

500.5.1 Credit for Prior Learning: Military Training/Experience

Effective Date: 6/6/2018

Revised: 2/5/2020

Revised: 3/4/2020

Revised: 5/10/2021

Revised: 1/12/2022

A student who has completed a military training course or program as part of his/her military service may be granted academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure.

Students who have completed basic military training and supply the required documentation will be awarded credit based on the table below. Students who have successfully completed a military training course or program that is recommended for credit by the American Council on Education (ACE) and included in the student's military transcript issued by any branch of the armed services (or otherwise documented as military training or experience) will be awarded credit based on the ACE recommendations. Instructors and/or experts in the subject matter may also evaluate a student's competencies and learning experiences as compared to course learning outcomes to make recommendations for course credit.

Request and approval steps:

1. Student must confer with an advisor to begin the process and obtain the required recommendation/signature on the Credit for Prior Learning Request form.
2. Student will then submit the request, official Joint Services Transcript, DD214, and any other pertinent documents to the dean of instruction for review.
3. The DD214 credit will only be approved for the courses identified in the table below. Military training will be considered based on ACE guides or an evaluation by the instructor and/or subject matter expert. The dean of instruction will approve/deny the request, and forward to: registrar if credit is approved; student services/records if credit is denied.
4. The registrar will post the credit to the student's academic record in the manner described in policy 500.5; student services/records will retain the request form in the student's academic file.

Credit for Prior Learning: Military Training/Experience			
Training/Education	Documentation Required	Credit Hours Awarded	IECC Course
Basic Military Training	DD214 (with honorable separation)	7 Hrs. (Total)	EDU 1107 PEG 1137 PEI 1100 PEI 2100
Military Training Programs	Joint Services Transcript	TBD	TBD

500.5.2 Credit for Prior Learning: Certifications and Licensures

Effective Date: 3/6/2013	Revised: 2/5/2020
Revised: 6/3/2015	Revised: 3/4/2020
Revised: 9/7/2016	Revised: 5/10/2021
Revised: 5/4/2017	Revised: 1/12/2022
Revised: 7/12/2017	Revised: 4/4/2023
Revised: 5/2/2018	
Revised: 6/6/2018	

A student who has obtained a professional/industry recognized license, certification, credential, etc. that relates to an IECC career and technical certificate or degree, may be granted academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure. Credit awarded is limited to the course equivalencies outlined in the table below. The table is updated when faculty recommendations are presented to the dean of instruction for acceptance and then submitted to Cabinet for final approval. Review of the table for continued validity is performed in conjunction with the program review cycle.

Request and approval steps:

1. Student must confer with an advisor to begin the process and obtain the required recommendation/signature on the Credit for Prior Learning Request form. Student will provide any applicable certifying information as well as authorization to contact appropriate authorities for verification purposes. Additional experience and/or documentation may be required.
2. Student will then submit the request to the dean of instruction for review.
3. The dean of instruction will review, approve/deny the request, considering the currency of the provided evidence of accomplishment, and forward to: registrar if credit is approved; student services/records if credit is denied.
4. The registrar will post the credit to the student's academic record in the manner described in policy 500.5; student services/records will retain the request form in the student's academic file.

Credit Equivalencies for Certifications and Licensures				
AUTOMOTIVE				
	FCC Course	LTC Course	OCC Course	WVC Course
ASE Automatic Transmission	AUM 2228		AUM 2261	
ASE Brakes	AUM 2223		AUM 2271	
ASE Electronic Systems	AUM 1236		AUM 2221	
ASE Engine Performance	AUM 1235		AUM 1202	
ASE Engine Repair	AUM 1238		AUM 1265	
ASE Heating & AC	AUM 1239		AUM 1270	
ASE Light Vehicle Diesel			AUM 1271 AUM 1272	
ASE Manual Drivetrains			AUM 2261	
ASE Suspension & Steering	AUM 2290		AUM 2271	
L1-Advanced Engines	AUM 2222			
COMPUTER				
	FCC Course	LTC Course	OCC Course	WVC Course
CompTIA A+	IST 1210 IST 1260	TEL 1201 TEL 2201	IST 1210 IST 1260	
CompTIA Network+	IST 2220		IST 2200	
EARLY CHILDHOOD EDUCATION				
	FCC Course	LTC Course	OCC Course	WVC Course
CDA Credential: Infant-Toddler				ECD 1101 ECD 1225
CDA Credential: Preschool				ECD 1101 ECD 1223
CDA Credential: Family Child Care				ECD 1101 ECD 1203

500.5.2 Credit for Prior Learning: Certifications and Licensures

Credit Equivalencies for Certifications and Licensures				
EARLY CHILDHOOD EDUCATION (Cont'd)				
	FCC Course	LTC Course	OCC Course	WVC Course
CDA Credential: Home Visitor				ECD 1101 ECD 1203
EMERGENCY MEDICAL RESPONDER				
	FCC Course	LTC Course	OCC Course	WVC Course
First Responder	EPM 1201			
FIRE				
	FCC Course	LTC Course	OCC Course	WVC Course
Advanced Firefighter Technician	EPF 1204			
Advanced Technician Firefighter	EPF 1204			
Basic Operations Firefighter	EPF 1203			
Basic Operations Firefighter Module A	EPF 1208			
Basic Operations Firefighter Module B	EPF 1209			
Basic Operations Firefighter Module C	EPF 1203			
Courage to Be Safe	EPF 1600			
Fire Apparatus Engineer	EPF 1207			
Fire Officer 1	EPF 2203 EPF 2204 EPF 2207 EPF 2209			
Fire Officer 1 Fire Prevention Principles	EPF 2204			
Fire Officer 1 Management I	EPF 2206			
Fire Officer 1 Management II	EPF 2207			
Fire Office 1 Strategy and Tactics I	EPF 2207			
Fire Prevention Officer	EPF 2205			
Fire Service Instructor I	EPF 2203			
Fire Service Instructor II	EPF 2213			
Fire Service Vehicle Operator	EPF 1205			
First Responder	EPM 1201			
Hazardous Materials Awareness	EPH 1200			
Hazardous Materials First Responder	EPH 1200 EPH 1201			
Hazardous Materials First Responders Operations	EPH 1201			
NIMS 100, 200, 700	EMA 1200			
NIMS 300, 400	EMA 1210			
NIMS General Command & Staff	EMA 1210			
Technical Rescue Awareness	EPF 1219			
Vehicle Machinery Operations	EPF 1206			
MINING				
	FCC Course	LTC Course	OCC Course	WVC Course
Mine Safety & Health Administration Certificate	CMT 2250			
Mine Safety & Health Administration Certification	CMT 2260			
State of Illinois Mine Examiner & Mine Manager	CMT 1240			

500.5.3 Credit for Prior Learning: Tests/Examinations

Effective Date: 4/20/2015

Revised: 4/3/2019

Revised: 11/19/2019

Revised: 3/4/2020

Revised: 1/12/2022

A student who has completed any of the testing methods identified below may be awarded academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure.

Proficiency Examinations Administered by IECC

IECC awards credit by proficiency examinations administered **on-campus at an IECC Testing Center**. Courses eligible for proficiency testing are limited, requiring evaluation on a case-by-case basis. The following conditions apply:

- A proficiency examination may not be taken for a course which a student has previously completed for credit, audit, or pass/fail.
- A student may take a particular proficiency examination only once.
- A student has 30 days from the date of payment to complete the exam.

Request and approval steps:

1. Student must confer with their advisor and the appropriate instructor to begin the process and obtain the required permission/signature on the Proficiency Application. Permission is granted when the instructor has reason to believe the student possesses sufficient proficiency in the subject course.
2. If approved by the instructor, the student must obtain signatures of permission from the advisor and dean of instruction.
3. Once fully approved, student must take the application to the Business Office to remit payment and secure signature as proof of payment. This payment is nonrefundable.
4. Student must submit application to the approving instructor who will arrange for the exam.
5. Once the proficiency examination has been completed, the instructor will determine the grade and note it on the application, sign the application, and forward it to the dean of instruction.
6. The dean of instruction will review, sign application, and forward form to: registrar if exam was completed with a C or better; student services/records if exam was not completed with a C or better.
7. The registrar will post the credit to the student's academic record in the manner described in policy 500.5; student services/records will retain the application in the student's academic file.

