

EAST CENTRAL COMMUNITY COLLEGE

MAXIMUM LOAD

Fifteen or sixteen semester hours of academic work are considered a normal load each semester. First semester freshmen are not allowed to register for more than a normal load unless specified in the curriculum. Other students desiring to enroll for 21 or more semester hours must have special permission from an appropriate curriculum advisor and approval by the Vice President for Instruction. Students who enroll in and maintain enrollment in excess of 21 hours will be charged the full-time rate plus the part-time rate of \$120 per credit hour for those hours in excess of 21 credit hours.

WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from college during the semester should do so properly so that records are complete and accurate. The withdrawal procedure is as follows: 1. To officially withdraw from the college, the student will begin the withdrawal procedure with an Instructional Counselor in the library. 2. The counselor may contact the library by telephone. The student must personally go by the Financial Aid Office, the Admissions Office, the Director of Housing and Student Activities Office (dorm students only), the Office of eLearning (if applicable), and the Business Office. 3. The student, the counselor, the Director of Admissions and Records, the Director of Financial Aid and the Vice President for Business Operations will sign the withdrawal form to indicate that the records are in order. A student who officially withdraws will receive final grades of "W" in all classes. The withdrawal process must be completed before 75% of the term is complete. 4. A refund due the student for withdrawal from the college is based on the time of the completion of the withdrawal process. Please refer to *Refund Policy* in Chapter Four: FINANCIAL INFORMATION, page 73 for additional information.

WITHDRAWAL FROM COLLEGE (ADMINISTRATIVE)

An Administrative Withdrawal may be processed for any student who is unable to follow the normal withdrawal procedure due to hospitalization, illness, disciplinary actions, or etc., provided an administrator initiates the procedure.

ACADEMIC FORGIVENESS

East Central Community College students who have not been enrolled in any postsecondary educational programs for a period of four consecutive years may petition the Vice President for Instruction to have a maximum of two semesters of their prior credit records removed from consideration for determining qualifications for graduation from East Central Community College.

For students who seek academic forgiveness and whose petitions are approved, the College will forgive all coursework earned during the requested semester(s). The student may not choose which grades are to be forgiven. All course grades for said semester(s) will be forgiven and the forgiven credit hours will not be used in determining the students' eligibility to graduate from East Central Community College.

The College will make notations on the students' records regarding the application of this policy. All courses taken at the College and courses transferred to and accepted by the College will remain on the students' permanent records and no guarantees will be expressed or implied regarding the transferability of the forgiven credits to other postsecondary institutions.

A student may utilize the provisions of this policy only once. Account charges will not be forgiven. The forgiveness request form can be obtained from the Office of Admissions, and Records.

GRADUATE COLLEGE-LEVEL COMPETENCIES

East Central Community College identifies six college level competencies within the general education core curriculum for all Associate of Arts, Associate of Science, and Associate of Applied Science. Graduates of East Central Community College will be considered proficient in the following competencies:

- Computation
- Critical Thinking
- Information Technology