



ILLINOIS EASTERN COMMUNITY COLLEGES *DUAL CREDIT HANDBOOK*



iecc.edu/dc

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ILLINOIS EASTERN COMMUNITY COLLEGES

Hello! Welcome to the Illinois Eastern Community Colleges Dual Credit Program. The administration, faculty, and staff are delighted that you have chosen to begin your college career with IECC. We hope that your educational experiences are rewarding as well as enjoyable.

The transition from high school to college can be overwhelming and can come with many questions. We hope this guide will serve as a great introduction to the IECC Dual Credit Program and answer many of your questions. The IECC Dual Credit Program is staffed with knowledgeable individuals who are here to assist you. IECC faculty are a great resource. From guiding you through expectations when classes begin with syllabi to encouraging engagement with college-aged peers, faculty work hard to ensure your success. Our goal is to assist you with obtaining courses toward degrees and certificates in a focused and meaningful way.

There are many benefits to beginning your college career through the IECC Dual Credit Program, including:

- An early start on the college experience
- Being a financially-smart choice
- Preparedness for post-secondary paths, such as attending college or moving into the workforce
- Interaction with a diverse student body
- Fulfilling graduation requirements for both high school and college programs

We hope you enjoy your dual credit coursework and wish you the best for a successful start in your college career!



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DUAL CREDIT BASICS

WHAT IS DUAL CREDIT?

IECC dual credit courses are college-level courses taught in high schools or at Illinois Eastern Community Colleges (Frontier, Lincoln Trail, Olney Central, and Wabash Valley) during the school day during the school year. Dual credit courses are provided to eligible high school juniors and seniors taught by qualified instructors following the college's master course syllabi and curricula. When students successfully complete a dual credit course, they can simultaneously receive both high school and college credit. These classes are an excellent way for eligible high school students to get an early start on their college education.

HISTORY OF DUAL CREDIT

The original Illinois Dual Credit Quality Act (DCQA) was passed in 2009 to become Public Act 96-194. Its purpose was to enhance communication and align curriculum between high schools and colleges making it easier for students to transition to college.

In 2018, the Dual Credit Quality Act was amended to Public Act 100-1049. DCQA now requires Community Colleges and high schools to enter a partnership agreement to offer purposeful and meaningful dual credit experiences. These amendments provide a framework for the schools to work within and defined the relationship between the two entities. A Model Partnership Agreement (MPA) was created by the Illinois Community College Board and the Illinois State Board of Education. IECC adopted the state MPA and now offers additional support services to both the high school faculty/staff and to the high school students.

WHY TAKE DUAL CREDIT?

IECC dual credit courses are college courses and may be transferrable to other colleges and universities. The General Education Core Curriculum (GECC) at IECC was developed using the [Illinois Articulation Initiative](#) (IAI) and these courses are guaranteed transferable to more than 100 participating colleges and universities in Illinois. This core curriculum consists of 37-41 credit hours in courses such as communications, mathematics, physical and life sciences, humanities and fine arts, and social behavioral sciences.

Dual credit courses offer a valuable opportunity for students pursuing a degree or certificate in career and technical education (CTE) to get a head start. In fact, some CTE programs allow students to complete their degree or certificate requirements while still in high school, enabling them to immediately start their career path after graduation.

Speak to your high school counselor and your Director of Dual Credit for additional information concerning transfer courses. To learn more about the IAI system and other transfer information, visit their website at www.iTransfer.org. While IAI courses are only guaranteed within Illinois, several out-of-state universities also accept IECC credits and may have transfer guides available.

To receive credit at any institution other than IECC, students must send a college transcript for evaluation. IECC advisors are available to assist dual credit students with the transfer process.



PRIORITY TYPE

The Model Partnership Agreement between high schools and IECC sorts courses into three categories: priority courses, career pathways, and non-priority courses. This agreement is based on the Dual Credit Model Partnership created by the Illinois State Board of Education (ISBE) and the Illinois Community College Board (ICCB). We define these areas as the following:

- **Priority:** Courses that will meet the GECC components. These courses help students gain credit toward their Associate degree or general education requirements at four-year schools. These courses are a part of IECC's 3 to Your Degree Program (see Page 7).
- **Career Pathways:** Career-focused courses that lead to a certificate or degree program at IECC (ex. process technology, radio broadcasting, nursing, emergency medical responder).
- **Electives:** Elective courses fall outside the scope of priority or career pathways. These can differ from student to student and should be discussed with an IECC advisor. www.iecc.edu/advisement

TYPES OF DUAL CREDIT & COST

IECC offers an affordable dual credit program with reduced fees for students. Fees for dual credit are billed directly to your high school. It is at each high school's discretion to determine if the district will pay the cost of the dual credit fees or if they will pass the cost on to the student. As part of the agreement between IECC and your school, students considered low-income as defined by the state and Model Partnership Agreement must not be billed. Please contact your high school if you have any questions about how dual credit costs will be handled at your school.