Examinations Administered by Others and Accepted by IECC

IECC awards academic credit from the following standardized tests when minimum scores are achieved:

- AP (Advanced Placement) testing
- CLEP (College Level Examination Program) testing
- IB (International Baccalaureate) program
- GED (General Education Development) testing

AP, CLEP, and GED credit is limited to the course equivalencies outlined in the tables below; IB scores will be evaluated for applicability to IECC courses upon receipt.

The following scores will be considered for credit:

AP Scores of 3 or greater

CLEP scores of 50 or greater

IB scores of 4 or greater

GED scores equal to or greater than 175

500.5.3 Credit for Prior Learning: Tests/Examinations

Students wishing to use this credit at IECC must submit an official document, verifying their examination scores, to student services. AP, CLEP, and GED documentation will be reviewed by the student's advisor for evaluation. The advisor may consult the dean of instruction as necessary and then send recommendations to the registrar for posting to the student's academic record in the manner described in policy 500.5. IB documentation will be reviewed by the dean of instruction and/or faculty with recommendations being submitted to the registrar for posting to the student's academic record in the manner described in policy 500.5.

The deans of instruction review the subject examination criteria in order to determine if credit will be awarded for electives, general education requirements or major requirements and the number of credit hours to be awarded. Additionally, recommendations are reviewed from the Illinois Articulation Initiative pertaining to Advanced Placement credit.

Every 2 years (minimum), the deans of instruction (or designee) will review the AP, CLEP, and GED tables to ensure they are current and inclusive of all applicable areas of study/courses.

500.5.3 Credit for Prior Learning: Tests/Examinations**Advanced Placement (AP)**

Students who achieve the following AP test scores will be granted academic credit for the corresponding course equivalencies at IECC.

IECC ADVANCED PLACEMENT (AP) EQUIVALENCIES				
AP EXAM TITLE	AP SCORE for CREDIT	CREDIT HOURS AWARDED	IECC COURSE EQUIVALENCY	IECC COURSE TITLE
Art History	3, 4	3	ART 1181*	Art History I
	5	6	ART 1181* & ART 2181*	Art History I & II
Biology	3, 4	4	LSC 1101*	General Biology I
	5	8	LSC 1101* & LSC 1102*	General Biology I & II
Calculus AB or Calculus BC	3, 4, 5	4	N/A – Elective	Math Elective
Chemistry	3, 4, 5	5	N/A – Elective	Science Elective
Comparative Gov't & Politics	3, 4, 5	3	N/A - Elective	Social Science Elective
Computer Science A	3, 4, 5	3	CIS 1130	Introduction to Computer Science
Computer Science Principles	3, 4, 5	3	CIS 2170	Computer Science II
English Language and Composition	3	3	ENG 1101	Introduction to Composition
<u>English Language and Composition</u>	4, 5	6	ENG 1101 and ENG 1111*	<u>Intro to Comp & Composition I</u>
English Literature and Composition	3, 4, 5	3	LIT 2171	Topics in Literature
Environmental Science	3, 4, 5	3	N/A - Elective	Science Elective
European History	3	3	HIS 1111* or HIS 1112*	West. Civilization before or after 1600 AD
European History	4, 5	6	HIS 1111* and HIS 1112*	West. Civilization before & after 1600 AD
French Language and Culture	3, 4, 5	4	FRE 1111	Elementary French I
German Language and Culture	3, 4, 5	4	GER 1111	Elementary German I
Human Geography	3, 4, 5	3	GEG 1105*	Intro to Human Geography
Macroeconomics	3, 4, 5	3	ECN 2101*	Principles of Macroeconomics
Microeconomics	3, 4, 5	3	ECN 2102*	Principles of Microeconomics
Music Theory	3, 4, 5	3	MUS 1112	Beginning Theory
Physics 1: Algebra-based	3, 4, 5	4	PHY 1111	Technical Physics I
Physics 2: Algebra-based	3, 4, 5	4	N/A - Elective	Science Elective
Physics C: Electricity & Magnetism	3, 4, 5	4	N/A - Elective	Science Elective
Physics C: Mechanics	3, 4, 5	4	N/A - Elective	Science Elective
Psychology	3, 4, 5	3	PSY 1101*	General Psychology I
Spanish Language and Culture	3	4	SPN 1111	Elementary Spanish I
	4	8	SPN 1111 & SPN 2112	Elem Spanish I & Inter Spanish I
	5	12	SPN 1111, SPN 2112, & SPN 2121*	Elementary Spanish I, Inter. Spanish I and Intermediate Spanish II
Statistics	3	3	MTH 1131*	Introduction to Statistics
	4, 5	3	MTH 1153*	Statistics
Studio Art: 2D Design or 3D Design	3, 4, 5	3	ART 1114 or ART 2112	Design I or Design 2
Studio Art: Drawing	3, 4, 5	3	ART 1113	Introduction to Drawing
US Government and Politics	3, 4, 5	3	PLS 2101*	Government of the United States
United States History	3, 4	3	HIS 2101* or HIS 2102*	U.S. History to 1877 or since 1877
	5	6	HIS 2101* & HIS 2102*	U.S. History to 1877 & since 1877
World History	3, 4	3	HIS 1120* or HIS 1121*	World History to 1500 or since 1500
	5	6	HIS 1120* & HIS 1121*	World History to 1500 & since 1500

*IAI General Education Core Curriculum Course

AP Table Revised: 10/31/2022

500.5.3 Credit for Prior Learning: Tests/Examinations**College Level Examination Program (CLEP)**

Students who achieve the following CLEP test scores will be granted academic credit for the corresponding course equivalencies at IECC.

IECC COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) EQUIVALENCIES			
CLEP EXAM TITLE	MINIMUM CLEP SCORE for CREDIT	CREDIT HOURS AWARDED	IECC COURSE EQUIVALENCY
Business Courses			
Financial Accounting	50	3	Elective
Information Systems	50	3	Elective
Introductory Business Law	50	3	Elective
Principles of Management	50	3	Elective
Principles of Marketing	50	3	Elective
Composition & Literature Courses			
American Literature	50	3	Elective
Analyzing and Interpreting Literature	50	3	Elective
College Composition	50	6	Elective
College Composition Module	50	3	Elective
English Literature	50	3	Elective
Humanities	50	3	Elective
History & Social Science Courses			
American Government	50	3	Elective
History of the US I: Early Colonization to 1877	50	3	Elective
History of the US II: 1865 to Present	50	3	Elective
Human Growth and Development	50	3	Elective
Introduction to Educational Psychology	50	3	Elective
Introductory Psychology	50	3	Elective
Introductory Sociology	50	3	Elective
Principles of Macroeconomics	50	3	Elective
Principles of Microeconomics	50	3	Elective
Social Sciences and History	50	6	Elective
Western Civilization I: Ancient Near East to 1648	50	3	Elective
Western Civilization II: 1648 to Present	50	3	Elective
Science & Mathematic Courses			
Biology	50	4	Elective
Calculus	50	4	Elective
Chemistry	50	6	Elective
College Algebra	50	4	Elective
College Mathematics	50	3	Elective
Natural Sciences	50	6	Elective
Pre-calculus	50	3	Elective
World Language Courses			
French Language Level 1	50	8	Elective
French Language Level 2	59	12	Elective
German Language Level 1	50	8	Elective
German Language Level 2	60	12	Elective
Spanish Language Level 1	50	8	Elective
Spanish Language Level 2	63	12	Elective

500.5.3 Credit for Prior Learning: Tests/Examinations**General Education Development (GED)**

Students who achieve the following GED test scores will be granted academic credit for the corresponding course equivalencies at IECC.

IECC GENERAL EDUCATION DEVELOPMENT (GED) EQUIVALENCIES				
GED EXAM TITLE	GED SCORE FOR CREDIT	CREDIT HOURS AWARDED	IECC COURSE EQUIVALENCY	IECC COURSE TITLE
Mathematical Reasoning	≥175	3	MTH 1201	Technical Mathematics
Reasoning Through Language Arts	≥175	1	HUM 2198	Topics/Issues in the Humanities
Science	≥175	3	MUL 1101	Science in Society
Social Studies	≥175	3	SOC 2198	Topics/Issues in the Social Sciences

GED Table Corrected: 1/31/2022

500.5.4 Credit for Prior Learning: State Seal of Biliteracy

Effective Date: 7/12/2017

Revised: 5/2/2018

Revised: 6/6/2018

Revised: 2/5/2020

Revised: 3/4/2020

Revised: 5/10/2021

Revised: 1/12/2022

A student who has evidence of a State Seal of Biliteracy on his/her high school transcript may be awarded academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure. Credit is limited to the course equivalencies outlined in the table below. Additionally, the student must have graduated from high school within 3 academic years of requesting the credit at IECC.

