



C A R L  
S A N D B U R G  
C O L L E G E™

DUAL CREDIT  
GUIDE

# Welcome to Carl Sandburg College!

## **Our Mission Statement:**

The mission of Carl Sandburg College is to provide all students with opportunities for success.

## **Our Core Values:**

Excellence – Collaboration – Integrity - Respect

## **Our Vision Statement:**

Where dreams come to life, and lives come to change.

## **Accredited by:**

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604 800.621.7440  
[www.hlcommission.org](http://www.hlcommission.org)

## **Approved by:**

Illinois Board of Higher Education  
Illinois Community College Board  
Illinois Department of Financial and Professional Regulation  
Illinois State Scholarship Commission  
United States Department of Education

## **Participating High Schools**

Abingdon-Avon High School	Hamilton High School	Trinity Academy
Bushnell-Prairie City High School	Illini West High School	United High School
Farmington Central High School	Monmouth-Roseville High School	Warsaw High School
Galesburg Christian School	ROWVA High School	West Central High School
Galesburg High School	Southeastern High School	West Prairie High School
Knoxville High School	Spoon River Valley	Williamsfield High School

## **Equal Opportunity & Discrimination Statement**

The College, an equal opportunity/affirmative action employer and educator, complies with all applicable federal, state, and/or local laws prohibiting discrimination, including Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of ADA. It is the policy of the College that no person, on the basis of race, color, religion, gender (sex), sexual orientation, national orientation, age, disability, or veteran's status, or status in any group protected by applicable federal, state or local laws, shall be discriminated against in employment, in educational programs and activities, or in admissions. The College will direct individuals to resources for English language proficiency so that the lack of English proficiency will not be a barrier to future employment, admissions and participation in CTE programs. Career and technical education courses/program offerings and admission criteria are on our web site.



*Title IX, VII, and EEO inquiries may be made internally by employees and students to:*

Autumn Scott  
Vice President of Student Development  
E112 Main Campus; 309.341.5422  
[anscott@sandburg.edu](mailto:anscott@sandburg.edu)

Michelle Johnson  
Associate Vice President of Institutional Resources  
309.341.5258; Main Campus  
[mjohnson@sandburg.edu](mailto:mjohnson@sandburg.edu)

*ADA/Section 504:*

Stefani Gillen  
Coordinator of Academic Support  
B068 Main Campus; 309.341.5262  
[sgillen@sandburg.edu](mailto:sgillen@sandburg.edu)

Tony Day  
Coordinator of Maintenance Services,  
E1434C Main Campus; 309.341.5265  
[tday@sandburg.edu](mailto:tday@sandburg.edu)

*Inquiries may be made externally to:*

Office for Civil Rights (OCR)  
Advisor/Disability Services & Probation  
U.S. Department of Education 400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800.421.3481  
TTY: 877.521.2172  
Fax: 202.453.6012  
[OCR@ed.gov](mailto:OCR@ed.gov)  
Website: <http://www.ed.gov/ocr>

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# Dual Credit and Dual Enrollment

## Dual Credit

Carl Sandburg College provides an opportunity for high school students to take college-level coursework prior to graduating from high school. This is known as **dual credit** coursework, where a student will receive both high school credit as well as college credit upon successful completion of the course. Each high school district's policy and procedures determine whether a college course is offered for that high school.

College courses have the same requirements whether taken on a Sandburg campus or at a high school. The courses contain the content articulated with colleges and universities in the state. Course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluation are the same for all students. If a high school instructor is teaching the college class, he/she must meet the same requirements as all Carl Sandburg College instructors.

## Dual Enrollment

In contrast to dual credit where the student receives both high school and college credit, a dual enrollment designation is used if the student will receive *only* college credit upon successful completion of the course. The decision as to whether or not a student will receive high school credit for a class taken during their high school career, is made by the high school administration according to their policies and procedures.

## Benefits of Dual Credit/Dual Enrollment

- Sandburg's Dual Credit Scholarship
- Less expensive than regular college level classes while maintaining a high standard of education
- Minimize other potential college related costs (room, board, and travel)
- Convenience and comfort of taking classes at local high school (available at select high schools)
- Lighten college course load to finish degree sooner or to allow time for sports, activities and employment while in college
- Exposure to the academic rigor and expectation of college coursework

## Qualifications of Dual Credit/Dual Enrollment Students

The dual credit/dual enrollment program is an opportunity for students who excel to take courses at the college level. Students must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying, as the amount of work necessary to succeed can be much greater than in high school classes. Dual credit/dual enrollment courses become part of a permanent college transcript. Therefore, performance in these courses is critical to future college plans and grade point averages.



