

JALC

[www.jalc.com](http://www.jalc.com)

The  
Student

*Guidebook*



2024 - 2025 EDITION



The guidebook is organized alphabetically by topic and contains references to **Board Policies** and **Administrative Procedures**.

**Board Policies** refer to the *John A. Logan College Board of Trustees* 1.1(e), 6.7(c)-y.6 (PoM 4.2 4a)-64n Aurr 80 Td(), 0.9(s) w9.3

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The student attendance policy for each class will be



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. Student may receive a failing grade on the assignment, for a component of the course, or the entire course.

If the student acknowledges his/her actions and accepts the instructor-imposed sanctions, the matter shall be 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](#)





The College maintains a full and current list of activities on the [Student Activities](#) webpage.

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The JALCAalert system is a convenient way to stay informed about campus closings; visit [JALCAalert to setup your account](#). Campus closings will also be announced through Volmail email and local media outlets.

There are three categories of closures:

- *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.

The Campus Police Department (CPD) consists of law enforcement officers and security officers; the campus is patrolled constantly on foot and by vehicle. The CPD also conducts accident investigations, criminal investigations,

Student organizations at John A. Logan College provide many ways to get involved! Visit [Clubs and Organizations](#) for a current list of student organizations.

The College has several ways of communicating with students, including:

Volmail is the official John A. Logan email account for students. Students will receive an invitation to their personal email address when they enroll. It is important to check the Volmail account regularly, since instructors and College offices will contact students through Volmail. For assistance with Volmail visit the [Information Technology](#) webpage.

### *AP 802*

Many important announcements will be made through the JALCA alert system. Visit [JALCA alert to setup your account](#).

John A. Logan College serves all members of the college district. Our community education program makes general studies credit courses, non-credit public service courses, public service activities (such as workshops, conferences, seminars, travel opportunities), and other community service activities available to everyone.

Email [communityed@jalc.edu](mailto:communityed@jalc.edu), call (618) 985-2828 Ext. 8248, or visit the [Community Education Course Catalog](#) to discover how you can use community education to improve your life!

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-*

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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.

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

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. 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 serious 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 may be imposed by the President, the 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, the 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 may be imposed by the President, the 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, and 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 may be imposed by the President, the Provost, and Assistant Provosts.*

- Suspensions
  - One-Day Suspension: One-Day Suspension is 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 may be imposed by the President, the 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 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 may be imposed by the President, the Provost, or Assistant Provosts.*
  - Semester Suspension: Semester Suspension is dismissal of the student from a course, program, or activity for the remainder of a semester. Semester Suspensions may precede additional sanctions. Semester Suspension may include terms that must be fulfilled before restrictions are lifted.  
*Responsibility: Semester Suspensions may be imposed by the President, the Provost, or Assistant Provosts.*
  - Long-Term Suspension: Long-Term Suspension is 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 Suspension 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 involuntary permanent removal of

shall be assigned the grades which would be appropriate if they were withdrawing voluntarily. Students dismissed under this code can be reinstated only by the President or his or her designee following a written request from the student. The President of John A. Logan College and/or his or her designee shall decide whether to honor a



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

The Student Appellant may appeal the President's decision to the Board of Trustees by delivering a written statement of appeal to the Chair of the Board of Trustees within 5 College business days of receipt of the decision by the President. The Board of Trustees is not obligated to act upon an appeal. If the Board of Trustees does not act upon an appeal of the President's decision at the next regularly scheduled meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regularly scheduled meeting), the President's decision shall be considered final.

The Diversity and Inclusion (D & I) Program at John A. Logan College provides resources and programs to promote a welcoming campus that enhances learning and enriches lives. Our College recognizes that an ethnically, racially and culturally diverse composition of students and faculty

record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy or genetics.

If you believe your access to equal educational opportunity has been violated, you may file a complaint; please refer to the [Complaints](#) entry in this *Student Guidebook*.

