

## INSTRUCTION - 800

### **Educational Curriculum and Course Development (800.1)**

Date Adopted: December 19, 1989

Revised: August 15, 2017

Revised: December 9, 2025

Aligned with its mission and vision, Illinois Eastern Community Colleges (IECC) is committed to offering diverse, innovative, relevant, and comprehensive curricula that meet the educational and professional needs of its students. In doing so, IECC shall adhere to all Illinois Community College Board (ICCB), Illinois Board of Higher Education, Illinois State Board of Education U.S. Department of Education, the Higher Learning Commission, and other applicable accrediting and regulatory agency requirements.

The Vice Chancellor of Academic Affairs shall establish and maintain administrative procedures that include clear and structured processes for developing, approving, modifying, and inactivating curricula and courses. These procedures will adhere strictly to the ICCB Program Approval Manual and shall reference relevant federal, state, accrediting, and/or regulatory guidance. Procedures shall, at a minimum, address:

- The involvement of relevant faculty and Academic Affairs personnel;
- A systematic approach to the life cycle of programs and courses;
- Articulation of lower-division baccalaureate/transfer courses;
- Educational requirements;
- Labor market and workforce needs for Career and Technical Education (CTE) programs;
- The role of CTE Advisory Committees.

INSTRUCTION - 800

**Program Review and Evaluation (800.2)**

Date Adopted: December 19, 1989

Revised: August 15, 2017

A full cycle of program review and evaluation should be made every five years, to include program need, cost and quality. The review will involve faculty, and may include staff, students and administration. Advisory committees, consultants and/or other sources may be utilized when appropriate.

The review should be comprehensive, systematic, and district-wide. Guidelines of external agencies may be used by the District to fulfill the requirements of these agencies.

## INSTRUCTION - 800

### **Lower-Division Baccalaureate Courses (800.3)**

Date Adopted: June 15, 1993

Pursuant to ICCB Rule 1501.309d1, courses designed to meet lower-division baccalaureate degree requirements shall be applicable to associate transfer degrees. For each baccalaureate course offered, Illinois Eastern Community Colleges shall maintain current written articulation agreements or transfer equivalency documents with:

1. at least three (3) Illinois public universities; or
2. at least three (3) baccalaureate degree-granting institutions to which a majority (51%) of IECC students transfer;
3. one or more baccalaureate degree-granting institutions to which a majority (51%) of IECC students majoring in the field for which the course is required transfer.

## INSTRUCTION - 800

### **Assessment Policy (800.4)**

Date Adopted: September 19, 2006

Illinois Eastern Community Colleges is committed to timely internal and external assessment of student learning to assist the District in productive strategic planning relative to academics, resources, and budgeting, and to fulfill our mission and purposes. To meet this commitment, IECC and all of its units shall gather, analyze, and publish data annually for planning and evaluation of the accomplishment of missions, goals, purposes, and outcomes of IECC and its units. Such assessments are intended to determine the extent to which the District's programs meet the intended goals and objectives and further the mission of the District; to establish a culture of assessment; and to meet the standards of the IECC Board of Trustees, the Illinois Community College Board, the Illinois Board of Higher Education, and the Higher Learning Commission. The assessment process shall be a continuous process, which shall involve faculty, staff, students, and administration. Assessment results will directly impact financial and program planning and decision-making.

## INSTRUCTION 800

### **Time to Completion for Career and Technical Education Curricula (800.5)**

Date Adopted: May 22, 2007

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

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

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

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

## INSTRUCTION - 800

### **Academic Freedom Policy (800.6)**

Date Adopted: May 21, 2013

Revised: August 15, 2017

Illinois Eastern Community Colleges recognizes the principles of academic freedom and is committed to freedom of expression and the pursuit of truth in teaching and learning. In the development of knowledge, research endeavors and creative activities, Illinois Eastern Community Colleges faculty, students, and staff are free to cultivate a spirit of inquiry and scholarly criticism.

IECC shall likewise require the exercise of responsible judgment on the part of the District's faculty and staff as they exercise academic freedom in accomplishing the mission of Illinois Eastern Community Colleges. Faculty are entitled to freedom in the classroom in discussing their subjects, but should be careful not to introduce teaching matters which have no relation to their fields. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled, and are evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to established academic criteria and standards.

## INSTRUCTION - 800

### **Policy on Evaluating Student Performance (800.7)**

Date Adopted: April 18, 2017

Revised: August 15, 2017

Student performance is evaluated solely on an academic basis, not on opinion or conduct in matters unrelated to academic standards. Evaluating student performance and learning will be measured using a variety of methods including, but not limited to, assignments, projects, presentations, quizzes, and tests. Faculty members are required to give students regular feedback in the form of a grade or progress report throughout the term and a final grade at the end of the term. IECC requires that faculty maintain grade books (hard copy or electronic) for a minimum of five years.

