

LAKE LAND
C O L L E G E

ADJUNCT FACULTY HANDBOOK



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WELCOME FROM THE PRESIDENT

Dear Colleague,

Welcome to the Lake Land College family!

I would first like to thank you for the part you play in making Lake Land College a positive experience for the thousands of students we serve. Without your dedicated commitment, we would not be able to meet the needs of the individuals that look to Lake Land as a way to improve their position in life. As an adjunct faculty member, you are a critical team member to the college and help Lake Land achieve its mission of creating and continuously improving an affordable, accessible, and effective learning environment for the lifelong educational needs of the diverse communities we serve.

To help make your experience positive, we have put together this handbook containing information you will need to refer to from time-to-time in order to meet your responsibility as an instructor. In many instances, you are Lake Land College to your students since you may be the only contact they have with the college. Therefore, in addition to information about policies and procedures you need to be aware of, we have also included basic information which should help you answer many of the inquiries students ask you about other areas of the college.

You play a very important role in the quality of instruction offered by Lake Land. Please feel free to contact me or any member of the staff if you need assistance or have suggestions for improvement.

Sincerely,

Dr. Josh Bullock

President of Lake Land College



Who to Contact

Your **division chair and course lead** are the two most important people to connect with when you have questions or concerns about instructional information.

General Information

About Lake Land College

Lake Land College serves the second-largest community college district in the state of Illinois, with a total population of 196,300. The college district comprises all or part of 15 counties and 31 public school districts in rural East-Central Illinois. About the size of Connecticut, the district spans 3,961 square miles and predominantly depends on an agricultural and small manufacturing economic base.

Lake Land College was founded in the state of Illinois in 1966. Originally offering classes in temporary buildings to students from 13 area school districts, it now operates on a 317-acre main campus with 14 major buildings, in two extension centers, on the internet, and at more than 25 other off-campus sites, including several correctional centers across the state of Illinois. The college currently offers over 100 technical degrees and certificate programs leading to immediate employment after graduation, and over 50 pre-baccalaureate college transfer programs.

Mission Statement

Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong educational needs and economic development of the diverse communities we serve. Our College fulfills this mission through:

- university transfer education
- workforce development
- community and continuing education
- technical and career education
- intellectual and cultural programs

In addition, Lake Land College offers and promotes student activities, career exploration and guidance, job location services, and special initiatives with area elementary and secondary schools. [[Board Policy 01.03](#)]

Academic Calendar

The Academic Calendar lists important dates for the year and is available on the S drive (S:\Calendars\Academic Calendars.) This information may also be found online at www.lakelandcollege.edu/col/calendar/web/, and in the *Catalog*. [[Board Policy 06.03](#)]

Audio-Visual Equipment

Audio-visual equipment, such as laptops, tablets, LCD projectors, video cameras, digital cameras, and overhead projectors are available for use both on campus and off campus. VCRs and televisions are available on campus only. You may check out this equipment through Information Systems and Services (ISS) located in the basement of the Learning Resource Center (234-5268). A week's notice is recommended. [[Board Policy 06.27](#)]

Classroom Changes

If you change classrooms, you must notify your division chair. The schedule must be accurate for emergency responses.

College Closings

In the event of inclement weather, mechanical or power failure, or other emergencies that prevent or delay the opening of the college, every effort will be made to make announcements on radio and television stations by 6 a.m. for that day. Closings are also posted on the website. All employees receive text alerts and/or email messages regarding closings.

In some cases, Lake Land College will remain open when elementary and secondary schools are closed. Refer to [Board Policy 08.04](#) for more information on college closings.

Copying/Scanning

All-in-one machines are found in most buildings on campus. These machines require an access code unique to your program or division, and this code is obtained from your division chair or division administrative assistant. When using the Print Shop for larger jobs, such as a course guide, orders must be placed via the Laker Print Digital Store Front. Consult your division administrative assistant regarding this process. You will find the link for Laker Print on the Laker HUB or at lakerprint.myprintdesk.net/DSF.

Copyright Law

The copyright law of the United States, (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purpose in excess of "fair use," that user may be liable for copyright infringement.

The institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. [[Board Policy 05.14](#)]

Eating, Drinking, and Smoking Policies

According to [Board Policy 09.09](#): "Smoking and the use of tobacco products shall be prohibited on any property owned or operated by the College and in College vehicles. Failure to comply may result in a fine per state guidelines as posted on the Lake Land College Police Department website. State law provides an exception to this policy allowing use of tobacco products in personal vehicles more than fifteen (15) feet from any building entrance. Smoking shall mean the lighting or burning of any type of material or using electronic cigarettes. Tobacco products shall mean cigarette, cigar, pipe or tobacco in any form, including smokeless tobacco, which is any loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked." Smoke Free Illinois Act (PA 95-17) Smoke Free Campus Act (PA98-985)

[Board Policy 09.10](#) states: "Food and drink, with the exception of water in a sealable container, shall be prohibited in the theater, main level of the Learning Resource Center (library) and all college classrooms and labs."

