

4.0 Instruction

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Subject **Catalog/Course and Curriculum Development**
Policy Number **4.1**
Officer Responsible **VP, Academic Services**

Policy Statement:

The College shall prepare a catalog periodically that describes its current educational programs and services. In order to maintain currency, the College shall actively encourage and promote program and curriculum development and shall present the resulting program and curriculum changes to the Board annually for approval. Such development shall occur with appropriate faculty involvement in accordance with the collective bargaining agreement and Higher Learning Commission requirements.

Procedure:

New courses, new programs or substantial revisions of programs are approved within the following process:

- Development by advisory groups, committees and/or faculty.
- Review and recommendation by the Curriculum Committee composed of students, faculty and administration to the Vice President, Academic Services.
- Review and approval by appropriate state agencies and other external entities, where required.

Non-credit and Community Education offerings may be approved by the Vice President, Academic Services.

Subject	Selection of Instructional Materials
Policy Number	4.2
Officer Responsible	VP, Academic Services

Policy Statement:

To ensure that the delivery of instruction provided to students is relevant and of high quality, textbooks and other instructional materials shall be regularly reviewed and updated. Faculty members have primary responsibility for the selection of textbooks and other instructional materials.

Subject	Course Outlines and Syllabi
Policy Number	4.3
Officer Responsible	VP, Academic Services

Policy Statement:

Course outlines and syllabi shall be developed, disseminated, and utilized in order to communicate to students the nature, structure, and content of the course as well as the means by which courses may be completed successfully.

Subject **Customized/Contractual Training**
Policy Number **4.4**
Officer Responsible **VP, Academic Services**

Policy Statement:

The College shall establish contractual relationships with business and industry within the District and beyond, where authorized, for customized training of employees. Contracts shall be structured to meet the expenses of offering the class or program.

Procedure:

A proposed training project with less than \$5,000 in expenditures must be approved in advance by the Vice President, Workforce Development and Community Education.

A proposed training project with more than \$5,000 in expenditures but less than \$24,999 must be approved in advance by the President.

A proposed training project with \$25,000 or more in expenditures must be approved in advance by the Board.

Subject	Degrees and Certificates
Policy Number	4.6
Officer Responsible	VP, Academic Services

Policy Statement:

The College shall award the following degrees and certificates:

- * Associate in Arts*
- * Associate in Science*
- * Associate in Engineering Science*
- * Associate in Fine Arts*
- * Associate in General Education
- * Associate in Applied Science
- * Certificate of Achievement
- * Certificate of Completion

**Transfer Degree*

Students may earn multiple degrees and multiple certificates at Lincoln Land Community College. Any combination of degrees and certificates shall be acceptable, except that only one transfer degree from each of the above categories may be taken. In order for a student to earn an additional degree, he or she must successfully complete a minimum of 20 semester hours of credit beyond those required for the most recent degree earned.

Subject	Awarding of Degrees and Certificates
Policy Number	4.7
Officer Responsible	VP, Student Services

Policy Statement:

Lincoln Land Community College shall award degrees and certificates to individuals who meet the necessary requirements.

Procedure:

A student shall meet the following requirements to earn a degree:

- satisfy all admission requirements including submission of all transcripts to be considered for degree requirements and appropriate documents;
- complete at least 60 semester credit hours in a planned program, twenty semester credit hours of which must be taken at the College;
- achieve a cumulative grade point average of at least 2.00 for all credit hours attempted at Lincoln Land Community College, and an overall grade point average of at least 2.00 for all credit hours including all lower division college credits transferred from another institution;
- discharge all College financial obligations;
- complete the College degree requirements; and
- apply for graduation by the published deadline during the semester in which the student intends to receive the degree.

A student shall meet the following requirements to earn a certificate:

- satisfy all admission requirements including submission of all transcripts to be considered for certificate requirements and appropriate documents;
- successfully complete all courses required for the specific certificate program, one-third of the required number of semester hours of credit for the certificate taken at the college;
- achieve a cumulative grade point average of at least 2.00 for attempted certificate courses completed at Lincoln Land Community College, and an overall grade point average of at least 2.00 for all certificate courses, including credits those transferred from another institution;
- discharge all College financial obligations;
- complete the College certificate requirements; and
- apply for graduation by the published deadline during the semester in which the student intends to receive the certificate.

Degrees and certificates shall be awarded at the conclusion of each academic term or semester. The College shall hold a commencement ceremony at the end of the regular spring semester, in which students graduating throughout the year are invited to participate.

