



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

equivalent to the relevant grade, a grade of NC is recorded on the transcript.

Courses taken under the credit/no credit grading option are not included in the calculation of the grade-point average.

Incomplete Work You may request and may be granted a grade of “incomplete” under extraordinary circumstances. Incompletes are granted at the instructor’s discretion. When an I is granted, the instructor must also submit a provisional grade for the course, reflecting the grade you would have earned in the course if you do not complete the course requirements. The time limit for finishing an incomplete (I) grade is 12 months. At the end of this period, your I grade will be converted to the provisional grade, unless a grade change has been submitted during the year. If you accumulate 12 or more hours of incomplete work, you will be placed on academic probation. (See academic probation policy.)

Grade-point Average Grade points are determined by multiplying the grade point equivalents by the number of semester hours earned in a course. Your grade-point average is computed by dividing the total

number of grade points in courses you completed at UIS by the total number of hours represented by those courses (excluding courses with grades of CR, NC, W, I, R, or AU). Undergraduate students must have a UIS cumulative grade-point average of at least 2.00 to receive a bachelor’s degree.

Grade-point equivalents are:

A (4.00)	A- (3.70)	B+ (3.30)
B (3.00)	B- (2.70)	C+ (2.30)
C (2.00)	C- (1.70)	D+ (1.30)
D (1.00)	D- (0.70)	U (0.00)

The Office of Admissions and Records uses the grade-point average to report your academic progress. (See academic probation policy.) Grade-point averages appear on your end-of-term grade reports and on official transcripts. You can ask to have your cumulative grade-point average omitted from your official transcripts by notifying the Office of Admissions and Records.

UNDERGRADUATE HONORS

Academic honors are bestowed as a means of recognizing and encouraging superior academic achieve-

ment among baccalaureate candidates.

Honors criteria are as follows:

- Only grades obtained at the University of Illinois at Springfield will be considered.
- The grade-point average will be calculated on all graded, undergraduate credit received at the University of Illinois at Springfield.
- At least 30 hours of graded credit must be accumulated at the University of Illinois at Springfield to be considered for honors.
- Final grade-point average of 3.75-3.86 will receive a *cum laude* designation.
- Final grade-point average of 3.87-3.94 will receive a *magna cum laude* designation.
- Final grade-point average of 3.95-4.00 will receive a *summa cum laude* designation.

Honor recipients will be recognized at commencement based on work completed at the end of the semester immediately preceding graduation. Honor statements will appear on your diploma and transcript based on your final GPA.

Dean’s List In addition, UIS recognizes superior academic achievement of undergraduate students at the end of fall and spring semesters. Criteria for place-