Type A	Class at the high school, taught by the high school
Type B	Class at the high school, taught by IECC faculty
Type C	Online, distance learning, or co-taught by IECC faculty
Type D	Class on an IECC campus or satellite location

Type A	Priority & Career Pathway Courses	\$25
Type A	Elective Courses	\$50
Type B, C, and D	Priority & Career Pathway Courses	30% Tuition Cost
Type B, C, and D	Elective Courses	50% Tuition Cost

QUALIFYING FOR DUAL CREDIT

Students planning to enroll in dual credit courses must first get approval from their high school. Each school determines how students must qualify. Once students receive approval from their school, they must demonstrate college level readiness.

IECC uses a holistic approach to determine college level readiness. For dual credit students, this means they can place into classes three different ways. Students can use ACT/PSAT10/ SAT scores, high school GPA, and ACCUPLACER testing to qualify for dual credit. Your high school may have determined a preferred method of placement using only one of these options. Students and parents should ensure the placement method has been completed (and submitted to IECC) prior to an advising appointment.

HOW DO I GET STARTED?

Once you are approved for dual credit by your high school counselor, create an account and apply at www.iecc.edu/apply. Make sure to choose the following:

Admit Type: "I will be in HS Dual Credit" OR "I will be in HS but attending college classes"

Educational Goal: Dual Credit: Completing College Courses in HS

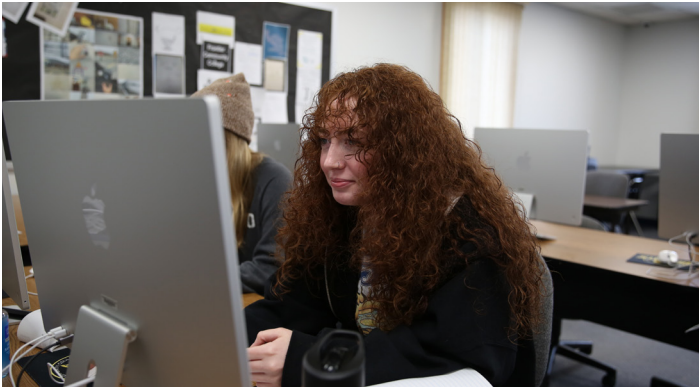
Academic Program: Dual Credit

Students are not registered until they complete an IECC registration form and meet with a Director of Dual Credit. Parental signature may be required.

TAKE TIME TO MEET WITH YOUR DIRECTOR OF DUAL CREDIT



To help you make the best course selections possible, IECC provides advising services to all dual credit students. We are here to assist you with career exploration, understanding degree requirements, and selecting the best courses towards your future major. There are many in's and out's to college decisions and these specialists at IECC campuses are here to guide you and provide expert advice. When meeting, make sure to let us know about any career fields of interest and indicate future wants and needs because different majors can make a difference in course recommendations.



GENERAL INFORMATION

There are many routes to be explored in dual credit. You can take transfer classes and prepare to complete an Associates or Bachelor's degree. You can select a pathway in Career & Technical Education (CTE) and work towards a certificate or degree that will help you move directly into the workforce.



