

# Admission Information

## Academic Advising

[swic.edu/advising](http://swic.edu/advising)

**All students should confer with an academic advisor when they first enroll at SWIC.**

Courses and programs should always be carefully selected with the assistance of an academic advisor to ensure applicability toward the student's program requirements and the most effective fulfillment of the student's educational goals.

All areas of Academic Advising work together to provide students and potential students with the best possible service and assistance. Academic Advising services are designed to foster academic, personal and career success.

## General Admission

SWIC has an open-door admission policy.

## Admission

[swic.edu/admissions](http://swic.edu/admissions)

Individuals seeking admission to the college are required to submit a New Student Information Form either online or through the Enrollment Services office, Southwestern Illinois College, 2500 Carlyle Ave., Belleville, IL, 62221. All applicants will be required to provide proof of residency as detailed under *Residency*. Individuals eligible for admission to the college include:

- Graduates from a state-recognized high school or individuals with a High School Equivalency certificate.
- Individuals 18 years of age or older and no longer enrolled in high school.
- Transfer students from other colleges and universities who meet one of the above criteria.
- Individuals younger than 18 years of age who have quit attending high school and have authorization to participate in college courses and programs from appropriate high school officials. These students will be evaluated through the use of an assessment program to determine their appropriate English and math placement levels.
- High school students age 16 and older or who are juniors or seniors who have authorization to participate in college courses and programs from appropriate college and high school officials (using the dual enrollment/dual credit form). Students may enroll only in the course(s) authorized on the dual enrollment form.

Students attending high school and college in the same semester are required to submit a Dual Enrollment Form at the time of registration. The Dual Enrollment Form outlines the dual enrollment requirements for participation in college-level courses.

Admission to the college does not guarantee entrance into a particular course or program of study. The college reserves the right to establish selective admission procedures and to give preference to residents of Community College District 522. Students wishing to be admitted to the Associate in Arts, Associate in Fine Arts, Associate in Engineering Science, Associate in Science or selected Health Sciences programs must meet special admission requirements.

Students seeking an F-1 student visa should refer to the section titled International Student Admission.

## Transcripts

Students should submit official copies of high school transcripts. All financial aid recipients are required to submit an official copy of their final high school or High School Equivalency transcripts. In addition, students who have attended other postsecondary institutions are encouraged to have official college transcripts submitted. Students who will be required to submit transcripts are those students who fall into one of the following categories:

- Students applying to enter the Associate in Arts, Associate in Fine Arts, Associate in Engineering Science, Associate in Science degree or Associate in General Studies degree programs.
- Students wishing to apply college credit earned at other postsecondary institutions toward SWIC degrees or certificates.
- Students needing to provide proof of course requisites.
- Students intending to use federal veterans benefits.
- Students intending to use financial aid.

Official transcripts must be sent directly from the issuing institution to the SWIC Enrollment Services office.

Home-school transcripts must be submitted in a typed transcript format. The transcript must include the student's name (first, middle and last), date of birth, address, course title, units of credit, semester completed, grades, description of grading system, graduation date, signature of parent or home-school administrator and a graduation date if the transcript is complete. Individual course requirements must be approved by the appropriate instructional department. It is the student's responsibility to contact the department for approval.

**The admission, degree and certificate requirements that are published in this catalog should be used as a guide for students who begin their course of study at SWIC during the school year listed.**

## College Transcripts

[swic.edu/transcripts](http://swic.edu/transcripts)

Students may view and print unofficial transcripts from eSTORM services.

Students may request an official transcript through the National Student Clearinghouse transcript ordering system or through the Enrollment Services office. Information and links regarding specific transcript ordering steps can be found through the SWIC website. Students who attended swic prior to 1981 should contact the Records Department ([records@swic.edu](mailto:records@swic.edu)) to ensure that these credits are included in the transcripts. Official transcript orders will have a charge for each copy requested.

## **Math and English Course Placement**

The main goal of the placement process for SWIC students is to gather information about current skills. This process will not prohibit a student from entering college, but determines the math and English competency levels for each student. Many courses require specific math and/or English competencies to enroll. Math and English are disciplines that require thinking and reasoning skills, so starting with the right courses is essential for success in future classes. Improving these skills will be necessary throughout a student's educational career and of great importance throughout life.

Placement in credit bearing English and math courses is determined by a number of measures that include a student's unweighted high school grade point average (GPA), SAT scores, ACT scores, completion of a high school transitional math or English course, prior high school math coursework, GED scores, HiSet scores or prior college course work. An academic advisor can assist the student with a course recommendation or the student can take the SWIC Placement Test that is available at each SWIC campus. Students who do not meet any of the measures have an option to enroll in a developmental English or math course to prepare for future enrollment in credit bearing coursework. For students wishing to self-remediate in mathematics skills, it is highly recommended to utilize the learning modules in ALEKS following initial placement testing as an alternative or supplement to enrollment in a developmental math course. For those students who would like the opportunity to proficiency out of an English or math course, the SWIC placement test can also be used to determine a higher level placement.

It is recommended that students meet with an academic advisor in an individual appointment to discuss the multiple measures used for placement, individual needs, academic plans and class schedules. Visit the Academic Advising website ([swic.edu/advising](http://swic.edu/advising)) for locations, hours, and contact information.

Some of the SWIC Health Sciences programs may require an application and additional testing before acceptance into a program. Please refer to program pages for more details.

## **New Student Orientation**

Students should attend New Student Orientation before their first semester to learn about campus resources, academic expectations, and student life; explore campus and find classes; and set up academic technology.

## **College Success – ORIE 101 & ORIE 110**

Two student support courses are offered for new students: ORIE 101 – College Orientation (1.0 credit hour) and the ORIE 110 – College Success Strategies (3.0 credit hours.) Both courses are recommended for students during their first semester of attendance. See individual course descriptions for clarification. For more information on enrolling, contact Enrollment Services at 618-235-2700, ext. 5455.

## English Placement Guide 2024-2025

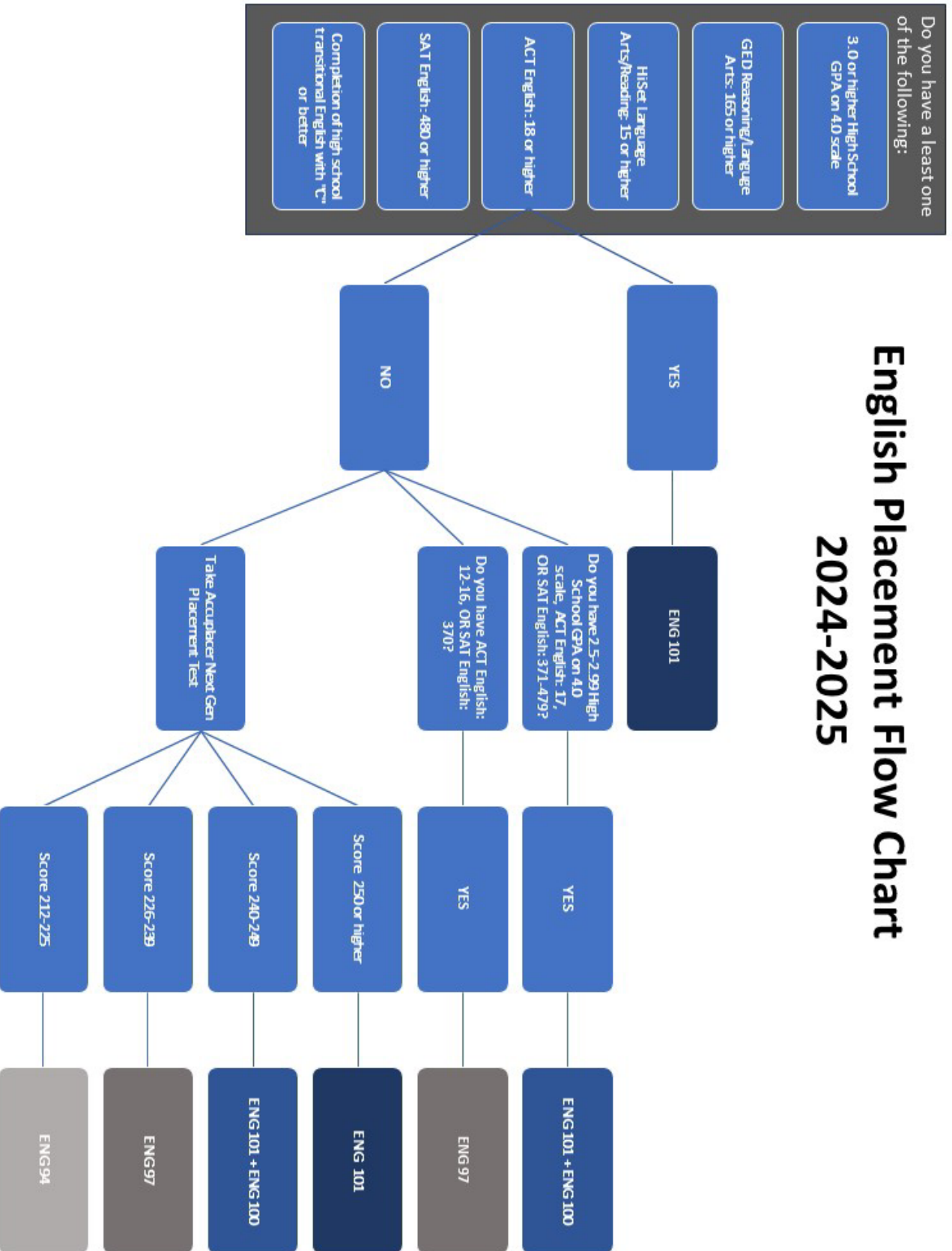
A student who has any one of the measures presented in a column will meet placement requirements for that course:

	ENG 94: Integrated Reading & Writing	ENG 97: College Writing Strategies	ENG 101: Rhetoric & Composition I + ENG 100: Accelerated English Learning Lab	ENG 101: Rhetoric & Composition I
Unweighted Cumulative HS GPA	any	any	2.5 - 2.99	3.0 - 4.0
ACT English	any	12 or above	17 or above	18 or above
SAT English	any	370 or above	371 - 479	480 or above
HiSet Language Arts/Reading				15 or above
GED Reasoning				165 or above
Accuplacer Next Gen English Placement Exam	212 - 225	226 - 239	240 - 249	250 or above
High School Transitional English (TE001-ELA)	D or lower		C or higher	C** or higher
Completion of Developmental English (Writing/Composition) at Accredited Institution			C or higher***	C or higher****

\*\*students earning a C should also have a recommendation from their high school Transitional English teacher to take ENG 101 standalone or ENG 101+ENG 100 co-enrollment – this recommendation is to be sent to and reviewed by the English Department Chair