In most high schools, enrollment in dual credit/dual enrollment courses is restricted to students who are juniors and seniors or who have permission from a high school official. In addition, all course prerequisites must be met to enroll. The student’s high school counselor and/or principal also must approve a student’s dual credit/dual enrollment course selection. For more information, please refer to your high school policies.

**Differences Between High School and College Classes**

High School Classes	College Classes
Teachers record and report attendance.	Students are responsible for attending class. Professors may have strict attendance policies in their classrooms.
Teachers tell students frequently when assignments are due and tests are scheduled.	Students are responsible for completing assignments and taking tests as outlined in the syllabus.
Teachers allow students to make up work.	Students must turn in assignments by the deadlines set by professors.
Teachers provide outlines, notes and study guides.	Students must take notes and prepare their own outline and study guides.
Teachers provide all the information needed for successful completion of the class.	Students must have prerequisite knowledge and skills before starting the class.
Teachers ask questions and lead discussion.	Students are expected to generate questions and initiate discussion
Teachers cover all the content during class time.	Students are responsible for learning all content whether or not it is presented in class.
Teachers give tests over the material and provide make-up tests and retakes.	Students take fewer tests over larger amounts of material and are not necessarily allowed to make up or retake tests.
Grades are based on many assignments, class participation, extra credit opportunities, and many quiz and test grades.	Student’s grades are based on a small number of assessments.

**Location of Dual Credit/Dual Enrollment Classes**

Many high schools offer dual credit classes on their high school campus. Courses offered for dual credit/dual enrollment at the high school must meet college-level content requirements. All policies and procedures that define college-level instruction and student prerequisite knowledge, skill, and performance expectations apply to all dual credit/dual enrollment courses.



High school students may also enroll in classes offered on a Carl Sandburg College campus, where they are integrated with the general college population. Additionally, qualified high school students may enroll in dual credit/dual enrollment courses offered online.

## Getting Started with Dual Credit

### Step 1: Fulfill requirements to enroll

- Fill out Sandburg's free Dual Credit Application.
  - You will be prompted to first create an account.
  - Select "I am currently a high school student wanting to take Dual Credit at Sandburg College".
  - Select "Dual Credit" as your Academic Program of Interest.
  - If you are under the age of 16 when enrolling in dual credit courses, please complete the additional documentation.
  - List your anticipated entry date as the semester in which you plan to start Dual Credit classes.
  - You will receive a Welcome Letter with your Sandburg Student ID, Sandburg email address, and instructions that will allow you access to your student account and financial aid information through the mySandburg portal.
- Take the placement test: an untimed assessment of reading and math skills to determine the level of classes you may begin **OR** provide transcripts with an SAT score of ENG 480 and MAT 530; (scores must be within 5 years of the admission date).

### Step 2: Register for classes

- Registration occurs each year in November for spring and summer and April for the fall semester.
- Complete the Sandburg registration form with your high school counselor who will submit it to the College for review and processing.

### Step 3: Make payment

- Students can view their current tuition balance and tuition deadlines under the Self-Service menu in mySandburg. A reminder postcard will be mailed to students two weeks prior to each semester's due date.
- Students must make payment in full or enroll in the payment plan by the set dates for the semester, typically 4 weeks prior to the start of the term. If payment is not made, students will be dropped from their courses and will need to re-enroll and arrange payment.



**Step 4: Buy your textbooks and supplies**

- It is recommended that books be purchased at least 4 weeks prior to the first day of classes.
- Your schedule lists the course number and meeting time of your courses, which is needed to order your books.
- Sandburg contracts with Follett Bookstores Inc. to provide an onsite bookstore at the Main Campus in Galesburg. Students not in close proximity to the Main Campus can purchase books online at [sandburg.edu/bookstore](http://sandburg.edu/bookstore). Books ordered online through the Main Campus Bookstore are delivered at no charge to the Branch Campus in Carthage or, for a fee, to the student's home address.