Emergency Preparedness Plan

Located on the S: drive (S:\EMERGENCY\Emergency Operations Plan), this folder includes the most up-to-date procedures for staff, faculty, and students to follow in the event of a variety of emergency situations. Please become familiar with these procedures. A copy of the plan is located in each classroom. Additionally, all employees are will receive emergency alerts via text and email. [\[Board Policy Section 08\]](#)

Equal Employment Opportunity

Lake Land College does not discriminate on the basis of race, color, national origin, sex, handicap, or age in admission or access to or in treatment or employment in college programs and/or activities. The Director of [Human Resources](#) (234-5210) is designated to coordinate compliance with nondiscrimination requirements contained in the implementing regulations of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975. The Counselor/Coordinator of [Student Accommodations](#) (234-5259) is designated as the Section 504 Coordinator of the Rehabilitation Act of 1973. [\[Board Policy 11.01\]](#)

Expectations of Instructors

In addition to performing the essential functions of their assigned job description, full-time faculty members are expected to:

- Respond to student communication within one (1) college business day from Opening Day to Grade Due Date each term;
- Withdraw students, by 10th day, who have never attended or communicated;
- Provide students a course syllabus that includes, at a minimum, the required information according to the Syllabus Grid developed by the Syllabus Task Force and Academic Services;
- Conduct at least one (1) advising session per advisee per semester before clearing (online, telephone, face-to-face);
- Notify students of their current grades in classes at mid-term and at least one (1) week prior to the last day for withdrawal, at a minimum;
- Provide a course syllabus to students through Canvas or by email to the students' college email address at least one business day prior to the first day of the section; and
- Publish online and hybrid course information in Canvas by 8 AM on the first day of the course.

My Laker HUB

My Laker HUB is the comprehensive portal for all Lake Land College resources for staff and

students. The [Instructor Resources](#) webpage is accessible via the Laker HUB.

Self-Service

Self-Service is where you manage student rosters and enter grades. It's accessible via the Laker HUB under the Faculty sidebar menu (Rosters/Grading).

Keys

Any keys needed for on-campus classes should be checked out through your division chair.

Lost And Found

The [Police Department](#) (234-5066, non-emergency) should be notified of any lost or found items.

Mail

The Mailroom (234-5544) provides services for intercampus mail, USPS, Fed-Ex, UPS, and DHL. The Mailroom will also send out your personal mail as long as postage is included. The Mailroom can also assist in the packaging of parcels. Check with your division administrative assistant regarding where division mailboxes are located and where outgoing mail is picked up in that area.

Mileage Reimbursement

Adjuncts who need to travel to high schools or clinical/SOE locations are entitled to mileage reimbursement. If traveling to the location directly from home, the mileage should be calculated as the lessor of the number of miles from campus to the work location, or the employee's home to the work location. A Travel/Expense Reimbursement Voucher must be filled out when you are requesting an authorized reimbursement for travel expense. This form is found on the S: drive (S:\Campus Forms\Accounting\Travel Documents\Mileage Form) and is submitted once the activity has concluded. Your division administrative assistant will assist with this process.

Name & Address Changes

Any changes in name or address are completed in the Laker HUB's Self-Service Menu under User Options > User Profile.

Pay Dates

Instructors are paid bi-weekly during the academic year. An official listing of pay dates is available on the S: drive (S:\Human Resources\Salary Information\Copy of Paydate).

The following completed forms must be on file in Human Resources before an instructor receives a paycheck:

- Application

- 1-9 with appropriate forms of identification
- Policy and legal acknowledgments
- Official college transcripts
- Qualified Faculty Determination (QFD) form
- W-4
- Direct deposit form (if desired)
- SURS Retirement and Beneficiary form
- Vocational Teacher Work Experience Record (if required).

Instructors choosing not to use direct deposit option will receive their paychecks via U.S.P.S. mail to the home address of record.

Reservation of Classrooms/Conference Rooms

Occasionally, you might need to reserve a classroom, computer lab, or conference room for a class session, club or committee meeting. Please consult your division administrative assistant for help.

Technical Assistance

Should you require technical assistance in your classrooms or office, contact the Information Systems and Services (ISS) Help Desk at 234-5261 or helpdesk@lakelandcollege.edu. You may also use the [IT Help Desk Portal](#) to submit an issue ticket.

Telephone Numbers

The phone list is updated after fall classes begin and is available online on the S: drive (S:\Campus Forms\Phone List). This folder includes all in-house phone numbers as well as departmental telephone numbers. A searchable [Employee Directory](#) is available on the website.

Telephone and Voice Mail Information

Information about using college telephones and voice mail can be obtained from your division administrative assistant or from the S:\Campus Forms\Phone List folder.

Tuition Waivers

According to [Board Policy 05.05](#), adjunct faculty can receive a tuition waiver, upon request, equal to the credit hours of the course(s) taught, not to exceed three semester hours per semester. This tuition waiver is nontransferable and covers only tuition. Each adjunct faculty is responsible for all fees associated with the course. The waiver must be requested within one calendar year of the semester or term in which the waiver credit was earned.

Instructional Resources

Academic Freedom

Per [Board Policy 06.01](#): Lake Land College, in educating adults for full participation as citizens, has an obligation to encourage free discussion and inquiries in the pursuit of truth. Recognizing that only in this free exchange of ideas can the maximum potential of any educational entity be fully reached, the faculty and students are urged to study any and all issues and problems. Consistent with this belief, it is the policy of the College to maintain and encourage full freedom, within the law of inquiry, teaching and research. In the exercise of this freedom, the faculty member may, without limitation, discuss his/her own subject in the classroom; he/she may not, however, claim as his/her right the privilege of discussing in the classroom controversial matter which has no relation to the subject. In his/her role as a citizen and faculty member, he/she has the same freedom as other citizens. He/she should be mindful that in extramural utterance, he/she has an obligation to indicate that he/she is not an institutional spokesperson.

Academic Integrity

Lake Land College is committed to the fundamental values of preserving academic integrity as defined in [Board Policy 07.28.02](#). The policy also includes procedures you must follow should you witness or have evidence that academic dishonesty has occurred.

Artificial Intelligence in the Classroom

The use of AI in the classroom is guided by the Academic Integrity policy in the prior section. Suggested language for syllabi is included in the syllabus template and grid of content on the Instructor Resources webpage or at S:\Academics\Faculty Information and Resources\Syllabi Resources. Please also see <https://lakeland.libguides.com/AI> for information on AI.

