



# Dual Credit Program Handbook



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## Participating Schools

Altamont High School  
Arthur-Lovington-Atwood-Hammond High School  
Beecher City High School  
Brownstown High School  
Casey-Westfield High School  
Charleston High School  
Cowden-Herrick High School  
Cumberland High School  
Dieterich High School  
Eastern Illinois Education for Employment Systems  
Effingham High School  
First Baptist Christian Academy  
Kansas High School  
Marshall High School  
Martinsville High School  
Neoga High School  
Oakland High School  
Okaw Area Vocational Center  
Okaw Valley High School  
Pana High School  
Paris Cooperative High School  
Pathways  
Ramsey High School  
Shelbyville High School  
Shiloh High School  
St. Anthony High School  
St. Elmo High School  
Stewardson-Strasburg High School  
Sullivan High School  
Teutopolis High School  
Windsor High School

# WELCOME...

to Lake Land College! We are delighted you have chosen to start your College career with the Dual Credit Program. We know that the transition from high school to College, while very exciting, is also overwhelming. As you begin this transition, you will certainly have many questions. This guide will help to answer those questions and is a great resource of the program's policies and procedures. We hope that you enjoy your experience with the Lake Land College Dual Credit Program and offer our very best wishes for a successful start to your College education!

## Message to Parents

Hello Parents! We know that this process can be overwhelming for you too. While the language may be directed to your children, this guide is prepared with you in mind as well. We hope it answers all of your questions about eligibility, enrollment, expectations, procedures, and available services for dual credit students. But if you need more information, please contact us. We're more than happy to help in any way we can!

## Dual Credit Program Basics

### What is the Dual Credit Program?

Lake Land College partners with area school districts so you can earn both high school and College credit within the convenience of your high school classroom. With permission from your high school administration, you can even take courses on the Lake Land College campus or online. By participating in the Dual Credit Program (DCP), you earn College credits while still participating in your high school's clubs and activities.

The program offers both dual credit and dual enrollment opportunities to high school students.

### Dual Credit

Courses offered at our partner high schools during the regular school day are dual credit courses. You will receive both high school and College credit for these courses. High school instructors, who teach dual credit courses, have met the qualifications set forth by the Higher Learning Commission (HLC) and the Illinois Community College Board (ICCB) which Lake Land College must adhere to.

### Dual Enrollment

In some cases, you may be allowed to enroll in courses on the Lake Land College campus or online. [This is dual](#)

[enrollment](#). High school students who wish to enroll at the College as dual enrollment students should contact the dual credit coordinator at their high school. Students are charged normal tuition and fee rates and follow the College calendar. Students will incur a bill and must pay directly to the College unless instructed differently by the high school.

### How much does the Dual Credit Program cost?

Students enrolled in dual credit courses pay no tuition or fees to the College. That means you can earn College credit for free! Your high school will be charged a dual credit fee including the use of College textbooks. That fee may be passed along to you, but no money will be exchanged between you and the College.

In contrast, students taking dual enrollment courses will pay regular College tuition and fees. In some cases, the high school may cover the cost of tuition and fees for students taking these courses. Contact the dual credit coordinator at your high school to find out if your school covers costs associated with dual enrollment courses. Students will incur a bill and must pay directly to the College unless instructed differently by the high school.

### Tuition and Fees

The most recent information about Lake Land College tuition and fees can be found in the Catalog or on the College's Web site: ([www.lakelandCollege.edu](http://www.lakelandCollege.edu)).

### Textbooks

Students enrolled in dual credit will use College textbooks. To reduce College expenses, Lake Land College rents textbooks for dual credit classes to its partner high schools. The College bills the high schools for these books, not the students.

Students taking dual enrollment courses will pay the textbook rental fee as part of the College's service fee. Consult the dual credit coordinator at your high school to find out if you are responsible for tuition and fees for your dual credit class.

There are a few courses that require textbooks to be purchased in both dual credit and dual enrollment courses. Automotive, basic nurse assisting, and medical terminology courses are a few examples that require textbook purchase. The dual credit coordinator at your high school will notify you if textbook purchase is necessary. Check with the dual credit coordinator at your high school for more information.

## Billing

Students taking dual enrollment courses will access their bills through their IRIS account in the Hub; paper bills are not mailed to students unless there is delinquency. If the high school chooses to pay for these courses in full, the College will send the bill directly to the high school; however, the DCP must be notified of this before the first day that the class meets.

## Accounting Blocks

If you have an unpaid bill to the College, a block will be placed on your account. This will prohibit you from registering for dual enrollment courses, but not dual credit courses. You will be prohibited from sending or receiving academic transcripts until the bill is paid.

## Enrollment

### Why should you enroll in the Dual Credit Program?

The benefits of enrollment in the DCP are endless! But let's list just a few...

