

When students successfully complete the course, they receive both high school and college credit;

2. They have completed the 8th grade and are at least fourteen (14) years of age.

Parents should be aware that their child may be exposed to mature and/or controversial topics and conversations, not only within some classes, but also within the general college environment.

**It's important to note that non-degree students who may later elect to seek a degree, credential, or certificate (with 16 credit hours or more) must meet all regular admission and placement requirements. There are some certificates of fewer than 16 hours which also have course placement requirements.**

## CATALOG TERM POLICY (500.36)

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

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

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

## READMISSION

Returning students who have been absent for more than 2 years must reapply. Students who left in good standing, regarding both academic record and conduct record, will be admitted per the Open Admission Policy. At the college's discretion it may be necessary for the student to complete all steps required for initial admission, if deemed in the best interest of the District and the student. Additionally, whether a student left in good standing or dismissed due to academic deficiency or misconduct, the following apply.

All returning students must:

- Submit to Student Services all official transcripts from any institution attended during the absence from IECC; and
- Reconcile with the Business Office any outstanding balance.

Additional considerations for degree and certificate seeking students:

- If away from IECC for an extended period, may be required to repeat courses in which content has changed significantly;
- If returning after an absence of more than two years and previously enrolled in a career and

technical certificate or degree program that has since been withdrawn, will be required to select a new program of study. (**See TIME TO COMPLETION FOR CAREER AND TECHNICAL EDUCATION CURRICULA POLICY, Appendix A.**);

- If returning after an absence of more than 2 years, a new catalog term will be assigned - student must meet the requirements of program that are in effect at readmission.

## Readmission by Petition

Students who have been dismissed from the college due to academic deficiency or misconduct may petition for readmission to the program or the college no sooner than one term following official notification of the dismissal. A Petition for Readmission form must be completed to begin the process.

Readmission will be granted only to those students who have the required ability and can show that their previous academic problems were due to extraordinary and compelling circumstances that adversely affected their progress. Unless waived by the college, petitioners must resubmit all the admission materials required in the first-time admission.

Petitions for readmission will be heard by the Academic Standards Committee. The petitioner may appear before the Committee if timely notice is given.

If the Committee denies the request for readmission, the petitioner may appeal for a rehearing before the president. The appeal for a rehearing must show:

1. There are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely and severely affected the petitioner's ability to meet the academic standards, or
2. The procedures employed by the Committee failed to give the petitioner a fair hearing.

The decision of the president is final and is not subject to review.

**(Nursing Students: See special requirements for READMISSION OF NURSING STUDENTS in the Allied Health section. PTA Students: Refer to the Program Handbook for supplemental readmission information.)**

## RESIDENCY POLICY (500.15)

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

Students should provide official documentation of residency before or at the time of registration, but no later than the first day of classes. If proper documentation is not available by the first day of classes, the student will be

classified on the basis of the information available. Following are guidelines for determining a student's residency.

#### **Documentation Lists**

- A. Proof of Illinois residency. One or more of the following documents will serve as evidence of a student's residence and must be dated 30 days prior to the first day of classes unless evidence is presented indicating the student has permanently relocated.
1. An Illinois driver's license registration.
  2. An Illinois automobile license registration.
  3. An Illinois voter's registration card.
  4. Proof of Employment (e.g. pay stub) in the State of Illinois.
  5. Payment of Illinois income tax.
  6. High school transcript.
  7. Property Tax Statement.
  8. Other non-self-serving documentation providing verification of the student's address. (e.g. rent receipt)
  9. A statement by the student certifying his/her address and residency. IECC staff shall verify the certification by sending correspondence to the address.
  10. An affidavit signed by an IECC staff member who registered the student and personally evaluated one or more of the items listed above.

A review of the document(s) provided by the student will also determine in-district/out-of-district classification.

