

## Career/Occupational Program Guarantee

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Kishwaukee College, as an expression of confidence in the faculty, staff, and educational programs, states that students graduating with an Associate of Applied Science Degree or Certificate in a career/occupational program be guaranteed competency in the skills represented in the degree or certificate.

Should the graduate not be able to demonstrate the skills expected by his or her employer, the student will be offered free tuition (excluding course fees) up to a total of 12 credit hours of retraining for an Associate of Applied Science degree (AAS) or 9 credit hours of retraining for a credited certificate subject to the following conditions:

1. All course work for the degree or certificate must have been completed at Kishwaukee College.
2. The graduate must have completed the AAS degree within four years of initial enrollment in the AAS degree program at Kishwaukee College or the certificate within two years of initial enrollment in the certificate program at Kishwaukee College.
3. The graduate must have been employed full-time in a job directly related to the program of study within six months of graduation.
4. The employer must verify in writing to Kishwaukee College within 90 days of the graduate's initial employment that the graduate lacks the competency in specific technical skills, as represented by the occupational program requirements.
5. The student's program advisor or counselor, in consultation with the employer and Division Dean, will develop a written educational plan for retraining.
6. The AAS retraining will be limited to a total of 12 semester credit hours (the certificate retraining will be limited to a total of 9 credit hours) relating to the perceived skills deficiency and to those classes regularly scheduled at Kishwaukee College during the period covered by the retraining plan.
7. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
8. The graduate and/or employer is responsible for the cost of books, lab fees, and other course fees.
9. This guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career or occupation.
10. The student must earn a grade of "C" or higher in all courses for retraining applicable to the program being guaranteed or this guarantee is null and void.
11. The career program guarantee can be initiated through written contact with the Vice President of Instruction.
12. Prerequisite and other admission requirements for retraining courses must be met and are not included in the courses covered by this guarantee.
13. Students' rights under this program may not be assigned or transferred to another student voluntarily or involuntarily. Further, no refund is required or will be made if the student received any form of financial assistance to pay the tuition.
14. The sole recourse available to the participants enrolled pursuant to this guarantee program shall be limited to the tuition waiver for the retraining with no recourse for damages, court costs or any associated costs of any kind or right to appeal beyond those specified by Kishwaukee College.

**Note:** This guarantee applies to software releases and vendor-specific equipment used in courses at the time the student enrolled in the course. 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. The College's liability is limited to the compensation stated herein.