**Step 5: Attend orientation and begin classes**

- All new dual credit students are required to attend a dual credit orientation prior to starting classes. Your high school counselor will share details of the orientation options.
- No Show You Go Policy - If a student does not attend an in-person class or login to an online class in the first four days of the semester, they will be dropped from the class for nonattendance. Instructor permission is required in order for the student to re-enroll in the class.
- Log in to Moodle through mySandburg to access your online coursework.
- You have nine calendar days in a 12-week or 16-week semesters to withdraw from a class and receive a refund. For shorter semester periods, please contact your Sandburg advisor for the refund dates.

**Step 6: Stay connected**

- Communicate with your instructor when concerns or questions arise. This includes course content, sickness, or other issues.
- Check your Sandburg email frequently for friendly reminders from Champ the Charger and Starfish student success emails. This is not just another email; your Sandburg email is the best way to receive important information and updates about your courses, student life, and most importantly your instructors.



# Tuition and Fees

## **Tuition and Fees for Dual Credit**

Unless the class is sponsored by the high school or other entity, students pay tuition and fees each semester. Tuition is charged per credit hour and there is a \$25 registration fee per semester. The Dual Credit scholarship reduces tuition by 50% for the *first six credit hours each semester* (or the first 4 credit hours each 12-week term). When students enroll, this scholarship is automatically applied.

## **Paying for Dual Credit Courses**

Students can view their current tuition balance and tuition deadlines under the Self-Service menu in mySandburg, or you can contact the Business Office at 309.341.5210. Students also receive reminder postcards in the mail a few weeks prior to the semester due date.

The College accepts Visa, MasterCard, Discover or American Express for tuition and fees payment. Payments are accepted online, by mail, in person and by certain third-party entities. Payments may be mailed to:

Carl Sandburg College  
c/o Business Office  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401

## **Business Office Hold**

If a student has an unpaid balance, a hold will be placed on his/her account. Students with a hold on their account will not be permitted to register for the next semester until the account is paid in full.





## Textbooks

Sandburg contracts with Follett Bookstores to provide an onsite bookstore at the Main Campus in Galesburg. Students not in close proximity to the Main Campus can purchase books online at [www.sandburg.edu/bookstore](http://www.sandburg.edu/bookstore). Books ordered online through the Main Campus Bookstore are delivered at no charge to the Branch Campus in Carthage or, for a fee, to the student's home address. Contact the Bookstore at 309.341.5259 if you have questions.

To find out which books are required, a student must be sure to have the specific section numbers for their classes. Students can search the webpage for this information. On Sandburg's home page, [www.sandburg.edu](http://www.sandburg.edu), scroll down to class schedule on the left-hand side of the page and click on the photo. Search for the class by choosing the semester and department and filling in the course number and section before clicking submit. Click on the course title and the course description that includes textbook information will open. On the bottom of the page, click link to order the textbook from the bookstore.

### **Follett Return Policy:**

All refunds or exchanges require a valid receipt or packing slip. Shipping and handling fees are not refundable.

### **Textbooks/Course Materials:**

- Refunds are given for Course Materials returned before your campus-specific refund deadline\*.
- Course Materials purchased after the campus-specific deadline must be returned within 7 business days of purchase for a full refund.
- Course Materials purchased during the last week of classes or final exams are not refundable.
- To support the delivery of digital content to you, a non-refundable digital delivery fee is applied to each digital material.

\*Contact your school's bookstore for the campus-specific refund deadline.

### **Digital Course Materials**

- eBooks are digital versions of an entire print book. eBooks are refundable within 14 days of the customer accessing the content, or 30 days after the purchase is made (without customer accessing the content), whichever occurs first. Additionally, refund requests cannot be fulfilled if more than 10% of the product has been viewed or if any page(s) of the content has been printed.
- Courseware items, such as MyMathLab or McGraw Hill Connect, are refundable within 14 days from purchase (regardless of the amount of content accessed by the customer).



### **Hardware & Software**

- Bring back unopened computer hardware and software within 14 days of purchase for a full refund. Electronic Software Download (ESD) purchases are Final and Non-Returnable.

