



HLC Criterion 2: Integrity – Ethical and Responsible Conduct

In fulfilling its mission, the institution acts with integrity; its conduct is ethical and responsible.

Criterion 2.A: Institutional Policies & Governance

Actions taken by the institution's governing board, administration, faculty and staff demonstrate adherence to established policies and procedures.

What Evidence Exists?

JALC's Employee Handbook

How Is the Evidence Used in College Operations?

- Sets expectations, rights, and responsibilities for all employees (e.g., Equal Employment Opportunity; Non-Harassment; Drug-Free Workplace) and provides clear reporting and investigation procedures that HR and supervisors follow in daily operations.
- Guides supervisory practice (e.g., annual performance reviews, progressive discipline) and operational standards (e.g., working hours, record retention), ensuring consistent, policy-based decision-making across divisions.

How Do We Know It's Effective?

- Employees receive and acknowledge the handbook and key policies (signed General Handbook Acknowledgment and Receipt of Non-Harassment Policy), creating a verifiable chain of awareness and accountability.
- Policies are reviewed and updated alongside board policy infrastructure (e.g., Board Policy Manual shows current policy framework and recent update date), supporting currency and alignment with law and accreditation expectations.

Criterion 2.B: Academic Programs, Transparency, & Student Support

The institution presents itself accurately and completely to students and the public with respect to its educational programs and any claims it makes related to the educational experience.

What Evidence Exists?

The Academic Program Webpages

How Is the Evidence Used in College Operations?

- Publicly lists comprehensive degree/certificate options with links to program pages and PDFs that outline requirements, sequences, and advising information—used by Recruitment, Advisement, and departments to ensure accurate, consistent guidance to students.
- Discloses program-specific information such as accreditation status and program goals (e.g., Nursing's ACEN accreditation and goals), supporting informed student choice and external compliance.

How Do We Know It's Effective?

- Transparency is evidenced by public, program-level details and third-party credentials posted online (e.g., ACEN continuing accreditation for Nursing).



- Adoption of web-analytics approaches (as used with the Catalog in the Criterion 1 flyer) enables monitoring of page views/time-on-page to assess clarity, reach, and content utility for prospective and current students.

Criterion 2.C: Financial Transparency & Board Governance

In discharging its fiduciary duties, the institution's governing board is free from undue external influence and empowered to act in the best interests of the institution, including the students it serves.

What Evidence Exists?

The Board of Trustees Agenda Packets

How is the Evidence Used in College Operations?

- Board agenda packets (agendas, supporting materials) structure deliberation and action on budgets, expenditures, policy revisions, and other fiduciary items (e.g., agenda items such as Expenditure Reports, Treasurer's & Financial Reports, and Board Policy Revisions).
- Board agenda packets are used to inform not only the Board of Trustees, but also the campus community at large, about the business of the College. The information contained can be used in shared governance, union collaboration, and general information for the community.

How Do We Know It's Effective?

- Transparency is demonstrated by regular posting of agendas, packets, and minutes across years and by public notices of meetings and schedules.
- Public access and visibility are reinforced via live-streamed meetings, supporting community oversight and trust in board processes.

Criterion 2.D: Student Expression & Campus Culture

The institution supports academic freedom and freedom of expression in the pursuit of knowledge as integral to high-quality teaching, learning and research.

What Evidence Exists?

JALC's Student Clubs and Organizations

How is the Evidence Used in College Operations?

- Provides structured avenues for student expression and leadership through recognized clubs; formalizes recognition with requirements (e.g., advisor, minimum student membership, approval workflow) administered by Student Life.
- Implements operational guidance for advisors and clubs (allocations, travel, activities, health/safety and food rules) so expression occurs within consistent, safe, and equitable procedures.

How Do We Know It's Effective?

- Annual reporting and activity approvals document engagement and adherence to expectations, allowing Student Life to evaluate participation and support needs.



- Breadth of opportunities (e.g., 30+ student clubs highlighted publicly) indicates a vibrant co-curricular environment that supports diverse interests and voices.

Criterion 2.E: Academic Integrity, Research, & Institutional Resources

The institution adheres to policies and procedures that ensure responsible acquisition, discovery and application of knowledge.

What Evidence Exists?

Students' Rights & Responsibilities and Code of Conduct

How is the Evidence Used in College Operations?

- Defines student rights, academic honesty and behavioral standards, jurisdiction (on/off-campus and online), authority (Provost/designees), and due-process procedures for addressing misconduct—providing a consistent framework for learning integrity and community well-being.
- Communicated publicly on JALC's site and referenced by Student Affairs, faculty, and advisors to set expectations and guide educational interventions and sanctions.

How Do We Know It's Effective?

- Currency and transparency are evident via the posted, dated Code (2025–2026) and the clear delineation of roles, processes, and sanctioning authority, which enable consistent case handling and documentation.
- Alignment with broader college policy architecture (e.g., Board policies and administrative procedures referenced in student-facing materials) supports coherence across academic and student-conduct practices.