- Save thousands of dollars in education expenses,
- Challenge yourself,
- Explore a variety of classes,
- Possibly enter College as a sophomore,
- Build confidence to be successful in College,
- Register earlier than your peers at Lake Land College,
- Shorten the time required to earn a degree or certificate, and
- Did we mention the potential to save thousands of dollars in education expenses?

### Am I eligible for enrollment in the Dual Credit Program?

Students taking dual credit courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a College-level course.

## Qualifications

In order to enroll in dual credit courses, you must:

- Be a junior or senior in high school,
- Have permission from your high school, and
- Have a high school GPA of "C" or better.

High school students in grades 9-12 can take dual enrollment courses; however, you will need to submit a Special Permission Form and, if not 16 years old by the day that the class starts, a Gifted Student Form. Please contact the DCP to obtain these forms.

## How do I enroll in the program?

If you are interested in enrolling in dual credit courses, start by contacting the dual credit coordinator at your high school. You will need to complete a Dual Credit Intent to Enroll form that is available at your local high school. This is similar to an application. Depending on the courses you plan to take, you may have to take a placement test or submit ACT or SAT scores to the College.

## Continued Enrollment

To continue enrollment in the program, you must maintain a College grade point average (GPA) of 2.0 or higher. If your Lake Land College GPA falls between 2.5 and 2.0, you will be placed on probationary status. If your GPA falls below 2.0, you will be dismissed from the program. For this reason, you are encouraged to withdraw from courses that you do not expect to successfully complete. See the section "Withdrawing from Courses."

## Now That You're a Dual Credit Student

### Which classes should I take?

Lake Land College offers both transfer and career and technical courses to high school students enrolled in the DCP.

## College Credit

College credit may be earned through the DCP for any Lake Land College course numbered .040 and above. Specifically, courses numbered .040 to .099 are career and technical courses and courses numbered .100 and above are College transfer courses. See the Catalog for course descriptions.

## Course Selection

Both career and technical and transfer courses are important, but not all will be appropriate for every student because not all dual credit and dual enrollment courses will apply to every major or program. You are encouraged to take courses with your intended program of study in mind. If you are uncertain of your career plans, there are still many classes that will benefit you. For more information about programs of study or course transferability, contact Counseling Services at (217) 234-5232.

## Prerequisites

Dual credit students must meet all course prerequisites when enrolling. There are no exceptions. Course prerequisites can be found in the Catalog or online at [www.lakelandcollege.edu](http://www.lakelandcollege.edu).

## Credit Hour Limitations

Students may register for up to 20 credit hours during the fall or spring semesters or 10 hours in the summer term. Students may petition to exceed the credit hour limitation by contacting the Dual Credit Program.

The maximum number of dual credit hours that can be obtained by a student is 32. For this and many other reasons, it is highly recommended that you take only those courses that will apply to your prospective program. Dual enrollment courses do not affect your maximum limit.

## Do I need to take the placement test?

Before taking a math or English course for dual credit, you must take the Accuplacer placement test. Students who place below the College-mandated scores for math or English courses must either complete all prerequisite courses prior to registering for a math or English course, or retest. Students may retest in each subject only once. Qualifying test scores for math or English dual credit courses must be on file with the College prior to the mid-term of the semester the course is being taken in. If scores are not on file, you will not receive College credit for the course.

## ACT/SAT Scores

In lieu of taking the placement test, you may submit ACT/SAT scores to the College. In order to use ACT/SAT scores, you must request that a copy of your scores be sent to Lake Land College directly from ACT/SAT. ACT/SAT scores will remain valid at Lake Land College for four years after the test date. Qualifying test scores for math or English dual credit courses must be on file with the College prior to the mid-term of the semester the course is being taken in. If scores are not on file, you will not receive College credit for the course.

## Taking the Placement Test

Placement testing dates will be arranged by the dual credit coordinator at your high school and will be given during the regular high school day. You may choose to take the placement test on your own time on the College campus or at the Kluthe Center in Effingham. Please contact the Learning Assistance Center at (217) 234-5301 if you would like to take the placement test on your own time. You should notify the dual credit coordinator at your high school of your intentions.

You must have a student ID number before testing. Contact the DCP if you are unsure about your ID number.

## Placement Testing Guide

There is a placement guide available online at <https://www.lakelandcollege.edu/placement-testing/>. You are encouraged to use the guide prior to taking the placement test.

## Retesting

Students may retest in each subject only once. There is a fee to take the test a second time. Contact the Learning Assistance Center at (217) 234-5301 to schedule a retest or find out about costs associated with retesting.

## Can I be enrolled in a dual credit course but not receive College credit?

If the high school administration approves, you may enroll in a dual credit course offered at a high school without receiving credit from Lake Land College. It is important to note that while some students in a course may not be receiving College credit, the course will still be taught at a College level. Your high school will be charged a textbook rental fee for use of College textbooks. That fee may be passed along to you, but no money will be exchanged between you and the College.

## Why would I do this?

You may choose to opt out of College credit if you are interested in the subject, but the course will not apply to your intended program of study or if future financial aid availability is a concern. This also allows students to withdraw from the College roster of a course, but still earn high school credit.

