

undergraduate education

UNDERGRADUATE EDUCATION

STATEMENT OF PURPOSE

A student with a bachelor's degree should be able to comprehend written and spoken communications — from simple narrative to scholarly exposition, novels, and poetry — and should be able to use and apply abstractions, principles, ideas, or theories to concrete situations. Content as well as form is important to a baccalaureate education. The student should have broad familiarity with the social sciences, humanities, sciences, mathematics, and English. In addition, the University of Illinois at Springfield mandates a special understanding of public affairs in the broadest and most humanistic sense.

The student receiving a bachelor's degree will —

1. Be able to recognize significant terminology, facts, theories, issues, findings, abstractions, universals, principles, and generalizations within a discipline; as well as have a familiarity with ways of organizing, studying, judging, and criticizing relevant knowledge in a chosen field, including methods of inquiry, patterns of organization, and standards of judgment.

2. Be able to use the relevant knowledge within a discipline through reading, interpreting, and evaluating the appropriate literature; analyzing data; under-

standing implications; and formulating and defending conclusions.

3. Demonstrate a mastery of appropriate skills within a chosen discipline and an ability to apply such knowledge and skills, and demonstrate an ability to apply abstractions in concrete situations.


UNDERGRADUATE ADMISSION

Undergraduate admission to the University of Illinois at Springfield includes a limited number of highly qualified first-year students (the Capital Scholars Program) and to transfer students who have earned 45 or more transferable semester hours at community colleges or other regionally accredited institutions of higher learning. In addition, the campus offers alternative admissions, a senior learners program, and special admission for students not seeking a degree. You will find each of these admission options discussed in detail below, along with other important admission requirements. Write to the Office of Admissions and Records, University of Illinois at Springfield, One University Plaza, MS SAB 20, Springfield, IL 62703-5407, to request an application form, or submit one online from the website at www.uis.edu. The toll free number is (888) 977-4847.

Please note: Admission to UIS does not constitute entry into a particular degree program. Some programs have special entrance requirements; others have limited enrollments. You should check program descriptions in this catalog to learn of special requirements, prerequisite course work, and/or enrollment limits.

CAPITAL SCHOLARS PROGRAM

The Capital Scholars Program provides academically well-prepared high school graduates a unique opportunity to develop creative thinking, problem solving, and leadership skills through a high-quality education based in the liberal arts. The integrated core curriculum features interdisciplinary and collaborative learning and is designed to develop your talents through small classes that provide lively exchange between students and teachers. You will learn actively, applying your skills to real community concerns. The Capital Scholars Program works in combination with any of UIS' majors to create an exceptional four-year baccalaureate experience. The academic experience is enhanced through the living-learning experience in Lincoln Residence Hall, where all first- and second-year Capital Scholars live. In living together, students



have the chance to build a close-knit community that promotes the development of each student's talents and skills.

You may apply for admission to the Capital Scholars Program if you are a current high school senior or high school graduate with 12 or fewer hours of college credit and have demonstrated high academic achievement and a potential for creativity and leadership. (Credit earned in advanced placement courses does not count toward the 12-hour limit.) You will be expected to have excellent written and oral communication skills. The Capital Scholars Program is a challenging intellectual experience; in applying to the program, you are expressing your desire to be a part of this challenge. Illinois or U.S. residency is not a requirement for admission.

To be considered for admission, you must have completed 15 units (one unit = one year's study in the subject) of high school work from among the following categories:

- four units of English emphasizing written and oral communications and literature
- three units of social studies emphasizing history and government
- three units of mathematics including introductory through advanced algebra, geometry, and trigonome-

try, or fundamentals of computer programming (four units recommended)

- three units of laboratory science (four units recommended)
- two units of a foreign language (four units recommended)

Admission to the Capital Scholars Program is competitive and selective and is based on an overall evaluation of your high school coursework/grades, class rank, grade-point average, SAT or ACT scores, writing sample, and letters of recommendation from two teachers or others acquainted with your academic work, and creative and leadership potential. A personal or telephone interview with a member of the admissions committee (made up of faculty and administrators) may also be a component of the admission process.

Specific information on the Capital Scholars Program is available in the program section of this catalog and through the program's website at www.uis.edu/capitalscholars. You may also contact the program directly at cap@uis.edu or (217) 206-7246. The Office of Admissions and Records can provide applications and information on application deadlines for the program.

UNDERGRADUATE TRANSFER ADMISSION

Undergraduate students other than Capital Scholars may apply for **transfer admission**. You may be admitted to UIS as a transfer student if you have earned 45 or more transferable (remedial or developmental courses are not accepted) semester hours and a cumulative grade-point average of 2.00 or higher on a 4.00 scale from a regionally accredited institution, and completed three semester hours of college-level English composition with a minimum grade of C. Those who have earned an associate of arts or associate of science degree from a regionally accredited Illinois community college or other regionally accredited institution may be admitted to UIS as a **junior** if they have a cumulative grade-point average of 2.00 or higher on a 4.00 scale and have completed three semester hours of college-level English composition with a minimum grade of C. You may be granted advanced standing as a senior if you transfer with 30 semester hours of upper-division credit beyond the 60 hours required for junior status. Only transfer credit hours with a grade of C or better are acceptable for advanced standing. Students entering as seniors must complete a minimum of 30 semester hours at UIS and must complete all program and campus degree requirements to graduate.

General Education Requirements for Transfer Students

Accredited U.S. colleges and universities consider it very important that their graduates complete not only a major, but also receive a broad, well-rounded general education. To ensure this educational breadth, institutions generally require completion of courses in several disciplines or areas – usually English, mathematics, natural science, social science, and humanities. This course work constitutes the institution's general education requirement.

