

# FUEL your mind.



## Student Information

**CLINTON ♦ MUSCATINE ♦ SCOTT**  
**COMMUNITY COLLEGES**  
**EASTERN IOWA COMMUNITY COLLEGE DISTRICT**

# STUDENT INFORMATION

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## ADMISSIONS

### General Policy

Eastern Iowa Community College District believes in equal educational opportunities for all qualified individuals, regardless of race, color, creed, sex, marital status, religion, ancestry, national origin, sexual orientation, age or handicap or disability in the educational programs and activities it operates. The colleges reserve the right to deny admission, re-admission or re-enrollment to anyone who may pose a risk to the best interests of the college community.

Clinton, Muscatine and Scott Community Colleges have an open admissions policy, which means that anyone over 16 years of age may apply, even without a high school diploma. Admission to the college does not automatically guarantee admission to all programs of study; you will need to meet the specific requirements for your chosen program. The colleges reserve the right to guide your placement based on assessment, interviews and past academic experience.

You may take up to six credit hours without providing transcripts from high school or other colleges you have attended, submitting ACT scores or taking the COMPASS Test. But to be officially admitted to a degree or certificate program, you must meet the total admission requirements of the college and the program.

### Concurrent Enrollments

You may enroll in classes at more than one of our colleges or at one of our colleges and any other institution. If you are receiving financial aid, you must notify the financial aid officers at all institutions in which you are enrolled.

High school students may enroll in both high school and college courses at the same time, with permission from high school officials.

### Application Procedures

To apply for admission to Clinton, Muscatine or Scott Community College, you will need to:

1. Submit an application for admission. If you are applying to more than one EICCD college, you only need to submit one application.
2. Send official transcripts from any other college you have attended, if you have previous college credit. Direct your requests for evaluation of transfer credit to the College Registrar.
3. Provide assessment scores from ACT, or COMPASS (computerized testing) taken within the last five years.

Please contact the Admissions Office for more information.

### International Student Admissions

International students will need to supply the information above plus:

1. A TOEFL (Test of English as a Foreign Language) score of 500 or above, or demonstrated competency.
2. A complete Statement of Financial Support. Forms are available from the Admissions Office.

If you do not qualify for admission as an international student under these requirements, contact the Admissions Office. You may be admitted to ESL (English as a Second Language) classes for credit.

### Re-enrollment

If you are a former Clinton, Muscatine or Scott Community College student, call the Admissions Office to see if your file can be re-activated. To be re-admitted, you must meet all applicable admission requirements. You may be re-admitted to a vocational-technical program subject to availability of space in the program and an evaluation of your previous progress.

### Transfer Credit

#### **From Other Colleges to EICCD**

We accept transfer credit from colleges and universities accredited by the North Central Association of Schools or its regional affiliates. Credit for equivalent courses will be accepted to satisfy specific course requirements for graduation. The transfer credit you receive may vary depending on the academic program you choose, and college registrars will decide on elective credit or course substitutions on an individual basis. Transfer credit will be recorded on your EICCD transcript after you have requested a transcript evaluation. Transfer grades are not used in your EICCD grade point average.

#### **From Vocational-Technical to Arts and Sciences Programs**

If you earn credit in vocational-technical courses at EICCD or other accredited institutions, a maximum of 16 hours of that credit may be accepted as elective credit for an Arts and Sciences degree. See the College Registrar for complete details.

We reserve the right to refuse credit earned more than 10 years before your proposed program completion date. All credit you earn at one of our colleges will transfer to another EICCD college, with the limitations outlined above.

### Admission on Restricted Status

If you have been dismissed from another institution or were not in good standing when you left, you still may be admitted on restricted status. The college may limit your class load and course selection if you want to enroll for more than six credits while you are on restricted status. We may also require supplemental assessment, counseling and other forms of assistance to help promote your academic success.

## **Special Student Admission**

### **Veterans**

All of our programs are approved by the Iowa Department of Education for veterans benefits for students eligible under the GI Bill. If you are a veteran of the Armed Forces, National Guard or Reserve, contact the College Registrar early in the application process to certify your status and benefits. If you have earned credit through civilian or military education, the College Registrar may evaluate that credit for transfer evaluation.

