MEES)

PRESIDENT

DECEMBER 18, 2003

DATE

ADOPTED: DECEMBER 18, 2003

AMENDED:

CROSS REF.:

The following guidelines should be followed if conditions or severe weather warrant the closing of campus, cancellation of classes, or delayed start. (Example: An accumulation of snow, ice, or other debris on roadways and sidewalks.)

When an inclement weather event requires a closure to begin during working hours, the administration will strive to notify students one hour in advance of class cancellation. Employees will be released no sooner than 30 minutes following class cancellation to provide services to students and better manage campus automobile egress.

4:00 P.M.

If the afternoon before inclement weather forces a campus closure decision, the following College personnel will participate in a call-in or video conference call to discuss the particular impact on College operations surrounding a decision and its impact on our students and community. Those participating in the discussion shall be the following:

- President
- Vice-President for Business Services
- Assistant Vice-President of Construction, Planning & Facilities Management
- Assistant Vice-President of Marketing, Public Relations, and Communications
- Provost
- Assistant Provost for Student Affairs
- Assistant Provost for Academic Affairs
- Director of Buildings and Grounds
- Chief of Campus Police
- Athletic Director

The President's Office will facilitate the call/meeting.

9:00 P.M.

When the decision to close has not been made at the 4:00 P.M. call, an additional call or video conference will occur at 9:00 P.M. to determine if enough information is available to make a decision prior to the 10:00 P.M. television news program cycle.

If no decision was made on the previous day and there is still inclement weather concerns, the following steps will be taken:

2:00 A.M.

Campus Police staff on duty will call the Williamson County Sheriff's Department at (618) 997-6541, the Jackson County Sheriff's Department at (618) 684-2177, and the Illinois State Police at (618) 542-8432 or 800-452-4368, to inquire about road conditions. After completing the calls, Campus Police will drive campus roadways and check sidewalks for campus conditions.

3:00 A.M.

Campus Police will call the Chief of Campus Police and convey all information gathered from sheriff departments, Illinois State Police, and campus checks. The Chief of Police will report this information to the Assistant Vice-President of Construction, Planning & Facilities Management.

4:00 A.M.

The Assistant Vice-President of Construction, Planning & Facilities Management will update the President on campus and area conditions. The President will now decide whether to close the campus or call for a delayed start. The President will contact the Vice-President of Marketing, Public Relations, and Communications and the Chief of Campus Police regarding this decision.

- The Vice-President of Marketing, Public Relations, and Communications shall contact the media, update the college website and social media, and send a decision to staff and faculty through Announce and to the students via the student notification system. The Coordinator of Digital Marketing will serve as a backup on these notifications.
- The Office of the Provost will notify faculty whether the day will be counted as an academic day, prompting online learning plans, via official campus communications.
- The Vice-President of Marketing, Public Relations, and Communications shall contact the food service provider, the SIH Educational Center contact, and the primary contacts for scheduled events. They will also email the President's Cabinet to convey the decision.

5:30 A.M.

- The Assistant Vice-President of Construction, Planning, & Facilities Management will contact contractors scheduled to work on the campus during a closure. Contractors can continue operations but must make accommodations for our snow/ice removal.
- The Athletic Director will contact the Director of Logan Fitness

Fitness Center:

- When inclement weather is forecasted, Logan Fitness will temporarily close the facility, including limiting members utilizing 24/7 access during non-business hours. This is due to safety and liability concerns from impacted roadways, parking lots, and sidewalks. The outdoor facility access scanners shall be powered down until roadways, parking lots, and sidewalks have been safely cleared. The Director of Logan Fitness is responsible for communicating any closures/reopenings to the Logan Fitness members via text alerts and social media. Weekend closures will be handled following these same procedures due to frequent campus weekend events and Logan Fitness's operation.

Notifications regarding changes to operating schedules will be communicated to the campus community, students, and the public.

No notification will be issued if no changes are made to the operating schedule.

Kirk E. Overstreet, Ph.D.

President

DECEMBER 19, 2024

Date

ADOPTED: DECEMBER 17, 2007

AMENDED: JANUARY 14, 2009; JANUARY 3, 2011; JANUARY 3, 2012; DECEMBER 7, 2015; JANUARY 17, 2017;
DECEMBER 15, 2017; DECEMBER 2, 2020; **DECEMBER 19, 2024**

CROSS REF.: ADMINISTRATIVE PROCEDURE 364; BOARD POLICY 3250; COLLECTIVE BARGAINING
AGREEMENTS/BOARD POLICY 6200

This Debt Management Procedure (the “Procedure”) has been developed to provide guidelines relative to the issuance, sale, statutory compliance, and investment of bond proceeds by John A. Logan College District 530. (the “District”) The District recognizes that the foundation of any well-managed debt program is a comprehensive debt procedure. “Debt” is defined as any short-term or long-term obligation to repay principal and interest on a loan, whether for operating purposes or capital expenditures and including but not limited to general obligation bonds, notes, warrants, leases, alternate bonds, debt certificates, installment contract certificates and any other forms of indebtedness. While the issuance of debt can be an appropriate method of financing for capital projects, careful and consistent monitoring of such debt issuance is required to preserve the District’s credit strength, budget, and financial flexibility. This procedure will serve the District in determining the appropriate uses for debt financing and debt structures as well as establishing prudent debt management goals.

