Admission Information

Academic Advising

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

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, reading 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 intending to use federal veterans benefits.
- Students needing to provide proof of course requisites.
- 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 in the 2023-2024 school year.

College Transcripts

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) to ensure that these credits are included in the transcripts. Official transcript orders will have a charge for each copy requested. SWIC reserves the right to withhold transcripts from students who are in debt to the institution.

Entry Level College Course Placement

- Accredited High School Transcript **AND**
- 2.5 GPA on 4.0 Scale

NO

- Transcript Not Provided **OR**
- GPA Not Met

YES

Entry Level Course Eligibility

- English:
  - ENG 101
- Math: Will vary based on program and transfer requirements.
  - MATH 105, 107, 111, 112
  - **AA/AFA**: MATH 105, 107, or 111
  - **AAS/Certificate**: Consult advisor.
  - **AS/AES**: MATH 112 (College Algebra)*

MATH 112 Success Indicators:

- 4 years of high school math
- Algebra 2: "B" or better
- ACT: 22
- SAT: 530
- GPA: 3.0
- Transitional Math STEM "C" or better
- Placement test results

Multiple Measures

At least one measure recommended:

- ACT:
  - English: 18
  - Math: 20
- SAT:
  - English: 480 **OR**
  - Reading/Writing: 24
  - Math: 520
- HiSet:
  - Language Arts/Reading: 15
  - Math: 15
- GED:
  - Reasoning (L.A.): 165
  - Math: 165
- Cumulative High School GPA of 2.5
- Completion of Senior level High School Transitional Math or English: "C" or better
- Transfer students with college credit in English and/or Math

Optional

(Required for students desiring higher Math placement such as MATH 114 or MATH 203)

NOT MET

Placement Test

Admission to Associate in Arts, Fine Arts, Engineering Science and Science Degree Programs

swic.edu/admissions

To apply to the Associate in Arts, Associate in Fine Arts, Associate in Engineering Science or Associate in Science degree program:

A. Students are required to complete a SWIC New Student Information form available online through the SWIC website.

B. Students are encouraged to contact their high school, and request their transcript be sent to the address above. Students currently enrolled in high school should send unofficial transcripts during Senior year and send their official high school transcript after graduation.

C. Transfer students must submit transcripts from all colleges and universities attended.

If a student does not meet one multiple measure requirement for math and English placement, the student should schedule a meeting with an academic advisor who will discuss the educational and career plan with the student.

Completion of the following high school units (years) is required for full admission to the AA, AFA, AES or AS degree programs.

Units/ Years	Subjects
4	English (written and oral communications)
2	Mathematics (geometry plus one year after Geometry)
3	Social Studies (emphasizing history, government, Geography, others also apply)
3	Science (two of which must be laboratory sciences)
1	Electives (Foreign Language, Music, Art, or Vocational Education)
2	Additional coursework from any of the above

Please note: Students enrolled at the college prior to the Fall 1993 Semester are EXEMPT from the admission requirement process.

Assessment and Remediation

Students who are unable to provide a high school transcript or do not meet the requirements above will be provisionally admitted subject to assessment/remediation of deficiencies as outlined as follows. An Academic Advisor can also meet with the student to discuss prior educational experience and recommend a placement for student success.

Placement for Students not meeting a multiple measure for English or Math:

Students seeking to enter the Associate in Arts, Associate in Fine Arts, Associate in Engineering Science, Associate in Science or Associate in General Studies degree program must meet at least one placement measure in English and math (i.e. GPA, ACT, SAT, GED, etc.) in order to directly enroll in the entry credit bearing course. For students who do not meet one of the stated measures, he or she can be assessed through the Testing Center to determine the appropriate placement in English and math classes. Assessment scores identify which English and math classes the student are recommended to complete. Information regarding assessment is available in the Testing Center, 618-235-2700, ext. 5551. It is recommended to schedule an appointment with an advisor to discuss the appropriate placement and course offerings.

Students also have the opportunity to concurrently enroll in a developmental course with a credit bearing course. Please see academic advisor to discuss placement that will offer most student success.

Social Science

Students who are lacking appropriate high school courses in social science will be required to meet the AA/AFA/AES/AS admission requirement by achieving a minimum grade of C in a college social science course.

