

academic information



Areas of Study

College of DuPage offers a wide variety of courses and programs to meet the diverse needs of its students.

Students may engage in areas of study that emphasize:

- the arts and sciences and offer the beginning of a baccalaureate or university curriculum;
- occupational/vocational degree and certificate programs designed to fulfill the unique employment requirements of the community;
- continuing education and community service programs for persons wishing to take one or more credit or non-credit courses on a part-time basis;
- developmental programs that assist students in achieving college-level skills.

Occupational Programs

Accounting
 Advertising, Design and Illustration
 Air Conditioning (HVAC)
 Architecture
 Automotive Service Technology
 Certified Nurse Assistant (CNA) (See Health Sciences.)
 Certified Medical Assistant (See Health Sciences.)
 Clinical Laboratory Science (See Health Sciences.)
 Computer Information Systems
 Computer and Internetworking Technologies
 Computer-Assisted Drafting and Design (See Architecture or Manufacturing.)
 Cosmetology
 Criminal Justice
 Dental Hygiene
 Diagnostic Medical Imaging Mammography
 Diagnostic Medical Imaging Nuclear Medicine
 Diagnostic Medical Imaging Radiography
 Diagnostic Medical Imaging General Sonography
 Diagnostic Medical Imaging Vascular Sonography
 Early Childhood Education and Care
 Electro-Mechanical Technology
 Electronics Technology
 Emergency Medical Technician (See Fire Science.)
 Facility Management
 Fashion Merchandising and Design
 Fire Science
 Foodservice Administration
 Graphic Arts Technology
 Health Information Technology
 Health Sciences
 Horticulture
 Hotel and Lodging Management
 Human Services
 Integrated Engineering Technology (Mecomtronics)
 Interior Design
 Library and Information Technology
 Long-Term Care Administration
 Management
 Manufacturing Technology

Marketing
 Medical Transcription (See Health Information Technology.)
 Motion Picture/Television
 Nursing (Associate's degree)
 Office Technology Information
 Paralegal Studies
 Paramedic (See Fire Science.)
 Pharmacy Technician (See Health Sciences.)
 Phlebotomy / EKG (See Health Sciences.)
 Photography
 Physical Therapist Assistant
 Physician Office Coding and Billing (See Health Information Technology.)
 Radiation Therapy
 Real Estate
 Respiratory Care
 Speech-Language Pathology Assistant
 Surgical Technology
 Therapeutic Massage
 Travel and Tourism
 Welding Technology
 Woodworking

Degrees

Associate in Arts
 Associate in Science
 Associate in Applied Science
 Associate in Engineering Science
 Associate in General Studies
 Associate in Fine Arts — Fine Arts
 Associate in Fine Arts — Music

Transfer Areas of Study

Accounting
 Anatomy and Physiology
 Anthropology
 Art
 Biology
 Botany
 Business
 Business Law
 Chemistry
 Computer Information Systems
 Criminal Justice
 Earth Science
 Economics
 Education
 Engineering
 English
 Geography
 History
 Humanities
 Journalism and Mass Communication
 Languages (Chinese, French, German, Italian, Japanese, Korean, Russian, Spanish)
 Management/Marketing
 Mathematics
 Microbiology

Music
 Nursing
 Philosophy
 Physical Education
 Physics
 Political Science
 Pre-Dentistry
 Pre-Law
 Pre-Medicine
 Pre-Occupational Therapy
 Pre-Pharmacy
 Pre-Physical Therapy
 Pre-Veterinary
 Psychology
 Religious Studies
 Social Science
 Sociology
 Speech Communication
 Theater
 Zoology

Transfer Courses

The college offers courses that transfer to baccalaureate-granting institutions and can lead to a bachelor's degree in such fields as liberal arts, business, education and engineering; and pre-professional work leading to degrees in dentistry, medicine, law, veterinary medicine, nursing, pharmacy and other professions. Since degree requirements are not uniform among baccalaureate-granting institutions, students planning to transfer to a specific institution should, at an early date, obtain that institution's catalog and plan their program according to the freshman and sophomore curriculum of that institution or consult the institution's program guide on line. Both counselors and advisers are available to assist students in selecting courses to meet curriculum requirements of baccalaureate-granting institutions.