Assessment

[Assessment](#) is the systematic measurement of student performance to improve the quality of educational programs and the institution. It allows us to make informed decisions that ultimately improve the teaching and learning process. Assessment is essentially what students should know, value, or do upon the completion of a unit of study, course, program, and/or interaction with an institutional department at a particular point and time. In other words, assessment helps us answer the questions, “Are students learning? How do we know?”

Lake Land College uses institution-wide measures, program and course-specific measures to assess student outcomes. Learner outcomes have been established for each of the college’s associate degree and certificate programs as well as all [courses](#). The methods of measurement of the learner outcomes were designed by faculty (lead instructors, program coordinators, and directors) to meet the specific needs of individual programs and courses.

As an adjunct instructor, you are required to participate in the course assessment process at Lake Land College. Full-time faculty are assigned as lead instructors, and part of their responsibility is to contact and inform adjunct instructors about assessment.

To meet [assessment participation requirements](#), faculty will create and implement

assessment activities for courses, programs, and cocurricular activities, which include:

- Develop outcomes and review the assessment communication from the Lead Instructor
- Select the assignment and artifact for measure and complete Assignment Linking for data collection:
- One course outcome and one program outcome are required to be assessed based upon accreditation or program needs.
- Each class will have two Laker Learning Competencies linked.
- Assist the Lead Instructor or Program Coordinator in analyzing the data and reporting the results (Course Narrative each semester or department meeting) by October 1
- Review the annual assessment report and communicate the assessment plans with faculty (full-time, adjunct, and dual credit) who teach sections of the course
- Any campus courses taught by Department of Corrections (DOC) instructors will be communicated through the DOC Office.
- If approached to share resources because DOC is teaching a campus course, we ask that you share assessment resources with them to ensure consistent alignment across the college.
- Implement courses/program changes and continuous improvement process

In Fall 2026, faculty will complete Assignment Linking and review their data in Canvas's HelioCampus integration. Please review the [HelioCampus Resources for Assessment guidance](#) in the Faculty Commons.

If you have questions or need HelioCampus support, please contact Josie Brockett, Assessment Coordinator (217-234-5088 or jbrockett1331@lakelandcollege.edu) or Shannon McGregor, Associate Dean of Curriculum and Assessment (217-234-5334 or smcgregor2@lakelandcollege.edu).

Course Notifications

In accordance with Illinois Public Act 102-0260 (110 ILCS 805/3-29.14), adjunct faculty receive an automatically generated email (your Lake Land College email) informing them of sections assigned to them at 30 days and 14 days prior to the term start. If you have any questions directly related to the actual course(s) offered, please contact your Division Chairperson.

Course Outlines

Course outlines are found on the S: drive (S:\Academics\Course Outlines) and are organized according to course prefixes.

Course Rosters

Rosters are accessed electronically through the Self-Service system. Students will start appearing on rosters when pre-registration starts. Self-Service > Daily Work > Faculty > Faculty Overview > (select course) > Roster tab. Detailed instructions for accessing course rosters are found on the [Instructor Resources](#) page or at [Faculty Guide to Self Service](#). You may want to bookmark both of these rather than downloading the files, because they're

updated via the cloud at least annually.

During fall and spring semesters, students have the first two instructional days to add classes. They can drop a class and receive a refund through the first ten instructional days. After the ten-day period, you will receive notification via your Lake Land email account to check your roster and compare it with the students who are actually attending your class. Please ask students whose names do not appear on the roster to contact Admissions and Records. The student will appear on your roster once they are enrolled. Summer, Mod, and Intersession add/drop/refund dates are on a different schedule.

A “U” will appear in the grade column after 10-day for any students who are auditing the course. Students who say they are auditing and no “U” appears are to contact Admissions and Records as soon as possible.

Students receiving accommodations or participation in the TRIO Student Support Services program require additional roster verifications located in the same listed above.

Instructors will receive notification via their Lake Land email account that it is time to complete midterm rosters. Please see MIDTERM VERIFICATION in this handbook.

Course Sharing

Instructors may be interested in aligning their online courses with those of more seasoned full-time faculty, or they may be teaching an online course for the first time and want more guidance on content. While faculty are not obligated to share course content, ideally, a simple conversation is the best approach to this. If there is no one presently teaching that course to ask, there is a formal course sharing process for migrating course content at the administrative level. For more information on course sharing, visit S:\Academics\Academic Forms\Course Sharing Forms.

Division Chairpersons

- Agriculture Division: Ryan Orrick, 217-234-5208, sorrick@lakelandcollege.edu
- Allied Health Division: Erin Swingler, 217-234-5207, eswingler@lakelandcollege.edu
- Business and Technology Division, Brian Madlem, 217-234-5306 or 5348, bmadlem@lakelandcollege.edu
- Humanities Division: Ed Thomas, 217-234-5035, ethomas6875@lakelandcollege.edu
- Math and Science Division: Greg Capitosti, 217-234-5320, gcapitos@lakelandcollege.edu
- Social Science and Education Division: Charlie Jarrell, 217-234-5331, cjarrell@lakelandcollege.edu

Expectations of Adjunct Faculty

In addition to performing the essential functions of their assigned job description, adjunct faculty members are expected to:

- Respond to student communication with one (1) College business day from Opening Day to Grade Due Date each term;
- Withdraw students, by 10th day, who have never attended or communicated,

- Provide students a course syllabus that includes, at a minimum, the required
- information according to the Syllabus Grid developed by the Syllabus Task Force and
- Academic Services;
- Notify students of their current grades in classes at mid-term and at least one (1) week
- prior to the last day for withdrawal, at a minimum;
- Provide a course syllabus to students through Canvas or by email to the students' college email address at least one business day prior to the first day of the section; and
- Publish online and hybrid course information in Canvas by 8 AM on the first day of the course.

