# APPENDICES

## APPENDIX A: TIME TO COMPLETION FOR CAREER AND TECHNICAL EDUCATION CURRICULA POLICY (800.5)

For CTE programs that have been withdrawn by the District, students will be given a specified length of time to complete their program of study or may be transferred to another similar program.

a. For a withdrawn associate in applied science degree program, students will be given two years from the date the program was withdrawn to complete the degree requirements.
b. For a withdrawn certificate program of 30 hours or more, students will be given one year from the date the program was withdrawn to complete the certificate requirements.
c. Students failing to meet the deadlines set forth above will not be eligible to graduate from a withdrawn degree or certificate program.
d. Students who return after an absence of less than two years and wish to enroll in a degree or certificate program that has been withdrawn must complete the degree or certificate within the timelines listed above.
e. Students who return after an absence of more than two years and who had been enrolled in a certificate or degree program that has been withdrawn will be required to select a new program of study.

For the purpose of defining "degree" or "certificate" program/curriculum as it applies to this policy, the following definition will apply:

Definition of Degree or Certificate Program: A CTE program of study that includes core courses and general education courses that support a degree or certificate curriculum.

## APPENDIX B: DUAL CREDIT POLICY (500.31)

Illinois Eastern Community Colleges have worked closely with area high schools to develop partnerships which provide dual credit courses that are accessible and beneficial to high school students in the IECC District. Dual credit courses are college courses taken by a high school student for credit at both the college and high school level. Dual credit courses expand student access to higher education, provide challenging academic experience to qualified high school students, and reduce the costs of a college education for students and their families.

Dual credit courses are governed by the policies and regulations of the Illinois Community College Board, the Illinois State Board of Higher Education, the Illinois Dual Credit Quality Act, the Higher Learning Commission, and the policies and standards of IECC and the high school

including the Dual Credit Agreements and the Dual Credit Student Handbook.

## APPENDIX C: CREDIT FOR PRIOR LEARNING (500.5)

### MILITARY TRAINING/EXPERIENCE

A student who has completed a military training course or program as part of his/her military service may be granted academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure.

Students who have completed basic military training and supply the required documentation will be awarded credit based on the table below. Students who have successfully completed a military training course or program that is recommended for credit by the American Council on Education (ACE) and included in the student's military transcript issued by any branch of the armed services (or otherwise documented as military training or experience) will be awarded credit based on the ACE recommendations. Instructors and/or experts in the subject matter may also evaluate a student's competencies and learning experiences as compared to course learning outcomes to make recommendations for course credit.

Request and approval steps:
1. Student must confer with an advisor to begin the process and obtain the required recommendation/ signature on the Credit for Prior Learning Request form.

2. Student will then submit the request, official Joint Services Transcript, DD214, and any other pertinent documents to the dean of instruction for review.

3. The DD214 credit will only be approved for the courses identified in the table below. Military training will be considered based on ACE guides or an evaluation by the instructor and/or subject matter expert. The dean of instruction will approve/deny the request, and forward to: registrar if credit is approved; student services/records if credit is denied.

4. The registrar will post the credit to the student's academic record in the manner described in policy 500.5; student services/records will retain the request form in the student's academic file.

| Credit for Prior Learning: Military Training/Experience | | | |
|---|---|---|---|
| **Training/Education** | **Documentation Required** | **Credit Hours Awarded** | **IECC Course** |
| Basic Military Training | DD214 (with honorable separation) | 7 Hrs. (Total) | EDU 1107<br>PEG 1137<br>PEI 1100<br>PEI 2100 |
| Military Training Programs | Joint Services Transcript | TBD | TBD |

## CERTIFICATIONS AND LICENSURES

A student who has obtained a professional/industry recognized license, certification, credential, etc. that relates to an IECC career and technical certificate or degree, may be granted academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure. Credit awarded is limited to the course equivalencies outlined in the table below. The table is updated when faculty recommendations are presented to the appropriate dean of instruction for acceptance and then submitted to SEPC for final approval. Review of the table for continued validity is performed in conjunction with the program review cycle.

Request and approval steps:

1. Student must confer with an advisor to begin the process and obtain the required recommendation/ signature on the Credit for Prior Learning Request form. Student will provide any applicable certifying information as well as authorization to contact appropriate authorities for verification purposes. Additional experience and/or documentation may be required.