The key financial management tools and goals that are intrinsic to the procedure include:

- A. Fund Balance Goals: The District has Fund Balance Goals expressed in Administrative Procedure 772, Fund Balance Goals’
- B. Capital Improvement Program: The Vice President for Business Services and CFO (the “Vice President”) will prepare a District Facilities Master Plan and an annual capital budget. The plan will detail the sources of financing for all facilities in the capital budget and establish funding priorities. The plan will consider all potential sources of financing, including non-debt options, and ensure these financing sources are in accordance with the goals of this procedure. The Board of Trustees, upon recommendation from the Vice President and President, may consider incurring additional debt to fund multiple phases of the District Facilities Master Plan. The plan is updated in accordance with Administrative Procedure 721, District Site and Construction Master Plan Review and Update.

Section I. Purpose and Goals:

The purpose of the procedure is to provide a functional tool for debt management and to enhance the District’s ability to manage its debt in a conservative and prudent manner. The procedure will establish standards regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, and structural features that may be incorporated. These standards constitute realistic goals that the District can expect to meet and will guide, but not bind, debt management decisions. In following this Procedure, the District shall adhere to the following goals:

- The purpose for which debt can be issued shall be in accordance with the applicable State of Illinois and Federal Statutes.
- The Board of Trustees will avoid issuing debt for payment of operating expenses unless needed to meet short-term cash flow needs.
- The District shall endeavor to attain the highest possible credit rating for each debt issue in order to reduce interest costs within the context of preserving financial flexibility and meeting capital funding requirements.
- The District shall consider all practical precautions and proactive measures to avoid any financial decision which will negatively impact current credit ratings on existing or future debt issues.

- The District shall remain mindful of debt limits in relation to assessed value growth within the school district and the tax burden needed to meet long-term capital requirements.
- The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt and the financing plans of local, state, and other governments which overlap with the District.

Section II. Authorization:

Illinois laws authorize the issuance of debt by the District and confer upon it the power and authority to make lease payments, contract debt, borrow money, and issue bonds for public improvement projects. Under these provisions, the District may contract debt to pay for the cost of acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and equipping such projects, or to refund existing debt or to provide for cash flow needs.

A. Periodic Review:

The procedure shall be reviewed and updated periodically and presented to the President for approval as necessary. At a minimum, the District will review this procedure prior to the submission of a bond referendum to the electorate. The Vice President is the designated administrator of the procedure and has overall responsibility, with the Board's approval, for decisions related to the structuring of all District debt issues. The Board is the obligated issuer of all District debt and awards all purchase contracts for any debt issuances.

Section III. Structure of Debt Issues and Guidelines:**A. Maturity of Debt:**

The duration of a debt issue shall be consistent, to the extent possible, with the economic or useful life of the improvement, asset, or duration of liability that the issue is financing. The length of maturity of any debt instrument shall be equal to or less than the useful life of the asset(s) or liability(ies) being financed.

B. Debt Service Structure:

The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, provide flexibility, and as practical, to recapture or maximize its credit for future use.

C. Capitalized Interest:

Unless required for structuring purposes (e.g. first interest payment due before levy dollars are received), the District will seek to avoid the use of capitalized interest in order to avoid unnecessarily increasing the bond size and interest expense.

D. Derivatives:

The District shall not employ derivative products as approved by the State of Illinois.

E. Impact on Operating Budget:

When considering any debt issuance, the potential impact of debt service and additional operating costs induced by new projects on the operating budget of the District, both short and long-term, will be evaluated. The District shall avoid issuing bonds payable through the operating funds greater than a ten year maturity.

F. *Debt Limitation:*

Limitations on school district bonded indebtedness are determined in relationship to a district's equalized assessed value (EAV) of real property. (110 ILCS 85/3A-1) Public Community College Act limits the District's total outstanding debt to 2.875% of the assessed valuation of the taxable property of the District.

G. *Reporting of Debt:*

The Annual Audit of the District's Financial Statements will serve as the repository for statements of indebtedness.

H. *Monitoring Outstanding Debt:*

1. The District will monitor all forms of debt annually and include in discussions with the Board Finance Committee. Concerns and recommended remedies will be reported to the Board of Trustees as necessary.
2. The District will, with assistance from Financial Advisor(s), monitor bond covenants and federal regulations concerning debt, and adhere to those covenants and regulations at all times.

I. *Arbitrage:*

All issuances and funds subject to arbitrage constraints shall be monitored by the Vice President and have arbitrage liability calculations performed in a timely manner.

J. *Investment of Bond Proceeds:*

Investment of bond proceeds shall at all times be in compliance with the District's adopted investment policy, comply with federal arbitrage regulations and meet all requirements of bond proceed covenants.

Section IV. Financing Team Members:

The District may use the services of professional service providers, such as Bond Counsel, Legal Counsel, Independent Financial Advisors, Bond Rating Analysts, or other debt management advisors in order to assist the District with the effective management of its debt.

All financing team members will be required to provide full and complete disclosure, under penalty of perjury, relative to any and all agreements with other financing team members and outside parties. The extent of the disclosure may vary depending on the nature of the transaction. However, in general terms, no agreements will be permitted which would compromise a firm's ability to provide independent advice which is solely in the best interests of the District, or which could reasonably be perceived as a conflict of interest. All financing team members shall abide by the Board's Ethics Policy as well as State and Federal laws.