NOTE: Once you withdraw from the Lake Land College roster, you will not receive College credit.

## Grades

Student course work will be evaluated according to the following system:

Grade	Performance	Grade Point Value
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
W	Withdrawal*	0
U	Audit	0
I	Incomplete	0
P	Passing**	-

\*Is not used in averaging grades, does not carry credit, but will affect financial aid eligibility.

\*\*Is not used in averaging grades, but does carry credit.

Final grades are posted on each individual student's record at the end of the academic term in which the course was completed.

You may access your grades online through IRIS in the Hub. The Office of Admissions and Records does not mail grades. If you do not have access to the Internet, call (217) 234-5434 to request a copy of your grades.

### Figuring Grade Point Average (GPA)

Your academic standing at the College is determined by your grade point average (GPA). You can figure your GPA by dividing the total number of grade points earned by the total number of semester hours attempted. The semester grade point average represents the average of class grades for one semester. A cumulative grade point average represents the average of the grades of all courses you have taken at Lake Land College. Only grades for courses at the .040 level or above are used to compute GPA.

### Withdrawing from Courses

Students may wish to withdraw from courses they do not expect to successfully complete. Before withdrawing, seek advice from the course instructor and/or your counselor. The request to withdraw from a dual credit course must come from the dual credit coordinator or instructor at the high school. Because you must maintain a College GPA of 2.0 or higher to continue enrollment in the program, you are encouraged to withdraw from a course if you are doing poorly.

You may withdraw from a dual credit or dual enrollment course up to and including four instructional days before the first day of the final examination period. Withdrawing from a course will result in a "W" on your academic transcript. Students who do not officially withdraw will receive a grade on their academic transcript. A student who has taken the final exam cannot withdraw from that course.

NOTE: The final exam period at your high school may be different than the final exam period at the College. Dual credit courses offered at our partner high schools will follow the high school final exam period. Dual credit and dual enrollment courses offered on the College campus (including extension sites and online) will follow the College final exam period.

### Financial Aid Consequences

Withdrawing from a course may be a necessary option to prevent an unsatisfactory grade on your academic transcript, but note there are three areas in which you

must be mindful of financial aid consequences. All three pertain to the College's Financial Aid Standards of Satisfactory Progress, which is detailed in the Catalog.

### Completion Rate

Students must successfully complete at least 67% of the courses they attempt. The complete rate is cumulative, meaning that all courses taken at the College (including dual credit/enrollment) are calculated. Once the student becomes a "regular" Lake Land College student, all grades of "F", "W", "I", or "U" in dual credit/enrollment courses could cause the minimum completion rate to fall below the minimum standard.

### Academic Standing

Students must maintain a minimum GPA to meet satisfactory progress. As with the completion rate, GPA is cumulative and would include grades in dual credit classes.

### Upper Limits

Students may not receive financial aid beyond 150 percent of the student's program of study as measured by semester hours. Again, hours earned in dual credit courses would be included, and the calculation is based on the student's current program or degree. If, for instance, the current program requires 30 semester hours, the upper limit would be 45 credit hours. If a student takes dual credit courses in high school not related to his or her current program of study, he or she could potentially reach the upper limits for financial aid before completing the program.

Contact the Office of Financial Aid at (217) 234-5231 for more information.

### Instructor Withdrawal from Courses

An instructor may withdraw a student from class if the number of absences is detrimental to the student's ability to meet the course objectives. An instructor can withdraw a student from a course up to and including four days prior to the first day of the final exam period.

### Students Requiring Learning Accommodations

As dictated by the Americans with Disabilities Act (ADA), Colleges and universities must ensure that the educational programs and services offered to other students be available to students with disabilities, either physical or psychological. Lake Land College will do everything possible to provide reasonable accommodations for any student with a disability, provided that they have met with the Coordinator of

Student Accommodations, filled out an application, and provided appropriate documentation for their disability.

Services can be provided to dual credit and dual enrollment students who attend classes on the College campus only. If a dual credit student wants to receive services, but is not a student on campus, then the responsibility to provide those services becomes that of the high school guidance counselor or LBS1 coordinator. For further information about academic accommodations on campus, contact Andy Gaines, Coordinator of Student Accommodations at (217) 234-5259.

For information about academic accommodations at your high school, contact your guidance counselor or an administrator.

## Things You Should Know

### Student ID Cards

Dual credit students using on-campus resources may be required to have a student ID card. All student ID cards are the property of the College and are provided for appropriate use for identification and access to services. A student ID card is required to rent books from the Bookstore or check out books from the Library. A student is required to carry the card when on the main campus, at the Kluthe Center, or at an extension center. The student should report a lost or stolen card to Public Safety within 48 hours. A student is responsible for all transactions with the card until the card is reported missing to Public Safety. A fee will be charged to issue replacement cards. The Lake Land College student ID card is for the student's use only. It is not to be loaned to anyone. The schedule of dates and times during which student ID cards are being issued both on campus and at off-campus sites such as the Kluthe Center will be maintained by the Bookstore and published on the College Web site ([www.lakelandcollege.edu](http://www.lakelandcollege.edu)).

