

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)

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.

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.