\*\*\*with English Department Chair approval

# English Placement Flow Chart 2024-2025



# Multiple Measures Math Placement Decision Flow Chart

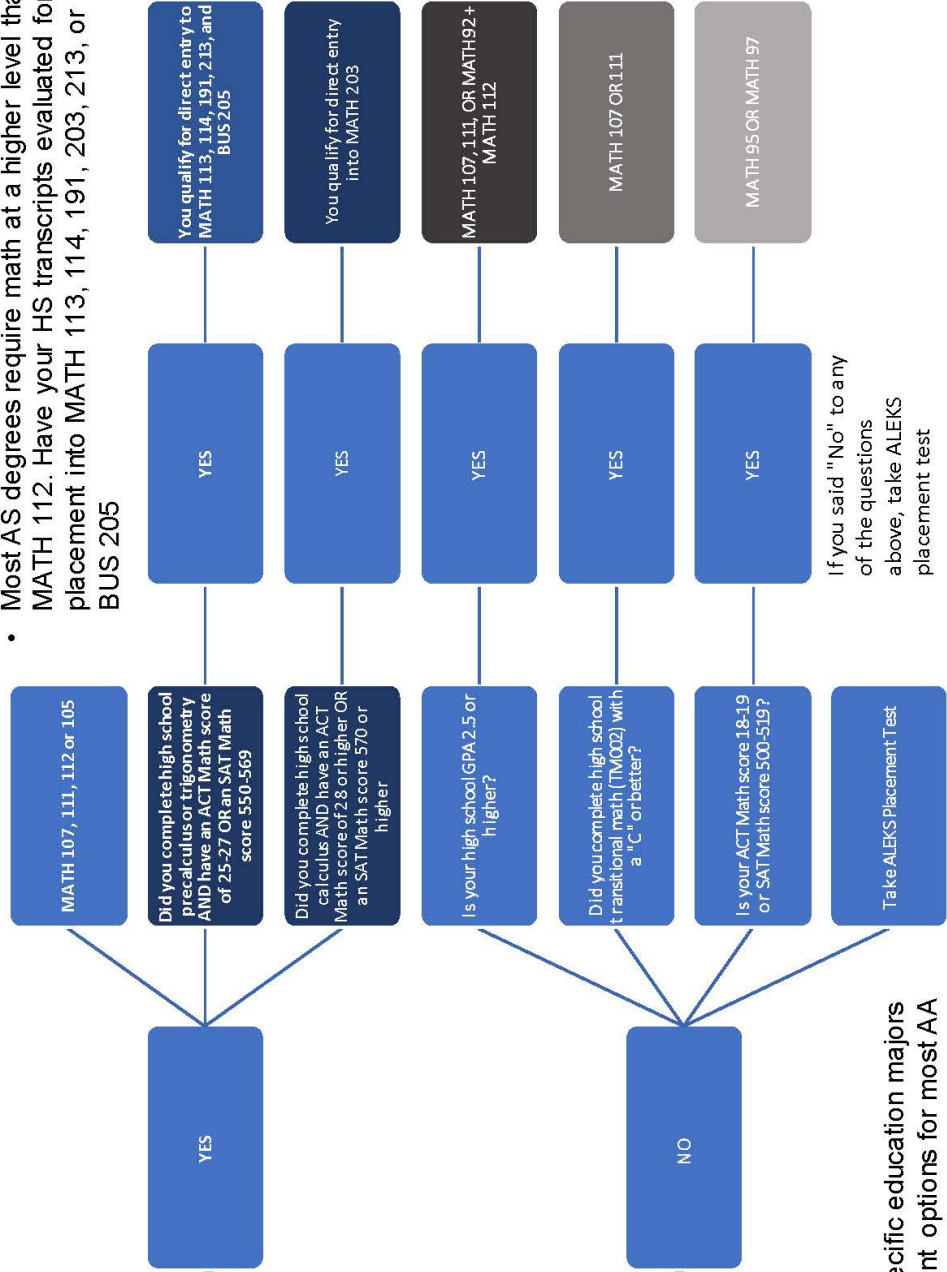
*Did you know?*

- Most degrees DO NOT require MATH 112: College Algebra - check program pages and consult with an advisor
- Most AS degrees require math at a higher level than MATH 112. Have your HS transcripts evaluated for placement into MATH 113, 114, 191, 203, 213, or BUS 205



*Did you know?*

- MATH 105 and 106 are for specific education majors
- MATH 107 and 111 are excellent options for most AA and many AAS students





## Multiple Measures Math Placement Guide

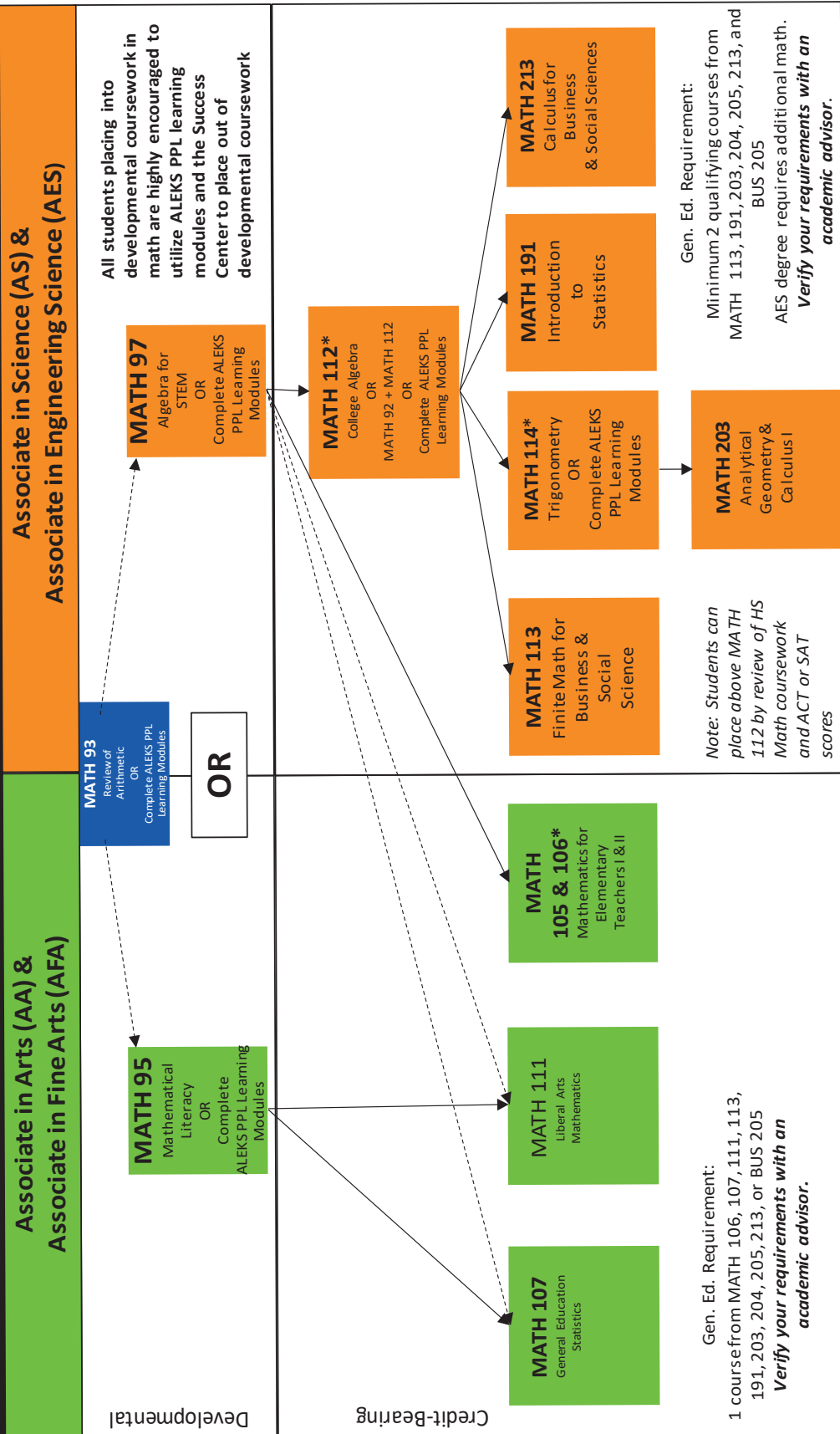
A student who has any one of the measures presented in a column will meet placement requirements for that course:

	MATH 93	MATH 95	MATH 97	MATH 107 OR MATH 111	MATH 112 + MATH 92	MATH 112 OR MATH 105	MATH 113, MATH 114, MATH 191, MATH 213, OR BUS 205	MATH 203
Unweighted High School GPA	any	any	any	2.50-2.99	2.50-2.99	3.00-4.00		
ACT Math	any	18 or above	18 or above	20 or above		20 or above		
SAT Math	any	500 or above	500 or above	520 or above		520 or above		
HiSet Language Arts/Reading				15 or above	15 or above			
GED Reasoning				165 or above	165 or above			
ALEKS Math Placement Exam	any	14 or above	25 or above	40 or above	40 or above	46 or above	61 or above	76 or above
High School Transitional Math (TM001 and TM002)				Grade of "C" or higher in TM002		Grade of "C" or higher in TM001		
High School Coursework Analysis							Completion of HS precalculus or trigonometry AND ACT Math 25 OR SAT Math 550	Completion of HS calculus AND ACT Math 28 OR SAT Math 570
Prior College Coursework		Math 93 with C or better	Math 93, 94, or 95 with C or better	Math 94 or 95 with C or better		Math 97 with a C or better	Math 112 with a C or better	Math 114 with a C or better

# MATH COURSE SEQUENCE

## Transfer Programs – Pre-Majors

Initial placement is by multiple measures. Higher placement (up to MATH 203) can be achieved by using ALEKS PPL prior to enrollment in math courses or evaluation of high school transcripts. Students placing into developmental math courses are strongly encouraged to use ALEKS PPL preparation modules and/or Math Boot Camps ([https://www.swic.edu/students/services/support\\_services/success-center/additional\\_services/book-camp/](https://www.swic.edu/students/services/support_services/success-center/additional_services/book-camp/)) prior to retest to aim for higher placement.



\*Geometry is an additional requirement for MATH 105, MATH 106, MATH 112, and MATH 114.

Graduation requirements will vary—Students should verify Math requirements for their pre-major with an Academic Advisor or Department Chair.