For any financial aid, the [Free Application for Federal Student Aid](#) (

• <b>Grade: A</b>	Grade Points Assigned: 4
Description: Excellent	
• <b>Grade: B</b>	Grade Points Assigned: 3
Description: Good	
• <b>Grade: C</b>	Grade Points Assigned: 2
Description: Average	
• <b>Grade: D</b>	Grade Points Assigned: 1
Description: Poor	
• <b>Grade: F</b>	Grade Points Assigned: 0
Description: Failing	
• <b>Grade: INC</b>	Grade Points Assigned: 0
Description: Incomplete. May be made up at the discretion of the instructor. The maximum time for making up an "INC" is one semester; otherwise, the student must repeat the course in order to gain credit. The incomplete grade will convert to an F if not completed by the end of the following semester, excluding summer semester.	
• <b>Grade: W</b>	Grade Points Assigned: 0
Description: Authorized withdrawal no later than the last	





remove their own personal belongings or if they will be delivered by some other means.

Status are not eligible to receive federal or state financial aid funds.

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.

[BP 8151 AP 833](#)

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.

Many scholarships are available through the [John A. Logan College Foundation](#), funded by generous benefactors of our students.

Visit the [John A. Logan College Scholarships page](#) for more information about Foundation Scholarships and links to resources for external scholarships. For more information about paying for college, refer to the [Paying for College](#) and [Tuition & Fees](#) entries in this Guidebook.

John A. Logan College takes campus security seriously. Facilitating student learning and maintaining an environment where diverse individuals, groups, and views are valued demands an emphasis on safety. The College provides the following resources to enhance security:

The Campus Police Department (CPD) consists of law enforcement officers and security officers; the campus is patrolled constantly on foot and by vehicle. The CPD also conducts accident reports, criminal investigations, publishes crime data, and can escort students or visitors upon request.

More information is available at <https://www.jalc.edu/campus-police/>.

John A. Logan College has emergency telephones (“Blue Light Towers”) placed outdoors strategically throughout campus. They are illuminated, easy to find, easy to use, and are labeled with a location so Campus Police officers or other emergency responders can send help quickly.

[BP 3630](#)

The Chief of Police oversees the security camera system and reviews all requests to release recordings. Cameras are never placed in private areas of campus, such as restrooms, private offices, showers, or locker rooms.



Due to the presence of minors through the alternative high school and early childhood programs on campus and pursuant to state statute 720 ILCS 5/11-9.3(a), it is unlawful for a registered sex offender to be permitted on the John A. Logan campus. Registered sex offenders are allowed to take online classes only.

Sexual violence (e.g. rape, sexual assault, sexual battery, and sexual coercion) and sexual harassment are prohibited at John A. Logan College; these behaviors violate every core value held by the institution. The College takes reports of sexual assault or sexual harassment very seriously and provides clear guidance for safe reporting.

Students may report incidents of sexual assault or harassment to the Campus Police Department, the Assistant Provost for Student Affairs, or other campus mandated report. Students may also complete the confidential form on the College's website at: <https://www.jalc.edu/title-ix-incident-reporting-form/>



These resources – from the College and in the community - are available to victims of sexual violence or sexual harassment:



*Rachel Sveda-*

The Student Life department provides a full list of activities to create a sense of belonging and to serve and strengthen the community. Visit [Student Activities](#) for a current list of activities.

Any of the offenses listed here may result in sanctions as described in [Administrative Procedure 826](#). In addition, criminal charges may be filed when appropriate. Any observed violation of the College code of conduct should be reported to an appropriate college official.

- Academic dishonesty, plagiarism, or willful falsification of scientific or educational data that is represented as scientific or scholarly research, as outlined in the [Academic Honor Code](#).
- Discrimination based on race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation, gender identity, military status, unfavorable discharge from military service, language, pregnancy or genetics.
- Sexual harassment or misconduct.
- Providing false information to John A. Logan College with the intent to deceive, including, but not limited to, embezzlement and fraud.
- Forging, alteration, or misuse of documents, records, or identification cards; forgery may also result in criminal penalties.
- Assaulting or threatening in a menacing manner, striking, or wounding another person.
- Indecent exposure, including exposing sex organs and urination/defecation in public.
- Intentional destruction of, damage or injury to, or unauthorized use of property not one's own, including damaging College property and tampering with safety equipment (such as fire alarms, fire extinguishers, emergency lighting, AEDs, etc.)
- Theft, burglary, or breaking and entering.
- Unauthorized carrying or possession of weapons, ammunition, or other explosives, or creating a clear and



The Student Trustee serves as a student voice on the College's Board of Trustees and is elected annually. The Student Trustee has an opportunity to weigh in on important college issues and can make motions and cast advisory votes. For more information about eligibility and responsibilities, contact the President's Office at (618) 985-2828 Ext. 8428. For information about the election, contact Student Activities at [activities@jalc.edu](mailto:activities@jalc.edu) or (618) 985-2828 Ext. 8287.

