

STUDENT - 500

Admission of Secondary School Age Students (500.2)

Date Adopted: June 16, 1992

Revised: May 20, 2008

A. STUDENTS CURRENTLY ENROLLED IN A SECONDARY SCHOOL PROGRAM.

Students currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day established by the secondary school or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school must be received.

B. STUDENTS WHOSE CONNECTION WITH A SECONDARY SCHOOL IS SEVERED.

Any student who is 16 or 17 years of age and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend a college in accordance with policies of the Board.

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Comprehensive Fee Policy (500.3)

Date Adopted: December 19, 1989

Revised: April 29, 1999

Revised: December 8, 2015

- A. Tuition: Tuition shall be established by the Board of Trustees.
- B. Miscellaneous Fees: Miscellaneous fees are those fees that are charged for various student support services in the Financial Information section of the IECC catalog. These fees are reviewed annually and recommended changes to these fees are submitted to the Board of Trustees for approval.

These fees may be added to or altered only by action of the Board of Trustees. The Board reserves the right to change the rate at any time without prior notice.

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Course Repeat Policy (500.4)

Date Adopted: August 16, 1994

Revised: April 17, 2018

Revised: August 20, 2019

- A. A student may repeat a course without formal written permission of the college when one of the following three conditions is met (indicating eligibility of credit hour grant funding):
1. If, during the student's first enrollment in the course, the student completed the course and earned less than a grade of C or withdrew after midterm, the student may enroll in the course one additional time;
 2. If a course has been approved by the ICCB to be repeated, the student may repeat the course as many times as approved by ICCB; or,
 3. If the last time the student completed the course was at least four years previously, and the student repeated the course to upgrade his/her skills in that area. This option may only be utilized once per course.

The Board of Trustees established tuition rate shall apply.

- B. A student may repeat a course with formal written permission of the college when the student has previously completed the course and was claimed for credit hour grant funding. The student may be claimed for retaking the course if the student uses his/her option to retake the course tuition free under the college's educational guarantee program. Provisions set forth in the Educational Guarantee Policies shall apply.
- C. When a student repeats a course that is not eligible for credit hour grant funding (eligibility outlined in section A above), all students, except international students, will pay the applicable out-of-state tuition rate for the course enrolled. For international students, the Board of Trustees established tuition rate shall apply.
- D. For courses that were approved by ICCB to be repeated, all grades will appear on the transcript and be calculated in the GPA.
- E. For any other courses that are repeated grades are recorded on the student's transcript. The higher of the grades and its credit will be used in computing the cumulative grade point average. The other course grade(s) will be suffixed with an "R" to indicate the course was repeated and will not be used in computing grade point average.

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Credit by Examination (500.5)

Date Adopted: December 19, 1989

Revised: April 20, 2015

Revised: November 19, 2019

Illinois Eastern Community Colleges utilizes credit by examination to grant college credit. IECC may grant credit through proficiency examinations administered at an IECC test center, the College Entrance Examination Board's subject test known as CLEP (College Level Examination Program), the International Baccalaureate program, and Advanced Placement (AP) or GED testing. The maximum amount of credit which a student may gain through proficiency examinations is 32 semester hours. Details regarding credit by examination will be outlined in the college catalog.

STUDENT- 500

Instructional Materials Policy (500.6)

Date Adopted: December 19, 1989

Definition: The term instructional materials include textbooks and other types of student materials used specifically for classroom or individualized instruction.

General guidelines and procedures will be developed for adoption, purchase, buy-back, markup, and other aspects of instructional materials utilization.

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Policy for the Assignment of Credits (500.7)

Date Adopted: December 19, 1989

Revised: October 21, 2014

Revised: June 20, 2017

Illinois Eastern Community Colleges assigns credit hours based on commonly accepted practices in higher education and ICCB Administrative Rules Section 1501.309 where credit hours shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour.

Assignment of credit hours occurs during the course approval process and is monitored through faculty, curriculum, and program reviews established by the district.

All courses offered for credit will:

1. meet standards for class contact hours,
2. meet expected hours for out of class student work regardless of the mode of instruction and/or length of term, and,
3. achieve intended learning outcomes.

Courses will be consistent in the assignment of credits, scope, quality, assessment, and expected learning outcomes with other courses with the same course title and number.

- A. Lecture: One semester hour of college credit will be awarded for each 15 hours of lecture (750 minutes instructional time, not including testing). It is assumed that two hours of outside study will be invested for each classroom contact hour.
- B. Laboratory: One semester hour of college credit will be awarded for each 30-45 hours of laboratory experience. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.
- C. Internship/Nonclinical Practicum: One semester hour of college credit will be awarded for each 75-149 hours of internship/practicum experience.
- D. Clinical Practicum: One semester hour of credit for each 30-60 contact hours per semester or equivalent. It is assumed that one hour of outside study time will be invested for each two clinical practicum contact hours.

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Student Conduct Policy (500.8)

Date Adopted: December 19, 1989

Revised: February 21, 2006

Revised: October 19, 2021

Illinois Eastern Community Colleges 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 has established the Student Code of Conduct (SCC) 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 as a result of civil or criminal prosecution.