# MATH COURSE GUIDE

## Transfer Programs – Pre-Majors

### Associate in Arts (AA) & Associate in Fine Arts (AFA)

Gen. Ed. Requirement:

1 course from MATH 106, 107, 111, 113, 191, 203, 204, 205, 213, or BUS 205  
*Verify your requirements with an academic advisor.*

#### PRE-MAJORS OFFERED AT SWIC:

<b>AFA:</b>	Music Education
Art	Music Performance
<b>AA:</b>	Health Science/Safety Education
Agriculture	History
Anthropology	International Studies
Art	Journalism
Education-Early Childhood*	Literature
Education-Elementary*	Mass Communications
Education-Secondary*	Military Science-Army ROTC
Education-Special Education*	Music
English	Philosophy
Exercise Science	Political Science
Film	Pre-Law
Foreign Language	Psychology+
Geography	Social Work
Health/Physical Education	Sociology
	Theater

\*Education majors should take MATH 105 + MATH 106. If direct placement not achieved, students can place up using ALEKS or earn a successful grade in MATH 97  
+Some bachelor's level psychology programs will require students to follow the AS track, please check transfer requirements

### Associate in Science (AS) & Associate in Engineering Science (AES)

Gen. Ed. Requirement:

Minimum 2 qualifying courses from MATH 113, 191, 203, 204, 205, 213, and BUS 205  
AES degree requires additional math. *Verify your requirements with an academic advisor.*

#### PRE-MAJORS OFFERED AT SWIC:

<b>AES:</b>	Engineering Science
<b>AS:</b>	Mathematics
Biology	Physics
Chemistry	Pre-Dentistry
Computer Science	Pre-Medicine
Earth Science	Pre-Pharmacy
Engineering	Pre-Veterinary Medicine

#### AA Students who should follow the AS track for math:

Accounting	Economics
Aerospace Studies	Pre-Chiropractic
Agriculture	Psychology
Business Administration	Sociology

#### Some AAS students planning to transfer to a 4-year school should follow the AS track for math:

Aviation Management	Fire Science
Aviation Pilot Training	HVAR
Computer Aided Design	Industrial Electricity
Computer Information Systems	Medical Laboratory Technology
Construction Mgmt. Tech	Precision Machining Technology

Initial placement is by multiple measures. Higher placement (up to MATH 203) can be achieved by using ALEKS PPL prior to enrollment in math courses. Students placing into developmental math courses are strongly encouraged to use ALEKS PPL preparation modules and/or Math Boot Camps (<https://www.swic.edu/students/services/support-services/success-center/additional-services/boat-camp/>) prior to retest to aim for higher placement.



## Admission Information (continued)

### Admission to Health Sciences Programs

Special Application for Admission forms (available in District 522 high school guidance offices, at each SWIC campus and online in the eSTORM Student Center) are used to apply for the following programs:

- Diagnostic Medical Sonography
- Medical Laboratory Technology
- Medical Surgical Technology
- Nursing Education
- Paramedic
- Physical Therapist Assistant
- Practical Nursing
- Radiologic Technology
- Respiratory Care

Specific information for each program is available from the program's Application Planning Guide available online at [swic.edu/health-sciences](http://swic.edu/health-sciences) and in the **Programs that Lead Directly to Employment** section of this catalog (blue pages).

### International Student Admission

International students will be considered for admission to SWIC after the following documents are received by the designated school official:

- A completed SWIC New Student Information form.
- Official copies of all secondary school and college transcripts. International transcript evaluation reports must be in English from either ECE/Education Credential Evaluators or WES/World Education Services.
- Verification of English Language proficiency by one of the following methods:
  - An official copy of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) test results. F-1 Visa students must achieve a score of 61 or higher on the internet-based TOEFL, 173 on the computer-based TOEFL or 500 on the paper-based TOEFL. The minimum score accepted on the IELTS is a 6. For more detailed information on the TOEFL, visit [www.ets.org](http://www.ets.org); for more information on the IELTS, visit [www.ielts.org](http://www.ielts.org).
  - Documentation of placement in English 101.
- Certification of the availability of funds to meet expenses while attending SWIC. For the current academic year certification of funds U.S. dollar requirement, please visit [swic.edu](http://swic.edu). (This rate is subject to change without notice. Cost may vary slightly based on tuition changes.)
- Proof of medical and repatriation insurances are required.
- Home country address must be provided prior to issuance of I-20.
- After acceptance to SWIC and issuance of the I-20, the Form I-901 must be completed and an Immigration Fee paid to the consulate prior to seeking a Visa.

Once the above documents have been received and reviewed, you will be notified of your admission status.

International students who have completed coursework at a institutionally accredited college or university in the United States or elsewhere may request that their credit be evaluated toward a degree or certificate at SWIC. To request an evaluation, please follow these steps:

- Complete a Transfer Credit Evaluation Request form and submit it to the Enrollment Services office.

- Submit an official transcript from all institutions attended within the United States.
- Submit an official report in English from one of the following services for international secondary and higher education institutions attended:  
ECE/Education Credential Evaluators or  
WES/World Education Services

More information can be found at [www.ece.org](http://www.ece.org) or [www.wes.org](http://www.wes.org). SWIC will utilize the report as a guideline for the evaluation of course credit and reserves the right to award appropriate credit.

- When all documents are received, your transcripts will be reviewed by an academic records evaluator to determine if any courses would apply toward your intended program. Additional information, such as course descriptions may be requested to determine the appropriate equivalency.
- Courses accepted for credit will be applied to your SWIC transcript. Check your Student Center "To do list" for your final evaluation results.
- Website information can be found at: [swic.edu/students/services/enrollment-services/admissions/international-admission/](http://swic.edu/students/services/enrollment-services/admissions/international-admission/)

### Readmission

#### Degree Completion Requirements

If a student is readmitted after having no enrollment for three consecutive semesters (excluding summer term), the student will be required to complete the degree/certificate requirements published in the catalog at the time of re-enrollment. Students who attend continuously will have six years to complete the degree/certificate requirements outlined in the catalog at the time of original entry or any catalog published throughout the course of continued enrollment. Regardless of continuing enrollment status, students may never follow any catalog that is older than six years.

In addition to the above terms, more stringent requirements apply to the following Business and Health Sciences programs: Accounting, Business, Health Information Technology, Medical Assistant, Diagnostic Medical Sonography, Medical Billing & Coding, Massage Therapy, Medical Laboratory Technology, Nursing, Office Administration and Technology, Paralegal Studies, Paramedic/Paramedicine, Pharmacy Technician, Physical Therapist Assistant, Radiologic Technology and Respiratory Care. Requirements for completion of these programs are outlined in the respective Student Handbooks and/or course syllabi distributed to students upon admission or enrollment in the program.

#### Forgiveness Clause

The Enrollment Services office may forgive the three lowest grades (D, F) if the student's cumulative grade point average is less than 2.0 when readmitted to SWIC after more than a three-year break. Students must be enrolled in the current semester. Courses and grades that are forgiven will not be factored in the grade point average or applied toward degree and/or certificate requirements; however, the grades will continue to be part of the permanent record. Forgiveness cannot be granted until after two weeks into each semester. To be considered for this option, a student must submit a Forgiveness Clause Application to the Enrollment Services office.

### Registration

[swic.edu/enrollment-services](http://swic.edu/enrollment-services)

#### General Information

Day, evening and weekend classes may be available at the Belleville, Red Bud and Sam Wolf Granite City campuses, and at other locations throughout the community. Video conference, hybrid, and online courses are also available. Students may register in person at any one of the three campuses or online via eSTORM.

Although SWIC uses Student ID numbers as the primary method of identification in the student records system, students are required to submit their Social Security number when completing the New Student Information Form. Students must enter their full name and Social Security number exactly as it appears on their Social Security card or face potential fines from the IRS. The SSN is retained in a secured field on the student system and can be viewed by limited staff. The SSN is required for:

- Setting up an eSTORM account, where the student can enroll, run a degree audit, order a transcript and view other important financial and academic information.
- Search/match. When entering a new record into the database, the SSN is one of the “keys” or data elements, in addition to the date of birth and name, utilized by SWIC’s student information system to perform a match on a record in order to guard against duplicate entries of the same student.
- Enrollment verification. The National Student Clearinghouse requires the SSN for enrollment verification purposes.
- SWIC must comply with Illinois state auditors when reporting enrollment data. The SSN is required by the Illinois Community College Board as part of the reporting process.
- Financial Aid. The FAFSA requires that the student provide the SSN before aid can be processed.
- Veteran and government sponsored tuition assistance programs. The SSN is required for certification of benefits and tuition payments.
- 1098T. SWIC must obtain your current identifying number or SSN to file certain returns regarding tuition and related expenses with the IRS and to furnish a statement to the student. Without the SSN, students will not receive a 1098T federal income tax document, which SWIC is mandated by the IRS to issue annually to each student for income tax purposes. In addition to the institution being fined for filing incomplete information, individuals may be subject to a fine for failing to provide an institution with their SSN and their full name EXACTLY as it appears on your Social Security card.

#### Course Numbering System

Courses numbered 100-199 are first-year or freshman-level courses. Courses numbered 200-299 are second-year or sophomore-level courses. Courses numbered below 100 are developmental, general studies or refresher courses and do not count toward graduation requirements. Credit may not be earned beyond the number of hours indicated.

#### Credit Hour Assignment Policy

This policy confirms the definition of the requirements to earn credit hour(s) at Southwestern Illinois College and applies to all for-credit courses and to all developmental courses. The policy identifies the amount of work represented in intended learning

outcomes and verified by evidence of student achievement in relation to all types of courses, regardless of delivery mode or type of instruction.

The definition of a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement. A credit hour approximates one hour (or 50-60 minutes) of classroom time or direct faculty instruction and two hours (100-120 minutes) of out of class student work each week in a 15-week semester or its equivalent for varied class length (late start or 8 week course, for example). At least an equivalent amount of work (in class and out of class) is required for other academic activities including clinicals, labs, internship, studio work, and other work leading to the award of credit hours. Therefore, credit hours for courses shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester of credit.

Credit is awarded as semester credits. The number of hours earned for completion of each course is indicated with the course description in this catalog.

To ensure that credit earned is applicable to a specific degree or certificate program, check with an academic advisor. In addition, colleges and universities have individual policies for the acceptance of credit. Check with transfer institutions and/or advisors to ensure the transferability of credits.

#### Course Load

A student who is registered for 12 or more semester credits during the fall and spring semesters or 6 or more semester credits during the summer is considered a full-time student.

For students receiving financial aid, awarding is based on enrollment that falls within one of the following course load groups:

- 12 or more semester credits = Full time
- 9.0-11.5 semester credits = Three-quarter time
- 6.0-8.5 = Half time
- 0.5-5.5 semester credits = Less than half time

The institution reports enrollment to the National Student Clearinghouse which lenders may access to verify enrollment information.