Final Examination Period

The final examination period occurs during the last five days of fall and spring semesters and the last four days of summer term. The final examination schedule is printed in the class schedule each semester, found on the S drive (S:\Academics\Final Exam Schedule) and located on the College's website at www.lakelandcollege.edu/final-exam-schedule/. A final examination is part of the regular obligation for meeting course requirements. Per [Board Policy 06.48](#), ***"Rescheduling of final examinations is not permitted without the permission of the vice president for academic services. Each class must meet at the time the final examination is scheduled."***

Final Grading

According to [Board Policy 07.18](#), "At the conclusion of each course, instructors shall submit an official grade for each student enrolled to the Academic Services Office within time limits established by the Vice President for Academic Services and Vice President for Student Services. Final grades are posted to each individual student's record at the end of the academic term in which the course was completed. Accurate grade records must be kept by each instructor for auditing and verification purposes. The final semester grades are determined by the instructors, according to the grades the student earns in all phases of course work, including class discussions, tests, daily work, laboratory work, reports, term papers, and the semester examinations. At the end of each semester, students may access their grades via Self-Service in the Laker HUB. Students may request a print copy of their grades from the Admissions and Records Office." To enter final grades, please follow the final grading process in [the Faculty Guide to Self-Service](#).

Forms

Most academic forms may be found in various website locations, and they are also available in the S:\Academics\Academic Forms folder.

I: Drive

Each faculty member has access to an instructional server by which documents can be shared with colleagues and students. Through the hiring paperwork process, ISS creates a folder for each instructor within the respective division's folder.

Instructor Absences

If you must be absent from class, contact your division chair and division administrative assistant in a timely manner. The division administrative assistant will post Class Dismissed Today Only form on the classroom door as well as post the notice in Colleague so that it can be accessed online through the college's website.

If you know in advance that you will be unable to attend a scheduled class session, you must notify the division chair at least a week in advance whenever possible.

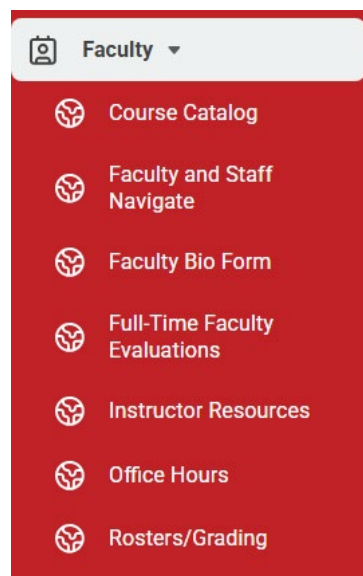
Instructor Resources

An Instructor Resources webpage is available to all instructors at <https://www.lakelandcollege.edu/instructor-resources/>. Handbooks, teaching resources, syllabus template, and other helpful information is available from this site, which can also be accessed via the Laker HUB under Campus Links. If you have technical issues with the page or have suggestions for additional resources, please contact Emily Ramage, Dean of Academic Operations, at eramage@lakelandcollege.edu.

Learning Management System

Lake Land College provides every instructor access to the Canvas learning management system, even for face-to-face sections. Please refer to the [Canvas instructions](#) or call [Sue Nugent](#), Online Support & Instructional Tech. Specialist (217-234-5571), or [Jonathan Cook](#), Instructional Designer (217-234-5273) for assistance. Sue provides Canvas training sessions every fall and spring semester. Dates and times of training sessions are available via Lake Land College email and posted in the Laker Low Down.

Visit the [Canvas Faculty Commons](#), a collaborative, shared space for teaching and learning. This faculty resource is a place for faculty to share resources and collaborate with each other about teaching and learning. Please note when you participate in this course, you will receive notifications about this course's activity. If you don't wish to



participate in this course, please click the Drop this course button in the right sidebar to unenroll.

Library Resources

Visit <http://lakeland.libguides.com/instructors> for a wide variety of resources available to instructors for enhancing classrooms and curricula. In addition, Sarah Hill, Director of Library Services, or Andy Cougill, Librarian, can show you what library resources are available for your subject area. You can arrange a one-on-one session with Sarah before class begins (in person, via phone or online chat) or she can preview your assignments and offer suggestions to ensure you receive higher quality student submissions. She will also speak to your classes, no matter the location or time of day. Please don't assume that students know how to research—most come from area high schools without certified librarians or budgets for quality research materials. Sarah can be reached at shill@lakelandcollege.edu or 217-234-5440 and Andy can be reached at acougill@lakelandcollege.edu or 234-5533. Check out the [For Instructors Research Guide](#) on the [Library website](#), too. See instruction options to the right.

Types of Instruction

Invite a librarian into your class for a general or custom library session! Bring your students to the LLC Library or I will visit your location. There are several different options:

- **My most common instruction--30 to 60 minute intro to using library resources for a project/paper/speech in your class.**
- A quick introduction (5-10 minutes) to the library's resources. Show your students a face from the library.
- A tour of the physical library space.
- How to use the library's eBook collection.
- A longer general introduction (30-60 minutes) to searching our catalogs and databases.
- A lesson on a specific database or resource for your class.
- How to choose a topic.
- A video created specifically for your online students. See sample [video](#) created for Speech.
- How to evaluate sources found online or in your social media feed. Fake news!
- How to cite sources in MLA or APA format.
- How to change social media privacy settings (Facebook, Twitter, etc.)
- Worksheets designed to introduce students to the library. For many classes at Lake Land, we already have a general introduction geared toward that audience. (See samples to the left.)
- Any combination of the above, or something new.

Midterm Verification

Midterm rosters must be verified before the end of business day as follows.