Section V. Related Issues:**A. *Financial Disclosure:***

The District will follow a policy of full disclosure on every financial report and official statement, voluntarily following disclosure guidelines provided by the Illinois Community College Board and the Government Finance Officers Association for financial reporting and budget presentation, the disclosure requirements of the Securities and Exchange

Commission, and arbitrage and rebate restrictions imposed by the Internal Revenue Service. To the extent necessary, professional service providers will be used to insure compliance with continuing disclosure requirements, SEC Rule 15c2-12, as amended from time to time.

B. *Review of Financing Proposals:*

All capital financing proposals involving a pledge of the District's credit through the sale of securities, execution of loans or lease agreements or otherwise directly or indirectly the lending or pledging of the District's credit initially shall be referred to the Vice President who shall determine the financial feasibility of such proposal and make recommendations accordingly to the Board.

Preliminary Official Statements related to debt issuances shall be reviewed by the Vice President, the Dean of Financial Operations and the Director of Institutional Research prior to issuing to the public and potential purchaser(s) of the debt instrument(s).

C. *Establishing Financing Priorities:*

The Vice President shall administer and coordinate the procedure and the District's debt issuance program and activities, including timing of issuance, method of sale, structuring the issue and marketing strategies. The Vice President shall, as appropriate, report to the President and the Board regarding the status of the current and future year programs and make specific recommendations.

D. *Rating Agency, Credit Enhancer, and Investment Community Relations:*

The District shall endeavor to maintain a positive relationship with the investment community. The Vice President along with the District's financial advisor shall meet with, make presentations to, or otherwise communicate with the rating agencies, bond insurers and credit enhancers on a consistent and regular basis in order to keep the agencies informed concerning the District's capital plans, debt issuance program, and other appropriate financial information.

The District will make every reasonable effort to maintain its high quality credit ratings. The District will seek to maintain or improve its current bond rating and will specifically discuss with the Board of Trustees any proposal which might cause that rating to be lowered.

The Vice President shall, as necessary, prepare reports and other forms of communication regarding the District's indebtedness, as well as its future financing plans. This includes information presented to the media and other public sources of information. To the extent applicable, such communications shall be posted on the District's website.

E. *Call Provisions:*

The District will seek to optimize the cost/benefit trade-off from optional redemption call provisions, consistent with its desire to obtain the flexibilities of call provision on bonds when compared to obtaining the lowest possible interest rates on its bonds. The District and its financial advisor will evaluate optional redemption provisions for each issue to assure that the District does not pay unacceptably higher interest rates to obtain advantageous calls.

F. *Credit Enhancement:*

For competitive sales the District will provide the option for the purchaser to obtain credit enhancement, such as municipal bond insurance, at the purchaser's option and cost. In the event of a negotiated sale, the District will seek credit enhancement when necessary for marketing purposes or to make the financing more cost effective.

G. *Competitive versus Negotiated Debt Issuance:*

The District will consult with its financial advisor to determine whether a competitive sale, negotiated sale or private placement is most appropriate. Such determination may be made on an issue-by-issue basis for a series of issues or for part or all of a specific financing program. A negotiated financing may be used where market volatility, refunding sensitivity or the use of an unusual or complex financing or security structure causes a concern with regard to marketability. The underwriting team for a negotiated sale will be selected through a request for proposal (RFP) process. The District's financial advisor will prepare and distribute a RFP to at least five underwriting firms, receive and evaluate submitted proposals based on various criteria and deliver a recommendation to the Vice President. But, the ultimate decision will be based upon the team's qualifications. A private placement may be used when the transaction is small and may result in a favorable outcome to the District with fewer costs of issuance.

H. *Refunding and Restructuring Procedure:*

Whenever deemed to be in the best interest of the District, the District shall consider refunding or restructuring outstanding debt when financially advantageous or beneficial for structuring. The Vice President, along with the District's Financial Advisor, shall review a net present value analysis of any proposed refunding in order to make a determination regarding the cost-effectiveness of the proposed refunding.

I. *Tax Anticipation Notes or Warrants:*

The District's Fund Balance Procedure is designed to provide adequate cash flow to avoid the need for Tax Anticipation Notes or Warrants through the establishment of designated and undesignated fund balances sufficient to maintain required cash flows and provide reserves for unanticipated expenditures, revenue shortfalls and other specific uses. The District may issue Tax Anticipation Notes or Warrants in a situation beyond the District's control or ability to forecast when the revenue source will be received subsequent to the timing of funds needed.

J. *Variable Rate Debt:*

To maintain a predictable debt service burden, the District gives preference to debt that carries a fixed interest rate.

K. *Transaction Records:*

The Vice President or designee shall maintain records of decisions made in connection with each financing, including the selection of the financing team members, the structuring of the financing, and selection of investment products. The Vice President shall provide a summary of each financing to the Board.

L. *Special Situations:*

Changes in capital markets, District programs and other unforeseen circumstances may from time to time produce situations that are not covered by the procedure. These situations may require modifications or exceptions to achieve procedure goals. Management flexibility is appropriate and necessary in such situations, provided specific authorization is received from the Board of Trustees.

(Original signed by President Ron House)

PRESIDENT

November 30, 2016

DATE

ADOPTED: NOVEMBER 30, 2016

AMENDED:

REVIEWED: NOVEMBER 7, 2016

LEGAL REF.: 110 ILCS 85/3A-1) PUBLIC COMMUNITY COLLEGE ACT, SEC RULE 15c2-12

CROSS REF.: 772, FUND BALANCE GOALS, 721, DISTRICT SITE AND CONSTRUCTION PLAN REVIEW AND UPDATE, 4211, ETHICS

OPERATING FUNDS

The Operating Fund includes Educational Fund 01 and Operations and Maintenance Fund 02 activities of the College. The Operating Fund Balance can preserve or enhance the College's bond rating, allows the College to accumulate sufficient assets to make annual expenditures, provide funds for unforeseen needs without incurring short-term debt, and satisfy the requirements of accrediting bodies and governmental agencies.