### Syllabus

Each College course will have a syllabus, most likely distributed on the first day of classes. You may or may not have been given a syllabus in your typical high school courses. The syllabus will give you sufficient information to allow you to complete the requirements of the class. The syllabus may include basic information about the course, course policies and procedures, textbook information, grading rubrics, assignments, schedules, study aids, and just about anything the instructor chooses to include. In a College course, the instructor will expect you to follow the syllabus. If you are not given a syllabus, be sure to ask your instructor for one!

### Class Attendance

Regular, punctual classroom attendance is considered important for quality performance and success. Instructors have the prerogative to determine minimum requirements. Oftentimes these requirements are determined by accrediting and credential-granting agencies. Instructors also have the prerogative of lowering grades for unexcused absences. Because the Illinois Community College Board (ICCB) requires instructors to certify the attendance of students at midterm, an instructor may withdraw a student from class if the number of absences is detrimental to his/her ability to meet the course objectives.

### College Transcripts

Completed dual credit or dual enrollment coursework will become part of your permanent College transcript. For this reason, you are encouraged to withdraw from courses in which you do not expect to successfully complete. While there are consequences to withdrawing from a course, a grade of "W" is less detrimental than a grade of "F". It is recommended dual credit students graduating from high school check their College transcript in June of their graduating year to verify all dual credit or dual enrollment courses are on the transcript.

### Requesting College Transcripts

Transcripts of a student's complete academic record may be obtained through the Office of Admissions and Records or the Internet Registration and Information System (IRIS) through the Hub. All requests must contain the complete mailing address of the individual or institution to which the transcript should be sent or faxed. The College reserves the right to withhold transcripts of person who have unpaid financial obligations to the institution.

An Admissions Specialist will visit your high school in the spring semester to show current dual credit students how to request and send academic transcripts.

## Resources, Tools, and Services for Students

### Canvas

Instructure Canvas (commonly referred to as "Canvas") is an Internet-based learning management system used in all online courses at the College. It is also used to complement many face-to-face courses, including some dual credit and dual enrollment courses. Canvas gives

you access to your instructor and the other students in your classes. Instructors will most likely post a syllabus, calendar, lectures, assignments, assessments, and grades in Canvas. Classes may have group discussions through Canvas. Please note that each course will be different. If you are enrolled in a course that uses Canvas and need help, there is an online tutorial available through the Center for Technology and Professional Development.

## IRIS and the Hub

The Internet Registration and Information System (IRIS) and the Hub are sometimes used interchangeably; however, they are different systems. The Hub is the student portal. IRIS is located within the Hub. The Hub can be accessed from the College's Web site. Once logged into the Hub, you can access your IRIS account.

Through IRIS, students can:

- Make name and address changes,
- Opt in out of text messaging and email notification,
- Complete financial items,
- Search for classes,
- Register for classes (not for dual credit courses offered in the high schools),
- Drop/Withdraw from classes (not for dual credit courses offered in the high schools),
- Print schedules,
- Complete online course evaluations,
- Check grades and GPAs,
- Print unofficial transcripts, and
- Change majors.

## Usernames and Passwords

If you are a first-time Hub or IRIS user, your password is your birth date (mmddyy). You will be prompted to change the password after the initial login. Make sure to follow directions; passwords must meet very specific criteria! If you do not know your username or password, you can:

- Contact the Center for Technology and Professional Development at (217) 234-5439.
- Try the "What's my user ID?" and "Show my password hint" tools on the login page.

## E-mail

As a Lake Land College student, you have a College e-mail account. Your e-mail address will be your user name, for example: username@lakelandcollege.edu.

You can access your e-mail using either the web or any e-mail program such as Eudora, Outlook Express, etc.). The

following link will direct you to the web-based version of your e-mail: <http://mail.lakelandcollege.edu>.

## Forwarding Email

You can have your College email account forwarded to a personal account (e.g. Yahoo, Hotmail, or Gmail).

Directions are available at <http://mail.lakelandcollege.edu>.

## Counseling Services

Professional counselors are available to students of all ages. Counselors can help you with general concerns such as developing educational and career plans, and transferring to a four-year College or university. Counselors can also assist you in locating information for self-use and refer you to other campus or outside resources when needed. Counseling services are free and confidential. Office hours are published in the semester schedules. An appointment is recommended to reduce waiting time. Offices are located in the Student Services wing of the Student Center. You may arrange to meet with a counselor by calling (217) 234-5232 or visiting the Counseling Services Web site at [www.lakelandcollege.edu/counseling](http://www.lakelandcollege.edu/counseling).