Students, through the act of registration at Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations published in the college catalog, program and student handbooks, and/or on the website.

STUDENT - 500

Policy on Transfer Credit (500.9)

Date Adopted: December 19, 1989

Revised: July 16, 2013

Revised: June 20, 2017

The acceptance of credits earned at post-secondary institutions outside Illinois Eastern Community Colleges (IECC) 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 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 credit 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.

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Policy for Transfer of Credit Between Sister Colleges and Computation of Grade Point Average (500.10)

Date Adopted: December 19, 1989

Removed: June 20, 2017

Deleted by Cabinet Action on June 7, 2017 and Board action on June 20, 2017.

Family Educational Rights and Privacy (500.11)

Date Adopted: December 13, 1994

Revised: May 6, 2003

Revised: June 20, 2017

Revised: April 17, 2018

Revised: October 20, 2020

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.

Except as limited under 34 CFR part 99.12, IECC may not deny access to education records without providing a description of the circumstances in which the college feels it has a legitimate cause to do so. A legitimate cause to deny requests for a copy of such records includes, but is not limited to, students owing fees or having other indebtedness to the college.

Copies of education records can be obtained at a cost of 25 cents per page plus postage, if applicable. To obtain a copy of an IECC transcript, a student must follow the appropriate procedure and pay the transcript fee as outlined in the IECC catalog.

2. **Request amendment of education records**: A student who believes that information contained in his/her education record is inaccurate, misleading, or violates his/her privacy or other rights, may request amendment of the education record under 34 CFR Part 99.20 by applying in writing to the college's Records Office. The student must clearly identify the specific part of the record to be amended and explain why the record should be amended. The college shall decide whether to amend the records of the student, in accordance with the request, within ten working days from the receipt of the request. If the college decides to refuse to amend the education record of the student, in accordance with the request, it shall inform the student of the refusal and advise the student of the right to a hearing under 34 CFR Part 99.21. In the event the college determines insufficient cause to warrant an amendment to the record, the student has the right to add a statement to the record commenting on the contested information or stating why he/she disagrees with the decision. Future disclosures that would include this education record must include the student's statement.

3. Request the release of information: As a general principle, personally identifiable information will not be released to anyone. However, a student has a right to request and consent to the release of his/her information to others. A power of attorney will be treated in the same manner as would the student. A copy of the Release of Information form can be obtained and completed at the college of attendance in the Student Services Office.

a) Under 34 CFR Part 99.31, authorization is given for the release of personally identifiable information contained in education records, without the student's consent, in the following instances:

- To IECC school officials who have a legitimate educational interest. NOTE: Once records have been disclosed to school officials, as defined by Board Policy, disclosure of that information to another entity or individual is prohibited;
- To appropriate parties in health or safety emergencies when knowledge of the information is necessary to protect the health or safety of the student or individuals within the campus community;
- To certain federal, state, and local educational authorities for audit or evaluation purposes, outlined in 34 CFR Part 99.35;
- To accrediting organizations to carry out their accrediting functions;
- To state and local authorities, within a juvenile justice system, pursuant to specific state law;
- To organizations conducting studies for, or on behalf of IECC, to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction;
- In compliance with judicial order or lawfully issued subpoena;
- IECC officials may disclose the final results of a Title IX disciplinary proceeding as set forth by
- Board Policy 100.31;
- To parents of students under 21 years of age regarding the student's violation of any Federal, State, or local law, or of any rule or policy of IECC, governing the use or possession of alcohol or a controlled substance;
- Information concerning registered sex offenders may be released in a manner consistent with federal and state regulations.

IECC will maintain a record of each request for access to any of these disclosures as required by 34 CFR Part 99.32 and a student may inspect and review that record.

b) Under the Solomon Amendment (10 U.S.C. § 983), Military Recruiters are allowed access to some address, biographical, and academic information (limited to "Student Recruiting Information" as defined in the law) on students age 17 and older.

4. Restrict directory information: Directory information may be released from a student's education record upon the request of an outside party, without prior written consent of the student. IECC takes its responsibility to safeguard the privacy of all students very seriously; therefore, all requests by outside parties for student directory information will be considered on an individual basis. As a condition for releasing directory information without permission, public notice is given annually to all students.

Students wishing to restrict release of Directory Information must file the Directory Information Restriction Notification form with Student Records.

5. File a complaint: If a student believes his/her rights have been violated, he/she may file a complaint with the college president or his/her designee. A student may also file a written complaint with the Family Policy Compliance Office at the address listed below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC 20202-
5920

D. Dissemination

All employees are provided a copy of this policy. Faculty and applicable staff are trained on FERPA. Students are made aware of and educated on this policy through freshman orientation, the college catalog, IECC's website, and in handouts distributed by the college's Records Office. Annually, notification of students' rights under FERPA is provided to current students and employees via their IECC email addresses. A copy of this policy will be made available on request to any student.

