

## PORTFOLIO EVALUATION

A student who has life experience and/or work skills may be eligible to create a portfolio for evaluation of academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure. This procedure acknowledges learned experiences which occur outside the classroom and provides a structure to which faculty can evaluate a portfolio to determine learning outcomes and competencies are documented. Credit is awarded for learning that occurred through experience and/or work skills – not for the experience itself. Courses eligible for portfolio evaluation are limited, requiring evaluation on a case-by-case basis.

Documentation or evidence of learning experiences and competency can take several forms:

- Resume
- Performance evaluations
- Job descriptions
- Certificates of completion for trainings, workshops, or seminars
- Technical or professional writing
- Demonstration of tasks
- Sample work projects
- Licenses

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 equivalent life experience to the course. A student may not attempt credit for a course which he/she has previously completed for credit, audit, or pass/fail.
2. If approved by the instructor, the student must obtain signatures of permission from the advisor and dean of instruction.
3. Once fully approved, the student must take the application to the Business Office to remit payment and secure signature as proof of payment. This payment is non-refundable.
4. The student will return to the approving instructor to coordinate a timeline for evaluation of the portfolio.
5. Upon evaluation of the portfolio, the instructor will indicate on the application form whether the credit should (competency level is at a grade level C or better) or should not (competency level was below a passing grade or insufficient data was provided to make a determination) be granted. Form and portfolio will be forwarded to the dean of instruction.
6. The dean of instruction will review, sign application, and forward to: registrar if credit is granted for the portfolio evaluation; student services/records if credit is not granted for the portfolio evaluation.

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.

## APPENDIX D: PERSISTENCE AND DEGREE COMPLETION

Illinois Eastern Community Colleges recognizes the diverse needs of students for educational opportunities for lifetime learning. It is the goal of Illinois Eastern Community Colleges to assist students and support statewide initiatives for the completion of educational goals.

In an effort to improve persistence and degree completion, Illinois Eastern Community Colleges will implement the following strategies:

- Expand access and opportunity, to maintain affordability while accommodating the diversity of students that have jobs and family responsibilities. Recognize diverse educational objectives, attendance patterns, and support needs of all academically under-prepared students, immigrants, under-represented racial and ethnic populations, and economically disadvantaged students.
- Recognize diverse educational objectives, attendance patterns, and support needs of all students, and to emphasize the values of life-long learning.
- Strengthen and expand partnerships and cooperative agreements among colleges and universities and between higher education and elementary and secondary schools to improve preparation, expand opportunities for advanced placement, dual-enrollment, program articulation, capstone programs, and improving retention in the higher education system and facilitating re-entry of former students.
- Support and strengthen communication, coordination, budget development, information collection, program approval and review, and grant administration functions among institutions serving students to provide continuous supportive services to students in order to achieve educational goals.

## APPENDIX E: EDUCATIONAL GUARANTEE POLICIES TRANSFER DEGREE EDUCATIONAL GUARANTEE POLICY (800.10)

Illinois Eastern Community Colleges, hereinafter referred to as "IECC," as an expression of confidence in the faculty and staff and as a commitment to the students, shall guarantee to the public the educational effectiveness of its transfer programs of instruction.

IECC shall guarantee the transferability of pre-baccalaureate/university-parallel credit courses to public senior Illinois colleges and universities for each student who completes the Associate in Arts degree, Associate in Science degree, or Associate in Science and Arts degree. If such Illinois Community College Board-approved courses and credits do not fully transfer for lower-division level (freshman/sophomore) credit, IECC shall refund to the degree completion student the tuition actually paid by the student for the non-transferring credits or, at the student's option, offer additional IECC course work at no cost to the student, subject to the following criteria:

1. The application for a refund or additional course work must be submitted within one (1) calendar year of graduation with an Associate in Arts degree, Associate in Science degree, or Associate in Science and Arts degree from IECC;
2. The course must have been completed with a grade of C or better;
3. The tuition refund will be based upon the tuition actually paid by the student at the time of enrollment;
4. The student must have met with an authorized IECC advisor, declared a major, identified the public Illinois transfer college or university prior to taking courses, and taken only those IECC courses approved in writing by the IECC advisor. Unapproved courses and courses taken for personal interest are not guaranteed;
5. The student must have transferred to the declared college or university in the State of Illinois within one (1) year of having graduated from IECC with an Associate in Arts, an Associate in Science, or an Associate in Science and Arts degree, and,
6. The student must submit a claim within sixty (60) days of being notified by the transfer institution that a course had been refused for credit stating reasons for the refusal offered by the institution, and include the name, position, address, and telephone number of the person notifying the student of the refusal, and include copies of all correspondence or documentation provided by the transfer institution.

IECC will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within ninety (90) days, the reimbursement of tuition or additional IECC course work will be authorized.

Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee shall be limited to an amount equal to the course tuition at the time of enrollment or enrollment in course work equal in credit hours to unacceptable credit hour courses, not to exceed a total of fifteen (15) credit hours, with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by IECC. This guarantee is given in lieu of any other guarantee expressed or implied.