Business/Occupational/Vocational Programs

College of DuPage provides a comprehensive series of occupational and career programs designed to fulfill the needs of the community's residents and employers. Any individual who wishes to learn or improve occupational skills may choose from a wide variety of course offerings. Many of these programs grant an Associate in Applied Science degree.

Certificate Programs

Certificate courses of study are designed for students not pursuing an associate's degree but who are interested in taking technical or professional courses needed to enter a field of employment or to update current skills. Most courses taken in a certificate program may be applied to an AAS degree in the same field of study.

Cooperative Agreement Instructional Programs

The following selected programs are available at in-district rates at other community colleges. Prior to

registration at the cooperating colleges, students should complete approval forms from the College of DuPage Admissions and Information office.

Elgin Community College of DuPage

Dental Assisting
 Truck Driving

William Rainey Harper College

Building Codes and Enforcement
 Cardiac Technology
 Dietetic Technician
 Commercial Credit Management/Insurance
 Human Resource Management
 NetPrep/Network Specialist
 Park and Golf Maintenance
 Supply Chain Management

Joliet Junior College

Agricultural Production and Management
 Agricultural Supply and Business

Kishwaukee College

Diesel Power Technology
 Power Equipment Repair/Advanced Power
 Equipment Repair

Moraine Valley Community College

Aircraft Inspection
 Recreation Therapy/Management

Oakton Community College

Financial Services
 International Trade

Waubensee Community College

Auto Body Painting and Repair
 Interpreter Training/Sign Language

Chargebacks

Individuals who want to enroll in an Associate in Applied Science degree or certificate program not offered by their own community college or through the Cooperative Agreement program (described previously) may apply for a chargeback, which is financial assistance with the out-of-district portion of the tuition (Board Policy 6305). Students should apply for a chargeback through the Admissions office of their own community college at least 30 days (if possible) prior to the beginning of the term for which they intend to enroll. Chargebacks are available for community colleges within the State of Illinois.

Most community college districts do not approve chargebacks for single courses within a curriculum, developmental or non-credit courses or Associate in Arts or Associate in Science degrees.

Credit by Demonstrated Competence

The College of DuPage Credit by Demonstrated Competence program offers students the opportunity to demonstrate their achievement outside the classroom and gain college credit for it. Students may

complete 42 of the 64 semester credits needed toward an associate's degree through this program. The credit can be gained by the following methods:

- Credit by C.O.D. Proficiency
- Credit by National Examination
- Articulated Credit
- Independent Study/Special Projects

Credit for C.O.D. by Proficiency

This method offers an opportunity to gain credit for knowledge that students have acquired in an occupation or educational environment outside of college or through other life experience that is related to specific College of DuPage courses. Through this process, students who can demonstrate that they already have the body of knowledge normally needed to complete a C.O.D. course can gain college credit without taking the course. Each faculty member has the prerogative to decide whether a specific course lends itself to this method of gaining credit and the means by which the student must demonstrate their knowledge. The Assessment and Testing office, Berg Instructional Center (IC), assists students with identifying faculty who are available for credit by proficiency.

Credit can be earned through several methods: Credit by Proficiency Through an Instructor, Credit by Examination and Credit Through Articulation.

Credit by Proficiency Through an Instructor

This method offers students an opportunity to earn credit by demonstrating to an instructor their knowledge of a course. Students must first pay a service fee at the Assessment and Testing office and pick up an application and authorization form for Credit by Proficiency Through an Instructor. The instructor completes the form to determine whether or not credit is granted. Names of faculty and procedures for earning credit are available at the Assessment and Testing office.