From the College Catalog:

Because the Illinois Community College Board requires instructors to certify the attendance of students at mid-term, an instructor may withdraw a student from class if the number of absences is detrimental to his/her ability to meet the course objectives. In case of prolonged absence because of illness, accident, or hospitalization, students must notify the College Health Services so that proper notification can be made to instructors. Student absences for the purpose of attending regular National Guard or military reserve unit activities, volunteer emergency worker duty, and jury duty will be considered excused absences upon submission of appropriate documentation to the course instructor.

According to [Board Policy 06.24](#)—Attendance in the Classroom, Lake Land College will reasonably accommodate student absences for religious observances in accordance with the University Religious Observations Act (110 ILCS 110/1 and 110/1.5) in regards to

admissions, class attendance and the scheduling of examinations and work requirements. Students faced with schedule conflicts related to religious observances should make prior arrangements with instructors at least ten (10) calendar days in advance of the examination or other activity involved. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious beliefs or practices may appeal the decision in accordance with the college's [Student Concerns and Grievances Procedures](#).

Internship (INS-200) and Independent Study (INS-299) contracts are also due to the Vice President of Academic Services by mid-term of the appropriate semester.

Each semester, you will receive an email reminder via your Lake Land College email account about midterm verification. Students who are registered at mid-term, but are no longer showing up or logging into Canvas should be withdrawn from your class roster. To withdraw students, select 'Faculty Drop or Withdraw' in [Self-Service](#). For each class roster, simply enter the student's Last Date of Attendance and click submit. To verify the students that are still attending your class, please follow the midterm verification process below.

Syllabus

According to [Board Policy 05.05](#), adjunct faculty will develop a syllabus for each course taught which shall include an outline of course goals, methods of instruction, course content, reading materials, grading practices, and attendance policy. The syllabus will be distributed to each student in the course during the first week of classes.

Each syllabus must meet minimum requirements to comply with IAI, ICCB, and HLC standards. A syllabus grid and template are available on the [Instructor Resources](#) page. Developed by a team of full-time faculty members, this template provides the minimum information required, and the grid offers a listing of required and optional information to include on a course syllabus. Questions about the minimum required information for Lake Land College syllabi can be directed to your division chair.

Teaching Materials

Instructors interested in obtaining the teacher's edition of a particular textbook should contact the division chair, division administrative assistant, or the [Manager of Bookstore and Textbook Rentals](#) in the Bookstore (234-5475), for information on how to obtain the teacher's edition.

Some textbook publishers offer sample tests, published overheads, and case studies as supplemental materials. Instructors interested in obtaining any of these materials should contact their division chairs.

Student Information

Academic Probation

Any student whose cumulative grade point average falls below the minimum acceptable standards to remain in good academic standing after 12 semester hours will be placed on academic probation. Refer to [Academic Standards & Policies](#) and the *Catalog* for more information on academic probation, suspension, and dismissal policies.

Accident/Incident Report

In the event an accident/incident occurs to an employee, student, or visitor at any Lake Land College facility, an incident report must be completed. The College does not assume responsibility for expenses with the completion of this form. The Accident/Incident Report form is found in (S:\EMERGENCY\Incident Report) or by [Health Services](#) (234-5276).

Adding, Dropping, Withdrawing From Courses

Students may add courses to their schedule through the first two instructional days of the semester or module. Classes less than a module in length must be added prior to the first day of class. Students may add an evening class prior to the second class meeting. To add a course, degree-seeking students may either use the Self-Service system or submit a completed Change of Schedule form to [Admissions and Records](#). Non-degree seeking students must call Admissions and Records to add courses.

Students have through the first 10 instructional days of the semester to drop a course meeting 12 weeks or longer, with no notation on their academic transcript, and receive a refund. For courses meeting less than 12 weeks, but at least a module in length, students have through the first five instructional days to drop the course, with no notation on their academic transcript, and receive a refund. For courses meeting less than a module in length, students have until the first official meeting of the class to drop the course, with no notation on their academic transcript, and receive a refund. To drop a course, students may either use the Self-Service system, complete a Change of Schedule form in Admissions and Records, or call Admissions and Records for assistance. Refer to [Academic Standards & Policies](#) and the *Catalog* for additional information.

It is highly beneficial for students to seek advice from the instructor and/or counselor when considering withdrawal from a course. For classes meeting eight weeks or longer, students can withdraw prior to four instructional days before the first day of the final exam period and receive a "W" on their academic transcript. For classes meeting less than eight weeks in length, students may withdraw prior to the date of the last class session and receive a grade of "W" on their academic transcript. Students who do not officially withdraw may receive an "F" grade on their academic transcript. Once students take the final exam, they cannot withdraw from that course.

Audit Request Form

To audit a course, a student must pay the same tuition and fees as if the course were being taken for credit. The student must submit an Audit Form (S:\Campus Forms\Student Services) to Admissions and Records prior to enrolling in the course. The form is also available online at lakelandcollege.edu/admissions/audit-request/. [\[Board Policy 06.21\]](#)

Behavioral Intervention Team

Lake Land College is concerned about the welfare and safety of its students, faculty, and staff and is devoted to creating an environment in which individuals can work without disruptions. Behavioral Interventions are essential for providing support to those students who display challenging behaviors. While interacting with students across the college, staff may be confronted with situations in which a student displays concerning behaviors, makes concerning comments, is disruptive to the campus environment, or creates an environment that may be intimidating or threatening to others. The [Behavioral Intervention/Violence Prevention Plan](#) and BIT are designed to assist them. For additional information, please contact Jennifer Melton, Chair of Counseling and Student Conduct at 217-234-5251 or jmelton52502@lakelandcollege.edu.