Request and approval steps:

1. Student must confer with an advisor to begin the process and obtain the required recommendation/signature on the Credit for Prior Learning Request form.
2. Student will then submit the request to the dean of instruction for review.
3. The dean of instruction will review and approve/deny the request. Approval is granted by confirming the student's high school transcript contains the certified State Seal of Biliteracy designation and ensuring the student graduated within 3 academic years of petitioning for the credit. The dean of instruction will then forward to: registrar if credit is approved; student services/records if credit is denied.
4. The registrar will post the credit to the student's academic record in the manner described in policy 500.5; student services/records will retain the request form in the student's academic file.

Credit for Prior Learning: State Seal of Biliteracy	
High School Course	IECC Course
2 years high school French	FRE 1111 FRE 1121
2 years high school German	GER 1111 GER 1121
2 years high school Spanish	SPN 1111 SPN 1121
2 years high school Sign Language	HEA 1201 HEA 2201

500.5.5 Credit for Prior Learning: Portfolio Evaluation

Effective Date: 1/12/2022

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

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

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

Request and approval steps:

1. Student must confer with their advisor and the appropriate instructor to begin the process and obtain the required permission/signature on the Proficiency Application. Permission is granted when the instructor has reason to believe the student possesses equivalent life experience to the course. A student may not attempt credit for a course which he/she has previously completed for credit, audit, or pass/fail.
2. If approved by the instructor, the student must obtain signatures of permission from the advisor and dean of instruction.
3. Once fully approved, the student must take the application to the Business Office to remit payment and secure signature as proof of payment. This payment is non-refundable.
4. The student will return to the approving instructor to coordinate a timeline for evaluation of the portfolio.
5. Upon evaluation of the portfolio, the instructor will indicate on the application form whether the credit should (competency level is at a grade level C or better) or should not (competency level was below a passing grade or insufficient data was provided to make a determination) be granted. Form and portfolio will be forwarded to the dean of instruction.
6. The dean of instruction will review, sign application, and forward to: registrar if credit is granted for the portfolio evaluation; student services/records if credit is not granted for the portfolio evaluation.
7. The registrar will post the credit to the student's academic record in the manner described in policy 500.5; student services/records will retain the application in the student's academic file.

500.6 Instructional Materials

Revised: 4/2006

Revised: 6/7/2017

Procedure - Instructional Materials Policy

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

General guidelines:

A. Campus offerings: Instructional materials are available to all students enrolled in the vocational-technical, college transfer, and general studies programs as provided for below.

B. All text adoptions must be approved by the Dean of Instruction, and said adoptions shall be used at least four academic terms. Exceptions to these procedures may be approved by the appropriate dean if circumstances warrant a change in the materials.

C. Prior to submitting an adoption request for a new text for use in an existing course in which an additional text or texts are already authorized, departments and/or divisions should consult with the bookstore manager in order to utilize existing stock.

Adoption procedures:

A. The instructor(s) should review several texts in order to select the one which best fits the course goals.

1. Other on-campus instructors teaching the same course should be included in the selection process.

2. When adopting basic text materials, instructors should exercise reasonable prudence in calculating the total cost of the materials for a particular course to minimize costs to the student.

3. The text should be checked to determine reading level.

4. A text should be selected for any specified course and utilized by all faculty teaching the course at that college. If circumstances warrant, exceptions to this may be approved by the Dean of Instruction.

B. The instructor should initiate a textbook adoption form and it should then be forwarded to the appropriate campus designated academic officer via the bookstore manager.

1. The adoption request should be completed at least two months prior to use of the new text.

2. The appropriate campus academic officer will determine whether the adoption is in compliance with the established policy through input from the bookstore manager and other policy statements.

3. Care should be exercised to insure the usability of a text for at least the four academic term period.

C. The Dean of Instruction must approve all adoptions based upon the policies, procedures and concerns stated above.

D. Refer to Business Office Procedures for specific guidelines.

500.6 Instructional Materials

Textbook Buy-Back, Markup, and Other Provisions

A. Procedures relating to markup, buy back, refunds and other textbook provisions shall be as outlined in the Business Office Procedures.

500.8 Procedure on Student Conduct

Revised: 2/8/2006

Revised: 4/19/2011

Revised: 6/7/2017

Removed by Cabinet Action: July 10, 2019 (incorporated into Student Code of Conduct document)

500.9 Transfer Credit

Revised: 4/2006

Revised: 10/2013

Revised: 6/7/2017

Revised: 3/2/2023

Procedure – Evaluation and Acceptance of Transfer Credit**Evaluation of Transfer Credit**

As part of both the admission process and the reverse transfer of credit process, students are required to supply IECC with all official transcripts from other colleges. Upon receipt of the student's transcript(s), the registrar (or designee) will perform an evaluation to determine:

- For a newly admitted student. The acceptance of credit toward the degree or certificate program chosen by the student; or
- For a former IECC student currently enrolled at an Illinois university and participating in the reverse transfer of credit process. The acceptance of credit toward the associate degree identified by the student.

Acceptance of Transfer Credit

Transfer credit will be accepted based on the following criteria. (As necessary, the registrar will consult with the deans of instruction and/or others to assist in making a determination of acceptance.)

1. The credit was received from a post-secondary institution accredited (and in good standing) by an institutional accreditation agency recognized by the U.S. Department of Education;
2. The credit is appropriate for the student's degree or certificate program;
3. The course was completed with a "D" or better or a "P". NOTE: For a transcript indicating a cumulative GPA of less than "C", only credit will be considered for those courses which have a grade of "C" or better;
4. The course can be verified as:
 - an IAI course (completed summer term 1998 or after); or
 - commensurate with similar IECC courses with respect to academic content, rigor, scope, and relevance.
 - for conflicting number of credit hours, the credit hours listed on the transcript will be used.
 - if there is no equivalent course, the credit may be accepted as undistributed credit and applied toward elective credit.

Courses Not Accepted for Credit

Transfer credit will not be accepted for the following courses:

1. Developmental/remedial. It will, however, be acknowledged for placement purposes.
2. Orientation.
3. English as a Second Language.

Additional Information

1. Transfer credit will not be included in calculating the student's cumulative grade point average.
2. Transfer credit earned in quarter hours will be converted to semester hours by multiplying the quarter hours by .667.
3. The maximum transfer credit hours that will be accepted by IECC is sixty-four (64).
4. Per IECC's Graduation Requirements Policy 500.38, students must earn a minimum number of college-level credits from coursework at IECC in order to graduate.
5. Transfer credit will appear on the student's IECC transcript as a notation with the total number of hours accepted.

Recordkeeping

Results of the transcript evaluation are entered into the Student Management System in a timely manner for immediate display on the student transcript. Official transcripts and signed Transfer Credit Evaluation Forms become part of the student's academic record and retained in the student's file.

500.9 Transfer Credit

Important Time Constraints Pertaining to the Reverse Transfer of Credit Process

Within 30 days of receiving all required documents, IECC will perform the evaluation and notify the student and the Illinois university of the outcome. When the outcome results in awarding an associate degree, IECC will update the student's academic record accordingly and submit the student's transcript to the Illinois university.

Appeals

Students with questions or concerns regarding acceptance of courses for credit should contact the Registrar's office for more information or to file an appeal.

Definitions

"Reverse Transfer of Credit" (per Administrative Rules of the ICCB) means the transfer of earned academic credit from a State university to a community college for the purpose of obtaining an associate degree at the community college.

Note/clarification: Section 1502.40 also allows for the evaluation/acceptance of credit from other community colleges for the purpose of earning an associate degree through reverse transfer of credit.