To receive educational assistance from the Veterans Administration, you must meet "pursuit of education and academic standards" established by the VA and college policy. You are responsible for knowing and following policies that apply to you as a veteran. For information about these policies, including pursuit of education, satisfactory progress, verification, benefit and other questions about veteran students, see the College Registrar.

If you are the widow, widower or child of a veteran, you may also be eligible for educational benefits. The College Registrar can help answer your questions.

### **Military Personnel**

We are a Servicemembers Opportunity College (SOC) and participate in the Concurrent Admissions Program (ConAP). This program allows enlistees to enroll in college at the same time they are serving in the military.

### **Senior Citizens**

If you are 62 years or older and live in our service area, you may register for credit courses on a space available basis at a cost of \$10.00 per credit hour plus fees. Special registration for seniors is the first five days of classes.

### **Audit or CEU**

You may choose to audit a credit course if space is available in the class. To audit a class, register as usual; tuition and fees will be the same as if you were taking the course for credit. You won't receive credit for the course, but your transcript will reflect the audit with an "N" grade. Participation in class activities is expected, but you won't have to take exams. Some credit courses may also be taken for non-credit Continuing Education Units (CEUs). You cannot receive financial aid if you choose to audit a class.

## **REGISTRATION**

### **Registration Procedures**

To enroll in classes you may meet with an advisor and complete the appropriate forms, or log on to [www.eicc.edu](http://www.eicc.edu) and follow the ebridge link to enroll online. Students may enroll in a maximum of 11 hours before meeting with an advisor.

### **Early Registration**

Early registration allows you to choose courses and establish your schedule for the next term if your tuition and fees are paid by the designated due date. For some programs, a non-refundable fee (which will be applied toward tuition) may be required when you register or are admitted.

### **Late Registration**

You will have a better selection of courses and class times if you register early. Late registration is during the first week of class for 16-week sessions if you complete the assessment process and get permission from the instructor of each class for which you register. Late registration for summer or shortened sessions is during the first two class meetings.

### **Changing Your Registration**

#### **Adding a Class**

To add a class you may meet with an advisor and complete the appropriate form or log on to [eicc.edu](http://eicc.edu) and follow the ebridge link to add the class. Classes may be added during the first week of classes for a full semester class. Summer or short term sessions have two days to add a class.

#### **Dropping a Class**

To drop a class you may meet with an advisor and complete the appropriate form or log on to [www.eicc.edu](http://www.eicc.edu) and follow the ebridge link to drop the class. You may drop a class with a grade of "W" until two weeks prior to the first day of final examinations for a full semester class. You have one week prior to the end of the term during the summer or short term sessions. This process may also be done via the web within the last dates to withdraw for the course. Failure to follow the above procedures will result in an "F" for the course.

### **Withdrawing from College**

You may meet with an advisor and complete the appropriate form or log on to [www.eicc.edu](http://www.eicc.edu) and follow the ebridge link to withdraw from all of your classes. NOTE: Check the Tuition and Fees Refund policy for a possible refund.

### **Course Repeats**

The grade and credits earned in the most recent course repeat will be used to calculate your grade point average and will be applied to your degree or program requirements. Once a degree is awarded a course used in the degree cannot be repeated for a new grade. Both grades will be calculated in your GPA. Courses must be taken within EICCD to be considered repeat courses.

### **Academic Load**

A full-time academic load is 12-18 credit hours per term. You are considered a part-time student if you take 11 or fewer credit hours.

If you'd like to take more than 18 credits in the fall or spring terms or more than 12 credits during the summer term, you'll need permission from the Dean of Student Development. Usually the Dean will grant permission only to students who maintain a 3.0 cumulative GPA and plan to carry no more than 21 credit hours. If you are enrolled in a program that requires more than 18 credit hours per term, you may register without special permission.

### **Class Attendance**

Faculty members determine attendance requirements for their classes. As a student, you are responsible for knowing and following class attendance guidelines.

### **Graduation**

Applications for graduation are due by the fifth day of classes of the semester in which you plan to graduate. For summer graduates, the applications are due by the fifth day of classes of the spring semester.

You are responsible for making sure that all of your financial obligations to the college are paid before you can graduate.