## **TECHNICAL DEGREE/CERTIFICATE EDUCATIONAL GUARANTEE POLICY (800.11)**

Illinois Eastern Community Colleges, hereinafter referred to as "IECC," as an expression of confidence in the faculty and staff and as a commitment to the students, shall guarantee to the public the educational effectiveness of its technical programs of instruction.

IECC shall guarantee that students graduating with an Associate in Applied Science degree or certificate, or upon completion of all program requirements of an occupational program, be guaranteed competency in the technical skills represented in the program. Should the student be unable to demonstrate the basic skills expected to his/her employer, the student would be offered additional IECC training, not to exceed fifteen (15) credit hours, subject to the following criteria:

1. The application for additional training at no cost to the student must be submitted within one (1) calendar year of graduation or completion of program requirements for an Associate in Applied Science degree or certificate from IECC;
2. The course must have been completed with a grade of C or better and the student must have graduated or completed all program requirements within three (3) years of initial program enrollment at IECC;
3. The student must be employed full-time in a job directly related to his/her program of study within one (1) year of graduation or completion of all program requirements from the approved program at IECC;
4. The employer must verify in writing within ninety (90) days of the graduate's initial employment that the graduate lacks competencies in specific technical skills, as represented in the program;
5. Specific competencies must be identified and verified by the employer in written documentation submitted to IECC;
6. The retraining shall be limited to courses regularly offered by IECC and completed within one (1) calendar year.
7. A written retraining plan must be developed by the employer, the graduate, and the appropriate IECC dean specifying the courses needed and all other costs that might be associated with taking the course;
8. The Board of Trustees will waive tuition, lab, activity, maintenance, and facilities fees for those courses identified in the retraining plan, but the student shall be responsible for all other costs that might be associated with taking the course(s); and,
9. In the case of licensure, the student must attempt to pass the licensure exam at least two (2) times within fourteen (14) months of graduation and submit documentation from the licensing entity of the unsuccessful attempts at passing the licensure exam. This guarantee entitles the student to a maximum of fifteen (15) credit hours of IECC instruction regardless of the number of times the test is taken or failed.

However, no guarantee is made that the student will meet other educational licensure requirements.

Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee shall be limited to fifteen (15) credit hours of additional IECC training, with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by IECC. This guarantee is given in lieu of any other guarantee expressed or implied.

## APPENDIX F: FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY (500.11)

### A. Purpose

Illinois Eastern Community Colleges (IECC) respects the rights of students and their education records regarding privacy, confidentiality, inspection and review, amendment, and disclosure. The intent of this policy is to be in accordance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, 34 CFR Part 99 (collectively, "FERPA"), and other existing requirements, and to ensure that every endeavor is made to keep the student's records confidential and out of the hands of those who would use them for other than legitimate purposes.

### B. Definitions

1. *Eligible student*: A student who has reached 18 years of age or is attending a post-secondary institution.
2. *Education record*: Any record directly related to a student and maintained by IECC or by a party acting for IECC. The following documents **are not** considered education records:
  - a) Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker;
  - b) Employment records of individuals employed by the colleges other than as student employees;
  - c) Records created or received by IECC after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. *Record*: Information recorded in any medium, including, but not limited to, handwritten, printed, computer media, video or audio tape, film, microfilm, and microfiche.
4. *Directory information*: Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. IECC has designated the following as directory information:
  - a) Name
  - b) Current/permanent address

- c) Telephone number
- d) Email address
- e) Date of birth
- f) Current term hours carried
- g) Major field of study
- h) Classification (freshman, sophomore, continuing)
- i) Academic unit
- j) Dates of attendance/anticipated graduation date
- k) Degrees and honors earned and dates (including commencement)
- l) Most recent previous educational agency or institution attended prior to IECC
- m) Participation in officially recognized activity or sport (including weight/height for athletes)
- n) Picture

5. *Personally identifiable information*: Information contained in an education record of a student which can be used to distinguish or trace an individual's identity. The following are considered personally identifiable, confidential, and **are NOT** directory information. (This is representative in nature and not all-inclusive):
  - a) Social security number
  - b) Student ID number
  - c) Race, ethnicity, nationality
  - d) Gender
  - e) GPA
  - f) Parent information
6. *School officials*: Includes faculty, staff, and administrative personnel employed by IECC. A school official can also be an individual employed by an educational agency that is performing institutional services or functions on behalf of IECC.
7. *Legitimate educational interest*: Generally, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Legitimate educational interest will be reviewed by appropriate Student Services staff on a case by-case basis.

### C. Rights of Students

1. *Inspect and review education records*: A student may inspect and review his/her education record by completing an Education Record Request Form available from Student Services at the college of attendance.

The appropriate Student Services personnel will comply with this request within 45 days, but generally will not exceed seven working days after the request has been made. Records requested and approved for release may be inspected at the college during normal office hours, Monday through Friday, except on designated holidays or otherwise posted at the college.