### **Other Merchandise:**

- All other merchandise that is unopened and in original condition can be returned within 30 days of purchase.
- Gift Cards are non-refundable

### **Two Ways to Return:**

- In-person refunds
  - Just take your receipt/packing slip and return it to your campus bookstore.
- Returns by mail
  - Include a copy of your confirmation email or order details with your securely packaged return. If you don't have this information, include a note with your name, email address, phone number, and order number. Your refund could be delayed if we can't identify the original purchase details.
  - Return shipping is at your expense. We're not liable for lost or damaged packages. Please use a traceable, insured method of shipping when returning your item(s).
  - Hold on to your tracking information and shipping receipt until you get your refund.



# Course Information and Policies

## Course Selection

Students are encouraged to take courses with their intended program of study in mind. If a student is uncertain of their career plans, various classes may be beneficial. For more information about programs of study or course transferability, contact an advisor at the Main Campus in Galesburg at 309.341.5237 or at the Branch Campus in Carthage at 217.357.3129.

## Student Attendance

Regular class attendance is an essential component of academic success. Regular classroom attendance is required for students to be able to participate fully in discussion and laboratory sessions and to seek clarification concerning newly presented materials.

The attendance policy of each instructor is included in the course syllabus which is posted in the Moodle class site and distributed by the instructor on the first day of class. Compliance with each instructor's attendance policy is the student's responsibility.

Courses offered at a high school partner site follow the high school's academic calendar. Courses taken on one of Sandburg's campuses or online meet according to the College's academic calendar. **Whenever the College is in session, students are expected to attend classes regardless of the high school's schedule or intermittent closures. Students should review the College's academic calendar and plan to attend dual credit classes on campus even during high school breaks. However, every student whether dual credit or non-dual credit, has a responsibility to consider their own personal safety during inclement weather when traveling to and from campus. When Carl Sandburg College closes for inclement weather or other emergency reasons, students receive notification through their Sandburg student email, phone, and text. There is also a banner across the top of the Sandburg website announcing the closure.**

Excessive absences may prevent a student from successfully completing a course. Students should seek advice from the instructor and counselor to determine if withdrawal from the course is required. It is the responsibility of the student to officially withdraw from a course.

Students who must be absent due to prolonged illness or extended emergency should notify their instructor(s) immediately to determine a plan of action appropriate to the situation.

## Syllabus

The syllabus lists a course's objectives and requirements and is distributed at the beginning of the semester. It includes information about the course, course policies and procedures, textbook information, grading rubrics, assignments, schedules and study aids. Make sure to check it regularly. The syllabus is subject to change with notice.



## Grades

The College grade for dual credit/dual enrollment classes will appear on the student's Carl Sandburg College transcript. This record will follow the student for the remainder of their college career. There is no way to remove classes from the student's college transcript.

Carl Sandburg College does not mail out midterm or final grades. Students receive a class syllabus at the start of each course that explains the instructor's grading system and point values for each assignment. Students should save every assignment and keep track of the grade they are earning in the class so there are no surprises at the end of the semester. Students may view and print their college grades online via their mySandburg account. Grades are usually posted within a week of the end of the semester.

## Calculating Grade Point Average (GPA)

Academic standing at the College is determined by a grade point average (GPA). Students can calculate their 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 taken at Carl Sandburg College.

<b>The table below indicates how many grade points each letter grade is worth. These points add up to your grade point average (GPA)</b>	<b>Grade Points Per Hour</b>
A	4
B	3
C	2
D	1
F	0
W	No hours earned- no grade points assigned
I	No grade points until work is completed

An example:

<b>Class</b>	<b>Grade</b>	<b>Points</b>	<b>Credit hours</b>	<b>Total Points</b>
Biology	B	3	4	12
Speech	C	2	3	6
History	A	4	4	16
			11	34

34 total points divided by 11 credit hours = 3.09 GPA



### **Withdrawing from Courses**

Students must see their high school counselor prior to withdrawing from dual credit classes and complete a Schedule Change form. The counselor will sign and submit this form to Sandburg staff. It is important to officially drop the class to avoid an “F” on the student’s transcript. The student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date.

### **Things to Consider Before Dropping a Course**

Before dropping a course, the student should consider the impact dropping the course has on financial aid, grades, and educational goals. The following items should also be considered before dropping a course.

- Refund policy: Students must drop a College course within the first nine calendar days of a 16-week or 12-week classes in order to be eligible for a refund. For 8-week classes, the student must drop the class in the first five calendar day for a refund. A four-week course must be dropped within the first three calendar days for a refund.
- Impact on grades: If a student does not officially withdraw from a course, the student may receive an F for the course.
- Transcript notation: After the refund period of the course, any dropped course will show up on the student’s permanent academic record and will be recorded as a W (withdrawal).
- Financial aid: Withdrawing from a course may impact future financial aid eligibility.