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Technology Fee	\$5/credit hour
Graduation Fee	None
Return Check Fee	\$15
Transcript Fee	\$8 (online), \$8
Student Activity Fee*	\$65 / \$40
Test Proctoring Fee†	\$25
Specific Course Fees	<u>Varies</u>
Allied Health Restricted Program Costs	<u>Varies</u>





*Last updated: 09/30/2016*

The Board of Trustees encourages the establishment of and participation of students in clubs, organizations, and extracurricular activities that serve as an extension of the College's academic programs or that otherwise relate to the overall mission of John A. Logan College and the welfare of the students.

All such clubs, organizations, and activities are to be recognized by the vice-president for instruction through the director of student activities and the dean for student services. Regular college procedures for budgeting and expending funds are to be utilized for all student clubs, organizations, and extracurricular activities.

*Last updated: 11/22/2016*

John A. Logan College views drug or substance abuse, including alcohol abuse, as having a debilitating affect upon a person's physical and emotional well-being. Further, in accordance with the existing law, and sound educational practice, the College strongly discourages drug or substance abuse by any of its students, faculty, staff or officers.

In addition to enforcing (or aiding in the enforcement) of laws that regulate such abuse, the College does provide drug and alcohol abuse prevention information (program) through its health classes as well as through its professional counseling staff for individuals who seek such information.

While the College does not have a rehabilitation or counseling program for drug and substance abusers, it will assist, when called upon, in aiding an individual seeking help through appropriate referrals to certified drug and substance abuse counselors in the area. Information about 6(o)-1 -3()-53.3geupoe abi havn7429.9 (b)2 (r)8.3 (i)0.7 (fi)0.(s)2.3 (e)1.307 TD14 6 (e)0.7 (i)0.7 (o)-1.eev-B(u)3.3 (p)8ou3 fact a  
W A

- The College's policy of maintaining a drug free workplace;
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17. Disciplinary Action. A violation of this policy may result in disciplinary action ranging from a verbal warning up to and including discharge from employment, expulsion from school and/or pursuit of legal action in accordance with policy and collective bargaining agreements.

*Last updated: 11/10/2015*

All students who are required to be registered as a registered sex offender must also register with the John A. Logan College Campus Police Department. This information must be kept current each semester. Failure to register with the John A. Logan College Campus Police Department will result in suspension from John A. Logan College.

*Last updated: 03/25/2014*

Statement of purpose – John A. Logan College seeks to maintain a safe and secure environment for students, faculty, staff and all visitors.

**Definitions:**

- A. A “firearm” is defined as: loaded or unloaded handgun. A “handgun” is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.
- B. A “weapon” is defined as: Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO2. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for an7 (t)10.6 (8.3 (u)3.3 (

Notice signs – The College administration shall determine the placement of conspicuously posted signs at all buildings and restricted parking area entrances stating that firearms are prohibited. The signs shall be in accordance with the design approved by the Illinois State Police.

Enforcement – Any employee, student, or other representative of the College who violates this policy shall be notified of the

- John A. Logan College  
Provost  
700 Logan College Road, Room A15 Carterville, Illinois 62918  
Telephone: (618) 985-2828, Ext. 8362

Persons who believe they have been denied equal opportunity may have the right to file and pursue claims through the Illinois Department of Human Rights, the Human Rights Commission and the U.S. Equal Employment Opportunity Commission (EEOC).