Registration for more than 18 semester credits during fall and spring semesters and nine semester credits during the summer term must be approved by an academic advisor. Students with a grade point average of 3.0 (B) or better generally are considered for such approval.

The Veterans Administration and some other funding agencies designate minimum course loads for qualification purposes. Your ability and how many hours you work should be taken into account when you determine your course load.

#### Auditing Courses

Auditing a course means that a student will attend the class but will not receive credit for attendance or work performed. The instructor may or may not allow participation in class assignments, testing, classroom discussion and/or other class activities the instructor deems appropriate. Students auditing courses should discuss their audit status with the instructor.

## Admission Information (continued)

SWIC courses fall into three categories – those which may not be audited (see listing below), those which may be audited with the approval of the department (see listing below) and those which require no approval to audit (any credit class NOT listed below may be audited without departmental approval).

### Non-Audit Classes

All apprenticeship classes (BLA, CCA, CMA, IDM, IDP, IDW, IEW, IML, IMW, IWA, PDA, SMA)

All internship classes

AGRI	All courses
AOJ	All courses
ATY	101
AVIA	280
BIOL	All courses
BUS	205
CHEM	All courses
CIS	296, 297
CISC	All courses
CSA	All community service activity classes
EMS	All courses
ENGR	All courses
ES	All courses
GS	All general studies classes
HS	100
HES	All courses
HIST	154
HORT	287, 288, 289
HUM	200
IND	296
MA	192, 195, 243, 255
MATH	All courses
MLT	245, 275
MT	All courses
PHYS	All courses
PTA	170, 270, 280
RT	112, 152, 160, 241, 242, 298, 299

### Audit by Permission Courses

ACRT	All courses
ART	252, 253, 297
AVIA	All courses except internships
AVMT	All courses
CAD	All courses
EET	All courses
FS	All courses
HIT	All courses
HORT	All courses except internships
HRO	105, 299
HVAR	All courses
LIT	All courses
MA	All courses except 192, 195, 243, 255
MLT	150, 200, 210, 220, 240, 250, 260, 270
NE	All courses
PARL	All courses
PTA	All courses except 170, 270, 280
RC	All courses
RT	All courses except clinical courses
SLS	All courses
WLDT	All courses

## Enrolling for Audit Status

Students wanting to audit a course must wait until after the class has begun to register. Audit registration must be completed in person at one of the three campuses or at Scott AFB, as an Audit Request Form must be completed by the student.

If the student wishes to register for an Audit By Permission Course(s) they should visit the appropriate department and request approval of the department chair or program coordinator and the dean using the Restricted Audit Approval Form which is available in that department.

There is no difference in tuition or fees when auditing a class. Once a student is registered, changing from audit to credit status and vice versa is not permitted. Students will not be admitted to a class at maximum capacity. Audit classes are not considered for financial aid eligibility.

Please remember that audited classes cannot be used at a later date for college credit or to fulfill admission or graduation requirements.

## Repeating Courses

Some courses may be repeated in an attempt to improve a grade. When a course is repeated, only the most recent attempt is counted toward program requirements at SWIC. However, all attempts will remain part of your permanent academic record at SWIC. It is important to note that each school has its own policy on the way that repeated courses are calculated into a grade point average. Check with transfer institutions prior to admission in order to determine calculation rules.

It is important to note that some classes have been identified by SWIC and approved by the Illinois Community College Board as “repeatable” classes. In this case, the class would be factored into a student’s grade point average each time it is repeated up to the allowable limit. As stated in the previous paragraph, it is important to check with transfer institutions prior to admission in order to determine calculation rules.

**Course repeatability can adversely affect your financial aid eligibility, and you should contact the Financial Aid office to see how repeating a course could affect your eligibility.**

## Dropping Courses

[swic.edu/course-information](http://swic.edu/course-information)

The primary responsibility to withdraw from a course lies with the student. Withdrawing from a course could have financial aid implications, so please discuss with an advisor and/or financial aid prior to submitting a withdrawal for a course. Tuition refunds only apply during the first eight calendar days from the course start date.

If a student wishes to withdraw from a class, the student must submit a Drop/Add Section Change Form to the Enrollment Services office in person or complete the process online on eSTORM. Students should not assume they are withdrawn from a class in good standing if they do not attend the class.

Drop/Add Section Change Forms are available in the Belleville Campus Enrollment Services office, the Sam Wolf Granite City Campus offices, or online via eSTORM. Students who submit withdrawal notification by mail will be withdrawn from class as of the postmark date on their notification. Withdrawals will not be accepted by telephone.

Deadlines for withdrawal are based on the meeting patterns of the class. Withdrawal deadline for classes scheduled to meet seven days or longer reflect 67 percent of the scheduled meeting patterns. Withdrawal deadlines for classes scheduled to meet one to six days are one day prior to the first meeting date. Students should refer to their eSTORM schedule and/or syllabus for specific withdrawal dates.

Any student who withdraws or is withdrawn by an instructor with an effective date prior to the withdrawal deadline date will receive a W. With administrative approval, the instructor may assign a W or a WF grade after the withdrawal deadline for extenuating circumstances only which are defined by Board policy.

# High School Partnerships

## Dual Credit Classes for High School Students

[swic.edu/dual-credit](https://www.swic.edu/dual-credit)

High school students enrolled in pre-approved Dual Credit classes can earn college credit while taking classes at their own high schools. SWIC works with high schools throughout the district to offer these classes free of charge to students. For more information or to see if your high school is a participant in this program, students should contact their high school guidance counselor or visit the website.

## Benefits for Students Who Take Dual Credit Classes

- FREE Tuition\*
- Take college level classes to earn high school and college credit simultaneously
- Take classes in a familiar setting (your high school) with a strong support system
- Transition efficiently from high school to college
- Start earning credits toward stackable certifications or other pathways toward employment and career
- Access resources available to all SWIC students, such as: Advisors, Tutoring (Success Center), Student ID card, Metro/Bus Pass, Access to library resources

\*No fees or tuition are charged for traditional dual credit classes. (See definition in the FAQ section.)  
<https://www.swic.edu/students/high-school-students/dual-credit/faq/>

## Dual Enrollment

Taking a class at a SWIC campus or online while still in high school.

Students can enroll for dual enrollment courses if the following requirements are met:

- Students must be 16 years of age or older by the last meeting day of the course.
- Students must be otherwise qualified in order to benefit academically and socially from the college experience.
- Students may enroll only in courses authorized on the Dual Enrollment Permission Form.
- Students must present the completed "SCHOOL PERMISSION" portion (see below) at the time of registration.
- Academic coursework while attending Southwestern Illinois College is considered to be coursework for college credit; therefore, college academic policies and procedures will be followed. Minimum placement scores as specified for particular courses must be met as stated in the college catalog.

Complete the steps to enrollment to register for a class as a dual enrolled student:

<https://www.swic.edu/students/services/enrollment-services/enrollment/steps-to-enrollment/>

## Running Start

[swic.edu/running-start](https://www.swic.edu/running-start)

Running Start is a program through which highly qualified high school juniors earn their high school diploma and community college associate degree concurrently. To participate in Running Start, students must qualify for college-level English and math and the local high school or home-school parent must have a Running Start partnership agreement with Southwestern Illinois College.

While participating in the Running Start program, high school students are enrolled full time at the college but may participate in traditional high school activities such as homecoming, interscholastic sports, drama productions, and other after-school activities. Additional Running Start programs are available for one-year opportunities.

## Running Start 1.0

Running Start 1.0 allows highly qualified high school seniors to earn one year of college credit while simultaneously earning credit to earn their high school diploma from their local high school or homeschool. At the end of the year, high school graduates may choose to return to SWIC to complete an associate degree or they may transfer to another college or university.

Contact your local high school principal or the Running Start office at 618-641-5064 or [RunningStart@swic.edu](mailto:RunningStart@swic.edu).

Students who qualify for the program by meeting all standards and criteria are identified by the high school and subsequently invited to an informational meeting for students and parents.



# Graduation Information

swic.edu/grad-info

## Degrees

SWIC awards degrees at the end of each academic term (fall, spring and summer).

## Application for Graduation

It is the responsibility of the student to notify the Enrollment Services office of their intention to graduate by submitting a Graduation Application during the last expected term of required enrollment.

Applications can be submitted through eSTORM or in person at the Enrollment Services office. A student can apply for more than one degree on an application. Students who reach graduation eligibility without having submitted an Application for Graduation may risk not being included in the graduation ceremony.

If your last term enrolled is	Apply to Graduate for the	Apply by
AUG.-DEC.	Fall Semester	Oct. 15
JAN.-MAY	Spring Semester	Feb. 15
JUNE-JULY	Summer Term	June 15

Once the form is received in the Enrollment Services office, the student will be informed of all remaining degree requirements. Diplomas are mailed directly to students at the end of each semester after successful completion of coursework is verified by the Enrollment Services office.

Prior to receipt of your degree you must:

- Complete all degree requirements as outlined in the curriculum guides for the Associate in Arts, Science, Fine Arts, Engineering Science, Applied Science or General Studies by the end of the term in which you plan to graduate.
- Complete the minimum degree semester credit requirements as outlined in the curriculum guide.
- Earn a minimum cumulative GPA of 2.0.
- Complete at least 15 of the last 24 semester credits or a minimum of 36 semester credits at SWIC. (Active duty U.S. armed forces and reserve service members must earn only 15 semester credits at SWIC.)
- Submit a Graduation Application via eSTORM Student Center. Students are encouraged to meet with an advisor to review their Student Advisement Report prior to submitting a Graduation Application.
- Clear all financial obligations to the college.
- Ensure that official documents (high school transcripts, college transcripts, program requirement exception forms, etc.) used to satisfy degree requirements are received by Enrollment Services by the last day of the term in which you plan to graduate.
- All grade change forms including grade changes for Incomplete (I) grades must be received in the Enrollment Services office by the last day of the term.

## Commencement

Students who have applied for graduation and completed requirements for a degree during the spring term and graduates from the previous summer and fall terms will be invited to participate in the graduation ceremony which is held once a year in May. The specific date of the ceremony is listed on the college calendar on the inside cover of this catalog. Students must still submit a Graduation Application even if they choose not to participate in the ceremony.

## Commencement Honors

At the annual graduation ceremony held each spring, students who have achieved a cumulative grade point average of 3.5 or higher will be eligible to wear a blue tassel, which represents the achievement of honors, rather than a black tassel. This achievement is determined by the cumulative grade point average through the fall term. Spring grades do not affect commencement honor status.

