

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.

**Course Repeat Policy (500.4)**

Date Adopted: August 16, 1994

Revised: April 17, 2018

Revised: August 20, 2019

Revised: April 19, 2022

Students of Illinois Eastern Community Colleges may repeat a course under any one of the provisions described below. Students planning to transfer should familiarize themselves with the receiving college's policy on repeat courses as they differ from one institution to the next.

- A. **Course Identified as Repeatable in the Course Description.** Many courses are pre-approved by the Illinois Community College Board as repeatable due to the nature of their content. For these courses, the following apply:
- No formal written permission required to enroll in the course up to the number of times indicated as repeatable.
  - All credit hours, up to the number of times indicated as repeatable, will be used in computing the student's earned credit hours.
  - All course grades, up to the number of times indicated as repeatable, will be used in computing the student's cumulative grade point average and appear on the student's transcript with an I (Included in GPA) in the R Column.
  - The Board of Trustees established tuition rate shall apply.
- B. **Course NOT Identified as Repeatable in the Course Description.** (NOTE: Students should contact their financial aid representative before repeating a course that's not identified as repeatable in the course description as it may impact their financial aid.) The majority of courses are not repeatable, but may be repeated under the following conditions:
1. **Repeat Due to Grade Less Than C or a Withdraw, First Repeat.** If during initial enrollment in the course, the student earned less than a grade of C or withdrew after midterm, the student may enroll one additional time. The following apply:
    - No formal written permission required to enroll in the course.
    - The higher grade will be used in computing the student's earned credit hours and cumulative grade point average.
    - The higher grade will appear on the student's transcript with an I (Included in GPA) in the R Column; the lesser grade will appear on the student's transcript with an E (Excluded from GPA) in the R Column.
    - The Board of Trustees established tuition rate shall apply.
  2. **Repeat After 4 Years to Upgrade Skills, First Repeat.** If the last time the student completed the course was at least four years prior, the student may enroll one additional time to upgrade his/her skills in that area. The following apply:
    - No formal written permission required to enroll in the course.
    - The higher grade will be used in computing the student's earned credit hours and cumulative grade point average.
    - The higher grade will appear on the student's transcript with an I (Included in GPA) in the R Column; the lesser grade will appear on the student's transcript with an E (Excluded from GPA) in the R Column.
    - The Board of Trustees established tuition rate shall apply.

3. **Repeats After the First Repeat.** For a student who wishes to repeat a course after the first repeat, the following apply:

- Formal written permission is required.
- The highest grade will be used in computing the student's earned credit hours and cumulative grade point average.
- The highest grade will appear on the student's transcript with an I (Included in GPA) in the R Column; the lesser grades will appear on the student's transcript with an E (Excluded from GPA) in the R Column.
- All students, except international students, will pay the equivalent of the applicable out-of-state tuition rate for the course enrolled; international students will pay the Board of Trustees established tuition rate.

C. **Repeats Under Provisions of an IECC Educational Guarantee Policy.** A student may repeat a course in accordance with the provisions set forth in the Educational Guarantee Policies, 800.10 and 800.11. Impact to the student's transcript will be per A. or B. above depending upon whether the course was repeatable or not.

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### **Credit for Prior Learning (500.5)**

Date Adopted: December 19, 1989

Revised: April 20, 2015

Revised: November 19, 2019

Revised: January 18, 2022 Effective Date: 7/1/2022

Revised: April 25, 2023

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 deans of instruction or designees. The deans of instruction or designees also monitor, evaluate, and make 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.
- 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 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.

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**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

**Deleted by Board Action on October 17, 2023. (Moved to Credit Hour Policy, 800.8.)**

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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 academic catalog, program and student handbooks, and/or on the website.



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**Transfer Credit Policy (500.9)**

Date Adopted: December 19, 1989

Revised: July 16, 2013

Revised: June 20, 2017

Revised: March 21, 2023

The acceptance of credit earned by a student for coursework completed at post-secondary institutions outside Illinois Eastern Community Colleges (IECC) District No. 529 shall be determined by an evaluative process administered by the Registrar (or designee) considering, at a minimum, the institution's credentials, the grade earned, and coursework applicability to comparative IECC courses. The acceptance of credit from other institutions extends beyond new degree-seeking students to include former IECC students utilizing the reverse transfer of credit option to complete their associate degree. Procedures describe the transfer and reverse transfer credit processes.