These agencies can be reached at:

- Human Rights Commission (State of Illinois)  
1000 East Converse, Suite 1232N, Springfield, Illinois 62702  
Tel: (217) 785-4350      TDD: (217) 557-1500      Fax: (217) 524-4877
- Department of Human Rights (State of Illinois)  
535 West Jefferson Street, 1st Floor, Springfield, Illinois 62702  
Tel: (217) 785-5100      TTY: (866) 740-3953      Fax: (217) 785-5106
- US Equal Employment Opportunity Commission  
St. Louis District Office, 1222 Spruce Street, Room 8.100, St. Louis, Missouri 63103  
Tel: (800) 669-4000      TTY: (800) 669-6820      Fax: (314) 539-7894

*Last updated: 09/24/2019*

Students withdrawing from credit-bearing courses dur-6 (x:)-2.4 ( (o3 (e)11.)5 (d)11.3 (s f-13.7 (-)-1 (u)3.7 (l)3.6 (-)-1 (uw.3 (t.0.002 Tc 0.006T1 1 Tf 1

## Conditional Admission

Applicants who do not meet the criteria for full admission will be conditionally admitted. Applicants will be granted full admission at the time all three criteria for regular admission has been met. A student admitted conditionally is not eligible for federal or state financial aid.

1. Non-high school graduate 18 years or older
2. Student whose connection with a secondary school is severed
3. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief exeb, as

- C. International (foreign) students from Southern Illinois University at Carbondale who are in valid visa status there and attend John A. Logan College on special arrangement.
- D. International students who can provide the necessary admission credentials.

The president may waive the above restrictions and limitations to accommodate students with special needs or to provide for the convenience of the College.

*Last updated: 03/22/2022*

Satisfactory Academic Progress Requirements

- AU      Audit. No credit.
- R        Denotes repeat course.
- P        Pass (credit but no grade points).
- CR      Denotes credit earned but no grade points awarded.

### Course Repeat Policy

A student may repeat a course only one time in an attempt to improve a grade for a given course. In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average.

*Last updated: 03/28/2023*

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 Memorandum of Understanding with our partner high schools. Students will receive college credit for Early College courses.

Early College is offered to academicall-6 (p)-6y8.3 (u)3.3 (tl)3.6 (l.7 (e)42 )-13.3 (p3 (d)3 ( s)2.3 (t)10.7 (up)-4 2)-0.11.3 (g)8.32R.3 (g)8.2.3 (t)10..6





All information contained in this document must comply with federal and state law, and current John A. Logan College Board Policies and Administrative Procedures.

Last updated: 10/27/2009

Removal from Clinical for Unsafe Clinical Practice and/or Violation of Health Care Facility Rules, Regulations or Policies

### General Policy Statement

John A. Logan College Allied Health programs have a professional responsibility to remove a student from his/her clinical experience who demonstrates unsafe clinical practice. Further, a student must be removed from his/her clinical experience, when requested by the health care facility, for having violated the rules, regulations or policies of the health care facility.

### Unsafe Clinical Practice

#### Sanction

A student may be removed for the remainder of a clinical rotation, or permanently, for demonstrated unsafe clinical practice. When a student is removed for more than one clinical day, he/she will receive a failing grade for that course (see course syllabus).

#### Definition

The definitions of an unsafe clinical practice which may give rise to removal from a clinical experience are:

1. Displaying a lack of knowledge or skill in the basic care of a patient (or patients) to such a degree that the student's conduct has injured, or may if it continues, injure a patient or jeopardize their recovery; and/or
2. While having the necessary knowledge and skills to participate in the clinical experience, the student's actions, either by their intentional conduct or gross negligence, has injured, or may if it continues, injure a patient or jeopardize their recovery; and/or
3. Where the student's general conduct is such that he or she is an immediate danger to patients, other students or employees of the health care facility.

While it is impossible to list all of the possible circumstances giving rise to unsafe clinical practice, examples of the same include, but are not limited to the following:

1. Failure to identify correct patient;
2. Unsafe performance. Please refer to the Rights and Rte(e)11.3 (-)130-3.7 ( 1.213 0 Td)-2.1 (nt)10.6 (:))J0 P)6 (l)3.6 (e)17 PIA ectRnt at

The College does not guarantee or take responsibility in locating other health care facilities wherein a student may complete his/her clinical requirements.

*Last updated: 07/26/2022*

John A. Logan College is committed to the academic, ethical, and social development of our students. We strive to uphold the College's core values of student-centered, integrity, respect, community, and optimism.

