

Independence Community College

Office of the Registrar

Policy Manual

Independence Community College Mission Statement: Independence Community College serves the best interests of students and the community by providing academic excellence while promoting cultural enrichment and economic development.

Office of the Registrar Mission Statement: The Registrar's Office serves students, staff, and alumni by ensuring the integrity and accuracy of academic records, promoting student learning and development, and supporting the academic programs of the College.

Ethical Standards: We adhere to the best practices and ethical standards adopted by the American Association of Collegiate Registrars and Admission Officers (AACRAO - <http://aacrao.org/About-AACRAO/ethics-and-practice.aspx>).

Policies

Academic Renewal

ICC provides the option of academic renewal to relieve the burden of past low academic performance. A student may request dropping one or more entire semester(s) work from calculation in their GPA (grade point average) and hours earned. For ICC to consider granting academic renewal, the student should submit a written request to the Chief Academic Officer. This request should include the following: student name, date, student ID or SS number, and an explanation of why academic renewal should be granted. The requirements for academic renewal are:

1. Coursework must be over 2 years in the past and taken at ICC
2. The student must demonstrate academic progress by completing a minimum of 12 credit hours with a 2.0 or better GPA prior to applying for academic renewal
3. Academic Renewal Request form must be completed
4. The entire semester in question must be dropped (not select courses)
5. Students participating in Academic Renewal are ineligible for academic scholarships

If approved, the 12 credit hours of coursework used to qualify student for academic renewal would be included in their GPA.

Academic Renewal may occur once at ICC and the grades on the transcript for the renewal coursework will be recorded as "CL" (Academic Renewal) and will be listed as "hours attempted", not as grades earned.

The request will be reviewed and ruled upon by a committee comprised of the student's advisor (or another faculty member in the same division as the advisor) and the Chief Academic Officer.

The completed Academic Renewal Request form signed by the Chief Academic Officer is submitted to the Registrar's Office for processing. Once processed, the Academic Renewal Request form is filed in the student's academic file and a copy sent to Financial Aid.

Adding Classes

See Dropping Class

Address Maintenance

The Registrar's Office is responsible for processing residency address information/changes for students. An email is generated from the Student Information System to the Registrar's Office any time a student/alumni updates address information. The Registrar's Office is also responsible for frequently running a residency query checking for residency inconsistencies and following up to make corrections or adjustments. Residency address information determines the amount of tuition and fees charged per credit hour.

Advanced Placement (AP)

Students who have completed any of the Advanced Placement (AP) tests should have Educational Testing Service send an official report of their scores to the Registrar's Office to receive credit. A maximum of 15 credit hours may be awarded. Only 15 hours of any form of Credit for Prior Learning can be used to meet degree requirements.

A score of "3" or higher is required to receive credit for an equivalent class. A grade of "CR" is recorded on the student's transcript with AP noted as the "transfer institution". Courses with the grade of "CR" are not calculated into GPA.

The AP tests and their equivalent ICC courses are:

<u>AP Exam</u>	<u>Score</u>	<u>ICC Course</u>
Biology	4	02BIO1005 General Biology
Calculus AB	3	02MAT1055 Calculus I
Calculus BC	3	02MAT1055/2025 Calculus I and II
Chemistry	4	02PHS1025 College Chemistry I
Economics: Macro	3	01BUS2033 Macroeconomics
Economics: Micro	3	01BUS2023 Microeconomics
English Language and Composition	3	03ENG1003 English Composition I
	4	03ENG1003/1013 English Composition I and II
English Literature and Composition	3	03ENG1073 Introduction to Literature
Environmental Science	4	02BIO2035 Environmental Biology
Government & Politics: United States	3	03POL1023 American Government
Physics B	4	02PHS1005 Physical Science
Psychology	3	03BEH1003 General Psychology
Spanish Lang/Cul	4	03FRL1025/1035 Spanish I and II
Statistics	3	02MAT1103 Elementary Statistics
U.S. History	3	03HIS1023 U.S. History I

	4	03HIS1023/1063	U.S. History I and II
World History	3	03HIS1003	History of Early Civilization
	4	03HIS1003/1013	History of Early and Modern Civ

American Council on Education (ACE) Credit

Students who have completed ACE reviewed courses or examinations can provide an ACE Credit Transcript to the Registrar's Office for possible Credit for Prior Learning (CPL). ACE credit recommendations are considered when determining if credit qualifies as equivalent to an existing ICC course. A grade of "CR" will be entered with the transfer institution noted as ACE for these CPL credits. A maximum of 15 credit hours of ACE credit can be awarded. Only 15 hours of any form of Credit for Prior Learning can be used to meet degree requirements.

