

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. (See exceptions below.) 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 student and Coordinator of Financial Aid of the student's administrative withdrawal.

Upon review and approval by the Dean of Instruction, faculty may request to withdraw a student from their course with a failing grade due to plagiarism, cheating, non-attendance, or other gross infractions as outlined in IECC's Student Code of Conduct and/or described in the course syllabi.

IECC also has the authority to administratively withdraw a student from classes for the following reasons:

- Registration in violation of college regulations and requirements (academic ineligibility to register);
- Disciplinary suspension or dismissal for the remainder of an academic semester or longer;
- Severe psychological or health problems such that a student cannot be permitted to continue in attendance; and
- Other reasons deemed appropriate by the proper administrative staff such as the President or Dean of Instruction.

#### 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.

### **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, 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](http://www.iecc.edu/online).

### **ACADEMIC PROGRESS**

All degree- and/or certificate-seeking students are expected to make satisfactory progress toward their declared objectives. During the full-time student's first term in college, the student is expected to maintain a minimum grade point average of 2.0 (C) average. Part-time students are expected to have maintained a grade point average of 2.0 after attempting twelve (12) credit hours.

Regular class attendance is necessary if a student is to receive maximum benefit from college enrollment. The student must make arrangements for makeup work and absences with the instructor, who will determine whether an absence can be excused. If absences or tardiness affect the quality of work, the instructor may recommend dropping the student from the course.

Instructors will permit students to make up work missed because of field trips and activities approved by the college. Nursing students should refer to the Allied Health section for additional requirements. Financial Aid recipients must also adhere to the Financial Aid Satisfactory Academic Progress policy.

### **ACADEMIC PROBATION**

Any student whose cumulative grade point average falls below a C (2.0), after earning twelve (12) credit hours, will be placed on academic probation.