How to Gain Credit by Proficiency Through Established Examinations

To gain credit in a specific course taught at College of DuPage, students must contact the Assessment and Testing office, Berg Instructional Center (IC), (630) 942-2401 for test and registration information.

College-Level Examination Program

College of DuPage is a national test center for the College-Level Examination Program (CLEP). This national program is established by the Educational Testing Service and provides college-level, content-specific tests given to determine competency. All CLEP tests are computer-based.

The purpose of CLEP examinations is to compare an individual's knowledge of a subject or subject area with that of regularly enrolled students who have completed the college course in the subject area.



CLEP tests are given by appointment. The fee for taking each CLEP Examination is determined by the College Board. Test dates, registration materials and fee information are available from the Assessment and Testing office, Berg Instructional Center (IC), (630) 942-2401.

Advanced Placement Program

The Advanced Placement Program (AP) is a program of college courses offered in high school in cooperation with the College Board of Princeton, NJ. College of DuPage accepts credit for course areas in which a student has completed an Advanced Placement Program course examination with an acceptable score. The amount of credit accepted for each Advanced Placement Program course examination is determined by its College of DuPage equivalent.

Credit Through Articulation

College of DuPage has entered into articulation agreements with most district high schools for classes that adequately substitute for college classes. The agreements stipulate that when agreed-upon conditions are met, a student may apply for and receive college credit for these high school classes. The purpose of this cooperative effort is to eliminate needless duplication of content, save the student time and money, and to provide better continuity between high school and college curricula.

To obtain articulated credit, a student will follow application procedures included on the Application for Articulated Credit form available in the Records office in the Student Resource Center (SRC). Application for the credit must be filed within two years of high school graduation. The student is responsible for an official transcript being sent to the College of DuPage

Records office directly from the high school. Articulated credit for a particular high school course will be recorded on a student's transcript only after the student has successfully completed at least one-credit course at College of DuPage.

American College Test

College of DuPage is a national test site for the American College Test (ACT). ACT examinations are offered periodically throughout the year in accordance with ACT national test dates. For further information concerning the ACT examination, contact the Assessment and Testing office, (630) 942-2401.

Honors Program

Honors courses are enriched versions of regular courses designed to help academically talented and highly motivated students achieve their maximum potential. Each year a range of courses in the liberal arts and sciences is offered consistent with the emphasis on general education in the first two years of college. Honors classes are characterized by smaller size and a seminar format, which encourages extensive interaction among students as well as between student and professor. Many students especially appreciate this opportunity to get to know other students better and to feel more a part of the academic environment of the college. Each honors course offers an in-depth treatment of course content and emphasizes the development of such intellectual skills as analysis, synthesis, critical inquiry, and discussion.

In addition, students participating in the Honors Program are eligible for special transfer assistance, extracurricular activities and recognition.

Students may participate in honors in one of two ways: taking individual honors courses or joining the Honors Scholar Program.

Individual Honors Courses

Students meeting the general eligibility criteria listed below may apply for an honors permit through the Honors Program office. The permit enables the student to register for honors courses.

Entering first-year students may apply after achieving one of the three following criteria: (1) a high school cumulative grade point average of 3.5 (on a 4.0 scale), (2) a composite ACT score of 25 or higher, or (3) a sufficiently high score on the English Placement Test combined with a high school cumulative grade point average of 3.3 (on a 4.0 scale) or an ACT score of 23 or higher.

Current College of DuPage students may apply after completing 8 or more semester credits of college-level credit with a cumulative grade point average of 3.2.

Honors courses are designated as such on the student's transcript.

The Honors Scholar Program

A student may apply for admission to the Honors Scholar Program at any time, providing he/she meets the eligibility criteria listed below:

Entering first-year students must meet one of the following criteria: (1) a high school cumulative grade point average of 3.5 out of 4.0 (or its equivalent) or (2) a composite ACT score of 25 or higher.

Current College of DuPage students and students who have completed college credit elsewhere must have completed 8 or more semester credits of college level credit with a minimum cumulative GPA of 3.5.

