

Proficiency examination grades entered on the student's transcript will be used in computing grade point averages. A grade of "Not Passing" will not be used in grade point averages, nor will it be recorded on the student's transcript.

B. Examinations Administered by Others and Accepted by IECC

Additionally, IECC may accept credit through:

- CLEP (College Level Examination Program) testing
- AP (Advanced Placement) testing
- IB (International Baccalaureate) program
- GED (General Education Development) Testing

Credit for appropriate CLEP scores, AP scores, GED Scores, and IB programs will be entered on the student's transcript as a transfer credit and will not be used in computing grade point averages. The student will be responsible for obtaining and submitting an official document verifying credit by examination scores. This form will be submitted to Student Services for evaluation.

See the Credit by Examination tables in Appendix F for scoring, credits, and equivalency information.

CREDIT EQUIVALENCY POLICY (500.26)

College credit may be granted for an industry recognized license, certification, military experience, or the State Seal of Biliteracy as determined by an evaluative process administered by the Dean of Instruction. See Appendix H for the complete policy with the credit equivalency tables.

GRADES AND GRADING SYSTEM (500.35)

GRADES

Grades are awarded to reflect the quality of student performance. Grade values are assigned on a 4.0 scale from A to F.

The following table provides current applicable grades (all grades are considered earned) with corresponding descriptions and quality points earned, as well as information pertaining to grade suffixes.

Grade/Grade Suffix Legend

EARNED GRADE	SYMBOL INTERPRETATION	QUALITY POINTS EARNED
A	Excellent	4 times the hrs. of credit
B	Good	3 times the hrs. of credit
C	Average	2 times the hrs. of credit
D	Passing	1 times the hrs. of credit
F	Failure	0 times the hrs. of credit
I	Incomplete	Determined by final grade
N	No grade submitted	Not computed
W	Withdrawal prior to completion	Not computed
AU	Audit	Not computed
P	Pass (pass/fail course)	Not computed
F*	Fail (pass/fail course)	Not computed
Grade Suffix		
G	Grade Forgiveness	Not computed
N	Competency-Based Course	Not computed
Q	Less than college level/not calculated in GPA	Not computed
Q*	Less than college level/not calculated in GPA	Not computed
R	Repeat	Not computed
S	Set Aside	Not computed
X	By Proficiency	Computed

GRADE POINT AVERAGE (GPA)

The GPA is indicative of a student's general scholastic average and is a measure of the quality of his/her work. A student's GPA is determined by dividing the total number of grade quality points earned (numeric equivalent of grade earned x credit hour value for the course) by the

total number of credit hours attempted. For example, if a student earned 100 quality points and attempted 40 semester hours of work, his/her GPA would be 2.5 (100 ÷ 40).

INCOMPLETE GRADES

An incomplete "I" grade is a temporary grade which may be assigned, at the instructor's discretion, when extenuating circumstances beyond the control of the student prevents completion of course requirements by the end of the academic term. Prior to the end of the term, the student must initiate this process by discussing the terms for the Incomplete with the instructor who will document the work to be completed electronically via the Record of Incomplete Grade.

Incomplete grades for regular sixteen-week courses should be completed by the fourth week of the next term or the incomplete grade will be changed to an *F*.

Incomplete grades given for courses outside the regular sixteen-week schedule must be finished within four weeks from the end date of the course or the incomplete grade will be changed to an *F*.

Incomplete grades may be given only in the following circumstances:

- The student's work to date is passing;
- Attendance has been satisfactory through at least 60% of the term;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame and does not require the student to re-take any portion of the course;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time.

PASS/FAIL GRADES

Students exercising the pass/fail option must declare their intentions at registration by designating it on the Student Information and Request Form (available in Student Services) or completing a Pass/Fail Course Request Form. Students may not change to the traditional letter-grade option after the end of late registration.

Students planning to transfer to senior institutions are discouraged from taking courses under the pass/fail option and should consult with their advisor before selecting this alternative.

Additional Guidelines:

- A student may take a maximum of twelve (12) pass/fail credit hours, with certain exceptions.
- A student enrolled in a transfer degree may not take general education requirements for pass/fail credit.

- A student enrolled in a certificate or an Associate in Applied Science degree program may not take degree/ certificate courses for pass/fail credit. Exceptions: NUR 1206, NUR 2205, or those courses entitled "Internship" or "Seminar".
- A student may take continuing education courses for pass/fail credit.
- A student must earn a C or better to receive a P in a P/F course.
- A grade of F* (Fail) or P (Pass) will not be computed in the grade point average.
- Applicable tuition and fees apply.

FINAL GRADES

At the conclusion of each course, instructors shall assign an official grade for each student enrolled based on the criteria outlined in the course syllabus. Final grades are posted to each individual student's academic record at the end of the academic term in which the course was completed. Accurate academic records must be kept by each instructor for auditing and verification purposes. At the end of each term, students may access their grades using Entrata. Guides to aid students in viewing their final grades are available on the IECC website.