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Student Optional Disclosure of Private Mental Health Information (500.12)

Date Adopted: October 20, 2015

In accordance with Illinois Public Act 099-0278, Illinois Eastern Community Colleges will ensure that, at or near the time that an incoming student enrolls, he or she is provided the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.

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Student Placement Policy (500.13)

Date Adopted: December 19, 1989

Revised: April 19, 2016

Illinois Eastern Community Colleges recognizes that student success in college coursework is directly related to appropriate course placement. Therefore, IECC uses multiple measures to determine student placement in college-level courses and admission to a degree or a certificate program.

Multiple measures for placement will be used to determine students' readiness for college-level courses and programs. This includes analysis of nationally standardized test scores; analysis of high school and/or college transcripts including coursework completed and grade point average; and remedial and/or previous college coursework completed. The results of these measures will improve the quality of education and enhance student success through academic advisement, assessment of students' academic skills, and provision of needed support services.

STUDENT - 500

Tuition Waiver (500.14)

Date Adopted: November 17, 1998

Revised: July 19, 2005

Revised: May 15, 2007

Revised: April 21, 2009

Revised November 17, 2009

Revised November 16, 2010

Revised: April 17, 2012

Revised: November 19, 2013

Revised: March 17, 2015

Revised: February 16, 2016

Revised: April 19, 2016

Revised: March 20, 2018

Revised: June 15, 2021

A. Senior Citizens: Tuition is waived for residents of the District who are 60 years or older. Non-credit course fees are not waived.

B. Full-Time Employees: It shall be the policy of the Board of Trustees that tuition shall be waived for all full-time employees (current or SURS qualified retirees) of the District and members of their immediate family. Members of the immediate family shall be defined as the spouse and children of full-time employees. To be eligible for the tuition waiver children must be under 24 years of age. However, a spouse or dependent who has been convicted of criminal conduct that would threaten staff or student health, welfare, or safety; or who was discharged for cause from district employment, shall not be entitled to a tuition waiver. Any full-time employee taking a course that is considered professional development for the area in which they work at IECC shall have all fees waived in addition to the tuition waiver.

In the event of a full-time employee's death during his/her active employment with IECC, his/her children will be given a waiver of in-district tuition to be used during his/her college career up to age 24. A spouse of a deceased full-time employee must use their tuition waiver within 6 years of the date of the death of the full-time employee.

C. Part-time Hourly Employees: It shall be the policy of the Board of Trustees that tuition for a semester shall be waived for all part-time hourly employees of the District and members of their immediate family, who are working 10 hours or more per week in the same semester in which the waiver is sought. Members of the immediate family shall be defined as spouse and children of the part-time employee. To be eligible for the tuition waiver children must be under 24 years of age. Any part-time non-faculty employee taking a course that is considered professional development for the area in which they work at IECC shall have all fees waived in addition to the tuition waiver. This tuition waiver does not apply to student workers (work-study or non-work study), unless they are a dependent of an employee.

D. Part-time Faculty: It shall be the policy of the Board of Trustees that tuition for a semester shall be waived for all part-time faculty of the District and member of their immediate family, who are teaching 3 credit hours or more in the same semester in which the waiver is sought. Members of the immediate family shall be defined as the spouse and children of the part-time employee. To be eligible for the tuition waiver children must be under 24 years of age. Any part-time faculty taking a course that is considered professional development for the area in which they work at IECC shall have all fees waived in addition to the tuition waiver.

E. Discretionary Tuition Waivers: Other types of tuition waivers may be granted at the recommendation of the President of the college with approval of the Chancellor (or designee).

STUDENT - 500

Residency Policy (500.15)

Date Adopted: June 18, 1991

Revised: April 18, 2017

Evidence of residence status for each applicant to Illinois Eastern Community Colleges should be provided to the college before or at the time of registration but no later than the first day of classes. Evidence of residency is the responsibility of the student.

STUDENT - 500

Grade Forgiveness Policy (500.16)

Date Adopted: February 17, 1998

Revised: June 20, 2017

Deleted by Board Action: February 16, 2021 (See Policy 500.35 Grades and Grading System)

STUDENT - 500

Campus Safety and Security Policy (500.17)

Date Adopted: October 26, 1992

Date Revised: July 17, 2001

Date Revised: August 19, 2008

Date Revised: August 16, 2011

Date Revised: August 15, 2017

Date Revised: February 16, 2021

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a college environment, which is safe and free of crime. Programs of crime prevention, college security procedures, and programs to prevent drug and alcohol abuse have been implemented to promote a crime-free environment. Information regarding these programs is available from your college office of student services. The college environment includes all students, employees and other persons participating in Illinois Eastern classes, programs, services and other activities and events. Illinois Eastern administration monitors and evaluates campus safety on an ongoing basis.