You are encouraged to complete your required general education course work before admission to the University of Illinois at Springfield. As a transfer student, you may satisfy this requirement in advance of enrolling at UIS in two ways:

- Complete the requirements of the Illinois Articulation Initiative Core Curriculum. (See page 36.)
- Have completed the requirements for an associate of arts or associate of science degree from a regionally accredited institution of higher learning at some time before the introduction of the Illinois Articulation Initiative Core Curriculum in the summer of 1998. Graduates of Illinois community colleges holding these degrees are considered to have met all general education requirements at the transferring institu-

tions. Requests for exceptions should be directed to the Office of Admissions and Records.

If you decide to transfer to UIS *before* completing your general education requirements in one of the two ways above, you will be subject to UIS' general education requirements. In any event, for all students except Capital Scholars, the minimum general education requirement for admission to UIS is the completion of three semester hours of English composition with a grade of C or better. Remedial or developmental courses are not applicable to admission requirements.

The general education requirement at UIS consists of 39 semester hours, distributed as shown below.


English (two courses, one of which is in composition, with a grade of C or better)	At least 6 semester hours
Humanities (two courses)	At least 6 semester hours
Social Science (two courses)	At least 6 semester hours
Math (one course)	At least 3 semester hours
Science (two courses, one with lab)	At least 6 semester hours
General education electives (additional courses from any of the above areas)	At least 12 semester hours

Online Course Admission Students who choose to pursue their studies online, in whole or in part, are held to the same admission standards and must meet the same requirements as those students who attend class on campus. If you have questions, call the Office of Admissions and Records at (217) 206-4847, or visit the UIS website at www.uis.edu. A list of online course offerings is available at the web site and also in any current course schedule.

International Student Admission (See page 34.)

ALTERNATIVE ADMISSION

Alternative admission at the junior level is available for mature students who have extensive life/work learning (a minimum of 12-15 years beyond high school) that may be considered in lieu of the traditional classroom learning during the first and second years of college. The admissions committee will provide an individual assessment of your eligibility for this option based on 1) a written narrative providing a review of learning through life experience; 2) three letters of recommendation that reinforce the demonstrated skills, work experiences, and other learning



experiences; and 3) demonstration of competency in the areas of general education plus 12 elective hours of general education. You can earn these 12 hours by either completing the required courses in general education or by achieving an appropriate score on the College Level Examination Program (CLEP) tests. You must also submit official transcripts from all colleges or universities where you attempted/earned credit. You will be expected to participate in undergraduate assessment activities. Contact a UIS admissions counselor for additional information.

SENIOR LEARNERS ADMISSION

The senior learners program is open to you if you have reached your 62nd birthday by the relevant registration day. There are two options.

For non-degree credit, you can audit courses of special interest as a senior learner and enjoy campus library privileges for \$10 per term, plus parking fees. In addition, senior learners are responsible for all course-related fees, including online course fees. This program does not offer academic credit and does not require graded tests or papers. To register, contact the Office of Admissions and Records.

For degree credit, there is a tuition waiver pro-

gram available for persons 65 or older with incomes of less than \$12,000 per year. This program allows you to earn undergraduate or graduate credit by paying only UIS fees; tuition is waived. You must meet regular class expectations to earn academic credit. This program must be arranged through the financial assistance office.

UNDERGRADUATE NON-DEGREE ADMISSION

The University of Illinois at Springfield encourages interested persons to enroll for individual courses. The non-degree category permits registration in individual courses without the regular admissions procedures and without a commitment to a particular degree program. A non-degree student may be someone who has not received a college degree but has noticed a course of particular interest, someone who wants to take a particular course for a career update, someone curious about an area which he/she did not have the opportunity to study in his/her earlier college work, or someone thinking about returning to school for a degree but who is not ready to make that commitment or is unsure as to what area of study to pursue.

Non-degree seeking students are not required to file all documents necessary for admission to a degree

program. A non-degree student will be asked for clarification of his/her educational intent before exceeding 16 semester hours as an undergraduate or 12 semester hours as a graduate. Non-degree students are subject to the same probation and suspension policies as degree-seeking students.

Students who later choose to become a candidate in a degree program will be required to meet all admission requirements. With the degree program's approval, up to 16 semester hours for undergraduates or 12 semester hours for graduates taken as a non-degree student may count toward the degree. **Please note:** Some programs do not allow hours taken as a non-degree student to be counted toward their degrees. In addition, non-degree students typically are not eligible for financial assistance.

INTERNATIONAL STUDENT ADMISSION

The campus seeks to maintain a cosmopolitan atmosphere consistent with its focus on literacy, public affairs, problem solving, and lifelong learning. To that end, the University of Illinois at Springfield admits international transfer students whose academic preparation is equivalent to at least 45 semester hours of U.S. college-level credit and whose educational and

personal goals indicate they will be successful in completing the UIS curriculum.

For undergraduate admission as an international student, you must have completed the equivalent of 45 semester hours of college or university course work with an average of C or above. If your previous course work did not include general education requirements (See page 33), you may have to take them as part of the graduation requirements for your degree from UIS. If so, these courses may extend the credit hours required for your bachelor's degree. Your intended degree program may also have other requirements for admission of international students. Refer to the program section of this catalog for information.

If you are not a U.S. citizen, you must have a tuberculin skin test done at the Campus Health Service before registering and, if the test is positive, you must also have a chest x-ray. If you have been treated for tuberculosis disease or infection, you must provide medical records, which must be accompanied by a certified English translation. *There are no exemptions from this requirement.*

For maximum consideration, you should plan to have your application to UIS by the following dates: June 1 for the fall semester, November 1 for the spring semes-

ter, and April 1 for the summer session. For further information, contact the Office of Admissions and Records, University of Illinois at Springfield, One University Plaza, MS SAB 20, Springfield, IL 62703-5407, phone toll-free (888) 977-4847, or e-mail admissions@uis.edu.