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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

Revised: July 19, 2022

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 IECC 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 their 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 their education record by completing an Education Record Request Form available from Student Services at the campus 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 campus during normal office hours, Monday through Friday, except on designated holidays or otherwise posted at the campus.

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 IECC feels it has a legitimate cause to do so.

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 their education record is inaccurate, misleading, or violates their privacy or other rights, may request amendment of the education record under 34 CFR Part 99.20 by applying in writing to the campus'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. IECC 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 IECC 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 IECC 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 their 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 campus 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;
- 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 their rights have been violated, he/she may file a complaint with the president or their 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 academic catalog, IECC's website, and in handouts distributed by the campuses' 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.

**Student Mental Health Needs (500.12)**

Date Adopted: October 20, 2015

Revised: January 16, 2024

In accordance with Illinois Public Act 101-0251, Illinois Eastern Community Colleges (IECC) is committed to addressing the mental health needs of its student population through training, peer support, and community-campus partnerships. IECC is dedicated to the success of all students, including those with depression or other mental health conditions.

IECC will provide programs, services, and trainings which will:

- endeavor to identify students with mental health needs and connect them with services;
- increase access to support services on college campuses;
- increase access to clinical mental health services in the surrounding communities for college students;
- empower students through peer-to-peer support and training on identifying mental health needs and resources.

IECC is committed to:

- assisting those who live with or who have experienced symptoms of a mental illness by providing detailed information and support
- ensuring that those who disclose a mental illness are treated with compassion, supported, and that their right to dignity and respect is protected throughout the process of disclosure
- ensuring appropriate consent, coordination, and communication among the various departments most likely to be involved in the response and support to student's experiencing symptoms of a mental illness;
- reasonably accommodating students with depression or another mental health condition to enable the student to remain in school, meet academic standards and maintain normal social relationships;
- engaging in mental health public education and prevention activities;
- providing information to the College community about campus mental health;
- providing appropriate education and training to the College community in response to mental health concerns;
- contributing to the creation of a campus atmosphere which is supportive of positive mental health and wellness, and where stigma and discrimination about mental health are not tolerated;
- monitoring, and updating as necessary, our processes to ensure quality and effectiveness.

**Privacy and Student Election to Formally Disclose Mental Health Information**

Confidentiality is particularly important to those who live with a mental illness or have experienced mental health symptoms. IECC will follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA) in safeguarding the confidentiality of students experiencing mental health issues. However, under FERPA, authorization for the release of personally identifiable information contained in education records, without the student's consent, is given 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.

Students have the ability to elect the release of information relating to their mental health to a designated person in accordance with Illinois Public Act 099-0278. IECC 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.

**Student Placement Policy (500.13)**

Date Adopted: December 19, 1989

Revised: April 19, 2016

Revised: January 17, 2023

Illinois Eastern Community Colleges is committed to supporting student success in college by ensuring appropriate placement in reading/writing, mathematics, English, and English as a Second Language courses. Therefore, as part of the admissions process, IECC uses multiple measures to assess student placement in college-level and developmental courses. Prior to registration, initial placement levels for reading/writing, math, and English must be determined for all degree-seeking students. Additionally, all students are subject to placement level assessment prior to enrolling in an English or math course with a prerequisite requirement.

Placement assessment includes these multiple measures:

- Review of nationally standardized test scores;
- Analysis of high school and/or college transcripts, considering coursework completed and grade point average;
- On-campus ACCUPLACER testing, as appropriate.

The results of these measures will assist in determining college-readiness with the goal of enhancing the college experience and improving student outcomes.



**Tuition Waivers Policy (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  
Revised: August 20, 2024  
Revised: January 21, 2025

Illinois Eastern Community College District 529 (IECC) shall award two categories of waivers, institutional and discretionary.

I. Institutional Waivers

These waivers are driven by policy, Illinois Statute, and ICCB Rules.