The College shall, upon request, provide verification of a student's eligibility for a degree or certificate.

Subject Evaluation of Student Performance
Policy Number 4.8
Officer Responsible VP, Academic Services

Policy Statement:

Faculty members shall evaluate the performance of all students by assigning grades in accordance with procedure 4.8.

Procedure: In accordance with Board Policy 4.8, the following system of grades appears on transcripts and grade reports:

<u>Grade</u>	<u>Grade Point</u>
A*	4.00
B*	3.00
C*	2.00
D*	1.00
F*	0.00
P	0.00
W	0.00
I	0.00
SP**	0.00
AP	0.00
CL	0.00
PR	0.00
AU	0.00
TR	0.00

* Used in computation of grade point average with the exception of grades earned in developmental courses, such as EGL 098, EGL 099, EGL 100, MAT 081, MAT 082, MAT 088, MAT 091, MAT 092, MAT 093, MAT 094, MAT 095, MAT 096, RDG 098, and RDG 099, after August 1, 1986

** The grade of SP may be awarded to students who have not yet completed all the requirements but are making satisfactory progress in developmental courses, such as EGL 098, EGL 099, MAT 081 and MAT 082. A student receiving a grade of SP is expected to re-enroll in the course and complete the requirements necessary to receive a grade and credit.

Except as may be otherwise provided by Board policy, grades shall be posted online for each student at the end of the semester. Students may request in writing that a final grade report be mailed.

Grades at LLCC

Instructors establish their own individual course grading systems, evaluation methods, and course policies. These become official letter grades when reported by the instructor at the end of the semester. Letter grades promote meaningful evaluation of student achievement, inform students of academic progress, and assess students' readiness to advance. Officially reported and transcribed letter grades at LLCC represent the

following:

- A **OVERALL:** Excellent performance
 Exceptional command and understanding of subject matter
 Outstanding development of skills, including communication
 Clear evidence of critical and/or creative thinking

- B **OVERALL:** Very Good performance
 Advanced command and understanding of subject matter
 Above average development of most skills, including communication
 Evidence of critical and or/creative thinking

- C **OVERALL:** Satisfactory performance
 Acceptable command and understanding of subject matter
 Average development of basic skills, including communication
 Some evidence of critical and/or creative thinking
 Adequate preparation to move to more advanced work in the field

- D **OVERALL:** Minimally acceptable performance
 Minimal command and understanding of subject matter
 Some basic skills, including communication, not attained
 Poorly developed evidence of critical and/or creative thinking
 Lack of readiness to continue in the field

- F **OVERALL:** Unacceptable performance
 Inadequate command and understanding of subject matter
 Most skills, including communication, cannot be demonstrated
 Little or no evidence of critical and/or creative thinking

- P Satisfactory Completion

- W Withdraw

- SP Satisfactory progress

- AU Audit

- AP Advanced Placement (Equivalent to “C” or above)

- CL CLEP Note: does not satisfy the lab science requirement for CHE 101, BIO 101,
 and PSI 101

- PR Proficiency

- TR Transfer Credit (Equivalent to “C” or above)

- I Incomplete (*See following explanation*)

Incomplete Grade

Instructors may at their discretion assign a grade of incomplete (I) to a student who has met at least 60% of all course requirements, but for valid and good reasons is unable to

complete remaining course work by the official end of the academic term. The grade of I carries no honor points and is not used in computing a student's cumulative grade point average.

The instructor will determine a time frame in which the course work must be completed. The time frame shall be no longer than one academic semester (excluding summer term) beyond the semester in which the incomplete is assigned.

For example:

- Incomplete assigned Fall term: Maximum time frame end of Spring term
- Incomplete assigned Spring term: Maximum time frame end of Fall term
- Incomplete assigned Summer term: Maximum time frame end of Fall term

Should a student not complete the course requirements in the time frame designated by the instructor, the grade of I will be changed to a letter grade determined by the instructor.

Before June 7, 1999, an I grade automatically changed to an F after one semester if not completed.

Before November 28, 1973, the grade remained an I but was calculated into the GPA as an F. *(Note: As of October 1, 1999, these I grades are shown as F on newly issued transcripts; however, those students affected can request a copy of their original transcript showing the I grade rather than the F.)*

Some occupational or specialized programs may have policies mandated by external regulatory or accrediting agencies which supersede this procedure. Please refer to the individual programs for additional information regarding this and other policies which may affect a student's academic standing.