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## EDUCATIONAL COSTS

We work hard to provide the highest quality instruction at the lowest possible cost. Costs at Clinton, Muscatine or Scott Community College will vary based on your state of residence, fees, books and materials for your program. All costs are subject to change. Please contact the Business Office for a current tuition and fee schedule.

### Tuition

Tuition is based on residence and class load. For non-Iowa residents, tuition is 1.5 times the rate for Iowa residents.

### Books and Supplies

Your costs will vary depending on the program you choose, but you should expect this to be a significant expense. Vocational-technical programs may also require tools or uniforms. Contact the college bookstore or the Admissions Office for more detailed information.

### Transcript Recording Fees

The college charges \$9 per credit hour to record credit you have earned through tests and other types of non-traditional credit. For example, if you take a CLEP test and earn three hours of credit in English, you would pay \$27 to have that credit recorded on your transcript.

### Early Registration Fee

Early registration is required for many vocational-technical programs. A non-refundable fee, which will be applied to your tuition, may be required to guarantee your registration.

### Tuition Refunds

If you withdraw from the college, be sure to complete the necessary withdrawal forms to make sure you do not jeopardize your academic standing. If you are eligible for a refund, tuition dollars will be refunded according to the following scale:

Courses that are 16 weeks in length:	
100%	Prior to the beginning of the term
75%	First week of term
50%	Second week of term

Courses that meet for one week or less:  
100% Prior to the official start date of the course\*  
No refund after the course has begun

For all other courses:  
100% Prior to official start date of the session\*  
75% During the first two days of the session\*  
50% During the third through fifth day of the session\*

\*See Registration Center for specific course dates.

If classes are cancelled by the college, tuition and fees will be refunded.

The same refund policy applies to official withdrawal from individual courses. Your refund will be the appropriate percentage between the tuition for your new load and the tuition for your original load. If you are officially enrolled and receiving Title IV funds (federal financial aid such as SEOG, Pell Grant, Stafford and/or PLUS loans), your refund will be determined using the return of Title IV Funds calculation. Contact the Financial Aid Office for details. Contact the Business Office or College Registrar for refund deadlines for short-term programs.

## RESIDENCY

You are considered an Iowa resident for tuition purposes if your legal residence is in Iowa and you have lived in the state for no less than 90 days immediately before the first day of classes of the term for which you have enrolled. You are responsible for proving your in-state status. If you would like to apply to be reclassified from non-resident to resident status, fill out a Request for Residency Status form in the College Registrar's office and provide the following support documents: rent receipts, or evidence of ownership of property in Iowa, and two of the following documents: Iowa income tax return, Iowa vehicle registration, Iowa driver's license, Iowa voter registration card. The request for residency status must be filed prior to the end of the first week of classes during the fall and spring terms; by the second day of the summer and shortened class sessions.

If you are reclassified as a resident, that reclassification becomes effective immediately and does not cover any term for which you previously have been enrolled. International students cannot establish residency while studying in this country on a temporary student visa. Contact the Admissions Office or College Registrar for more information.

## STUDENT HEALTH INSURANCE

We encourage you to have health/accident insurance, and optional insurance coverage is available. If you choose to buy student health insurance, see the Dean of Student Development for the form. Any medical costs for treatment of illness or accident which are not covered by personal insurance are your responsibility.

## FINANCIAL AID

Your college education is an investment in your future. We are pleased to provide financial assistance to students who might otherwise not be able to attend college. If you are in need of financial assistance to attend school, please contact the Financial Aid Office. No student should ever withdraw from school for financial reasons without first talking to our financial aid staff to see if help is available.

Financial aid programs are constantly being reviewed by the state and federal government. The outline below is meant to be a general overview. Please contact the Financial Aid Office for more information.

### General Policy

If you previously attended, or are currently attending, another institution you must notify the Financial Aid Office. You cannot receive financial aid from two institutions during the same semester. For specific information about satisfactory academic progress or other financial aid policies, see the current student handbook or contact the Financial Aid Office.

To apply for federal and state financial aid, all students must complete a Free Application for Federal Student Aid (FAFSA). You are encouraged to file electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## Federal Assistance

**Federal Pell Grant** - a federally funded program based on financial need and enrollment status. Students must not have a bachelor's degree.