A. Senior Citizens

Tuition shall be waived for residents of District 529 who are 60 years or older. Non-credit course fees are not waived.

B. IECC Employees

1. Full-time

Tuition shall be waived for all full-time employees (current or SURS qualified retirees) and their immediate family members.

In the event of a full-time employee's death during his/her active employment with IECC, his/her children will be eligible for a waiver up to age 24. A spouse of a deceased full-time employee is eligible for the tuition waiver within 6 years of the date of the death of the full-time employee.

2. Part-time Non-faculty

Tuition for a semester shall be waived for all part-time hourly employees and their immediate family members when: the part-time employee is working 10 hours or more per week in the same semester in which the waiver is sought.

3. Part-time Faculty

Tuition for a semester shall be waived for all part-time faculty and their immediate family members when: the part-time faculty is teaching 3 credit hours or more in the same semester in which the waiver is sought.

Clarifications regarding all IECC employees:

- An employee's *immediate family members* is defined as spouse and children under 24 years of age. IECC reserves the right to deny a tuition waiver for immediate family members.
- Employees discharged for cause shall not be entitled to a tuition waiver, effective upon separation.
- In addition to the tuition waiver, all fees will be waived for courses when:
  - the course has been approved as pertinent to an employee's professional development; all such waivers are subject to approval by the employee's direct supervisor.
  - the course is an IECC course required for employment and onboarding.

- Employees classified as student workers while employed do not qualify for this waiver.

#### C. Specified Counties

These waivers have been established for counties located in close proximity to District 529, allowing for a reduction as compared to the Out-of-District/Out-of-State tuition rates that would be assessed based on geography.

##### 1. Special Out-of-District Students

Students residing in these Illinois counties, but outside of District 529, are eligible for the Special-Out-of-District tuition waiver.

- Clark • Clay • Cumberland • Hamilton • Jasper • Wayne • White

##### 2. Indiana Students in Designated Counties

Students residing in these Indiana counties are eligible for the Indiana Students in Designated Counties tuition waiver.

- |              |          |           |            |               |
|--------------|----------|-----------|------------|---------------|
| • Clay       | • Davies | • Dubois  | • Gibson   | • Greene      |
| • Knox       | • Martin | • Owen    | • Parke    | • Pike        |
| • Posey      | • Putnam | • Spencer | • Sullivan | • Vanderburgh |
| • Vermillion | • Vigo   | • Warrick |            |               |

#### II. Discretionary Waivers

IECC makes discretionary tuition waivers available for the following reasons:

- Recruitment efforts driven by metrics established by SEPC and Enrollment Management.
- Establish new initiatives, such as new academic programs.
- Student hardships where financial aid is not available and/or exhausted.
- Mistakes by the institution.
- Service to the Community

Discretionary tuition waivers may be granted at the recommendation of the Chancellor or their designee. This waiver applies only to tuition. Any fees to be waived must have the approval of the Vice Chancellor of Academic Affairs and the Chief Financial Officer and be supported by fundraising or other fund balances.

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**Residency Policy (500.15)**

Date Adopted: June 18, 1991

Revised: April 18, 2017

Revised: February 18, 2025

IECC complies with Illinois Community College Board's Administrative Rules and the Illinois Public Community College Act in the establishment of student residency for the purpose of enrollment reporting and tuition assessment.

Evidence of residency for each applicant to Illinois Eastern Community Colleges shall be provided 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. Procedures have been developed describing the various residency classifications which include qualifications, special provisions, and required documentation to serve as proof of residency.

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**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)***

**Campus Safety and Security Policy: Clery Act Compliance (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

Date Revised: September 19, 2023

Illinois Eastern Community Colleges recognizes the importance of a safe and secure college environment. To assure the safety and security of its students, employees, and visitors, and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), IECC shall:

- Collect, classify, and count crime reports and statistics;
- Submit crime statistics to the U.S. Department of Education each fall via the prescribed method;
- Issue campus alerts to immediately notify the campus community of a significant emergency or dangerous situation;
- Issue timely warning notices to alert the campus community of a Clery Act crime that poses a serious or continuing threat;
- Compile and disseminate an Annual Security Report that includes crime statistics relating to IECC properties and other pertinent geographic locations, safety and security-related policy statements, crime-reporting instructions, prevention programs, and other subject-matter mandated by the Clery Act.