The responsibility of the Board of Trustees, and the goal of the Operating Fund Balance Goal administrative procedure is to provide prudent fiduciary oversight of the Operating Fund Balance that efficiently preserves the financial stability and integrity of the College. In effectively managing the Operating Fund Balance on behalf of the Board of Trustees, the administration will seek to retain a fund balance level not less than three (3), but not greater than six (6) months, of the two-year (most recently audited) average annual operating fund expenditures in unreserved and unrestricted status within the Operating Funds. Example: FY2017 budget goals would be established using audits from FY2014 & FY2015.

If the Operating Fund Balance is forecasted to fall below the minimum threshold at the time of submission of the tentative annual budget to the Board of Trustees, the President shall implement a plan, with Board approval, to achieve the desired Operating Fund Balance level. The plan shall include setting aside a portion of the operating fund revenues expected in any fiscal year until the desired Operating Fund Balance level is achieved. The duration of the plan shall not exceed five years.

At any time the Operating Fund Balance exceeds the upper threshold, the College may assign a portion of the Operating Fund Balance to a restricted purpose. The administration will review the Operating Fund Balance Goals for needed changes or modifications, taking into consideration factors such as predictability of revenues and volatility of expenditures, availability of other resources, liquidity and existing or potential assignments of the Operating Fund Balance.

WORKING CASH FUND

The College shall strive to attain and maintain a Working Cash Fund Balance sufficient to meet demands for ordinary and necessary expenditures for College purposes within the education and operations and maintenance fund. The fund shall serve as a cash flow instrument due to the volatility and lack of predictable revenues from the State of Illinois and due to the timing of expenditures. The Working Cash Fund Balance goal is three (3) months of the two-year (most recently audited) average annual operating fund expenditures.

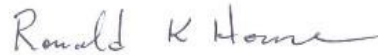
TORT IMMUNITY FUND

Created by the Local Governmental and Governmental Employees Tort Immunity Act for the purpose of protecting local public entities and public employees from liability arising from the operation of the College. The Tort Immunity Fund minimum fund balance goal shall be no less than the aggregate of all insurance (exclusive of personal employee insurance) deductibles plus six (6) months of the two-year average (most recently audited) of the annual expenditures in the Tort Immunity Fund and no greater

than twelve (12) months. If the fund is forecasted to fall below the minimum or above the maximum threshold by the end of the fiscal year, the tax levy shall be adjusted to restore the fund balance to the goal.

OTHER FUNDS

All other funds shall maintain a positive or credit balance at year end.



PRESIDENT

November 30, 2016

date

ADOPTED: NOVEMBER 30, 2016
AMENDED:
CROSS REF.: ADMINISTRATIVE PROCEDURE 771
LEGAL REF.: 745 ILCS 10/9

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.:

All transfer course credit is accepted at the discretion of the Office of Admissions and Records.

US INSTITUTIONS

John A. Logan College will only accept college-level credits from regionally accredited institutions as recognized by the Council for Higher Education Accreditation (CHEA). Regionally Accredited Institutions, in this case, include institutions in candidacy status. Recognized regionally accredited institutions include:

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Southern Association of College and Schools Commission on Colleges (SACSCOC)
- Senior College and University Commission (WSCUC)

INTERNATIONAL INSTITUTIONS

University/college coursework completed outside the United States must be submitted to an organization that specializes in evaluating foreign transcripts. John A. Logan College recommends the use of Educational Credential Evaluators (www.ece.org), Educational Perspectives (www.edperspective.org), or another member of the National Association of Credential Evaluation Services (NACES). Translated course descriptions must accompany the evaluation report. Students are responsible for costs associated with evaluation services.

EVALUATION OF TRANSFER CREDIT

Students wishing to receive transfer credit from a regionally accredited institution must send their official transcripts to the Office of Admissions and Records. All students must complete the Transcript Evaluation Form to have their transcripts evaluated. Only credits that can be applied toward the student's current degree or certificate program will be added to the transcript. If a student's degree program changes, the transfer credit may need to be re-evaluated; however, transfer credit will not be removed from the transcript. Credit must meet the minimum grade requirement for the course credit to be awarded on the transcript. Courses graded as pass, fail, or credit will not be accepted unless appropriately noted on the transfer key and approved by the Registrar.

If a transfer course from another accredited institution earned more credit hours than the equivalent course at John A. Logan College, the student is given full credit for the hours earned at the former institution. If a transfer course has fewer credit hours than the equivalent at John A. Logan College, the student will be granted only the number of credit hours earned at the other institution. If a course has no John A. Logan College equivalent, the hours earned will be granted as elective hours unless the hours are not applicable to the student's current program of study. John A. Logan College does not accept developmental or remedial coursework from other institutions. All students must follow appropriate placement measures set by John A. Logan College to be placed in English and Math courses.

All students are responsible for filling out the necessary paperwork for transcript evaluation. Upon request, students may be required to provide syllabi, textbook information, or other materials to Admissions and Records to properly evaluate courses from other institutions. Articulation and transfer coursework are assessed differently at all institutions. If a student wishes to appeal their transcript evaluation, they should contact the Office of Admissions and Records.