Course Evaluations

According to [Board Policy 05.05](#), adjunct faculty will conduct student evaluations in each course in accordance with College procedures. Adjunct course evaluations occur electronically through HelioCampus software. Course evaluation surveys are accessible for a two-week period, commencing two weeks prior to the final instructional day. The survey period concludes at 11:59 PM on the last day of scheduled classes, preceding final examinations and grade submission deadlines, as specified in the official academic calendar. Instructors will receive an email from Lake Land Assessment (learning_outcomes@lakelandcollege.edu) notifying them that course evaluations are available to students. Students receive reminder emails every other day during the evaluation period. Students will receive an email from the same address notifying them that course evaluations are now available to complete, along with a hyperlink to access the evaluation form.

Students must use their Laker Hub login credentials to access the evaluations.

The deadline for the evaluation process is the last day of classes for the fall and spring semesters.

NOTE: Once students click on a survey, they are essentially committed to completing the survey. If students click in and out of the survey without completing it, they WILL NOT be granted access again. Please advise accordingly.

After the survey period has ended, faculty will also receive an email from the same address notifying them that course evaluation results are available to them, along with a hyperlink to access those results. A sample of the questions posed to students is included as [Appendix A](#).

Course Proficiency

If reasonable evidence exists that a student possesses academic proficiency in a subject area, the student may request to take a proficiency examination. Proficiency examinations are limited to those courses recommended by the division chair and approved by the Vice President for Academic Services. Students must complete an Academic Request and have it approved by the course instructor, the student's advisor, and the division chair of the subject area in which the course is offered.

An evaluation fee of \$30 per credit hour is required and must be paid in advance. Once the examination is completed, a grade is assigned and the credit earned posted to the student's transcript during final exam week. Tuition and fees are assessed for credit earned by proficiency examination. No official record is made of failures. Refer to the *Catalog* for more information.

Course Substitution Form

Occasionally, students may need to substitute one course in their major area for another course required in their degree program. As an example, a business student might substitute an advertising class for a salesmanship course. This process is initiated with the Course Substitution form which can be obtained online (S:\Student Services\Course Substitution form.xls) or in the Admissions & Records office. The advisor, division chair, and student records analyst sign the form, and it is returned to the admissions & records office.

Final Examination Period

[Board Policy 06.48-Final Examinations](#) states:

It is recognized by the College that a final examination is an important part of the educational process; therefore, instructors are expected to provide students with some form of final examination. Students are required to complete their final examinations at the times and places scheduled. ***Rescheduling of final examinations is not permitted without the permission of the Vice President for Academic Services. Each class must meet at the time the final examination is scheduled.***

Financial Aid

Information regarding financial aid can be obtained from [Financial Aid and Veteran Services](#). Students should apply for financial aid at least 8-10 weeks before the start of the semester. Everyone applying for financial aid must complete the [Free Application for Federal Student Aid](#) (FAFSA) each academic year.

Grade Appeal

Students concerned about the final grade they received in a course must initiate a grade appeal, utilizing the [Student Complaint](#) form no later than the end of the sixth week following the close of the semester for which the assigned grade was recorded. This request must be initiated with the course instructor or the division chair if the instructor is not currently teaching at the college. [[Board Policy 07.27](#)]

Grade Correction

Should a grade calculation error come to an instructor's attention after grades have been submitted, a Grade Correction form (S:\Campus Forms\Student Services\Grade Correction) should be completed by the instructor. The instructor must provide a reason for the grade change, and the form must be signed by the instructor, the appropriate division chair, and the Vice President for Academic Services.

Independent Study Courses

Students may pursue supervised study for one to four semester hours on an independent basis for academic work which reflects a reasonable and moderate extension of current Lake Land College courses. Students are permitted to enroll in independent study with permission of the instructor and approval of the division chair and the Vice President for Academic Services. Each degree limits the amount of independent study credit that will apply. With approvals in place, a section number is assigned; the student is placed in the independent study, and then given 10 days to drop the section by contacting the Academic Services Specialist. The INS-299 Independent Study Contract forms are available on the S drive (S:\Campus Forms\Academics\Course Outlines\INS) [[Board Policy 06.23](#)]

Incomplete Grade Change

According to [Board Policy 07.17.01](#), "The student and the instructor must complete and submit a Request to Obtain an Incomplete form to the instructor's Division Chair with final submission to the Admissions and Records Office no later than the grade-due date of the term." The Request to Obtain an Incomplete form is located on the S drive (S:/Campus Forms/Student Forms/Forms Related to Grades & Courses/Request to Obtain Incomplete).

The Request to Obtain an Incomplete form must be initiated by the student (in their HUB or on or located on the S drive at S:/Campus Forms/Student Forms/Forms Related to Grades & Courses/Request to Obtain Incomplete) before the course's final withdrawal date. If the instructor agrees that an incomplete is an appropriate grade for the specific circumstance, they must approve the student's request and assign an "I" as the final grade, with an end date of the midterm date of the next scheduled semester (excluding summer). The Division Chair must then ensure final submission of the Request to Obtain an Incomplete form to the Admissions and Records Office no later than noon on the grades due date of the term.

If a student is issued an incomplete grade, the student is allowed to complete the requirements for the course during the next regular term, excluding summer. After the requirements have been completed, the instructor will determine the final grade earned and submit the Incomplete Grade Change form, located on the S drive (S:/Campus Forms/Student Forms/Forms Related to Grades & Courses/Request to Obtain Incomplete), to the Admissions & Records Office by the mid-term date. Any "I" grade remaining after the mid-term date will automatically be changed to an "F" grade.

Intent to Enroll

Individuals may submit the Intent to Enroll online at lakelandcollege.edu/enroll/ or in person in Admissions and Records. Refer to the link above or the *Catalog* for complete details on

how to create a Laker Profile and submit the Intent to Enroll. [\[Board Policy 07.04\]](#)

Intent to Graduate

A student must complete the Notice of Intent to Graduate form by the published date in order to graduate during that specific term. Forms are distributed by and submitted to Admissions and Records, or students can complete the form via their Self-Service account. [\[Board Policy 07.24\]](#)

LEAP (Lake Land Early Advantage Program)

Information coming soon!