**Academic Competitiveness Grant** - a federally funded program available to Pell Grant recipients who have also completed a rigorous high school curriculum. Recipients must also be U.S. citizens enrolled full-time and pursuing a two-year associate's degree. Students must not have a bachelor's degree.

**Federal Supplemental Educational Opportunity Grant** - a federally funded program administered by the colleges; priority must be given to Pell Grant recipients with the lowest family contribution. Students must not have a bachelor's degree. Funding is limited.

**Federal College Work Study** - Federally funded part-time employment opportunities that allow students to work at an EICCD site or at designated off campus locations. Students working at off campus locations will have the opportunity to work in community service positions or at elementary schools through the America Reads/America Counts programs. The amount a student may earn is based on financial need. Funding is limited.

**Federal Family Educational Loan Program** - long-term, low interest loans available to students and parents. These are also known as Federal Stafford Loans (Subsidized and Unsubsidized) and Federal Parent Loans for Undergraduate Students (PLUS). To apply, complete a Free Application for Federal Student Aid (FAFSA), a Master Promissory Note (MPN), a Loan Authorization Form (LAF), and an Entrance Counseling Form. These applications are available in the Financial Aid Office.

## State Assistance

**Iowa Vocational - Technical Tuition Grant** - a state-funded grant for Iowa residents enrolled in Iowa community college vocational-technical programs who show financial need and meet the state's priority deadline.

**State College Work Study** - State funded part-time employment opportunities that allow students to work at any EICCD site. The amount a student may earn is based on financial need. Funding is limited.

**Iowa Grant** - grants to Iowa residents who attend Iowa colleges and universities and who demonstrate exceptional financial need. Funding is limited.

**Veterans Educational Benefits** - financial assistance for veterans of the Armed Forces, National Guard or Reserves, or widows, widowers and children of disabled or deceased veterans. Contact your Commanding Officer or the College Registrar for eligibility and application information.

## EICCD Programs

**EICCD Tuition Grant** - funded by EICCD, assists students who meet certain criteria. Funding is limited.

**College Foundation Scholarships** - each college provides scholarships from local resources. Contact the Financial Aid or Foundation Office for information.

**Other Forms of Assistance** - many employers or area organizations (civic, ethnic, religious, etc.) offer financial assistance. Contact the organization or your employer for more information.

## GRADUATION AND GENERAL EDUCATION REQUIREMENTS

At Clinton, Muscatine and Scott Community Colleges, you can earn a degree, diploma or certificate. The Associate in Arts and Associate in Science degrees are designed for transfer to four-year colleges and universities, while the Associate in Applied Science degree will prepare you to enter a specific occupational field.

## Associate in Arts (A.A.) and Associate in Science (A.S.) Degrees

To earn an Associate in Arts or Associate in Science degree, you must complete at least 62 credit hours with a 2.0 GPA or better. The minimum general education requirements for the Associate in Arts and Associate in Science degrees are listed below. Additionally, the Associate in Science degree requires nine more credits of designated math, engineering and science courses in addition to the A.A. requirements in math or science; these credits will reduce the number of elective credits required for graduation.

Area	Credits
<b>Communications</b>	
Written Composition . . . . .	6
Speech . . . . .	3
<b>Arts and Humanities</b>	
Literature . . . . .	3
Humanities . . . . .	3
Arts . . . . .	3
<b>Cultural/Historical Perspectives</b>	
Western Perspectives . . . . .	3
International Perspectives & Language . . . . .	3
<b>Social Science</b>	
Economics or Political Science . . . . .	3
Psychology or Sociology . . . . .	3
<b>Natural Sciences</b>	
Life Sciences . . . . .	4
Physical Sciences . . . . .	4
<b>Mathematics</b> . . . . .	3
<b>Computer Skills</b> <sup>(1)</sup> . . . . .	3
<b>Concentration Courses and Electives</b> <sup>(2,3,4)</sup> . . . . .	18
<b>TOTAL</b> . . . . .	<b>62</b>

Courses that satisfy requirements for each concentration area are listed on pages 27-45.