Campus Security Authorities

Campus Security Authorities (CSA) are responsible for reporting any and all crimes reported to them to the designated officials at IECC. The following positions, and the respective individuals that assume these positions, are classified as a CSA at IECC: President, Assistant to the President, Dean of Instruction, Assistant to the Dean of Instruction, Athletic Director, Athletic Coach, Student Organization Advisor, Retention Coordinator, Title IX Coordinator, Sexual Misconduct Investigators, and Members of the Threat Assessment and Behavioral Intervention Team (TABIT).

Reporting a Crime

Illinois Eastern encourages all students and employees to report all on-campus **INCIDENTS** of criminal activity, including but not limited to, murder, rape, sexual assault, robbery, aggravated assault, burglary, and motor vehicle theft, along with on-campus **ARRESTS** for liquor law violations, drug law violations, and weapons possessions to the President or his/her designee. Reports may be made in person to the President's Office at each respective campus, or to any Campus Security Authority (CSA) during regular hours of operation, or to the appropriate law enforcement agency. Students and employees are encouraged to report all crimes considered to be a threat to students and employees so that Illinois Eastern can determine if preventive measures can be implemented to prevent recurrence of a particular crime. Reporting is also requested for evening classes and college events occurring at locations other than college property.

Any crime reported to IECC officials will require appropriate attention in order to adhere with state and federal regulations and/or the possible issuance of timely warnings. IECC does not have confidential crime reporting options.

Crime report documentation and records are maintained in a centralized office location upon receipt of reports from CSAs, College officials, and/or local law enforcement agencies.

Response to a Report

College officials will cooperate with local law enforcement officials during an ongoing criminal investigation on an as needed basis. In the interim, College officials can ensure victims are provided with on-campus resources and/or information about any off-campus services, as necessary.

College officials may also convene the Student Disciplinary Committee or TABIT in response to an incident that has occurred on campus, if applicable, for review and for potential action, as appropriate. Upon written request, IECC will release the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator to the victim of a crime of violence or a non-forcible sex offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for this purpose.

Timely Warning Notices

Illinois Eastern will monitor and cooperate with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the College community. A Timely Warning notice will be distributed to the College community when a crime is reported that poses a serious or continuing threat to the campus community. Timely Warning notices will be distributed using the Emergency Notifications in the ReGroup System or through the Student Portal.

Timely Warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non negligent manslaughter, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the appropriate College officials. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by College officials. Cases involving property crimes will be assessed on a case-by-case basis and alerts will typically be sent if there is a discernible pattern of crime.

The President or his/her designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning is warranted. If warranted, the President, or his/her designee, will distribute the Timely Warnings using the systems identified above. Timely Warnings will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Security, Access, and Maintenance of Campus Facilities

Illinois Eastern custodial and maintenance staff or other college personnel are responsible for the security, access, and maintenance of all college buildings and grounds. Lighting, landscaping, and other safety-related aspects of the campuses are continually monitored, maintained, and repaired.

As such, custodial and maintenance staff or other college personnel will be present on campus during all times that classes are in session. IECC buildings and facilities are generally intended for the use and benefit of the students and employees. However, the facilities are open and accessible during normal business hours and into the evening and weekend hours depending on class schedules and events. Visitors and guests seeking to utilize College facilities are required to make prior arrangements with the appropriate College officials.

IECC does not possess a campus security department or campus law enforcement; therefore, each College is routinely patrolled by local law enforcement agencies to evaluate and monitor security-related matters. There is no memorandum of understanding regarding any topic, including the investigation of criminal incidents, in place between IECC, the Colleges, and local law enforcement agencies. IECC maintains a working relationship among College officials and state and local law enforcement agencies for the investigation of alleged criminal offenses.

Firearms at IECC

The possession and/or use of firearms, ammunition, fireworks, dangerous materials, or combustible materials, except by law enforcement officials when being used for approved course work or when the Concealed Carry Policy (100.28) applies, is strictly prohibited on campuses and in any Illinois Eastern Community Colleges building. Violators will be reported to local law enforcement agencies and can face immediate expulsion or dismissal from the College.

Drugs and Alcohol at IECC

The possession, use, and sale of alcoholic beverages or illegal drugs by anyone while participating in Illinois Eastern classes, programs, services and other activities and events is strictly prohibited. Violators will be reported to local law enforcement agencies and can face immediate expulsion or dismissal from the College. See Substance Abuse (100.9) and Drug-Free Workplace (400.19) Policies for additional information on the prohibition of alcohol and drug use on IECC campuses.

Annual Security Report Development and Dissemination

The Annual Security Report (ASR) will be prepared by the Program Director of Grants, Compliance, & Outreach, published prior to October 1st on the District's website, and be made available to all students, prospective students, employees, and prospective employees. Each year, an email notification is sent to all enrolled students, faculty, and staff with a direct link to access the report. An overview of the contents of the ASR and a direct link are included in employee application forms and in the automated email response to admission applications and the acceptance letter to ensure all prospective employees and prospective students are provided the information. The ASR will contain information for the previous calendar year and crime statistics for the three previous calendar years. A hard copy of the ASR can be requested from the Student Services Office at any of the Colleges or from the Human Resources Office for prospective employees.