Subject	Transfer Credit
Policy Number	4.9
Officer Responsible	VP, Academic Services

Policy Statement:

Credit earned by Lincoln Land students from other regionally accredited institutions shall be evaluated for transfer credit based on an evaluation by the College of the compliance of such credit with both Lincoln Land and generally accepted national standards.

Subject	Advanced Credit/Credit by Examination
Policy Number	4.10
Officer Responsible	VP, Student Services

Policy Statement:

The College shall, upon request, grant credit to a student who demonstrates proficiency in a subject by performance on an approved examination, e.g., College Level Advanced Placement (CLEP) or Advanced Placement (AP), provided however, that such student shall not be granted more than 30 semester credit hours by examination, and such student shall successfully complete at least 12 semester credit hours at the College before credit based on an examination will be granted.

Subject	Educational Guarantees
Policy Number	4.11
Officer Responsible	VP, Academic Services

Policy Statement:

The College shall provide the following educational guarantees:

Transfer Programs: The Board of Trustees of Lincoln Land Community College guarantees the transferability of baccalaureate-oriented degrees and university parallel courses to public universities in Illinois if students meet prescribed conditions.

Occupational Programs: The Board of Trustees of Lincoln Land Community College guarantees that graduates of certificate or applied science degree programs will have the technical skills necessary to meet entry level job requirements in areas directly related to their certificate or degree if students meet prescribed conditions.

Subject	Class Attendance
Policy Number	4.12
Officer Responsible	VP, Academic Services

Policy Statement:

Students are expected to attend class regularly and shall notify their instructor(s) when they are unable to attend class. Faculty may create specific attendance and/or make-up policies for their individual classes. The instructor may establish class attendance as an achievement standard.

Procedure:

It is the student's responsibility to obtain assignments and content missed when a class is not attended. In instances when a student must miss class to attend a required, College-sanctioned activity, students must provide the instructor with advance notice of the event for consideration in making up missed work or activities. When possible, missed work should be completed prior to such an absence. Some programs have firm attendance policies stated in the course syllabus; these specific attendance requirements cannot be altered.

When a student is unable to attend class for an extended period of time, the student shall notify the appropriate instructor(s) and their student success coach. In cases where it creates an undue hardship on the student to contact all instructors, the Assistant Vice President – Student Success or designee shall contact all instructors. In addition, please refer to Board Policy 5.44 on Religious Observances.

Subject **Academic Integrity**
Policy Number **4.13**
Officer Responsible **VP, Academic Services**

Policy Statement:

The College shall act with consistency in dealing with issues of academic integrity and in guaranteeing students every opportunity for due process. Faculty, students, and the larger college community actively foster a climate promoting the highest academic standards.

The following items, which are not all inclusive, represent unacceptable actions and violations of this academic integrity policy, whether they occur online or in a face-to-face domain:

- * Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise, including placement, proficiency and CLEP tests;
- * Intentionally falsifying or inventing information (or citations) in an academic exercise;
- * Intentionally or knowingly helping or attempting to help another to commit any act of academic dishonesty;
- * Intentionally or knowingly receiving help to commit any act of academic dishonesty;
- * Committing plagiarism by intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. Plagiarism includes undocumented direct quotation or paraphrased and/or unacknowledged borrowed facts or information;
- * Bribing or attempting to bribe, promising favors to or making threats against any person, with the intention of affecting a grade or an evaluation of academic performance;
- * Stealing, destroying, or tampering with another student's work;
- * Falsifying College records, forms or other documents;
- * Accessing College computer systems or files when not authorized; and
- * Other items determined to be inconsistent with College policy and philosophy.

Violations of this policy shall be addressed in accordance with established procedure.

Procedure:

Penalties for Violations of Academic Integrity - Having witnessed or otherwise identified an apparent violation of the academic integrity policy, the faculty member may either impose or recommend an appropriate penalty, depending upon the seriousness of the offense.

Penalties for Academic Dishonesty - The instructor may impose any one of the following penalties:

- * a written notice of warning, with a copy placed in the student's file;
- * a reduced grade on the assignment;
- * a grade of F (zero if graded numerically) for the assignment;
- * a reduced grade for the course;

- * a grade of F for the course.

If a student withdraws from a course after the dishonest behavior is observed, the instructor may change the grade to F.

The instructor may recommend consideration of suspension or dismissal through the Student Judicial Process.