## The Center for Technology and Professional Development

Commonly called "The Center," this is the place to go when you need technical assistance or online tutorials. The Center can help you with all of your questions about Canvas, IRIS, the Hub, Microsoft Office software, or e-mail. The Center is open 8:00 am-5:00 pm with extended hours during the first week of each semester. The Center can be reached at (217) 234-5439 or [ctpd@lakelandcollege.edu](mailto:ctpd@lakelandcollege.edu).

## Learning Resource Center

The Library is located in the center of campus, in the Virgil H. Judge Learning Resource Center (LRC). The library subscribes to more than 25 Internet-based information services, providing access to information from over 20,000 periodical titles (over 14,000 in full text), as well as legal, business, biographical, and newspaper information. It also provides access to over 45,000 items including print and electronic books, audio books, VHS tapes, DVDs, and CDs, as well as 160 print periodical subscriptions, including nine daily newspapers.

## Online Library

You can access the Library without even leaving your home. For access to the library's Internet-based services, go to the information resources page at: <http://www.lakelandcollege.edu/library/>.

For more information about library services, contact the Circulation Desk at (217) 234-5367. For assistance with research inquiries, contact the Reference Desk at (217) 234-5440. Visit the library online at [www.lakelandcollege.edu/library/](http://www.lakelandcollege.edu/library/).

## Career Services

Career Services, located in the Student Services wing of the Student Center, works closely with business, industry, and faculty members to assist students and graduates in finding a job that will fit their individual needs and experiences.

Career Services provides:

- On-campus recruitment and interviewing
- Career Cruising, an Internet-based program to help define career goals
- Internet access with job site links
- Variety of workshops and seminars
- Assistance with business correspondence and resumes
- Job fairs and career days
- E-mail notification of job openings
- Individual career counseling
- Personal assistance using career materials
- Job listings on bulletin boards located around campus

For more information, visit [www.lakelandcollege.edu/careerservices](http://www.lakelandcollege.edu/careerservices) or call (217)234-5288.

## Tips for Students

In class –

- Attend every class session.
- Participate in class discussions.
- Ask questions.
- Keep up – College courses may require more self-directed studying than a high school course.

About the program –

- Don't be afraid to ask questions. This is your future!
- Know which classes are offered for dual credit.
- Know if classes are career and technical or transfer.
- Communicate with your parents about classes.
- Communicate with the dual credit coordinator at your high school.

- Be familiar with the Catalog—many of these policies apply to dual credit and dual enrollment students.

## Tips for Parents

- Don't be afraid to ask questions. This is your child's future!
- Know which dual credit classes your child is taking.
- Know whether those classes are career and technical or transfer.
- Communicate with your child about his/her dual credit classes.
- Communicate with your child's high school about his/her dual credit classes.
- Be familiar with the Catalog—these policies may apply to dual credit and dual enrollment students.

## Have you considered Lake Land College after graduation?

Dual credit students have a unique opportunity to register weeks before the new incoming freshmen during special orientation and registration sessions held in March and April. Students will receive an invitation letter in January or February of their senior year regarding the process. The Dual Credit Orientation is coordinated by Counseling Services, for more information contact (217) 234-5232.

## Change of Major

Prior to attending orientation, all students will need to have test scores on file with the College and have officially indicated their intended major by filling out a change of major form. Admissions Representatives will visit your high school to assist with this process in the spring semester of your senior year. If you are unable to meet with the Representatives, the form can be completed through IRIS in the Hub. In order to complete the form, you should know your student ID and current major. All dual credit students' current major is "NDP.DUAL – Dual Credit".

## Programs of Study

The College offers more than 100 degree and certificate programs that prepare students to transfer or enter the workforce. In addition, the College is a leader in online education, offering more than 140 courses online each semester. The College has many agreements with state

universities that allow students to transfer credits toward a bachelor's degree.

## Scholarships

The Foundation awards more than 500 scholarships annually. Students interested in applying for a scholarship should apply before February 1<sup>st</sup> of each year.

Applications are available online at [www.lakelandcollege.edu/foundation](http://www.lakelandcollege.edu/foundation). For more information call (217) 234-5363 or visit the Foundation Office located in the main lobby of Neal Hall.

## Honors Program

The Honors Program can lead to scholarships, the National Dean's List, and honors designation on transcripts. Students of both transfer and career and technical programs can belong to the Honors Program.

For more information, visit [www.lakelandcollege.edu/honors](http://www.lakelandcollege.edu/honors) or contact Krista Burrell, Honors Program Director, at (217) 234-5042 or by email [honors@lakelandcollege.edu](mailto:honors@lakelandcollege.edu).

## Miscellaneous

### Student Rights, Responsibilities, and Code of Conduct

Dual credit students are held to the highest level of academic standards. Students should be familiar with the policies of both their respective high schools and the College. For more information, see the Student Handbook at:

<http://www.lakelandcollege.edu/ss/ar/studenthandbook/index.cfm>.