Science

Students who are lacking appropriate high school courses in science will be required to meet the AA/AFA/AES/AS admission requirements by achieving a minimum grade of C in a college life science course with a lab **and** a college physical science course with a lab.

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 are determined by a number of measures that include the student's high school grade point average (GPA), SAT scores, ACT scores, and more. Students who do not meet one of the measures have an option to enroll in a developmental English or math course to prepare for future enrollment in a credit bearing coursework. 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. 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.

Multiple measures used for placement for entry level college courses in English and math placement include: High School GPA, High School Equivalency Test results, SWIC Placement Test, ACT scores, SAT scores, high school PARCC/IAR state test scores, successful completion of high school transition math and/or English course, and prior college course work.

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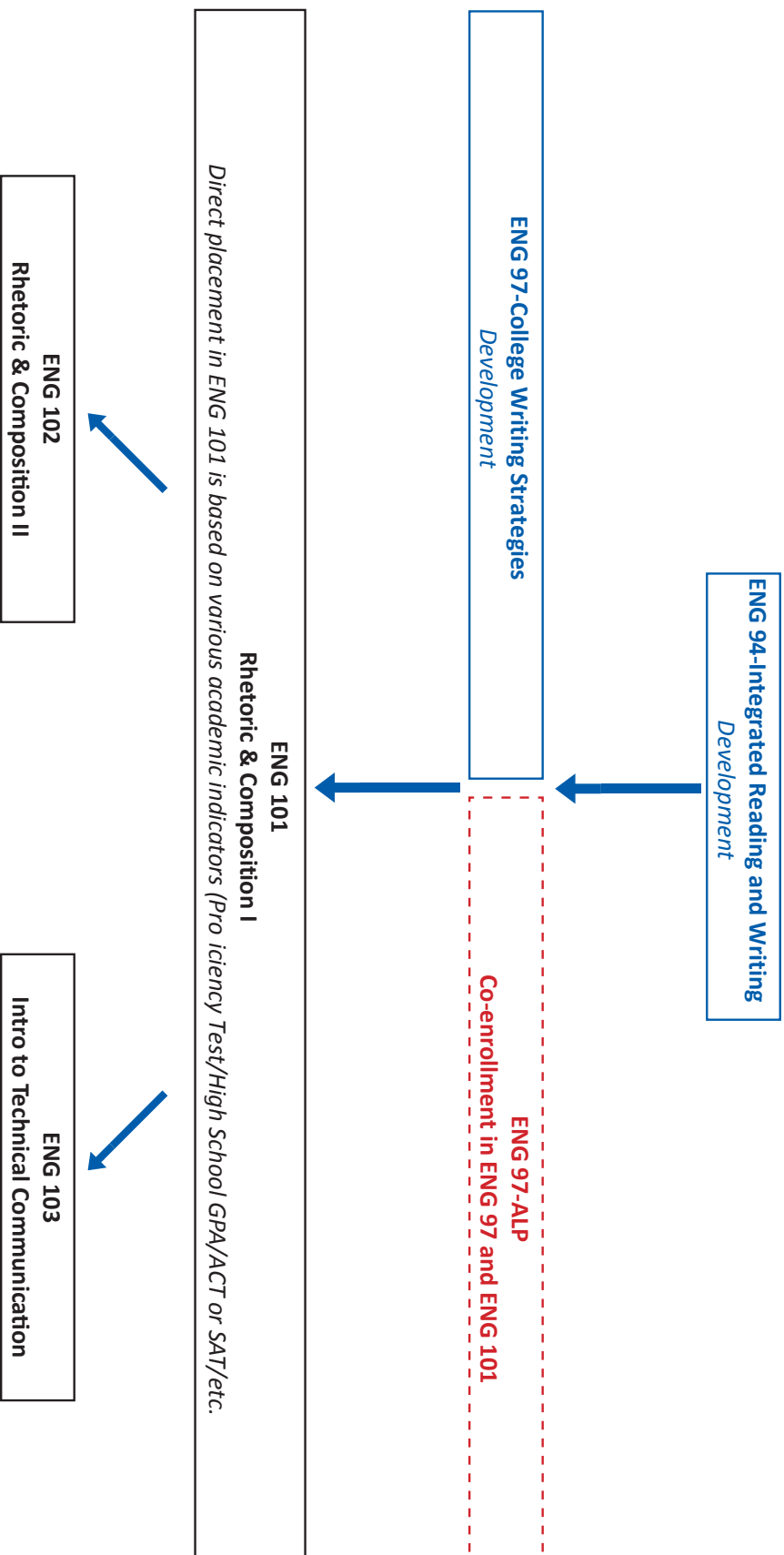
Some of the SWIC Health Sciences programs may require an application and additional testing before acceptance into a program. Please refer to program pages for more details.