- B. Documents required/guidance for determining residency classification for students who were not born in the United States. (Not applicable to undocumented students.)
1. Possession of Naturalization Documentation: U.S. Citizen. Documents above determine residency classification for enrollment and tuition.
  2. Possession of Permanent Resident Card (I-551): Permanent Resident. Documents above determine residency classification for enrollment and tuition.
  3. Possession of unexpired I-797: Non-U.S. Resident for enrollment; documents above determine residency classification for tuition.
  4. Possession of expired I-797C: Non-U.S. Resident for enrollment; requires written proof that the process is still pending in order to be eligible for tuition other than Non-U.S. Resident.
  5. Possession of an Arrival Departure Record (I-94) or Conditional Permanent Resident Card (I-551C): Non-U.S. Resident for enrollment; documents above determine residency classification for tuition.
  6. Proof of status as a dependent of individual on work Visa: Non-U.S. Resident for enrollment; documents above determine residency classification for tuition.

7. Possession of F1 or F2 (Student) Visa or J1, J2 (Exchange Visitor) Visa or I-20: Non-U.S. Resident residency classification for enrollment and tuition.

The Office of Admissions and Records should be consulted regarding any documentation questions, concerns, or issues.

#### **Residency Classifications**

##### **A. In-District**

Students residing in District 529 are classified as In-District for both enrollment reporting and tuition assessment. To qualify for In-District residency, students who are U.S. citizens, permanent residents, or undocumented individuals must submit proof of residency showing they lived within District 529 for at least 30 days prior to the beginning of the term. If applicant is under 18 years of age, documentation must reflect that at least one parent, stepparent, or appointed guardian is a legal resident of the district. Evidence of legal residency must be based on ownership and/or occupancy of a home in District 529 or a copy of one or more of the documents listed above (signifying In-District status). The county and/or the school district will aid in determining an applicant's in-district status.

Students residing in the following counties **are** in District 529:

Crawford	Edwards	Lawrence
Richland	Wabash	

Only portions of the following counties are in District 529; students living in these counties **may or may not** be in District 529. Students from these counties should provide their property tax statement to confirm In-District residency status.

Clark	Clay	Cumberland	Hamilton
Jasper	Wayne	White	

Students who live within the following public school districts are residents of District 529:

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  
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 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

#### Additional Provisions

Students shall be classified as residents of District 529 without meeting the 30-day residency requirement if:

- They are currently residing in the district and are under the legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement into District 529. Documentation of current residency may be submitted from the student, a caseworker or other personnel of DCFS, or the student's attorney or guardian ad litem; or
- They move into District 529 for reasons other than attending IECC and demonstrate, through documentation, a verifiable interest in establishing permanent residency.

Students shall not be classified as residents of District 529, even though they may have met the general 30-day residency provision, if they are:

- Federal job corps workers stationed in the District;
- Inmates of state or federal correctional/rehabilitation institutions located in the District;
- Full-time students 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; or
- Students issued an I-20 for the purpose of enrolling as an International Student.

#### **B. Out-of-District**

Students residing outside of District 529, but who reside in the State of Illinois, are classified as Out-of-District for both enrollment reporting and tuition assessment. To qualify for Out-of-District residency, students who are U.S. citizens or permanent residents must submit proof of residency showing they lived in Illinois for at least 30 days prior to the beginning of the term. If applicant is under 18 years of age, documentation must reflect that at least one parent, stepparent, or appointed guardian is a legal resident of Illinois. Evidence of legal residency must be based on ownership and/or occupancy of a home in Illinois or a copy of one or more of the documents listed above (signifying Illinois residency status).

#### Additional Provisions

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;
- Employed full-time in Illinois; or
- Someone who moves to Illinois for reasons other than attending IECC and demonstrates, through documentation, a verifiable interest in establishing permanent residency.

Students occupying a dwelling in the state who fail to meet the 30-day residency requirement may not become residents simply by attending classes at IECC for 30 days or more.