PRIORITY AND 3 TO YOUR DEGREE

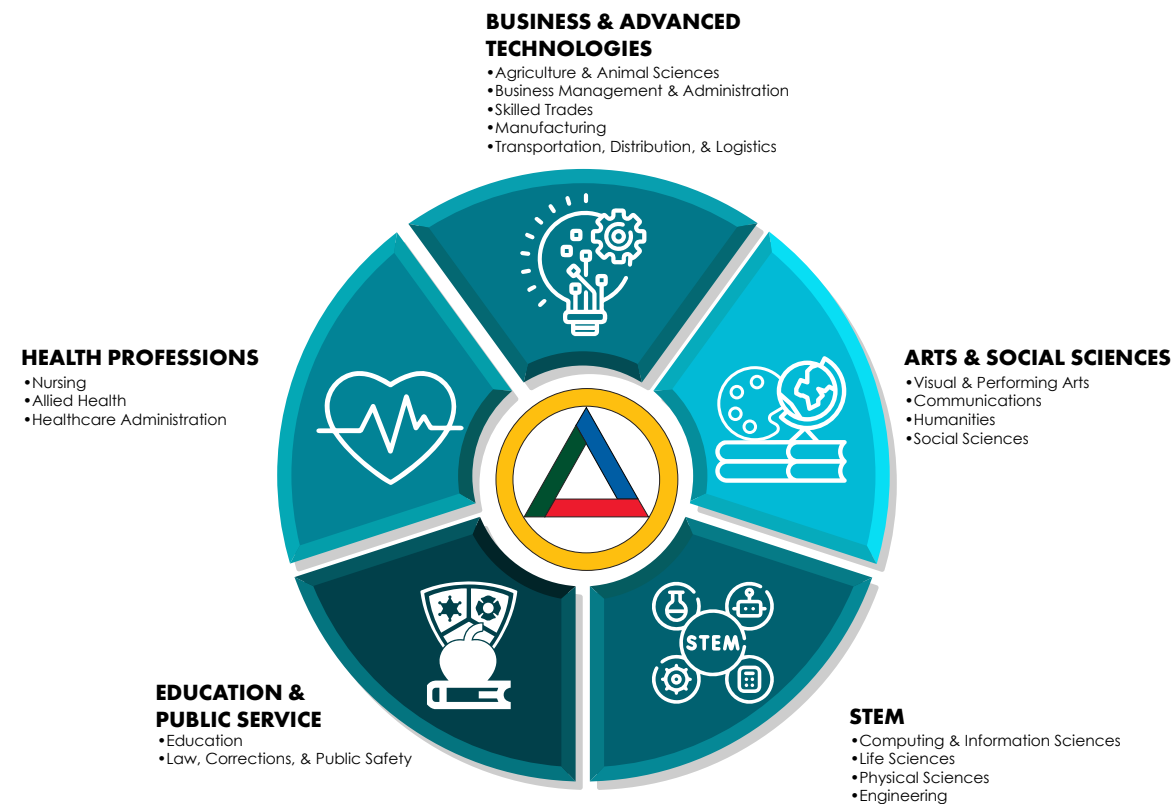
Priority courses are those offered as part of the 3 To Your Degree Program. These courses allow students to complete approximately 50% of a transfer associate degree in two years as a dual credit student. Spending an additional year at IECC after high school graduation enables students to finish their degree while saving money.

The courses selected come from the six areas of transfer degrees and apply to a wide variety of majors. These courses are a good experience for dual credit students and regularly lead to success.

Courses offered as Dual Credit that fulfill the GECC Credential and Transfer Degree Requirements to accomplish 3 To Your Degree			
COURSE	COURSE NAME	CR	REC. GRADE LEVEL
COMMUNICATIONS - 9 CREDIT HOURS			
ENG 1111	Composition I	3	Senior
ENG 1121	Composition & Analysis	3	Senior
SPE 1101	Fund. of Effective Speaking	3	Junior or Senior
MATH - 3 CREDIT HOURS			
MTH 1131	Intro to Statistics	3	Senior
PHYSICAL & LIFE SCIENCES - 6 CREDIT HOURS			
GEL 1110	General Geology	3	Junior or Senior
LSC 1106	Introduction to Biology	4	Junior or Senior
HUMANITIES & FINE ARTS - 6 CREDIT HOURS			
PHI 2101	Introduction to Ethics	3	Senior
MUS 1103	Music in Multicultural America	3	Junior or Senior
HUM 2161	Forging the American Character	3	Junior or Senior
SOCIAL AND BEHAVIORAL SCIENCES - 6 CREDIT HOURS			
PLS 2101	Government of the U.S.	3	Junior or Senior
PSY 1101	General Psychology	3	Junior or Senior
SOC 2101	Principles of Sociology	3	Junior or Senior
HIS 2102	U.S. History Since 1877	3	Junior or Senior

CAREER & TECHNICAL EDUCATION (CTE)

Career and Technical programs are very specialized and typically require specific courses in a specific order. There are numerous CTE programs offered across the IECC campuses. If you are interested in a CTE program, you can begin coursework towards that certificate or degree through dual credit. Some programs require general education courses that are easy to take through dual credit. For example, nursing students are required to take Introduction to Psychology and Fundamentals of Effective Speaking (Speech). If you are interested in nursing, you can take these courses as part of your dual credit to help you begin on the pathway to nursing. Some program-specific courses might only work towards a single certificate or degree program.