Auditing Classes

Students may choose to audit a class, which means they attend a class regularly but elect not to earn credit. Regular tuition and fees will be charged. Students must declare their intention to audit at the time of enrollment by completing a Request to Audit a Course form and the option CANNOT be changed once the class begins. A course originally completed under the audit option cannot later be converted to a grade. Preference for available seats will be given to those students taking the course for credit.

The Request to Audit a Course form requires the student to obtain the course instructor's approval and is then submitted to the Registrar's Office for processing. The student will receive a grade of AU on the transcript, which does not affect GPA or count toward graduation requirements.

Challenge Exams

It may be possible to earn Credit for Prior Learning (CPL) hours for a specific course by demonstrating a satisfactory level of achievement on a comprehensive departmental examination. Students must inquire with the subject instructor or department as to exam availability. Not all courses offer a challenge exam option. If a Challenge Exam for the subject is an option, the student must complete a Request for Credit by Challenge Exam form. Examinations may be written, oral, practical or any combination of these. Exams are evaluated by the subject faculty. There is a non-refundable Challenge Exam fee. Credit granted will be noted as a grade of "CR" and a maximum of 15 credit hours may be awarded for Challenge Exams. Only 15 hours of any form of Credit for Prior Learning can be used to meet degree requirements.

The Request for Credit by Challenge Exam form is available in the Registrar's Office and requires the signature of the faculty exam administrator. The form is returned by the student to the Registrar's Office with a receipt from the Business Office for the exam fee. The Registrar's Office will notify the faculty administrator of receipt of request and fee. The faculty administrator will assign an exam time and once the exam is completed, will notify the Registrar's Office of appropriate grade. The Registrar's Office will note the course with the appropriate grade (CR or NC) on the transcript.

Class Certification

The attendance/participation of each student must be certified by the instructor. Previous to fall 2014, ICC utilized paper and emailed certification rosters, by which instructors were required to record students who had not attended or participated. Those students were then dropped from those classes. Instructors will now be required to record student attendance/participation for certification purposes in the Student Information System (SIS). For full-semester classes (classes running more than 80 days) the certification screen will be open beginning the 15th calendar day after the first day of class through the 24th calendar day. For short-term classes (classes running less than 80 days), the certification screen will be open the 3rd through 7th calendar days after the first class. It is the instructor's responsibility to certify their class rosters. If you have questions or would like to view an instructional video on completing the certification process, please email the Registrar at registrar@indycc.edu.

College Level Examination Program (CLEP)

Students who have completed any of the College Level Examination Program tests should have an official report of their scores sent to the Registrar's Office to receive Credit for Prior Learning hours. A maximum of 15 credit hours may be awarded for CLEP testing. Only 15 hours of any form of Credit for Prior Learning can be used to meet degree requirements.

A score of "50" or better is required to receive credit for an equivalent class. A grade of "CR" is recorded on the student's transcript with CLEP noted as the "transfer institution".