Students admitted to the program receive a waiver of in-district tuition for honors courses, providing they maintain a minimum cumulative 3.5 GPA and make satisfactory progress toward completing other program requirements.

Students who complete the program requirements will receive special recognition at commencement and on their transcripts and diplomas.

For further information, call the Honors Program office at (630) 942-2749.

Honor Societies

Phi Theta Kappa (PTK), the International Honor Society for two-year colleges, is the largest and one of the most active chapters in the society. The Phi Beta Chapter implements a full range of activities in the areas of society's hallmarks of leadership, scholarship, fellowship and service around an Honors study topic. For more information on events or membership, contact the faculty advisers: Steve Schroeder at (630) 942-2514 or Shannon Hernandez at 942-3054.

Alpha Beta Gamma (ABG) is the International Business Honor Society of Community, Junior and Technical Colleges. College of DuPage is home to the Beta Iota chapter, chartered in 2006. The society recognizes and encourages students enrolled in business and business-related technology curricula and provides opportunities for leadership training, service, scholarship funds, and the intellectual exchange of ideas. An invitation to join ABG reflects exceptional academic achievement.

For more information on events or membership, contact the faculty advisers: Kathy Horton at (630) 942-2176; Wendy Felder at 942-2577; Ted Kulinski at 942-4124, or the Business and Technology division office at 942-2592.

Alpha Mu Gamma Honor Society recognizes students who have achieved an outstanding record in the study of foreign language (or ESL if the student's native language is not English). For more information on events or membership, contact the faculty advisers: Shingo Satsutani at (630) 942-2019 or Edith Jaco at 942-3332.



Psi Beta is the National Honor Society in Psychology for community and junior colleges. It is the first two-year college honor society approved for membership in the Association of College Honor Societies, which regulates membership requirements. The mission of Psi Beta is professional development of Psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service.

For more information on events or membership, contact the faculty advisers: Ada Wainwright at (630) 942-2509; Ken Gray at 942-2223; or Naheed Hasan at 942-2028.

Reading, Writing and Math Testing

Reading Placement Testing

The Reading Placement Test is a mandatory placement exam. Students who accumulate or exceed six credit hours of college-level courses must take the Reading Placement test. Courses exempt from the six credit hours are: C.O.D. courses numbered below 1000 (zero-level courses), Older Adult Institute (OAI) courses and Activity/Studio courses. (Obtain a complete list of these courses from Counseling and Advising Services.)

Students are not required to take the Reading Placement Test if they have one of the following:

- College credit totaling 30 semester hours with at least a “C” average.
- ACT composite score of 20. Proof of score must be provided.
- SAT verbal/critical reading score of 500. Proof of score must be provided.
- A score of 550 paper/pencil, 213 computer-based or 79 Internet-based on the Test of English as a Foreign Language (TOEFL). Proof of score must be provided.

The Reading Competency Requirement helps identify students who are not yet prepared to read most

college-level texts. Test scores are used to determine readiness for college-level reading.

Writing Placement Testing

The Writing Placement Test is a mandatory placement exam. Both new and returning students who intend to enroll in English 1101, *Composition*, are required to take this test to determine preparation for entry into an English composition course or, if needed, the appropriate developmental writing course. Eligibility for English 1101 also requires evidence of having met the Reading Competency Requirement.

Mathematics Placement Testing

Students who intend to enroll in Mathematics 0482, 1218, 1220, 1428, 1431, 1432, 2134 or 2231 as their first math course at College of DuPage are required to take a Math Placement Test before enrolling. This test is one component of placement in an appropriate math course. Verification of successful completion of any prerequisite courses is the second component. (Prerequisites are listed under individual courses in the mathematics section of the *College Catalog*.) For further math advising, contact the Natural and Applied Sciences Division, (630) 942-2010, or the Math Assistance Center, 942-3339, or the Center for Independent Learning — Math area, 942-3354.