### Academic Integrity

It is assumed that all students will honor the tradition of academic honesty as outlined below.

- No student shall, during the course of a quiz or examination: (1) offer information of any kind to another student; (2) receive information of any kind from another student or from the quiz or examination responses made by another student; or (3) have in his/her possession any tool, written material, or other device which may be of assistance to him/her in taking the quiz or examination and which has not been authorized by the person proctoring the quiz or examination.
- No student shall submit to an instructor as his/her own any work that contains ideas or materials

taken from another without full acknowledgment of the author and the source.

- No student shall take, steal, or otherwise procure in any unauthorized manner any piece or pieces of materials which contain the questions or answers to any examination scheduled to be given to any individual or group enrolled in any course of study offered by the College.
- No student shall sell, give away, lend or otherwise furnish to any unauthorized individual any piece or pieces of materials which contain the questions or answers to any examination scheduled to be given to any individual or group enrolled in any course of study offered by the College.
- The unauthorized possession of any of the aforesaid pieces of material shall be considered prima facie evidence of a violation of the provisions of this regulation.
- The instructor who has witnessed academic dishonesty or who has other evidence that academic dishonesty has occurred will confront the student to inform him/her of the allegation. Time permitting; the instructor will contact the Vice President for Student Services prior to talking with the student. If the student admits academic dishonesty, the instructor may give the student a reduced or failing grade in the course and will inform in writing the Vice President for Student Services. Other academic sanctions, such as disenrollment from the course or academic program or disciplinary penalties such as reprimand, probation, suspension, or dismissal, may be imposed in accordance with the Disciplinary Procedures section.
- If a student disputes the allegation, a hearing will be provided by the Vice President for Academic Services. An Academic Hearing Committee consisting of five (5) members (two students, two faculty members, and one administrator) will be appointed by the Vice President for Academic Services. The responsibility of the Academic Hearing Committee is to determine disputes concerning academic dishonesty. If, as a result of the hearing, the student is found to have committed academic dishonesty, the instructor will give the student a reduced or failing grade in the course. Other disciplinary sanctions, such as probation, suspension or expulsion, may be imposed by the Vice President for Student Services in accordance with the Disciplinary Procedures section of the Student Code of Conduct.
- A student accused of academic dishonesty in a course may not drop the course until such time

as disciplinary action, if any, is conducted. If a grade of "W" is recorded for the course, it may be changed to reflect the disciplinary sanctions imposed as a result of academic dishonesty. In the event that the alleged violation occurs at the end of a term, an incomplete grade shall be assigned pending conclusion of the disciplinary process.

The College is committed to the fundamental values of preserving academic integrity as defined in this policy. The College may contract with an electronic service to detect originality of materials submitted by students. By registering for courses offered at Lake Land College, students consent that all assignments are subject to submission for textual originality reviewed by an electronic service. Assignments submitted to an electronic source may be included in the service's restricted database solely for the purpose of detecting plagiarism. (Board Policy 07.28.2)

### Family Educational Rights and Privacy Act (FERPA)

In accordance with provisions of Public Law 93-380, as amended (P.L. 93-568), the Family Educational Rights and Privacy Act of 1974, commonly known as the "Buckley Amendment," Lake Land College maintains only those "Educational Records" which are essential to the process and procedures required to develop and maintain an accurate academic record for each student and to support such student accounting needs and requirements as are imposed by law, state and federal regulations, and College operational procedures. These records may be found at the following offices: Admissions and Records, Accounting, Student Services, Academic Divisions, Departments, and Advisors. Subject to provisions of College policy, students may review their records upon request.

Information contained in a student's educational record is confidential and will only be released upon appropriate written authorization of the student, with the following exceptions:

1. Lake Land College may disclose education records or components thereof without written consent of students to:
2. Authorized representatives of the following for audit or evaluation of federal- and state-supported programs, or for enforcement of or compliance with federal legal requirements which relate to those programs:
3. The Comptroller General of the United States.
4. The Secretary of the Department of Education.
5. State educational authorities.

6. State and local officials to whom disclosure is specifically required by State statute adopted prior to November 19, 1974.
7. Veterans Administration officials [not covered by FERPA but specified under Title 38, Section 1790 (c), United States Code].
8. Other school officials within the institution determined by the institution to have a legitimate educational interest.
9. Officials of other institutions in which a student seeks or intends to enroll on the condition that Lake Land College makes a reasonable attempt to inform the student of the disclosure unless the student initiates the transfer.
10. Persons or organizations providing financial aid to students, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.
11. Organizations conducting studies for, on or behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personally identifiable information on students, and information secured must be destroyed when no longer needed for their projects.
12. Accrediting organizations carrying out their accrediting functions.
13. Parents of a student who has established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152.
14. Persons in compliance with a judicial order or a lawfully issued subpoena, provided that Lake Land College makes a reasonable attempt to notify the student in advance of compliance.
15. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of students or other persons.
16. An alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
17. Lake Land College makes public certain "directory information" about students. It is the intention of the College to do so, within the scope of regular College policies and as may be appropriate to the normal course of College business and operations. The following information is regarded to be "directory" type information, and some or all of it may be made public: student name, address, and telephone listing, e-mail address, enrollment status (full- or half-time), student classification, major field,

participation in officially recognized activities and sports, weight and height of members of athletic teams, age and/or date of birth, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Any student objecting to his or her directory information being made public must file notice in writing of such objections with the Admissions and Records Office by the first meeting of classes for the fall semester. (Board Policy 07.11)