2. Student will then submit the request to the appropriate dean of instruction for review.

3. The dean of instruction will review, approve/deny the request, considering the currency of the provided evidence of accomplishment, and forward it to the registrar (if credit is approved) or student services/records (if credit is denied).

4. The registrar will post the credit to the student's academic record in the manner described in policy 500.5; student services/records will retain the request form in the student's academic file.

| Credit Equivalencies for Certifications and Licensures | | | | |
|---|---|---|---|---|
| **AUTOMOTIVE** | | | | |
| | **FCC Course** | **LTC Course** | **OCC Course** | **WVC Course** |
| ASE Automatic Transmission | AUM 2228 | | AUM 2261 | |
| ASE Brakes | AUM 2223 | | AUM 2271 | |
| ASE Electronic Systems | AUM 1236 | | AUM 2221 | |
| ASE Engine Performance | AUM 1235 | | AUM 1202 | |
| ASE Engine Repair | AUM 1238 | | AUM 1265 | |
| ASE Heating & AC | AUM 1239 | | AUM 1270 | |
| ASE Light Vehicle Diesel | | | AUM 1271<br>AUM 1272 | |
| ASE Manual Drivetrains | | | AUM 2261 | |
| ASE Suspension & Steering | AUM 2290 | | AUM 2271 | |
| L1-Advanced Engines | AUM 2222 | | | |
| **COMPUTER** | | | | |
| | **FCC Course** | **LTC Course** | **OCC Course** | **WVC Course** |
| CompTIA A+ | IST 1210<br>IST 1260 | TEL 1201<br>TEL 2201 | IST 1210<br>IST 1260 | |

| EARLY CHILDHOOD EDUCATION | | | | |
|---|---|---|---|---|
| | **FCC Course** | **LTC Course** | **OCC Course** | **WVC Course** |
| CDA Credential: Infant-Toddler | | | | ECD 1101<br>ECD 1225 |
| CDA Credential: Preschool | | | | ECD 1101<br>ECD 1223 |
| CDA Credential: Family Child Care | | | | ECD 1101<br>ECD 1203 |
| CDA Credential: Home Visitor | | | | ECD 1101<br>ECD 1203 |
| EMERGENCY MEDICAL RESPONDER | | | | |
| | **FCC Course** | **LTC Course** | **OCC Course** | **WVC Course** |
| First Responder | EPM 1201 | | | |
| FIRE | | | | |
| | **FCC Course** | **LTC Course** | **OCC Course** | **WVC Course** |
| Advanced Firefighter Technician | EPF 1204 | | | |
| Advanced Technician Firefighter | EPF 1204 | | | |
| Basic Operations Firefighter | EPF 1203 | | | |
| Basic Operations Firefighter Module A | EPF 1208<br>EPF 1211 | | | |
| Basic Operations Firefighter Module B | EPF 1209<br>EPF 1212 | | | |
| Basic Operations Firefighter Module C | EPF 1203 | | | |
| Courage to Be Safe | EPF 1600 | | | |
| Fire Apparatus Engineer | EPF 1207 | | | |
| Fire Officer 1 | EPF 2203<br>EPF 2204<br>EPF 2207<br>EPF 2209 | | | |
| Fire Officer 1 Fire Prevention Principles | EPF 2204 | | | |
| Fire Officer 1 Management I | EPF 2206 | | | |
| Fire Officer 1 Management II | EPF 2207 | | | |
| Fire Office 1 Strategy and Tactics I | EPF 2207 | | | |
| Fire Prevention Officer | EPF 2205 | | | |
| Fire Service Instructor I | EPF 2203 | | | |
| Fire Service Instructor II | EPF 2213 | | | |
| Fire Service Vehicle Operator | EPF 1205 | | | |
| First Responder | EPM 1201 | | | |
| Hazardous Materials Awareness | EPH 1200 | | | |
| Hazardous Materials First Responder | EPH 1200<br>EPH 1201 | | | |
| Hazardous Materials Operations | EPH 1201 | | | |
| NIMS 100, 200, 700 | EMA 1200 | | | |
| NIMS 300, 400 | EMA 1210 | | | |
| NIMS General Command & Staff | EMA 1210 | | | |
| Technical Rescue Awareness | EPF 1219 | | | |
| Vehicle Machinery Operations | EPF 1206 | | | |
| INDUSTRIAL MAINTENANCE | | | | |
| | **FCC Course** | **LTC Course** | **OCC Course** | **WVC Course** |
| CPT Safety | | | INM 1212 | |
| CPT Quality Practices & Measurement | | | INM 1213 | |
| CPT Manufacturing Process & Production | | | INM 1214 | |
| CPT Maintenance Awareness | | | INM 1215 | |