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.

ENGLISH COURSE PLACEMENT SEQUENCE

English courses are also _requisites_ for many courses in other subjects.

ENG 94-Integrated Reading and Writing
Development

ENG 97-College Writing Strategies
Development

ENG 97-ALP
Co-enrollment in ENG 97 and ENG 101

ENG 101
Rhetoric & Composition I

Direct placement in ENG 101 is based on various academic indicators (Proficiency Test/High School GPA/ACT or SAT/etc.

ENG 102
Rhetoric & Composition II

ENG 103
Intro to Technical Communication

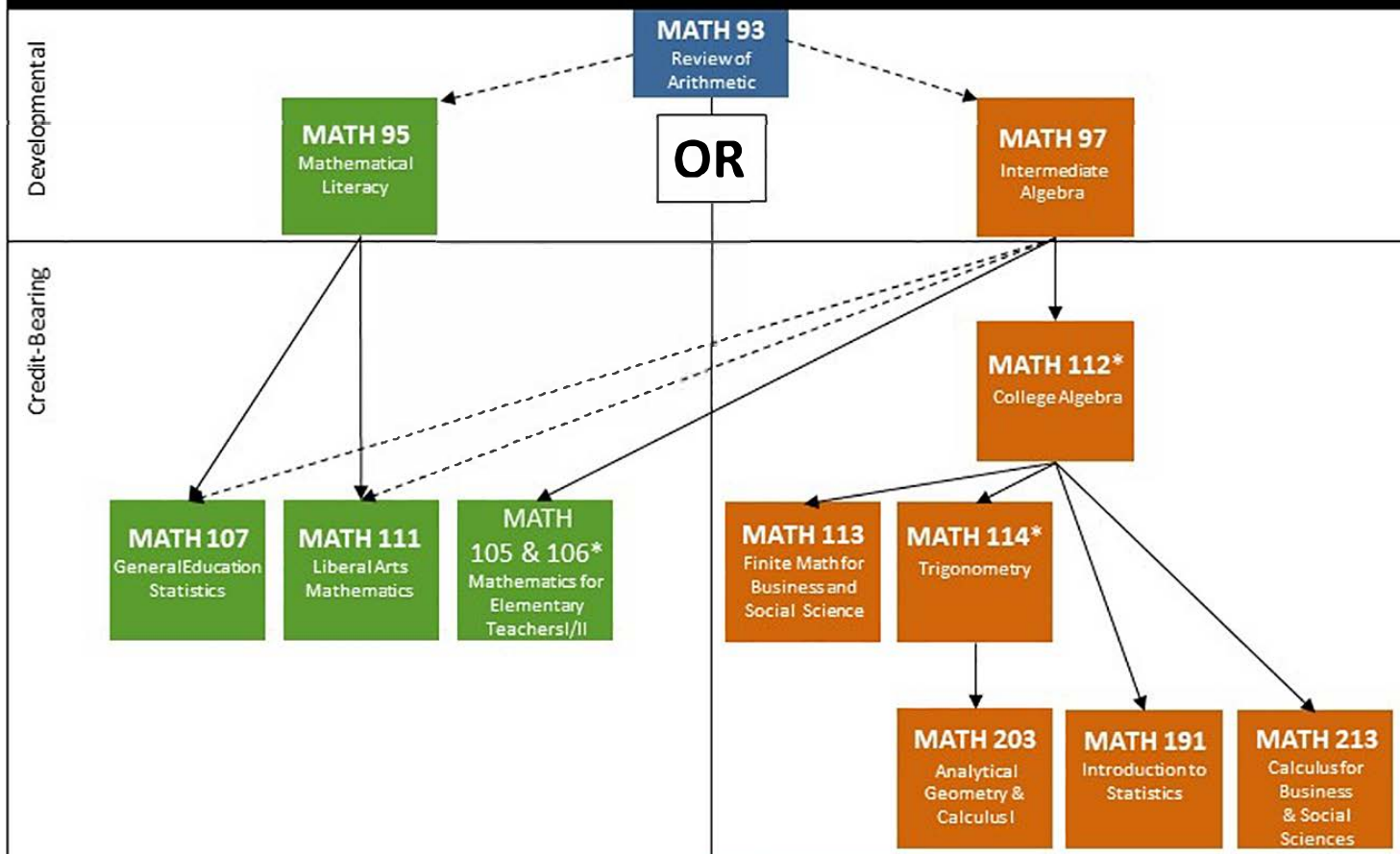*Dashed boxes indicate accelerated paths to English 101