## INSTRUCTION - 800

### **Credit Hour Policy (800.8)**

Date Adopted: December 19, 1989

Revised: October 21, 2014

Revised: June 20, 2017

Revised: October 17, 2023 (revised and renumbered – was Policy 500.7)

Illinois Eastern Community Colleges defines a credit hour as “An amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than 45 hours of combined classroom/laboratory and study time for each semester hour.” This definition is in accordance with commonly accepted practices in higher education and ICCB Administrative Rules Section 1501.309. Courses, regardless of modality or instructional method, will be consistent in the assignment of credits, rigor, quality, assessment, and learning outcomes.

### **Time Requirements**

The following illustrates the semester hours required for one credit hour.

Course Type	Instructional Contact Hours*	Out-of-class Student Prep/Study Hours	Total Semester Hours (= 1 Semester Credit Hour)
Lecture	15	30	45
Laboratory	30	15	45
Clinical Practicum	30 – 60	15 – 30	45 – 90
Internship	75 – 149	N/A	75 – 149

\*1 contact hour = 50 minutes

Fall and spring semesters are equal to 15 weeks of instruction; shorter periods of instruction adhere to the same credit hour policy.



## INSTRUCTION - 800

### **Online Curriculum and Course Development (800.9)**

Date Adopted: December 9, 2025

IECC is committed to developing and delivering high-quality online education that supports student success, expands access, and aligns with the District's academic mission and strategic goals.

The Administration shall oversee the design, development, and continuous improvement of online courses and programs. Online instruction at IECC will reflect accepted standards of academic quality, accessibility, and student engagement appropriate to online learning.

Course development and review processes shall be conducted in collaboration with faculty, consistent with the governing Collective Bargaining Agreement. Academic leadership shall maintain the standards and processes necessary to ensure that online courses align with state and accreditation requirements and with the District's expectations for rigor, consistency, and integrity.

The Administration shall establish and maintain administrative procedures governing online course development, review, and renewal. These procedures will define roles, responsibilities, timelines, quality expectations, and required institutional supports.

## INSTRUCTION - 800

### **Transfer Degree Educational Guarantee (800.10)**

Date Adopted: April 19, 1994

Revised: October 20, 2009

Revised: December 13, 2016

Revised: February 27, 2024 (Formerly Policy 500.18)

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

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

## INSTRUCTION - 800

### **Technical Degree/Certificate Educational Guarantee (800.11)**

Date Adopted: April 19, 1994

Revised: April 17, 2007

Revised: June 20, 2017

Revised: February 27, 2024 (Formerly Policy 500.19)

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 in Applied Science Degree or Certificate, or upon completion of all program requirements of an occupational program, be guaranteed competency in the technical skills represented in the program. Should the student be unable to demonstrate the basic skills expected to his/her employer, the student 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 program;
5. Specific competencies must be identified and verified by the employer in written documentation submitted to IECC;
6. The retraining shall be limited to courses regularly offered by IECC and completed within one (1) calendar year;
7. A written retraining plan must be developed by the employer, the graduate, and the appropriate IECC Dean specifying the courses needed and all other costs that might be associated with taking the course;
8. The Board of Trustees will waive tuition, lab, activity, maintenance, and facilities fees for those courses identified in the retraining plan, but the student shall be responsible for all other costs that might be associated with taking the course(s); and,
9. In the case of licensure, the student must attempt to pass the licensure exam at least two (2) times within fourteen (14) months of graduation and submit documentation from the licensing entity of the unsuccessful attempts at passing the licensure exam. This guarantee entitles the student to a maximum of fifteen (15) credit hours of IECC instruction regardless of the number of times the test is taken or failed. However, no guarantee is made that the student will meet other educational licensure requirements.

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

**Minors and Visitors in the Classroom (800.12)**

Date Adopted: May 27, 2025

To maintain a safe, focused, and professional learning environment, Illinois Eastern Community Colleges (IECC) prohibits unauthorized visitors—including students' children—from being present in classrooms during scheduled instruction. The policy upholds instructional integrity and safety standards, while allowing for rare, faculty-approved exceptions in limited circumstances.

**Enforcement**

This policy reflects IECC's institutional position; however, faculty may exercise professional discretion to permit exceptions in traditional lecture settings. Considerations for exceptions made by the instructor shall include, at a minimum, prior approval, assessment of safety concerns, disruptions to the learning environment, and accommodations for students facing short-term hardships. No exceptions will be granted for labs or clinical sites.

Unauthorized individuals may be asked to leave, and noncompliance may result in referral to the Dean of Students under the Student Code of Conduct. Parents/guardians must arrange for childcare and should not leave minors unattended on IECC property.