## Frequently Asked Questions (FAQs)

### **Do Lake Land College dual credit courses transfer to other institutions?**

YES! While you may have taken the courses in a high school building, dual credit classes are Lake Land College courses and will appear as such on your permanent academic transcript. With very few exceptions, you should have no problem transferring courses. Any difficulties in transferring courses should be reported to the Dual Credit Program.

### **How do I let other Colleges and universities know that I already have earned College credit?**

Dual credit classes are Lake Land College courses and will appear as such on your permanent College transcript. When you're ready to transfer to another institution, you can request that an official transcript be sent to the institution of your choice by contacting the Admissions and Records Office or through your IRIS account.

### **Why do some high schools offer more dual credit courses than others?**

While we would like to offer the same dual credit courses to every high school, we must follow guidelines. High school instructors, who teach dual credit courses, have met the qualifications set forth by the Higher Learning Commission (HLC) and the Illinois Community College Board (ICCB) which Lake Land College must adhere to. The Illinois Community College Board, the Higher Learning Commission, and the Lake Land College Board Policy are specific about College instructor credentials. For that reason, only those instructors meeting the minimum requirements are approved to teach dual credit. Some high schools have a larger number of dual credit-approved instructors than others.

### **Why can some high school faculty teach dual credit, but others cannot?**

We know that your high school is staffed by excellent teachers. But the Illinois Community College Board, the Higher Learning Commission, and the Lake Land College Board Policy are specific about College instructor credentials. For that reason, only those instructors meeting the minimum requirements are approved to teach dual credit.

### **Why are students at some schools charged for dual credit courses while others are not?**

Lake Land College does not charge students for dual credit courses offered at your high school. Lake Land College does charge high schools either a dual credit fee or a textbook rental fee. Some high schools, in turn, charge the students a fee.

Lake Land College does charge tuition and fees to students that enroll in dual enrollment classes on campus, at an extension center, or online. Some high schools will cover the cost of tuition and fees for their students while others do not.

Check with your high school to find out which costs will be covered by the high school and for which the student will be responsible.

### **What is the difference between dual credit, dual enrollment, and AP courses?**

*Dual Credit.*—Dual credit courses are College-level courses offered to high school students. These courses are usually taught in the high school by a College qualified high school instructor. Some are offered on the Lake Land College campus, at an extension center, or online. Upon completion of those courses, the student will receive a grade on his/her academic transcript at both Lake Land College and the respective high school.

*Dual Enrollment.*—In some cases, high school students enroll in courses at Lake Land College, an extension center, or online. Upon completion of the course, the student receives College credit, but not high school credit. The high school makes the determination whether these courses can be offered for high school credit.

*Advanced Placement.*—AP courses are high school courses in which students can receive College credit after successful completion of an AP exam.

Dual credit, dual enrollment, and AP courses can all be valuable to students.

### **I'm taking a dual credit course this year, but it doesn't show up on my College schedule.**

If a dual credit course takes place over an entire academic year, it will not show up on your College schedule until the spring semester. While you will be graded for an entire year's work, you will only receive one semester's credit for the course.

### **What is meant by a credit hour?**

Generally, this refers to a unit of achievement (with a passing grade) based upon the number of hours a class meets during a semester. With some exceptions a class that yields one hour of College credit usually meets one hour per week and a three credit hour course usually meets three times a week for one hour.

### **What is meant by a "normal academic load"?**

This refers to the number of courses or hours taken in a given semester. Generally, a "normal load" consists of

sixteen credit hours (usually five courses) per semester. A student taking a minimum of sixteen hours each term will usually be eligible to graduate at the end of four semesters with an associate degree.

**Is it advisable for me to graduate at Lake Land College before I transfer to a four-year College?**

Most often it is to the benefit of the student to complete the Associate in Arts or Science degree at Lake Land College before transferring. This degree will usually exempt a student from the necessity of taking lower-division general study courses at the four year institution.

**Is it less expensive to attend Lake Land College than public and private 4-year institutions?**

Thousands of dollars can be saved by attending Lake Land College. Students today are trying to cut costs as much as possible without diminishing educational quality. That's why, more than ever before, students are choosing to spend the first two years at Lake Land College (which enable them to get their general education requirements completed at sizeable monetary savings) before transferring to a four year College or university.