MATH COURSE PLACEMENT SEQUENCE
Transfer Programs – Pre-Majors

Associate in Arts (AA) & Associate in Fine Arts (AFA)	Associate in Science (AS) & Associate in Engineering Science (AES)

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/boot-camp/) prior to retest to aim for higher placement.

Developmental

MATH 93 — Review of Arithmetic

MATH 95 — Mathematical Literacy

OR

MATH 97 — Intermediate Algebra

Credit-Bearing

MATH 112* — College Algebra

MATH 107 — General Education Statistics

MATH 111 — Liberal Arts Mathematics

MATH 105 & 106* — Mathematics for Elementary Teachers I/II

MATH 113 — Finite Math for Business and Social Science

MATH 114* — Trigonometry

MATH 203 — Analytical Geometry & Calculus I

MATH 191 — Introduction to Statistics

MATH 213 — Calculus for Business & Social Sciences

PRE-MAJORS OFFERED AT SWIC

Art
Music Education
Music Performance
Accounting
Aerospace Studies
Agriculture
Anthropology
Business Admin.
Criminal Justice
Early Childhood Ed.
Economics
Education–Elementary
Education–Secondary

Education–Special Ed.
English
Exercise Science
Film
Foreign Language
Geography
Health/Physical Ed.
Health Science/Safety
Ed. History
International Studies Journalism
Literature
Mass Communication

Military Science
Music
Philosophy
Political Science
Pre-Chiropractic
Pre-Law
Psychology
Social Work
Sociology
Speech Communication
Theater Arts

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

Biology
Chemistry
Computer
Science Earth
Science
Engineering
Mathematics

Physics
Pre-Dentistry
Pre-Medicine
Pre-Pharmacy
Pre-Veterinary Medicine

Additional Courses You May Need: MATH 171, MATH 203, MATH 204, MATH 205, MATH 210, MATH 271, MATH 290, MATH 292

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.*

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*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.

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 Medicatl 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 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; for more information on the IELTS, visit 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. (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 regionally 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 or 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/

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

General Information

Day, evening and weekend classes are 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.

Course 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 six 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.

SWIC courses fall into three categories – those which may not be audited (see listing following), those which may be audited with the approval of the department (see listing following) and those which require no approval to audit (any credit class NOT listed 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
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
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) he 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

It is the primary responsibility for the student to withdraw him or herself from a course. 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

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 this 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

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.

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 his/her 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 50 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 instructional vice president 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

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 regionally accredited by any of the following associations:

HLC	The Higher Learning Commission
MSCHE	Middle States Association of Colleges and Schools Middle States Commission on Higher Education
NASC	Northwest Association of Schools and Colleges
NEASC	New England Association of Schools and Colleges
NEASC-CTCI	New England Association of Schools and Colleges Commission on Technical and Career Institutions
NWCCU	Northwest Commission on Colleges and Universities
SACSCOC	Southern Association of Colleges and Schools Commission on Colleges
WASC-ACCJC	Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges
WASC-WSUC	Western Association of Schools and Colleges Senior College and University Commission

Steps to having your transcripts evaluated:
A. Submit a New Student Information form to Enrollment Services
B. Request official transcripts be sent to Enrollment Services from each institution attended
C. 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 elective 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 vice president for Instruction. 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. 5430).

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 vice president for Instruction.
- 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

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.

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

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