Permission to Enter Closed Class

When a student wants to enter a class that is closed, he/she must request a "Blue Card" from the division chair. Blue Cards are reserved for special situations.

Program of Study Change

Students are assigned the program of study/major they indicate on their Intent to Enroll. If the student wants to change his or her major, he/she should complete a [Change of Major](#) form online or via their Self-Service account.

Refund Policy

Refunds are approved when a student drops his/her course(s) within the College's published refund period (lakelandcollege.edu/refunds/). Refund deadlines are also included in the class schedule and the *Catalog*.

Repeat Course Notification

Students may repeat courses not designated as repeatable and taken at Lake Land College with the understanding that the last credit hours and grades earned will be computed in the student's grade point average. Additional information is available online at lakelandcollege.edu/admissions/repeat-course-notification/. This form is also available in Admissions and Records and on the S: drive. (S:\Campus Forms\Student Services).

Student Accommodations

Students with a documented disability and verification from [Student Accommodations](#), should contact instructors as soon as possible. It is the student's responsibility to provide documentation of any disability, to meet with Counselor/Coordinator of Student Accommodations, and to request special accommodations *before* classes start. For additional information please contact Ellie Haskett, Counselor of Student Accommodations & Mental Health Initiatives at 234-5259 or at ehaskett@lakelandcollege.edu.

Students are provided academic accommodations indicated in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Disabilities

may include visual, auditory, speech, psychological, physical, health or learning. Documentation to verify this request is on file in the Office of Student Accommodations. Please note that it is the student's responsibility to discuss these accommodations with you as necessary. Should you have students with registered accommodations in your course, you will be asked by the department to provide student progress information for compliance with Section 504.

Accommodations and TRIO verification rosters may be obtained in the Laker HUB under Faculty>Rosters/Grading.

Student Complaints

In accordance with [Board Policy 07.29- Student Complaints](#), Lake Land College seeks to resolve all student complaints as quickly and at the lowest step possible. Procedures are outlined on the [website](#) and in the Student Handbook.

Tenth Day Drop Requirements

Dropping Inactive Students by 5th/10th Day: Why It Matters

Who

Faculty expectation to drop students (Article II.H.2) from roster.

When

5th or 10th day, depending on the course type and term.

Course Length	Deadline to Drop
12 weeks or longer	Within the first 10 instructional days of the semester
8-11 weeks	Within the first five instructional days of the semester/module
3-7 weeks	During the first instructional day of the course

How

Self-Service in the Laker Hub.

Why

The U.S. Department of Education mandates that students who receive Title IV financial aid must commence attendance in each of their courses prior to applying for Pell grants and student loans. This regulation, often called the "butt in seat" requirement, carries significant implications for our students and our institution. **To ensure compliance with this requirement, it is imperative that faculty accurately confirm student attendance for the 10th-day roster.**

Article II. H. 2. of the LLCFA’s collective bargaining agreement underscores the contractual obligation of faculty to verify and report the 10th-day roster. This action supports College compliance with Department of Education regulations. This responsibility, though not contractual, also extends to our adjunct faculty members.

Failure to adhere to these guidelines can result in severe consequences for both the student and the College.

What

Title 34 in the Federal Code of Regulations, 34 CFR Part 600 Subpart A, Office of Postsecondary Education, U.S. Department of Education

<https://www.ecfr.gov/current/title-34/part-600/subpart-A>

According to 34 CFR Part 600.2 (Definitions), “active participation by a student in an instructional activity related to the student’s course of study that—

(1) Is defined by the institution in accordance with any applicable requirements of its State or accrediting agency;

(2) Includes, but is not limited to—

(i) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;

(ii) Submitting an academic assignment;

(iii) Taking an assessment or an exam;

(iv) Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;

(v) Participating in a study group, group project, or an online discussion that is assigned by the institution; or

(vi) Interacting with an instructor about academic matters; and

*(3) Does **not** include, for example—*

(i) Living in institutional housing;

(ii) Participating in the institution’s meal plan;

*(iii) **Logging into an online class or tutorial without any further participation; or***

(iv) *Participating in academic counseling or advisement.*”

Please note that logging into an online course or tutorial does NOT qualify as active participation/engagement in a course.

The Lake Land College Financial Aid Office has established procedures to ensure that students begin attendance in each course and are eligible for federal financial aid. This process relies on faculty to verify attendance and academic engagement, and to drop students who do not attend or actively participate within the designated drop period. During this period, credit hours are not finalized, meaning students are not charged for the course, and the corresponding credits are excluded from the student’s financial aid credit hours. After the drop period, students with financial aid credits are assumed to have attended and/or academically engaged, thus qualifying for a financial aid disbursement.

Q&A

What’s the difference between dropping a student and withdrawing a student?

Dropping a student takes place on or before the 5th/10th day deadline and results in the course being removed from the student’s academic record completely without cost.

Withdrawing a student takes place after the 5th/10th day deadline and results in a W for the course on the student’s transcript; students are charged for the course, whether financial aid pays for it or not, and the W counts toward the student’s financial aid credit hour limit.

What does “actively engaged” in Canvas mean?

See section *What above*.

Isn’t it the student’s responsibility to make sure they aren’t charged for a class they didn’t take?

Yes, however, students may encounter circumstances that make it challenging or prevent them from fulfilling their responsibility to drop classes before incurring charges. Below is a real, albeit extreme, example that occurred at the College:

A few years ago in the fall, we had a student enrolled full-time who was issued refunds totaling almost \$2,800 for Pell and student loans. The student was also issued a \$500 CARES emergency grant. All of these funds were issued via direct deposit to their account. We then received notice from the Admissions Office in late November that the student was deceased in early August, which meant that they never began enrollment at Lake Land in any fall courses. We had to return all of the funds to the federal programs and could not recoup any money issued to the student. The College had to write off the \$2,800 refunded

to them, as well as the \$500 in CARES funds.