| MINING | | | | |
|---|---|---|---|---|
| | **FCC Course** | **LTC Course** | **OCC Course** | **WVC Course** |
| Mine Safety & Health Administration Certificate | CMT 2250 | | | |
| Mine Safety & Health Administration Certification | CMT 2260 | | | |
| State of Illinois Mine Examiner & Mine Manager | CMT 1240 | | | |

## TESTS/EXAMINATIONS

A student who has completed any of the testing methods identified below may be awarded academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure.

### Proficiency Examinations Administered by IECC

IECC awards credit by proficiency examinations administered **on-campus at an IECC Testing Center**. Courses eligible for proficiency testing are limited, requiring evaluation on a case-by-case basis. The following conditions apply:

- A proficiency examination may not be taken for a course which a student has previously completed for credit, audit, or pass/fail.
- A student may take a particular proficiency examination only once.
- A student has 30 days from the date of payment to complete the exam.

Request and approval steps:

1. Student must confer with their advisor and the appropriate instructor to begin the process and obtain the required permission/signature on the Proficiency Application. Permission is granted when the instructor has reason to believe the student possesses sufficient proficiency in the subject course.

2. If approved by the instructor, the student must obtain signatures of permission from the advisor and dean of instruction.

3. Once fully approved, student must take the application to the Business Office to remit payment and secure signature as proof of payment. This payment is nonrefundable.

4. Student must submit application to the approving instructor who will arrange for the exam.

5. Once the proficiency examination has been completed, the instructor will determine the grade and note it on the application, sign the application, and forward it to the dean of instruction.

6. The dean of instruction will review, sign application, and forward form to: registrar if exam was completed with a C or better; student services/records if exam was not completed with a C or better.

7. The registrar will post the credit to the student's academic record in the manner described in policy 500.5; student services/records will retain the application in the student's academic file.

### Examinations Administered by Others and Accepted by IECC

IECC awards academic credit from the following standardized tests when minimum scores are achieved:

- AP (Advanced Placement) testing
- CLEP (College Level Examination Program) testing
- IB (International Baccalaureate) program
- GED (General Education Development) testing

AP, CLEP, and GED credit is limited to the course equivalencies outlined in the tables below; IB scores will be evaluated for applicability to IECC courses upon receipt.

The following scores will be considered for credit:
AP Scores of 3 or greater
CLEP scores of 50 or greater
IB scores of 4 or greater
GED scores equal to or greater than 175

Students wishing to use this credit at IECC must submit an official document, verifying their examination scores, to student services. AP, CLEP, and GED documentation will be reviewed by the student's advisor for evaluation. The advisor may consult the dean of instruction as necessary and then send recommendations to the registrar for posting to the student's academic record in the manner described in policy 500.5. IB documentation will be reviewed by the dean of instruction and/or faculty with recommendations being submitted to the registrar for posting to the student's academic record in the manner described in policy 500.5.

The deans of instruction review the subject examination criteria in order to determine if credit will be awarded for electives, general education requirements or major requirements and the number of credit hours to be awarded. Additionally, recommendations are reviewed from the Illinois Articulation Initiative pertaining to Advanced Placement credit.

Every 2 years (minimum), the deans of instruction (or designee) will review the AP, CLEP, and GED tables to ensure they are current and inclusive of all applicable areas of study/courses.