500.11 Family Educational Rights and Privacy Act (FERPA)

Revised: 6/7/2017

Revised: 4/4/2018

Revised: 10/07/2020

Revised: 10/06/2021

Procedure – Family Educational Rights and Privacy Act (FERPA)**I. Responsibility for Records**

- a) Responsible for receiving and processing record requests from students:
Student Services Specialists at each college
Associate Dean of Business & Industry (Workforce Education)

- b) Responsible for receiving and processing record requests from all others:
IECC Registrar
c/o Wabash Valley College
2200 College Drive
Mt. Carmel, IL 62863
618-263-5535

- c) Responsible for custody of the records:
IECC Associate Dean of Admissions & Records
c/o Lincoln Trail College
11220 State Highway 1
Robinson, IL 62454
618-546-2221

MSHA-Mining & Industry Training
Associate Dean of Business & Industry
c/o JALC West Frankfort Extension Center
19 West Frankfort Plaza
West Frankfort, IL 62896
618- 879-9461

II. General Information**FERPA Training**

FERPA training will be provided to all new employees, including student employees, upon initial hire. Refresher training will also be provided to faculty, staff, and administration.

FERPA Annual Notice

Notice will be provided annually to IECC students regarding their rights under FERPA. This notice will contain, minimally, information regarding:

- a) What constitutes a legitimate educational interest;
- b) The criteria used to determine who constitutes a school official;
- c) The right to inspect and review education records and the procedures to do so;
- d) The right to seek amendment of records the student believes are inaccurate and the procedures to do so;
- e) The right to consent to disclosures of education records, except to the extent that FERPA authorizes disclosure without consent;
- f) The types of information IECC has designated as Directory Information;
- g) The right to restrict release of Directory Information; and
- h) The right to file a complaint with the Family Policy Compliance Office.

Determining Legitimate Educational Interest

Identifying a person as a “school official” does not automatically grant him/her unlimited access to education records. The existence of a legitimate educational interest must be evaluated and determined on a case-by-case basis to ensure the privacy of IECC students. The appropriate Student Services staff will determine the legitimacy of each request for information. If there is any doubt or question regarding the request or legitimate educational interest, staff should not

500.11 Family Educational Rights and Privacy Act (FERPA)

disclose the information without the approval or concurrence of the associate dean of admissions and records or written permission from the student.

Education Record Request Form*

The Education Record Request Form allows a student the opportunity to review, inspect, and request copies of items within his/her education record. Once completed, the form must be returned to the Student Services Office at the College from which the student is requesting their education record. Upon receipt of the completed form, Student Services staff must respond to the request within 45 days, but generally in no more than seven working days. The completed form, along with any/all institutional responses to the request, must be documented appropriately.

Handling Requests for Student Information from Military Recruiters

The registrar (or designee) will process all requests for student information from Military Recruiters. The process recruiters should follow is described at www.iecc.edu/solomon.

Handling the Receipt of a Subpoena or Power of Attorney

Upon receipt of a subpoena or power of attorney, contact the associate dean of admissions and records for appropriate actions to be taken.

A notarized power of attorney must authorize access to academic records specifically or be a general power of attorney, which covers any and all documents. If all legal requirements are met, the individual listed on the power of attorney will be treated in the same manner as would the student. Unless there is a stated expiration date, the power of attorney does not expire.

Note: If allowing a student to review his/her education records would violate the privacy of another student's records, either the student's information must be redacted or consent must be obtained from the other student before disclosure.

Amendment to Education Record

In the event a student requests an amendment to his/her education record and college officials decline the request, the student should be notified of such decision in writing along with his/her right to a hearing to challenge the content of his/her education record on the grounds that the information contained within the record is inaccurate, misleading, or in violation of the privacy rights of the student.

If, as a result of the hearing, IECC officials decide that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the record should be amended accordingly and the student should be notified of the amendment in writing. If the original decision to not amend the record is upheld, the student should be notified in writing of the decision and of the student's right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision, or both.

Holding a Hearing

In the event a student requests a hearing, the following steps must be taken:

- a) The hearing should be held within a reasonable time after the request for the hearing has been received;
- b) Notice shall be provided to the student of the date, time, and location of the hearing, reasonably in advance;
- c) The hearing shall be conducted by the appropriate college official(s);
- d) The student shall be given the opportunity to present evidence relevant to the education record and his/her desire for an amendment to such record;
- e) The result of the hearing shall be provided to the student in writing within a reasonable period of time after the hearing; and
- f) The decision must be based upon evidence presented solely at the hearing, and must include a summary of the evidence and the reasons for the decision.

Release of Information Form*

The Release of Information Form allows a student the opportunity to designate third parties including, but not limited to, spouses, parents, advocates from outside agencies, etc. as individuals to whom IECC personnel can discuss information related to the student's education record. Once completed, the form must be returned to the Student Services Office where it remains in effect the entire time the student is enrolled at IECC. Student Records staff will update the student's account in IECC's student information system accordingly and file the form

500.11 Family Educational Rights and Privacy Act (FERPA)

appropriately. The student may revoke the release at any time by contacting the Student Services Office in writing (the original form may be used to revoke the release). Student Records staff will update the student's account in IECC's student information system accordingly and file the form appropriately.

If information is requested of Student Services by a third party, it is considered best practice to ensure a signed Release of Information Form is on file for the specific third party even when disclosure of such information without prior consent by the student is required to ensure the student's privacy is protected to the greatest extent.

Student Location Requests

Except in instances when the health and safety of the student and/or any member of the campus community is in imminent danger, the current location of a student may not be disclosed without the student's consent.

Recordkeeping Concerning Requests and Disclosures

Student Records must maintain a record of each request for access to and disclosure of personally identifiable information from the education record of each student. This record should be maintained with the education records of the student as long as the records are maintained.

For each request or disclosure, the record must include the parties who have requested or received the information and the legitimate interest the parties had in requesting or obtaining the information. For instances in which information is disclosed to ensure the health and safety of students or the campus community, the record must include a detailed description of the threat and the parties to whom the information was disclosed.

Note: Recordkeeping is NOT necessary for Directory Information requests or ex parte requests from the Attorney General.

Directory Information Restriction Notification Form*

The Directory Information Restriction Notification Form allows a student to restrict the release of his/her directory information. Once completed, the form must be submitted to the Student Services Office where it remains in effect the entire time the student is enrolled at IECC. Student Records staff will update the student's account in IECC's student information system accordingly and file the form appropriately. The student may revoke the restriction at any time by contacting the Student Services Office in writing (the original form may be used to revoke the restriction). Student Records staff will update the student's account in IECC's student information system accordingly and file the form appropriately.

Note: Directory Information that is tied directly to non-directory information may not be disclosed.

Photo Release

While a student's photo is designated as directory information, a signed Media Release Form must be completed when taking targeted photos of students before disclosing the student's photo or information about the purpose of the photo to media or on social media. The Media Release Form is available on the intranet and will be maintained on file by the Coordinator of Public Information & Marketing at the respective campus.

***FERPA-Related Forms**

All forms related to IECC's compliance with FERPA are located on the intranet and at www.iecc.edu/ferpa. These forms will be managed and updated, as necessary, by the associate dean of admissions and records.

500.12 Student Optional Disclosure of Private Mental Health Information

Effective date: 12/2/15

Procedure - Disclosure of Private Mental Health Information

In accordance with Illinois Eastern Community Colleges Board Policy 500.12, mental health information is considered private in nature and will not be released without prior approval from the student.

Students who request to authorize the disclosure of certain private mental health information to a designated person must complete a Student Optional Disclosure of Private Mental Health Information Form, located on the Disclosures and Student Right to Know webpage and file it with the Student Records Department at the primary college of attendance. Student Records personnel will place the form in the student file where it will remain valid for one academic year. Students must renew the Student Optional Disclosure of Private Mental Health Information Form annually during the first two weeks of fall semester.

In the event that a physician, clinical psychologist, or qualified examiner *who is employed by IECC*, makes a determination that a student poses a clear danger to themselves, or others, they will contact Student Records personnel to determine if the student has authorized the disclosure of certain private mental health information to a designated person by completing and filing a Student Optional Disclosure of Private Mental Health Information Form.

If the student has filed a Student Optional Disclosure of Private Mental Health Information Form, the physician, clinical psychologist, or qualified examiner *who is employed by IECC*, shall, as soon as practicable, but in no more than 24 hours after making a determination, attempt to contact the designated person and notify the designated person that the physician, clinical psychologist, or qualified examiner has made a determination that the student poses a clear, imminent danger to them self, or others.