## Certificates

Students at SWIC can earn certificates in a variety of occupational programs ranging from two semester credits to 59 semester credits in length. Certificates are automatically awarded at the end of term for students who have completed the following:

- Complete all certificate requirements as outlined in the *Programs that Lead Directly to Employment* section of this catalog (blue pages).
- A minimum of 25 percent of the required semester credits through courses offered by SWIC. Consent of the program coordinator/department head, dean and Chief Academic Officer is necessary for any variance from this requirement.
- Achieve a minimum of a 2.0 cumulative grade point average in courses required for the certificate.

# Transfer Information

## Acceptance of Credit

### Transfer Credit

[swic.edu/transfer-credit](http://swic.edu/transfer-credit)

[swic.edu/students/academic-resources/catalog](http://swic.edu/students/academic-resources/catalog)

Students who have previously completed college coursework with a grade of D or better can request to have their transcripts evaluated toward a degree or certificate at SWIC. Transfer credit grades are not included in the cumulative grade point average. Transfer credit may be accepted from another college or university that is institutionally accredited by any of the following associations:

ACCJC	Western Association of Schools and Colleges/ Accrediting Commission for Community Junior Colleges ( <i>Formerly WASC-ACCJC</i> )
HLC	The Higher Learning Commission
MSA	Middle States Association of Colleges Schools
MSCHE	Middle States Association of Colleges and Schools Middle States Commission on Higher Education
NECHE	New England Commission of Higher Education ( <i>Formerly NEASC-CIHE and NEASC-CTCI</i> )
NWCCU	Northwest Commission on Colleges and Universities ( <i>Formerly NASC</i> )
SACSCOC	Southern Association of Colleges and Schools Commission on Colleges
WSCUC	Western Association of Schools and Colleges/ Senior College and University Commission ( <i>Formerly WASC-WSUC</i> )

Steps to having your transcripts evaluated:

- Submit a New Student Information form to Enrollment Services
- Request official transcripts be sent to Enrollment Services from each institution attended
- Submit a Transfer Credit Evaluation via eSTORM Student Center.

When the required documentation is received, an official evaluation of the student's coursework will be completed. Check your student center "To Do List" for your final evaluation results.

A course that meets general education requirements at SWIC will be accepted in transfer to meet comparable general education requirements. If transferring credit that is repeated, coursework will be evaluated based on the most recent completion and the institutional repeat process for the SWIC equivalent coursework. College-level courses that are not direct equivalents will be evaluated for credit. Credits accepted in transfer do not necessarily apply to all certificates or degree programs. International students should refer to the *International Student Admissions* section of the catalog.

### Proficiency Examinations

Proficiency examinations may be taken in some courses or programs upon petition by the student. These examinations may be taken only with the approval of the instructor/coordinator, dean and Chief Academic Officer. They are available to those students who, in the judgment of the responsible college officials, possess the requisite background knowledge as a result of previous coursework, experience, or a combination of coursework and experience.

For ENG 101, interested students should seek additional information from the Department Chair in the English department (618-235-2700, ext. 5417).

Students authorized to take proficiency examinations will be required to pay a nonrefundable 50 percent tuition charge. If the student is successful, the 50 percent tuition charge will apply to his/her total tuition for the course. This fee is payable at the time they submit their applications.

Students who successfully complete proficiency examinations will have the credit recorded on their college transcripts with the designation PC (proficiency credit). A letter grade will not be recorded and the credits will not be included when computing grade point averages; however, they may be applied toward graduation requirements. **A student can earn a maximum of 16 semester credits through proficiency examinations.** Information about specific proficiency examinations is available from the dean of the division to which the academic program is assigned.

Proficiency examinations are given in accordance with the following restrictions:

- They may not be taken to raise a grade, remove a final grade of F or replace an incomplete I.
- They may not be taken before a student is officially admitted to SWIC.
- They may not be taken more than once in the same course.
- They may not be taken in a course that is below the level of previously completed coursework.
- They may not be taken in a course which a student has previously audited or in which a student has been enrolled.
- Seminars may not be used as a basis for proficiency examinations or credit.
- They may not be taken prior to receiving written consent from the appropriate instructor, dean and the Chief Academic Officer
- They may not be taken prior to receipt of the non-refundable fee.

**Please understand that it is the student's responsibility to check with transfer institutions regarding transferability of proficiency credit.**

## Advanced Placement, International Baccalaureate Diploma Programme, CLEP and DANTES Examination

[swic.edu/clep-dantes-credit](http://swic.edu/clep-dantes-credit)

If you have earned credit for completing an AP, IBDP, CLEP or DANTES exam, you must request an official score report from AP, IBDP, CLEP or DANTES in order for SWIC to examine the credit and grant it when acceptable. Credit for exams that appear on high school or other institution's transcripts will not be accepted. A Transfer Credit Evaluation form must also be submitted to the Enrollment Services office.

## Transfer Information (continued)

### Advanced Placement

SWIC will grant credit as listed below to students who score sufficiently on College Board Advanced Placement Examinations.

Subject Exam	Score	SWIC Equivalent Course	Credit Granted
Art History	3	ART 104	3
*Biology	3	BIOL 101	4
Calculus AB	3	MATH 203	5
Calculus BC	3	MATH 203	5
Calculus BC	4	MATH 203 & MATH 204	10
*Chemistry	3	General Elective	3
Chinese Language & Culture	3	CHIN 102	4
Comparative Government & Politics	3	POLS 240	3
Computer Science A	3	General Elective	3
Computer Science Principles	3	BUS 209	3
English Language & Composition	3	ENG 101	3
English Literature & Composition	3	LIT 113	3
Environmental Science	3	BIOL 106	3
European History	3	HIST 152	3
French Language & Culture	3	FREN 102	4
French Language & Culture	4	FREN 102 & FREN 201	8
German Language & Culture	3	GERM 102	4
German Language & Culture	4	GERM 102 & GERM 201	8
Human Geography	3	GEOG 152	3
Italian Language & Culture	3	General Elective	4
Japanese Language & Culture	3	General Elective	4
Latin	3	General Elective	4
Macroeconomics	3	ECON 201	3
Microeconomics	3	ECON 202	3
Music Theory	3	MUS 104	3
Music Theory	4	MUS 105	4
*Physics 1: Algebra-Based	3	General Elective	1.5
*Physics 2: Algebra-Based	3	General Elective	1.5
*Physics C: Electricity & Magnetism	3	PHYS 205	4
Physics C: Mechanics	3	General Elective	4
Precalculus	3	MATH 112	4
Precalculus	4	MATH 114	3
Psychology	3	PSYC 151	3
Research	3	General Elective	3
Seminar	3	General Elective	3
Spanish Language & Culture	4	SPAN 102 & SPAN 201	8
Spanish Literature & Culture	3	General Elective	4
Statistics	3	MATH 191	4
Studio Art: 2-D Design	3	General Elective	3
**Studio Art: 2-D Design	3	ART 111	3
Studio Art: 3-D Design	3	General Elective	3
**Studio Art: 3-D Design	3	ART 112	3
Studio Art: Drawing	3	General Elective	3
**Studio Art: Drawing	3	ART 150	3
U.S. Government & Politics	3	POLS 150	3
U.S. History	3	HIST 181	3
U.S. History	4	HIST 180 & HIST 181	6
World History	3	HIST 101	3

\*Must show adequate documentation of lab proficiency in AP coursework to receive this credit. See Dean of Math & Sciences.

\*\*Must provide portfolio for review to be considered for this credit. See Dean of Arts & Humanities.

## Transfer Information (continued)

### International Baccalaureate Diploma Programme

SWIC will grant credit as listed below to students who score sufficiently on International Baccalaureate (IB) Diploma Programme (DP) subject exams.

Subject Exam	Score	SWIC Equivalent Course	Credit Granted
Biology HL	4, 5	General Elective	4
Biology HL	6, 7	BIOL 101	4
Biology SL	4, 5	General Elective	4
Biology SL	6, 7	BIOL 100	4
Business Management HL	4, 5, 6, 7	General Elective	3
Business Management SL	4, 5, 6, 7	General Elective	3
Chemistry HL	4, 5, 6, 7	General Elective	4
Chemistry SL	4, 5, 6, 7	General Elective	4
Classical Greek HL	4, 5, 6, 7	General Elective	4
Classical Greek SL	4, 5, 6, 7	General Elective	4
Computer Science HL	4, 5, 6, 7	General Elective	3
Computer Science SL	4, 5, 6, 7	General Elective	3
Dance HL	4, 5, 6, 7	General Elective	3
Dance SL	4, 5, 6, 7	General Elective	3
Design Technology HL	4, 5, 6, 7	General Elective	3
Design Technology SL	4, 5, 6, 7	General Elective	3
Economics SL	4, 5, 6, 7	Social Science Gen Ed Elective	3
Economics HL	4, 5, 6, 7	Social Science Gen Ed Elective	3
English A: Language & Literature HL	4, 5, 6, 7	LIT 113 & ENG 101	6
English A: Language & Literature SL	6, 7	ENG 101	3
English A: Language & Literature SL	4, 5	General Elective	3
English A: Literature & Performance HL	4, 5, 6, 7	ENG 101	3
English A: Literature & Performance SL	4, 5, 6, 7	General Elective	3
English A: Literature HL	4, 5, 6, 7	LIT 113	3
English A: Literature SL	4, 5, 6, 7	General Elective	3
Environmental Systems & Societies SL	4, 5, 6, 7	General Elective	3
Film HL	4, 5, 6, 7	FILM 115	3
Film SL	4, 5, 6, 7	General Elective	3
French A: Language & Literature HL	6, 7	FREN 202	4
French A: Language & Literature HL	4, 5	General Elective	4
French A: Language & Literature SL	4, 5, 6, 7	General Elective	4
French A: Literature & Performance HL	4, 5, 6, 7	General Elective	4
French A: Literature & Performance SL	4, 5, 6, 7	General Elective	4
French A: Literature HL	4, 5, 6, 7	General Elective	4
French A: Literature SL	4, 5, 6, 7	General Elective	4
Further Mathematics HL	4, 5	MATH 203	5
Further Mathematics HL	6	MATH 191 & 203 & 204	14
Further Mathematics HL	7	MATH 191 & 203 & 204 & 292	17
Geography HL	4, 5, 6, 7	GEOG 152	3
Geography SL	4, 5, 6, 7	General Elective	3
German A: Language & Literature SL	4, 5, 6, 7	General Elective	4
German A: Literature & Performance HL	4, 5, 6, 7	General Elective	4
German A: Literature & Performance SL	4, 5, 6, 7	General Elective	4
German A: Literature HL	4, 5, 6, 7	General Elective	4
German A: Literature SL	4, 5, 6, 7	General Elective	4
German: Language & Literature HL	6, 7	GERM 202	4
German: Language & Literature HL	4, 5	General Elective	4
Global Politics HL	4, 5, 6, 7	POL 270	3
Global Politics SL	4, 5, 6, 7	General Elective	3
History HL	4, 5, 6, 7	General Elective	3
History SL	4, 5, 6, 7	General Elective	3
Information Technology in a Global Society HL	4, 5, 6, 7	General Elective	3
Information Technology in a Global Society SL	4, 5, 6, 7	General Elective	3
Language AB Initio SL	4, 5, 6, 7	General Elective	4
Language B HL	4, 5, 6, 7	General Elective	4