WHAT TO EXPECT FROM MY DUAL CREDIT COURSE

College courses are both interesting and challenging. Students should remember that a dual credit course is a college course from the college curriculum. Student course responsibilities are the same as for other college students. The teaching methods are the same as those taught at the college, and students will be expected to conduct themselves as college students. College courses sometimes deal with controversial, sensitive, and/or adult material. Students are expected to be prepared for college-level content. If the student is not comfortable with the material, it is important to contact your Director of Dual Credit and high school counselor within the first ten days of class to change courses. It is important to review the syllabi as soon as possible to view course information.



WHAT IS ENTRATA? WHY DO I NEED IT?

ENTRATA is IECC's electronic student portal. It is vital that each dual credit student establishes an ENTRATA account through the application process.

After applying, students will receive an email from accounts@iecc.edu with first-time log-in information. Make sure to check your junk or spam folder. If you don't receive your email within 7 days, call the Help Desk at 1-855-519-4357.

The ENTRATA account can be accessed through the IECC website, iecc.edu, by clicking on the "My IECC" tab at the top of the page. Entrata allows students access to many important features. Some features include student access to email, grades, unofficial transcripts, student schedule, and our learning management system (LMS). The LMS, Canvas, is where online course content is delivered. Students will interact with other students, find course syllabi, turn in work, access notes or PowerPoints, and communicate with instructors. Instructors use Canvas in different ways, but **all students should be logging into their accounts on a regular basis and monitoring their iecc.edu email.**

IECC ALERTS AND INCLEMENT WEATHER GUIDELINES

All students and employees who create an MyIECC/Entrata account will be signed up for emergency alerts via email. Additional email addresses and phone numbers (for text messages) can be added as well by going to Entrata and clicking on Emergency Alerts on the left side of the page. Emergency Alerts will notify you about college closures and urgent information.

IECC closures due to inclement weather may differ from public school closures. You will be notified through IECC Alerts, local media, and social media. If you are unable to safely travel to your campus for courses, we recommend contacting your instructor(s) and communicate about your absence.

Parents and other community members can sign up for alerts at <https://iecc.edu/node/876>

OBTAINING TEXTBOOKS

College level courses may require college textbooks. Classes taught at the high school may provide textbooks for students. Each IECC campus has a bookstore that provides texts for their courses.

College textbooks and materials may come in a variety of formats, including textbooks, looseleaf books, access codes, lab manuals or kits, and open educational resources.

Order textbooks early to ensure they're ready for the start of classes and to have a chance to buy lower-priced used books.

DUAL CREDIT ORIENTATION

Your IECC dual credit team will provide an orientation for dual credit students. This will help you orient to your campus, answer dual credit questions you might have, and remind you of important information as you start your semester. Check with your high school counselor or IECC dual credit team for date and time information.

IECC GETTING STARTED

The IECC - GETTING STARTED tutorial is a free online course available to students taking courses at any of the four IECC colleges. It is recommended students complete it prior to the first day of classes. The course teaches students how to use the IECC Entrata Portal and the IECC Learning Management System called Canvas. It also teaches students how to use Microsoft Office 365.

It takes approximately one hour to complete. This course will teach students how to use basic web-based tools, access their IECC email account, get emergency alerts, find online resources and programs, see course schedules and grades, and learn about Canvas features.

WHAT IS A COURSE SYLLABUS?

For every course taught by IECC, students receive a syllabus. The syllabus provides information such as the course description, learning outcomes for students, grading methods, grading scale, classroom policies, instructor contact information and office hours, and a semester schedule including due dates. Instructors are required to provide the syllabus to students on the first day of class and it will be uploaded electronically into Canvas. Many instructors will review the syllabus with students on the first day of the course. The syllabus acts as a contract between the instructor and their students, outlining important information. The instructor does have the discretion to make changes to the syllabus, but due notice will be given to students of any changes.

Students should keep their syllabus throughout the semester and refer to it often to keep track of deadlines.

ATTENDANCE EXPECTATIONS

Regular class attendance is necessary if a student is to receive maximum benefits from their courses. All absences and arrangements for make-up work are arranged directly with the instructor, who is responsible for determining whether the absence is excused.