ENGLISH LANGUAGE PROFICIENCY

Applicants whose native language is not English must submit official international TOEFL scores. A score of not less than 500 (paper based) or 173 (computer based) will fulfill the English proficiency requirement for undergraduate admission. If you have earned an associate's degree in the United States with a GPA of 2.00 or better on a 4.00 scale, you are not required to submit international TOEFL scores. If you fail to meet this English language requirement, you may enroll at an ESL Language Center. Proficiency certification by ESL meets the English language requirement for admission.

If your native language is not English and you have not earned an associate of arts or associate of science degree in the U.S., you will be required to take an English proficiency test on campus the week before registration. This requirement applies to all students — U.S. citizens, resident aliens, and nonresident aliens


alike. Test results do not affect your admission to UIS but will be used to determine your need for an English as a Second Language class.

If you need to satisfy UIS' English composition requirement, you must take UNI 490 Writing/Speaking for International Students during your first term of attendance. This course will not count toward your UIS degree.

IMMUNIZATION REQUIREMENT

Illinois law, Public Act 85-1315, requires that everyone entering a four-year public or private institution of higher education provide proof of immunity to measles, mumps, rubella, diphtheria, and tetanus. You are exempt from this requirement if you were born before 1957, are taking online classes *only*, or are registered *only* for classes outside Sangamon County. You may request an exemption based on religious grounds by providing documentation to that effect. Medical exemptions require documentation by a physician describing the contraindication and the date the exemption is expected to end.

If you are not a U.S. citizen, you must have a tuberculin skin test done at the Campus Health Service before registering and, if the test is positive, you must



also have a chest x-ray. If you have been treated for tuberculosis disease or infection, you must provide medical records, which must be accompanied by a certified English translation. *There are no exemptions from the tuberculin skin test for international students.*

Immunization forms may be obtained from the Campus Health Service or downloaded from the UIS website at uis.edu/~hlthserv/chs1/default.htm. The form must be complete and on file before 5 p.m. on the 10th official day of the semester during the fall and spring semesters or the 5th official day of the summer term. If your record is not complete by that date, you will be assessed a non-refundable \$25 fee for late processing. If you are not in compliance by your second semester at UIS, you will not be allowed to register until the required immunization information has been completed and submitted. Questions about this policy should be directed to the Campus Health Service, (217) 206-6676.

COMMUNITY COLLEGE ARTICULATION AND TRANSFER

The University of Illinois at Springfield is vitally concerned about the time it takes you to complete your bac-

calaureate degree. Loss of credit when you transfer from your lower-division school to UIS could extend that time. Since the majority of UIS' undergraduate students are transfer students, UIS has invested considerable effort to ensure that you have the best chance of transferring all your credit hours. This assurance comes through 1) the campus' participation in the Illinois Articulation Initiative and 2) its development of two-plus-two agreements and other articulation agreements with community colleges and lower-division schools.

ILLINOIS ARTICULATION INITIATIVE

The University of Illinois at Springfield is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement designed to allow you to transfer your general education credit, as well as credit earned in select majors, between participating institutions. The campus has participated in IAI since the summer of 1998.

The IAI General Education Core Curriculum is a package of lower-division general education courses that you can transfer from one participating school to another to fulfill the lower-division general education requirement at your new (transfer) school. To complete the core curriculum package,

you must take at least 12 to 13 courses (37 to 41 semester credits) in five fields or categories. Completion of the entire IAI General Education Core Curriculum satisfies your lower-division general education requirement for a bachelor's degree at UIS. (See page 33.)

It is in your best interest to complete the IAI general education as a package *before* transferring to UIS. If you do not complete the entire package before transferring to UIS and you do not have an A.A. or A.S. degree earned before the introduction of the IAI, you will be subject to UIS' general education requirements. UIS will work with you to transfer the courses you have taken, but the campus cannot guarantee that all your credit will transfer when applied to the UIS requirement.

UIS also participates in certain of IAI's Baccalaureate Majors Recommendations. This means that you may be able to transfer courses in your major (such as art, biology, or business) between participating institutions without loss of credit. Contact an academic adviser for additional information about IAI and read about IAI at www.iTransfer.org. The website contains a powerful search tool to help you find and match IAI courses at participating schools and a helpful transfer student planning worksheet.

TWO-PLUS-TWO CONCEPT

UIS' upper-division courses build on the associate in arts and associate in science degrees of lower-division schools. In most programs at UIS, you can earn a baccalaureate degree with only two additional years of college work beyond the A.A. or A.S. degree – with no loss of credit earned in an associate degree program. This is the two-plus-two concept. (Note: If you have an associate in applied science degree but have not already completed minimal general education requirements, you will be required to do so before graduation from UIS.)

About one-third of the 20 bachelor's degree programs at UIS have no specific prerequisite course requirements for entry. The remaining degree programs, however, require certain prerequisite courses before you can be admitted. For these degree programs, you should check the prerequisites early to allow you to plan your first two years of college to fit perfectly with the academic requirements of the last two. Two-plus-two transfer guides for all Illinois community colleges are available in UIS' Office of Admissions and Records.

In addition to two-plus-two agreements, many UIS undergraduate degree programs have entered

into articulation agreements with academic programs at community colleges. Like two-plus-two agreements, articulation agreements make it easier for you to plan an entire four-year course of study while still enrolled as a lower-division student.

