

Programs of Study



■ Contents

Graduation	65	Associate in Arts (A.A.) Degree General Course Requirements	74
Conferral of Degrees and Certificates	65	Associate in Science (A.S.) Degree General Course Requirements	74
Graduating with Honors.....	65	Associate in General Studies (A.G.S.) Degree Requirements.....	75
Graduation Requirements.....	65	General Studies Program	75
Procedure for Late Graduation Petitions.....	65	Business and Agri-Industries	77
Program Course Substitution Policy for Graduation.....	66	Accounting	
Second Degree and/or Certificate Requirements	66	Agri-Business	
Constitution Examination Requirement.....	66	Agricultural Business:	
Credit by Examination.....	67	Ag Equipment Management and Marketing	
Advanced Placement (AP) Program.....	67	Applied Agronomy	
General Education Degree Requirements	68	Equine Management	
General Education Core Curriculum Requirements.....	68	Grain Merchandising and Management	
General Elective Courses.....	68	Management	
General Education Core Courses ..	69	Precision Ag Technology	
Parkland IAI General Education Course Codes	70	Agriculture	
Parkland Courses with the Same IAI General Education Core Curriculum Code	71	Business:	
Career Program General Requirements	72	Independent Business Management	
Associate in Applied Science (A.A.S.) Degree.....	72	International Business Management	
Certificate	72	Management	
Transfer Program General Requirements	72	Marketing	
Associate in Arts (A.A.) or Associate in Science (A.S.) Degree Requirements.....	72	Business Administration	
Associate in Fine Arts (A.F.A.) Degree Requirements.....	73	Business Education	
Associate in Engineering Science (A.E.S.) Degree Requirements.....	73	Customized Career Preparation	
		Geographic Information Systems	
		Horticulture:	
		Floral Design	
		Landscape Design, Construction, and Management	
		Hospitality Industry:	
		Hotel/Motel Management	
		Foodservice	
		Restaurant Management	

Computer Science and Information Technology99

- Computer Science/Computer Information Systems
- Digital Media
- Digital Media Certificates
 - 3D Computer Animation Software
 - 3D Software Development
- Web Programmer
 - Basic Website Design and Management
- Microcomputer Support Specialist
- Microcomputer
- Network System Administrator
- Networking Certificates
 - Linux System Administration
 - Microsoft Certified System Administrator
 - Microsoft Systems Engineer
 - Cisco Networking
 - Network Administration
 - Network Security Specialist
- Programming — Database Management
- Programming Certificates
 - Object-Oriented Programming
 - Oracle DBA
- Office Professional
- Office Assistant
- Information Processing
- Medical Transcriptionist
- Computer MOS (Microsoft Office Specialist)

Engineering Science and Technologies 115

- Associate in Engineering Science
- Automotive Certificates
 - Brakes and Alignment
 - Engine Overhaul
 - Power Trains
 - Automotive Electricity/Electronics
- Automotive Collision Repair Technician
- Automotive Collision Repair Certificates
 - Auto Collision Estimating
 - Automotive Welding
 - Custom Automotive Design
 - Refinishing

- Automotive Service
- Automotive Technician
- Automotive Ford Motor ASSET Program
- Automotive Technology
- Building Construction and Repair
- Computer-Aided Drafting (CAD):
 - Mechanical Design
 - Structural and Civil
- Construction:
 - Bricklayer
 - Carpentry
 - Concrete Specialist
 - Electrical Construction Journeyman
 - Floor Coverer
 - Glazier
 - Ironworker
 - Laborer
 - Millwright
 - Painting and Decorating
 - Plumbing and Pipefitting
 - Sheet Metal
 - Trade Technology
- Construction Design and Management
- Construction Design and Management:
 - Interrupted Sequence
 - Contracting
 - Surveying Technology
- Diesel Power Equipment Technology
- Electronic Control Systems Technology
- Electrical Power
- Heating, Ventilation, and Air Conditioning
- Industrial Operations
- Industrial Technology
- Tractor Trailer Driver Training

