

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:

- x Development by advisory groups, committees ~~and/or~~
- x Review and recommendation by the Curriculum Committee composed of students, faculty and administration to the Vice President, Academic Services.
- x Review and approval by appropriate ~~state~~ 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 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 the training 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 \$25,000 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	Student Learning Outcomes Assessment
Policy Number	4.5
Officer Responsible	VP, Academic Services

Policy Statement:

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 iArts*

Subject

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: rCID 17EMC /P <</MCID 12 >>BDC Q q 87.84 50912 0

Grade

following:

- A OVERALL: Excellent performance
Exceptional command and understanding of subject matter
Outstanding development of skills, including communication

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:

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

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

Occupational Program 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

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;
- * Plagiarism (nc) (ny)-8nd al t

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* 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

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

As 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, or 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 grades;
- assignment of grades on the basis of factors unrelated to academic performance or quality of work in a course;
- any other mistreatment which causes personal hardship or adversely affects the student's academic progression.

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

Policy Statement

Consistent with Department of Education Program 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 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 class student work each week for approximately fifteen weeks for one semester or trimester with a quarter 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 in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other work leading

For distance education, internet, and hybrid (blended) courses, LLCC's credit hour policy is consistent with the standards of courses offered ~~through instruction~~, although some or all 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

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 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 m 6.99.6 (meTw 0.56)-6 (ay)-14 6.99 D 5 >>BDC

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).