500.12 Student Optional Disclosure of Private Mental Health Information

ILLINOIS EASTERN COMMUNITY COLLEGES

Student Optional Disclosure of Private Mental Health Information

Student ID: _____

Name (please print) _____
(First) (Middle) (Last)

Address _____

City _____ State _____ Zip _____

Date of Birth (MM/BD/YYYY) _____

Phone (____) _____

Primary College of Attendance (check one): Frontier Lincoln Trail Olney Central Wabash Valley

As a student at Illinois Eastern Community Colleges (FCC, LTC, OCC, and WVC), I may authorize the disclosure of my private mental health information to the designated individual named below and understand that:

1. my chosen designated individual must be a parent, guardian, or other person, over the age of 18, designated by me to receive certain private mental health information.
2. my signature authorizes IECC to disclose my private mental information, to my designated individual only if a physician, clinical psychologist, or qualified examiner *employed by IECC*, makes a determination that I pose a clear danger to myself, or others, in order to protect me or another person against a clear, imminent risk of serious physical or mental injury or disease or death being inflicted upon myself, or another person.
3. this request will be in effect for the academic year in which request was made (one year from date of signature), and must be renewed annually, by me during the first two (2) weeks of each fall semester.

_____ I **authorize** the disclosure of my private mental health information to the following:

Name: _____
Address: _____
Phone Number: _____

_____ I **do not authorize** the disclosure of my private mental health information.

Student Signature

Date

Student Records Signature

Date

BANNER:  Entered _____ (date)

500.14 Tuition Waiver

Effective date: 2/1/94

Revised: 4/06

Revised: 11/8/06

Revised: 02/06/08

Revised: 4/19/16

Revised: 3/7/18

Revised: 4/4/18

Revised: 6/2/21

Procedure - Employee Tuition Waiver**I. Purpose**

To describe the process of in-district tuition waivers. The Employee Tuition waiver covers the cost of tuition only and the student will be responsible for all other fees not specifically waived under Business Procedure 300.1 – Financial Services.

II. Procedure

- A. In order to utilize the tuition waiver, employees must complete a Tuition Waiver Request using the following procedure:
1. Indicate whether the waiver is requested for use by the employee or a dependent. If the waiver is requested for a dependent, indicate the relationship of the dependent to the employee.
 2. Course information: Provide information pertaining to the course for which a tuition waiver is requested.
 3. If the employee is requesting a tuition and fees waiver for purpose of professional development, the employee must explain the benefit of the class for the employee and the District. All tuition waiver requests must be approved by the supervisor and then submitted with the registration form.
 4. The Business Office will document the request and retain a copy of the Tuition Waiver Request and forward a copy to the employee.
 5. The employee/dependent should submit this Tuition Waiver Request upon registration.
- B. In the case of a deceased, active employee, their dependents will be issued an authorization letter allowing them to enroll under an employee tuition waiver. This letter should be given to the Business Office at the college at the time of enrollment.

500.15 Residency

Revised: 4/06

Revised: 4/17

Procedure - Residency

Students should provide official documentation of residency before or at the time of registration but no later than the first day of classes, to determine whether they qualify for in-District, out-of-District, out-of-State, or international tuition rates. (International students cannot establish Illinois residence status.)

I. To qualify for Illinois residency, the student must fulfill one of the following two requirements:

- A. If under 18, document that at least one parent, stepparent, or appointed guardian is a legal resident of Illinois, or
- B. If 18 or older, document residency in Illinois, in a capacity other than as a student at a post-secondary institution, for at least 30 days prior to the beginning date of class unless evidence is presented that the student has permanently relocated.

Evidence of legal residency must be based on ownership and/or occupancy of a home in Illinois or a copy of one of the following:

- 1. An Illinois driver's license registration.
- 2. An Illinois automobile license registration.
- 3. An Illinois voter's registration card.
- 4. Employment in the State of Illinois.
- 5. Payment of Illinois income taxes.
- 6. A document pertaining to the student's past or existing status as an Illinois student (e.g., high school record).
- 7. Other non self-serving documentation providing verification of the student's address.
- 8. A statement by the student certifying his/her address and residency. The college shall verify the certification by sending correspondence to the address.
- 9. An affidavit signed by a staff member from the college who registered the student and personally evaluated one or more of the items listed in 1 through 8.

II. To qualify for in-District residency, the student, in addition to meeting conditions of A or B above, must be a resident of Illinois Eastern Community Colleges District 529, which includes the following school districts:

Clay City Community Unit School District No. 10
 Edwards County Community Unit District No. 1
 Fairfield Community High School District No. 225
 Flora Community Unit School District No. 35
 Grayville Community Unit District No. 1
 Hutsonville Community Unit School District No. 1
 Lawrence County Community School Unit District No. 20
 North Wayne Community Unit District No. 200
 Oblong Community Unit School District No. 4
 Palestine Community Unit School District No. 3
 Red Hill Community Unit School District No. 10

500.15 Residency

Richland County Community Unit School District No. 1
 Robinson Community Unit School District No. 2
 Wabash Community Unit District No. 348

Students who live within the following public school districts may or may not be residents of Illinois Eastern Community Colleges District 529. Students from these districts should check their property tax statement to determine community college district residency.

Carmi-White County Community Unit District No. 5
 Jasper County Community Unit School District No. 1
 North Clay Community Unit School District No. 25

Students shall be classified as residents of Illinois Eastern Community College District 529 without meeting the 30 day residency requirement of the district if they are currently residing in the district and are youth:

- ❖ who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have recently been emancipated from the Department, and
- ❖ who had previously met the 30 day residency requirement of the district but who had a placement change into a new community college district. The student, a caseworker or other personnel of DCFS, or the student's attorney or guardian ad litem appointed under the Juvenile Court Act of 1987 shall provide the district with proof of current in-district residency.

Students shall not be classified as residents of the District where attending, even though they may have met the general 30-day residency provision, if they are:

- ❖ Federal job corps workers stationed in the District;
- ❖ Members of the armed services stationed in the District;
- ❖ Inmates of state or federal correctional/ rehabilitation institutions located in the District;
- ❖ Full-time students attending a post-secondary educational institution in the District who have not demonstrated, through documentation, a verifiable interest in establishing permanent residency;
- ❖ Students attending under the provisions of a chargeback or contractual agreement with another community college.

III. Illinois Out-of-District: Any student who lives outside the Illinois Eastern Community Colleges District but who is a resident of the State of Illinois will be considered an out-of-District student. Students shall be classified as residents of the State without meeting the general 30-day residency provision if they are:

- ❖ Federal job corps workers stationed in Illinois;
- ❖ Members of the armed services stationed in Illinois;
- ❖ Inmates of state correctional/rehabilitation institutions located in Illinois; or
- ❖ Employed full-time in Illinois.

IV. Out-of-State: Any student who is a resident of another state will be considered an out-of-state student and will be charged the rate established by the Board of Trustees.

V. Out-of-Country: Any student who is a resident of a foreign country will be considered an out-of-country student and will be charged the rate established by the Board of Trustees.

500.15 Residency

- VI. Undocumented: Public Act 093-007 states an individual shall be deemed an Illinois resident, until the individual establishes a residence outside of this state; if all of the following conditions are met.
- 1) The individual resides with his or her parent or guardian while attending a public or private high school in the State of Illinois.
 - 2) The individual graduated from a public or private high school or received the equivalent of a high school diploma in the State of Illinois.
 - 3) The individual attended school in the State of Illinois for at least 3 years as of the date the individual graduated from high school or received the equivalent of a high school diploma.
 - 4) The individual registers as an entering student in the community college not earlier than the 2003 fall semester.
 - 5) In the case of an individual who is not a citizen or permanent resident of the United States, the individual provides the community college with an affidavit stating that the individual will file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so. Students may obtain the IECC Affidavit form from any of the IECC college student record's office.

A Resolution on Residency of Undocumented Students, was resolved on January 20, 2017, by the Illinois Community College Board, to clarify tuition policy for undocumented students particularly adult students not included in provisions of PA 93-007. The resolution states that in-district tuition should be paid by those community college students meeting the residency rules for in-district tuition regardless of citizenship status. Students who do not meet the requirements of the in-district rule should pay out-of-district tuition.

500.20 Academic Standing Procedure

Approved: 10/06/2021; Effective date: July 1, 2022

A student's academic standing is determined at the close of each grading period and becomes part of his/her permanent education record which is noted under each term on the transcript. This procedure describes IECC's academic standing classifications and the basis for the classifications.

Good Academic Standing

Students at IECC are in good academic standing when they maintain a minimum cumulative grade point average (CGPA) of 2.0 (C). Only students in good academic standing will be considered for an overload request. Students must be in good academic standing to graduate.

