

ACADEMIC INFORMATION

CREDIT

IECC operates on the semester system, with classes offered in the fall, spring, and summer semesters. Credits are earned to indicate the student has fulfilled all the requirements of a course. Credits may be earned at the college, transferred from another college, or in some instances, awarded for knowledge and skills previously acquired outside the formal instructional process.

A semester hour is the unit used to measure credit, with one (1) semester credit hour equaling one (1) hour per week of lecture activity or two (2) hours per week of lab activity, over a sixteen-week (16) period. A student is classified as a sophomore after earning thirty-two (32) semester hours or more of credit.

Students are considered full-time when they are enrolled in at least twelve (12) credit hours per semester in the fall and spring terms or six (6) credit hours in the summer term. Students receiving financial aid should check with the Financial Aid Office for specific full-time/part-time guidelines affecting monetary awards.

A normal course load is 16 credit hours in the fall and spring semesters. A student who wishes to carry an overload (more than twenty credit hours in the fall and spring semesters or more than 12 in the summer semester) must obtain the appropriate college official's permission prior to registration. The granting of the overload permission will depend on the student's scholastic record. Students enrolled in developmental courses may not be permitted to take an overload.

DUAL CREDIT

Dual credit classes are offered in conjunction with area high schools, for enrolled juniors and seniors only, in the IECC District. Courses for dual credit must be articulated and approved by both the IECC District and the individual high schools. Contact your high school counselor for more information and a list of approved dual credit classes. (See Dual Credit Policy 500.31, Appendix B.)

TRANSFER CREDIT POLICY (500.9)

The acceptance of credits earned at post-secondary institutions outside Illinois Eastern Community College District No. 529 shall be determined by an evaluative process administered by the Dean of Instruction or designee.

All grades and cumulative grade point averages of students transferring from post-secondary institutions outside of Illinois Eastern Community Colleges will be excluded in determining the final cumulative grade point average. Only grades from IECC will be included in determining the final grade point average.

All credits earned outside Illinois Eastern Community Colleges (IECC) will be evaluated for possible application toward the degree or certificate program chosen by the student. Passing credits earned at institutions accredited by the Higher Learning Commission, or similar regional accrediting agencies, may be accepted by IECC provided the courses meet the expectations of the faculty and staff at IECC for academic content and rigor. For a student transcript indicating a cumulative grade point average of less than "C", only credits will be considered for those courses which have a grade of "C" or better.

Any transfer credit from institutions on probation with the Higher Learning Commission or other regional accrediting agencies may not be accepted as transfer credit. Acceptance of the transfer credit will require verification whether or not the student's experience at the other institution is appropriately commensurate with the expectations in similar IECC courses with respect to academic content, rigor, scope and relevance.

CREDIT FOR PRIOR LEARNING (500.5)

Illinois Eastern Community Colleges understands college-level knowledge is obtained from learning experiences, as well as in a classroom. In recognition and support of this, students enrolled in a degree or certificate program at IECC may be eligible for academic credit for their prior learning experiences as determined by an evaluative process administered by the dean of instruction or designee. The dean of instruction or designee also monitors, evaluates, and makes recommendations for revisions to credit for prior learning activities, as appropriate.

Eligible Learning Experiences

When properly documented, the following learning experiences will be assessed for credit at IECC:

- Military Training/Experience
- Certifications and Licensures
- Standardized Tests/Proficiency Examinations
- State Seal of Biliteracy
- Portfolio Evaluation

Awarding Credit for Prior Learning (CPL)

IECC will validate credit on a course-by-course basis and award credit when the documented learning experience demonstrates achievement of all terminal objectives for a specific course or courses. The following will also be considerations:

- CPL will not be awarded twice for the same learning.
- CPL will not be awarded for work that does not meet or exceed a grade level of "C".
- CPL will not be used to award financial aid or veteran's benefits.

- CPL cannot be used to improve an existing grade or replace a grade of withdrawal or incomplete.
- CPL credit will be posted to the student’s academic record as Transfer Credit, but not before:
 - fifteen (15) credit hours toward a degree have been completed at IECC; or
 - twenty-five (25) percent of the required credit hours for a certificate have been completed at IECC.
- No more than twenty-five (25) percent of the required credit hours for a certificate or degree can be awarded from CPL.
- IECC does not accept CPL that was awarded at other institutions and CPL awarded at IECC will typically not transfer to other colleges.
- CPL will not be applied to the graduation credit hour minimum that must be completed at IECC.
- CPL will not be computed in the student’s GPA.
- Unless otherwise defined procedurally, CPL will be awarded for learning experiences that have

occurred within the last 3 years, while also considering older documented learning experiences on a case-by-case basis with the supposition that the knowledge has been retained.

Procedures (see Appendix C) will, at a minimum, outline the process for students to request CPL (including acceptable proof of the experience) and provide data on the specific or type of credit that may be granted by IECC.