Fine and Applied Arts 143

- Art and Design
- Art Education
- Graphic Design
- Mass Communication
- Mass Communication:
 - Communication Technology
 - Radio-TV/Video
- Music Education
- Music Performance
- Speech Communication
- Theatre Arts

Health Professions 155

- Dental Hygiene
- Dietetic Technician
- Emergency Medical Services:
 - Basic
 - Paramedic
- Massage Therapy
- Medical Assisting
- Medical Laboratory Technology
- Nurse Assistant
- Nursing
- Occupational Therapy Assistant
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- Veterinary Technology

Humanities 169

- English Literature
- Liberal Arts and Sciences

Mathematics 173

- Mathematics

Natural Sciences 175

- Biological Sciences/Preprofessional
 - Medical Science
- Kinesiology
- Personal Fitness Training
- Physical Science

Social Sciences and

Human Services 183

- Child Development
- Child Development: CDA Preparation
- Criminal Justice
- Criminal Justice Education
- Early Childhood Education
- Elementary Education
- Paraprofessional Educator
- Secondary Education
- Special Education
- Fire Service Technology
- History
- Political Science
- Psychology
- Social Work
- Sociology

Graduation

Conferral of Degrees and Certificates

Associate's degrees and certificates are conferred at the end of each semester. Students who plan to graduate are encouraged to file a Petition to Graduate form early in the term prior to the semester in which they anticipate graduation. This form must be on file in the Office of Admissions and Records (A167) no later than the twelfth week of the fall or spring semester, the third class day of the early summer session, and the sixth week of the full summer session.

Commencement is held each year at the completion of the spring semester. All students who have graduated with an associate's degree or certificate with 30 or more credits since the last commencement, or who expect to graduate at the end of the spring semester or the following summer session, are encouraged to participate.

Graduating with Honors

To recognize students who have demonstrated academic excellence in their pursuit of higher education, Parkland College will publicly acknowledge those graduating students who have achieved at least a 3.60 program GPA with a minimum of 30 credit hours of 100-299 level course work applicable to the program at Parkland College as "Graduating with Honors." The designation "Graduation with Honors" will be stated on the student's transcript and diploma. See p. 61 for Honors Program requirements.

Graduation Requirements

It is the student's responsibility to know and fulfill all degree/certificate academic requirements and graduation procedures. The advisor's role is to assist the student in making decisions.

Although academic program requirements may change with each edition of the college catalog, students may graduate under the current program requirements or any program requirements in effect since their first enrollment. Students in a transfer program may change majors and may graduate under the current transfer program requirements or any transfer program requirements in effect since their first enrollment. Students whose enrollment has been interrupted for two years (or more), four successive semesters (excluding summers), must follow the graduation requirements of the catalog in effect at the time of reentry or any catalog published after reentry. Students entering Parkland College under Army Reserve and National Guard (ARNG) and/or Servicemembers Opportunity Colleges Associate's degree (SOCAD or CONAP) programs will be given opportunities to complete their programs under the conditions of their student agreements.

The grade point average used to determine eligibility for graduation in degree and certificate programs includes only courses that are counted for the degree/certificate. This grade point average is called the *program* GPA (see p. 44).

- For A.A.S. degrees and certificates, required courses and all electives that are eligible to be counted for the degree/certificate will be included in the calculation. If a student takes more electives than are required for the degree/certificate, all eligible electives will be used in calculating the program GPA.
- For A.A., A.S., A.E.S., and A.F.A. degrees, all courses numbered 100-289 (except courses with ALS prefixes) with an even or zero middle digit will be included in the calculation.
- For the A.G.S. degree, all courses numbered 100-299 will be included in the calculation.

The program GPA will not include any courses numbered below 100 and above 299. The program GPA will include only courses completed at Parkland College. The college (cumulative) GPA is not used to determine eligibility for completion of a degree or certificate, but the college GPA may be used for financial aid eligibility and academic probation.

Graduation from any program at Parkland College requires a minimum *program* grade point average of 2.0. All associate's degree programs (A.A., A.S., A.E.S., A.F.A., A.A.S., A.G.S.) require fulfillment of the constitution examination requirement.

Career program general requirements are found on p. 72, transfer program general degree requirements on pp. 72-73, and general studies program requirements on p. 75.