Imposition of Penalties - An instructor who charges a student with one or more violations shall notify the student in writing of the specific charge. A copy of the charge(s) will be sent to the appropriate faculty member's supervisor and to the Vice President of Student Services.

The instructor shall decide which of the penalties, short of suspension or dismissal, is warranted and notify the student in writing. In cases deemed by the instructor to be sufficiently serious to possibly warrant suspension or dismissal from the College, the instructor may recommend that the charge be considered through the Student Judicial Process. This recommendation shall be reviewed by the faculty supervisor and by the Vice President of Student Services. In cases where a student has violated academic integrity in more than one class, the Vice President of Student Services may suspend the student or recommend expulsion in addition to any penalties the instructors may have imposed.

Students are guaranteed the right of appeal under the provisions of the Student Grievance and Appeal Procedure as outlined in Procedure 5.40; the "appropriate Vice President" referred to being the Vice President of Student Services.

The grievance procedure is not intended for reviewing the professional judgment of faculty regarding the assessment of the quality of work of their students and shall not abridge, circumvent, nor diminish academic freedom in any way.

Grievances are appropriately claimed, but are not limited to allegations of the following nature:

- Assignment of grades on the basis of factors or by methods not stipulated in the course syllabi;
- errors in the calculation or assignment of course grades;
- inconsistency in the assignment of course grades;
- assignment of grades on the basis of factors unrelated to academic performance or quality of work in a course; and
- any other mistreatment which causes personal hardship or adversely affects the student's academic progress or reputation.

the beginning of the next spring semester, in the case of a grade assigned for the fall term. The Vice President of Academic Services will constitute an ad hoc grade review committee as soon as possible, but due consideration for making the time as convenient as possible for the individuals involved. To the degree that it is feasible, the committee should consist mostly of full-time, tenured faculty members. The chair or vice chair of the academic standards committee will be the chair of the grade review committee.

None of the committee members shall be part of the chain of command involved in the disputed final grade.

The committee will make the initial decision to consider the appeal or dismiss it. Appeals will be dismissed if they did not meet the initial deadline for consideration or if they are deemed to be inappropriate for the grade review process as it is characterized in the policy statement.

The committee will make the initial decision to consider the appeal or dismiss it. Appeals will be dismissed if they did not meet the initial deadline for consideration or if they are deemed to be inappropriate for the grade review process as it is characterized in the policy statement.

The committee will review all written material relevant to the issue and hear from both the student and the instructor. The committee will make on the following recommendations:

- a. The final course grade was assigned accurately and fairly
- b. The final course grade was NOT assigned accurately or fairly. The committee should also give justification for its decision and a recommendation for a new grade.

The final recommendation of the committee will be communicated to the instructor in writing by the chair of the Grade Review Committee within five (5) working days (Monday-Friday, excluding holidays) of the conclusion of the hearing. The instructor will respond back to the chair in writing within five (5) working days (Monday-Friday, excluding holidays), agreeing to make the recommended grade change or disagreeing.

If the committee has recommended a grade change but the instructor does not agree to make the change, the Vice President of Academic Services may elect to make the grade change recommended by the committee. In such a case, the instructor may appeal the Vice President of Academic Service's decision. Such an appeal must be presented in writing no later than five working days from the announcement of the decision by the Vice President of Academic Services. The appeal should include well supported reasoning for why the original grade should stand. After consideration of the appeal, the decision of the Vice President of Academic Services will be considered final.

The office of the Vice President of Academic Services will communicate in writing, the final decision to the student within five (5) working days (Monday-Friday, excluding holidays).

Due Process Rights:

Lincoln Land Community College believes in the due process rights of the students, while protecting the academic freedom of the instructor. To attain this goal, the following principles will be followed:

1. All possible efforts will be undertaken to settle the disagreement at the informal stage, with discussion between the instructor and student.
2. Efforts will be directed to resolving the issue as quickly as possible, while allowing for full consideration of relevant materials and viewpoints.
3. All relevant records and pertinent information will be made available to all parties, with due regard for legal constraints on disclosure of personal records of parties not directly involved in the case. Any request for records and information must allow time for processing. All discussion and hearing will be held confidential.
4. The student will be able to discontinue the procedure at any point.
5. No reprisals shall be taken by trustees, administrators, faculty, or staff against any student participating in the grade review process.
6. Participants in a conference or committee hearing shall be limited to involved parties.
7. The student has the right to have one personal advisor present during the committee hearing. The student may confer with the advisor; however, the advisor shall not be permitted to speak or ask questions during the hearing.