Field and Experiential Learning

Local, Domestic and International Credit Courses

The Field and Experiential Learning program offers students the opportunity to take college credit courses that combine traditional classroom experiences with discoveries in the world outside the classroom. A range of courses and programs (including courses in biology, humanities, science, literature, sociology, history, theater and psychology, to name a few) are offered in varying locations and formats. For example, students study marine biology at a research center in the Florida Keys, or in a three-week-long experience in Alaska, Japan or Croatia. Other programs offer students the chance to study botany, meteorology or ornithology in varied local, domestic or international locations each term.

Another strong focus in the Field and Experiential Learning program is the Outdoor Recreation program. Students enroll in physical education courses where skills such as low-impact camping, rock climbing, spelunking, kayaking, cross-country skiing, and backpacking are learned while doing the activity in settings like the Apostle Islands, Yosemite National Park and even the Antarctic. Most of these programs occur on weekends or over college winter, spring and summer breaks to meet the busy schedules of working students. A program that requires more time is the Rockies Encounter Program offered each spring, in which students practice the skills learned throughout the semester in a weeklong wilderness hiking and study excursion in the Rocky Mountains.

Finally, the Field and Experiential Learning program offers a wide variety of international travel courses where students travel with an instructor to many parts of the world, reinforcing what they have learned about the culture or history of a region from books and lectures with actual on-site experiences in the country. Recent international study experiences have included field studies in China, Cuba, Canada, Greece, England and Italy.

All field studies require that students register for one or more credit courses that structure the learning experience in the field and include the sorts of readings and assignments required in more traditional courses. For additional information, contact the Field and Experiential Learning office, (630) 942-2356.

Academic Policy

Credit

College of DuPage uses the semester system. This means that the academic year is divided into two semesters of approximately 16 weeks each and a summer term. The number of semester hours of credit granted for each course varies. (The "Course Descriptions" section of this *Catalog* lists the value of each course in hours.) A student must be enrolled in a minimum of 12 hours to be considered full-time. Half-time status is 6 to 11 semester credits.

In addition to standard semesters, the college also offers some terms that vary in length from the standard and may affect determination of status.

Class Standing

A student who has earned fewer than 30 semester credits is considered a freshman. A student with 30 or more hours has sophomore standing.

End of Semester Grades

Final Grades may be accessed online at www.cod.edu (click on "Records," then "View Your Grades") and Touchtone at (630) 942-3555 with your PIN and Social Security (or assigned identification) number.

Grading

The following abbreviations appear on student records:

A	High degree of excellence in achievement
B	Better than average achievement
C	Average/acceptable achievement
D	Minimum standard of achievement
F	Failure to complete minimum requirements
S	Satisfactory
I	Incomplete
R	Repeated course
W	Withdrawal
X	Audit

Grade Points

The following grade point values are assigned to letter grades:

A	4 for each semester hour of credit
B	3 for each semester hour of credit
C	2 for each semester hour of credit
D	1 for each semester hour of credit
F	0 for each semester hour of credit

Grades of "S," "I," "R," "W" and "X," and courses numbered below 1000 are not included in the grade point average (GPA), but will be shown on a student's transcript.

Incomplete Grade

The instructor of record may give an incomplete or "I" grade when a student has been unable to complete the course within the prescribed time due to unforeseen circumstances. The student is responsible for contacting the instructor of record or, when the instructor of record is no longer employed at the college, the appropriate dean regarding course completion. Course work must be completed within the time limits prescribed by the instructor of record but not to exceed twelve (12) months from the end of the term in which the "I" grade was assigned. The "I" grade may be changed within the time limit prescribed by the instructor of record. If the "I" has not been changed by the instructor of record at the end of the twelve (12) month period, the "I" will automatically change to an "F." During the time the "I" is on the student's record, it will not be calculated into the grade point average.