The CLEP tests and their equivalent ICC courses are:

<u>CLEP Test</u>	<u>Hours earned</u>	<u>Course Equivalent</u>
Financial Accounting	3	Financial Accounting
Information Systems and Computer Applications	3	CIS
American Literature	3	American Lit I
	3	American Lit II
Analyzing and Interpreting Lit	3	Introduction to Literature
College Composition Modular	3	English Comp I
College Composition	3	English Comp II
English Composition with Essay	3	English Comp I
English Literature	3	Elective English Literature
French Language, Level 1	5	French I
	5	French II
Spanish Language Level 1	5	Spanish I
	5	Spanish II
American Government	3	American Government
History of US I	3	US History I
History of US II	3	US History II

Completion of both History I & II simultaneously	6	US History I & II
Human Growth and Development	3	Developmental Psychology
Introductory Psychology	3	General Psychology
Introductory Sociology	3	Introduction to Sociology
Principles of Macroeconomics	3	Macroeconomics
Principles of Microeconomics	3	Microeconomics
Biology	5	General Biology
Calculus	5	Calculus I
Chemistry	5	General Chemistry
College Algebra	3	College Algebra
Western Civilization I	3	History Early Civilization
Western Civilization II	3	History Modern Civilization

Credit for Prior Learning

See ACE Credit, Advanced Placement, Challenge Exams, College Level Examination Program, and/or Military Credit. Only 15 hours of any form of Credit for Prior Learning can be used to meet degree requirements.

Degree Notations

For each degree and certificate awarded, the Registrar’s Office will make notation on a student’s transcript of degree or certificate awarded and date of award on the semester completed; or semester applied for, if requirements were met in the past but not applied for.

Completion information will also be entered into the student’s course history.

DegreeVerify

A service offered by National Student Clearinghouse through which potential employers can obtain education information and verify student credentials. ICC provides degree data to NSC each semester. If a screening company needs additional information, the registrar’s office receives email notification and must log into NSC DegreeVerify to supply requested information.

Diplomas

Students completing degree or certificate requirements must submit a Graduation Request/Reverse Transfer Graduation Request form to receive a diploma. There is no charge for the original diploma issued.

Graduates who have submitted a Graduation Request form, met all degree requirements, and met all financial obligations are mailed diplomas approximately one month after the final semester.

Diploma Replacement

If a replacement diploma is needed, a Diploma Replacement form must be submitted with a \$10 fee. A diploma cover is an additional \$10.

Diplomas on Demand

DoD is a web-based contractual diploma printing service provided by Scrip-Safe through which ICC diplomas are printed.

Dropping Classes

The Registrar's Office will assist with processing Add/Drop forms during the specified drop period. A student must complete the Add/Drop form, obtain advisor signature, and Bookstore signature before the drop can be processed.

Dropping a class means the class charges will be refunded and the class will not appear on the student's transcript. Students can only drop a class during the first 10 days of the semester for a full-term class, and prior to the second meeting of a short session or summer class.

Education/Enrollment Verification

Entities seeking education verification information should fax or email their request forms with signed release forms to the Registrar's Office for completion.

Students or parents seeking enrollment verification for scholarship/insurance/etc. purposes should complete an Education Verification Request form and submit to the Registrar's Office. For parents to receive this information, their student must have a FERPA waiver on file.

FERPA (Family Education Rights and Privacy Act)

Independence Community College is legally and ethically obligated to protect the confidentiality of students' records

What exactly is FERPA?

FERPA stands for Family Education Rights and Privacy Act of 1974. It is also known as the Buckley Amendment. FERPA is a Federal Law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

The FERPA Act applies to both K-12 and higher education. The main difference between these two levels is that the rights are ascribed to the student at the higher education level and to the parents at the K-12 level. FERPA rights are granted to parents until their child reaches the age of 18 or begins attending an institution of higher education regardless of age. We have many students enrolled at our institution who are under the age of 18. These students, who are typically classified as high school specials, concurrent, or dual enrolled students, are protected under FERPA. FERPA is enforced by the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C.

What rights are given to students under FERPA:

FERPA is a federal law that grants several rights to students, among them the right to:

- Review and inspect their education records
- Seek amendment to their education records
- Consent to the disclosure of education records

- Be notified of their rights under FERPA
- File a complaint with the Family Policy Compliance Office in Washington, D.C.

Some important definitions:

Student – any person who is attending or has attended ICC and for whom ICC maintains a record.

Education Record – any record that is related to the student and maintained by ICC. It may contain both directory information and non-directory information.

This includes, but is not limited to, data in the Student Information System, Power Campus, the AS400, email, files maintained in shared areas, photographs, and videos.