**Transfer Information** (continued)**International Baccalaureate Diploma Programme - continued**

<b>Subject Exam</b>	<b>Score</b>	<b>SWIC Equivalent Course</b>	<b>Credit Granted</b>
Language B SL	4, 5, 6, 7	General Elective	4
Latin HL	4, 5, 6, 7	General Elective	4
Latin SL	4, 5, 6, 7	General Elective	4
Mathematical Studies SL	4, 5, 6, 7	General Elective	3
Mathematics HL	4, 5	MATH 107 & MATH 112	8
Mathematics HL	6, 7	MATH 191 & MATH 203	9
Mathematics SL	4, 5	MATH 107 & MATH 112	8
Mathematics SL	6, 7	MATH 114 & MATH 191	7
Music HL	4, 5, 6, 7	MUS 101	3
Music SL	4, 5, 6, 7	MUS 101	3
Philosophy HL	4, 5, 6, 7	PHIL 150	3
Philosophy SL	4, 5, 6, 7	General Elective	3
Physics HL	4, 5, 6, 7	General Elective	4
Physics SL	4, 5, 6, 7	General Elective	4
Psychology HL	4, 5, 6, 7	PSYC 151	3
Psychology SL	4, 5, 6, 7	General Elective	3
Social & Cultural Anthropology HL	4, 5, 6, 7	ANTH 150	3
Social & Cultural Anthropology SL	4, 5, 6, 7	General Elective	3
Spanish A: Language & Literature HL	6, 7	SPAN 202	4
Spanish A: Language & Literature HL	4, 5	General Elective	4
Spanish A: Language & Literature SL	4, 5, 6, 7	General Elective	4
Spanish A: Literature & Performance HL	4, 5, 6, 7	General Elective	4
Spanish A: Literature & Performance SL	4, 5, 6, 7	General Elective	4
Spanish A: Literature HL	4, 5, 6, 7	General Elective	4
Spanish A: Literature SL	4, 5, 6, 7	General Elective	4
Sports, Exercise & Health Science SL	4, 5, 6, 7	General Elective	2
Theatre HL	4, 5, 6, 7	THEA 120	3
Theatre SL	4, 5, 6, 7	THEA 120	3
Visual Arts HL	4, 5, 6, 7	ART 101	3
Visual Arts SL	4, 5, 6, 7	ART 101	3
World Religions SL	6, 7	HIST 286	3
World Religions SL	4, 5	General Elective	3



### College Level Examination Program

SWIC will grant credit for the successful completion of CLEP Tests under the following conditions:

- All college transcripts must be received by SWIC before CLEP credit will be awarded.
- CLEP Exams must be taken before completion of 15 semester credits of college-level work.
- A maximum of 30 semester credits may be awarded as a result of CLEP general and/or subject examinations.
- Credit will not be granted for laboratory science courses as a result of CLEP general or subject examinations.
- Credit will not be granted for ENG 101, ENG 102, COMM 151 and/or COMM 155 as a result of CLEP general or subject examinations.
- Credit will not be granted for math courses as a result of CLEP general or subject examinations.

SWIC will grant credit for CLEP examinations as specified in the following list. With the consent of the appropriate dean, credit may be granted for subject exams not listed. These requests will be reviewed on an individual basis.

<b>CLEP General Examination (June 2001 and Prior)</b>	<b>Score</b>	<b>SWIC Course Equivalent</b>	<b>Semester Credits Granted</b>
Humanities	500	General Humanities	3 hours
Natural Sciences	500	General Elective	4 hours
Social Sciences & History	500	Social Science	3 hours

<b>CLEP General Examination (July 2001 – Present)</b>	<b>Score</b>	<b>SWIC Course Equivalent</b>	<b>Semester Credits Granted</b>
Humanities	50	General Humanities	3 hours
Natural Sciences	50	General Elective	4 hours
Social Sciences & History	50	Social Science	3 hours

<b>Subject Examination</b>	<b>Score</b>	<b>SWIC Course Equivalent</b>	<b>Semester Credits Granted</b>
History of the United States I: Early Colonization to 1877	50	HIST 180	3 hours
Analyzing & Interpreting Literature	50	Humanities	3 hours
English Literature	50	Humanities	3 hours
French Level 1	50	FREN 101	4 hours
French Level 2	75	FREN 102	4 hours
German Level 1	50	GERM 101	4 hours
German Level 2	75	GERM 102	4 hours
Introductory Psychology	50	PSYC 151	3 hours
Introductory Sociology	50	SOC 153	3 hours
Principles of Macroeconomics	50	ECON 201	3 hours
Principles of Management	50	MGMT 214	3 hours
Principles of Marketing	50	MKT 126	3 hours
Principles of Microeconomics	50	ECON 202	3 hours
Principles of Supervision	50	MGMT 214	3 hours
Spanish Level 1	50	SPAN 101	4 hours
Spanish Level 2	75	SPAN 102	4 hours
Western Civilization I: Ancient Near East to 1648	50	HIST 101	3 hours
Western Civilization II: 1648 to the Present	50	HIST 102	3 hours

Note: Other educational institutions may require a higher score for certain subjects than what is required for credit at SWIC. In this situation, other institutions may not recognize college-level examination program credit issued from SWIC.

## Transfer Information (continued)

### DANTES

SWIC may grant credit for the successful completion of DANTES Subject Standardized Tests. Subject Exams will be reviewed for possible credit if the score is at or above the 50th percentile.

### Seal of Biliteracy

SWIC will accept the State Seal of Biliteracy as equivalent to two years of foreign language coursework taken during high school if a student's high school transcript indicates that he or she will be receiving or has received the State Seal of Biliteracy. Students who have received a State Seal of Biliteracy must request course credit for their seal within three academic years after graduating from high school.

### Veteran Service Transfer Credit

The law requires that appropriate credit is granted for all previous education, training or experience. It is your responsibility to ensure all applicable transcripts are received. Failure to have transcripts evaluated can result in termination of VA educational benefits retroactive to the beginning of the semester in which you entered SWIC or the beginning of the semester in which you requested a Change of Program, regardless of whether or not you are currently enrolled. Retroactive termination results in an overpayment of benefits that you may have to pay back to the Department of Veterans Affairs.

Any current member of the U.S. armed forces, U.S. reserves, National Guard, or eligible veteran who has successfully completed basic training may be granted two hours of credit for health (HES 151 or HES 152) and two hours of credit for physical education upon submission of his or her form DD-214 or the equivalent thereof.

### Eligibility for Transfer

Universities and colleges set standards of eligibility for admission of transfer students. Usually a student can transfer from SWIC to a four-year college or university after one or more semesters of work with a grade point average of C or better and if courses count toward a degree at the applied college. Students should decide as soon as possible where to transfer and check that college's admission and course requirements with an academic advisor.

### International Transcript Evaluation

Students who have completed coursework from a foreign institution may request that their credit be evaluated toward a degree or certificate. To request an evaluation, students must:

- Complete a Transfer Credit Evaluation Form via eSTORM Student Center.
- Submit an official transcript report in English from one of the following services:  
ECE/Education Credential Evaluators or WES/World Education Services. More information can be found at [www.ece.org](http://www.ece.org) or [www.wes.org](http://www.wes.org). SWIC will utilize the report as a guideline for the evaluation of course credit and reserves the right to award appropriate credit.
- When all documents are received, your transcripts will be reviewed by an academic records evaluator to determine if any courses would apply toward your intended program. Additional information, such as course descriptions may be requested to determine the appropriate equivalency.
- Courses accepted for credit will be applied to your SWIC transcript.
- Check your student center "To Do List" for your final evaluation results.

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## Articulation Agreements

SWIC has developed a number of Articulation Agreements with four-year universities to allow for seamless transfer into specific majors. These agreements list coursework to be completed during the two years at SWIC which will guarantee entry at the junior level upon transfer.

Since Articulation Agreements with four-year universities are approved throughout the academic year, a complete updated list and copies of current Articulation Agreements can be found on [swic.edu/students/services/advising/transfer-of-credit-and-articulation](http://swic.edu/students/services/advising/transfer-of-credit-and-articulation). Please visit [swic.edu/articulation](http://swic.edu/articulation) to learn more about articulation agreements.

## Recommended Steps and Timeline to Transfer to Four-Year Institutions

Do you plan to transfer from SWIC to a four-year college or university?

Whether you are enrolling in your first SWIC course or applying to graduate, the Enrollment Services office can help you prepare for a successful transfer. Please see an academic advisor for further information on these Steps to Transfer to Four-Year Institutions.

### Step 1

#### Determine your transfer plans and major/career goals (0-16 semester credits)

- Meet with an academic advisor to create an outline of your SWIC coursework. Learn about degree requirements and transfer guides for transfer institutions you are considering. At four-year institutions, most majors prefer that you complete your requisites before you transfer.
- Visit the Career Services Department to discover the right career path and help you reach your career goals.

### Step 2

#### Explore your transfer options (0-32 semester credits)

- Meet with an academic advisor to discuss admission requirements, course transferability, majors, size, location, diversity, cost, etc. of the transfer institutions you are considering.
- Visit the Enrollment Services office to review catalogs and brochures from transfer institutions.
- Meet with college representatives visiting SWIC. See the Academic Advising website for a schedule.
- Attend the Metro East Baccalaureate College Fair in February at SWIC.
- Visit [www.itransfer.org](http://www.itransfer.org) to research Illinois colleges and the Illinois Articulation Initiative (a statewide agreement that facilitates transfer between Illinois colleges and universities).
- Use the internet to research colleges:  
Peterson's Guide – [www.petersons.com](http://www.petersons.com)  
College Zone – [www.collegezone.com](http://www.collegezone.com)

### Step 3

#### Apply to your transfer institution(s) and complete your SWIC graduation application (33-48 semester credits;

#### 9-12 months in advance)



- Submit your SWIC Graduation Application
- Select 4-6 transfer institutions that best “fit” your needs and apply early.
- Follow directions and submit neat, complete applications. Search online applications. Ask if you must apply BOTH for general admission and for your specific major. Keep a copy of all materials. Follow up to ensure your applications is complete.
- Pay transfer application fee, if applicable.
- Request that official transcripts be sent to the transfer schools from your high school, SWIC and any other institution(s) you have attended. Request a copy for your records. After your last SWIC semester, send a final transcript. Remember the fees and waiting periods.
- If required, ask for letters of recommendation. Provide all materials to your references, including a stamped envelope.