GRADE APPEALS

Under specific, limited circumstances and within a prescribed timeframe, students may appeal a final grade. The institution will not review the judgment of a faculty member in assessing the quality of student's work. However, if the student believes a faculty member improperly assigned a semester grade due to at least one of the below criteria, as described below, the student may appeal by following the outlined procedure. All grade appeals are handled individually. The matter will be referred to the District Title IX/ADA Coordinator in cases where a grade appeal is based on a complaint involving sexual harassment or discrimination. Grade appeals cannot be initiated until the conclusion of the course and the instructor's issue of a final grade.

Criteria for Grade Appeal

The burden of proof falls on the student to demonstrate one or more of the following has occurred:

- A mathematical or clerical error results in the assignment of an incorrect grade;
- The assignment of the grade was based on factors other than academic performance in the course;
- The assigned grade was based on an unreasonable departure from the instructor's previously announced standards;
- The assignment of a grade was based on different standards than those applied to other students in the course; or

- Instructor syllabus violates IECC policy which has a direct impact on the student grade.

Step 1: Appeal to Instructor

Upon consideration of these criteria, if a student believes a final grade was improperly or unfairly assigned, the student should seek an informal resolution by contacting the instructor. Contact must be made by the end of the second week of the regular semester (fall or spring) following the term in which the grade in question was received. In the event the student does not receive a response from the instructor by the end of the third week of the regular semester, the student should contact the appropriate dean to facilitate a meeting with the instructor or recommend the student advance to Step 2.

At the informal meeting with instructor, the student is to provide reason(s) for the requested grade change. If the instructor agrees with the reason(s) for the grade change, the instructor will complete a grade change request in Banner. If the instructor denies the student's request, the student will be informed of the decision in writing and he/she may 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 request in Banner. 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)

A. A student may repeat a course without formal written permission of the college when one of the following three conditions is met (indicating eligibility of credit hour grant funding):

1. If, during the student's first enrollment in the course, the student completed the course and earned less than a grade of C or withdrew after midterm, the student may enroll in the course one additional time;
2. If a course has been approved by the ICCB to be repeated, the student may repeat the course as many times as approved by ICCB; or,
3. If the last time the student completed the course was at least four years previously, and the student repeated the course to upgrade his/her skills in that area. This option may only be utilized once per course.

The Board of Trustees established tuition rate shall apply.

B. A student may repeat a course with formal written permission of the college when the student has previously completed the course and was claimed for credit hour grant funding. The student may be claimed for retaking the course if the student uses his/her option to retake the course tuition free under the college's educational guarantee program. Provisions set forth in the Educational Guarantee Policies shall apply.

C. When a student repeats a course that is not eligible for credit hour grant funding (eligibility outlined in section A above), all students, except international students, will pay the applicable out-of-state tuition rate for the course enrolled. For international students, the Board of Trustees established tuition rate shall apply.

D. For courses that were approved by ICCB to be repeated, all grades will appear on the transcript and be calculated in the GPA.

E. For any other courses that are repeated, grades are recorded on the student's transcript. The higher of the grades and its credit will be used in computing the cumulative grade point average. The other course grade(s) will be suffixed with an "R" to indicate the course was repeated and will not be used in computing grade point average.

WITHDRAWAL POLICY (500.30)

Students may add, drop, or withdraw from courses during specifically set forth days as established by Illinois Eastern Community Colleges (IECC).

Refund Period

A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 business days of a sixteen-week course period and the first 5 business days of an eight-week course period or the proportionate time of any other course not conforming to a sixteen-week or eight-week schedule.

Academic Record

Courses dropped before the start or during the refund period of a semester do not become part of a student's academic record. If a student attends and withdraws after a refund period, a W (withdraw) becomes part of the student's academic record. Failure to follow the official withdrawal policy will result in a grade of F.

Student Initiated Drop or Withdrawal

A student is responsible for initiating a drop or withdrawal request by contacting Student Services and completing a Course Change Form (withdrawal form). The student is encouraged to meet with the instructor, his or her Academic Advisor or Retention Coordinator, and the Financial Aid Office before withdrawing from any course.

Withdrawal requests must be received in Student Services no later than two weeks prior to the last day of classes of any regular length semester. Students are advised to contact Student Services for withdrawal deadlines for courses not conforming to a sixteen-week schedule.

Administrative Withdrawal

Prior to an administrative withdrawal, the instructor should submit a Progress Report to allow the Retention Coordinator or Academic Advisor to contact the student. If there is no resolution, i.e. a student-initiated withdrawal, an instructor may recommend an administrative withdrawal after mid-term for a student, if such withdrawal is deemed to be in the best academic interest of the student. The administrative withdrawal must be approved by the Dean of Instruction. The Student Services/Student Records Office will notify the