STUDENT - 500

Transfer Degree Educational Guarantee (500.18)

Date Adopted: April 19, 1994

Revised: October 20, 2009

Revised: December 13, 2016

Illinois Eastern Community Colleges, hereinafter referred to as "IECC," as an expression of confidence in the faculty and staff and as a commitment to its 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 of Science and Arts degree. If such Illinois Community College Board-approved courses and credits do not fully transfer for lower division level (freshmen/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 coursework at no cost to the student, subject to the following criteria:

1. The application for a refund or additional coursework must be submitted within one (1) calendar year of graduation with an Associate in Arts degree, Associate in Science degree, or an Associate of 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 of 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.

The college 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 coursework 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 coursework 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 Illinois Eastern Community Colleges. This guarantee is given in lieu of any other guarantee expressed or implied.

STUDENT - 500

Technical Degree/Certificate Educational Guarantee (500.19)

Date Adopted: April 19, 1994

Revised: April 17, 2007

Revised: June 20, 2017

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

IECC shall guarantee that students graduating with an Associate of 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 degree program. Should the student be unable to demonstrate the basic skills expected to his/her employer, the student will 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 competency in specific technical skills, as represented in the degree 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) semester 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 Illinois Eastern Community Colleges. This guarantee is given in lieu of any other guarantee expressed or implied.

STUDENT – 500

Academic Standing Policy (500.20)

Date Adopted: October 20, 1998

Revised: December 13, 2005

Revised: March 15, 2016

Revised: October 19, 2021

Illinois Eastern Community Colleges is committed to the academic success of its students. Academic standards have been established and measures taken to ensure satisfactory progress is being made by students toward their chosen program of study and/or declared objectives. A student's academic progress is reflected in his/her academic standing, which is determined at the close of each grading period. Procedures describe IECC's academic standing classifications and the basis for the classifications.

STUDENT - 500

Student Military Policy (500.21)

Date Adopted: October 16, 2001

Revised: October 18, 2005

Revised: December 8, 2015

Revised: June 20, 2017

Revised: February 20, 2018

Revised: November 19, 2019

Illinois Eastern Community Colleges (IECC) is committed to respectfully serving any prospective students in the military service (Army of the United States, United States Navy, the Marine Corps, the Air Force, the Coast Guard, and members of the State Militia). IECC will abstain from using high-pressure recruitment in order to secure the enrollment of a Service member. Rather, IECC will provide meaningful information and resources in order to ensure Service members are well-informed and free from coercion prior to registering in a program of study. Students planning to use Tuition Assistance (TA) benefits will not be enrolled until the individual's Service has approved TA.

Any IECC student in the military service, or a student who enlists in the military service (Army of the United States, United States Navy, the Marine Corps, the Air Force, the Coast Guard, and members of the State Militia), or a student who is a member of the National Guard or Reserves and has been ordered to active duty, and is unable to attend class for 7 or more days, shall receive a full refund of required tuition, fees, and other institutional charges. Withdrawal from courses shall not impact final grade point average or re-enrollment options. Students unable to process their enrollment for the upcoming term due to military service will have all late penalties or fees set aside. Any IECC student that is called to active military service shall be allowed to complete any unfinished courses at a later date at no additional charge, unless course credit has already been given or the student received a full refund upon withdrawing (in which case the student's record shall reflect that the withdrawal is due to active military service). The student must be given priority over other students who are reenrolling in the course or courses. To the extent that other policies conflict with section, this section shall supersede and be controlling of dealing with student enrollment in courses or programs.

Any IECC student who is Title IV eligible and withdraws because of being called to active duty, or has been otherwise impacted by the military mobilization, will not be required to repay an overpayment of grant funds based on the Return of Title IV Funds calculation. IECC must perform the Return of Title IV Funds calculations and/or Return of Unearned TA calculations that are required by the statute and regulations and will return funds as calculated.

As pursuant to the Federal Veterans Access, Choice and Accountability Act, all eligible veterans and their eligible dependents will be offered in-state tuition at public colleges and universities. Therefore, IECC will offer any veteran using federal veterans benefits in-district tuition rates.

STUDENT - 500

Background Check Determination Policy (500.22)

Date Adopted: December 14, 2004

In any instance where the student is required to complete a student criminal background check, the college Presidents having program responsibility, or the CEO, will be the final authority to determine whether such criminal background check is sufficient.

STUDENT – 500

Nursing Student Progression/Remediation Policy (500.23)

Date Adopted: October 16, 2007

Revised: March 18, 2008

Revised: November 17, 2009

Revised: December 13, 2011

Revised: November 20, 2012

Revised: April 18, 2017

Each RN nursing student will be required to achieve a minimum passing score of 850 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. Each LPN nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. The required score and the approved nursing exit exam will be specified in the applicable course syllabus for NUR 1206, or NUR 2205 offered in the last semester of either the LPN or the RN program. If the minimum score is not achieved, the student will be required to successfully complete remediation as assigned by faculty.