### Step 4

#### Apply for financial aid and scholarships (33-48 semester credits)



- Complete a FAFSA after Oct. 1 (of the year in which you will transfer) listing the FAFSA code(s) for each transfer institution you are considering.
- Research and apply early (deadlines may be months in advance) for any scholarships offered by your transfer institution(s) as well as your employer, civic/church groups and private organizations. Free scholarship searches are available at:  
[www.collegezone.com](http://www.collegezone.com)  
[www.collegeboard.org](http://www.collegeboard.org)  
[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

### Step 5

#### Choose your college or university and enroll (48-64 semester credits)



- Register for classes, purchase/rent textbooks, obtain a student ID, etc.
- Attend orientation, locate housing, find a job and explore your new college or university.

# Academic Regulations

## Academic Standards

A minimum of a 2.0 cumulative grade point average is required for an associate degree or certificate at SWIC.

Grades are issued at the close of each semester on a letter basis indicating the quality of academic work and student achievement. Grade points are assigned to each credit earned in 100- to 200-level classes according to the grade received as follows:

Grade		Grade points per credit
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
F	Failing	0
I*	Incomplete	0
W	Withdrawn	0
WF	Withdrawn/Failing	0
P	Passed	0
AU	Audit	0
CR	Credit Awarded	0
PC	Proficiency Credit	0
SC	Service Credit	0
PR**	Progress Re-Enroll	0
FLW	Failure Late Withdrawal	0

A student's grade point average is a measure of a student's academic achievement in college-level courses. A student's GPA at SWIC is calculated by multiplying the credits each course is worth by the grade points (A=4, B=3, C=2, D=1, F=0, or WF=0) earned for the course, then dividing the total grade points earned by the total number of hours attempted, excluding those courses in which a grade of W, I, AU, CR, PC, SC and P was received. Note that courses numbered below 100 are not considered when calculating the SWIC cumulative grade point average regardless of the grade received.

A grade of I can be requested by the student and assigned at the instructor's discretion. If a grade change is not submitted within 100 days after the class end date, the I will roll to an F grade.

## Academic Honors

Academic honors are awarded to full- and part-time students at the end of the spring and fall semesters. They are not awarded during the summer session.

- Full-time students who complete at least 12 or more college-level credits in the current semester and who earn grade point averages of 3.5 or higher will be named to the **Dean's List** for that semester.
- Part-time students who complete six or more college-level semester credits in the current semester and who earn grade point averages of 3.5 or higher will be named to the **Dean's List** for that semester.

Phi Theta Kappa (PTK) International Honors Society of Two-Year Colleges is a student academic honor organization founded on four hallmarks: Leadership, Scholarship, Service, and Fellowship. SWIC has three PTK Honor Society chapters: Theta Epsilon at Belleville campus, Alpha Kappa Rho at Sam Wolf Granite City Campus, and Beta Iota Iota at Red Bud Campus. Theta Epsilon, SWIC's largest and oldest chapter, has an office at Belleville Campus with hours Monday through Thursday to support student success.

To learn more about the international organization and membership eligibility requirements, go to [www.ptk.org](http://www.ptk.org).

For information for the Belleville Campus Chapter Theta Epsilon email [phithetakappa@swic.edu](mailto:phithetakappa@swic.edu), or email the Chapter Advisor at [amy.brockman@swic.edu](mailto:amy.brockman@swic.edu).

For Alpha Kappa Rho at the Sam Wolf Granite City Campus and Beta Iota Iota at the Red Bud Campus, please contact director of Student Life Services at [amy.brockman@swic.edu](mailto:amy.brockman@swic.edu).

## Academic Standing

Academic Standing is based upon the student's cumulative SWIC grade point average at the conclusion of each semester. Students are placed on Academic Warning after failure to achieve a 2.0 cumulative grade point average. Students on Academic Warning status are encouraged to meet with an academic advisor to receive information about college resources and for individual intervention to develop strategies for academic success.

## Suspension/Dismissal

The college has the right to request at any time the withdrawal of students who do not maintain the required academic standards or whose conduct discredits the college.

## Student Attendance

Students need to be present, active, and engaged participants in their learning and their courses. Any absence from class should be communicated with the instructor as soon as possible, prior to any missed work or class meetings.

Students are expected to be present for all scheduled class meetings and will be held responsible for any work missed as a result of absences or tardiness. For online/remote learning, a student must demonstrate ongoing participation in the Brightspace Learning Management System. Ongoing participation means students must maintain regular communication with the instructor and meet specified course assignment deadlines. A student who has not attended scheduled class meetings and does not communicate with the instructor over a period of 7 consecutive days may be withdrawn from the course due to lack of participation.

Absences because of approved college purposes or pre-approved religious observances will result in no direct absence penalties. Students will be allowed to make up work missed as a result of approved absences or do alternate assignments. Absences due to other circumstances such as military deployment, jury duty, volunteer emergency service in accordance with Illinois law, or documented disability related needs should be discussed with the instructor and appropriate dean to determine whether exceptions to the attendance policy should be made or tuition refunds considered.

## Student Email

Information sent through student email is considered official college correspondence to the student from the institution. Students are responsible for checking their own email account.

### Unscheduled College Closing

In the event of poor weather conditions, SWIC could take one of the following actions:

- Follow the “Snow Schedule” and open at 10 a.m.
- Cancel day classes and reopen for evening classes.
- Be open for day classes, but close for evening classes.
- Cancel both day classes and evening classes.

Note: students should check their Brightspace courses for any communication from instructors.

### SWIC Alert Text/Email Notification

In the event that the college closes or implements the snow schedule, students subscribed to SWIC Alert will be notified with a text or email message. For more information, or to register for SWIC Alert, visit [estorm.swic.edu](http://estorm.swic.edu).

### SWIC Website and Social Media

Information about closure or delayed opening will be posted in the announcement box on [swic.edu](http://swic.edu), on [facebook.com/swic.edu](https://facebook.com/swic.edu) and on [twitter.com/swicedu](https://twitter.com/swicedu).

### TV and Radio

For students who don't subscribe to SWIC Alert or don't have internet access, or if the SWIC website is down, every effort will be made to provide the information through the following media:

#### Television

FOX 2 (KTVI)  
KMOV-TV Channel 4  
KSDK-TV Channel 5

#### Radio

KMOX-AM 1120  
WHCO-AM 1230  
WIL-FM 92.3

### Snow Schedule Information

If the college chooses to use the snow schedule rather than close, campuses will open at 10 a.m. Students who would normally be in class at that time should report to those classes at 10 a.m. that day.

*Exception: Instructors may choose to cancel classes scheduled to end at or before 10:30 a.m. Instructors affected by this exception should advise students of their intentions before inclement weather occurs.*

Classes will be held for the remainder of their scheduled sessions. College staff should report in time for regular operations to begin at 10 a.m.

### Evening Classes: Classes Starting at or after 5 p.m.

When SWIC is closed for day classes, students must NOT assume that evening classes are canceled. If road and weather conditions improve, campuses will reopen. A SWIC Alert will be sent if evening classes are canceled. Students not subscribed to SWIC Alert should check the listed media sources before leaving for evening classes.

### Saturday Classes

If classes held on Saturdays are canceled due to poor weather conditions, this information will be broadcast on the radio and television stations listed above and posted on [swic.edu](http://swic.edu) and [ksdk.com](http://ksdk.com). Students should check the listed media sources after 4:30 p.m., Friday for information regarding Saturday classes. Closings on Fridays do not necessarily guarantee closings on Saturdays.

### Off-Campus Sites

When the college is closed, Off-Campus Site classes will also be canceled. If the college is open, Off-Campus Site coordinators may cancel classes independently for weather-related reasons at their respective sites.

If an Off-Campus Site closes independently of SWIC, students will be notified by phone.

### Smoking Policy

Effective July 1, 2015, Southwestern Illinois College became a smoke-free, tobacco-free, vapor free environment.

The Southwestern Illinois College Board of Trustees, in consideration of the provisions of the Smoke Free Illinois Act and the Illinois Smoke Free Campus Act, prohibits smoking and use of tobacco products, to include smokeless, e-cigarettes or other devices that simulate visual, sensory and behavioral aspects of smoking, in all college-owned buildings, on all college-owned property (grounds and parking lots), within all spaces leased by the college and in all college-owned, rented or leased vehicles.

Smoking includes the carrying, smoking, burning, inhaling or exhaling any kind of a lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment as well as non-tobacco products that are intended to deliver nicotine for human consumption, unless it has been approved by the FDA for tobacco-use cessation or other medical purposes.

Exception: This policy does not apply to persons in non-college-owned or leased vehicles while passing through campus or in personal vehicles parked on campus.

For information on how to quit smoking, visit the Illinois Tobacco Quitline at [www.quityes.org](http://www.quityes.org), the American Lung Association at [www.lung.org/stop-smoking/](http://www.lung.org/stop-smoking/) and the American Cancer Society at [www.cancer.org/healthy/stayawayfromtobacco/guidetoquittingsmoking/index](http://www.cancer.org/healthy/stayawayfromtobacco/guidetoquittingsmoking/index).

### Student Classification

A student who has earned 29 semester credits or fewer is a freshman. A student who has earned 30 semester credits of college credit is a sophomore. A student who is registered for 12 or more semester credits is a full-time student. A student registered for fewer than 12 semester credits is a part-time student. For financial aid purposes, 6 semester credits is considered full time during the summer term.

### Student Conduct Code

[swic.edu/conduct-code](http://swic.edu/conduct-code)

SWIC students have the same rights as those accorded all citizens of the United States and the state of Illinois, including the right to free, open and responsible discussion and inquiry, and the right to a quality education in a program of study under competent instructors.

SWIC is obligated to its residents and the state to provide an environment which is conducive to the academic and personal development of its students. This obligation requires SWIC to conduct its affairs in an orderly, uninterrupted manner. It is an expectation for SWIC students, staff, employees and visitors to uphold the decorum of the college environment at all times.



## Academic Regulations (continued)

Student conduct on campus and at all college-sponsored activities is governed by the rules of the community. Violations of federal, state and local laws at any college-sponsored activity, on or off campus, will be considered a violation of the Student Conduct Code and violators will be subject to disciplinary action.

