

- CPL credit will be posted to the student's academic record as Transfer Credit, but not before:
 - fifteen (15) credit hours toward a degree have been completed at IECC; or
 - twenty-five (25) percent of the required credit hours for a certificate have been completed at IECC.
- No more than twenty-five (25) percent of the required credit hours for a certificate or degree can be awarded from CPL.
- IECC does not accept CPL that was awarded at other institutions and CPL awarded at IECC will typically not transfer to other colleges.
- CPL will not be applied to the graduation credit hour minimum that must be completed at IECC.
- CPL will not be computed in the student's GPA.
- Unless otherwise defined procedurally, CPL will be awarded for learning experiences that have occurred within the last 3 years, while also considering older documented learning experiences on a case-by-case basis with the supposition that the knowledge has been retained.

Procedures (see Appendix C) will, at a minimum, outline the process for students to request CPL (including acceptable proof of the experience) and provide data on the specific or type of credit that may be granted by IECC.

TRANSFER CREDIT POLICY (500.9)

The acceptance of credit earned by a student for coursework at post-secondary institutions outside Illinois Eastern Community College District No. 529 shall be determined by an evaluative process.

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.

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.

Reverse Transfer

The term *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. See additional guidance pertaining to reverse transfer at www.iecc.edu/transferecredit.

STUDENT PLACEMENT AND TESTING (500.13)

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

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

1. **Review of nationally standardized test scores** such as ACT, SAT, ACCUPLACER, ASSET, COMPASS, GED, etc. (Testing must have been completed within the past 3 years.)
2. **Analysis of high school and/or college transcripts**, considering coursework completed and grade point average.
3. **On-campus ACCUPLACER testing.** If standardized test scores or transcripts are not available or do not meet the course placement requirements, additional placement testing may be required. The colleges administer ACCUPLACER for course placement and admission into select degree and certificate programs. ACCUPLACER is a placement test used to determine students' skill levels in reading, English, and math, and assists in placing students in the appropriate courses. Students may sign up to take ACCUPLACER by calling the college of their choice. There is no charge for the first test. Additional ACCUPLACER information, free resources, and sample test questions are available at <https://accuplacer.collegeboard.org/students>.
4. **ACCUPLACER ESL testing of students for whom English is not their first language.** This test consists of 4 multiple choice sections: Language Use, Listening, Reading, and Sentence Skills. Grading is based on a scale of 20 to 120 points. The results will determine whether the student will:
 - begin academic course work;
 - begin a combination of academic courses and ESL classes; or
 - begin only ESL classes.

Proficiency test exemptions may be made to those who are fluent in English at the consent of the International Director (International Students) or College Academic Advisor (Domestic Students).

DEVELOPMENTAL EDUCATION

Developmental education focuses on aiding students in achieving their full potential on their journey to college completion. A significant key in this achievement is preparation. Developmental courses are designed to better prepare a student to succeed in college-level courses. The successful completion of developmental courses will bring basic skills in English, mathematics, and reading comprehension to a level generally expected of entering college students. Those seeking a degree or certificate (of 16 hours or more) are required to enroll in developmental courses when it's been determined the additional coursework will be beneficial to their college success story.

Developmental reading courses are a priority over other developmental courses and must be taken first. Placement in other developmental coursework will be based on the student's program of study. Developmental courses need to be completed prior to, or concurrently with, enrollment in a college-level course in the same area of study.

Credits earned in developmental courses cannot be applied toward a certificate or degree and are not calculated in the grade point average.

INTERNATIONAL STUDENTS

To apply for admission to Illinois Eastern Community Colleges, the student should:

1. Apply online at www.iecc.edu/apply;
2. Submit the following required documents and fee
 - Application fee of \$100 (Credit Card or Money Order)
 - Financial Statement
 - Letter or statement from the bank of sponsor
 - Official transcript (translated to English)
 - Copies of up-to-date vaccinations
 - Copy of Passport Photo Page (copy the entire page)

Send to the following address:

**Illinois Eastern Community Colleges/WVC
International Office
2200 College Drive
Mt. Carmel, IL 62863-2699 USA**

Upon acceptance and approval of all completed and signed documents, IECC will issue an I-20 form. The student must take the I-20 form, current passport, and the above documents to the nearest United States Consulate to obtain a student visa.