GRADES AND GRADING SYSTEM (500.35)

GRADES

Grades are awarded to reflect the quality of student performance. Grade values are assigned on a 4.0 scale from A to F.

The following table provides current applicable grades (all grades are considered earned) with corresponding descriptions and quality points earned, as well as information pertaining to grade suffixes.

Grade/Grade Suffix Legend

EARNED GRADE	SYMBOL INTERPRETATION	QUALITY POINTS EARNED
A	Excellent	4 times the hrs. of credit
B	Good	3 times the hrs. of credit
C	Average	2 times the hrs. of credit
D	Passing	1 times the hrs. of credit
F	Failure	0 times the hrs. of credit
I	Incomplete	Determined by final grade
N	No grade submitted	Not computed
W	Withdrawal prior to completion	Not computed
AU	Audit	Not computed
P	Pass (pass/fail course)	Not computed
F*	Fail (pass/fail course)	Not computed
Grade Suffix		
G	Grade Forgiveness	Not computed
N	Competency-Based Course	Not computed
Q	Less than college level	Not computed
Q*	Less than college level	Not computed
R	Repeat	Not computed
S	Set Aside	Not computed

GRADE POINT AVERAGE (GPA)

The GPA is indicative of a student’s general scholastic average and is a measure of the quality of his/her work. A student’s GPA is determined by dividing the total number of grade quality points earned (numeric equivalent of grade earned x credit hour value for the course) by the total number of credit hours attempted. For example, if a student earned 100 quality points and attempted 40

semester hours of work, his/her GPA would be 2.5 ($100 \div 40$).

INCOMPLETE GRADES

An incomplete “I” grade is a temporary grade which may be assigned, at the instructor’s discretion, when extenuating circumstances beyond the control of the student prevents completion of course requirements by the end of the academic term. Prior to the end of the term, the student must initiate this process by discussing

APPENDICES

This section serves as "official" notification to students regarding the following policies:

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 PEG 1137 PEI 1100 PEI 2100
Military Training Programs	Joint Services Transcript	TBD	TBD

CERTIFICATIONS AND LICENSURES

A student who has already obtained an industry recognized license or certification, for which the college offers a career and technical certificate or degree curriculum, may be granted academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure. Credit is limited to specific credentials as outlined in the table below. The table is updated with new certifications/licensures when faculty recommendations are presented to the dean of instruction for acceptance and then submitted to Cabinet 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 licensing or certification 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 dean of instruction for review.
3. The dean of instruction will review, approve/deny the request, considering the currency of licensure or certification, 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: Certifications and Licensures				
AUTOMOTIVE				
Certification	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 AUM 1272	
ASE Manual Drivetrains			AUM 2261	
ASE Suspension & Steering	AUM 2290		AUM 2271	
L1-Advanced Engines	AUM 2222			
COMPUTER				
Certification	FCC Course	LTC Course	OCC Course	WVC Course
CompTIA A+	IST 1210 IST 1260	TEL 1201 TEL 2201	IST 1210 IST 1260	
CompTIA Network+	IST 2220		IST 2200	
EMERGENCY MGMT				
Certification	FCC Course	LTC Course	OCC Course	WVC Course
NIMS 100, 200, 700	EMA 1200			
NIMS 300, 400	EMA 1210			
NIMS General Command & Staff	EMA 1210			

Credit for Prior Learning: Certifications and Licensures (Cont'd)

FIRE				
Certification	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			
Basic Operations Firefighter Module B	EPF 1209			
Basic Operations Firefighter Module C	EPF 1203			
Courage to Be Safe	EPF 1600			
Fire Apparatus Engineer	EPF 1207			
Fire Officer 1	EPF 2203 EPF 2204 EPF 2207 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			
Hazardous Materials Awareness	EPH 1200			
Hazardous Materials First Responder	EPH 1200 EPH 1201			
Hazardous Materials First Responders Operations	EPH 1201			
Technical Rescue Awareness	EPF 1219			
Vehicle Machinery Operations	EPF 1206			
MINING				
Certification	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
PARAMEDIC				
Certification	FCC Course	LTC Course	OCC Course	WVC Course
First Responder	EPM 1201			
National Registry Paramedic	EPM 2200 EPM 2204 EPM 2205 EPM 2206 EPM 2207			

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, IB, 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
French Language and Culture	3, 4, 5	4	FRE 1111	Elementary French I
German Language and Culture	3, 4, 5	4	GER 1111	Elementary German I
Human Geography	3, 4, 5	3	Elective	Social Science Elective
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 3/4/2020

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 1198	Science in Society
Social Studies	≥175	3	SOC 2198	Topics/Issues in the Social Sciences

GED Table Established 11/9/2019

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 French	FRE 1111
	FRE 1121
2 years high school German	GER 1111
	GER 1121
2 years high school Spanish	SPN 1111
	SPN 1121
2 years high school Sign Language	HEA 1201
	HEA 2201

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/signatures 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.