President

March 26, 2024

Date

ADOPTED: MARCH 26, 2024

AMENDED:

CROSS REF.: BOARD POLICY 8242, TRANSFER AND PRIOR LEARNING CREDIT

John A. Logan College recognizes that learning may occur outside of the traditional classroom setting through various work and life experiences. The types of credit the College awards are listed below.

Students requesting prior learning credit must be enrolled at John A. Logan College. All prior learning credit(s) awarded will not carry a grade or grade points and are not included in the student's cumulative grade point average (GPA). John A. Logan College will not accept prior learning credit(s) from other institutions, and prior learning credit(s) awarded by John A. Logan College will typically not transfer to other institutions. Students may not exceed 30 hours of combined prior learning. Additionally, each type of prior learning credit has specific limitations.

MILITARY CREDIT

Eligible veterans must submit their DD-214 to the Office of Admissions and Records to be evaluated for transfer credit. All veterans will receive one CPR credit, two Physical Education credits, and two Health Education credits. These credits do not apply to all degrees and certificates.

Additional credit hours will be granted for military service according to the guidelines established by the American Council on Education (ACE). Decisions concerning acceptance of military credit as equivalent to John A. Logan College courses will be determined by the Office of Admissions and Records. When necessary, a military course or prior learning experience credit(s) may also be reviewed by a faculty member responsible for instruction in the appropriate academic discipline to determine equivalency and award credit. The student must send official military transcripts from The Community College of the Air Force or Joint Services Transcript (JST) to the Office of Admissions and Records and follow the Evaluation of Transfer Credit procedure guidelines to have courses evaluated.

STATE SEAL OF BILITERACY

The State Seal of Biliteracy posted to a student's high school transcript will be evaluated as equivalent to one year of foreign language coursework at the college level. Credit granted will be based on foreign language course equivalencies. The student must formally request credit be awarded and applied to the college transcript within three academic years of high school graduation.

CREDIT BY EXAMINATION**Advanced Placement**

Advanced Placement (AP) credit will be awarded when a student earns a minimum score of 3, 4, or 5 on an advanced placement examination and sends official scores from the College Board to the Office of Admissions and Records. Please view the Advanced Placement (AP) credit table in the College Catalog for a list of AP exams and required scores. Contact the Office of Admissions and Records to verify receipt of scores and posting of credit. Credit for Advanced Placement (AP) will not exceed 15 hours.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) will be awarded based on the American Council on Education's (ACE) CLEP credit granting recommendations. These exams allow students who have acquired knowledge outside the traditional post-secondary classroom setting to gain recognition for mastering college-level material by receiving introductory course credit. Students will not be eligible to receive CLEP credit if the student has received a grade (including a W or Audit) or has enrolled in college-level work in any discipline included in the CLEP exam. The required scores and credit awarded for CLEP can be found

in the College Catalog. Contact the Office of Admissions and Records to verify receipt of scores and posting of credit. CLEP credit will not exceed 15 hours.

John A. Logan College does not offer CLEP exams. To schedule a CLEP exam, the College recommends contacting Southern Illinois University Testing Services.

International Baccalaureate (IB)

After completing the International Baccalaureate (IB) Diploma Program, examinations may be accepted for course credit. Students who have completed the Diploma Program and taken the subject-specific examinations may submit their scores from the International Baccalaureate organization to the Office of Admissions and Records for evaluation by appropriate departments. For scores of 4 or higher, credits will be accepted and evaluated to determine applicability toward degree requirements as elective, general education, or major credit.

Proficiency Examinations

Students who have obtained prior knowledge and experiences outside of the formal classroom setting and are seeking a degree or certificate at the College may be eligible to apply for proficiency by examination. A student wishing to test for proficiency credit should initiate the request with the Registrar and complete the Proficiency Examination Request and Authorization Form.

After the Registrar has confirmed the student meets the requirements for examination, the student should meet with an Academic Affairs representative (e.g., the subject Lead Instructor, Department Chair, or Dean) to furnish evidence they have met the necessary background, knowledge, and/or experience to sit for the examination.

Once the Academic Affairs representative has evaluated the prior knowledge and/or experiences, the student must pay the appropriate fee at the Bursar's Office. The non-refundable fee is determined by multiplying the in-district tuition rate by the number of credit hours and must be paid before the examination is administered. After paying the fee, the student should return the form to the Academic Affairs representative. The student will be notified when to take the examination(s) in the location and modality (e.g., in-person or online) determined by the Academic Affairs representative. If a student passes the examination with a "C" or higher, the credit will be awarded by the Registrar and will be indicated with a "CR" on the transcript.

1. Credit may not exceed 30 semester hours (including credit earned by CLEP, Advanced Placement, and other prior learning credit).
2. If a student earns proficiency credit, the record will show the course number, title, credit hours granted, and a "CR" grade notation on the student's transcript.
3. Credit will not be awarded if a student has an existing grade, a withdrawal, or an incomplete in the course.
4. Credit will not be awarded for work that does not meet or exceed a grade level of "C."
5. Credit will not be awarded twice for the same learning experience.
6. Prior learning credit can be used to meet course prerequisites.
7. Credit will not be used to award financial aid and/or veteran's benefits.

Prior Learning Assessment (PLA) Credit

Students who have obtained prior work experience (e.g., related employment, training, certificates, or licensure) and are seeking a degree or certificate may be eligible to receive prior learning credit for a course if the experience is reflective of the learning outcomes, knowledge, and skills reflected on the approved syllabus. A student requesting prior learning credit should initiate the request with the Registrar and complete the Prior Learning Assessment (PLA) Request and Authorization form.