## Advanced Placement (AP)

Students who achieve the following AP test scores will be granted academic credit for the corresponding course equivalencies at IECC.

| IECC ADVANCED PLACEMENT (AP) EQUIVALENCIES | | | | |
|---|---|---|---|---|
| AP EXAM TITLE | AP SCORE for CREDIT | CREDIT HOURS AWARDED | IECC COURSE EQUIVALENCY | IECC COURSE TITLE |
| Art History | 3, 4 | 3 | ART 1181* | Art History I |
| | 5 | 6 | ART 1181* **&** ART 2181* | Art History I & II |
| Biology | 3, 4 | 4 | LSC 1101* | General Biology I |
| | 5 | 8 | LSC 1101* **&** LSC 1102* | General Biology I & II |
| Calculus AB **or** Calculus BC | 3, 4, 5 | 4 | N/A – Elective | Math Elective |
| Chemistry | 3, 4, 5 | 5 | N/A – Elective | Science Elective |
| Comparative Gov't & Politics | 3, 4, 5 | 3 | N/A - Elective | Social Science Elective |
| Computer Science A | 3, 4, 5 | 3 | CIS 1130 | Introduction to Computer Science |
| Computer Science Principles | 3, 4, 5 | 3 | CIS 2170 | Computer Science II |
| English Language and Composition | 3 | 3 | ENG 1101 | Introduction to Composition |
| English Language and Composition | 4, 5 | 6 | ENG 1101 **and** ENG 1111 | Intro to Comp & Composition I |
| English Literature and Composition | 3, 4, 5 | 3 | LIT 2171 | Topics in Literature |
| Environmental Science | 3, 4, 5 | 3 | N/A - Elective | Science Elective |
| European History | 3 | 3 | HIS 1111* **or** HIS 1112* | West. Civilization before or after 1600 AD |
| European History | 4, 5 | 6 | HIS 1111* **and** HIS 1112* | West. Civilization before & after 1600 AD |
| Human Geography | 3, 4, 5 | 3 | GEG 1105* | Intro to Human Geography |
| Macroeconomics | 3, 4, 5 | 3 | ECN 2101* | Principles of Macroeconomics |
| Microeconomics | 3, 4, 5 | 3 | ECN 2102* | Principles of Microeconomics |
| Music Theory | 3, 4, 5 | 3 | MUS 1112 | Beginning Theory |
| Physics 1: Algebra-based | 3, 4, 5 | 4 | PHY 1111 | Technical Physics I |
| Physics 2: Algebra-based | 3, 4, 5 | 4 | N/A - Elective | Science Elective |
| Physics C: Electricity & Magnetism | 3, 4, 5 | 4 | N/A - Elective | Science Elective |
| Physics C: Mechanics | 3, 4, 5 | 4 | N/A - Elective | Science Elective |
| Psychology | 3, 4, 5 | 3 | PSY 1101* | General Psychology I |
| Spanish Language and Culture | 3 | 4 | SPN 1111 | Elementary Spanish I |
| | 4 | 8 | SPN 1111 & SPN 2112 | Elem Spanish I & Inter Spanish I |
| | 5 | 12 | SPN 1111, SPN 2112, **&** SPN 2121* | Elementary Spanish I, Inter. Spanish I and Intermediate Spanish II |
| Statistics | 3 | 3 | MTH 1131* | Introduction to Statistics |
| | 4, 5 | 3 | MTH 1153* | Statistics |
| Studio Art: 2D Design or 3D Design | 3, 4, 5 | 3 | ART 1114 **or** ART 2112 | Design I or Design 2 |
| Studio Art: Drawing | 3, 4, 5 | 3 | ART 1113 | Introduction to Drawing |
| US Government and Politics | 3, 4, 5 | 3 | PLS 2101* | Government of the United States |
| United States History | 3, 4 | 3 | HIS 2101* **or** HIS 2102* | U.S. History to 1877 or Since 1877 |
| | 5 | 6 | HIS 2101* **&** HIS 2102* | U.S. History to 1877 & Since 1877 |
| World History | 3, 4 | 3 | HIS 1120* **or** HIS 1121* | World History to 1500 or Since 1500 |
| | 5 | 6 | HIS 1120* **&** HIS 1121* | World History to 1500 & Since 1500 |

**\*IAI General Education Core Curriculum**                    **AP Table Revised 4/2/2025**

## College Level Examination Program (CLEP)

Students who achieve the following CLEP test scores will be granted academic credit for the corresponding course equivalencies at IECC.