The failure to drop the student who never showed up for class or were actively engaged in Canvas ultimately cost the College \$3,300. When cases such as this are missed, similar hidden costs could find the College with U.S. DOE audit compliance issues resulting in the significant loss of funds to our students. In fall of 2024, over 57% of the Laker student population received some sort of federal financial aid. Many of those students are first-generation and need a significant amount of support to navigate higher education, and the likelihood students will return to Lake Land College after receiving a bill for courses they didn't take diminishes substantially.

What are the consequences for non-compliance?

Non-compliance with the Department of Education's financial aid regulations could result in the loss in the College's ability to provide financial aid to our students.

The College incurs financial liability in most cases of non-compliance as outlined above.

Our students may incur inordinately large bills from non-compliance resulting in their inability to continue their education at the College or leave unpaid debt to the College directly.

Tutoring

The [Student Success Center](#) offers tutoring (free) for college courses, administration of the college placement test, proctoring services for tests and quizzes in online courses that require testing in a proctored environment, administration of pre-nursing exams and testing for various programs, Pearson VUE testing, CLEP testing, distance learning test proctoring, supplemental services for students with accommodations, and basic skills courses in test taking, memory, and computer anxiety. Located in Webb Hall 130, the Center provides daytime hours Monday through Friday and later by appointment (Monday through Thursday during summer session).

Contacts

Due to changes in staff and positions, please refer to the following link located on the Lake Land College web site to contact Lake Land College employees:

<https://www.lakelandcollege.edu/employee-directory/>.

APPENDIX A -- COURSE EVALUATION

SAMPLE

LAKE LAND COLLEGE

STUDENT EVALUATION OF ONLINE COURSE AND INSTRUCTOR

Instructor's Name _____ Semester: Fall ___ Spring ___ Summer ___ Year ___

Course Title _____ Section Number _____

Please complete the following evaluation. **DO NOT IDENTIFY YOURSELF**. Instructors will receive the evaluation results after grades have been submitted.

Choose the most appropriate response to the following statements.

(5) Strongly Agree (4) Agree (3) Neutral (2) Disagree (1) Strongly Disagree (NA) Not Applicable

1. The website and course materials were organized and easy to navigate..... 5 4 3 2 1 NA
2. Instructor used a variety of teaching methods/activities 5 4 3 2 1 NA
3. Instructor was knowledgeable in subject area 5 4 3 2 1 NA
4. The class objectives were clearly stated and reflected the material to be covered 5 4 3 2 1 NA
5. Online activities and course content were well organized and related to the lessons 5 4 3 2 1 NA
6. Instructor provided helpful feedback 5 4 3 2 1 NA
7. Instructor's grading system was fair and objective 5 4 3 2 1 NA
8. Subject matter was clear and easily understood 5 4 3 2 1 NA
9. Instructor's vocabulary was appropriate for the class 5 4 3 2 1 NA
10. The instructor provided help and motivation to keep students focused 5 4 3 2 1 NA
11. Tests accurately reflected course content and objectives 5 4 3 2 1 NA
12. Instructor communicated and interacted appropriately with students 5 4 3 2 1 NA
13. Instructor encouraged class/student participation 5 4 3 2 1 NA
14. Instructor is proficient in the use of the English language 5 4 3 2 1 NA
15. Instructional materials and resources used were current and specific to the subject area..... 5 4 3 2 1 NA
16. Class discussions via the web were helpful and meaningful 5 4 3 2 1 NA
17. Directions for course assignments were clear and specific 5 4 3 2 1 NA
18. Instructor answered questions in a timely manner 5 4 3 2 1 NA
19. The instructor was interested in my success 5 4 3 2 1 NA
20. The instructor was effective in teaching the subject matter 5 4 3 2 1 NA
21. I would recommend this instructor to other students 5 4 3 2 1 NA

Comments about the instructor: _____

Comments about the course: _____

APPENDIX B -- RUN-HIDE-FIGHT

(NOTE: This document is included in the Syllabus Template information on the Instructor Resources page for including in your syllabi.)

RUN > HIDE > FIGHT

Emergencies can happen anywhere and at any time. It is important that we take a minute to prepare for a situation in which our safety or even our lives could depend on our ability to react quickly. When we're faced with almost any kind of emergency – like severe weather or if someone is trying to hurt you – we have three options: Run, hide, or fight.



Run

Leaving the area quickly is the best option if it is safe to do so.

- Take time now to learn the different ways to leave your building.
- Leave personal items behind.
- Assist those who need help, but consider whether doing so puts yourself at risk.
- Alert authorities of the emergency when it is safe to do so.



Hide

When you can't or don't want to run, take shelter indoors.

- Take time now to learn different ways to seek shelter in your building.
- If severe weather is imminent, go to the nearest indoor storm refuge area.
- If someone is trying to hurt you and you can't evacuate, get to a place where you can't be seen, lock or barricade your area if possible, silence your phone, don't make any noise and don't come out until you receive a Laker Alert indicating it is safe to do so.



Fight

As a last resort, you may need to fight to increase your chances of survival.

- Think about what kind of common items are in your area which you can use to defend yourself.

- Team up with others to fight if the situation allows.
- Mentally prepare yourself – you may be in a fight for your life.

Please be aware of people with disabilities who may need additional assistance in emergency situations.

Other Resources

lakelandcollege.edu/police-department/

Important Phone Numbers Emergency: 911

24/7 Main: 217-234-5432

Non-Emergency: 217-234-5066