1. You may choose to demonstrate proficiency in computer skills.
2. A maximum of 16 credit hours of vocational-technical credit may be accepted as electives.
3. A maximum of four credit hours of Human Development courses may be counted toward the A.A. or A.S. degree.
4. All course work for the A.A. or A.S. degrees must be numbered at the 100 level or higher.

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## Associate in Applied Science (A.A.S.) Degree

To earn an Associate in Applied Science (A.A.S.) degree, you will complete the general educational and technical competency requirements of a two-year technical program with a GPA of 2.0 or better in your award major. These programs are designed to prepare you for skilled employment in your chosen area; they are not designed for transfer to a four-year college or university. A.A.S. degree requirements include a minimum of 12 credit hours of general education, including one course each in Communications, Humanities or Social Sciences and Math or Science. A.A.S. degrees vary by program in the number of credit hours required for completion.

## Diploma Programs

Diplomas are awarded to students who successfully complete a program with fewer than 64 but more than 31 credit hours and maintain a GPA of 2.0 or better in your award major. These programs will prepare you for entry-level employment in a specific field. Diploma programs emphasize technical skills and related general education courses that will give you the skills necessary to succeed in the working world.

Minimum general education requirements for a diploma include three credit hours in Communications and three credit hours from Social Sciences, Humanities, Math or Science. All course work must be at the 100 level or above. See specific requirements listed for your program later in this catalog.

## Certificate Programs

When you successfully complete a designated program with fewer than 32 credit hours with a GPA of 2.0 or better in your award major, you will earn a Certificate of Completion. The Certificate means you have the minimum competence in your chosen area. All course work must be at the 100 level or above. See specific requirements listed for your program later in this catalog.

## ACADEMIC REQUIREMENTS

### Academic Standing

At the end of each term your instructors will assign grades to assess your performance and encourage you to do your best work. The college will determine term and cumulative grade point averages (GPA) and record those on a grade record you may access online. GPA is determined using this formula:

- A 4.00 x number of credit hours of A credit received
- A- 3.67 x number of credit hours of A- credit received
- B+ 3.33 x number of credit hours of B+ credit received
- B 3.00 x number of credit hours of B credit received
- B- 2.67 x number of credit hours of B- credit received
- C+ 2.33 x number of credit hours of C+ credit received
- C 2.00 x number of credit hours of C credit received
- C- 1.67 x number of credit hours of C- credit received
- D+ 1.33 x number of credit hours of D+ credit received
- D 1.00 x number of credit hours of D credit received
- D- 0.67 x number of credit hours of D- credit received
- F 0.00 x number of credit hours of F credit received

To determine the GPA, divide your total grade points by the number of your total credit hours. A cumulative GPA of 2.0 in your award major is required to earn any degree, diploma or certificate.

If you're receiving Veterans Educational Benefits or other types of financial aid, you must meet any academic progress and attendance requirements determined by college policy and the agency that has granted your financial assistance.

### Grading and Transcript Designations

Our grades and transcript designations conform to the Iowa Department of Education's "Common Master List of Grade Symbols and Definitions for Merged Area Schools."

## Marking System

- A** excellent performance
- B** above average performance
- C** average performance
- D** below average performance
- F** failure, no credit granted or grade points awarded, but credits attempted are figured into GPA as zeroes. "F" grades are given for poor performance, poor attendance, failure to officially withdraw or failure to meet makeup requirements for an Incomplete grade.
- I** failure to complete required work due to justifiable extenuating circumstances. An "I" grade means you have asked for and received permission from your instructor to complete the required course work no later than mid-term of the following academic term, not including summer sessions. Failure to complete the work in that time frame will result in an "F" grade.
- W** official withdrawal from a course. To qualify for a "W" grade, you must complete the withdrawal form two weeks prior to the first day of final exams. Contact the College Registrar for summer and short-term withdrawal dates. If you leave a course without officially withdrawing, you will receive an "F" or the grade that reflects your course performance.
- N** audit. Audit is a "no credit/no pass" grade that you can use for several purposes: you may choose it during registration instead of a course grade or in place of withdrawal with instructor permission if you are already enrolled in a course; OR the college may award the "N" grade to students in developmental courses who do not make sufficient progress to move into credit courses. When you audit a course, you and your instructor will agree on your attendance and participation in class activities. The audit option is offered only on a space-available basis. You must complete the audit form by the end of the 10th day prior to the first day of final exams.
- P** given when you pass a course and earn credit without grade points being awarded. Courses transferred into EICCD with a "P" grade are considered to be credit without being calculated into your GPA.
- X** course has been repeated.