**Annual Security Report Preparation and Dissemination**

The ASR is prepared by the Program Director of Grants and Compliance, who ensures it is posted on the IECC website by October 1. The report's electronic address, a brief description of its contents, and instructions for securing a hard copy are disseminated to:

- Current students and employees – twice a year (March and September) via email.
- Prospective students – via their Letter of Acceptance, upon applying.
- Prospective employees – via email, upon receipt of application materials.

At any time throughout the year, a hard copy of the ASR can be requested from Student Services at any of the campuses or from Human Resources at the District Office.

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**Transfer Degree Educational Guarantee (500.18)**

**Per Board action on 2/27/2024, relocated to an Instruction Policy (Reference 800.10)**

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**Technical Degree/Certificate Educational Guarantee (500.19)**

**Per Board action on 2/27/2024, relocated to an Instruction Policy (Reference 800.11)**

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**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 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

Revised: February 27, 2024  
Revised: February 18, 2025

Illinois Eastern Community Colleges appreciates the service, sacrifices, and dedication of our service members and adheres to enrollment priorities and special accommodations pursuant to all state and federal laws.

**Definitions**

“Service Member” means a member of the Armed Forces or National Guard, including reserve components.

“Veteran” means a former service member who has received an honorable discharge, a general discharge, or an other than honorable discharge.

**Priority Enrollment**

Service members and veterans who are eligible to receive military educational benefits and reside in Illinois will be given the earliest possible enrollment opportunity. This applies to enrollment for all degree and certificate programs offered after the student’s eligibility to receive benefits has been verified. Students planning to use Tuition Assistance (TA) benefits will not be enrolled until the individual’s Service has approved TA.

**Provisions When Called for Service**

These provisions are applicable to enrolled students who are service members and receive orders from the Governor or President of the U.S. to perform a period of service (i.e., active duty, inactive duty training, or state service).

When a student is called to perform a period of service, IECC **will**:

- Allow a student to continue with the term and make up any missed work when feasible to do so.
- Refund (to the appropriate party) all tuition, fees, and other institutional charges paid for the academic term when the student withdraws or is unable to attend class for 7 or more days.
- Assign a grade of incomplete and allow student to complete any unfinished courses at a later date at no additional charge unless course credit has been given or the student received a full refund upon withdrawing.
- Indicate on the student’s record that a withdrawal is due to military service.

When a student is called to perform a period of service, IECC **will not**:

- Assign the student a failing grade due to withdrawal.
- Reduce the student’s grade point average.
- Characterize any student’s absence(s) as unexcused.
- Assess a financial penalty due to withdraw, leave of absence, or late enrollment.
- Impact re-enrollment options.
- Bill the student for any unearned funds. (IECC will perform the Return of Title IV Funds calculations and/or Return of Unearned TA calculations and return the funds as required by statute and regulations to the appropriate federal agency as calculated.)

**Related Policies/Procedures**

Ethical recruitment of military personnel is described in Ethical Recruitment and Admission of Students Policy 500.39.

Reduced tuition for eligible veterans (and their families) and active-duty service members is described in Residency Procedure 500.15.

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**Criminal Background Checks on Students (500.22)**

Date Adopted: December 14, 2004

Revised: September 17, 2024

IECC is committed to ensuring sufficient criminal background investigations are performed on students prior to acceptance into, or participation in, applicable programs or extracurricular activities.

In the absence of external agency mandates pertaining to the extensiveness of the student background check, the appropriate dean or chief academic officer will make a determination. Further, the appropriate dean or chief academic officer shall have the right and authority to initiate a more extensive background check than that mandated by the external agency.

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

***Approved by Board Action March 19, 2024, to be deleted May 31, 2024***

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)

Reinstated (with revisions) by Board Action: March 21, 2023

Responsibility and integrity are values Illinois Eastern Community Colleges (IECC) considers essential in achieving its mission to provide exceptional education. As such, IECC expects students to demonstrate the highest standards of academic integrity. Students are expected to be honest in their academic endeavors and responsible for their own work.