Withdrawal From Class

Students are encouraged to consult directly with the instructor when considering a course withdrawal. The student may withdraw from a course by contacting the Registration office up to the eighth calendar day following the midterm date in any semester (or the equivalent in any session of non-standard length) and receive a grade of "W." After the eighth calendar day following midterm, written permission to withdraw signed by the instructor must be presented to the Registration office by the student prior to the end of the semester or session.

Administrative Withdrawal

Students not actively pursuing the completion of course objectives may be withdrawn from the class by the instructor. Instructors of courses numbered below 1000 may assign a final grade of "W" without an official withdrawal through the Registration office.

Repeating a Course

A student may repeat any course taken at College of DuPage. In such cases, credit will be granted only once (except as noted in the "Course Descriptions" section of this catalog) and only the higher grade will figure in the grade point average. The lower grade will be converted to "R" and will not affect the GPA.

Auditing a Course

A grade of "X" will be recorded on the academic record when the intent to audit is indicated at the time of registration and the appropriate tuition charged. The audit grade of "X" earns no credit and does not affect the grade point average.

The Satisfactory/Fail (S/F) Grading Option

Certain classes, as identified in the College of DuPage *Class Schedule*, offer only "Satisfactory/Fail" grades. In all other classes, the student and the instructor may choose "Satisfactory/Fail" grading. The instructor retains the prerogative to determine whether the "Satisfactory/Fail" option is applicable to the course. It is the responsibility of the instructor to set deadlines for students' grade option decisions and communicate these deadlines to the students during the first week of instruction. All students desiring the "Satisfactory/Fail" option must sign an agreement with the instructor confirming the use of the "Satisfactory/Fail" grading option.

Grade option forms will be submitted to the Records office by the instructor with the final grade report forms. Grade options will not be changed after they have been sent to the Records office. The satisfactory or "S" grade will not be computed in the GPA; the fail or "F" grade will be computed.

Credits earned in the Communication, Physical/Life Sciences, Mathematics, Humanities/Fine Arts and Social and Behavioral Sciences categories may NOT be graded with a satisfactory/fail grade if you are seeking any degree other than the Associate in General Studies Degree or the Associate in Applied Science Degree. Only 20 hours of "S" credit may apply toward any degree.

Academic Honors

Each semester College of DuPage recognizes students whose grades reflect outstanding achievement.

All students who are enrolled in at least four (4) semester hours and whose grade point average is 3.50 to 4.00 inclusive will be listed on the Academic Honors List. These honors become part of the



student's permanent academic record. Names of students achieving academic honors are submitted to local newspapers.

Graduation Honors

Graduation honors are indicated on the diploma and are designated as follows: "Highest Honors" is awarded to students earning a minimum of 40 credits at College of DuPage and a cumulative College of DuPage grade point average of 4.00. "High Honors" is awarded to students with a cumulative College of DuPage grade point average of 3.60 to 4.00. "Honors" is awarded to students with a cumulative College of DuPage grade point average of 3.20 to 3.59. Graduation honors are determined from the cumulative grade point average in the semester in which the student completes degree requirements.

Students must take at least 8 semester hours of credit for letter grades (excluding "S") to be eligible for honors recognition at graduation.

Honors Courses

Honors courses are designated as such on the permanent academic record. Students who complete the Honors Scholar Program receive special recognition on the academic record, the diploma, and at the Celebration of Academic Excellence.

Standards of Academic Progress**Good Standing**

Students are considered to be in good standing unless disciplinary sanctions or academic sanctions have been placed against them or they have overdue financial obligations to the college.

Academic Warning

Students are placed on academic warning when less than 12 attempted College of DuPage cumulative hours are recorded and the cumulative grade point average is below 1.50. Academic warning does not restrict registration, but students are encouraged to discuss the lack of satisfactory progress with a faculty adviser or counselor.

Probation

Students are placed on probation when their cumulative grade point average is below the minimum for the cumulative attempted hours.

Students are expected to maintain a 2.00 cumulative GPA upon reaching 12 cumulative attempted hours.

Students placed on probation are required to review their academic progress with a counselor prior to enrollment for the next semester. Students are restricted from registration until they comply. Students already enrolled in the next semester are restricted from further credit course registration until they comply. Students who have previously met with a counselor and have a GPA of 2.00 or above for the

most recent semester, but still have a cumulative GPA under 2.00 will continue on probation. Students on probation will continue to be required to see a counselor to review their academic progress, and a counseling hold will remain in effect.

Students will be restored to good standing when their cumulative GPA reaches 2.00.

Dropped for Low Scholarship

A student will be dropped for low scholarship for one semester if their current GPA remains below 2.00 and their cumulative grade point average continues below 2.00. A second occurrence of dropped for low scholarship will result in a three-semester suspension.

Academic Reinstatement

Subsequent to suspension, students must request reinstatement through an interview with a counselor. Once reinstated, course selection will be restricted. Reinstatement must be approved by the Associate Dean of Counseling. Failure to achieve reinstatement will result in denial of future registration.

In the semesters following academic reinstatement, if the semester grade point average is 2.00 or above, students will be placed on continued probation status until the cumulative grade point average meets the minimum of 2.00. If the semester GPA is below 2.00 and the cumulative GPA is below 2.00, the student again will be dropped for low scholarship.

Academic warning, probation, continued probation and dropped for low scholarship notations are recorded on the academic record.

Excessive Withdrawal Policy

The following procedures are currently in effect for students with a recurring, overall pattern of withdrawal from College of DuPage courses.

1. Students who have withdrawn from four (4) courses (excluding withdrawals during the first week of classes) are sent a letter encouraging them to consult with a faculty adviser or counselor to discuss the possible negative impact of repeatedly withdrawing from classes.
2. Students who have withdrawn from eight (8) or more courses are required to meet with a counselor prior to their registering for their next term of course enrollment. Registration is not allowed until this requirement is met.
3. Students continuing this same non-completion pattern are again required to meet with a counselor and will be restricted from registering for every two (2) additional withdrawals.
4. Failure to make satisfactory academic progress as stated in the "Excessive Withdrawal Policy" will result in treatment consistent with the Standards of Academic Progress procedures.

Appeal

Appeals relating to the Standard of Academic Progress policy may be made to the Associate Dean of

Counseling and Career Services. Appeals concerning stated academic policy may be made to the Academic Regulations Committee through the Records office, Student Resource Center (SRC).

Forgiveness Policy (Board Policy 5206)

The College of DuPage Forgiveness Policy is intended for those students who have experienced previous academic difficulty at C.O.D. and now wish to build an academic record that is not weakened by past failures.

Eligibility

Students are encouraged to retake classes whenever possible to achieve an improved grade; however, a student can apply for forgiveness of past "F" grades any time after all of the following policy requirements are met:

- A period of at least 36 months of non-enrollment has elapsed since the end of the term of grades to be forgiven.
- A minimum of 12 consecutive semester credit hours with no grades of "D," "F," "S," "I," or "X" and no more than 2 "W"s must be earned at C.O.D. before the forgiveness policy will be considered for a student. A student must earn the number of credit hours with a grade of "C" or better equal to the number of credit hours of "F" grades to be forgiven. "F" grades for courses below the 1000-level and from other colleges or universities will not be forgiven.
- A maximum of 18 semester hours of 1000-level courses and above will be forgiven.
- Forgiveness will be granted one time only for each student.

Procedure

Students meeting the eligibility requirements may apply directly to the Records office.

When the eligibility requirements have been fulfilled and forgiveness granted, the student's cumulative grade point average will be recalculated with the "F" grades removed from the calculation. However, the "F" grades will remain on the student's official transcript with a notation indicating that the student has been granted forgiveness. A copy of College of DuPage's Forgiveness Policy will be made available to requesting institutions.

The college accepts no responsibility for the ways in which a transfer institution or an employer might interpret a student's use of the forgiveness option. Financial aid eligibility is determined by the Standards of Progress policy for financial aid recipients. If a student is granted academic forgiveness, eligibility for financial aid is not guaranteed.

Students who re-enter the college under academic forgiveness must follow and adhere to terms of the *Catalog*, including all academic requirements and policies, of the year of re-entry.

Official Transcripts

Order your College of DuPage transcripts online at www.cod.edu. Click on "Records" and then "Ordering Transcript."

Transfer Credit Evaluation

Students intending to earn a degree or certificate at College of DuPage, and expecting to apply credit earned elsewhere, must contact institutions previously attended requesting an official transcript to be sent directly to the Records office. Credits from other schools are evaluated upon the request of the student.

Degree Audit

A computerized degree audit reports your progress toward the completion of the degree or certificate you intend to earn at College of DuPage. The audit lists the categories completed and in progress, the requirements not met and courses from which you may select to complete your degree or certificate.

If you have earned credit at College of DuPage, are working toward a degree or certificate, or are planning to transfer to another college or university, you may check your progress toward the completion of the degree or certificate by running your own degree audit. You may do this online at www.cod.edu. Click on "Records" and then click on "Run Your Degree Audit Online." You may run any degree or certificate; however, audits are run only under the current catalog requirements. You need your Social Security (or assigned identification) number and PIN number.

An Illinois Articulation Initiative (IAI) audit reports by category all courses you have completed that fulfill the General Education Core curriculum. The audit also lists all other College of DuPage courses from which you may select to complete the IAI General Education Core curriculum. The Illinois Articulation Initiative (IAI) is designed to facilitate the transfer of students from one Illinois institution to another. You may order an IAI audit in the Records office.

Transfer

Whether College of DuPage courses transfer to another institution is determined by that institution. Generally, courses numbered 1100 and above are accepted by other institutions when these courses are part of, or applicable to, a degree at that institution. Students who follow transfer guidelines should have no difficulty transferring. Students planning to transfer should:

1. Begin early to explore possible transfer institutions.
2. Become aware of the requirements and policies of possible transfer institutions.
3. Confer with a faculty adviser or counselor concerning transfer plans.

Dual Admission Agreements

Dual Admission Agreements assist students make a smooth, seamless transition from the two-year community college to the university. The agreement

between a community college and a university provides students with the opportunity to be admitted to both institutions at the same time.

Among the benefits derived from a dual admissions agreement are:

1. Taking advantage of the lower cost at a community college for the first two years
2. Earning an associate's degree and a bachelor's degree from quality schools
3. Obtaining academic advising from both institutions, which insures a smooth transfer
4. Accessing various institutional programs and services

College of DuPage has dual admission agreements with the following institutions:

- Elmhurst College
- Lewis University
- Northern Illinois University
- Northeastern Illinois University
- Roosevelt University

Illinois Articulation Initiative

Illinois Articulation Initiative (IAI) is designed to facilitate the transfer of students from one Illinois institution to another. Both a general education core curriculum and a lower-division major recommendation course listing has been developed.

The IAI General Education Core Curriculum (G.E.C.C.) is divided into 5 categories: Communication, Mathematics, Physical/Life Sciences, Humanities/Fine Arts, and Social/Behavioral Sciences. Successful completion of these core courses at any participating college or university in the state of Illinois will facilitate transfer to any other participating associate's or bachelor's degree program.

Students seeking a bachelor's degree through enrollment in more than one Illinois institution can satisfy lower-division general education requirements by:

- Completing the transferable General Education Core Curriculum as part of completing an AA or AS degree at a community or junior college;
- Completing the transferable General Education Core Curriculum at any participating institution before transfer admission to a bachelor's degree-granting institution; or
- Students who complete less than the IAI GECC should take courses toward fulfilling the General Education Requirements of their transfer institution.

For additional information, check the Transfer web site at www.itransfer.org and the College of DuPage transfer guide web site at www.cod.edu/dept/regner/maintest.htm.