JOINT ADMISSION PROGRAM

The Joint Admission program is limited to those students who are pursuing the associate of arts and science degree, in compliance with the Illinois Articulation Agreement. The program is not intended to replace the normal articulation agreements already existing between UIS and community colleges. Instead, it focuses on advisement and socialization of the student for a smoother transition between the two-year and four-year college. Students who choose to enter into a Joint Admission program with the University of Illinois at Springfield are entitled to receive academic advising each semester from UIS, invitations to social and cultural activities, financial assistance newsletters, and an advanced registration date. UIS currently has developed joint admission agreements with Illinois Central College, John Wood Community College, Joliet Junior College, Lincoln Land Community College, and Parkland College.

BACHELOR'S DEGREE GENERAL INFORMATION

UNDERGRADUATE DEGREE PROGRAMS AND AREAS OF STUDY

The University of Illinois at Springfield offers 20 undergraduate degree programs. These range from traditional disciplines such as history, economics, and biology to more career-oriented offerings such as business administration and criminal justice, or interdisciplinary programs such as communication. In addition, UIS offers an alternative called the liberal studies program. (See below.)

Career Services and the Office of Admissions and Records can help you choose an academic program. This assistance includes life/career planning, vocational testing and interpretation, and referral to appropriate academic programs for further information.

Liberal Studies Program LIS is aimed at students who want to combine areas of study rather than pursue a traditional discipline (major) at UIS. Generally, liberal studies degrees are based on broad themes universal to human experience. Students work with an advising committee of faculty and peers in preparing

Degree Programs

UIS awards the following baccalaureate degrees:

Accountancy (B.A.)	Criminal Justice (B.A.)	Mathematical Sciences (B.A.)
Biology (B.S.)	Economics (B.A.)	Political Studies (B.A.)
Business Administration (B.B.A.)	English (B.A.)	Psychology (B.A.)
Chemistry (B.S.)	History (B.A.)	Social Work (B.S.W.)
Clinical Laboratory Science (B.S.)	Legal Studies (B.A.)	Sociology/Anthropology (B.A.)
Communication (B.A.)	Liberal Studies (B.A.)	Visual Arts (B.A.)
Computer Science (B.S.)	Management (B.A.)	

Note: You may pursue certification as an elementary or secondary teacher by enrolling in one of UIS' teacher education minors, which is taken in combination with an appropriate academic major. (See page 140.)

a personal degree program. A degree with a focus on African-American studies, women's studies, or international studies is well suited for the liberal studies program.

LIS Online The bachelor's degree in liberal studies is also available completely online for transfer students. As a transfer student, you can complete the same liberal studies degree curriculum with LIS Online as you can in the classroom, with the same high quality instruction, advising, and support. LIS Online

will help you develop and complete a self-designed liberal studies program that centers on a well-rounded baccalaureate degree and that takes into account previous college-level learning, including your lower-division courses and your relevant life experience. Additional information on LIS Online is available at www.uis.edu/lis and in the liberal studies program section of this catalog.

Minors In addition to regular degree programs,

UIS offers 25 minors that allow you to pursue fields of study outside your chosen major degree program. Approved minors are:

Accountancy, African-American Studies, Anthropology, Biology, Business (general), Chemistry, Communication, Computer Science, Criminal Justice, Economics, English, Environmental Studies, History, International Studies, Labor Relations, Management Information Systems, Mathematical Sciences, Philosophy, Political Studies, Psychology, Sociology, Teacher Education-Elementary, Teacher Education-Secondary, Visual Arts, Women's Studies

OTHER ACADEMIC OPPORTUNITIES

Teacher Education The teacher education minors provide course work that leads to initial Illinois certification at the elementary or secondary level when combined with an appropriate academic major and fulfillment of general education and campus requirements. Since you will be completing the requirements for an academic major as well as the requirements for teacher certification, you should expect your total program of study to exceed the minimum number of hours (120) required for graduation. You will need to

work closely with your advisers in both teacher education and your degree program to integrate the course of study in both areas. See the program section on teacher education for additional information.

Thematic Activities Thematic activities are multidisciplinary explorations of current issues and problems through courses, research, conferences, experiential learning opportunities, and community outreach. At present, UIS offers just one thematic option: astronomy/physics. See the program section of this catalog for additional information.

Modern Languages The modern languages area of the University of Illinois at Springfield offers elementary and intermediate courses in French, German, Japanese, Mandarin Chinese, Russian, and Spanish. While UIS' modern languages students are expected to learn to understand, speak, read, and write their target language, we emphasize the development of understanding and speaking skills. Our courses are taught by native speakers and, as a rule, are limited to six students per section to ensure individual attention. All students interested in studying one of the above-mentioned languages at UIS must have permission to register for a course section.

If you have never studied a second language before, or if you wish to study a language that is new to you, contact the modern languages office at (217) 206-6512 for permission to register for a beginning section of the desired language.

If you have *already* studied one of the languages we offer, and wish to continue or *begin again* in that language, you are required to take an online assessment test. The results of the test will not become part of your university record; the sole use of the testing information is to help us place you in a language course at the most appropriate level for you.


University Courses In addition to regular disciplinary courses, UIS offers a variety of university (UNI) courses. UNI courses provide specialized knowledge and skills in academic areas that are not established components of the UIS curriculum. An example is library research (UNI 401). More information is available in the program section of this catalog under "University Courses." (See page 233.) Additional UNI courses, with descriptions, are published in the course schedule each semester. You should be aware that credit earned in some UNI courses does not count toward degree requirements.

Tutorials As one expression of UIS' commitment to the individual student, faculty members occasionally supervise independent study in the form of tutorials. Taken at either the undergraduate or graduate level, tutorials are intended to supplement, not supplant, regular course offerings. If you want to structure one-to-one learning experiences not regularly available but nevertheless relevant to your program of study, you must secure the consent of the faculty member before registration and submit a tutorial proposal form to him or her. If the faculty member accepts the proposal, he or she enters an electronic With Permission of Instructor (WPI) before registration.