Faculty and academic support service staff will take reasonable precautions to prevent the opportunity for academic dishonesty and are authorized to establish specific guidelines consistent with this policy in order to communicate expectations. IECC's Student Code of Conduct includes examples of prohibited conduct; course syllabi may additionally be used to alert students to specific violations. Disciplinary actions and the appeal process follow the protocol outlined in the Student Code of Conduct.

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

**Deleted by Board Action January 18, 2022. (Merged with Policy 500.5 Credit for Prior Learning.)**

**Student-athlete Drug Abuse Policy (500.27)**

Date Adopted: July 16, 2014

Revised: March 21, 2017

Revised: June 20, 2017

Revised: May 15, 2018

Revised: February 16, 2021

Revised: April 25, 2023

This policy further reinforces Illinois Eastern Community College's stance on maintaining a drug-free environment by expanding prevention initiatives within its athletic programs. IECC understands the added pressures that can arise for participants of competitive sports and recognizes its responsibility to ensure student-athletes are educated on the physiological, physical, and psychological dangers inherent in the misuse of drugs and alcohol.

This comprehensive program, which includes educational, screening, and rehabilitative components, will facilitate informed and intelligent decision-making among student-athletes by:

1. Educating individuals on the dangers of substance abuse and use.
2. Preventing and deterring illegal drug use and abuse.
3. Developing consistent sanctions should a student-athlete test positive.
4. Promoting the positive role student-athletes have in our communities.
5. Identifying problems with drug abuse at its earliest stages.

Further, IECC believes drug testing of student-athletes is an appropriate measure to take to prevent drug use and abuse and has enacted a student-athlete drug testing program; Procedure 500.27 outlines this program.

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)

Reinstated (with revisions) by Board Action: March 21, 2023

Illinois Eastern Community Colleges (IECC) policy promotes healthy, safe, and balanced lifestyles within the college community. Individual students, student organizations, and athletic teams play a vital role in this process, and provide transformative opportunities for friendship, leadership, and personal growth and discovery. Hazing of any kind is contrary to this policy and illegal in Illinois; therefore, IECC expressly prohibits hazing activities, whether by an individual or an organization. Hazing may also lead to the probation, suspension, or termination of a student organization or athletic team. Disciplinary actions and the appeal process follow the protocol outlined in IECC's Student Code of Conduct.

**Consent**

Because of the socially coercive nature of hazing, implied or expressed consent by anyone to hazing is not a defense under this policy.

**Definition**

For the purposes of this policy, hazing is defined as any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team affiliated with any IECC college; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise **participating actively or passively** in the above acts.



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

Revised: March 15, 2022

Revised: July 19, 2022

Unforeseen circumstances or changes in plans may lead to necessary modifications to a student's schedule. Adding, dropping, or withdrawing a course is the responsibility of the student and must be initiated during specifically set forth days in the manner established by Illinois Eastern Community Colleges (IECC). Related dates and deadlines are published on the [iecc.edu](http://iecc.edu) website. While the responsibility to drop or withdraw a course is the student's, there are limited instances when an administrator may initiate this action. Procedure 500.30 provides guidelines for course changes and adheres to the Student Debt Assistance Act (PA 102-0998).

### **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.

*Return of Title IV Funds Policy* outlines federal rules and regulations related to attendance, withdrawal, and various calculations for determining if funds must be returned by the student.

*Return of Unearned Tuition Assistance Policy* outlines the Department of Defense regulations related to attendance, withdrawal, and various calculations for determining if funds must be returned by the student who was awarded Military Tuition Assistance.

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

Revised: May 17, 2022

Students who are qualified to complete a program shall be admitted to Illinois Eastern Community Colleges (IECC) through an open admission process, in accordance with all requirements set forth in Illinois Compiled Statutes, [110 ILCS 805/3-17](#) and [805/3-28](#) and in consideration of guidelines established by the Illinois Community College Board.

Admission to IECC shall not guarantee admission to all courses or programs of study. When space is limited in specific programs, IECC accepts those students best academically qualified, with preference given to students residing in the district or attending under a CAREER agreement.

IECC reserves the right to deny admission to any applicant when it is deemed IECC's standards of student conduct might be put in jeopardy by such admission.