The student's transcript will be identified with "GOOD STANDING".

Academic Warning

Academic Warning serves as an alert to the student that their good academic standing may be in jeopardy. For a student to be placed on Academic Warning, 2 things have occurred:

1. The student has earned at least twelve (12) credit hours at IECC; **and**
2. The student's most recent term GPA fell below 2.0

As a result of Academic Warning:

1. The student will be given timely notice of Academic Warning and advised of available support and resources via written notification each term;
2. Overload requests may be denied;
3. Student may be at risk of losing financial aid eligibility under the F.A. Satisfactory Academic Progress policy; and
4. The student's transcript will be identified with "GOOD STANDING".

Academic Probation

Academic Probation serves as a warning to the student that satisfactory progress is not being made. For a student to be placed on Academic Probation, 2 things have occurred:

1. The student has earned at least twelve (12) credit hours at IECC; **and**
2. The student's Cumulative GPA has fallen below 2.0.

As a result of Academic Probation:

1. The student will be given timely notice of Academic Probation via written notification each term;
2. The student is required to meet with an advisor and/or retention coordinator to develop an Academic Success Plan;
3. Overload requests are denied;
4. Student may be at risk of losing financial aid eligibility under the F.A. Satisfactory Academic Progress policy; and
5. The student's transcript will be identified with "ACADEMIC PROBATION" (or "CONTINUED PROBATION").

For a student on Academic Probation, one of the following will occur at the close of the next/subsequent grading period(s):

- Good Academic Standing is achieved by attaining a 2.0 Cumulative GPA (minimum); **or**

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- Academic Probation continues by attaining a 2.0 Term GPA (minimum) and still falling below the 2.0 CGPA; **or**
- Placed on Program Suspension due to a Term GPA below 2.0.

Program Suspension

For a student to be placed on Program Suspension, 2 things have occurred:

1. The student was on Academic Probation; **and**
2. The student's term GPA has fallen below 2.0.

As a result of Program Suspension:

1. The student will be given timely notice of Program Suspension via written notification each term;
2. The student is required to meet with an advisor and/or retention coordinator to review or redevelop their Academic Success Plan;
3. The student may take classes, but as a course enrollee only;
4. The student may not take more than 15 credit hours;
5. The student is not eligible for financial assistance; and
6. The student's transcript will be identified with "PROGRAM SUSPENSION" (or "CONTINUED SUSPENSION").

For a student on Program Suspension, one of the following will occur at the close of the next/subsequent grading period(s):

- Good Academic Standing is achieved by attaining a 2.0 Cumulative GPA (minimum); **or**
- Program Suspension continues by attaining a 2.0 Term GPA (minimum) and still falling below the 2.0 CGPA; **or**
- Placed on College Suspension due to a Term GPA below 2.0.

College Suspension

For a student to be placed on College Suspension, 2 things have occurred:

1. The student was on Program Suspension; **and**
2. The student's term GPA has fallen below 2.0.

As a result of College Suspension:

1. The student will be given timely notice of College Suspension, via written notification, and advised of steps required to reapply:
 - a) Petition for readmission; and
 - b) If readmitted, meet with an advisor and/or retention coordinator to develop an Academic Success Plan.
2. The student's transcript will be identified with "COLLEGE SUSPENSION".

Additional Academic Progress Considerations

- The Federal Government has also established satisfactory academic progress standards as it relates to eligibility of federal financial aid. These financial aid standards are in addition to the standards outlined in this policy.
- Some IECC programs have academic standards that exceed the minimums described in this policy.

500.24 Financial Aid Master Consortium Agreement Procedures

Effective date: 10/20/2010

ILLINOIS EASTERN COMMUNITY COLLEGES
Procedure – Financial Aid Master Consortium Agreement

It is the policy of the Illinois Eastern Community College District (500.23) 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.

The following procedures are for the Financial Aid Master Consortium Agreement which addresses this policy.

IECC Financial Aid Master Consortium Agreement

- A. A student's "home school" shall be the college that the student designates, or the college where the student takes the most hours and/or intends to complete his/her associate degree/certificate requirements.
- B. The student's eligibility shall be calculated on the basis of the full course load carried by the student at multiple IECC institutions for the award period. However, the student shall receive financial funds only from the home school.
- C. The home school shall be responsible for the following:
 1. Determining the student's eligibility to receive financial aid.
 2. Disbursing all financial aid funds to the student.
 3. Monitoring the student's eligibility, including whether or not the student is maintaining satisfactory progress as defined in the federal regulations and in IECC Financial Aid Manual.
 4. Calculation of Title IV Refunds.
 5. Maintaining the student's financial aid records.
- D. Student Enrollment Status
The enrollment status will be the sum total of all semester hours in which the student is enrolled throughout the District. To remain eligible for aid at the home school, the student must maintain at least a one (1) semester hour enrollment level at the home school.
- E. Award Calculation
Students concurrently enrolled at more than one college in the District, will be evaluated, awarded, and receive funds exactly the same as students enrolled in only one college.
- F. Disbursement
 1. Procedures for disbursing aid, monitoring satisfactory progress and other eligibility requirements will be the responsibility of the home school.
 2. Students who are taking consortium classes will be paid in the same cycle as all other students.
- G. Refunds and Repayments
Refunds and/or repayments to any Title IV program or the home school will be executed by the Financial Aid Office at the home school in accordance with applicable regulations governing Federal Title IV Refund Regulations and IECC policy in Financial Aid Manual.
- H. Conditions Affecting Federal Aid.

500.24 Financial Aid Master Consortium Agreement Procedures

1. Processing for Pell Grant, ACG and student loans will be calculated by the home school based on concurrent enrollment at all colleges within the District as long as the student maintains the minimum enrollment of one semester hour at the home school.

2. Because of individual college limitations on federal campus-based funding (Federal Work Study and Federal Supplemental Educational Opportunity Grants), priority in awarding these funds is given to students who maintain at least half-time enrollment on a term-by-term basis throughout the award year.

500.26 Credit Equivalency by Licensure, Certification, Military Experience, or State Seal of Biliteracy

Effective Date: 3/6/2013

Revised: 6/3/2015

Revised: 9/7/2016

Revised: 5/4/2017

Revised: 7/12/2017

Revised: 5/2/2018

Revised: 6/6/2018

Revised: 2/5/2020

Revised: 3/4/2020

Revised: 5/10/2021

Removed by Cabinet action 1/12/2022 (Merged with Credit for Prior Learning, reference Procedures 500.5.1, 500.5.2, and 500.5.4)

500.27 Drug Testing of Student-athletes

Effective date: 7/16/2014

Revised: 3/21/2017

Revised: 6/7/2017

Revised: 4/4/2023

This procedure outlines IECC'S drug testing program of student-athletes.

Types of Testing

1. Random Testing. A minimum of 20% of each athletic team will be subjected to random drug testing at some point during the calendar athletic year. The process for random testing follows.
 - At the conclusion of the 10-day enrollment period of each fall semester, Athletic Directors will submit a roster for each sport, on their respective campuses, to the Compliance Coordinator.
 - Throughout the year, all roster changes shall be reported to the Compliance Coordinator to ensure all athletes are a part of the random drawing every time. Conceivably, the same name could be picked from an athletic team on every testing date.
 - From the rosters supplied, the Compliance Coordinator will then determine how many student-athletes will be tested from each sport on each campus. 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.
 - There will be several random test dates, as determined by the Compliance Coordinator, spread throughout the calendar athletic year (beginning of September through the end of April).
 - Approximately 2-3 days in advance of testing, the Athletic Directors will be notified of:
 - the testing date;
 - number of student-athletes to be tested; and
 - from which sports the names should be pulled.
 - Athletic Directors will coordinate the name drawing and test administration.
2. Reasonable Suspicion Testing. Reasonable suspicion testing is performed to protect the health of the student-athlete, the health of others, and 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 (as defined by the [NCAA](#)). 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 Testing. A student-athlete that has tested positive in a previous test will be subject to follow-up testing and will incur the cost of the test.
4. Re-entry testing. A student-athlete who has had his/her eligibility to participate in sports suspended as a result of a positive drug test will need to provide a negative sample in order to be released from administrative sanctions. This will be a random sample that will be provided upon request.