- O Fresh Start grade
- R Course has been repeated. This notation will be listed in the column to the right of the grade. The term GPA will not reflect a course repeat. This will be reflected in the cumulative GPA.

## **Prerequisite Course Grade Recommendation**

Faculty members recommend a minimum grade of C in all prerequisite courses. Please consult your advisor or department chair if you receive a D in a prerequisite course.

## **Satisfactory Progress**

We encourage you to maintain satisfactory academic progress while a student at EICCD. The minimum satisfactory academic progress is a cumulative grade point average of 2.000. At any point in your career that your cumulative grade point average falls below 2.000, you may be placed on academic probation. A counselor or academic advisor will help you develop a plan of action to improve your grades. That plan may include a restriction on the number of credit hours you may take, additional assistance and other developmental requirements.

If you are an official full-time student after the Add-Drop period and on financial aid, you must successfully complete at least eight credit hours of credit. If you are enrolled for six to eleven credit hours, you will need to successfully complete at least six credit hours. You may be placed on academic probation if you do not meet these requirements.

When the requirements of your program are higher than the minimum standards listed here, your program requirements will apply. It is your responsibility to know and follow your program requirements.

If, at the end of your probationary term, you are unable to meet the minimum standards, we may recommend additional corrective steps or academic suspension. After a one-term absence for academic suspension (not including the summer session), you may be re-admitted on probation.

## **Types of Credit**

Any credit you receive in an Arts and Sciences course with a course number of 100 or above is considered transferable. Credit received in vocational-technical courses with course numbers 100 or above is generally not transferable, although some four-year colleges and universities may choose to award credit. Credit from courses numbered below 100 is generally not transferable, nor is credit for continuing education contact hours or continuing education units (CEUs).

## **Credit Transfer**

Clinton, Muscatine and Scott Community Colleges are accredited by the Higher Learning Commission of the North Central Association, the same organization that accredits the major colleges and universities in the United States, so your Arts and Sciences credits from here will normally transfer to any of these institutions. Your A.A. degree from an EICCD college will satisfy the general education requirements at many four-year institutions.

## **Articulation**

We have articulation agreements with local high schools and regional four-year colleges and universities so that you are assured of being prepared to transfer successfully. If you are planning to transfer to a four-year institution, talk to your academic advisor and the transfer admissions office of the college you plan to attend to make sure you meet all the requirements for transferring your course work from EICCD.

## **Transfer Guarantee**

Our Transfer Guarantee is a written contract completed at the beginning of your academic career at Clinton, Muscatine or Scott Community College. It outlines your plan of transfer and provides a tuition refund for any credits in your Associate in Arts degree that will not transfer to any of eight participating colleges and universities. These institutions are Iowa State University, Iowa Wesleyan College, Ashford University, St. Ambrose University, University of Iowa, University of Northern Iowa, Upper Iowa University and Western Illinois University. Talk to the Dean of Student Development for more details.

## **Joint Admission**

EICCD has signed Joint Admission Agreements with the University of Iowa, St. Ambrose University, Ashford University, Iowa Wesleyan College, Palmer College of Chiropractic and Trinity College of Nursing and Health Sciences. By applying for joint admission, you may be admitted to both EICCD and the transfer institution at the same time. Advisors from both colleges will help you plan your course work to ensure a smooth transfer process. For more information, see the Dean of Student Development.

## **Class Standing**

Freshmen are students who have completed no more than 29 credit hours; students with 30 to 62 credits are classified as sophomores.

## **Academic Honors**

Each term we recognize students who have achieved outstanding academic success. If you complete six or more credit hours during a term with a 4.0 GPA, you'll be named to the President's List; the Dean's List includes students with a 3.5 or better GPA for six or more credit hours during a term. Incomplete or blank grades at the time lists are calculated will disqualify you from the list.