Subject	Course Credit Hours Determination
Policy Number	4.15
Officer Responsible	VP, Academic Services

Policy Statement:

Consistent with Department of Education Program Integrity rules effective November 1, 2010, Lincoln Land Community College (LLCC) defines a credit hour as: “An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.” 34 CFR 600.2 (11/1/2010)

For traditional lecture/discussion-oriented instruction, laboratory/clinical-laboratory-oriented instruction, and nonclinical internship, practicum, or on-the-job supervised instruction, LLCC shall follow the course credit hour determination as specified in the Administrative Rules of the Illinois Community College Board, Section 1501.309. The relevant language from Section 1501.309 follows.

b) Course Credit Hour Determination

- 1) 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.
- 2) Courses with students participating in lecture/discussion-oriented instruction will be assigned one semester credit hour or equivalent for each 15 classroom contact hours of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.
- 3) 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 of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.
- 4) 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 per semester or equivalent and students who participate in clinical practicums shall receive one semester credit hour or equivalent for each 30-60 contact hours per semester or equivalent. It is assumed that one hour of outside study time will be invested for each two clinical practicum contact hours.

For distance education, internet, and hybrid (blended) courses, LLCC's credit hour policy is consistent with the standards of courses offered through face-to-face instruction, although some or all of content and faculty-student interaction occurs through one or more forms of distance education.

All definitions and standards apply equally to courses offered both on and off campus.

Subject	Faculty/Staff Authored Instructional Materials
Policy Number	4.16
Officer Responsible	VP, Academic Services

Policy Statement:

To ensure that instructional materials are always selected based on quality, benefit to students, authorial expertise, and to avoid any potential appearance of conflict of interest, faculty will not require students to purchase textbooks or other instructional materials written or published by LLCC faculty or staff unless such materials are deemed the optimal instructional materials to use and are petitioned to and approved by the Vice President, Academic Services for required use.

Subject Faculty Qualifications
Policy Number 4.17
Officer Responsible VP, Academic Services

Policy:

When hiring faculty, the academic deans will follow the minimum qualification requirements outlined below, derived from the credentials and qualifications required by both the Illinois Community College Board and the Higher Learning Commission. Faculty are hired based on their disciplinary and instructional expertise and experience.

A. Transfer Disciplines

- a. Faculty member has earned a master's or doctoral degree in any discipline and at least 18 hours of graduate credit in the discipline for which the faculty member is employed. (Proficiency/Mastery of a foreign language verified by tested experience may qualify in lieu of graduate credit for foreign language instruction).
- b. Faculty member has the ability to teach a substantive range of courses in the discipline.

B. Occupational (CTE) Disciplines

- a. Faculty member has recently worked at least 2,000 hours (other than work in conjunction with an internship, apprenticeship, or similar educational program) in the discipline or closely related field.
- b. Faculty member has met additional qualifications as required by any law, rule, or regulation.
- c. Faculty member has the ability to teach a substantive range of courses in the discipline.

Procedure:

The Vice President, Academic Services, or their designee will regularly review faculty qualifications to ensure that LLCC's faculty continue to meet the standards set forth by the Higher Learning Commission (HLC) and the Illinois Community College Board (ICCB). This review will be conducted using the most recent ICCB's Faculty Qualification Review form (developed in accordance with ICCB and IBHE Administrative Code and HLC Policy CRRT.B.10.020).

If the Vice President, Academic Services, determines that particular faculty are underqualified, a professional development plan will be created based upon the ICCB's Faculty Qualifications – Professional Development Plan template, which will be modified to fit LLCC's use. Faculty will have a reasonable period of time to achieve the minimum qualifications through completion of the professional development plan.

Faculty must demonstrate annual progress (agreed upon as part of the professional development plan) towards completion of that development plan, otherwise the plan will become null and void. Failure to achieve annual progress or completion of the required qualifications will constitute "cause" for termination regardless of tenure status and shall

relieve the College of any further responsibility in retraining or qualifying the faculty member for instruction.

Subject	Dual Credit
Policy Number	4.18
Officer Responsible	VP, Academic Services

Policy:

Lincoln Land Community College partners with high schools within Community College District #526 to offer dual credit opportunities to high school students in accordance with the Dual Credit Quality Act (110 ILCS 27).