The maximum amount of proficiency credit allowed toward a degree is 25 percent.

The student is responsible for specifying on the Petition to Graduate form the year of the catalog to be used for the determination of graduation eligibility.

Procedure for Late Graduation Petitions

Students who submit petitions to graduate after the official deadline published in the college catalog and the class schedule will be considered for graduation during the next graduation petitioning time period. The college will not award degrees retroactively or backdate diplomas.

If all graduation requirements have been completed, the Office of Admissions and Records will, upon request, provide a transcript with the graduation statement showing the future graduation date or a letter stating that all graduation requirements have been completed and the date that graduation will occur.

If the student believes the college is responsible for the lateness of a petition, appeals may be made in writing to the Student Academic Progress/Exceptions Committee. The committee will recommend action to the dean of academic services if the college is determined to be responsible. The appeal will be denied by the committee if the college is not determined to be responsible.

Program Course Substitution Policy for Graduation

Course substitutions for program requirements for graduation will be reviewed and approved by the appropriate department chair(s) and the dean of career programs prior to the student's enrollment in the course(s). If the course substitution requested by the student is for a general education requirement, the appropriate department chair is the chair of the department in which the requirement is offered. For example, a student in Criminal Justice Education who requests a substitution for the mathematics general education requirement must receive written permission from the chair of the Mathematics department rather than from the chair of the Social Sciences and Human Services department.

For students working toward a degree or certificate, credit earned at other colleges and universities will be reviewed and evaluated for credit toward a degree or certificate from Parkland College. Unusual situations or exceptions will be reviewed and evaluated by the appropriate department chair(s) and the dean of career programs.

A student is not given credit toward graduation for a prerequisite course when the following course was successfully completed prior to the prerequisite course.

A student or faculty member may appeal decisions to the Student Academic Progress/Exceptions Committee.

Second Degree and/or Certificate Requirements

If a student qualifies for two associate's degrees at a given time (with fewer than 75 credit hours), the student must choose which degree he or she wishes to receive. However, a student may petition to receive two degrees at one time if the student has earned enough credits (minimum of 75) to obtain the second degree and completed all requirements for both degrees.

If a student wishes to complete a second different degree (certificate with 30 credits or more, Associate in Applied Science, Associate in General Studies, or transfer degree), 15 additional credit hours (in courses numbered 100-299) must be satisfactorily completed at Parkland. If the second degree is a baccalaureate-oriented degree (transfer degree), then the 15 additional credit hours must be in baccalaureate-oriented courses (numbered 100-289 and whose second digit is even). All requirements for the second degree must be met according to the catalog requirements of the year in which the student originally enrolled or any catalog published thereafter. If the student does not attend for a period of two years, four successive semesters (excluding summers), the degree requirements for the catalog of the year in which the student reenrolls must be met. The student may use any portion of the additional required hours to satisfy degree requirements.

If a student qualifies for an associate's degree as well as for a certificate in the same area, the associate's degree will be awarded. Upon written request from the student, a letter will be provided by the dean of career programs indicating that the requirements for the certificate have been met.

A student may earn only one A.A. degree, one A.S. degree, one A.F.A. degree, **or** one A.E.S. degree. Because the IAI General Education Core Curriculum requirements are not satisfied by completion of the A.F.A. or A.E.S. programs, a student who first receives an A.F.A. degree may complete an A.A. degree upon successful completion of 15 additional credit hours and all IAI General Education Core Curriculum requirements. Similarly, a student who first receives an A.E.S. degree may complete an A.S. degree upon successful completion of 15 additional credit hours and all IAI General Education Core Curriculum requirements. A student who wishes to receive a second transfer degree should consult with a counselor or advisor.

Constitution Examination Requirement

Students can meet the constitution examination requirement in the Illinois School Code in any of the following ways:

1. Submitting an official copy of their transcript earned from an Illinois high school or an Illinois high school equivalency (General Education Development [GED]) certificate.

Students graduating from Illinois high schools must request a copy of their high school transcript from the high school records office. The high school records office must mail a copy of the transcript to the Office of Admissions and Records at Parkland College. Hand carried or "Issued to Student" transcripts will not be accepted.

