

Occupational Program Guarantees

REGULATIONS FOR GUARANTEE OF TECHNICAL COMPETENCE

1. The graduate must be currently employed full-time in a job directly related to his or her program of study. Initial employment must have been within one year of graduation from the approved CSC program.
2. The employer must verify in writing within 90 days of the graduate's initial employment that the graduate lacks competency in specific technical skills as represented in the degree description and course syllabi.
3. The graduate must have completed the AAS degree within a four-year time span or the certificate within a two-year time span.
4. Prerequisites, co-requisites and other admission requirements for retraining courses must be met and are not included in those courses covered in this policy.
5. All retraining must be completed within two (2) calendar years after the claim is made.
6. Retraining will be limited to nine credit hours related to the perceived skills deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
7. A written retraining plan must be jointly developed by the employer, the graduate, and the appropriate instructional administrator, specifying the courses needed for retraining and the competencies to be mastered.

This guarantee covers only the course work for the degree/certificate that has been completed at CSC. The student must have earned at least a grade of "C" in all courses applicable to the program being guaranteed.

Should the student audit, withdraw or not receive a passing grade in a course identified in the retraining plan, it will be included in the offer of nine credit hours.

The College makes no representation regarding student competency in subsequent releases of software or revised or new equipment. Likewise, the College makes no representation that student knowledge or skills will be valid in the future.

If the above conditions cannot be met, specific procedures will be established to address the extenuating circumstances to determine the validity of the claim.

This guarantee does not imply that the graduate will pass any licensing or qualifying examinations for a particular career.

1. Courses guaranteed are limited to those designated as AA/AS transfer courses taken at Carl Sandburg College.
2. The student must have earned an AA or AS degree from Carl Sandburg College.
3. The student must have earned at least a grade of "C" for the course(s) and comply with any sequencing or other special requirements.
4. The student must make a claim under this provision for guarantee within one year after completion of the AA/AS degree from Carl Sandburg College by contacting the chief student services officer in writing within 60 days after learning that course credit has been refused. Copies of all correspondence related to the transfer credit must accompany the notice.
5. The student must cooperate fully with Carl Sandburg College in its efforts to have the credit transferred or accepted by the transfer institution, and the student must give any necessary consents or releases regarding student records.
6. Following the completion of 15 credit hours and prior to registration for additional hours, the student must identify the intended four-year transfer college or university. The 15 hours of work must be taken from general education or open electives that are applicable to an AA or AS degree.

The above provisions do not assure the graduate that the letter grade earned at Carl Sandburg College for a course will be considered by the transfer institution for determining the grade point average, honors, or other purposes, but only that the transfer institution will give course credit.

The above provisions do not apply to Carl Sandburg College courses not awarded credit by a senior institution as a result of the student exceeding the four-year school's maximum number of credit hours allowed in course transfer from a community college or exceeding the maximum allowable discipline hours of the senior institution such as physical education activity courses or other similar discipline limits to credit.

The above provisions do not imply in any way that the graduate will be admitted to a four-year college or university as each determines its own admission criteria.

Developmental courses at Carl Sandburg College are not included as a part of these provisions. Also developmental courses as defined by the four-year college or university are not included as a part of these provisions.

If the above conditions cannot be met, specific procedures will be established to address the extenuating circumstances to determine the validity of the claim.

**Note: A four-year institution may award fewer credits for the course than Carl Sandburg College awards.**