JOHN A. LOGAN COLLEGE
DUAL CREDIT
FACULTY HANDBOOK

This is not a contract – items may be changed to comply with Board policy, administrative procedures, and/or a negotiated contract.

Effective Fall 2023

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John A. Logan College
Dual Credit Faculty Handbook

Dual Credit Mission statement

The mission of the dual credit and early college program is to give high school students who attend a John A. Logan district high school, private high school or a home school student who resides in the John A. Logan College district the opportunity to earn college credit while still in high school.

Illinois Dual Credit Quality Act

Benefits to Students

Reduce college costs
Speed time to degree completion
Improve/align high school curriculum with college and workplace expectations
Facilitate transition between high school and college
Enhance communication between the high school and college
Offer opportunities for improving degree attainment for underserved student populations

7. New dual credit instructors are required to meet with their liaison and complete all segments of that orientation before beginning to teach a college credit class.

8. New dual credit instructors are also required to attend the discipline specific workshop held in the fall at JALC.

New Course Approval

1. The administration at a high school may request a dual credit course be established on the high school campus.

2. The first step is to determine if there is a faculty member at that high school who meets the college hiring requirements.

3. If there is a high school faculty member who meets college hiring requirements and who wishes to teach a dual credit course, a JALC faculty liaison is assigned to that high school and that faculty member. The curriculum, grading procedures, syllabus will all be reviewed to substantiate the course at the high school meets the same academic standards as if it were taught on the JALC campus. While textbooks do not have to be exactly the same in all sections of the course, the content of the textbooks must be approved by the college. Final approval for a new course rests with the Department Chair and the Dean for Academic Affairs.

4. After the course is approved, if the instructor changes (including the assignment of long-term substitutes) the course is no longer approved until both the new instructor is approved and the course is re-approved.

Dual Credit Instructors Responsibilities

1. Develop or update a Course Syllabus each term and distribute to students. The updated or new syllabus must be submitted to the Dual Credit Office each term the course is taught.

2. Submit any renewed state or professional licenses or credentials required to teach the class.

3. Read and Sign-off on the Dual Credit Faculty Handbook each year.

4. Have students complete the registration form for the course. Registration

5. Once students are registered, verify the accuracy of the class lists.

6. Maintain Student Grades and Attendance Records. Instructions are found in appendix D. It is essential for dual credit instructors to answer the questions in the password manager on the JALC web site to insure access to grading.

7. Participate in the Liaison Process every three years. This includes on-site visits

Non-Compliance Policy

If any dual credit instructor fails to comply with the responsibilities listed above, the instructor will be notified of non-compliance in writing. The John A. Logan liaison will then meet with the dual credit instructor to offer assistance such as syllabi development, course assessments, resource materials, a new discipline orientation, etc. If non-compliance continues a warning letter will be sent to the instructor and the principal of the high school. If non-compliance is not rectified after the second warning, the instructor will be removed from the dual credit program and students will not receive college credit.

Academic Information and Regulations

Grading System

A. Symbols

1. **Grading Symbols are as follows**:

A	-	Excellent	4 grade points
B	-	Good	3 grade points
C	-	Fair	2 grade points
D	-	Poor, but passing	1 grade points
F	-	Failing	0 grade point (no credit)

INC - Incomplete. May be completed by the student at the discretion of the instruction. The maximum time for completing an ñINCò is one semester; otherwise, the student must repeat the entire course in order to gain credit. The in

4. Course Repeats. A student may repeat a course only one time in an attempt to improve a ñD,òor ñEògrade for a gi

not accurate or was not appropriate.

3. The completed form and other documents should be submitted to the department chair or associate dean within 15 calendar days of the start of the next semester.

4. The student will receive a written response within 10 calendar days. If the appeal is determined by the administrator to have merit, it will be forwarded to the Dean for Academic Affairs. At this time, the instructor is contacted and asked to provide written justification for the grade.

   The Dean will decide within 10 calendar days whether to:

   a. support the existing grade.
   b. support the appeal and submit a Change of Grade form, or
   c. forward the appeal to the vice-president for instructional services.

   The student will be notified of the deanôs decision in writing.

5. If either the student or the instructor is dissatisfied with the deanôs decision, a written appeal to the vice-president for instructional services may be taken within 5 days of the receipt of that decision.

6. The vice-president shall, within 10 calendar days of the receipt of the appeal, convene a meeting of the Collegeôs Grade Appeal Committee for the purpose of considering the appeal.

ACADEMIC HONOR CODE

JALC STUDENT GUIDEBOOK LINK

John A. Logan College is committed to the academic, ethical and social development of our students. We strive to uphold the Collegeôs core values of honesty, responsibility, fairness, respect, and compassion. In addition, we strive to foster a learning environment that is both challenging and supportive of all our students. In an effort to accomplish this task, we hereby establish this Honor Code

Section 1 - Offences Under the Academic Honor Code

ACADEMIC DISHONESTY: It is the responsibility of every student enrolled at John A. Logan College to avoid all forms of academic dishonesty including, but not limited to, the following:

1. **PLAGIARISM:** The intentional or unintentional use of another source of written words or ideas as oneôs own. Please see Appendix C for definitions of intentional and unintentional plagiarism.