COURSE NUMBERING SYSTEM

Each course has a three-letter prefix indicating that it is a course in a particular program (e.g., SWK - social work; HIS - history) or a Capital Scholars (CAP), an applied study term (AST), public affairs colloquium (PAC), liberal studies colloquium (LSC), or university (UNI) course. Each course also has a three-digit identifying number that signifies who may enroll in the course for credit, as follows:

100-199 Open to all undergraduate students. These are introductory courses generally appro-



appropriate for the first-year college student. (CAP courses are open only to Capital Scholars.)

- 200-299 Open to any student who has completed the 100-level prerequisites, if any. (CAP courses are open only to Capital Scholars.)
- 300-399 Generally intended for juniors and seniors, but others may register if they have completed 200-level prerequisites, if any.
- 400-499 Advanced undergraduate, as well as master's students.
- 500-599 Master's and doctoral students.
- 600-699 Doctoral students

Courses ending in 99 are tutorials. When a course number ends in 91 to 98, the course is experimental and not yet included in the regular curriculum. Courses with numbers ending in 0 (for example, ENG 480) are generally topics courses in which the subject matter changes in successive semesters. You may repeat these courses but may not receive credit for the same topic more than once.

UNDERGRADUATE ASSESSMENT REQUIREMENT

All incoming undergraduate students are required to

participate in an entry- and exit-level assessment process during their first and last semesters of attendance. Capital Scholars participate in assessment designed by the Capital Scholars Program.

Baccalaureate Skills Assessment The assessment process for you as a transfer student at UIS is designed to ease your transition to baccalaureate education and to evaluate your learning while at UIS. As an incoming undergraduate and again as an exiting senior, you will be assessed on your mastery of skills in reading, writing, quantitative reasoning, critical thinking, and UIS requirements. The intent of entry assessment is to provide you with information about your learning skills to help you and your adviser plan a program that will achieve your academic goals. You are encouraged to begin the assessment process before your first semester at UIS; however, you must sign up for a testing session by the midpoint of your first semester. If you fail to do so, you will not be allowed to enroll for the next semester, and you will be charged a \$25 late fee.

Exit assessment provides you and the institution with a measurement of your academic growth as a result of your course work at UIS. You must take the

exit assessment test before the midpoint of your last semester.

Assessment in the Major In addition to the general assessment described above, your academic program will assess your ability to meet program objectives. These objectives are determined by each program and will differ, as will the means of assessment. You are required to participate in program assessment. Contact your academic adviser for more information.

ACADEMIC ADVISING

Transfer Students For most programs you can receive initial academic advising from an admissions counselor or from faculty in your chosen academic program. During your first semester, you will be formally assigned a faculty adviser from your program. Faculty advisers work with you to see that you are making satisfactory progress toward your degree as well as toward your personal and career goals. You can change advisers at any time by completing a Selection of Faculty Adviser form with your newly selected adviser.

In recognition of the maturity of upper-division and graduate students, UIS entrusts you with substantial initiative in the academic advising process. You

should arrange appointments with your adviser before each registration, particularly your first, and should maintain contact with him or her throughout your academic studies. It is especially important for you to meet with your faculty adviser before your final term of study to ensure that you have met all graduation requirements.

Capital Scholars If you are interested in the Capital Scholars Program, you should contact the program office as soon as possible to discuss details. The program has both limited enrollment and requirements for admission that exceed general UIS requirements. Capital Scholars are assigned an initial adviser in their first semester.

GENERAL REQUIREMENTS: BACHELOR'S DEGREE

To earn a bachelor's degree from the University of Illinois at Springfield, you must fulfill the following requirements:

- Earn a minimum of 120 credit hours, with 48 of those hours earned at the upper-division level.
- Earn a minimum of 30 semester hours credit in residence at UIS.
- Satisfy general education requirements through

completion of the Capital Scholars curriculum, completion of the Illinois Articulation Initiative General Education requirements, or completion of UIS minimum general education requirements. (See page 33.)

- Satisfy UIS requirements of at least 12 semester hours from among public affairs colloquia, liberal studies colloquia, and applied study term.
- Complete an entrance assessment before the midpoint of your first semester and an exit assessment before the midpoint of your last semester.
- Receive certification of adequacy in communication skills from the program conferring your bachelor's degree.
- Complete course work with a cumulative UIS grade-point average of at least 2.00.
- Fulfill all requirements in a major.
- Complete the graduation contract.
- Pay a graduation fee of \$20 (subject to change).

CAMPUS RESIDENCY REQUIREMENT (minimum UIS hours)

To receive a bachelor's degree from the University of Illinois at Springfield when you are transferring with upper-division credit, you must earn a minimum of 30 semester hours at UIS. Twelve of these hours must satisfy campus requirements in the areas of public affairs


colloquia, liberal studies colloquia, and applied study. You must also fulfill all specific requirements of your chosen degree program.

CATALOG REQUIREMENTS

You may choose to meet the academic program requirements of the catalog in force at the time of your admission to the campus as a degree candidate or of any catalog in force during a period after your admission, not to exceed seven years for bachelor's candidates. If you are unable to complete graduation requirements within seven years, you may, at the discretion of your academic program, be held responsible for requirements of the catalog in force during your graduation year.

