

ing acquired outside the classroom. The CPL process is particularly valuable if you have an extensive background in a profession, in workshops or seminars, in community service and volunteer work, in relevant travel or hobbies, and/or in independent research. If you are interested in earning applied study term credit, you are encouraged to enroll in AST 401 Assessment of Experiential Learning, a course that includes an overview of current issues in lifelong learning. AST 401 also helps you prepare a detailed portfolio that describes the learning to be assessed for credit. A campuswide faculty committee monitors the entire CPL process.

Portfolios may be submitted for assessment any time after you are admitted to UIS. If you are interested in requesting credit for prior learning, contact the CPL office in BRK 425, (217) 206-6962 as early as possible. CPL also maintains a website at www.uis.edu/cpl/.

USE OF LOWER-DIVISION COURSES FOR DEGREE CREDIT

Community college transfer students may include an additional 12 semester hours of lower-division credit toward a bachelor's degree with the approval of their ad-

viser, a program representative, and the appropriate dean. A grade of C or better must have been earned.

GRADUATION CONTRACT

The commencement ceremony to award degrees is held at the end of the spring semester. However, you may file a graduation contract during any semester or summer term in which degree requirements will be completed. Submit the contract to the Office of Admissions and Records no later than the end of the fourth week of classes during a semester or the end of the third week of classes during a summer term.

The contract must be approved by your adviser and the program administrator. You may submit a graduation contract for early evaluation during your next-to-last term. Contract forms are available in the Office of Admissions and Records.

REQUIREMENTS FOR A DOUBLE MAJOR

You may earn a bachelor's degree in two major areas of study. All program requirements for each major area must be completed. Courses from one program may be used as electives in the other if previous program approval is obtained. All UIS requirements for the bachelor's degree must be met.


SECOND BACHELOR'S DEGREE

Persons who have already earned the baccalaureate degree and seek a second one from UIS must complete all hours toward the major that are required by the academic program. A minimum of 30 semester hours toward the second degree must be completed at the University of Illinois at Springfield. If the first bachelor's degree was earned at UIS, a second applied study term may be required by the academic program. If you earned the previous degree at another institution, you must meet UIS requirements in public affairs colloquia, liberal studies colloquia, and applied studies.

ACADEMIC STANDARDS ACADEMIC LOAD

If you are enrolled for 12 or more semester hours of course work during the fall or spring semesters or six semester hours of course work in the summer term, you are considered a full-time student. Those enrolled for fewer hours are considered part-time students.

Most courses at the University of Illinois at Springfield earn three or four semester hours of credit. The normal course load for a full-time undergraduate stu-



dent is four or five courses, or 12 to 16 semester hours. The normal course load for part-time students is one or two courses, or three to eight semester hours.

If you wish to enroll for more than 18 semester hours during the fall or spring semesters or more than eight semester hours during the summer term, you must first submit a completed student petition form to the Office of Admissions and Records.

One of the academic load requirements that you must meet to qualify for financial assistance is to be enrolled for at least six credit hours each semester. Additional information on the financial aid process can be obtained in the Financial Assistance section of this catalog, or by contacting the Office of Financial Assistance at 206-6724.

GRADES/GRADING

Grades are released only if you are in good financial standing with UIS. They are assigned according to the following letter grade scale.

A: Excellent

B: Good

C: Fair

D: Marginal, but passing

U: Unsatisfactory or unofficial withdrawal

Courses in which U grades are earned count in determining grade-point average but do not apply toward graduation.

CR: Credit (used only in credit/no credit grading option) CR represents a grade of C or better for undergraduates or B or better for graduate students.

NC: No Credit (used only in credit/no credit grading option) Undergraduate students who earn grades below C or graduate students who earn grades below B under the credit/no credit option will have NC recorded on their transcripts.

W: Authorized Withdrawal W will appear on the transcript for the course(s) from which you officially withdraw. (If you fail to withdraw officially from a course you will receive a U.)

I: Incomplete After a period not to exceed one year, the provisional grade becomes permanent unless a grade change was submitted.

R: Deferred (used only for courses of a continuing nature, such as graduate research) R will continue to appear on your grade report until the course work has been completed and a grade has been assigned. During the interim, re-registration is not necessary, except for master's closure courses. Courses for which an R grade may be awarded will be designated in advance.

AU: Audit (no grade or credit earned) Changes of enrollment from credit to audit may be done through the last day for authorized withdrawal. If you are enrolled for full-time academic work, you must include any course you wish to audit as part of the maximum permitted load. If, as an auditing student, you do not attend classes regularly, the instructor may determine that the course should not be placed on your transcript. Credit for an audited course cannot be established under any circumstances.

Grading Option: Credit/No Credit If you select the credit/no credit (CR/NC) grading option you must officially register your intent with the Office of Admissions and Records before the course is three-fourths completed, which is the last day to withdraw. (See sections on withdrawal from courses on page 49-50.) No changes are accepted after the designated date. Limits on the number of credit hours earned under the credit/no credit grading option may be established by individual academic programs.

Credit is awarded under the credit/no credit grading option when your undergraduate work represents a grade of C or better or when your graduate work represents a grade of B or better. When your work is not