The College shall establish Administrative Procedures defining and instituting sanctions for acts of academ1.9 (f)8.7 (o7 ()113n (l)-7.3 (t)10.7 (i)0.  
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Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

1. Any student upon reaching age 18 or attending postsecondary institutions will be permitted to inspect and review his/her own education records, to the exclusion of his/her parents. (There are no rights guaranteed under the Act for parents of students attending a postsecondary institution.)
2. College personnel who have a legitimate educational need to permit their necessary functioning or research.
  - a. A student's academic record is not deemed necessary for faculty member to determine the competency of a student in his/her class.
  - b. A student's academic record is not deemed necessary for a faculty member to make a recommendation for a student except that part of the record which was created by the faculty member making the request.
  - c. Student information supplied to the college agencies is provided on the basis that it is needed to permit their necessary functioning. All members of the faculty, administration, and clerical staff must respect confidential information about students which they require in the course of their work. They are bound by the conditions outlined in this policy statement relative to the release of student information. All instructional personnel should be alert to promptly refer to the appropriate office requests for transcripts, certifications or other information which that office typically provides. They should restrict their responses for student information or limit their response to that information germane to their sphere of responsibility.
- 3.



- A. Student: "Student" is defined as a person who is or has ever been enrolled at John A. Logan College in a regular course of study either on campus or off campus. Any student attending an institution of higher learning will be considered, for the purpose of this policy only, to be an adult and to have sole control over the release of his information except as defined in this policy.
  
- B. Personally identifiable information: "Personally identifiable" means that the data or information includes (a) the name of

Holding College Records

A.

attendance at John A. Logan College by the best academic students and to encourage enrollment in the career education program.





b. Unreasonable impediment to lawful educational process or activity for apparent medical or mental health reason of the student ("Impediment").

2. A student should not be subject to involuntary health or safety withdrawal under these procedures when disciplinary, academic, or other administrative responses are available and the student's circumstances can best be addressed through those responses. When practicable and appropriate, efforts should be made to persuade a student to withdraw voluntarily under applicable procedures with conditions for readmission before initiating the involuntary health or safety withdrawal process.
3. In evaluating whether a student meets the criteria for involuntary health or safety withdrawal, an individualized and objective assessment will be made of the student taking into consideration the following: (i) the nature, duration and severity of the risk of Harm or Impediment, (ii) the probability that the Harm or Impediment will actually occur, and (iii) whether accommodations requested by the student (if any) are reasonable and can be provided by the College to reliably and satisfactorily reduce the risk of Harm or Impediment.

programs when the dean for student services, after considering reasonably available professional and other information determines in his/her judgment that a substantial risk of harm exists and emergency interim withdrawal under these procedures is appropriate.

b. If during the involuntary health or safety withdrawal (non-interim) process the student refuses to meet with the dean for student services, and/or refuses to undergo assessment or to keep a scheduled appointment, the dean for Student Affairs may require interim removal without a meeting and/or assessment if the dean for students services concludes on the basis of the available evidence that the student meets the criteria for involuntary health or safety withdrawal.

c. Interim involuntary health or safety withdrawal is a preliminary action taken to protect the health and safety of the student withdrawn, or of others, and is not a penalty. Students subject to interim involuntary health or safety withdrawal immediately proceed to the involuntary health or safety withdrawal process.

#### 4. Involuntary Health or Safety Withdrawal (Non-Interim)

a. Having found reasonable support for application of this policy for consideration of possible involuntary health or safety withdrawal, but having determined that the procedures for interim involuntary health or safety withdrawal are not necessary (either because interim involuntary health or safety withdrawal is already in effect or because health or safety is no longer of immediate concern), the dean for student services, before determining whether to proceed further with the process for an involuntary health or safety withdrawal, shall take the following steps:

1. Exercise all reasonable efforts to meet with the student.
2. If warranted, offer the student the opportunity to be evaluated, at the College's expense, by a qualified, licensed medical or mental health professional selected by the College. The professional shall assess, among other things, whether the student might meet the criteria for involuntary health or safety withdrawal. The professional shall present his or her findings to the dean for student services. The assessment will be provided to CVPC and other administrators involved under this policy and the student will sign any documents deemed necessary to authorize the release of records and disclosure of information and consultation between the professional and the dean for student services, CVPC and other administrators involved under this policy. A student who refuses to undergo an assessment or to sign such documents may be subject to interim involuntary health or safety withdrawal and/or the drawing of a grade in the program against the student in the process for involuntary health or safety withdrawal (interim or non-interim).