Not considered education records:

- Personal notes that are not shared with or accessible to others
- Observations or personal knowledge, for example, overhearing a student making a threat, or a student’s demeanor or mood.

Directory Information – information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. This information is usually “public information” or information someone could find easily by looking in a phone book or other source of public information. Students at ICC have the right to instruct ICC not to disclose even this basic information.

Information ICC considers to be Directory Information includes the following:

- Name and address
- Honor Rolls
- Graduation Lists
- Athletic Press Release information

Disclosure – non-directory or private information can only be disclosed if the student has given written permission before releasing the information.

Exceptions include, but are not limited to:

- Subpoena or court order
- School official with legitimate educational interest
- Health or safety emergency

School Official – anyone employed by ICC in an administrative, supervisory, academic, research, support staff, or student position.

Consequences of violating FERPA:

- Failure to comply with FERPA is a violation of federal law.
- Loss of federal funding for ICC

Important Forms

ICC has several forms to facilitate the release of student information with student consent:

- Transcript Request – Available on the website and in Academic Affairs. This form must be completed and submitted to the Registrar’s Office. Used for the release of official grades.

- Verification of Education – Available on the website and in Academic Affairs. This form must be completed and submitted to the Registrar’s Office. Used for release of number of hours enrolled during a certain semester and confirmation of full or part-time student status.
- Authorization for Release of FERPA Protected Student Information – Available on the website and in Admissions. This form must be completed, witnessed by an ICC staff member, and submitted to Financial Affairs.

Grades

All grades; progress, mid-semester, and final; are entered into the Student Information System (SIS) by the instructors. Independence Community College does not provide grade cards or grade reports. Students can access their grades on the ICC website through the SIS or request a transcript. Students have the right to appeal final grades within 60 days of the grade being posted.

Grade Change: Instructors wishing to change a final grade must complete a Change of Grade Request form and submit to the Registrar’s Office for processing. If the grade to be changed is an “F” or over a year old, the instructor must acquire the signature of the Chief Academic Officer before submitting to the Registrar’s Office. Grade changes are filed with certification lists for the semester and retained for five years.

Incompletes: Students wishing to receive a grade of Incomplete for a course must request the grade from their instructor prior to the last day of class before finals. A student must have completed at least 50% of the coursework. A Request/Approval for Incomplete Grade form must be completed by the student and instructor and submitted to the Registrar’s Office. The student has one successive semester to complete the coursework, or other shorter agreed upon timeframe as noted on the request form. If the coursework is not completed in the required time, the “I” will be converted to an “F”. Once an Incomplete has been assigned, the course cannot be withdrawn from. Incomplete forms are filed with certification lists for the semester and retained for five years. An instructor must submit a Change of Grade Request form to change the “I” to the final grade earned.

Graduation

Graduation Request: Students who are on track to complete graduation requirements should see their advisor to complete a Graduation Request form and degree check sheet at the beginning of the term that graduation requirements will be completed. The Graduation Request form is submitted to the Registrar’s Office for review. The Graduation Request form should be turned in to the Registrar’s Office no later than March 1st for inclusion in the Commencement Ceremony in May, but all students wishing to receive a degree or certificate must turn in the Graduation Request form. Graduation Request forms are filed and retained for ten years.

A member of the Registrar’s office staff will review the degree requirements and transcripts of those students applying for graduation. If the student is on track to complete, they will receive correspondence regarding the Commencement ceremony or information about receipt of diploma and complimentary transcript if not participating in Commencement. If the student does not appear to be on track, the Registrar’s office will notify the student’s advisor.

Commencement: A commencement ceremony is held each May for all students completing graduation requirements the prior fall semester, at the completion of the current spring semester, or who have 9 or fewer hours to complete the following summer term. Students must submit a Graduation Request form for inclusion in the ceremony. There is no charge for regalia or participation.

Holds

Various offices on the ICC campus have the ability to place a hold on a student's account which can prevent the Registrar's Office from releasing transcripts or other information.

