

(5) class days for courses meeting three (3) or more times per week.

COURSE REPEAT POLICY (500.4)

Students of Illinois Eastern Community Colleges may repeat a course under any one of the provisions described below. Students planning to transfer should familiarize themselves with the receiving college's policy on repeat courses as they differ from one institution to the next.

A. Course Identified as Repeatable in the Course

Description. Many courses are pre-approved by the Illinois Community College Board as repeatable due to the nature of their content. For these courses, the following apply:

- No formal written permission required to enroll in the course up to the number of times indicated as repeatable.
- All credit hours, up to the number of times indicated as repeatable, will be used in computing the student's earned credit hours.
- All course grades, up to the number of times indicated as repeatable, will be used in computing the student's cumulative grade point average and appear on the student's transcript with an I (Included in GPA) in the R Column.
- The Board of Trustees established tuition rate shall apply.

B. Course NOT Identified as Repeatable in the Course

Description. (NOTE: Students should contact their financial aid representative before repeating a course that's not identified as repeatable in the course description as it may impact their financial aid.) The majority of courses are not repeatable, but may be repeated under the following conditions:

1. **Repeat Due to Grade Less Than C or a Withdraw, First Repeat.** If during initial enrollment in the course, the student earned less than a grade of C or withdrew after midterm, the student may enroll one additional time. The following apply:

- No formal written permission required to enroll in the course.
- The higher grade will be used in computing the student's earned credit hours and cumulative grade point average.
- The higher grade will appear on the student's transcript with an I (Included in GPA) in the R Column; the lesser grade will appear on the student's transcript with an E (Excluded from GPA) in the R Column.
- The Board of Trustees established tuition rate shall apply.

2. **Repeat After 4 Years to Upgrade Skills, First Repeat.** If the last time the student completed the course was at least four years prior, the student may enroll one additional time to upgrade his/her skills in that area. The following apply:

- No formal written permission required to enroll in the course.
 - The higher grade will be used in computing the student's earned credit hours and cumulative grade point average.
 - The higher grade will appear on the student's transcript with an I (Included in GPA) in the R Column; the lesser grade will appear on the student's transcript with an E (Excluded from GPA) in the R Column.
 - The Board of Trustees established tuition rate shall apply.
3. **Repeats After the First Repeat.** For a student who wishes to repeat a course after the first repeat, the following apply:
- Formal written permission is required.
 - The highest grade will be used in computing the student's earned credit hours and cumulative grade point average.
 - The highest grade will appear on the student's transcript with an I (Included in GPA) in the R Column; the lesser grades will appear on the student's transcript with an E (Excluded from GPA) in the R Column.
 - All students, except international students, will pay the equivalent of the applicable out-of-state tuition rate for the course enrolled; international students will pay the Board of Trustees established tuition rate.
- C. **Repeats Under Provisions of an IECC Educational Guarantee Policy.** A student may repeat a course in accordance with the provisions set forth in the Educational Guarantee Policies, 800.10 and 800.11. Impact to the student's transcript will be per A. or B. above depending upon whether the course was repeatable or not.

WITHDRAWAL POLICY (500.30)

Unforeseen circumstances or changes in plans may lead to necessary modifications to a student's schedule. In accordance with IECC's Withdrawal Policy, adding, dropping, or withdrawing a course is the student's responsibility and must be initiated during specifically set forth days. It's important to be aware of these dates and to know the difference between a drop and a withdrawal at IECC. While the process for initiating both are similar, the timing may result in very different outcomes, as described below.

Drop

A dropped course is one in which:

- Official action is taken to remove from the student's schedule within:
 - The first 10 business days of a 16-week course schedule.
 - The first 5 business days of an 8-week course schedule.