- a. The Dean for Student Affairs shall conduct the hearing.
- b. Representatives of CVPC shall attend the hearing.
- c. At the hearing, evidence relevant to whether the student is subject to involuntary health or safety withdrawal under the criteria for involuntary health or safety withdrawal will be presented. Admissible evidence may include witnesses, written reports, documents or written statements, and a medical or mental health professional's written assessment. Formal legal rules of evidence will not apply at the hearing. However, the Dean for Student Affairs may exclude evidence that s/he deems cumulative or not relevant.
- d. The student's rights at the informal hearing shall include the following:
  - 1. The right to be present, unless the student disrupts the hearing.
  - 2. The right to present relevant witnesses, evidence and statements.
  - 3. The right to question all witnesses at the hearing and to comment upon all documents presented.
  - 4. The right to be accompanied by an appropriate advisor at the student's expense. The advisor may be a spouse or parent/guardian, a health professional of the student's choice, a faculty or staff member, or an attorney. The advisor may advise the student, but, unless the student is incapacitated, the advisor may not actively participate in the hearing (e.g., question witnesses or present evidence).
- e. The dean for Student Affairs and members of CVPC may also ask questions of the student or any witness.
- f. The hearing will be closed to the public and the testimony and other evidence presented will be kept confidential.
- g. The hearing will be audio recorded and the recording will be made available to CVPC, the student (upon written request), and to any decision-maker involved in an appeal.

## 6. Decision

- a. The dean for Student Affairs shall render a decision based on evidence presented at the hearing, with due consideration given to the input received from CVPC. If the dean for Student Affairs concludes that the student does not meet the criteria for involuntary health or safety withdrawal, the dean for Student Affairs will so inform the student and CVPC in writing and the procedure shall terminate. If the dean for Student Affairs concludes that the student does meet the criteria for involuntary health and safety withdrawal, the dean for Student Affairs shall so state in a written decision that will include the reasons for this conclusion. This written decision will be provided to the student and CVPC within two (2) business days after the conclusion of the hearing.
- b. If the decision is made to withdraw the student, the College, upon the issuance of a notice of determination of involuntary withdrawal by the dean for student services, will involuntarily withdraw the student. Conditions for readmission will be specified in writing. An involuntary withdrawal would be effective immediately upon issuance of the dean for student services' notice of determination or such later date as may be specified in the notice and the withdrawal shall remain in effect throughout the pendency of any appeal process.

## 7. Appeal of Involuntary Health or Safety Withdrawal

- a. A student who is involuntarily withdrawn under this policy may submit a written request to the vice president for instructional services or a review of the decision. To be timely, any such appeal must be received by the vice president for instructional services within seven (7) business days of the notification of the dean for Student Affairs to involuntarily withdraw the student. The student may request that the Office of Admissions notify the student's instructors of the student's absence from

classes. The vice president for instructional services shall review the written appeal within seven (7) business days of receipt of the written appeal.

b. At the conclusion of the review, the vice president for instructional services shall determine whether to (i) require that a new hearing be conducted by the dean for Student Affairs or other administrator designated by the vice president for instructional services (ii) uphold the withdrawal; or (iii) reinstate the student. The vice president for instructional services may also modify the conditions of readmission. The decision of the vice president for instructional services shall be final.

#### 8. Readmission

a. A student who has been withdrawn under this procedure (voluntarily or involuntarily) and who wishes to be considered for readmission must contact the dean for Student Affairs and provide appropriate documentation to comply with the conditions of readmission.

b. The dean for Student Affairs will review the request for readmission as follows:

1. review and investigate compliance with the conditions of readmission;
2. consult with appropriate members of CVPC; and
3. meet with the student.

c. The dean for Student Affairs will recommend to the vice president for instructional services whether, in the judgment of the Dean for student services, the student should be readmitted.

d. The vice president for instructional services will make the final decision regarding readmission.

