

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 student's schedule after the drop period has ended, but no later than:
 - 2 weeks before the last day of class for a 16-week course schedule.
 - 1 week before the last day of class for an 8-week course schedule.
 - The proportionate time of any other schedule not conforming to a 16- or 8-week course schedule.
- The course appears on the student's academic record with a "W", signifying "Withdrawal prior to completion", and will not be computed in the GPA.
- The student receives no refund of tuition and fees.

If no official action is taken to withdraw from a course during the prescribed deadlines, the course will appear on the student's academic record with the earned letter grade.

Add

A course may be added to a student's schedule during the same period of time defined for the drop period. An added course is one in which:

- Official action is taken to place additional coursework on a student's schedule within:
 - The first 10 business days of a 16-week course schedule (with instructor approval*).
 - The first 5 business days of an 8-week course schedule (with instructor approval*).
- The course appears on the student's academic record.

- The additional tuition and fees will be added to the student's account.

* Student requests to add a course may be denied due to the accelerated pace of the class.

Student-initiated Action to Add, Drop, or Withdraw

Due to possible unintended consequences resulting from schedule changes, students are strongly encouraged to seek guidance from instructors, academic advisors/retention coordinators, and financial aid representatives prior to making any changes. Official action requires completion of the Course, Program, or Catalog Term Change Form available in Student Services.

Administrative Drop or Withdrawal

While the responsibility to drop or withdraw a course is the student's, there are limited instances when a college administrator may initiate this action. Administrative drops and withdrawals adhere to the same guidelines and result in the same consequences as those described above.

1. **Prohibited Conduct.** Outlined in the Student Code of Conduct.
2. **Disciplinary.** Suspension or dismissal for the remainder of an academic semester or longer.
3. **Registration Violation.** Registration in violation of college regulations and requirements (academic ineligibility to register).
4. **Health Issues.** Severe psychological or health problems such that a student cannot be permitted to continue in attendance.
5. **Other.** Reasons deemed appropriate by the president or dean of instruction.

Prior to initiating an administrative withdrawal, the instructor submits a Progress Report to alert the retention coordinator or academic advisor to contact the student. If there is no resolution (i.e., student-initiated action), an instructor may recommend a withdrawal if deemed to be in the best academic interest of the student. The withdrawal must be approved by the dean of instruction. The Student Services Office will notify the student and financial aid coordinator of the action taken.

Students must act immediately, by contacting their instructor, if an opportunity for reinstatement in the course is desired.

Exceptions/Related Policies

Policy to Protect Academic Standing of Dual Credit Students (Policy 500.29) specifically applies to students who are not successful in dual credit courses that follow the high school calendar and may withdraw from the college course after the college drop date to protect their academic standing.

Student Military Policy (500.21) addresses withdrawals which result from a student enlisting or being ordered to active duty.

Return of Title IV Funds Policy outlines federal rules and regulations related to attendance, withdrawal, and various calculations for determining if funds must be returned by the student.

Return of Unearned Tuition Assistance outlines the Department of Defense regulations related to attendance, withdrawal, and various calculations for determining if funds must be returned by the student who was awarded Military Tuition Assistance.

DISTANCE EDUCATION

Distance Education at IECC involves any formal approach to student learning in which the majority of instruction occurs while the instructors and learners interact synchronously or asynchronously online. This is done by employing technology to facilitate the educational experience. IECC provides academic and learning resources, student support services, and technical and administrative support for all forms of distance-delivered programs and courses.

Hybrid Courses

Illinois Eastern Community Colleges offers hybrid courses that combine online and traditional face-to-face classroom instruction to facilitate student learning. In a hybrid course, a significant part of the course learning is online, and as a result, the amount of classroom time is reduced. The face-to-face hours are replaced by online activities, assignments, and exams.

Hybrid courses are designed for students who can be successful in online courses, but wish to maintain personal contact with the instructor and other students. Students should refer to the course syllabus or contact the instructor to learn more about the hybrid aspect of a specific course.

Online Courses

IECC offers over 150 courses with online options. Online classes provide students the flexibility to attend virtual classes at times that are convenient for their schedules. In most cases, coursework is accessible 24/7 - 365 days a year. The help desk is staffed Monday - Friday 8 a.m. to 4:30 p.m. (7:30 a.m. - 4:00 p.m. in the summer).

Online classes are ideal when there are obligations such as work or family commitments that do not allow for a traditional classroom setting. They are also a great choice when additional education is needed for professional development and advancement.

Online classes utilize the Canvas Learning Management System and do not require on-campus attendance. If proctored testing is required, it can be arranged at a location local to the student. To check for online classes and programs, or to learn more about online learning, go to www.iecc.edu/online.

ACADEMIC STANDING

Academic standards have been established and measures taken to ensure satisfactory progress is being made by students toward their chosen program of study and/or declared objectives. A student's academic standing is determined at the close of each grading period and becomes part of his/her permanent education record, which is noted under each term on the transcript. The following describes IECC's academic standing classifications and the basis for each.

Good Academic Standing

Students at IECC are in good academic standing when they maintain a minimum cumulative grade point average (CGPA) of 2.0 (C). Only students in good academic standing will be considered for an overload request. Students must be in good academic standing to graduate. The student's transcript will be identified with "GOOD STANDING".

Academic Warning

Academic Warning serves as an alert to the student that their good academic standing may be in jeopardy. For a student to be placed on Academic Warning, 2 things have occurred:

1. The student has earned at least twelve (12) credit hours at IECC; **and**
2. The student's most recent term GPA fell below 2.0

As a result of Academic Warning:

1. The student will be given timely notice of Academic Warning and advised of available support and resources via written notification each term;
2. Overload requests may be denied;
3. Student may be at risk of losing financial aid eligibility under the F.A. Satisfactory Academic Progress policy; and
4. The student's transcript will be identified with "GOOD STANDING".

Academic Probation

Academic Probation serves as a warning to the student that satisfactory progress is not being made. For a student to be placed on Academic Probation, 2 things have occurred:

1. The student has earned at least twelve (12) credit hours at IECC; **and**
2. The student's Cumulative GPA has fallen below 2.0.

As a result of Academic Probation:

1. The student will be given timely notice of Academic Probation via written notification each term;
2. The student is required to meet with an advisor and/or retention coordinator to develop an Academic Success Plan;
3. Overload requests are denied;
4. Student may be at risk of losing financial aid eligibility under the F.A. Satisfactory Academic Progress policy; and