Honor Roll

At the conclusion of each fall and spring semesters, the Registrar's Office will release the names of students obtaining the required GPAs for the President's Honor Roll and the Vice President's Honor Roll. The President's Honor Roll includes those students obtaining a 4.0 GPA for full-time enrollment (12 hours or more) which does not include CPL courses. The Vice President's Honor Roll includes those students obtaining a 3.7 to 3.99 GPA for full-time enrollment (12 hours or more) which does not include CPL courses. If a student has an Incomplete or is missing a grade at the time the Honor Rolls are compiled, they will not be considered.

Incomplete Grade Query

Each semester the Registrar's Office will run a query to determine Incompletes issued the prior semester, which require a final grade be issued or the "I" be converted to an "F". The Registrar's Office will make the necessary grade changes upon receipt of a Change of Grade form from the instructor. Change of Grade forms are filed with the semester's certification lists and retained for five years.

Military

Credit: Student veterans can provide a Joint Services Transcript to the Registrar's Office for a maximum of 15 credit hours of Credit for Prior Learning. ACE credit recommendations are considered when determining if credit qualifies as equivalent to an existing ICC course. A grade of "CR" will be entered for these transfer credits. Only 15 hours of any form of Credit for Prior Learning can be used to meet degree requirements.

Education Benefits: Student veterans should read the ICC VA Information page on the website (<http://www.indycc.edu/veterans-information>) for information on applying for education benefits through the Veterans Administration. ICC does not determine eligibility or type/amount of benefits. A student veteran who has been approved for benefits by the VA should provide a completed ICC Veterans Benefit Verification Application and all pertinent documentation as outlined on the Information page to the Registrar's Office. The Registrar's Office will provide the VA with a student's enrollment and tuition/fee information.

Missing Grade Queries

Each semester the Registrar's Office will run a query of students who have not been assigned final grades for courses from the previous semester. The instructors will then be contacted to provide the missing grades, and the Registrar's Office will enter those grades. Documentation of the grade change will be filed with the semester's certification lists and retained for five years.

Name Change

A student wishing to have their name changed within the ICC system must submit a copy of the legal document which granted the name change, such as a marriage license or divorce decree, to the Registrar's Office.

Petition for Waiving Graduation Requirements

A student wishing to substitute a previously taken course for a specific course required for graduation, must complete a Petition for Waiving Graduation Requirements form. This petition requires the student's signature, student's advisor's signature, and the signature of the Division Chair of the course being waived. The petition is then submitted to the Registrar for final approval. In the event the petition is denied, the student may appeal the decision with the Chief Academic Officer.

Prior Learning Credit

See ACE Credit, Advanced Placement, Challenge Exams, College Level Examination Program, and/or Military Credit. Only 15 hours of any form of Credit for Prior Learning can be used to meet degree requirements.

Records Retention & Disposal Policy

Registration and Academic Records – for applicants who enroll

<u>Records</u>	<u>Retention Period</u>
Class schedules (student)	5 years after graduation or date of last attendance
Correspondence (student) related to academic records/ Inquiries	5 years after graduation or date of last attendance
Credit by examination report/scores (AP, CLEP, etc.)	5 years after graduation or date of last attendance
Diplomas (returned)	5 years after mailing
Enrollment and changes of courses (add/drop/wd)	5 years after date submitted
Enrollment verifications (certification lists)	5 years after verification
FERPA documents(requests for student information other than directory information)	As long as the records they pertain to
Graduation lists (electronic)	permanent
Grade Change forms	permanent

Graduation Requests/degree audit records	5 year after graduation or date of last attendance
No credit/special credit (audit, pass/fail, etc.)	1 year after date submitted
Name change documentation	5 years after graduation or date of last attendance
Placement test scores (ACT, SAT, etc.) (paper)	5 years after graduation or date of last attendance
Residency verification forms	5 years after graduation or date of last attendance
Substitutions/waivers for graduation	5 years after graduation or date of last attendance
Transcript requests (student)(paper)	1 year after date submitted
Transfer transcripts	5 years after evaluation
VA Certification records	5 year after graduation or date of last attendance
Withdrawal Requests	5 years after graduation or date of last attendance

Registration and Academic Progress Records – for applicants who do not enroll

<u>Records</u>	<u>Retention Period</u>
Advanced placement records	1 year after application term
Correspondence, relevant	1 year after application term
Entrance examination reports/test scores	1 year after application term
Military documents	1 year after application term
Placement test scores and reports	1 year after application term
Other test scores	1 year after application term
Transcripts, other colleges	1 year after application term

Residency

Student residence, which is used to determine tuition/fee rates, is based on the residential address provided to admissions. If student residency changes, the student is required to notify the Registrar’s Office before the first day of the upcoming semester.