STUDENT – 500

Financial Aid Master Consortium Agreement Policy (500.24)

Date Adopted: October 19, 2010

Pursuant to Federal Regulations 34 CFR 600.9(a) and 690.9, the four eligible colleges of the Illinois Eastern Community College District 529 allow financial aid students concurrently enrolled in two or more colleges within the District to combine his/her total enrollment for the purpose of receiving federal financial aid benefits.

It is the policy of the Illinois Eastern Community College District that any person enrolled in the Illinois Eastern Community College District who is receiving financial aid pursuant to Federal Regulations 34 CFR 600.9 (a) and 690.9 may satisfy minimum semester hour requirements at any one or more of the colleges within the District.

STUDENT – 500

Academic Integrity Policy (500.25)

Date Adopted: November 20, 2012

Revised: June 20, 2017

Removed by Board Action: June 18, 2019 (incorporated into Student Code of Conduct document)

STUDENT – 500

Policy for Credit Equivalency by Licensure, Certification, Military Experience, or State Seal of Biliteracy (500.26)

Date Adopted: December 11, 2012

Revised: June 20, 2017

Revised: July 18, 2017

Revised: June 19, 2018

College credit may be granted for an industry recognized license, certification, military experience, or the State Seal of Biliteracy as determined by an evaluative process administered by the Dean of Instruction.

Policy for Substance Abuse Testing for Athletes (500.27)

Date Adopted: July 16, 2014

Revised: March 21, 2017

Revised: June 20, 2017

Revised: May 15, 2018

Revised: February 16, 2021

Purpose

Illinois Eastern Community College is concerned with the health, safety and welfare of student-athletes who participate in its athletic programs and represent the institutions in athletics. The district believes that drug screening is appropriate and necessary to insure the health and safety of our student-athletes. Further, the athletics department recognizes its responsibility to provide educational programming which educates student-athletes on the physiological, physical, and psychological dangers inherent in the misuse of drugs and alcohol; informs student-athletes of local, state, and federal laws concerning the use and possession of alcohol and drugs. This comprehensive program which includes educational, screening, and rehabilitative components will facilitate informed, intelligent decision-making among student athletes.

Goals

1. Educate individuals on the dangers of substance abuse and use.
2. Deterrence of substance abuse and use.
3. Develop consistent sanctions should a student-athlete test positive.
4. Promote the positive role student-athletes have in our communities.
5. Encourage student-athletes to make informed, intelligent decisions on the use of substances.

Types of Testing

1. Random – minimum of 20% of each athletic team will be subjected to random drug testing at some point during the calendar athletic year. No less than 2 and no more than 7 student-athletes from any team will be subject to testing, as it is understood that each team possesses a different number of student-athletes.
 - Each Athletic Director will submit a roster for each sport on their respective campus to the Compliance Coordinator at the conclusion of the 10-day enrollment period of every fall semester. The Compliance Coordinator will then determine how many student-athletes will be tested from each sport on each campus.
 - Any roster changes throughout the year shall be reported to the Compliance Coordinator.
 - There will be several random test dates throughout the calendar athletic year, spread between the beginning of September and the end of April. The dates will be determined by the Compliance Coordinator. The Athletic Directors will be notified approximately 2-3 days in advance on the testing date, number of student-athletes to be tested, and from which sports the names should be pulled from. Athletic Directors will be in charge of coordinating the name drawing and test administration by an approved testing site.
 - Names of the student-athletes and test results shall be submitted to the Compliance Coordinator upon test completion.
 - Each name on the roster must be a part of the random drawing every time there is a drawing. Conceivably, the same name could be picked from an athletic team on every testing date.
 - Testing will be done at Wabash General Hospital (WGH), Wabash Valley Occupational Health and Acute Care – Robinson, IL, Carle Richland Memorial Hospital, and Fairfield Memorial Hospital (FMH). A Coach or Athletic Director will accompany the student athletes to the appropriate testing facility. Each facility will follow its established testing protocol for sample retrieval and maintain chain of custody according to its policy and procedures.

2. Reasonable Suspicion Testing – Reasonable suspicion testing is to protect the health of the student-athlete, the health of others, and/or to protect the integrity of the sport and Illinois Eastern Community Colleges

“Reasonable suspicion” is defined as behavior, conduct, or performance by the student-athlete that leads a coach or athletic department staff member to believe that the student-athlete has been using a banned substance. Indicators which may be used to determine if reasonable suspicion exists include, but are not limited to, the following:

- Observed possession, recognizable odor, or reported use of a banned substance.
 - Changes in student-athlete behavior, conduct, performance, class attendance, GPA, athletic practice attendance, injury rate or illness, physical appearance, academic or athletic motivation level, emotional condition, mood, and legal involvement.
3. Reasonable Cause - Student-athlete that has tested positive in a previous test; Student-athlete will incur the cost of the test.
 4. Failure to appear – results in a positive test.
 5. Re-entry testing – student-athlete will need to provide a negative sample to be released from administrative sanctions. This will be a random sample that will be provided upon request.