Students must request a copy of their GED certificate be mailed from the Regional Office of Education in the county in which the GED examination was taken. The telephone number for the Regional Office of Education in Champaign County is 217/893-3219.

2. Pass an appropriate constitution examination at Parkland. Information is available at the Assessment Center (A210), 217/351-2432, and the Adult and Workforce Development Office (X208), 217/351-2580.
3. Successfully complete POS 122 and POS 124 or POS 110. These courses include the materials related to the Constitution and other items as specified in the School Code, Section 27-3. If a student plans to transfer to a different college or university, it is advisable to take the combination of POS 122 and POS 124 in order to ensure transferability.

Credit by Examination

Academic credits may be secured through several proficiency examination processes. These credits may be added to earned credits and used to satisfy program requirements resulting in a certificate, a degree, and/or a transfer to other colleges. In addition to transferring credits earned while attending other accredited institutions, persons may have earned credits (generally occupational) through military training and through life and work experiences during which time outstanding professional knowledge and skill development have been established. A conference with a Parkland counselor is encouraged. The following procedures may be used in obtaining proficiency credits:

College Level Examination Program (CLEP). CLEP is a national credit-by-examination program that offers an individual the opportunity to obtain recognition for college-level achievement. Through CLEP, a person can demonstrate knowledge that merits academic credit. On-the-job experience, military training, personal reading, correspondence courses, or telecourses are some of the sources that can prepare an individual to earn college credit. No matter where or how a person has learned, he or she can take CLEP tests.

Each educational institution determines its own policy regarding which CLEP tests it accepts, the minimum scores required to earn credit, and the amount of credit awarded. Individuals interested in participating in CLEP should find out about the acceptability of credits earned through CLEP at a particular college or university before taking a CLEP test.

Anyone may take any CLEP exam in the Assessment Center but only Parkland students may receive CLEP credit through Parkland. Proficiency credit for English 101 is earned by passing the CLEP English Composition without Essay Exam and by writing an essay judged satisfactory by the English faculty.

Interested students are advised to discuss matters concerning procedures and acceptability of credits with a counselor or advisor before making an appointment to take the tests. The CLEP tests are offered in the Assessment Center by appointment. For more information, contact the Assessment Center at 217/351-2433.

Institutionally Prepared Proficiency Examinations. Students may also earn credit in a number of disciplines through institutionally prepared proficiency examinations. The student must apply to the appropriate department chair to take an individual examination for credit. The department decides whether a proficiency test is appropriate for any particular subject area, discipline, or course. These examinations may be taken only once in a given course. Permission to take such examinations will not be granted for the purpose of raising grades or removing **F**, **NC**, **T**, or **W** grades in courses. A fee, fixed by college personnel, will be charged for such exams and must be paid to the college cashier before testing is undertaken. An institutional proficiency test must be taken prior to official

enrollment in a given course. Examinations may not be administered to a student who has passed a higher level course than the one for which the proficiency is requested, unless specifically approved in advance by the dean of career programs. In certain cases, a fixed time will be announced for courses that are requirements of particular programs. A person seeking proficiency credit at Parkland must be enrolled or have previously completed courses in which credits have been earned at Parkland. A minimum of 6 semester hours is recommended. Proficiency credit is counted toward graduation and is recorded on transcripts as **P**. The maximum amount of proficiency credit allowed toward a degree or certificate is 25 percent. The credit is not included in the calculation of the grade point average and may not be used to establish full-time eligible status.

In all cases, credit to be granted for successful completion of tests will be determined by the dean of career programs and by the appropriate department chair. Credit earned through examinations cannot duplicate credit earned in college course work. Exceptions to any of the procedures mentioned in this section must be discussed with the department chair in the particular area of concern and/or the dean of career programs.

Proficiency examinations are administered at times set by the department. For more information about proficiency testing, contact the appropriate department chair.

Advanced Placement (AP) Program

The AP program, sponsored by the College Board, gives secondary school students the opportunity to complete college-level studies. Parkland offers credit for many AP subjects. Scores from AP examinations should be submitted to the Office of Admissions and Records for credit/placement evaluation.