Courses on the college campus will follow the IECC calendar, not the high school's. It is important to attend the first day of class, even if that is not the same as the first day at your high school.

IF I HAVE ACCOMMODATIONS AT THE HIGH SCHOOL, CAN I USE THEM AT THE COLLEGE?

IECC is committed to maintaining an inclusive and accessible environment in compliance with the Americans with Disabilities Act (ADA) of 1990, its amendments, and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable accommodations will be considered on behalf of students who require modifications to policies, practices, or procedures in order to participate in college-directed and supported functions. Students who desire special accommodations should contact the ADA Coordinator at their college of attendance.

Students taking classes through an IECC school should ask who serves as the disabilities coordinator at that location. If a student is taking classes online at a different campus, please visit www.iecc.edu/ada to view contact information for other ADA Coordinators across the district.

WITHDRAWING FROM COURSES

If a student is performing poorly in a dual credit course, they may withdraw from that college course. Seek advice from your high school counselor or a member of your IECC dual credit team to see if withdrawing is the right decision for you. In order to officially withdraw from a course, a college withdrawal request must be completed. Students should contact their high school counselor and/or the college student services office to begin this process.

Students who withdraw from a college course before the deadline will receive a "W" (no grade) on their permanent college transcripts. If a student is failing a class, but does not officially withdraw, they will receive an "F" on their permanent college record. Refer to page 19 for links to the withdrawal deadlines.

Each high school may handle dropped dual credit courses differently. Speak with your high school counselor to learn how the drop/withdraw will impact your high school transcript.

Students can also be dropped by their instructor at different checkpoints in the semester if they are not attending or making adequate progress. These also appear on transcripts as a "W." Students can request to be reinstated into the class, but it is at the instructor's discretion.



STUDENT ID'S

Dual credit students are not required to get an IECC student ID; however, they are encouraged to do so. Some campuses may offer the option of getting your ID during dual credit orientation. ID cards can be linked to your account with the IECC library. You can also load money onto an ID to use in the cafeteria if you would rather not carry cash or a card with you while on campus.

FINAL GRADES

Final grades are applied to the college transcript at the end of each semester. Students will utilize their Entrata account to view and access grades.



FINANCIAL AID CONSEQUENCES

Withdrawing from a course may be necessary to help maintain your college GPA; however, there are consequences to be mindful of even as a dual credit student. Withdrawing from a course can affect your completion rate, academic standing, and satisfactory progress. All of these factor into your eligibility to receive financial aid once you begin college as a full-time student.

A smartphone displaying the TimelyCare app interface. The screen shows a user profile, a "Get Care" button, and a "Self-Care" section with a "Get Care Now" button.

The TimelyCare logo, which includes a blue square icon with a white 'C' and the text "timelycare". Below the logo, it says "Free, 24/7 Virtual Health and Well-Being Services at Your Fingertips".

A stylized illustration of a person with dark hair, wearing a blue shirt, sitting at a desk and using a laptop. There are pink and blue decorative elements around the person.

Download the
TimelyCare App Today!

Download on the
App Store

GET IT ON
Google Play

A square QR code that, when scanned, likely leads to the TimelyCare app download page.

It's for Students.
FOR FREE.

FAQ

Can I get financial aid as a dual credit student?

Unfortunately, high school students are typically not eligible for financial aid. Students are encouraged to file the Free Application for Federal Student Aid (FAFSA) during their senior year of high school to begin the process of receiving financial aid the following year when they attend college. Students and parent/guardians will use prior tax information to file.

I'm a parent and I want to speak to someone at the college...

General questions about course offerings or how dual credit works can be addressed with any of the IECC dual credit staff. Specific student information is covered by the Family Educational Rights and Privacy ACT (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

It is IECC policy that students must complete a Release of Information form and return it to the Admissions & Records Office for anyone else to receive access to that student's education records. Release of Information forms are valid indefinitely unless removal is requested by the student. Students and parent/guardians should discuss whether a release should be on file. This form simply allows information to be released. This does not give right for a parent to act on a student's behalf, including registering or dropping a course.

I'm doing poorly in a class. What do I do?

Struggling with a dual credit course can be a daunting experience, but don't worry, you're not alone. Here are some proven strategies to help you improve your performance and succeed in the class.