### Violations include, but are not limited to:

- violation of Board policy;
- acts that interfere with the purposes, necessities and processes of the college community to include administrators, faculty, staff, students and visitors, or that deny the rights of members of the college community to include disruptions of any learning environment or college sponsored activity;
- denying a trustee, employee, student or invitee of the college freedom of movement or use of the facility; disrupting the performance of institutional duties or pursuit of educational activities; and occupying buildings or other property after due and legal notice to depart;
- causing or threatening to cause harm to an individual either directly or indirectly by action or verbal behavior;
- academic misconduct including, but not limited to, cheating, plagiarism and forgery; failure or refusal to follow clinical practice standards; and soliciting, aiding, abetting, concealing or attempting such acts. Plagiarism is defined as the use or close imitation of the language, thoughts or work of another to include copying, quoting, paraphrasing, using another's creation, images or illustrations to represent them as your own work without proper acknowledgment of the source;
- improper, unauthorized or personal use of college computer laboratories, equipment, internet services or software; the modifying or copying of college software; and the use of illegal or unauthorized software to include Title 17, United States Code, the Digital Millennium Copyright Act of 1998, and the Copyright Term Extension Act;
- trespass is defined as entering any area that is obviously forbidden, or remaining in a forbidden area after receiving notice; presenting false documents or falsely representing identity; and interfering with lawful use or enjoyment of any area including but not limited to accessing restricted/limited access areas, bypassing controls systems through improper means or system compromise;
- sexual harassment under Title IX, defined as any unwelcome attention, behavior or materials of sexual misconduct to include sexual harassment, sexual assault (sexual violence), domestic/dating violence or any form of retaliation. Sexual harassment is a violation of state and federal law, as well as college policy;
- stalking, bullying, intimidation or other means of harassment by verbal, written, physical or electronic means; using social media to communicate an indirect threat or creating an intimidating, hostile or offensive environment or interfering with educational or work performance;
- discrimination based on the person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information, or veteran status;
- nuisance activities such as the use of loud, abusive, or otherwise improper language; loitering; improper assembling; creating any hazard and/or safety concern to people or things; blocking access ways; improper disposal of rubbish; and lewd or obscene conduct as defined by law;
- disrespect to authority;
- possession, consumption and/or being under the influence of alcoholic beverages, except at Foundation-sponsored events and off-campus activities where such possession and

- consumption meet requirements of state law and where the location of the activity does not prohibit such beverages;
- sale, use, possession, distribution and/or being under the influence of marijuana to include medical marijuana or any other illicit or synthetic substance, including any controlled substance prescribed or not prescribed by a licensed physician;
- illegal gambling;
- loss, theft or damage of college property or property of members of the college community, including failure to return college supplies, equipment, software and library material and misuse of the MetroLink Ridership Program;
- failure to meet financial obligations relative to college transactions, issuing of fraudulent checks or committing deceptive practices such as counterfeiting, fraud or false impersonation;
- the sale, transfer, possession, use or discharge of explosives, fireworks, ammunition, firearms, dangerous chemicals, hazardous substances or other weapons (to include simulated devices) except as specially permitted by law and college officials;
- failure to give information or giving false or misleading information in response to requests from college officials to include failure to identify, noncompliance and interference with reasonable verbal or written instructions;
- misuse of camera phones, to include but not limited to, electronic capture devices or unauthorized videotaping in an area where the expectation of privacy exists, to photograph copyrighted materials or to compromise academic work or tests;
- disorderly conduct defined as knowingly acting in an unreasonable manner so as to alarm or disturb another and to provoke a breach of the peace; failure to follow verbal/written directions/sanctions per discipline meetings or direction of SWIC officials.

A student against whom (the respondent) an order of protection has been issued by a court may be subject to removal from classes to assure compliance with the order.

### Possible Sanctions for Violations of Student Conduct Code

Sanctions for academic dishonesty or for behavior disruptive to the educational process may be imposed by faculty members in their instructional role. Sanctions for academic dishonesty include a failing grade on an individual assignment, examination or course. Serious matters of academic dishonesty or disruptive behavior may cause the student to be withdrawn from the instructor's course or a program of study. A student found to have violated the Student Conduct Code may be denied access to certain courses or programs, including the loss of internship privileges needed to complete a program of study.

The Chief Student Services Officer or designee may impose the following sanctions upon students found to have violated the Student Conduct Code:

- *Disciplinary Reprimand*: An oral conference that is documented or a written reprimand; both noting the seriousness of the violation of the Student Conduct Code.
- *Probation*: A status for a specific period of time which places the student on notice that further misconduct may result in more serious penalty.
- *Social Probation*: Probationary status that also restricts the student from specified activities, equipment or facilities.

## Academic Regulations (continued)

- *No Contact Order*: May be issued to prohibit making contact (staying away) from the victim/complainant, to include no physical or nonphysical contact whether direct or indirect (including but not limited to, telephone calls, mail, email, faxes, written notes or through other electronic means [social media], or through third parties who may know or may not know about the restriction).
- *Suspension*: Involuntary separation from the college for a stated period of time or until stated conditions are met. Days on suspension are unexcused absences from class.
- *Expulsion*: Permanent removal from SWIC.
- *Assessment for Restitution*: Payment for restoration of property or to resolve financial obligations to the college. Failure to pay assessed amounts will prevent the student from obtaining records and registering for classes.
- *Separations or Restrictions*: A student may be separated or restricted from enrollments on a temporary basis pending the completion of proceedings relevant to the Student Conduct Code. Students will be so notified.

Sexual assault (sexual violence) is a violation of federal, state and local law, and SWIC policy. Therefore, criminal sanctions by the criminal justice system and administrative sanctions by the college may be imposed. Guidelines for proceedings are available in the office of the Title IX coordinator.

### Disciplinary Proceedings

A student who is accused of violating the Student Conduct Code will be referred to the Chief Student Services Officer or designee, who will determine whether the student is guilty of the charge. If the student is found guilty using preponderance of the evidence, appropriate sanctions will be imposed by the Chief Student Services Officer. The student will be notified in writing of the decision. Written response will normally be made to the student within 10 school days unless circumstances require additional time for consideration.

If the student disagrees with the action taken, he or she may request an appeal within seven school days from the time the notification is received. The request for an appeal must be in writing. A hearing date will be set by the chair of the Hearing Board Committee no later than 15 school days after the receipt of the student's request for a hearing.

These procedures are intended to serve as general guidelines and substantial compliance with them will be considered to meet the requirements of the process.

#### SWIC's policy provides that:

- The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
- The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
- The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meetings and hearings;
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
- The institution provides the accuser and accused the same

opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each has the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding; however, the institution may establish restrictions regarding the extent which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

- Decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard;
- The accuser and the accused will be notified simultaneously in writing of the results of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
- The accuser and accused each have the right to appeal the outcome of the hearing as described previously and will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.

### Student Grievance Procedures

Student grievances may involve academic matters, administrative matters or discrimination. Grievances, other than those involving discrimination charges, will be handled through the regular line of authority. A grievant who is not satisfied with a decision at one level may appeal the grievance to the next level of authority. Information and discussions concerning the resolution of a grievance will be maintained as confidential as possible to protect the interests of all parties.

In grievances involving academic matters, including grading, the student should first consult with the instructor. Every attempt should be made to resolve the grievance on an informal basis. If necessary, the student should process a grievance through the levels of department head/coordinator, dean, Chief Academic Officer, and College President. At the Sam Wolf Granite City Campus, the Dean of Technical Education may be consulted. At the Red Bud Campus, contact the appropriate department chairperson.

In grievances involving administrative matters, the student should attempt to resolve the complaint on an informal basis by consulting with the responsible administrator. If necessary, the student should proceed through the levels of director, dean, appropriate vice president and college president. At the Sam Wolf Granite City Campus and the Red Bud Campus, the campus director can be contacted.

A complaint becomes formal when it is submitted in writing by the complainant. Grievances should be submitted in writing at each level of authority within 10 school days of the action being grieved or within 10 school days of the decision being appealed. Written response normally will be made to the grievant within 10 school days unless circumstances require additional time for consideration. Grievances may not be appealed to the SWIC Board of Trustees.

Grade appeals are considered a special category of student grievance. A student who wishes to appeal a grade must contact their instructor within 30 calendar days after the start of the regular semester (fall, spring or summer) following the recording of the disputed grade. If the student is not satisfied with the instructor's response, then he or she must contact the relevant

## Academic Regulations (continued)

department chair/coordinator in writing within the following 10 school days. If an instructor is unavailable because, for example, they are away from campus for the summer or on a sabbatical, then the student must submit their grade appeal to the relevant department chair/coordinator or dean within the 30-day time period with the understanding that resolution will be pursued when the instructor returns to campus. The 30-day time limit may be waived by the Chief Academic Officer when extraordinary circumstances are applicable. In any event, this grade appeal procedure is not to be used for a review of the judgment of an instructor in assessing the quality of a student's work.

Grievances involving discrimination because of the person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 and older), disability or genetic information, or veteran status should be made to the Title IX Coordinator who will handle the grievance. Specific college processes exist in conformance with state and federal statutes governing such cases.

## Student Support Services

### Enrollment Services/Academic Records/ Academic Advising

#### College Transcripts [swic.edu/transcripts](http://swic.edu/transcripts)

Students may view and print unofficial transcripts from eSTORM services.

Students may request an official transcript through the National Student Clearinghouse transcript ordering system or through the Enrollment Services Office. Information and links regarding specific transcript ordering steps can be found on the SWIC website. Official transcript orders will have a \$6 charge for each copy requested.

#### Academic Advising [swic.edu/advising](http://swic.edu/advising)

Academic Advising services are provided at all locations through [advising@swic.edu](mailto:advising@swic.edu). Advisors are also available to meet students in-person at the Belleville and Sam Wolf Granite City campuses.

Academic Advising services are designed to foster academic, personal and career success. Advisors will assist students in making educational and career decisions and plans compatible with their goals for completing an associate degree or certificate.

Academic Advising offers the following services to students:

- Identify the educational options available for students and assist with analysis of each option.
- Assist new, transfer and returning students in planning and implementing educational goals by providing academic and transfer advisement services.
- Guide students in the design and implementation of a successful academic plan by assisting in course selection of degree requirements.
- Identify and facilitate transferability options for those continuing to four-year degrees.
- Assist students with interpretation of college policies and procedures to facilitate student academic success.
- Refer students and serve as a liaison to other student support services as appropriate.

#### Wellness Services [swic.edu/wellness](http://swic.edu/wellness)

Wellness Advocates (Licensed Clinical Social Workers) provide counseling, crisis intervention, and referrals to campus and community resources for students dealing with a variety of challenges. Services are confidential and available by appointment or on a walk-in basis. Students may contact the Wellness Advocate at 235.2700 ext. 5290 or [ami.lilleyplexico@swic.edu](mailto:ami.lilleyplexico@swic.edu) with questions or to set up an appointment. Students may also access online counseling through TimelyCare by registering at [TimelyCare.com](http://TimelyCare.com)/SWIC.