

CHAPTER:	Educational Programming Practices	DATE ADOPTED: August 10, 1999	NUMBER
PROGRAM		Revised: November 15, 2005	502
Reviewed:		June 3, 2019	
SYNOPSIS:			
1	College Catalog		
2	College Calendar		
3	College Day		
4	Program Evaluation		
5	Articulation with Postsecondary Institutions		
6	Articulation with Postsecondary Schools		
7	Credit by Examination		
8	Armed Forces Credit		
9	Experiential Credit		
10	Credit from Other Institutions		
1	<p>College Catalog: The President or designee shall publish an official College catalog prior to the year(s) for which it is applicable. The catalog shall include, but shall not be limited to, degree and diploma requirements, course names and descriptions, and pertinent student information.</p> <p>Changes which are necessary during the life of a catalog prior to a new one shall be published and distributed in such a manner as to attain a wide distribution of the changes.</p> <p>The President or designee shall adopt procedures to ensure proper staff participation in developing and reviewing catalog content.</p> <p>Copies of the catalog shall be available from the office of the Registrar and online.</p>		
2	<p>College Calendar: The Vice President of Instruction shall oversee the preparation of a College calendar which shall be submitted to the Board for approval.</p> <p>Copies of the College calendar shall be available from the office of the Board Secretary.</p>		
3	<p>College Day: The school day and school week shall be established to accommodate the programs offered by the College. Hours of operation shall be determined by the President or designee. Special permission may be granted for activities conducted outside the normal hours of operation.</p>		
4	<p>Program Evaluation: The President or designee shall develop and maintain a program evaluation activity with periodic reports made to the Board.</p> <p>Copies of current evaluation procedures are available from the office of the Vice President of Instruction.</p>		
5	<p>Articulation with Secondary Schools: A program of articulation with secondary schools shall be continuous and shall place emphasis on facilitating the matriculation of high school graduates.</p>		
6	<p>Articulation with Postsecondary Institutions: A continuous communication process between the College and senior colleges and universities to which Iowa Central Community College students frequently transfer shall exist. Emphasis shall be placed on facilitating the transfer process.</p>		
7	<p>Credit by Examination: The issuance of credit by means of examination shall be authorized. The examination may be a section of the College Level Examination Program or other staff-approved test. A maximum of thirty (30) credit hours achieved by examination may be counted toward an associate degree. The President or designee shall adopt necessary procedures and fees for the administration of the program.</p>		
8	<p>Armed Forces Credit: Credit may be granted for valid educational experience received in the Armed Forces. Credit will be considered on the same basis as that followed in accepting transfer credit. An American Council on Education (ACE) recommendation is used to aid in evaluation. The President or designee shall adopt necessary procedures and fees for the administration of the program.</p>		
9	<p>Credit for Prior Learning: Credit may be granted (30 semester hours maximum) for experiential</p>		

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10	<p>Credit from Other Institutions: All credits which have been earned at a college accredited by a recognized regional accreditation agency shall be eligible for application toward an authorized associate degree, diploma, or certificate, except that all requirements of the award must be met.</p> <p>Credits from colleges not accredited by a postsecondary regional accreditation agency may be accepted if judged to be of suitable quality.</p>		