Testing Protocol

1. Testing will be conducted at:
 - Fairfield Memorial Hospital
 - Wabash Valley Occupational Health and Acute Care (Robinson)
 - Carle Richland Memorial Hospital (Olney)
 - Wabash General Hospital (Mt. Carmel)

500.27 Drug Testing of Student-athletes

2. A Coach or Athletic Director will accompany the student-athletes to the appropriate testing facility.
3. Student-athletes must provide photo ID. (Alternate ID verification method may be used if a photo ID is not available).
4. A student-athlete will not be allowed to leave the testing site until a suitable sample has been provided.
5. Failure to appear is treated as a positive test and results in the applicable sanctions.
6. Each facility will follow its established testing protocol for sample retrieval and maintain chain of custody according to its policy and procedures.
7. Names of the student-athletes and test results shall be submitted to the Compliance Coordinator upon test completion.

Positive Test Results

A positive test will result in the following sanctions. Suspensions associated with positive test results will be cited as a “violation of team rules.”

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. Student-athlete will be required to inform his/her parents of the positive test in the presence of the Athletic Director & Coach.
3. Student-athlete will complete 20 hours of community service, as documented by the Athletic Director and Coach. The community service must be completed before reinstatement to the team is allowed.
4. 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. Student-athlete will be required to inform his/her parents of the positive test in the presence of the Athletic Director & Coach.
3. 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. Suspension will be for consecutive games immediately following notification of a positive test. If there are not enough games remaining, the suspension will carry over to the next season for returning athletes.
4. Student-athlete will complete 40 hours of community service, as documented by the Athletic Director and Coach. The community service must be completed before reinstatement to the team is allowed.
5. 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. Student-athlete will be suspended from the team indefinitely.
2. Student-athlete will surrender their athletic aid.
3. Student-athlete will be able to complete their education, but at **their own expense**.

Referral for Drug Counseling Assessment

Following a positive drug test finding, the student-athlete shall be referred for substance abuse assessment and possible treatment plan.

Self-referral Program

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.

500.27 Drug Testing of Student-athletes

1. Student-athlete may not initiate self-referral after he/she has been informed of their participation in an impending test.
2. Student-athlete cannot enter the self-referral program after a positive test. This includes the entire time of athletic eligibility at an IECC institution.
3. A treatment plan will be determined and put in place for the student-athlete.
4. Student-athlete will be tested randomly while in the self-referral program. Costs of the subsequent random tests will be the sole responsibility of the student-athlete.
5. A student-athlete testing positive on the initial test after entering this program will not be subject to applicable positive testing 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 contest the finding. The request for appeal must be received in writing by the Athletic Director within 48 hours of notification of a positive test finding. Any student-athlete requesting an appeal of the positive results is entitled to a hearing by the appeals committee, which is comprised of:

- 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 hearing shall take place within 72 hours of receiving the request for appeal. Sanctions that typically result from a positive test will not commence, awaiting a decision by the committee. In the event the athlete's appeal is accepted, no further action need be taken. Appropriate sanctions will apply if the committee upholds the results of the test.

The decision of the committee is final based on a majority vote and is 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-athlete's 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.

500.30 Withdrawal Procedure

Effective Date: March 2, 2022

In accordance with IECC's Withdrawal Policy, courses may be added, dropped, or withdrawn during specifically set forth days and in the manner described below.

Drop

A dropped course is one in which:

- Official action is taken to remove from the student's schedule within:
 - The first 10 business days of a 16-week course schedule.
 - The first 5 business days of an 8-week course schedule.
 - The proportionate time of any other schedule not conforming to a 16- or 8-week course schedule.
- There will be no record of the course on student's academic record.
- The student receives 100% refund of tuition and fees.

The drop period coincides with the refund period.

Withdraw

A withdrawn course is one in which:

- Official action is taken to remove from the student's schedule after the drop period has ended, but no later than:
 - 2 weeks before the last day of class for a 16-week course schedule.
 - 1 week before the last day of class for an 8-week course schedule.
 - The proportionate time of any other schedule not conforming to a 16- or 8-week course schedule.
- The course appears on the student's academic record with a "W", signifying "Withdrawal prior to completion", and will not be computed in the GPA.
- The student receives no refund of tuition and fees.

If no official action is taken to withdraw from a course during the prescribed deadlines, the course will appear on the student's academic record with the earned letter grade.

Add

A course may be added to a student's schedule during the same period of time defined for the drop period. An added course is one in which:

- Official action is taken to place additional coursework on a student's schedule within:
 - The first 10 business days of a 16-week course schedule (with instructor approval*).
 - The first 5 business days of an 8-week course schedule (with instructor approval*).
- The course appears on the student's academic record.
- The additional tuition and fees will be added to the student's account.

* Student requests to add a course may be denied due to the accelerated pace of the class.

Student-initiated Action to Add, Drop, or Withdraw

Due to possible unintended consequences resulting from schedule changes, students are strongly encouraged to seek guidance from instructors, academic advisors/retention coordinators, and financial aid representatives prior to making any changes. Official action requires completion of the Course, Program, or Catalog Term Change Form available in Student Services.

Administrative Drop or Withdrawal

While the responsibility to drop or withdraw a course is the student's, there are limited instances when a college administrator may initiate this action. Administrative drops and withdrawals adhere to the same guidelines and result in the same consequences as those described above.

1. **Prohibited Conduct.** Outlined in the Student Code of Conduct.
2. **Disciplinary.** Suspension or dismissal for the remainder of an academic semester or longer.
3. **Registration Violation.** Registration in violation of college regulations and requirements (academic ineligibility to register).

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4. **Health Issues.** Severe psychological or health problems such that a student cannot be permitted to continue in attendance.
5. **Other.** Reasons deemed appropriate by the president or dean of instruction.

Prior to initiating an administrative withdrawal, the instructor submits a Progress Report to alert the retention coordinator or academic advisor to contact the student. If there is no resolution (i.e. student-initiated action), an instructor may recommend a withdrawal if deemed to be in the best academic interest of the student. The withdrawal must be approved by the dean of instruction. The Student Services Office will notify the student and financial aid coordinator of the action taken.

Students must act immediately, by contacting their instructor, if an opportunity for reinstatement in the course is desired.

500.33 Student Consumer Procedure

Effective date: June 18, 2019

In accordance with Student Consumer Policy 500.33, Illinois Eastern Community Colleges shall maintain consumer information transparency through the following methods:

1. IECC shall maintain consumer information disclosures on the IECC webpage and send an annual notification to all incoming and current students and employees directing them to the consumer information.

Consumer information includes but is not limited to general institution information, transfer of credit policies and articulation agreement, financial aid information, health and safety information, gainful employment and student right-to-know information. All information may be viewed at iecc.edu/disclosures.

2. All IECC recruiters and admissions shall maintain transparent job titles, adequate training, and portray accurate institutional information when speaking to current and prospective students.

3. IECC shall provide students with basic institutional information without requiring contact information. In the event that contact information is solicited and received, prospective students must have the ability to opt out of (e)-mailing lists regarding recruitment or admissions. IECC will honor the request within a reasonable time frame.

4. If IECC publishes promotional materials regarding a Title IV eligible program, it shall include the following information, or a direct link to the following information:

A. Program Name

B. Normal time to complete the program in weeks, months, or years

C. The cost of the program if completed within the normal time. Costs include tuition, fees, books, supplies, and equipment.

D. The median cumulative debt for a student that graduates from the program within the normal time.

E. Information about licensure or certification associated with the program. Select one or more of the following:

Program meets licensure requirements in the State of Illinois (or additional states if applicable)

Program does not meet licensure requirements in the State of Illinois (or additional states if applicable).

Program qualifies students to sit for licensure exam in the State of Illinois (or additional states if applicable).

Program does not qualify students to sit for licensure exam in the State of Illinois (or additional states if applicable).

There is no licensure requirements for this profession in the State of Illinois (or additional states if applicable).

F. For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: <https://collegescorecard.ed.gov/>

5. If an IECC program publishes job placement, salary information, or other student outcomes, the program must also publish its methods or sources and maintain a file, in case the outcome information is requested.

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6. IECC shall not pressure students to enroll by a specific deadline with the promise of cash or free goods outside of traditional methods such as scholarship, tuition and/or fee waivers, book waivers, or financial aid.

500.34 Student Religious Observances Procedure

Effective Date: 06/03/2020

In accordance with the Student Religious Observances Policy, IECC does not discriminate against students based on religious observances and will reasonably accommodate the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. It is the student's responsibility to notify IECC instructors and/or supervisor of absences pertaining to religious observances. It is the instructors'/supervisor's responsibility to reasonably accommodate these requests.