Positive Test Results

First Positive Test

1. Student-athlete will meet with Athletic Director, Coach, President of College (or designee). The student-athlete may request to have a person of their choosing present at the meeting.
2. The student-athlete will be required to inform his/her parents of his positive test in the presence of the Athletic Director & Coach.
3. Complete 20 hours of community service. The community service must be completed before any reinstatement to the team is complete. The hours should be documented by the Athletic Director and the Coach.
4. The student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athlete’s expense. Failure to submit to the follow-up test will result in an indefinite suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.

Second Positive Test

1. Student-athlete will meet with Athletic Director, Coach, President of College (or designee). The student-athlete may request to have a person of their choosing present at the meeting.
2. The student-athlete will be required to inform his/her parents of his positive test in the presence of the Athletic Director & Coach.
3. Upon a second positive test the student-athlete will be suspended from the team for 25% of the remaining scheduled games (minimum of 3 games, golf will be minimum of 2 matches), which can carry into post-season play. These games will be served consecutively and will be the games immediately following notification of a positive test. If there are not enough games the suspension will carry over to the next season for returning athletes.
4. If the suspension happens during the season, the suspension will be noted to those who ask as a “violation of team rules”.
5. Complete 40 hours of community service. The community service must be completed before any reinstatement to the team is complete. The hours should be documented by the Athletic Director and the Coach.
6. The student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athlete’s expense. Failure to submit to the follow-up test will result in an indefinite suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.

Third Positive Test

1. A third positive test the student-athlete will be suspended from the team indefinitely.
2. The student-athlete will surrender their athletic aid.
3. The student-athlete will be able to complete their education, but at THEIR OWN EXPENSE.

Self-Referral Program

1. A student-athlete may refer himself/herself for evaluation or counseling by contacting their Head Coach, an athletic training staff member, or the Athletic Director.
 - a. A student-athlete may not initiate self-referral after he/she has been informed of their participation in an impending test.
 - b. Student-athlete cannot enter the self-referral program at any time after a positive test. This includes the entire time of athletic eligibility at an IECC institution.
 - c. A treatment plan will be determined and put in place for the student-athlete upon self-referral by the TABIT. The student-athlete will be tested randomly while in the self-referral program. The subsequent random tests will be the sole responsibility of the student-athlete.
 - d. A student-athlete testing positive on the initial test after entering this program will not be subject to applicable sanctions. However, a positive test in subsequent tests or failure to adhere to the treatment program will result in sanctions applicable for a 2nd positive test.

Appeal Process

A student-athlete who tests positive for a banned substance may, within 72 hours of being notified of the positive laboratory finding, contest the finding of the positive results. Any student-athlete requesting an appeal of the positive results is entitled to a hearing by the appeals committee. The request for appeal must be received in writing by the Athletic Director within 48 hours of notification of a positive test finding. The appeals committee will consist of the following:

- Athletic Director
- Dean of Instruction
- Faculty member
- President or designee
- Head Coach

The student-athlete may have a representative of his/her choosing present at the appeals hearing. However, the student-athlete must present his/her own case. The meeting should take place within 72 hours after the written request is received. Sanctions resulting from the positive test will not apply until the appeals process is finalized. The decision is final based on a majority vote of the above-mentioned members of the committee. The sanctions for a positive test will be completed and the results of the decision are not subject to further appeal.

Medical Exception

IECC recognizes that some substances are used for legitimate medical purposes. IECC will allow for exemptions for those student-athletes with a documented medical history demonstrating a need for regular use of a substance. The student-athlete is required to inform the Athletic Director and trainer of **all medications** he/she is taking prior to being tested. Additionally, a **note from the student-athlete's prescribing physician** will be kept in the student-athletes file. In the event a student-athlete tests positive, the Athletic Director and trainer in consultation with the testing center will review that student-athlete's medical record to determine if a medical exception should be granted.

STUDENT – 500

Hazing Policy (500.28)

Date Adopted: October 21, 2014

Revised: June 20, 2017

Removed by Board Action: June 18, 2019 (incorporated into Student Code of Conduct document)

STUDENT - 500

Policy to Protect Academic Standing of Dual Credit Students (500.29)

Date Adopted: October 20, 2015

This policy will be effective beginning the Fall 2016 semester.

Pursuant to the Dual Credit Quality Act, 110 ILCS 27/15 community college districts may adopt policies to protect the academic standing of students who are not successful in dual credit courses. Therefore, students who are not successful in dual credit courses that follow the high school calendar may withdraw from the college course after the college drop date to protect their academic standing. Dual Credit students may withdraw with a "W" from the college course up to the last day of their high school semester.

All institutional policies relating to the academic standing of students enrolled in dual credit courses must be made publicly available by the institution and provided to each student enrolled in dual credit courses offered by the institution.

STUDENT – 500

Withdrawal Policy (500.30)

Date Adopted: January 19, 2016

Revised: June 20, 2017

Revised: April 17, 2018

Revised: September 15, 2020

Students may add, drop, or withdraw from courses during specifically set forth days as established by Illinois Eastern Community Colleges (IECC).