### **Transfer of Class Grades and Credits to Other Colleges**

College credits and grades are “transferred” to other colleges via official transcripts that are sent directly from college to college. Unofficial transcripts are hand carried by students or are copies of official transcripts. It is beneficial for students to take an unofficial Carl Sandburg College transcript when visiting other colleges. These are available to you through your mySandburg login. To request an official transcript from Carl Sandburg College, log into mySandburg, under the self-service menu, select “My Classes” followed by “Request a Transcript.”

### **Transferability of Carl Sandburg College Courses**

Carl Sandburg College is part of the Illinois Articulation Initiative, a statewide transfer agreement with more than 100 participating colleges and universities in Illinois. Most dual credit classes will transfer. Students are encouraged to discuss specific colleges or universities with their high school counselor and or academic advisor in order to receive advice based on those institutions. Students should contact the college or university they are considering attending to verify transferability.



### **Attending Carl Sandburg College after High School Graduation**

If you plan to attend Sandburg after high school, you will not need to re-apply to the College, as you are already a Sandburg student. You will need to apply for financial aid and scholarships, as well as, schedule a time to meet with an academic advisor to register for classes.

### **mySandburg**

This is the College's online portal through which students can access important College information. Schedules, class components, account information, email and more are all accessible through the portal. Log in and check it often!

To locate mySandburg, go to [www.sandburg.edu](http://www.sandburg.edu) and click on the mySandburg tab on the top right of the page. Students will need their **username** and **password** to access the system, which is included in the "Welcome to Sandburg" letter. If you have problems logging into mySandburg, please email our Tech Support at [support@sandburg.edu](mailto:support@sandburg.edu) or call 309.341.5446.

By logging into mySandburg, you will be able to:

- View your schedule of courses.
- Pay for classes, view your account balance and make credit card payments.
- Access your classes through Moodle. Many instructors post additional materials, assignments, gradebooks, and more in the Moodle class site for your course.
- View your transcript.
- Receive College and personal announcements about events, dates, activities, and course cancellations.
- Send/receive e-mail from your Sandburg e-mail address.
- View financial aid information.

### **Student Email**

All students are assigned an email account. Communication from various departments such as Financial Aid, Student Life and Academic Advising are sent to this account. Be sure to check your Sandburg email frequently for important information about your classes and the College. Students may set this account to forward to their personal email account. Contact the Help Desk at 309.341.5446 for instructions. When setting up the forwarding feature, be sure to mark "keep a copy" in the Sandburg account.



# Student Services

## **Counseling**

College is exciting, but can be very stressful and everyone needs help coping sometimes. Campus staff can assist with referrals to local in-person counseling resources. To reach staff on the Galesburg campus, please call (309) 341-5237. To reach staff on the Carthage campus, please call (217) 357-3129. Student Services staff are available:

Monday - Friday

8 AM - 5 PM (fall and spring semesters)

8 AM - 4 PM (summer)

Additionally, the following services are accessible **24 hours a day, 365 days a year:**

**TimelyCare** virtual counseling options are available to current Sandburg students and employees. Visit [www.timelycare.com/sandburg](http://www.timelycare.com/sandburg) for services. Use your Sandburg email to log-in.

The national Suicide & Crisis Lifeline is **988**. Call this number to reach trained staff who can support you and connect you with a local mobile crisis unit.

If you or someone you know is experiencing a medical emergency, has harmed themselves, or harmed another person, call **911**.

***Confidentiality:*** Privacy and confidentiality are at the core of successful counseling. It is imperative that you feel you can talk openly and honestly. When you meet with your counselor for the first time, they will discuss with you any potential limits of their confidentiality, as well as how your privacy is respected.

***Title IX:*** Incidents of crimes based on gender such as stalking, bullying, discrimination or sexual harassment/assault on campus must be reported to the Title IX Coordinator and the Chief Safety Officer. Although these reports are anonymous, students will be encouraged to talk to these departments to take appropriate action as needed.

***Fees:*** Counseling services are free to students. In some cases, a mental health counseling referral to an agency that requires payment may be necessary.