2. **CHEATING:** Any act or attempt to gain an unfair advantage in academic endeavors, or to assist or protect someone else who has done so.

3. **FALSIFICATION, FABRICATION or MISREPRESENTATION:** The creation or alteration of data, research, or resources/citations in connection with an academic assignment or records.

4. **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 ï Copyright Policy.

5. **LYING:** Intentionally making false or misleading statements in verbal, written, visual, electronic, or other forms.

6. **COMPLICITY IN or AID OF ACADEMIC DISHONESTY:** Intentionally or knowingly helping or attempting to *assist* another person in activities such as: allowing other students to copy from oneôs works, assisting in cheating, sharing test questions/answers, taking an examination for another student, selling/offering course materials such as term papers, essays, projects, etc., and any other act that would assist another student in engaging in academic dishonesty.

7. **SUBMISSION OF PAPER OR ACADEMIC WORK PURCHASED OR OBTAINED FROM AN OUTSIDE SOURCE:** Submitting any paper or academic work that was purchased or otherwise obtained from an outside source. An outside source 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 submits it.

8. **BRIBERY:** Providing or offering favor or reward, in exchange for a grade, credit, or other item of academic value.

9. **HARRASSMENT:** To create an unpleasant or hostile situation for another person, especially by uninvited and unwelcome verbal, electronic, or physical conduct.

10. **THREATS:** to express the intention to inflict evil, injury, or damage to someone or something.

11. Any other behavior which disrupts the educational process within the classroom.

Section 2 - 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. Student may receive a failing grade on the assignment, for a component of the course, or the entire course.

More serious sanctions may be recommended by the instructor; these include:

4. Probation
5. Suspension from online, hybrid or face-to-face classes
6. Suspension from the College
7. Expulsion

If one or more of sanctions 4 ï 7 is recommended by the instructor, the student should refer to *Article V – Regulations Concerning Student Behavior, Section 3 – Penalties & Sanctions.*

Resources for Dual Credit Instructors

Appendix C: Student Registration Form

JOHN A. LOGAN COLLEGE

Appendix D: Entering Grades

For video instructions: Entering grades

For other videos on logging in, tour of Jenzabar, switching semesters, class lists etc.: Other videos

Appendix E: Faculty Liaison Forms

HIGH SCHOOL
DUAL CREDIT FACULTY LIAISON
PROGRAM

A. SELECTION OF FACULTY LIAISONS

Full-time or term faculty from the appropriate academic department may request a liaison assignment through their departmental chair or associate dean.

B. LIAISON ASSIGNMENTS

Faculty will be assigned one to three (maximum) high school dual credit instructors each semester as needed. Assignments will be made by the dean on recommendation of the department chair or the dual credit program director.

C. LIAISON COMPENSATION

Faculty Liaison Initial Meeting

Report No. 1

Timelines:

- ü **Schedule the visit early in the semester and before the midterm.**
- ü **Report due within one week of the initial meeting to the dual credit program director.**

Dual Credit Instructor:_____ Faculty Liaison:_____

High School Course Title:_____ JALC Course Title:_____

Course Prefix and No.:_____ JALC Course Prefix and No:_____

Prerequisite Courses: _____

Course Duration:_____ High School Principal:_____

Comment on the following checkpoints:

1. **Tour of classroom (and lab facilities if applicable)**
   - ü Adequate classroom and lab space (if applicable) to meet course requirements

2. **Provide JALC course syllabus**

   - ü Course content is consistent with the on-campus course and reflects the pedagogical, theoretical and philosophical orientation of the sponsoring faculty and academic department and students are provided with the course requirements.

   - ü Method of evaluation and grading standards are the same as the on-campus course and students are assessed using the same methods (papers, portfolios, quizzes, labs, etc.).

     Review and give recommendations on final exam

ü Textbook:

High School Textbook Title: _____
Edition: _____
ISBN #: _____

If textbook differs from on-campus, compare the content and verify it is the same as the on-campus course.

3. <u>Discuss student learning outcomes</u>

ü Dual credit students are held to the same standards of achievement as those expected of students in on-campus sections.

ü Comments:

4. <u>Review midterm and final grade reporting procedures</u>

5. <u>Other DC Courses Taught</u>

ü Concerns:

_____ _____

Signature of Faculty Liaison Date

Faculty Liaison Classroom Assessment
Report No. 2

Timeline: **ETQ31.3 the firs f/F3 12 Tf1 0 0al2 reW*nQ EMC /Arti1612 2 rEMC331.3 the f/F3 12 Tfm00B5etD7**

- **Schedule the visit before the midterm ends or by the end of the first semester if the course is yearlong.**
- **Report due within two weeks of the visit to the dual credit program director.**

Dual Credit Instructor:_____Faculty Liaison:_____

High School Course Title:_____JALC Course Title:_____

Course Prefix and No.:_____JALC Course Prefix and No:____

Comment on the following checkpoints:

1. **Classroom assessment**

   - ThETe]TJETQq0.00000912 0 612 792 reW*nu7/MCINQq0.00000912 0 612 792 reW*nQ EMC

Signature of Faculty Liaison | Date

Appendix F:

Off-Campus Access to Library Resources for Dual Credit Faculty

Access the online catalog ï