Refund Period

A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 business days of a sixteen-week course period and the first 5 business days of an eight-week course period or the proportionate time of any other course not conforming to a sixteen-week or eight-week schedule.

Academic Record

Courses dropped before the start of a semester do not become part of a student's academic record. If a student attends and withdraws either during or after a refund period, a W (withdraw) becomes part of the student's academic record. Failure to follow the official withdrawal policy will result in a grade of F.

Student Initiated Drop or Withdrawal

A student is responsible for initiating a drop or withdrawal request by contacting Student Services and completing a Course Change Form (withdrawal form). The student is encouraged to meet with the instructor, his or her Academic Advisor or Retention Coordinator, and the Financial Aid Office before withdrawing from any course.

Withdrawal requests must be received in Student Services no later than two weeks prior to the last day of classes of any regular length semester. (See exceptions below.) Students are advised to contact Student Services for withdrawal deadlines for courses not conforming to a sixteen-week schedule.

Administrative Withdrawal

Prior to an administrative withdrawal, the instructor should submit a Progress Report to allow the Retention Coordinator or Academic Advisor to contact the student. If there is no resolution, i.e. a student-initiated withdrawal, an instructor may recommend an administrative withdrawal after mid-term for a student, if such withdrawal is deemed to be in the best academic interest of the student. The administrative withdrawal must be approved by the Dean of Instruction. The Student Services/Student Records Office will notify the student and Coordinator of Financial Aid of the student's administrative withdrawal.

Upon review and approval by the Dean of Instruction, faculty may request to withdraw a student from their course with a failing grade due to plagiarism, cheating, non-attendance, or other gross infractions as outlined in IECC's Student Code of Conduct and/or described in the course syllabi.

IECC also has the authority to administratively withdraw a student from classes for the following reasons:

- Registration in violation of college regulations and requirements (academic ineligibility to register);
- Disciplinary suspension or dismissal for the remainder of an academic semester or longer;
- Severe psychological or health problems such that a student cannot be permitted to continue in attendance; and
- Other reasons deemed appropriate by the proper administrative staff such as the President or Dean of Instruction.

Exceptions/Related Policies

Policy to Protect Academic Standing of Dual Credit Students (Policy 500.29) specifically applies to students who are not successful in dual credit courses that follow the high school calendar and may withdraw from the college course after the college drop date to protect their academic standing.

Student Military Policy (500.21) addresses withdrawals which result from a student enlisting or being ordered to active duty.

STUDENT - 500

Dual Credit Policy (500.31)

Date Adopted: March 21, 2017

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 course 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.

STUDENT - 500

Open Admission Policy (500.32)

Date Adopted: October 16, 2018

Students shall be admitted to Illinois Eastern Community Colleges through an open admission process, in accordance with all requirements respecting qualifications and preferences set forth in Illinois Compiles Statutes, [110 ILCS 805/3-17](#) and [805/3-28](#) and in the guidelines established by the Illinois Community College Board.

Illinois Eastern Community Colleges shall publish the open admission policy, procedures, and requirements in the catalog and on the website.

Admission to the college shall not guarantee the admission to all courses or programs of study.

Admission to the college shall not guarantee financial aid eligibility.

STUDENT - 500

Student Consumer Policy (500.33)

Date Adopted: June 18, 2019

Revised: July 16, 2019

In accordance with the U.S. Higher Education Act of 1965 and the Higher Learning Commission Policy on Recruiting, Admission, and Related Institutional Practices, Illinois Eastern Community Colleges shall make student consumer information available to all current and prospective students. Student Consumer Information shall be delivered through transparent and ethical methods.

STUDENT – 500

Student Religious Observances Policy (500.34)

Date Adopted: 06/16/2020

In compliance with the University Religious Observances Act (110 ILCS 110), Illinois Eastern Community Colleges does not discriminate against students based on religious observances. IECC will reasonably accommodate the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. IECC procedures further describe expectations of the student and a student grievance process.

STUDENT - 500

Grades and Grading System (500.35)

Date Adopted: February 16, 2021

The faculty of Illinois Eastern Community Colleges are responsible for assigning grades to their students. Faculty will evaluate student performance and assign grades solely on an academic basis, not on opinion or conduct in matters unrelated to academic standards (Ref. Policy on Evaluating Student Performance, 800.7). Grades awarded reflect the faculty members assessment of student mastery of the subject matter required in the course. Further information about grades, grading scales, and grading processes and appeals can be found in the IECC procedure manual, the college catalog or website.

STUDENT - 500

Catalog Term Policy (500.36)

Date Adopted: April 27, 2021

First-time students applying for admission into a degree or certificate program will be assigned the current Catalog Term. The Catalog Term will determine the list of courses students are required to complete to obtain the degree or certificate based on the students' year of entry.

Students who change their program of study or students returning to an IECC college after an absence of 2 consecutive years will be assigned a new Catalog Term. A change in Catalog Term may result in additional coursework or different degree or certificate requirements than their original Catalog Term assigned during the initial term of entry.

Student-initiated Catalog Term changes must be approved by the student's academic advisor.