1. By the second week of the term, a student must provide written notification to his/her instructors and/or supervisor of the date(s) of anticipated absence(s) due to religious observances when such absence would affect:
 - participation in class
 - completion of examinations
 - work schedule
2. It is the student's responsibility to make up any required coursework or work activity.
3. It is the instructors' and/or supervisor's responsibility to provide the student an opportunity to make up any coursework or work requirements when written notification of the absence was received from the student prior to the deadline. It is reasonable for instructors or supervisors to expect completion of coursework or work requirements prior to the absence.
4. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may file a grievance in accordance with IECC's Policy to Address a Complaint (100.16).

500.35 Grades and Grading System**Date Created: February 16, 2021**

Revised: 1/12/2022 Effective Date: 7/1/2022

Revised: 4/6/2022

IECC has an established grading system which includes the following related procedures.

Grades

Grades are awarded to reflect the quality of student performance. Grade values are assigned on a 4.0 scale from *A* to *F*. The following table provides current applicable grades (all grades are considered earned) with corresponding descriptions and quality points earned, as well as information pertaining to grade suffixes.

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

Grade Point Average (GPA)

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

Incomplete Grades

An incomplete "I" grade is a temporary grade which may be assigned, at the instructor's discretion, when extenuating circumstances beyond the control of the student prevents completion of course requirements by the end of the academic term. Prior to the end of the term, the student must initiate this process by discussing the terms for the Incomplete with the instructor who will document the work to be completed electronically via the Record of Incomplete Grade.

Incomplete grades for regular sixteen-week courses should be completed by the fourth week of the next term or the incomplete grade will be changed to an *F*. Incomplete grades given for courses outside the regular sixteen-week schedule must be finished within four weeks from the end date of the course or the incomplete grade will be changed to an *F*.

Incomplete grades may be given only in the following circumstances:

- The student's work to date is passing;
- Attendance has been satisfactory through at least 60% of the term;

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- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame and does not require the student to re-take any portion of the course;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time.

Pass/Fail Grades

Students exercising the pass/fail option must declare their intentions at registration by designating it on the Student Information and Registration Form (available in Student Services) or completing a Pass/Fail Course Request Form (available on the website). Students may not change to the traditional letter-grade option after the end of late registration.

Students planning to transfer to senior institutions are discouraged from taking courses under the pass/fail option and should consult with their advisor before selecting this alternative.

Additional Guidelines:

- A student may take a maximum of twelve (12) pass/fail credit hours, with certain exceptions.
- A student enrolled in a transfer degree may not take general education requirements for pass/fail credit.
- A student enrolled in a certificate or an Associate in Applied Science degree program may not take degree/certificate courses for pass/fail credit. Exceptions: NUR 1206, NUR 2205, or those courses entitled "Internship" or "Seminar".
- A student may take continuing education courses for pass/fail credit.
- A student must earn a C or better to receive a P in a P/F course.
- A grade of F* (Fail) or P (Pass) will not be computed in the grade point average.
- Applicable tuition and fees apply.

Final Grades

At the conclusion of each course, instructors shall assign an official grade for each student enrolled based on the criteria outlined in the course syllabus. Final grades are posted to each individual student's academic record at the end of the academic term in which the course was completed. Accurate academic records must be kept by each instructor for auditing and verification purposes. At the end of each term, students may access their grades using Entrata.

Grade Appeals

Under specific, limited circumstances and within a prescribed timeframe, students may appeal a final grade. The institution will not review the judgment of a faculty member in assessing the quality of student's work. However, if the student believes a faculty member improperly assigned a semester grade due to at least one of the criteria described below, the student may appeal by following the outlined procedure. All grade appeals are handled individually. The matter will be referred to the District Title IX/ADA Coordinator in cases where a grade appeal is based on a complaint involving sexual harassment or discrimination. Grade appeals cannot be initiated until the conclusion of the course and the instructor's issue of a final grade.

Criteria for Grade Appeal

The burden of proof falls on the student to demonstrate one or more of the following has occurred:

- A mathematical or clerical error results in the assignment of an incorrect grade;
- The assignment of the grade was based on factors other than academic performance in the course;
- The assigned grade was based on an unreasonable departure from the instructor's previously announced standards; or
- The assignment of a grade was based on different standards than those applied to other students in the course.
- Instructor syllabus violates IECC policy which has a direct impact on the student grade.

500.35 Grades and Grading System**Step 1: Appeal to Instructor**

Upon consideration of these criteria, if a student believes a final grade was improperly or unfairly assigned, the student should seek an informal resolution by contacting the instructor. Contact must be made by the end of the second week of the regular semester (fall or spring) following the term in which the grade in question was received. In the event the student does not receive a response from the instructor by the end of the third week of the regular semester, the student should contact the appropriate dean to facilitate a meeting with the instructor or recommend the student advance to Step 2.

At the informal meeting with instructor, the student is to provide reason(s) for the requested grade change. If the instructor agrees with the reason(s) for the grade change, the instructor will complete a Grade Change Form. If the instructor denies the student's request, the student will be informed of the decision in writing and he/she may pursue a formal review of the grade. Instructor action will be within 5 working days of meeting with the student.

Step 2: Appeal to Academic Standards Committee

Within 5 working days of the informal meeting with the instructor, the student may register a formal appeal by submitting a Grade Appeal Form (available from the dean or on the website) to the appropriate dean to initiate a review by the Academic Standards Committee. Within 10 working days of receipt of the Grade Appeal Form, a written decision will be issued to the student.

If the committee agrees with the reason(s) for the grade change, the dean will advise the instructor to complete a Grade Change Form. If the decision of the committee is unsatisfactory to either party, that individual will have the right to appeal to the president of the college.

Step 3: Appeal to President of the College

Within 5 working days of the committee's decision, the student or instructor may request (in writing) a meeting with the college president to discuss the decision of the Academic Standards Committee. Within 10 working days of the receipt of the request, a written decision will be issued to the student.

If the president agrees with the grade change, the instructor will be advised to complete a Grade Change Form. If the decision of the president is unsatisfactory to either party, that individual will have the right to appeal to the chancellor.

Step 4: Appeal to Chancellor

Within 5 working days of the president's decision, the student or instructor may request (in writing) a meeting with the chancellor to discuss the decision of the president. Upon review, the chancellor may dismiss the grade appeal with or without meeting with the aggrieved party. Alternatively, the chancellor may meet with the aggrieved party and, within 5 working days, provide a written decision.

Step 5: Appeal to the Board of Trustees

Within 5 working days of the chancellor's decision, the student or instructor may request (in writing) a meeting with the Board of Trustees to contest the decision of the chancellor/president. Upon review, the Board Chair (or their designee) may dismiss the grade appeal with or without meeting with the aggrieved party. Alternatively, the Board Chair (or their designee) may arrange a meeting with the aggrieved party with representatives of the Board at a time and date of their choosing. All decisions of the Board of Trustees are final.

All official documents of the grade appeal will be kept by the Registrar in the Office of Admissions and Records.

Grade Forgiveness

The purpose of Grade Forgiveness is to provide a student who performed poorly previously at IECC an opportunity to recover from deficient academic performance. Therefore, students seeking re-entry into a certificate or degree

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program who have academic records that are at least three years old may petition to the Academic Standards Committee to have all F (Fail) and WF* (Withdrawal Failing) grades forgiven for the purpose of calculating their cumulative grade point average at IECC.

Student should:

- 1) Meet with an academic advisor to discuss eligibility;
- 2) Complete the Grade Forgiveness Petition form and document the circumstances which impacted the original grade(s), new goals, and plans to further education.
- 3) Submit signed form to the dean.
- 4) Be advised
 - Grade Forgiveness is offered only one time;
 - Petition must be submitted to the IECC college of re-entry;
 - Forgiven grades will remain on transcripts;
 - Based on their own policies, other colleges and universities may consider the original grade(s) in their CGPA calculations;
 - Grade Forgiveness before the three-year period may be considered if there are documented extenuating circumstances;
 - Financial aid eligibility may be impacted; contact the financial aid office.

The dean will, within 15 working days of receiving the Petition, ensure the Academic Standards Committee meets and makes a determination. The decision of the committee is final.

*Effective summer semester FY1999, colleges no longer award WF (or WP) grades.