

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-



ment on the dean's list include a semester grade-point average of 3.75 or higher and enrollment in at least eight graded semester hours with no incomplete grades for the semester.

ACADEMIC PROBATION AND SUSPENSION

Any time you, as an undergraduate student, have a UIS cumulative grade-point average of less than 2.00, you will be placed on academic probation. Courses taken for credit/no credit do not count in calculating this average. In addition, students who accumulate 12 hours or more of incompletes are subject to probation.

If you are on academic probation, you may enroll for up to 12 hours credit in the subsequent term (six hours in the summer term), with approval of your academic adviser. Non-degree-seeking students on probation must meet with the designated adviser in the Office of Admissions and Records, and may also be required to meet with a representative from the academic program in which they are taking classes. If you are placed on academic probation at the end of two successive terms, you will be suspended from UIS and must then wait two terms before petitioning for re-admission. Students with exceptional circumstances may appeal immediately.

Complete details on the University of Illinois at Springfield's academic probation policy are available from your faculty adviser or the registrar.

REPEATING COURSES

You may repeat courses at UIS, although some academic programs may have restrictions on the number of times a particular course may be repeated. If you repeat a course in which a grade was earned, the second grade earned will appear on your end-of-term grade report and transcript; the first grade entry will be deleted from the transcript and will not count in determining a grade-point average. Subsequent repeats will appear on the transcript and will be used in calculating the grade-point average.

UNDERGRADUATE ENROLLMENT IN GRADUATE COURSES

Undergraduate students who wish to enroll in 500-level courses for credit toward the bachelor's degree must have the approval of their faculty advisers and the course instructors. An instructor's approval is indicated by electronic submission of a With Permission of Instructor (WPI). You will be evaluated at the graduate level.

UNDERGRADUATE/GRADUATE CONCURRENT ENROLLMENT

If you are an undergraduate student within 16 hours of completing all bachelor's degree requirements, you may enroll in undergraduate and graduate courses concurrently. Undergraduate students taking courses for graduate credit will be evaluated at the graduate level of expertise and quality. You must complete a student petition form and have it signed by the instructor of the graduate course, the graduate adviser, program administrator, and dean.

Graduate courses will be designated as graduate credit when the bachelor's degree is granted, but this does not imply admission to the graduate program in which the course work was taken.

PLAGIARISM

To plagiarize is to present as one's own a thought, writing, or invention belonging to another. It usually takes one of the following three forms and is done without proper acknowledgment: including another person's writing in one's own essay, paraphrasing another person's work, or presenting another person's original theories, views, etc.

When an allegation of plagiarism arises, disciplinary