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

Admission to IECC shall not guarantee financial aid eligibility.

STUDENT - 500

**Student Consumer Information Disclosure Policy (500.33)**

Date Adopted: June 18, 2019

Revised: July 16, 2019

Revised: February 27, 2024

In accordance with the U.S. Higher Education Act of 1965, as amended, and regulations defined in 34 CFR 668 Subpart D (Institutional and Financial Assistance Information for Students), Illinois Eastern Community Colleges shall make specified student consumer information available to:

- 1) current and prospective students. IECC complies by disseminating information that includes numerous topics, such as: financial assistance, campus security, student outcomes, and general institutional information. This information is disclosed publicly to all via the IECC website at <https://www.iecc.edu/disclosures> and provided to current students and employees via their official IECC email accounts in the spring and fall each year.
- 2) the Department of Education or other reporting agencies as required. IECC complies by providing required data in the prescribed format to the appropriate authorities by the imposed deadlines.

Procedures will be developed for those disclosures that require additional guidance, guidelines, or instruction in order to meet disclosure requirements.

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 academic 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 IECC 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.



STUDENT - 500

**International Student Health Insurance Policy (500.37)**

Date Adopted: May 17, 2022

Health insurance is mandatory for all international students enrolled at IECC campuses. International students who have F-1 and J-1 student visa categories are required to enroll in the IECC provided international insurance plan.

The insurance premium for this coverage will be added to the international students' accounts. The premium will be assessed on a semester basis.

IECC shall enter into an agreement with an insurance provider to make available an IECC provided international insurance plan. The IECC provided international insurance plan will meet the minimum requirements of 22 CFR 62.14.

Certain students may be eligible to waive out of the IECC provided international insurance plan by providing proof of comparable health insurance coverage that meets the minimum requirements of 22 CFR 62.14.

**Graduation Requirements Policy (500.38)**

Date Adopted: September 20, 2022

The Board of Trustees of Illinois Eastern Community College District No. 529, upon the recommendation of faculty, staff, and the Chancellor, will grant a certificate or degree to students who meet the requirements of a program. It is the student's responsibility to know and follow the requirements of the curriculum and the rules governing academic work. No IECC official or faculty member can relieve a student of this responsibility.

To be recommended for graduation, all students must:

1. Successfully complete all of the prescribed requirements in the selected program of study for the effective Catalog Term;
2. Earn, at a minimum, the required number of college-level credits at IECC:
  - For a degree, 16 credit hours
  - For a certificate, 16 credit hours or 50% of the required credit hours, whichever is less;
3. Earn a cumulative grade point average of at least 2.0 for all IECC coursework;
4. Satisfy all IECC financial obligations;
5. Fulfill any outstanding requests for records; and
6. Make application for graduation and pay any associated fees by the due date.

**Graduation Honors**

Effective beginning with the graduating class of Spring 2024, graduates who meet the following academic achievements will be recognized at the commencement ceremony and an appropriate designation will appear on their transcript and diploma.

Highest Honors  
4.0 GPA

High Honors  
3.75 – 3.99 GPA .

Honors  
3.50 – 3.74 GPA

These honors are awarded based on the student's cumulative grade point average for college-level coursework completed from IECC through the term prior to graduation.

**Ethical Recruitment and Admission of Students Policy (500.39)**

Date Adopted: July 18, 2023

In accordance with the U.S. Higher Education Act of 1965, as amended, and regulations defined in 34 CFR 668.71 – 668.74 and 34 CFR 668.14 (22), as well as the requirements set forth in our Department of Defense Voluntary Education Partnership Memorandum of Understanding (MOU), Illinois Eastern Community Colleges (IECC) ensures ethical standards are upheld in the recruitment and admission of students. IECC treats students ethically, respectfully, and professionally in the marketing, recruiting, and admissions process so that students can make informed decisions without being subjected to high-pressure tactics.