After the Registrar confirms the student meets the requirements for prior learning assessment credit, the student should meet with the Lead Instructor or Department Chair to submit evidence of the learning experience for evaluation. At the discretion of the Lead Instructor or Department Chair, up to 15 credit hours of program-specific or major courses may be awarded from PLA. If pursuing a transfer degree, credit for prior learning will only be granted to satisfy graduation requirements and may not transfer. If the Lead Instructor or Department Chair defines a learning experience as satisfying a major course, approval must be obtained from the Assistant Provost of Academic Affairs. The following will also be considered:

1. Prior learning credit will be awarded for learning experiences that have occurred within the last five (5) years; however, older documented experiences will be considered on a case-by-case basis if the professional knowledge has been retained.
2. A student must have completed 12 credit hours toward a degree or nine (9) credits towards a certificate at John A. Logan College prior to awarding credit for PLA.
3. Students who are awarded prior learning credit for a program with short-term certificates may only apply and be awarded those certificate(s) upon completion of the related AAS degree.
4. Credit will not be awarded if a student has an existing grade, a withdrawal, or an incomplete in the course.
5. Credit will not be awarded for work that does not meet or exceed a grade level of "C."
6. Credit will not be awarded twice for the same learning experience.
7. Prior learning credit can be used to meet course prerequisites.
8. Credit will not be used to award financial aid or veteran's benefits.

If awarded, the credit will become part of a student's permanent academic record. An assessment service fee will be placed on a student's account and must be paid prior to the credit posted on their transcript.



PRESIDENT

MARCH 26, 2024

DATE

ADOPTED: MARCH 26, 2024

AMENDED:

CROSS REF.: BOARD POLICY 8242, TRANSFER AND PRIOR LEARNING CREDIT

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. Students are also responsible for all fees and course materials. 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.

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.



PRESIDENT

April 1, 2023
DATE

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 organizations and clubs must be established for legal purposes consistent with the College's broad educational mission. Organizations desiring to be recognized by the College must comply with College policies and procedures and abide by all applicable local, state, and federal laws, including Title VI, Title IX, and Section 504.

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

The procedures for forming a new student organization or club are established to ensure that all student organizations can, 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.

DEFINITIONS OF STUDENT ORGANIZATION AND CLUBS

John A. Logan College recognizes that learning takes place in a wide variety of settings and circumstances. Involvement and participation in a student organization provides opportunities for developing leadership skills and enhances campus life at JALC. In recognition of the important role of student development through involvement in student organizations, the College supports the growth and management of student organizations in accordance with these policies and definitions.

1. Student Organizations include Student Government, Student Ambassadors, Student Honors programs, Competitive departmental student groups, or other groups dedicated to the College's learning and service.
2. Student Clubs are a collection of like-minded students or students with similar interests, usually more in a social nature and not competitive.

PROCEDURES FOR APPROVAL OF STUDENT ORGANIZATION AND CLUBS

1. Students who wish to form a student organization or club must complete the appropriate form(s) provided by the Office of Student Life. They must identify a full-time faculty or full-time professional staff member willing to serve as the organization or club advisor and submit a new student organization or club request form with the names of at least five (5) students who are currently enrolled in at least one JALC baccalaureate or career credit hour.
2. If approved by the Director of Enrollment Management, the petition will be submitted to the Assistant Provost for Student Affairs for review and consideration.
3. If approved by the Assistant Provost for Student Affairs, the new organization or club request form and other relevant information will be submitted to the Provost for review and consideration.

CRITERIA FOR SELECTION OF STUDENT ORGANIZATION AND CLUB ADVISORS

1. Student organization or club advisors must be **full-time employees** who have been identified as potential student organization or club advisors by the students, are willing to serve, and are approved by the Director of Enrollment Management.
2. Full-time faculty or staff may serve as advisors to no more than two organizations or clubs. Adjunct faculty or part-time staff may serve as the advisor for no more than one organization or club. Each club shall have no more than two student organizations or club advisors.

3. Staff advisors are encouraged to schedule organization or club meetings during lunch hours or outside of their regular work hours. However, if the club membership requires meetings at other times, work hours missed from the employee's regular working hours may be made up through a temporary modified weekly work schedule or leave hours approved by the employee's direct supervisor.
4. Student organizations or club advisors must be knowledgeable about student rights and responsibilities outlined in the [Student Guidebook](#) and the faculty handbooks.
5. Student organization or club advisors must be willing and able to work with students, attend all their meetings and events, and follow the student organization or club procedures set forth by the Director of Enrollment Management.

RESPONSIBILITIES OF STUDENT ORGANIZATION AND CLUB ADVISORS

1. Student Organization and club advisors must ensure student compliance with established procedures for student organizations and clubs at John A. Logan College, including College policy, [Student Guidebook](#), faculty handbook, and relevant local, state, and federal laws.
2. Student organization or club advisors must familiarize themselves and appropriate club officers with fiscal procedures, forms, and policies and must ensure that forms and policies are handled in an appropriate and expeditious manner, including travel forms, fund-raising/club project forms, and other forms and procedures that may be required by the Director of Enrollment Management.
3. Student organization or club advisors must be present at all club meetings, events, and all other club activities. At club meetings, advisors or students are responsible for taking minutes and advisors for turning them in to the Student Life office.
4. Student organization or club advisors must participate in student life activities at the beginning of the year that promote organizations and clubs at the College. At least one advisor and, if possible, one student representative must participate.
5. Student organization or club advisors must be present and supervise any club that travels in the name of the College.
6. Student organization or club advisors are responsible for student conduct at on-campus and off-campus activities.
7. Student organization or club officers and advisors must seek approval from the Director of Enrollment Management prior to scheduling and promoting events and activities, including fund-raising efforts, travel, campus events, and all other activities using the documentation required by the Director of Enrollment Management.
8. Student organization or club advisors must attend a beginning-of-the-year training meeting and file a mid-year report and end-of-the-year report with the Director of Enrollment Management. 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.
9. Student organization or club advisors must fulfill updated and additional duties and responsibilities as required by the Director of Enrollment Management.

