

pursue a formal review of the grade. Instructor action will be within 5 working days of meeting with the student.

Step 2: Appeal to Academic Standards Committee

Within 5 working days of the informal meeting with the instructor, the student may register a formal appeal by submitting a Grade Appeal Form (available from the dean or on the website) to the appropriate dean to initiate a review by the Academic Standards Committee. Within 10 working days of receipt of the Grade Appeal Form, a written decision will be issued to the student.

If the committee agrees with the reason(s) for the grade change, the dean will advise the instructor to complete a Grade Change Form. If the decision of the committee is unsatisfactory to either party, that individual will have the right to appeal to the president of the college.

Step 3: Appeal to President of the College

Within 5 working days of the committee's decision, the student or instructor may request (in writing) a meeting with the college president to discuss the decision of the Academic Standards Committee. Within 10 working days of the receipt of the request, a written decision will be issued to the student.

If the president agrees with the grade change, the instructor will be advised to complete a Grade Change Form. If the decision of the president is unsatisfactory to either party, that individual will have the right to appeal to the chancellor.

Step 4: Appeal to Chancellor

Within 5 working days of the president's decision, the student or instructor may request (in writing) a meeting with the chancellor to discuss the decision of the president. Upon review, the chancellor may dismiss the grade appeal with or without meeting with the aggrieved party. Alternatively, the chancellor may meet with the aggrieved party and, within 5 working days, provide a written decision.

Step 5: Appeal to the Board of Trustees

Within 5 working days of the chancellor's decision, the student or instructor may request (in writing) a meeting with the Board of Trustees to contest the decision of the chancellor/president. Upon review, the Board Chair (or their designee) may dismiss the grade appeal with or without meeting with the aggrieved party. Alternatively, the Board Chair (or their designee) may arrange a meeting with the aggrieved party with representatives of the Board at a time and date of their choosing. All decisions of the Board of Trustees are final.

All official documents of the grade appeal will be kept by the Registrar in the Office of Admissions and Records.

GRADE FORGIVENESS

The purpose of Grade Forgiveness is to provide a student who performed poorly previously at IECC an opportunity to recover from deficient academic performance.

Therefore, students seeking re-entry into a certificate or degree program who have academic records that are at least three years old may petition to the Academic Standards Committee to have all F (Fail) and WF* (Withdrawal Failing) grades forgiven for the purpose of calculating their cumulative grade point average at IECC.

Student should:

- 1) Meet with an academic advisor to discuss eligibility;
- 2) Complete the Grade Forgiveness Petition form and document the circumstances which impacted the original grade(s), new goals, and plans to further education.
- 3) Submit signed form to the dean.
- 4) Be advised
 - Grade Forgiveness is offered only one time;
 - Petition must be submitted to the IECC college of re-entry;
 - Forgiven grades will remain on transcripts;
 - Based on their own policies, other colleges and universities may consider the original grade(s) in their CGPA calculations;
 - Grade Forgiveness before the three-year period may be considered if there are documented extenuating circumstances;
 - Financial aid eligibility may be impacted; contact the financial aid office.

The dean will, within 15 working days of receiving the Petition, ensure the Academic Standards Committee meets and makes a determination. The decision of the committee is final.

*Effective summer semester FY1999, colleges no longer award WF (or WP) grades.

AUDITING

A student who wishes to audit a course must obtain permission from the Student Services Office. Registration procedures and tuition charges are the same as when enrolling for credit. Auditing students are not required to take examinations. Audited courses cannot be counted toward graduation requirements, but credit is counted as a part of the total student load. Students may change from audit to credit or credit to audit during the first five (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, 500.18 and 500.19. 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.
 - The proportionate time of any other schedule not conforming to a 16- or 8-week course schedule.
- There will be no record of the course on student's academic record.
- The student receives 100% refund of tuition and fees.

The drop period coincides with the refund period.

Withdraw

A withdrawn course is one in which:

- Official action is taken to remove from the