UIS REQUIREMENT

UIS requires you to complete an upper-division general education requirement that supports the campus' long-standing commitment to liberal arts learning and public affairs. To meet this requirement, you must complete a minimum of 12 hours in the areas of 1) liberal studies colloquia, 2) public affairs colloquia, and/or 3) applied study – whether you enter UIS as a Capital Scholar or as a transfer student. Since one in-



tent of this requirement is to ensure that you receive a broad, well-rounded education, a distribution requirement states that you must take at least four hours of course work in at least two of these three areas.

Academic programs may determine which of the three areas are appropriate for their students. If your academic program does not specify, you should work with your adviser to decide how to distribute your required 12 hours. This should be done before completing 30 hours of upper-division work. Program requirements, equivalent course work, and equivalent learning from prior experience will be used in reaching this agreement. Liberal studies colloquia, public affairs colloquia, and applied study terms are discussed below.

Liberal Studies Colloquia (LSC) The liberal studies colloquia are multidisciplinary courses that engage important issues using points of view and value systems that extend beyond the usual cultural and disciplinary boundaries and contexts. Whenever possible, you will study and discuss primary works that have significance beyond a single discipline. As part of the course content, each LSC emphasizes the enhancement of writing skills. Each semester several colloquia are offered. None have

prerequisites. While the choice of an LSC is yours, you are encouraged to select LSCs with focuses outside your major program. Descriptions are published each semester in the course schedule.

Public Affairs Colloquia (PAC) Public affairs colloquia are designed to increase your awareness of contemporary public issues and to provide you with a wider understanding through a multidisciplinary approach to these issues. Each semester several different colloquia are offered. There are no prerequisites for any PAC. Like the LSC, the choice of a PAC is your prerogative; however, you are encouraged to select PACs with focuses outside your major program. Descriptions are published each semester in the course schedule.

Applied Study and Experiential Learning Term (AST) The applied study and experiential learning term (AST) stresses practical experience, professional development, and self-directed learning. The AST fulfills this role by providing an academically sponsored learning experience (internship) that gives you an opportunity to learn from the community. Many internships are paid; others are voluntary. You must be a degree-seeking UIS student to participate.

The campus and AST faculty recognize the diversity of backgrounds and academic and career needs of students. To support these needs, internships are available at local businesses, nonprofit organizations, health service organizations, state agencies and legislative offices, and educational institutions. Some programs (e.g., social work and clinical laboratory science) have their own experiential component integrated into the program's curriculum. Under special circumstances, you can design an AST at your place of employment. The variety of AST curricular options are described more fully in the AST section of this catalog.

If you plan to participate in the applied study term, you should consult with your academic adviser and the AST faculty after completing at least three core courses in your current declared major at UIS. Some programs have their own, additional prerequisites for AST. Check with your academic adviser. The AST faculty will assist you in securing an AST placement. Consultations should be scheduled the semester before the AST.

CREDIT FOR PRIOR LEARNING (CPL)

Credit for prior learning enables you (if you are qualified) to receive academic credit for college-level learn-

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

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

proceedings may be initiated and carried out within the academic program of the teaching faculty in which the alleged offense occurred. If you are alleged to have committed plagiarism, your instructor may refuse to grade the assignment and record it as no credit. Penalties may include no credit (i.e., failure) in the course as well as recommendation for disciplinary probation, suspension, or dismissal from the class, program, or UIS.

REGISTRATION PROCEDURES

The dates and times of registration are published each semester and summer term in the course schedule. The course schedule also lists the current courses and gives up-to-date information on registration procedures, tuition and fees, and relevant deadlines. Information in course schedules supersedes similar information in this catalog.

TUITION AND FEES PER SEMESTER*

These figures reflect tuition and fees for the 2002-2003 academic year. Figures for AY 2003-2004 will be available after January 2003.

	Under-graduate	Graduate
Tuition (Illinois Residents)		
1-16 hours/per hour	\$ 109.50	\$123.25

Tuition (Non-Illinois Resident)		
1-16 hours/per hour	\$328.50	\$369.75

Mandatory Fees

Springfield Campus		
Full time (12 or more hours)		\$ 221
Part time (1-11 hours)		\$ 74.50
		plus \$6 per semester hour

Peoria Campus		
Full time (12 or more hours)		\$87
Part time (1-11 hours)		\$15
		plus \$6 per semester hour

Online Courses (per hour)		\$ 15
		plus \$6 per semester hour

Other Fees

Student-to-Student Grant (may apply for waiver-see current course schedule for deadline)		\$ 4
Late Registration Fee (per course)		\$ 5
Late Assessment Fee		\$ 25
Health Immunization Processing Fee (per semester)		\$ 25
Service Charge (deferred payment plan)		\$ 10
Late Payment Fee (for failure to meet each deferred tuition payment date)		**
Parking Fee (semester)		\$ 24

***Student Insurance Fee (up to age 35)		\$141
(age 35 and older)		\$218
Transcript Fee		\$ 4
Bachelor's Degree Graduation Fee		\$ 20
Master's Degree Graduation Fee		\$ 25
Doctoral Graduation Fee		\$ 25

Summer term fees will be listed in the summer schedule.


**Tuition and fees are subject to change. You should check with the Office of Admissions and Records to verify amounts.*

***1 percent per month assessed on billed and unpaid balance.*

****See section on student health insurance, page 25.*

Tuition and fees are assessed at the time of registration and are subject to change without notice. Current procedures and due dates are published in the course schedule.

UIS reserves the right at the time of registration to require full payment from students who have failed in the past to pay tuition and fees on time. Students with outstanding accounts are not permitted to register for subsequent semesters or to receive transcripts and are not eligible to receive a degree. Bills are mailed to stu-



dents who advance register. A late charge of 1 percent per month is assessed on the billed and unpaid balance.

You will be responsible for paying all attorneys' fees and other reasonable collection costs and charges necessary for the collection of any tuition, fees, and/or other charges assessed by UIS that are not paid when due.