#### 9. Miscellaneous

a. Reasonable deviations from these procedures by the College will not invalidate a decision or proceeding unless significant prejudice to a student is caused by such deviation.

b. Failure of a student to take the opportunity to respond at the time and in the manner provided by the College shall not invalidate or delay any decision made or action taken under this Policy.

c. Whenever an action may be or is required to be taken under this policy by the Dean for Student Affairs or vice president for instructional services, the action may be taken respectively by the dean or vice president's designee.

d. During the Involuntary Health or Safety Withdrawal process, a representative of the College may contact the student's parents or legal guardians, if deemed appropriate.

# *Appendix B*

## Student-Oriented Administrative Procedures of John A. Logan College

*Last updated: 05/24/2023*

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





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

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.

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 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.





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 Standing requirements.

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 ¶.3 ( 23.3 (ar)8..7 (h)510.7 (h.g.008 Tc 0.008 1)-13.3

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 accommodations, 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





2. Clubs must have at least four students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) as active members. Active members are those who attend at least half of the club's meetings.
3. Clubs must fulfill updated and additional responsibilities as required by the director of student activities.
4. Failure to fulfill the responsibilities of the College club may result in probationary status for the club and relinquishing the allocated funds for a budget as well as stipend(s) for the club advisor(s).
5. The amount allocated for the budget of a defunct organization or an organization on probation will be returned to the fund from which club allocations are distributed.

### Responsibilities of the Director of Student Activities

The director of student activities should notify the dean for Student Affairs and vice president for instructional services by May 31, annually if a club has not met a minimum of meeting six times or once per month in the fall and spring semesters of the current academic year, with a minimum of four students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) as active members who attend at least half of the club's meetings. Such club will be declared inactive. In order to be re-instated, students must follow the same procedures as required for forming a new club.

### Limitations of This Policy

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

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

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.

*Last updated: 03/11/1996*

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 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

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 work site.
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 for the duration of the semester. If students fall 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-0.6 (.7 (u)3.3 6 (e)11.4 (s)2.3 (i)0.0.3 (e)6 (b)2 )11.4



- E. attend student government meetings and regularly provide that organization information on board activities;
- F. perform other duties as requested by the board, the president, or the Student Affairs administration that would enhance communication between College students and the Board of Trustees;
- G. conduct himself or herself in such a manner that the integrity of the Board of Trustees and the institution is never questioned as a result of his or her actions; and
- H. understand that confidential material or information must never be revealed to anyone, regardless of the power or position of the requester.

4. Travel

The student member will be entitled to the following benefits:

- A. may attend ICCB student advisory committee meetings and other appropriate statewide meetings;
- B.

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.

*Last updated: 04/01/2023*

### Administrative Withdrawal

John A. Logan College reserves the right to administratively withdraw students for disciplinary reasons. The College may also





(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.

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.

*Last updated: 06/21/2022*

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. All student-athletes must agree in writing to uphold the Student-Athlete Code of Conduct and Rules of Conduct.

#### 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 rules of conduct. I understand that as a participant in the

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 a 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 compus or e4n1h-8.7-4and/(r)8.3 (o)-1 ((T)1.7 (h)5 (e)11.3 (l)3.7 (i)0.lr1.4 (r)04 (l)3.y4,)9amp and/, handloll b8.3 (u)3Vi e4n1h (

- 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, the 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, the Provost, and Assistant Provosts.



Any student may initiate a complaint following the steps below:

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

### Step 1: Informal Resolution

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

Student Ombudsperson will review the documentation and determine the appropriate Vice President or Assistant Provost according to the following guidance:

Type of Complaint	College Official
Academic Complaints (including academic probation/suspension, graduation requirements, Family Educational Rights and Privacy Act allegations)	Assistant Provost for Academic Affairs
Business Office Complaints (bursar, tuition, fees,	



#### Step 4: Complaint Committee Hearing

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

- Conduct an impartial review of the complaint and provided documentation.
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Tel: (800) 669-4000

TTY: (800) 669-6820

Fax: (314) 539-7894

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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.



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- 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

# *Appendix C*

## Forms

Important John A. Logan College forms are linked below; if you are using a paper copy of this [link](#), please contact the Provost's office ([provost@jalc.edu](mailto:provost@jalc.edu), Ext. 8262) for assistance.

You will need to login to your JALC.edu account to access these forms.

[Academic Suspension Appeal Form](#)

[Annual Campus Club Report](#) (*web-based form*)

[Campus Club Mid-Year Report](#) (*web-based form*)