## **Students with Disabilities**

In compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Disability Support at Carl Sandburg College seeks to make the classroom equally accessible to students with disabilities by providing students with tools and accommodations intended to remove barriers imposed by their unique disabilities.



Current or prospective students or visitors to campus who have questions about disability access to campus resources or who would like to request accommodations for a disability should contact the Coordinator of Academic Support Services at 309.341.5262. This service is available to all students taking classes at any Sandburg or high school partner site, virtually or online.

### **Library**

Information on Sandburg's library services is available in a module with the student's Moodle classes in mySandburg. Students are encouraged to view the video before going to <http://sandburg.edu/Academics/Library/index.html>. This site is the homepage for Sandburg's library from which students may search for articles, books, and other resources.

### **Public Safety**

The Public Safety Department helps ensure a safe and secure environment for the College community. Any person who witnesses a crime or becomes a victim of a crime should report it as soon as possible to Public Safety at the Main Campus or the Main Office at the Branch Campus. For additional information about the Public Safety Department, contact the Chief Safety Officer at 309.341.5325.

If you attend courses on the Main Campus in Galesburg and need the assistance of public safety, call 5304 from any campus phone or dial 309.341.5304 from a cell phone. If you are on the Branch Campus in Carthage, go to the Main Office in room 24 or call 217.357.3129.

### **Student ID**

All students taking college credit classes are expected to obtain a Sandburg photo ID. Student IDs are issued at both the Main Campus in Galesburg and the Branch Campus in Carthage. It is important that a student receive an ID in order to take advantage of various college services, benefits, and activities.

### **Tutoring**

Carl Sandburg College offers free tutoring services for all students. Through tutoring, our goal is to provide friendly, accessible assistance in all subject areas. Students at the Main Campus in Galesburg benefit from a walk-in and appointment-based Tutoring Center offering assistance in any core subject area (including English, math, science, and basic computer use). For more information, contact Coordinator of Disability Support Services at 309.341.5262. Students at the Branch Campus in Carthage or at a high school partner site benefit from tutoring services as well. Those students should contact Linda Thomas at 217.357.3129 ext. 7243 or Megan Jones at 309.341.5229.

Online tutoring is available to all students in all locations 24 hours a day via Brainfuse, available on your mySandburg homepage.





# Sandburg Policies

## **No Show You Go**

If a student does not attend an in-person class or login to an online class in the first four days of the semester, they will be dropped from the class for nonattendance. Instructor permission is required in order for the student to re-enroll in the class.

## **Standards of Academic Progress**

Students must maintain at minimum a 2.0 cumulative grade point average (GPA) and complete at least 67% of the courses in which they enroll to demonstrate academic progress. Students are strongly encouraged to select classes carefully so that they may complete their academic program requirements within the recommended guideline of 150% of their program's length.

If a student does not meet the standards of academic progress, he/she will be notified via e-mail and postal mail of their academic standing, which will be warning, academic notice, academic notice 2, or suspension.

For a copy of the complete policy, please read the Academic Notice & Separation Policy in the Sandburg catalog on the website at <https://academiccatalog.sandburg.edu/>

## **Framework for Addressing Student Concerns**

Should the student have a concern, complaint, or an issue believed to have an adverse effect upon the student, someone else, or a group of students, the student may work to address it by first bringing the issue to the attention of the person(s) against whom the complaint is directed. Should resolution not be reached at that level, the issue must be presented in writing, within ten school days of the issue in question, to the immediate supervisor of the person against whom the complaint is directed or to a Student Services counselor who will, in timely fashion, direct the student to the appropriate supervisor and then to the appropriate vice president. If no resolution is reached at the vice president's level, the student may appeal to the president of the college. All decisions, notification of decisions and reasons for decisions shall be in writing.



### **Cheating and Plagiarism Policy**

Academic dishonesty information is included in every course syllabus which instructors share with students at the beginning of each class. Students are responsible for being aware of Sandburg's policy. The faculty member determines the consequences for cheating or plagiarism. Unless that judgment can be shown to be capricious, arbitrary, or in bad faith, the faculty member's judgment will stand.