| IECC COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) EQUIVALENCIES | | | |
|---|---|---|---|
| **CLEP EXAM TITLE** | **MINIMUM CLEP SCORE for CREDIT** | **CREDIT HOURS AWARDED** | **IECC COURSE EQUIVALENCY** |
| **Business Courses** | | | |
| Financial Accounting | 50 | 3 | Elective |
| Information Systems | 50 | 3 | Elective |
| Introductory Business Law | 50 | 3 | Elective |
| Principles of Management | 50 | 3 | Elective |
| Principles of Marketing | 50 | 3 | Elective |
| **Composition & Literature Courses** | | | |
| American Literature | 50 | 3 | Elective |
| Analyzing and Interpreting Literature | 50 | 3 | Elective |
| College Composition | 50 | 6 | Elective |
| College Composition Module | 50 | 3 | Elective |
| English Literature | 50 | 3 | Elective |
| Humanities | 50 | 3 | Elective |
| **History & Social Science Courses** | | | |
| American Government | 50 | 3 | Elective |
| History of the US I: Early Colonization to 1877 | 50 | 3 | Elective |
| History of the US II: 1865 to Present | 50 | 3 | Elective |
| Human Growth and Development | 50 | 3 | Elective |
| Introduction to Educational Psychology | 50 | 3 | Elective |
| Introductory Psychology | 50 | 3 | Elective |
| Introductory Sociology | 50 | 3 | Elective |
| Principles of Macroeconomics | 50 | 3 | Elective |
| Principles of Microeconomics | 50 | 3 | Elective |
| Social Sciences and History | 50 | 6 | Elective |
| Western Civilization I: Ancient Near East to 1648 | 50 | 3 | Elective |
| Western Civilization II: 1648 to Present | 50 | 3 | Elective |
| **Science & Mathematic Courses** | | | |
| Biology | 50 | 4 | Elective |
| Calculus | 50 | 4 | Elective |
| Chemistry | 50 | 6 | Elective |
| College Algebra | 50 | 4 | Elective |
| College Mathematics | 50 | 3 | Elective |
| Natural Sciences | 50 | 6 | Elective |
| Pre-calculus | 50 | 3 | Elective |
| **World Language Courses** | | | |
| French Language Level 1 | 50 | 8 | Elective |
| French Language Level 2 | 59 | 12 | Elective |
| German Language Level 1 | 50 | 8 | Elective |
| German Language Level 2 | 60 | 12 | Elective |
| Spanish Language Level 1 | 50 | 8 | Elective |
| Spanish Language Level 2 | 63 | 12 | Elective |

**CLEP Table Revised 3/26/2019**

## General Education Development (GED)

Students who achieve the following GED test scores will be granted academic credit for the corresponding course equivalencies at IECC.

| IECC GENERAL EDUCATION DEVELOPMENT (GED) EQUIVALENCIES | | | | |
|---|---|---|---|---|
| GED Exam Title | GED SCORE for CREDIT | CREDIT HOURS AWARDED | IECC COURSE EQUIVALENCY | IECC COURSE TITLE |
| Mathematical Reasoning | ≥175 | 3 | MTH 1201 | Technical Mathematics |
| Reasoning Through Language Arts | ≥175 | 1 | HUM 2198 | Topics/Issues in the Humanities |
| Science | ≥175 | 3 | MUL 1101 | Science in Society |
| Social Studies | ≥175 | 3 | SOC 2198 | Topics/Issues in the Social Sciences |

**GED Table Corrected 1/31/2022**

### STATE SEAL OF BILITERACY

A student who has evidence of a State Seal of Biliteracy on his/her high school transcript may be awarded academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure. Credit is limited to the course equivalencies outlined in the table below. Additionally, the student must have graduated from high school within 3 academic years of requesting the credit at IECC.

Request and approval steps:
1. Student must confer with an advisor to begin the process and obtain the required recommendation/ signature on the Credit for Prior Learning Request form.

2. Student will then submit the request to the dean of instruction for review.

3. The dean of instruction will review and approve/deny the request. Approval is granted by confirming the student's high school transcript contains the certified State Seal of Biliteracy designation and ensuring the student graduated within 3 academic years of petitioning for the credit. The dean of instruction will then forward to: registrar if credit is approved; student services/records if credit is denied.

4. The registrar will post the credit to the student's academic record in the manner described in policy 500.5; student services/records will retain the request form in the student's academic file.

| Credit for Prior Learning: State Seal of Biliteracy | |
|---|---|
| High School Course | IECC Course |
| 2 years high school Spanish | SPN 1111 SPN 1121 |
| 2 years high school Sign Language | ASL 1201 ASL 2201 |