## Contacts

### Bookstore

(217) 234-5420

[www.lakelandcollege.edu/bs/bks/bookstore](http://www.lakelandcollege.edu/bs/bks/bookstore)

### Career Services

(217) 234-5288

[www.lakelandcollege.edu/careerservices](http://www.lakelandcollege.edu/careerservices)

### Center for Technology and Professional Development

(217) 234-5439

[www.ctpd.lakelandCollege.edu](http://www.ctpd.lakelandCollege.edu)

### Counseling Services

(217) 234-5232 – General

(217) 234-5259 – Office of Accommodations

[www.lakelandcollege.edu/ss/cn/counseling](http://www.lakelandcollege.edu/ss/cn/counseling)

### Dual Credit Program

[www.lakelandcollege.edu/dualcredit](http://www.lakelandcollege.edu/dualcredit)

Steve Garren, Director of Dual Credit / (217) 234-5044 / [sgarren@lakelandcollege.edu](mailto:sgarren@lakelandcollege.edu)

Marki Millsap, Academic Services Specialist/Dual Credit / (217) 234-5397 /

[mmillsap1@lakelandcollege.edu](mailto:mmillsap1@lakelandcollege.edu)

Olivia Mintun, Admissions Representative / (217) 238-2704 / [omintun@lakelandcollege.edu](mailto:omintun@lakelandcollege.edu)

Pam Hartke, Admissions Representative / (217) 238-2705 / [phartke@lakelandcollege.edu](mailto:phartke@lakelandcollege.edu)

### Financial Aid

(217) 234-5231

[www.lakelandcollege.edu/ss/fa](http://www.lakelandcollege.edu/ss/fa)

### Foundation

(217) 234-5363

[www.lakelandcollege.edu/dv/fd](http://www.lakelandcollege.edu/dv/fd)

### Honors Program

(217) 234-5042

[www.lakelandcollege.edu/honors](http://www.lakelandcollege.edu/honors)

### Learning Assistance Center

(217) 234-5367 – Circulation Desk

(217) 234-5440 – Reference Desk

[www.lakelandcollege.edu/library](http://www.lakelandcollege.edu/library)

## Coordinators by High School

Altamont High School / *Robin Elam*, Counselor / (618) 483-6193

Arcola High School / *Allison Phillips*, Counselor / (217) 268-4962

Arthur-Lovington-Atwood-Hammond High School / *Linda Casteel*, Counselor / (217) 543-2146

Beecher City High School / *Lisa Hoekstra*, Counselor / (618) 487-5117

Brownstown High School / *Gail Hardiek*, Counselor / (618) 427-3839

Casey-Westfield High School / *Christy Thomas*, Counselor / (217) 932-2175

Charleston High School / *Sara Kramer*, Counselor / (217) 639-5000

Chrisman High School / *Tami Frailey*, Counselor / (217) 269-2823

Cowden-Herrick High School / *Stephani Robinson*, Counselor / (217) 783-2125

Cumberland High School / *Sheila Plummer*, Counselor / (217) 923-3133

Dieterich High School / *Ashley Kreke*, Counselor / (217) 925-5247

Eastern Illinois Education for Employment Services / *Laura Sullivan* / (217) 258-6283

Effingham High School / *Tara Raddatz*, Counselor / (217) 540-1100

First Baptist Christian Academy / *Larry Gruis*, Principal and Instructor / (217) 562-5054

Kansas High School / *Casey Harley*, Counselor / (217) 948-5175

Marshall High School / *Allison Meeker*, Counselor / (217) 826-2395

Martinsville High School / *Lisa Parker*, Counselor / (217) 382-4132

Mattoon High School / *Krista Jackley*, Counselor / (217) 238-7800

*Deanna Percy*, Counselor

*Aaron Hale*, Counselor

Neoga High School / *Marty Gibson*, Instructor / (217) 895-2205

Oakland High School / *Patty Stark*, Counselor / (217) 346-2118

Okaw Area Vocational Center / *Nick Casey*, Director / (618) 283-5150

Okaw Valley High School / *Shari Bruyn*, Instructor / (217) 665-3631

Pana High School / *Heather Strom*, Counselor / (217) 562-6600

Paris Cooperative High School / *Mark Thomas*, Counselor / (217) 466-1175

Ramsey High School / *Jennifer Allen*, Counselor / (618) 423-2333

St. Anthony High School / *Craig Carr*, Counselor / (217) 342-6969

St. Elmo High School / *Cathy Loy*, Counselor / (618) 829-3227

Shelbyville High School / *Wendy Griesemer*, Counselor / (217) 774-3926

Shiloh High School / *Megan Pierce*, Counselor / (217) 887-2364

Stewardson-Strasburg High School / *Renee Frost*, Counselor and Instructor / (217) 682-3355

Sullivan High School / *Krista Smith*, Counselor / (217) 728-8311

Teutopolis High School / *Diana Grinestaff*, Counselor / (217) 857-3139

Windsor High School / *Don Crawford*, Counselor and Instructor / (217) 459-2636