#### **C. Out-of-State**

Students residing outside of Illinois, but in the U.S. are classified as Out-of-State for both enrollment reporting and tuition assessment.

#### **D. Non-U.S. Resident**

Students who are residents of a country outside of the United States are classified as Non-U.S. Residents. (Guidance and exceptions noted in Residency Documentation above.) Students issued an I-20 from IECC for the purpose of enrolling as an International Student cannot establish Illinois residence status.

#### Special Residency Provisions for Tuition Assessment Only

##### **A. Veterans and Active Duty Service Members**

Pursuant to the Public Community College Act (110 ILCS 805/6-4 and 6-4a), the In-District tuition rate will be assessed if a person is on active duty or is an individual entitled to assistance as described in 38 U.S.C. 4679(c).

##### **B. In-District Employer**

Pursuant to the Public Community College Act (110 ILCS 805/6-4-1), the In-District tuition rate will be assessed for students who live outside of the district, or are not residents of Illinois when:

- They are employed at least 35 hours or more by an entity within the district; or
- They are enrolled in a course that is being provided under terms of a contract for services between the employing entity and the college.

##### **C. DCFS**

The In-District tuition rate will be assessed for students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or who have been recently emancipated from the Department and meet Illinois residency requirements.

#### D. CAREER Agreement

Pursuant to the Public Community College Act (110 ILCS 805/6-1.5, students living outside District 529 may be eligible for the In-District tuition rate if a particular career and technical program is not offered in the student's home district. Students must request permission from their home district to be eligible for this lower rate.

#### Undocumented Students

If a student is in-district, refer to In-District above. If a student is out-of-district, but in Illinois, they may qualify for out-of-district tuition. Undocumented Students should contact the Office of Admissions and Records. (Reference Public Act 093-0007 and the ICCB Resolution on Residency of Undocumented Students of 1/20/2017).

### **FIRST-YEAR HOUSING POLICY (500.40)**

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

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

### **REQUIRED HIGH SCHOOL SUBJECT PATTERNS**

Students are required to have the following high school units and skills to enroll in an Associate in Science degree, Associate in Arts degree or an Associate in Science and Arts degree program:

1. Four years (units) of English, emphasizing written and oral communications and literature;
2. Three years (units) of mathematics, including introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming;
3. Reading, including the ability to read and comprehend at a level appropriate for college study;
4. Three years (units) of science in laboratory sciences;
5. Three years (units) of social studies emphasizing history and government;
6. Two years (units) of electives from a choice of foreign language, music, art, or vocational education.

**A total of fifteen (15) units are required in the above areas. A student may subtract three (3) units from science, math, social studies, or electives and add these units to another category for the required fifteen (15) units. No more than one (1) unit can be subtracted from**

**any category, and no units can be subtracted from English.**

Students are required to meet the following high school requirements to enroll in the Associate in Applied Science degree program or one-year certificate program:

1. Three years (units) of English emphasizing writing, oral communication, and literature.
2. Two years (units) of mathematics.
3. Reading, including the ability to read and comprehend at a level appropriate for college study.
4. One year (unit) of science.

### **CREDIT FOR PRIOR LEARNING (500.5)**

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

#### **Eligible Learning Experiences**

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

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

#### **Awarding Credit for Prior Learning (CPL)**

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

- CPL will not be awarded twice for the same learning.
- CPL will not be awarded for work that does not meet or exceed a grade level of "C".
- CPL will not be used to award financial aid or veteran's benefits.
- CPL cannot be used to improve an existing grade or replace a grade of withdrawal or incomplete.
- CPL credit will be posted to the student's academic record as Transfer Credit.
- No more than twenty-five (25) percent of the required credit hours for a certificate or degree can be awarded from CPL.
- IECC does not accept CPL that was awarded at other institutions and CPL awarded at IECC will typically not transfer to other colleges.
- CPL will not be applied to the graduation credit hour minimum that must be completed at IECC.