You are also responsible for charges for all courses that are not officially dropped with the Office of Admissions and Records by the dates specified in the course schedule for tuition and fee adjustment. Courses must be officially dropped by web, phone, or in person at the Office of Admissions and Records. Questions regarding billing or payment should be directed to the Accounting Office.

FEES

Mandatory Fees A student activity fee of \$105 per semester for on-campus, full-time students (\$52.50 per semester for a part-time student) is part of your bill. Peoria students are charged \$15 per semester for the activity fee. The fee supports such activities as films, art exhibits, dances, visiting lecturers, and access to recreational facilities. A noninstructional facility fee of \$26 is assessed to on-campus, full-time students (\$13 for part-time students). A gymnasium fee of \$18 per

semester for on-campus, full-time students (\$9 for part-time students) supports the payment of the capital debt and maintenance costs of the facility. All on-campus students are charged the intercollegiate athletics fee of \$72 per semester for on-campus, full-time students (\$6 per credit hour for part-time students). Fees are subject to change without notice.

Other Fees If you are not in compliance with the immunization or assessment requirements, you will be assessed a \$25 per semester processing charge.

Course Charges Charges for laboratory, art, and other classes requiring use of disposable supplies and materials are indicated in each course schedule and are in addition to regular tuition and fees.

Online Fee There is an online course fee of \$15 per credit hour. The only other on-campus mandatory fees assessed to students enrolled in online courses only is the intercollegiate athletics fee.

Late Registration Fee A late registration fee of \$5 per course is charged any student who adds courses after

the add/drop period for any active semester or term. See the appropriate course schedule for specific dates.

U OF I RESIDENCY STATUS FOR ADMISSION AND ASSESSMENT OF TUITION

General The University of Illinois is a land-grant institution assisted by funding from Illinois tax revenue. As a state tax-assisted institution, the University of Illinois (with some exceptions) extends preference in admission and tuition to residents of the state of Illinois—that is, to students whose circumstances conform to the university definition of resident status outlined below.

The University of Illinois' definition of the term "resident" may be different from the definitions developed by other, non-university agencies. Thus, a person who is an Illinois resident for tax or voting purposes, for example, is not necessarily a resident for University of Illinois tuition and admission purposes. The university's definition of resident status applies both to payment of tuition and admission to the University of Illinois.

Principal elements that determine residency are domicile in Illinois and actions that evidence the intent to make Illinois the person's permanent residence for a period of 12 months prior to the first day of class. A person has but one domicile at any time. Mere phys-

ical presence in Illinois, regardless of how prolonged, is insufficient to establish residency without the existence of action and intent to make the place a permanent residence and principal home. In order to establish bona fide residency under this policy, a person must be independent and demonstrate presence and intent to reside permanently in Illinois for reasons other than educational objectives.

The burden of establishing that a student is domiciled in Illinois for other than educational purposes is on the student. The regulations, factors, and procedures enumerated in this policy will be considered by the university in determining the residency status of students.

Procedures The director of admissions and records, or a designee, shall determine the initial residence classification of each student at the time the student enters or reenters the university.

A student who is not satisfied with the determination concerning his/her residence classification may request that the responsible official reconsider the determination. For the purposes of admission, the written request must be received by the Office of Admissions and Records within 20 calendar days from the date of notification of residency status. For the pur-

poses of assessment of tuition, the written request must be received by the admissions office within 20 days of the date of assessment of tuition or the first scheduled day of classes for the term for which the tuition is payable, whichever is later.

The request should include the Petition for Determination of Residency Status and all other materials applicable to the claim. The request and accompanying documentation will not be returned, and the student is advised to maintain a copy for his/her records.

If the student is still not satisfied with the determination after it has been reconsidered, he or she may appeal the decision to the director, University Office for Academic Policy Analysis. The appeal shall be in writing and shall include reasons for the appeal. The appeal must be received by the director of admissions and records within 20 days of the notice of the ruling. It will then be referred to the director, University Office for Academic Policy Analysis. A student who fails to file an appeal within 20 days of the notice of the ruling waives all claims to reconsideration for that academic session. Filing deadlines cannot be extended or waived and applications and appeals not filed in a timely manner will not be reviewed. The decision of the director, University Office for Academic Policy Analysis, shall be final in all cases.

For detailed information on regulations and statutes used to determine residency, contact the Office of Admissions and Records.

REFUNDS/CHANGE IN AMOUNT OF TUITION AND FEES

All withdrawals from courses must be made officially according to procedures outlined in the current course schedule. Non-attendance or non-payment does NOT constitute an official withdrawal. You are financially responsible for all courses not officially dropped according to the policy and deadlines indicated. Specific deadlines will be published each term in the course schedule. Contact the Office of Admissions and Records for dates that apply to irregular term courses.

WITHDRAWALS

You may terminate registration in a course by officially withdrawing and meeting the deadlines outlined in the current course schedule.

The same deadlines apply to changes in grading options: from letter grade to credit/no credit and vice versa, as well as changes to audit.

No withdrawals will be processed after the published deadlines. When the withdrawal occurs after

the second week of a full semester course, a W appears on your transcript for the course(s) from which you withdrew. No notation appears on the transcript when the withdrawal occurs during the first two weeks of a full-semester course, first week of an eight-week course, or first 1/8 of an irregular term course. If you fail to withdraw officially from a course, you will be assigned a U grade.

Partial Withdrawals You must make partial withdrawals (dropping some but not all courses for the term) within 10 working days from the first day of the semester (five days for summer) to be released from financial obligation for the dropped course(s).

Complete Withdrawals Adjustments for tuition and fees for complete withdrawals (dropping all courses for the term) are made according to the following schedule.