First, don't be afraid to ask for help from your instructor. They can provide valuable feedback and support that can make a big difference in your understanding of the material. Additionally, take advantage of the many resources available to you, such as study groups, online tutorials, and peer tutoring programs.

Students have access through their Canvas account to online tutoring. Tutors are available 24/7 across a wide variety of subject matters. Get real-time collaboration with a tutor who can meet with you at your convenience.

Additional external issues can impact students' performance in the classroom. Creating a schedule and sticking to it can help you stay on track and avoid falling behind.

If you're having trouble navigating the Canvas learning management system, visit our Welcome to Canvas introduction for tips and guidance. Additionally, you can call the Help Desk for technical assistance at 855-519-4357.

Remember, it's important to act early and seek out support before things get out of hand. With a little bit of effort and the right resources, you can successfully complete your dual credit course and achieve your academic goals.



RESOURCES

LEARNING COMMONS

The Learning Commons offers resources beneficial to all college-level students.

The IECC Learning Commons is part of a system of libraries for higher education and is a great resource for students needing assistance with research. Students can use the online catalogs, the physical catalog, and order texts from 126 other partner institutions. Every IECC student can get a library card using their student ID. See the Learning Commons to activate the library card.

Other services including ACCUPLACER testing, tutoring, and study skill resources are available through the Learning Commons. Some locations offer peer reviews of essays and papers.



BOOKSTORE

Our campus bookstores provide essential resources to support your academic journey. From textbooks and course materials to supplies that enhance your learning experience, you'll find everything you need for your classes. Additionally, the bookstore offers college apparel to showcase your school pride and a selection of food and snacks to keep you fueled throughout the day.

You should have a copy of your schedule when you visit the bookstore or go online to order textbooks through www.iecc.edu/bookstores. Having a copy of your schedule ensures that you buy the right materials for your classes.

Course textbooks can take many forms. Students may need a textbook, an online access code, a workbook, a lab manual, or something else. Make sure you refer to the syllabus and the bookstore to ensure you obtain all required materials.



OFFICE HOURS OF INSTRUCTORS

Your instructor is a great resource for dual credit students and there are many ways you can utilize them. Many instructors are available within their classroom shortly before and after classes. You can also refer to your syllabus to find out what office hours your instructor provides as well as the location for office hours. If you take online courses or are unable to meet in person, you can look for virtual office hours or request a virtual or phone meeting with your instructor.

RETENTION/EARLY ALERTS

If you are struggling or having issues in classes, you can reach out for support and to be connected to resources. Early Alerts are also part of the IECC retention efforts. Early Alerts are submitted by instructors whenever they notice any kind of continued absence, missing assignments, lack of understanding, behavior changes, or other concerning signs.

Early Alerts are followed up on by the Dual Credit team by reaching out directly to students. For dual credit students, there are additional lines of communication between the dual credit team and your high school counselor. Early Alerts are not punishment and should be seen as an extra boost of encouragement to help you be successful in your courses.

TUTORING

Each IECC campus offers tutoring free of charge. Contact your dual credit team member to request a tutor. Typically tutoring will be offered through the Learning Commons or virtual options are available within Canvas.



AFTER HIGH SCHOOL

CONSIDER IECC AFTER GRADUATION

As a dual credit student with IECC, you have a unique opportunity to gain a head start on your college education. Throughout your time as a dual credit student, a College Admissions Representative will regularly visit your high school to provide guidance and support. As you begin planning for life after graduation, both your admissions representative and the IECC dual credit team will help you navigate the next steps toward completing your degree or certificate. Many students who participate in 3 To Your Degree are able to earn an associate degree within a year of graduating high school. Your IECC team will also keep you informed about critical deadlines and events, including FAFSA Night, registration periods, and scholarship opportunities. We are here to support you as you take the next steps toward your future!

HOW TO TRANSFER CLASSES

IECC dual credit courses are college courses, and many are transferable to other colleges and universities. Core classes in communications, mathematics, physical and life sciences, humanities and fine arts, and social and behavioral sciences were specifically developed to transfer, helping you get ahead in your college journey. To ensure your courses align with your future goals, talk with your high school counselor and an IECC dual credit representative.

One of the most important transfer tools is the Illinois Articulation Initiative (IAI)—a statewide agreement among more than 100 colleges and universities. IECC's transfer degrees, including the Associate in Arts (AA), Associate in Science (AS), and Associate in Science and Arts (ASA), meet the IAI General Education Package, allowing students to transfer their degree to a participating institution, where it should fulfill lower-division general education requirements. This can put you on track to complete your bachelor's degree within two additional years. However, major requirements vary, so it's essential to discuss your transfer path with an advisor.

