

Academic Policies & Procedures

TECHNOLOGY ENTREPRENEUR CENTER

ADDING & DROPPING CLASSES

Generally, students may add a full semester TE course during the first ten instructional days and may drop a course during the first eight weeks of instruction **except where instructors or departments have put other restrictions in place** or if the drop would take that semester's credit hours below 12. Half-session courses (8 week classes), summer session courses, and winter session courses have add and drop deadlines that differ. Please see the [Student Code: Section 3-311*](#) for more information. Check registrar.illinois.edu/academic-calendars for a list of each semester's academic dates and deadlines.

TE 401: DEVELOPING BREAKTHROUGH PROJECTS

This course requires a **Memorandum of Agreement (MOA) Form** and an **Intellectual Property (IP) Terms Form**. These can be found on the TEC website.

The MOA Form needs to be completed and signed before the beginning of the semester. Students will not be allowed to register for a section of TE 401 until the MOA Form has been received by TEC Academic Services.

The IP Terms Form will need to be submitted prior to the 10th day of the semester. If the IP Terms Form is not in prior to the 10th day the student will be dropped from the course.

CREDIT/NO CREDIT

TE courses are permitted to be taken under the Credit/No Credit policy. If the Credit/No Credit policy is elected and approved, grades of C- or better are reflected as "CR" (Credit) on the transcript. Grades of D+ and below are reflected as "NC" (No Credit) on the transcript. **Courses taken under the Credit/No Credit policy are not eligible to count toward required courses**, TE core courses, or general education courses. The Credit/No Credit grading option form must be submitted to TEC Academic Services during the first eight weeks of instruction in a semester, or during the first four weeks of an eight week course. Undergraduates may take up to 18 credit hours under the Credit/No Credit option and

may take a maximum of two courses each semester under this policy. Other limitations apply. Please see the [Student Code: Section 3-105*](#) for more information.

GRADE REPLACEMENT POLICY

If students earn a grade of C- or below when taking a course, they are permitted to retake the course under the Grade Replacement Policy. Up to four courses may be taken for grade replacement, not to exceed 10 total credit hours. Students must submit the Grade Replacement form to the Academic Services Center during the first half of the term in which the course is retaken. Other eligibility criteria apply. Please see the [Student Code: Section 3-309*](#) for more details.

LATE COURSE ADD/LATE COURSE DROP

If students wish to add or drop a course offered by TEC after the deadline has passed, they must submit an **Academic Petition Form** and a **Late Course Change Form** to TEC Academic Services, where a committee will review the request. The petition should include documentation, proof and an explanation of the extreme nature of the student's circumstances. The Academic Petition and Late Course Change Forms can be found on the TEC website. If students wish to drop all of their classes in a semester, please see withdrawal information below.

CANCELLATIONS

Students may cancel or drop all classes from their upcoming semester registration, before midnight of the day prior to the start of instruction for that semester. Students are able to cancel their classes using Enterprise Self-Service, using the "electronic notification of intent to cancel your registration." Students considering this option should meet with the TEC Academic Advisor (Terry Cole), and also a College of Engineering Advisor from their home department. This must be done no later than the business day before instruction begins. Please see the [Student Code: Section 3-308*](#) for more information.

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WITHDRAWALS

After the semester has started, ILEE students needing to drop all their classes should contact the academic advisor of their home department to initiate a withdrawal. Withdrawals from the BS ILEE degree program require the approval of the Assistant Director of Academic Programs (Terry Cole), as well as that of additional officials. The withdrawal effective date is the date the student notifies their academic advisor of their home department of their desire to withdraw, and impacts the percentage of refund that the student may be eligible for. Please see the **Student Code: Section 3-313*** for more information. The withdrawal refund schedule may also be consulted.

RETURNING TO ILEE

ILEE students who voluntarily withdrew during the semester or stopped out for only one academic term are generally eligible for re-entry to the ILEE major provided they left on good academic standing in both the ILEE major and home College of Engineering department, and remained in “active student status”. Students in this situation should contact their academic advisor from their home department first, about registering for classes in the next term.

ILEE Students who are in “inactive status”, have been away from campus for two semesters or more, or who stopped out of classes while on academic probation or on drop status may need to complete an official Re-Entry Petition. Students in this situation should contact the academic advisor from their home department.

Students on academic drop or probation status will need to work with an academic advisor from the department they were dropped from about working through the re-entry process for that program. Returning to the ILEE program can only be considered once the student has been re-enrolled in a College of Engineering Program and is in good academic standing.

INCOMPLETES

According to the **Student Code: Section 3-104***, an Incomplete (“I” grade) is “an approved extension of time to complete the final examination or other requirements of the course.” Specifically, an Incomplete is for students who have suffered some extreme circumstance outside of their control near the end of a semester and who as a result cannot

complete a final exam, final paper, or other project due near the end of the term. Students must receive the recommendation of their instructor and advisor for an Incomplete, though the final decision to permit an “I” grade for courses offered by TEC rests with the Assistant Director of Academic Programs. Students can obtain an “I” grade request form from their advisor. If an Incomplete grade has not been changed to a letter grade during the first eight weeks of the following semester, the “I” grade will be automatically changed to an F.

TIME TO DEGREE (ILEE)

Students in the BS ILEE program are permitted ten semesters—not counting summers—to complete their degree. Students completing their degree requirements prior to ten semesters will graduate in the term in which they complete their degree. Students wishing to exceed ten semesters may need to submit an **Academic Petition Form** to TEC Academic Services explaining their unusual circumstances. The Academic Petition Form can be found on the TEC website. Completion of a minor or certificate program is not an acceptable reason for a degree extension since these are not required degree components. Students exceeding eight semesters may be subject to higher tuition costs in any additional semesters.

* THE STUDENT CODE CAN BE FOUND AT:
studentcode.illinois.edu

CONTACT INFORMATION

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