

Policy: Educational Planning Committee	Number: 202.03
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Each instructional site/campus shall have an active Educational Planning Committee made up of four members from within the college. Each member shall be a person who is thoroughly familiar with the Students Policies and Procedures. The committees are to address students' issue(s) that are not stated within the policy but within the parameters of ISTC/Board of Trustees Policies.

The committees will review necessary documentation to make recommendations of educational placement. When accumulating information for educational placement the following guidelines should be implemented.

1. Students who seek reinstatement after suspension will be screened to ensure that they can best be served by attendance and that the proper time intervals (as prescribed by college policy) have elapsed.
2. Students applying as transfer students will be admitted with transfer credit based on criteria listed in the current college catalog. The committees will screen transcripts from course work that satisfy ISTC program requirements.
3. Students who are seeking program changes after completing more than one semester of their current programs will be screened by the committee. The committees will review students' records and any other circumstances that will assist in making recommendations.