Many courses also transfer individually, even outside of Illinois. While no statewide agreement exists for Indiana schools, advisors can help you identify how your courses may transfer across state lines. If you have any questions about how your credits will apply to your next college, be sure to meet with an advisor for personalized guidance.

HOW DO I GET A TRANSCRIPT?

College level credit is always transferred from institution to institution through the evaluation of transcripts. Even though your dual credit classes might show on your high school transcript, your college (outside of IECC) will require you to send them a college level transcript before they will recognize dual credit classes at the college level. To submit a request to send your IECC transcript, you may go to www.iecc.edu/transcript or visit the Admissions and Records department at your local IECC campus. Sending your transcript includes a small processing fee of \$5-8, depending if it is sent electronically or through the mail.

Transcripts should be resent if you take more classes with IECC after sending your first transcript or if you complete classes that were listed as "In Progress" when you first sent your transcript. Students can view their unofficial transcript through Entrata in the Student tab.

FINANCIAL AID AND THE FAFSA

The Free Application for Federal Student Aid (FAFSA) is an application for Federal Student Aid through the U.S. Department of Education. By completing the FAFSA, you are applying to receive student aid monies for college. Student aid comes in many forms: federal work study, grants, loans, and scholarships. Grants are aid monies that a student does not have to be paid back as long as they complete the course. Loans can be obtained through a variety of sources, but many student loan programs provide loans that are not paid on until 6 months after you graduate or stop attending. Scholarships are provided by external sources, but many scholarships at IECC require you complete the FAFSA for eligibility purposes. Applying for federal student aid does not mean you have to take out loans. FAFSA requires information from the student and the parent/guardian. IECC will work with your high school to provide a FAFSA night where we can help you through the application process.

SCHOLARSHIPS

IECC colleges and their Foundations provide many scholarship opportunities for college-level degree-seeking students. Visit www.iecc.edu/scholarships to see what scholarships are available at your IECC campus and find the applications. Many scholarships require you to complete the FAFSA to be considered eligible. Speak with your high school counselor, your College Admissions Representative, or a member of your dual credit team for more information.



STUDENT POLICIES

STUDENT HANDBOOK

Each IECC school publishes a Student Handbook (<https://iecc.edu/iecc/academics/college-catalog/student-handbooks>). There are many policies in it that are important for all students, including dual credit students, to know. Find the link to your campus's handbook below. Below the links, you will find a small selection of policies that are found on your syllabus or that dual credit students often ask about.

ACADEMIC INTEGRITY POLICY

Illinois Eastern Community Colleges is committed to Academic Integrity and believes in responsibility, honor/truth, fairness, respect/self-respect, and compassion free from fraud or deception. This implies that students are expected to be responsible for their own work and that faculty and academic support services staff members will take reasonable precaution to prevent the opportunity for academic dishonesty. (Reference also www.iecc.edu/studentconduct.)

Statement on Generative Artificial Intelligence

Artificial Intelligence (AI) is a powerful tool that impacts our daily lives and various industries, including education. However, though helpful, AI is not meant to become the writer or author of an assignment. Students should not allow technology to take over their voices, ideas, and words. As established in policy and further defined in the Student Code of Conduct, improper or unapproved use of Artificial Intelligence is prohibited and subject to disciplinary action.

APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES

What you need to know: By accessing and utilizing the computer resources owned by IECC, users agree to the policy statements regarding the use of district-owned computers, the network, Internet and any other technology as described in the [Appropriate Use of Information Technology Resources Policy \(200.2\)](#).

ATTENDANCE REQUIREMENTS

Regular class attendance is necessary if a student is to receive maximum benefits from work. Regular attendance is the responsibility of the student. All absences and arrangements for makeup work are arranged directly with the instructor, who is responsible for determining whether the absence is excused. When the quality of work has been affected by absences or tardiness, the instructor may recommend that the student be dropped from the course. The student will be notified of the administrative withdrawal. Instructors will permit students to make up work missed because of field trips and activities approved by the college. Make up work for illness and other absences may be accepted at the discretion of the instructor.