#### **DEFINITION OF PLAGIARISM**

Plagiarism may take any one of three forms:

1. Passing off words and/or images of another as one's own.
2. Passing off the ideas of another as one's own.
3. Using the original organizational scheme or plot of another as one's own

### **FERPA (Federal Family Educational Records Privacy Act)**

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific protected rights regarding the release of such records, and FERPA requires that institutions adhere strictly to these guidelines. The Family Education Rights and Privacy Act was enacted by Congress to protect the privacy of student educational records. Students have a right to know about the purpose, content and location of information kept as part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. For more information go to <http://sandburg.edu/Services/Registrar/FERPA.html>.

### **Gainful Employment Information**

Carl Sandburg College is committed to creating an educated workforce by offering occupational program that lead to gainful employment. We meet with Advisory Boards consisting of local leaders and industry professionals to make informed decision in the development of new offerings and to improve existing programs.

Graduates can be assured that they are learning current industry standards and practices in state-of-the art labs using the latest equipment that may lead to gainful employment.

We invite you to explore the many occupational offerings available at Sandburg to learn about the job outlook for each program, our completion rates, and financial costs associated with completion.



### **Student Code of Conduct and Disciplinary Procedures**

The College expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action. Students are expected to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain integrity and a high standard of honor in academic work and to observe a standard of conduct appropriate for the College. The College expects students to conduct themselves under all circumstances in a responsible manner. This implies thoughtful consideration of College property and members of the College community. Any student or group of students failing to observe either the general standards of conduct or any specific regulation adopted by the College, shall be subject to disciplinary action. Information of the Student Code of Conduct Procedure on Disciplinary Due Process is available at <http://www.sandburg.edu/About/Board-of-Trustees/Assets/procedures/proc-3.16.1.1-disciplinary-due-process.pdf>.

### **Drug-Free and Alcohol Abuse Policy**

#### **Regulation on Substance Abuse**

It is the mission of Carl Sandburg College to provide an environment conducive to learning. The illegal use of controlled substances is harmful to the health of the individual and may hinder learning; therefore, the illegal use of controlled substances, as well as their manufacture, distribution, dispensation or possession is prohibited on Carl Sandburg College property or as any part of College activities, events, classes, programs or services.

Students who feel they have a drug abuse problem are encouraged to ask for assistance so as to be referred to an appropriate drug rehabilitation and treatment program. Students with such problems should notify the Vice President of Student Development or a counselor. Behavior that is inappropriate, disruptive and/or dangerous as a result of the use of illegal drugs will not be tolerated. Students should report such behavior to the Vice President of Student Development. Pending or subsequent to any legal penalties that may be imposed upon the student, the Vice President may require the student to participate satisfactorily in a recognized substance abuse program approved by the College. If the student refuses, disciplinary action may be taken and could include:

1. Verbal warning
2. Written reprimand
3. Suspension
4. Expulsion from the school
5. Reporting such person to local, state or federal law enforcement

Visitors using, in possession of or under the influence of a controlled substance will be prohibited from using College facilities and/or reported to appropriate law enforcement agencies.

If the student finds the disciplinary action unjustified, they may elect to file a complaint according to the existing complaint procedures of the College catalog or College policy manual.



*For a complete listing of our policies and procedures, please visit our website and our course catalog.*

## **Sandburg Dual Credit/Dual Enrollment Advisors**

Megan Jones, Coordinator of Recruitment and Dual Credit

Carl Sandburg College Main Campus

2400 Tom L Wilson Blvd

Galesburg IL 61401

309.341.5229

[mjones@sandburg.edu](mailto:mjones@sandburg.edu)

Galesburg, Galesburg Christian, GAVC, Knoxville, Monmouth-Roseville, ROWVA, Spoon River Valley, Farmington Central High School, Williamsfield and United High School

Linda Thomas, Coordinator of Branch Campus Support Services

Carl Sandburg College Branch Campus

305 Sandburg Drive

Carthage IL 62321

217.357.3129 ext. 7243

[lthomas@sandburg.edu](mailto:lthomas@sandburg.edu)


Abingdon-Avon, Bushnell-PC, Hamilton, Illini West, Southeastern, Warsaw, West Central, and West Prairie, Trinity Academy

## **Stay connected to Sandburg online and through social media**

Visit our website [www.sandburg.edu](http://www.sandburg.edu) for a complete listing of policies, procedures, class schedule and the Sandburg catalog.

**Facebook**      facebook.com/CarlSandburgCollege  
facebook.com/SandburgAthletics

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@SandburgNJCAA

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**YouTube**

Youtube.com/CarlSandburgCollege