RESPONSIBILITIES OF STUDENT ORGANIZATIONS AND CLUBS

1. Student Organizations or clubs must have at least five 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. If a club does not maintain five active members, it will not be considered an active club and will become inactive. This will be monitored throughout the year based on attendance from meeting minutes.
2. Each club should meet at least once per month during the fall and spring semester.
3. Student Organizations or clubs should take meeting minutes and submit them monthly to the Director of Enrollment Management.
4. Student Organizations or clubs must have all logos, designs, flyers, or other materials reviewed and approved by the Director of Enrollment Management.
5. Student Organizations or clubs must fulfill any updated or additional responsibilities required by the Director of Enrollment Management. Failure to fulfill the club's responsibilities may result in probationary status and relinquishing the allocated funds for the club and stipend(s) for the club advisor(s).
6. The amount allocated for a defunct club or a club on probation will be returned to the fund from which club allocations are distributed.

RESPONSIBILITIES OF THE DIRECTOR OF ENROLLMENT MANAGEMENT

1. The Director of Enrollment Management will provide annual training for advisors.
2. The Director of Enrollment Management will maintain all appropriate records in compliance with the College's policies and procedures.

CLUB FUNDING AND CLUB ADVISOR STIPEND

1. Each approved active organization or club will have a stipend allocated for the club advisor(s). Stipends will be paid to eligible student organizations or club advisors at the end of the fall and spring semesters.
2. To be eligible for the stipend, student organization or club advisors must:
 - Provide the Director of Enrollment Management with club meeting dates for the upcoming year, attend the monthly club meetings, and ensure meeting minutes are provided to the Director of Enrollment Management.
 - Attend the beginning of the year training.
 - Submit the required reports by the required due dates.
 - Fulfill all other club advisor responsibilities listed in this procedure's Responsibilities of Student Organization and Club Advisor section above.
3. Student organizations and clubs operate on a 9-month cycle (August through May). Organizations and clubs created after August of an academic year will receive a prorated funding allocation, and the club advisor will be eligible for a prorated stipend. The prorated amounts will be based on institutional funds available for organizations or clubs and advisor stipends. Student organizations or club advisors should contact the Director of Enrollment Management for more detailed information.

LIMITATIONS OF THIS PROCEDURE

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

1. Authorize the organization to enter 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 Assistant Vice President for Marketing, Public Relations, and Communications.
3. Imply John A. Logan College sponsorship of, control over, or responsibility for the organization's activities.

CLUB ADMINISTRATION

Student organizations and clubs at John A. Logan College are administered through the Assistant Provost for Student Affairs and Provost. Student organization and club advisors report directly to the Director of Enrollment Management for all club functions. Ultimately, student organizations and 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.



PRESIDENT

September 5, 2024

DATE

ADOPTED: OCTOBER 29, 1987

AMENDED: JUNE 21, 2001; DECEMBER 17, 2009; AUGUST 30, 2010; SEPTEMBER 8, 2015; JANUARY 17, 2017;
FEBRUARY 7, 2017; AUGUST 1, 2024; **SEPTEMBER 5, 2024**

CROSS REF.: BOARD POLICY 3360, EXTRACURRICULAR ACTIVITIES
ADMINISTRATIVE PROCEDURE 508, STIPENDS

***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.:

General Program
Requirements for Graduation

Administrative Procedure 814

DEGREE OPTIONS

To be awarded an Associate in Applied Science (AAS), Associate in Arts (AA), Associate in Engineering Science (AES), Associate in Fine Arts (AFA), Associate in General Studies (AGS) or Associate in Science (AS) degree, a student must:

- complete at least twelve (12) semester hours of credit from John A. Logan College with an overall grade-point average of 2.0;
- satisfactorily complete all specific degree and credit hour requirements outlined in the appropriate curriculum guide;
- apply for graduation online by the application deadline set by Admissions and Records displayed on the College website.

A student can only be awarded one Associate in Arts, Associate in Engineering Science, Associate in Fine Arts, or Associate in Science degree; however, students can be awarded a combination of the above-mentioned degrees. A student can be awarded multiple Associate in Applied Science degrees if all requirements are met.

CERTIFICATE OF ACHIEVEMENT

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

- complete at least nine (9) semester hours of credit at John A. Logan College. If the certificate is less than fifteen (15) semester hours, three (3) semester hours of credit must be completed at John A. Logan College;
- satisfactorily complete all certificate program and credit hour requirements outlined in the appropriate curriculum guide with a 2.0 overall grade-point average; and
- apply for graduation online by the application deadline set by Admissions and Records on the College website.