COMPLAINT POLICY

Students are encouraged to make an effort to resolve concerns in an informal manner by first talking directly with the college representative involved. IECC strives to respond to student concerns in a prompt and responsive manner. If the informal manner does not resolve the issue, please visit www.iecc.edu/studentcomplaint for the steps to file a formal complaint.

DISABILITY SUPPORT SERVICES

It is IECC policy to provide reasonable accommodations to students with disabilities. Any student who feels they may need a special accommodation based on the impact of a disability should contact the Deputy ADA Coordinator at the college. Your instructor can help facilitate this process. Visit www.iecc.edu/ada for more information.

FERPA

The [Family Educational Rights and Privacy Act of 1974](#) (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The rights afforded students under FERPA include:

1. The right to inspect and review education records
2. The right to request amendment of education records
3. The right to consent to disclose personally identifiable information contained in education records
4. The right to restrict the release of directory information
5. The right to file a complaint.

For questions or requests related to a student's education records, visit the Student Services Office at the college of attendance.

You can identify additional people able to access your student records by submitting a Release of Information form. This form can be obtained during dual credit orientation or by visiting your Student Services Office. The release of information requires you identify anyone you want to have access by name and determine what you want them to have access to. The Release of Information form only allows for information to be shared; it does not allow the person to take action on your behalf.

DROPS AND WITHDRAWALS

Students are able to make changes to their schedule within the first ten days of a 16-week course. Students can request to add classes, but may need instructor permission to enroll. Students can drop classes without any cost during that first ten-day window. Classes dropped after the ten-day window will still be billed to the high school and may be passed along to the student.

Per IECC's Withdrawal Policy (www.iecc.edu/withdrawalpolicy), students in Type B, C, and D courses may drop or withdraw from a course during specifically set forth days (see www.iecc.edu/semesterdates for the current semester).

Students enrolled in Type A courses that follow the high school calendar can be withdrawn from after the college drop date to protect academic standing; however, withdrawals must be requested prior to taking final exams. If you are considering a drop or withdrawal, you are encouraged to meet with your instructor or Director of Dual Credit prior to initiating the action.

STUDENT CONDUCT POLICY

IECC is committed to the personal growth, integrity, freedom of civility, respect, compassion, health and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services. IECC's Student Conduct Policy 500.8 establishes the [Student Code of Conduct](#) to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. IECC sanctions are independent of other sanctions that may be imposed by other agencies.

Students, through the act of registration at IECC, obligate themselves to obey all rules and regulations published in the college catalog, program and student handbooks, and/or on the website. It's highly recommended that all students review the Student Code of Conduct immediately upon enrolling. It can be viewed by clicking the link above, and is available upon request in the Student Services Office at each campus.

STUDENT RELIGIOUS OBSERVANCES POLICY

In accordance with the [Student Religious Observances Policy](#), IECC does not discriminate against students based on religious observances and will reasonably accommodate the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. It is the student's responsibility to notify IECC instructors of absences pertaining to religious observances. It is the instructor's responsibility to reasonably accommodate these requests.

1. By the second week of the term, a student must provide written notification to instructors of the date(s) of anticipated absence(s) due to religious observances when such absence would affect participation in class, completion of examinations, and work schedule.
2. It is the instructor's responsibility to provide the student with an opportunity to make up any coursework when written notification was received prior to the deadline.
3. A student who believes that they have been unreasonably denied an educational benefit due to their religious belief or practice may file a grievance in accordance with IECC's Policy to Address a Complaint (100.16).

ILLINOIS EASTERN COMMUNITY COLLEGES DUAL CREDIT REGISTRATION CHECKLIST



STEP 1

Gain approval from your high school counselor.



STEP 2

Complete the Dual Credit Application at www.iecc.edu/apply



STEP 3

Provide testing scores or complete an ACCUPLACER.



STEP 4

Complete a registration form.



STEP 5

Meet with an advisor and enroll in classes.



STEP 6

Set up your Entrata account and sign up for Emergency Alerts.



STEP 7

Take a copy of your schedule to your high school counselor.



STEP 8

Attend Dual Credit Orientation and complete Getting Started at IECC.

There are no classes offered as dual credit in the summer or intersession semesters. You are welcome to take classes but will pay regular cost for tuition, fees, and books. If you are interested in transferring the class to the high school for credit, it is your responsibility to communicate with your high school counselor about doing so you must request/provide a transcript from IECC. While counselors are notified of grades in all dual credit classes, IECC is not responsible for providing information for summer or intersession classes.



iecc.edu/dc

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