A student is required to be a resident of Kansas for six consecutive months prior to the start of the semester in order to qualify for in-state tuition/fees. Any student who moves to Kansas permanently must complete the Residency Affidavit and provide supporting documentation to the Registrar’s Office prior to the start of the upcoming semester. Supporting documentation must be three of the following:

1. Receipt for purchase of Kansas license tags dated at least six months before term starts.
2. Receipt for payment of Kansas property taxes dated at least six months before term starts.

3. Employment verification or payroll check stubs from a Kansas employer or school attendance at Independence Community College commencing six months prior to the first day of classes of the upcoming term.
4. Copy of voter registration in the state of Kansas dated six months prior to school term.
5. Copy of Kansas driver's license dated at least six months prior to school term.
6. Utility receipts and/or rent receipts continuously for the prior six months.
7. Verification from a Kansas resident that the above-named student has resided with him/her/them for six months before the school term starts.

A student may be asked to provide documentation above supporting residency, if they are trying to obtain in-district residency.

Earning in-state or in-district residency does not guarantee keeping it. Moving in or out of Northern Montgomery County or the state will affect your residency – potentially for the current semester.

Living in a dormitory in Kansas for six consecutive months prior to the start of the semester does not qualify for in-state residence. Students who are in the United States on a visa are considered to be in Kansas temporarily and are not eligible for in-state residency regardless of current address.

Determination of residency is made in accordance with Kansas Statutes 71-406 and 71-407.

Residency Queries

The Registrar's Office will frequently run a query to check for residency inconsistencies and then work to fix them or tag them as correct.

Reverse Transfer

Students who transfer to another college prior to completing an associate's degree may transfer credits back to ICC to complete their ICC degree requirements. An official transcript must be sent directly to the ICC Registrar's Office and the student must also submit a Reverse Transfer Graduation Request form. A student must complete at least 15 credit hours at ICC to receive a degree from ICC. All other graduation/degree requirements must be met as outlined in the student's catalog of record.

The Reverse Transfer Graduation Request form should be turned in to the Registrar's Office no later than March 1st for inclusion in the Commencement Ceremony in May, but all transfer students wishing to receive a degree or certificate must submit the Reverse Transfer Graduation Request form regardless of ceremony participation.

A member of the Registrar's office staff will review the degree requirements and transcripts of those students applying for graduation. If hours transferred back to ICC complete the degree requirements, the student will receive correspondence regarding the Commencement ceremony or diploma and complimentary transcript if not participating in Commencement.

Transcripts

Requesting: Independence Community College transcripts are issued only upon receipt of a signed transcript request from the student and applicable fee is paid. No transcript will be released for anyone who has a financial obligation or other similar hold on their account. Official transcripts sent to ICC from other institutions cannot be released to any individual or institution.

A transcript request can be submitted through the electronic provider, Parchment (<http://exchange.parchment.com/students/>), or a Transcript Request form (<http://www.indycc.edu/storage/registrar/TranscriptRequestFormA.pdf>) submitted by email to registrar@indycc.edu, or mail to ICC Registrar, 1057 W College Ave, Independence, KS 67301. Transcript fee varies depending on method of request. Full instructions are available at www.indycc.edu/order-a-transcript.

When a transcript request is received in the Registrar's office, the date received is stamped on the request, the requesting student's account is checked for holds and to see if a transcript fee is due.