## **Honor Graduates**

Honor Graduates are those with a final cumulative GPA of 3.5 or better for all course work completed toward graduation.

## **Incomplete Grades**

Incomplete grades (I) are given for work that is not completed during an academic term due to justifiable extenuating circumstances. To qualify for an "I" grade, you will need to sign an Incomplete Contract Agreement with the class instructor and submit it to the College Registrar. Work must be completed and turned in to the instructor no later than mid-term of the following semester (not including summer sessions). Courses not completed by that time will receive an "F."

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## **Withdrawal from College**

If you need to withdraw from the college for any reason, please see the Student Services office for the appropriate paperwork. Deadlines and conditions for withdrawal are the same as those for withdrawal from an individual course (see Addition of and Withdrawal from Courses section).

Be sure to follow the proper procedures when withdrawing or you may forfeit your rights to any refund to which you may be entitled and receive grades of "F" in your courses.

## **Catalog Requirements**

You may choose to graduate under the requirements of any EICCD catalog from the preceding five years as long as you were enrolled under that catalog and have been continuously enrolled in the college. (Continuous enrollment means you have earned credit during each academic year.) However, it is best to graduate under the most current catalog requirements, especially if you plan to transfer to a four-year college or you are enrolled in a program requiring specialized accreditation.

## **Fresh Start**

If you are a student returning to EICCD to pursue a degree or diploma after an absence of three or more consecutive years, you may request permission to remove one or more entire academic terms from future degree and GPA considerations. Contact the Dean of Student Development for additional information.

## **Graduation GPA and Residency Requirements**

You are considered a candidate for graduation when you have completed specific course requirements for an A.A. or A.S. degree with a minimum cumulative GPA of 2.0 or better. You are considered a candidate for graduation when you have completed specific course requirements for an A.A.S. degree, diploma or certificate with a minimum GPA of 2.0 in the award major. Sixteen of your final 32 credit hours or half of the final 50 percent of credit hours - whichever is the lesser number - must be taken at Clinton, Muscatine or Scott Community College.

## **Credit for Prior Learning**

You may have gained knowledge from work, military or life experiences that could be considered for college credit. Contact the college's Prior Learning Coordinator for more information concerning Credit for Prior Learning.

## **Alternative Delivery**

Clinton, Muscatine and Scott Community Colleges offer many options for course delivery. Visit [www.eicc.edu](http://www.eicc.edu).

Our colleges also offer opportunities for study abroad. Please contact the student services department or your advisor for more information.

## **Student Learning Assessment**

In addition to traditional classroom assessments such as grades, you may be asked to participate in program assessments throughout your college experience. While faculty use classroom assessment to determine an individual student's progress in a course, the District uses other tools to measure the effectiveness of its programs. Examples of program assessment include the Collegiate Assessment of Academic Proficiency (CAAP) and vocational-technical program pre- and post-tests of critical employment skills. You will receive your academic testing results.

You may also be surveyed regarding your satisfaction level with college programs and services through the Student Satisfaction Inventory (SSI), Student Perception of Teaching (SPOT) surveys and graduate/alumni surveys. These assessments help the District target areas to improve student services and also ensure the colleges comply with state and Higher Learning Commission/AQIP accreditation requirements.

## **CONFIDENTIALITY OF STUDENT RECORDS**

Our faculty and staff use records to meet the needs of individual students and help develop ways to improve programs, services and academic success. Student records are regarded as confidential. EICCD will not provide names and addresses to outside agencies for commercial use or any information about academic records without your written consent or under specific guidelines set out in the Family Educational Rights and Privacy Act of 1974.

The college may release the following types of information to the public as the college sees fit, keeping in mind the privacy of the student and the totality of the surrounding circumstances: name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, academic honor rolls, degrees and awards received, full-time/part-time status, most recent previous school or institution attended by the student and photograph and likeness, artwork, or writing.

Any student objecting to the public release of such information must file a written objection with the Registrar's Office within 30 calendar days of the beginning of the term in which he or she first enrolls during that year. It is necessary for the student to renew his or her objection at the beginning of each school year.

A student wishing to review the entire district policy on student rights may request the district policy from the Dean of Student Development.

Please consult your current Student Handbook for more detailed information about confidentiality of student records.