GENERAL EDUCATION CORE CURRICULUM (GECC)

To be awarded the General Education Core Curriculum (GECC) Credential, the student must:

- complete at least nine (9) semester hours of credit at John A. Logan College with an overall grade-point average of 2.0;
- satisfactorily complete all credential requirements as noted in the IAI General Education Package Requirements on the Illinois Articulation Initiative Transfer Portal (iTransfer.org).

The GECC credential will not be awarded if a student has already earned an Associate of Arts degree.



PRESIDENT

September 24, 2024

DATE

ADOPTED: SEPTEMBER 24, 2024

AMENDED:

LEGAL REF.:

CROSS REF.: BOARD POLICY 8244 PROGRAM REQUIREMENTS FOR GRADUATION

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 with 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, 12, and 10-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 or a scheduled, supervised College trip or function.

- **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 or a scheduled, supervised College trip or function.

- **Face-to-face (4-week and winter session courses)**

Students should be withdrawn after missing two consecutive class sessions, except for class sessions that fall on holidays recognized by the College. The other exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function.

- **Online (16, 12, and 10-week courses)**

Students should be withdrawn after failing to actively participate for one consecutive week of the course. The only exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function. 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.

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

Students should be withdrawn after failing to actively participate for three consecutive days of the course. The only exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function. 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.

- **Online (4-week and winter session courses)**

Students should be withdrawn after failing to participate for two consecutive days, except for days that fall on holidays recognized by the College. The other exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function. 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.

- **Hybrid (16, 12, and 10-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 or a scheduled, supervised College trip or function.

- **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 or a scheduled, supervised College trip or function.

- **Hybrid (4-week and winter session courses)**

Students will be withdrawn after a combination of missing a class session(s) and failing to actively participate online for the equivalent of two consecutive days of the course, except for days that fall on holidays recognized by the College. The other exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function.

ADMINISTRATIVE PROCEDURE TO WITHDRAW A STUDENT

- The appropriate College administrator or faculty member will notify the Admissions and Records Office through email or Quickly Attendance requesting the student be withdrawn. Once the notification 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 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 Advisement Calendar.

Kirk E. Overton, Ph.D.

PRESIDENT

August 1, 2024

DATE

ADOPTED: JANUARY 13, 2017

AMENDED: APRIL 27, 2022; JUNE 21, 2022; APRIL 1, 2023; **AUGUST 1, 2024**

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. Overton, 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. Overton, 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 that may result in sanctions are listed in the current publication of the *Student Guidebook* under the "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, Provost, Assistant Provosts, Deans, Directors, Instructors, and staff responsible for non-instructional student activities such as a student or academic club.*

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 grades that 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.

Deans/Directors

Deans/Directors may impose One-Day Suspensions and may recommend additional sanctions to an Assistant Provost or the Provost.

Assistant Provosts

The Assistant Provost for Academic Affairs or the Assistant Provost for Student Affairs may impose Restitution, Education, Reprimands, Probation, and Suspensions for 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

SEPTEMBER 3, 2024

DATE

ADOPTED: JUNE 21, 2022
AMENDED: **SEPTEMBER 3, 2024**
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

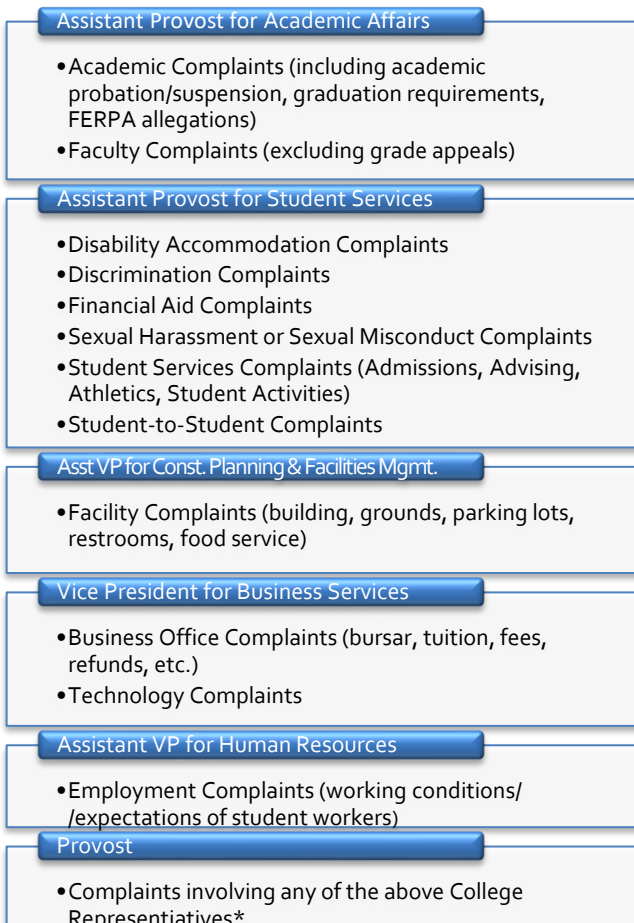
If the informal resolution process is unsuccessful, the student should initiate a formal complaint within 10 College business days. The complaint process begins with the Student Liaison. The role of the Student Liaison is to help guide the student through the complaint process. Guidance will include 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

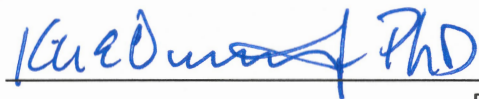
ADOPTED: SEPTEMBER 27, 2016
AMENDED: OCTOBER 1, 2020; **JANUARY 13, 2022**
CROSS REF: BOARD POLICY 8152

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.: