

## Academic Assistance

The Learning Assistance Center (LAC) provides academic support to CLC students with individual needs through testing, modular instruction, and tutoring. These services are available at both the Grayslake and Lakeshore campuses.

### Testing Center

The Testing Center is a centralized testing service where students can complete the GED, ACT, CLEP, DANTES, Academic Proficiency Test (APT), telecourse testing, online testing, make-up testing, and correspondence testing as well as career and interest inventories. For more information, call (847) 543-2076 or (847) 543-2457 for the Grayslake Campus; (847) 543-2120 or (847) 543-2121 for the Lakeshore Campus; or (847) 543-6544 for the Southlake Educational Center.

### Modular Instruction

Students wishing to improve their basic writing or mathematics skills can do so by enrolling in a module. These individualized, structured programs of study permit students to work at their own pace. Modules are available at the Grayslake Campus and at the Lakeshore Campus.

ENG 104 Individualized Topics in Writing and Reading  
MTH 101 Elementary Concepts of Mathematics

### Tutoring

Free tutoring, either one-on-one or in a group setting, is available in the LAC to CLC students who need additional help with their courses. Appointments may be scheduled with qualified tutors in most subject areas. Drop-in tutoring is available in writing, mathematics, and chemistry. For more information, call the Math Center at (847) 543-2449 or the Writing Center at (847) 543-2452.

### Students with Disabilities

The Office for Students with Disabilities, located in the Learning Assistance Center of the Grayslake Campus provides reasonable accommodations for students with disabilities. All requests require appropriate documentation of disability. For more information call (847) 543-2474, (847) 543-2473, or (847) 223-0134 (TTY). More detailed information can be found on page 27.

## Academic Computing

The academic computing facilities at CLC include a wide variety of labs and equipment designed to meet the needs of the student population. Many divisions within the College maintain independent lab facilities specifically suited to the issues encountered in each academic discipline. In addition, there are a number of labs located at the Grayslake and Lakeshore campuses as well as the Southlake Educational Center that are available for use by the general student population. In addition to the various software resources provided by the academic divisions, students also have access to the internet in many of the labs. The number of labs in each division is as follows:

- Biological and Health Sciences - 3
- Business - 13
- Communication Arts, Humanities & Fine Arts- 7
- Engineering, Math, and Physical Sciences - 12
- Library - 4
- Lakeshore Campus - 5
- Social Science - 1
- Southlake Educational Center - 4

Aside from these labs, there are a number of individual instructional support workstations located in many areas throughout the College. Such diverse disciplines as Health Information Technology, Biology, Phlebotomy, Chemistry, Physics, Refrigeration and Air Conditioning, Computerized Numerical Control, and Automotive Maintenance, use these facilities to provide enhanced instruction to CLC students.

The College's computing facilities are heavily used both for class sessions and by individuals for instruction, homework, or personal computing needs. These computing facilities encompass a wide range of leading-edge hardware and operating systems, including Windows, and UNIX. Instructors will assist students in determining hardware and software requirements for their particular course.

All academic computing facilities are operated under a set of guidelines that are designed to improve the students' working environment while maintaining the integrity of the entire computing system. For specific information regarding equipment location and use, call the Academic Technology and User Services Department at (847) 543-2074.

## Academic Honors

### Semester Honors

Semester honors are compiled and published at the end of the fall and spring semesters. Students who have earned a grade point average of 3.0 (B) or higher while enrolled in at least 12 semester hours of transfer or career courses during a semester are recognized by placement on the **College Honor List** for that semester.

Students who have earned a grade point average of 3.0 (B) or higher while enrolled in 6 to 11.50 semester hours of transfer or career courses during a semester are designated as **Special Commendation Recipients**.

### Commencement Honors

A student who has earned at least 30 semester hours at CLC by the end of the fall semester immediately preceding the commencement ceremony will be recognized as receiving the following honors based upon cumulative **G.P.A.:**

- Honors.....3.00 - 3.49**
- High Honors .....3.50 - 3.74**
- Highest Honors .....3.75 - 4.0**

## Academic Standards

To help guide and measure students' academic success, the College has developed Academic Standards. *Note: The Academic Standards policy is currently under review. Students will be notified of any changes.*

### Satisfactory Academic Progress

Satisfactory academic progress is measured by two standards: the **Course Completion Standard** and the **Grade Point Average Standard**. Students must meet these standards to be in good standing. (Excluded from these standards are courses in Adult Basic Education (ABE), Adult Developmental Education (ADE), English as a Second Language (ESL), General Education Development (GED), Vocational Skills Technology, Contract Training, Continuing Education, and General Studies).

#### Course Completion Standard

The course completion standard calculation includes baccalaureate/transfer courses, career courses, and remedial courses. The following table shows the minimum number of courses that a student must complete to remain in good standing.

<u>Courses Attempted</u>	<u>Minimum Courses To Be Completed</u>
2	1
3 or 4	2
5 or 6	3
7 or 8	4
9 or more	5

**NOTE:** Calculation of courses attempted for sixteen-week courses is computed after the end of the fourth week for each credit course in which a student is enrolled. A comparable ratio applies for courses of other lengths.

#### Grade Point Average Standard

The grade point average calculation includes only baccalaureate/transfer courses and career courses; remedial courses are not included. Students who have attempted 15 or more semester hours at CLC must maintain the minimum grade point average listed below to remain in good standing:

<u>Hours Attempted</u>	<u>GPA</u>
15-44	2.0 either cumulatively or for the semester
45 or more	2.0 cumulative

### Students In Good Standing

Students who meet the Course Completion Standard and the Grade Point Average Standard are designated to be in good standing.

### Students Not In “Good Standing”

Students are not in good standing if, due to their academic record, they are placed in one of the following categories:

#### Academic Caution

Students previously in good standing who do not meet either the Course Completion Standard or the Grade Point Average Standard will be placed on academic caution.

Students on caution are recommended to limit their enrollment to the number of semester hours successfully completed during the previous term, or to only one course for credit, depending on whichever option yields the most semester hours.

#### Academic Restriction

Students on academic caution who do not meet the Course Completion Standard and/or Grade Point Average Standard will be placed on academic restriction. Students placed on academic restriction are notified that, in their next term at the College, they may only enroll in the number of semester hours successfully completed during the previous term, or they may enroll in only one course for credit, depending on whichever option yields the most semester hours.

Students on academic restriction are required to meet with a Counselor and may not register for courses until they have done so.

A student's financial aid is discontinued when he or she is initially placed on academic restriction.

#### Academic Suspension

1. Students who fail to meet the Grade Point Average Standard for three successive semesters are prohibited from taking courses the following fall or spring semester (summer excluded), except for Adult Education, Continuing Education, and Business and Industry Center courses.
2. Students have the right to appeal their suspension to the Academic Standards Appeals Board.

#### Students Who Return From Academic Suspension

Students who have completed a one semester suspension are limited in the initial semester of their return to enrolling for no more than 13 semester hours.

#### Students Who Were Academically Suspended, Who Have Returned To CLC, and Who Again Are Placed On Academic Restriction

1. These students are suspended for the following fall or spring semesters (summer term excluded).
2. To enroll again students must petition and receive approval from the Vice President for Student Development.

### Academic Standards Appeal Procedure

#### 1. Purpose

Students who have been suspended for not meeting the academic grade point average requirement may appeal their suspension to the Academic Standards Appeals Board.

#### 2. Role of the Appeal Board

The Appeals Board reviews requests for re-enrollment on a case by case basis. The Board may determine whether a meeting with a student submitting an appeal is warranted. The Board is composed of an administrator, a representative from the faculty senate, and a representative from the student senate.

#### 3. Grounds for Appeal

Students who choose to appeal their suspension must submit documentation to support the extenuating circumstances which resulted in failure to meet the grade point average requirement under Academic Standards Policy.

Extenuating circumstances may include but are not limited to the following areas:

- Death in family
- Prolonged hospitalization or serious illness
- Significant change in lifestyle made to adjust to the demands of attending college (i.e., cut down from two jobs to one)
- Personal crisis (i.e., divorce, illness of family members, etc.)
- Other extenuating circumstances

#### 4. Appeal Procedures

- Within five (5) working days of the receipt of a suspension notification letter, the student must obtain a copy of the appeal procedures from the Counseling Center and schedule an appointment with a counselor.
- Within five (5) working days, the student must complete an Academic Suspension Appeal Form and return it to the Counseling Center or Lakeshore Student Services Center.
- The Academic Suspension Appeal Form will be forwarded to the Vice President for Student Development Office to schedule an appeal review. An Appeal Board hearing will be scheduled within five (5) working days of the receipt of the appeal form. The students may be asked to meet with the Appeals Board if the Board deems it necessary.
- The decision of the Appeal Board may be appealed to the Vice President for Student Development within five (5) working days of the Board's decision. The Vice President for Student Development will review the request for appeal, meet with the appropriate parties, and render a final decision regarding the appeal.

### Reinstatement of Good Standing

Students placed on academic caution, restriction, or suspension, who satisfy both the Course Completion Standard and Grade Point Average Standards during their next semester or summer term at CLC will be considered to be in good standing.

### Inactive Status

Students who have not enrolled in any course listed in the CLC class schedule for at least two years will be designated as inactive.

Inactive students who decide to re-enroll for courses will be governed by the college catalog covering the semester in which they register for courses.

### Forgiveness Option

Under extenuating circumstances, students may petition for a **one-time** forgiveness of up to 15 hours of prior D or F grades in accordance with the following guidelines:

- At least two years have passed since the end of the term of the grades to be forgiven.
- Fifteen consecutive semester hours have been completed with no grades lower than a C.\*
- Forgiven grades remain on the student's record but are not computed in the student's grade point average.
- Forgiven grades cannot be used to meet graduation requirements.
- Students lose any existing educational guarantees for the forgiven courses.
- The college accepts no responsibility for the ways in which a transfer college or university or an employer might interpret a student's use of the forgiveness option.
- In consultation with a counselor, the student has signed a declaration of understanding.

This policy is not intended for use by graduates.

\* This calculation includes baccalaureate/transfer courses, career courses, and remedial courses.

### Auditing

Students are permitted to audit courses. For audited courses, students receive a grade of X which carries no grade points or semester hours of credit. Audited courses do not serve as prerequisites for subsequent coursework. The fee for auditing is the same as that for enrolling for credit.

A student who wishes to audit a course is expected to attend regularly. The completion of assignments, exams, and projects is at the discretion of the student. Some types of courses may be deemed inappropriate for auditing because they require a high level of student involvement.

Students can register by contacting the Office of Admissions and Records during office hours. Registration during off hours can be done through the automated registration system; however, the student must then contact the Office of Admissions and Records during regular office hours to change their enrollment status to audit. Changes in a student's enrollment status (audit to credit or credit to audit) must follow the time frames as listed for refunds in the withdrawal/refund schedule (Policy 421). See page 21 of this catalog for more information.

### Credit-by-Exam

The College of Lake County provides opportunities to earn credit for prior learning experiences through the taking of exams. A student may opt for credit-by-exam for a number of reasons, including his or her own information or college credit, or for an employer, a certifying agent, or a professional licensing agency. **A student should check the transfer school to determine its policy toward credit-by-exam.**

The College of Lake County Board policy states that credit-by-exam is:

- Not to exceed a total of 30 semester hours required toward completion of an associate degree.
- Not to exceed one-half of the semester hours required toward completion of a certificate.
- Not to count towards the fulfillment of the 15 semester hours general residency requirement for the associate degree.

There are four types of credit-by-exams available to students enrolled at CLC: Advanced Placement (AP), College Level Examination Program (CLEP), DANTES, and Challenge Exams. For some courses there may be more than one type of exam available for receiving credit. For information about specific credit, passing scores, and examination requirements, consult with one of the following offices:

- Admissions and records, Room B101, (847) 543-2061.
- Counseling Center, Room C110, (847) 543-2060.
- Learning Assistance Center, Testing Center, first floor of the Library, (847) 543-2076.
- Biological/Health Sciences Division, Room C140, (847) 543-2042.
- Business Division, Room T102, (847) 543-2041.
- Communication Arts, Humanities & Fine Arts Division, Room B237, (847) 543-2040.
- Engineering, Mathematics/Physical Science Division, Room T102, (847) 543-2044.
- Learning Assistance Center at Lakeshore Campus, Room N203, (847) 543-2120.
- Learning Assistance Center at Southlake Educational Center, Room V212, (847) 543-6544.
- Social Science Division, Room A244, (847) 543-2047.
- Cooperative Education Office, Job Center of Lake County Room E101, (847) 543-2058.

Students who plan to receive credit-by-exam scores through AP, CLEP, and/or DANTES must ask the appropriate testing service to send an official transcript of their scores to the Admissions and Records Office at the College of Lake County. The College Board offers AP and CLEP exams. Thomsen Prometric offers the Dantes Exams (DSST Program).

The earning of credits-by-exam has no effect on a student's grade point average.

### Advanced Placement (AP)

The College of Lake County recognizes AP test scores for the purposes of placement into advanced level courses and/or for college credit. High school students can arrange for AP tests, administered by the College Board, through their local high schools. AP test scores determine specific placement and/or college credit. Students may find more information about AP exams through the College Board's Website at <http://apcentral.collegeboard.com>.

### College Level Examination Program (CLEP)

CLEP (College Level Examination Program) is a national program sponsored by the College Level Examination Board. Each individual college determines which CLEP tests it will accept for credit and the amount of credit it will award.

The CLEP examinations cover material taught in five basic areas: English composition and literature, science and mathematics, social sciences and history, foreign languages, and business. Students may find more information about CLEP exams through the College Board's website [www.collegeboard.com](http://www.collegeboard.com) and choose web links for students and College Board Tests.

The College of Lake County grants CLEP credit only to students enrolled at CLC. Results of CLEP exams may also be sent to another school at which a student is enrolled for the purposes of credit recognition.

CLEP tests are offered by appointment at several College of Lake County locations: the Grayslake Testing Center (847) 543-2076 or (847) 543-2547; Great Lakes Center (for military personnel and family members only) (847) 689-0199; and Lakeshore Campus (847) 543-2120 or (847) 543-2121. Please call the different testing locations for specific testing schedules, registration procedures and other information. The test fee is \$65 per test plus \$20 test administration fee (\$85 total). Fees are subject to change.

College of Lake County is a military friendly test center. Members of the U.S. Armed Forces do not have to pay any test fee or test administration fee if taking CLEP and DANTES exams at the Great Lakes Center because the exams are funded by Defense Activity for Non-Traditional Education Support (DANTES). However, members of the U.S. Armed Forces taking CLEP and DANTES exams at the Grayslake and Lakeshore Campuses must pay the \$20 test administration fee only. Appropriate military identification is required for testing.

**DANTES Subject Standardized Tests**

DANTES Subject Standardized Tests (DSSTs) program is a national credit-by-exam program offered by Thomson Prometric. Each individual college determines which DANTES tests it will accept for credit and the amount of credit it will award.

The DANTES examinations cover material taught in six basic areas: business, sciences, humanities, mathematics, social sciences, and education. Students may find more information about DANTES exams through the website [www.getcollegecredit.com](http://www.getcollegecredit.com).

The College of Lake County grants DANTES credit only to students enrolled at CLC. Results of DANTES exams may also be sent to another school at which a student is enrolled for the purposes of credit recognition.

DANTES tests are offered by appointment at several College of Lake County locations: the Grayslake Testing Center (847) 543-2076 or (847) 543-2547; Great Lakes Center (for military personnel and family members only) (847) 689-0199; and Lakeshore Campus (847) 543-2120 or (847) 543-2121. Please call the different testing locations for specific testing schedules, registration procedures and other information. The test fee is \$70 per test plus \$20 test administration fee (\$90 total). Fees are subject to change.

**Credit for High School Vocational Courses**

This articulation program provides students who have completed high school vocational programs the opportunity to receive college credit. The curriculum in the secondary program has been compared to introductory courses in some of the career programs. Articulation agreements are for students who have completed various programs taught at Lake County High School Technology Campus and several high schools in Lake County. Copies of the specific program agreements are on file in the Assistant Vice President for Educational Affairs office, C215, (847) 543-2635.

**Challenge Exams (CH)**

Challenge exams are available for students who possess prior knowledge of a subject area in a specific course. Challenge exams are not available for all courses and are offered at the discretion of the discipline/program faculty. Students may not take a challenge exam for a course in which they were previously enrolled and received a grade inclusive of I, W or X grades. Students may only attempt a challenge exam one time for any particular course, and may not take a challenge exam after the first week of a course for which they are currently enrolled.

The fee for each challenge exam is \$12 per credit hour with a minimum fee of \$36 per course. Students interested in the challenge exam process should contact the appropriate division office below:

- Biological/Health Sciences Division, Room C140, 543-2042
- Business Division, Room T102, 543-2041
- Communication Arts, Humanities & Fine Arts Division, Room B237, 543-2040

- Engineering, Mathematics & Physical Sciences Division, Room T102, 543-2044
- Social Science Division, Room A244, 543-2047

**Course Load**

The normal course load for a full-time student is from 12 to 18 semester hours during the fall and spring semesters and from 6 to 9 semester hours during the summer session. Special permission from a Counselor must be obtained for more than 18 semester hours during the fall and spring semesters or for more than 9 semester hours during the summer session.

An employed student should vary his or her course load according to the number of hours he or she works. A good rule of thumb is to plan for three hours per week for each semester credit hour taken, one hour for the formal class meeting and two hours for outside study and homework.

The number of semester hours that a student may take is limited for those on academic restriction.

**Final Examination**

A final examination is generally required in all courses. Examinations will be administered at regularly scheduled times in accordance with an officially published examination schedule.

Except under emergency circumstances, a student may not be excused from these examinations. If a student is unable to appear, it is his or her responsibility to inform the instructor prior to the scheduled examination.

**Grades and Grade Points**

Final letter grades are earned for each class, issued at the end of each semester, and recorded on the student's permanent academic record according to the following schedule:

Grade		Significance	
Calculated in Grade Point Average	A	Excellent	4 Grade Points
	B	Good	3 Grade Points
	C	Average	2 Grade Points
	D	Below Average	1 Grade Point
	F	Failure	0 Grade Points
	WF	Withdrawn by Institution, Failing	0 Grade Points
Not Calculated in Grade Point Average	I	Incomplete	
	N	Requirements Not Fulfilled	
	O	No Grade Received	
	P	Satisfactory	
	R	Repeated	
	W	Withdrew	
	X	Audit	
	WN	Withdrawn by Institution, Never Attended	
WS	Withdrawn by Institution, Stopped Attending		

The College offers a number of basic skills and academic ESL courses that are graded A through F, but not computed in the student's grade point average. These courses appear on the student's academic transcript with a grade, but no grade points. (Basic skills courses include ENG 108, 109; MTH 101, 102, 104, 108, 109; academic ESL courses such as ELI 103, 104, 105, 106, 107, 108.)

Grades of P and N are used for non-academic ESL courses such as ESL 30 through 83s.

Note: Although CLC does not compute the grades of basic skills or academic ESL courses into the grade point average, some colleges and universities to which a student transfers may include these course grades when recalculating the grade point average to meet their standards.

## **Incompletes**

A student who finds it impossible to complete the work by the end of the term because of a justifiable reason such as illness may be able to take an incomplete (I) for the course. Incompletes shall be given at the discretion of the instructor. The student, the instructor, and the academic dean shall sign a verification form which will include a justifiable reason for assigning the incomplete and will provide for a final grade to be recorded 120 days from the end of the semester or session. The final grade shall be A, B, C, D, or F. An I becomes an F at the end of the one hundred-twenty day period if no grade change is signed by the instructor. Exceptions may be granted by an instructor only in unusual circumstances and with the approval of the appropriate academic dean. Under such circumstances students should contact the appropriate division office.

## **Independent Study**

Students may pursue courses offered by the College on an independent study basis under the following conditions:

1. Lack of enrollment in a course appropriate for the student's program of study precludes its being offered as a regularly scheduled class.
2. Documented, extenuating personal circumstances preclude an individual's enrollment in a scheduled class appropriate for his or her program of study.

Approval is granted upon the concurrence of a faculty member who agrees to guide the independent study and upon the authorization of the academic dean.

## **Other Educational Options**

### **Cooperative Education**

The Cooperative Education program (CO-OP) offers students the opportunity to earn college credit for new learning in a work situation and integrates classroom theory with practical work experience. A new position or your current job may qualify as a CO-OP work position if it is related to your field of study and provides a new learning experience.

EWE220-Educational Work Experience Work Component is a program that integrates classroom theory with practical experience learned on the job.

Also a requirement to the Work Component of EWE, a student must also enroll in EWE220 Seminar Component. This 1-credit course involves attending a series of seminars on work related topics including the following:

- Resume Writing
- Interviewing Skills
- Job Search Techniques & Issues
- Stress & Time Management
- Re-Careering
- Contemporary Issues in the Workplace
- Taking Charge & Moving UP

### **Prerequisites for CO-OP**

- At least 9 credit hours earned (if CIT student, 12 credits must be earned in your Specialty Option)
- 2.25 GPA
- Approval to enroll from CLC faculty sponsor

### **Service Learning**

Service learning integrates meaningful community service into a course in a manner that supports and enhances instructional objectives. It promotes a greater understanding of the community while reinforcing concepts learned in class. Contact the Coordinator of Service Learning and Cooperative Education at (847) 543-2058, or stop by the Placement Services Office in the Job Center building on the Grayslake Campus for more information about service learning opportunities available at CLC.

### **Volunteer Opportunities**

CLC offers many options for those interested in volunteering. Each semester the college conducts a volunteer fair for people interested in meeting with representatives from Lake County organizations. In addition, the college participates in Make a Difference Day, which is a nation-wide day of volunteering, held annually on the last Saturday in October. Volunteer opportunities and agency contact information is available in the Career and Placement Services office.

### International Studies

The College of Lake County provides students with a variety of international courses and short-term international study courses. These experiences contribute to an understanding of the relationships between the cultural, economic, and political systems of other nations and our own. The college also participates in international study programs that give students an opportunity to reside and study in another country for an extended period.

### Resident Foreign Study Program

Studying abroad can be a life-changing experience. It allows students to broaden their understanding of the academic disciplines, learn more about other countries and cultures, and gain perspective about how the United States is perceived by others.

The College of Lake County is a member of the Illinois Consortium for International Studies and Programs (ICISP), a group of Illinois community colleges and universities committed to broaden the global experience of community college students. The consortium has affiliations with Canterbury Christ Church University College in Canterbury, England and Salzburg College in Salzburg, Austria. These affiliations enable CLC students to study at these institutions during the fall and spring semesters. The curriculum emphasizes courses in art, foreign language, history, humanities, literature, and music. All courses may be used to fulfill graduation requirements or as electives in transfer degree programs. Students may also seek out study abroad programs in other countries through the Council for International Educational Exchange ([www.ciee.org](http://www.ciee.org)) or the College Consortium for International Studies ([www.ccisabroad.org](http://www.ccisabroad.org)).

Prior to enrolling in a study abroad program, students should discuss their plans with an academic advisor to ensure that their selected courses will satisfy CLC and transfer requirements. Requirements for admission to most international study programs include completion of 30 hours of college credit with a minimum GPA of 2.75 and two letters of reference. For more information, contact the International Education Coordinator, Li-Hua Yu at (847) 543-2741 or via e-mail at [lyu@clcillinois.edu](mailto:lyu@clcillinois.edu).

### Field Study

In addition to providing education in the classroom, lecture hall, and laboratory, CLC faculty members also teach courses “in the field.” Faculty lead field study and travel courses for a variety of biology, geology, history and humanities courses to locations such as the Rocky Mountains, Europe, Asia or Latin America. See the current class schedule for more information about which field study or travel courses are being offered in a given semester.

### Honors Program

The Honors Program is dedicated to providing students with opportunities to enrich their academic and community experiences and to reflect on the diversity of the college community as a whole.

Honors work emphasizes independence and critical thinking skills. Students can anticipate challenging types of assignments, research with primary sources, increased group activity, and opportunities to take on leadership roles inside and outside of the classroom. The following criteria are used to determine acceptance into the Honors Program:

- Completion of Honors application form
- Unofficial high school and/or college transcripts

In addition, students must meet either of the following criteria to be admitted into the Honors Program.

#### Required:

- A high school GPA of 3.5/4.0 or
- A college GPA of 3.5/4.0 (with a minimum of 12 credit hours)

For questions about honors coursework or program requirements, please contact the Nick Schevera at (847) 543-2959.

### Telecourses

Several courses in business, social science, communication arts, physical science, humanities, and physical education can be taken by television. This delivery system allows students to work on courses at home on video tape. For more information about telecourses, call the Academic Technology and Users Services Department at (847) 543-2074.

### Online Options

The College of Lake County allows students to take courses from the convenience of their own homes using the Internet. Students may take many courses towards the AA, AS and AAS degrees online via the Blackboard course management system.

Please keep in mind that online courses are not for everyone; there are technical requirements as well as the need for self-motivation, time management skills, and the ability to work independently in some cases. However, for many students online courses have proven to be effective alternatives to on-campus courses. For more information, visit the CLC online Web page: <http://clconline.clcillinois.edu>.

### **Illinois Virtual Campus**

CLC is one of more than 70 colleges and universities participating in the Illinois Virtual Campus (IVC), an online catalog of services and distance education opportunities by Illinois community colleges and four-year universities. This includes both a listing of courses and student support services available online.

The IVC can be accessed on the Internet at [www.ivc.illinois.edu](http://www.ivc.illinois.edu).

To learn more about IVC resources, please contact Kris Dahl in the Counseling Center at (847) 543-2353 or [kdahl@clcillinois.edu](mailto:kdahl@clcillinois.edu).

### **Physical Education Credit**

Any student who is eligible for the G.I. Bill or who has had two years of active duty in the armed services may be given two semester hours of credit for physical education.

### **Repeating a Course/ Re-Enrolling in a Course**

Students may repeat courses that are identified in the course description as being repeatable. Repeatable courses are those that teach a skill that may be improved through continued practice or those whose subject matter changes from semester to semester. The number of times these courses may be repeated is identified in the course description. In some cases students may be stopped from enrolling if they have exceeded the maximum allowable attempts at a course (i.e. all math courses, PED 121 for 4 credits).

Student may also re-enroll in a course in an attempt to improve their grade or for other reasons. When a student re-enrolls in a course, the highest grade earned, or the most recent grade if all the grades are the same, should be the only grade computed in the student's grade point average. Grades that are not computed in a student's grade point average based on the repeat rules will be noted on the transcript

### **Transfer of Credit**

A student who has previously attended another college and who intends to earn a degree or certificate from the College of Lake County must have an official transcript from each college sent directly to the Admission Office and submit a "Request for Evaluation of Transfer Credit" form.

Transfer evaluations are based on the student's program of study at the College of Lake County. Credit will be granted for acceptable work completed at other approved colleges and universities for courses in which a student has earned a grade of C or better. Credit will also be awarded for courses in which a D has been earned provided a student's over-all average is C or better for the credits transferred. Transfer credits accepted from other collegiate institutions will be entered on the student's permanent record at the College of Lake County, but the grades earned in these courses will not be used to compute the student's cumulative grade point average.

### **Withdrawals and Grades**

If a student finds it necessary to withdraw from a course or courses, the date on which the notification is recorded by the Admissions and Records Office is the effective date of withdrawal. If the effective date occurs before the last day to withdraw and receive a refund (see "Withdrawals and Refunds"), the student's permanent record will not reflect enrollment in the course. If the effective date occurs after the date of withdrawal with full refund (15% point) but before the end of the 68 percent point between the start and end of the class, a grade of "W" will be recorded.

Students may withdraw after the 68% point between the start and end of the class only with the instructor's consent. Withdrawing without obtaining the instructor's consent will cause a grade of "WF" to be assigned. If the student obtains the instructor's consent and is passing prior to completion of the class requirements, a grade of "WS" will be reported. If the student is not passing, a grade of "WF" will be reported. Withdrawal (WF) grades are counted in the GPA. Students who intend to withdraw from all classes should notify the Office of Admissions and Records. The withdrawal deadline date will be prorated for classes that are not a regular semester in length.

**REVISED  
EFFECTIVE  
SPRING 2008**