1. With the exception of the International Program, IECC does not use a third party or agents for the purpose of recruiting. Only appointed and trained personnel serve this function and are authorized to make direct contact with the student, their parents or legal guardians, a spouse, or a school counselor.
2. IECC does not offer an inducement (including a gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other items) to any individual or entity for the purpose of securing enrollment of students or obtaining access to federal financial aid or tuition assistance funds.
3. With the exception of the International Program, IECC prohibits the award of incentives, commission, or any other type of inducement based in any part, directly or indirectly, upon success in securing enrollments or the awarding of financial aid to any personnel engaged in student recruitment, admission activities, or making the decisions regarding the awarding of financial assistance.
4. IECC does not use high-pressure tactics to recruit or secure enrollments.
5. In compliance with the MOU and Service Members specifically, IECC will not make multiple unsolicited contacts (3 or more) including contacts by phone, email, or in-person, nor engage in same-day recruitment and registration for the purpose of securing enrollments.
6. IECC prohibits substantial misrepresentation (such as false, erroneous, or misleading information) of its educational programs, costs, or employability of graduates in any form of advertising, marketing, or in recruitment activities.

**Allowable Exception**

An exception in the regulations applies to the use of agents for the recruitment of foreign students in foreign countries who may be provided commission, bonus, or other incentive payment. IECC's International Program uses commissioned agents who are completely transparent to students and families and conduct recruitment activities with integrity and accountability.

**First-Year Housing Policy (500.40)**

Date Adopted: September 19, 2023 (*Effective beginning Fall 2025*)

Revised: July 16, 2024

Illinois Eastern Community Colleges (IECC) is committed to fostering student success and providing a supportive and engaging learning environment. Research demonstrates the numerous positive effects of college-affiliated living, including improved academic performance, enhanced satisfaction with faculty, and a stronger sense of student community. The structured living arrangements offered by college-affiliated housing also aid in student maturation and prepare them for independent living in the future.

In consideration of the benefits of college-affiliated residency, IECC requires all full-time, out-of-district first-year students to reside in college-affiliated housing unless an exemption applies.

**I. Exemptions to the Housing Requirement**

**A. Automatic Exemption** (Documentation may be required.)

IECC grants an automatic exemption for those who:

1. Have been residents of District 529 for at least one calendar year prior to the start of the academic term.
2. Reside within a 60-mile radius of the campus, at their parent's or legal guardian's permanent address (verification may be required).
3. Are enrolled in fewer than 12 credit hours.
4. Are exclusively enrolled in online courses each semester.
5. Are 21 or older at the start of the academic term.
6. Live with a spouse or qualifying domestic partner.
7. Live with their legal dependents.
8. Are Veterans of the U.S. military (submission of DD214 may be required).
9. Have previously lived in college-affiliated housing for two semesters or earned at least 30 credit hours (excluding dual credit) with IECC or another post-secondary institution.
10. Have documented medical needs which cannot be accommodated in available college-affiliated housing.

**B. Student-initiated Exemption**

Individuals not eligible for an automatic exemption may, by July 1 for Fall enrollment and December 1 for Spring enrollment, complete an exemption form. Requests, documenting the need for an exemption from college-affiliated housing, will be reviewed by the Registrar or designee and a decision made within 10 business days.

**II. Housing Options**

A list of available housing options can be found on the IECC Website. We are committed to ensuring a positive and successful college experience for our students, and college-affiliated living is an integral part of this mission.

## STUDENT - 500

### **Student Attendance Policy (500.41)**

Date Adopted: April 16, 2024

Illinois Eastern Community Colleges recognizes the correlation between class attendance and student success. Regular class attendance is the responsibility of the student and is considered necessary to receive maximum benefit from college enrollment.

Instructors may establish specific attendance policies which must be communicated via the course syllabus or other written method. However, faculty attendance policies will not supplant IECC policy, procedure, or administrative guidelines related to attendance/absences.

The absent student or the student who is anticipating an absence is responsible for consulting his/her instructor(s) in order to ascertain the acceptability of the absence and the possibility of completing missed coursework. With consideration given to IECC policies, procedures, or administrative guidelines and consistent application of their own documented attendance policies, it is up to the discretion of the instructor whether to allow a student to make up any missed assignments, exams, or projects.

#### **Related Policies**

Student Military Policy (500.21)

Student Religious Observances Policy (500.34)

Campus Closures and Interruptions (200.8)