- If there are no holds and no fee is due or the fee has been paid, the request is processed. The date of process is noted on the request and the recipient of the transcript is noted in the AS400 under Edit Transcript Requests. The request is filed and retained for five years. A Transcript Receipt card is enclosed with the transcript, which when returned contains the date the transcript was received and by whom. This information is entered under Edit Transcript Requests and the card filed. Transcript Receipt cards are retained for five years.
- If there is a hold on the requesting student's account, the hold is noted on the request and when time permits the student is notified by phone or by mail that the request cannot be processed. The notification is noted on the request and the request filed pending resolution of the hold. If the hold is removed the request is processed as above. If the hold is not removed within a year, the request is destroyed.

Electronic transcript requests through Parchment require the staff of the Registrar's office to log in to Parchment's website frequently to check for requests. When requests are present, the requesting student's account is checked for holds.

- If there are no holds, the request is processed by "printing" the transcript to Parchment. The transaction is noted under Edit Transcript Requests with DF noted as the recipient.
- If there is a hold on the requesting student's account, a message is sent via Parchment telling the student which office to contact regarding the hold and the phone number. Once the hold is released the request is processed as above.

Submitting Transfer Transcripts: An official copy of transcripts from each university/college attended prior to enrolling at ICC must be sent directly to the Registrar's office.

Transfer Credit

Independence Community College provides for the evaluation and transfer of prior post-secondary education credit to ICC. Courses completed at other regionally accredited colleges and universities are transferable to ICC through the Registrar's Office. An official transcript from each institution attended must be submitted for evaluation. Official transcripts are documents mailed or electronically submitted to ICC directly from the sending institution. Transcripts sent to students and opened are not official. Faxed transcripts are not official.

Transcripts from Kansas Regents institutions will be evaluated using the Regents' "Kansas Seamless Transfer Among Regent System-Course Matrix" first. Courses not covered by the matrix may then be evaluated by course title, course description, and course syllabus as deemed necessary by the Registrar's Office.

Transcripts from regionally accredited institutions outside of the Regents system will be evaluated by course title, course description, and course syllabus as deemed necessary by the Registrar's Office.

A transfer course determined to be equivalent to an ICC course will be entered on the ICC transcript with the ICC course number and title to facilitate advising and help the student ascertain how the courses fit into their ICC degree program. Courses not determined to have an ICC equivalent can be considered for use as electives, or petitioned for substitution.

Vocational or Technical courses from regionally accredited institutions can be used toward completion of certificate programs and Associate of Applied Science degrees only at ICC.

Prior Learning Credits will be evaluated based on individual policies for each category. See ACE Credit, Advanced Placement, Challenge Exams, College Level Examination Program, and/or Military Credit. Only 15 hours of any form of Credit for Prior Learning can be used to meet degree requirements.

Transcripts from non-regionally accredited institutions will not be considered for transfer credit except in the case of cosmetology students seeking to complete cosmetology training at ICC. The Cosmetology Director, in conjunction with the State Board of Cosmetology, will determine validity and acceptance of prior training from the non-regionally accredited institution. The Registrar's Office will note any accepted training time on the student's transcript to facilitate completion of training and certification.

International students wishing to have credits from outside the United States considered, must have transcripts evaluated by AACRAO International Evaluation Service (<http://ies.aacrao.org/>) or World Education Services (<http://www.wes.org/>). The evaluation should then be mailed directly to the Registrar's Office.

Veterans Benefits

See Military

Withdrawing from Classes

After the official drop period has ended, students may withdraw from courses until the published last day to withdraw. A student wishing to withdraw from a course must complete the student Withdrawal Request form, obtain their advisor's signature if they are degree seeking, and submit the form to the Registrar's Office for processing. Students who withdraw from courses are responsible for the full charges of the course. A withdrawn course will reflect a grade of "W" on transcripts, but will not be calculated into the GPA. Students should check with Financial Aid and scholarship advisor prior to withdrawing to determine how withdrawing will affect each.

Instructors may also withdraw students from courses for non-attendance, cheating, or disciplinary reasons. An instructor must submit the Faculty Withdrawal Request form only after certification day and before the last day to withdraw. Students withdrawn by an instructor for non-attendance will receive a grade of "WN" and will be responsible for all course charges.

Withdrawal requests processed prior to certification day must be tagged as excluded hours.