Time period	Percentage of tuition and fees CHARGED for dropping
	ALL courses
Week 1	10%
Week 2	10%

Week 3	20%
Week 4	30%
Week 5	30%
Week 6	40%
Week 7	40%
Week 8	50%
Week 9	60%
Week 10	60%
Week 11	No reduction in tuition and fees.

A service charge of 5 percent or \$100, whichever is less, will be added to the charges for dropping all courses.

AUDITING COURSES

If you audit courses, you are required to pay full tuition and fees. Courses audited successfully appear on your transcript with the grade of AU. Credit for audited courses may not be established under any circumstances.

A change from credit to audit may be made through the last day for authorized withdrawal. Full-time students must include audit courses as part of the maximum load requirement.

Your instructor may determine that the audited

course should not be placed on your transcript if you do not attend class regularly. When enrollment in a course is limited, students enrolling for credit are admitted before audits are allowed.

TRANSCRIPTS

The Office of Admissions and Records will issue official transcripts of your academic record at the University of Illinois at Springfield on written request. A \$4 fee (subject to change) for each transcript is charged at the time the request is made. Transcripts cannot be requested by phone and will be released only if you are in good financial standing with UIS.

FINANCIAL ASSISTANCE

The UIS Office of Financial Assistance coordinates federal, state, institutional, and private financial aid programs. Undergraduate students, except Capital Scholars, must transfer at least 45 credit hours into UIS to be eligible for financial assistance. Students pursuing a graduate degree or certificate must have earned a bachelor's degree, and proof of that degree must be on record with the Office of Admissions and Records.

Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veterans' benefits. Applications for all forms of financial assistance may be obtained from the Office of Financial Assistance, unless otherwise specified. You are encouraged to apply as early as possible for all forms of financial assistance, and it is recommended that you complete the federal application (FAFSA) for the award year that begins each August as soon as possible after January 1 each year. For additional information, contact the Office of Financial Assistance by visiting SAB 60 or calling (217) 206-6724.

VETERANS

The Office of Financial Assistance must certify military veterans for benefits. A Request for Benefits form must be filed with the UIS certifying official each term that you want benefits (GI Bill, Illinois National Guard, Illinois Veterans Grant, MIA/POW, Vocational Rehabilitation) to be processed. Additional paperwork may be required, depending on the type of benefit. Contact the Office of Financial Assistance to inquire about the documentation required for your benefit. Student veterans must also notify the office of any changes that affect the amount or disposition of benefits, including

changes in address, academic status (withdrawals, added classes, etc.), and number of dependents (through marriage, divorce, births, deaths, etc.).

Illinois Veterans Grant

Students seeking this benefit must have been in active military service for at least one year unless discharged for medical reasons. All discharges must be honorable. Students must have resided in Illinois within six months before entering the service and must return to Illinois within six months of leaving the service.

To apply, complete an application through the Illinois Student Assistance Commission (ISAC). Application forms can be obtained from the Office of Financial Assistance or can be downloaded from the website at www.isac-online.org. Once ISAC has processed the application, they will mail you an award letter certifying the amount of eligibility. This award letter must be submitted to the Office of Financial Assistance.


Illinois National Guard Grant

To apply for a National Guard Grant, you must be on active-duty status and must have served for at least one year in the Illinois National Guard. Applications for this grant may be obtained from the Office of Fi-

ancial Assistance, from your unit of service, or download one from the website at www.isac-online.org. All applications are renewable each year and must be processed by the Illinois Student Assistance Commission (ISAC). ISAC must receive all applications by the following deadlines: fall semester - October 1; spring semester - March 1; summer term - June 15.

FEDERAL AND STATE FINANCIAL ASSISTANCE PROGRAMS (PELL, SEOG, Work-Study, Federal Student Loans, Perkins Loans, PLUS Loans, Monetary Award Program Grant)

To receive assistance from most federal and state programs, you must meet all eligibility requirements set forth in the Higher Education Act as amended. These requirements include approved citizenship status, enrollment level, status as a regularly admitted student pursuing a degree (graduate students should also refer to the section concerning Conditional/Provisional Admission for Graduate Programs), enrollment in coursework required for that degree, and satisfactory academic progress (refer to the Satisfactory Academic Progress Policy section). Most financial aid programs have maximum time frames or limits based on cumulative or lifetime assistance from the program or on



number of hours you have attempted. You must complete the Free Application for Federal Student Aid (FAFSA) every year that you wish to receive financial assistance.

Complete information on federal and state assistance programs, including veterans' benefits, is available from the UIS Office of Financial Assistance.

INSTITUTIONAL PROGRAMS

Institutional Tuition Waivers, Grants, and Student Employment Each year the campus provides a limited number of tuition waivers. Awards are made on the basis of demonstrated financial need. The Student-to-Student Grant program is funded with voluntary student contributions and matching state aid. Awards are given to undergraduates with financial need. A job center is located in the Office of Financial Assistance. The Office of Financial Assistance website (www.uis.edu/financialaid) and bulletin boards located in the office list student work opportunities both on and off campus. You must be enrolled in at least six semester hours to be eligible for on-campus employment. Documentation establishing identity

and citizenship is required to comply with regulations of the Immigration and Naturalization Service.

Minority Leadership in Public Service Program See page 23.

UIS Student Emergency Loan Fund This fund provides short-term loans to students enrolled at least half time. Except in cases of extreme emergency, loans are limited to students working on campus and/or students with expected financial aid. There are limitations on the amount of loans and the number that you can receive. Loans are interest-free, although a service fee of 50 cents is charged at the time the loan is repaid.

PRIVATE SCHOLARSHIPS

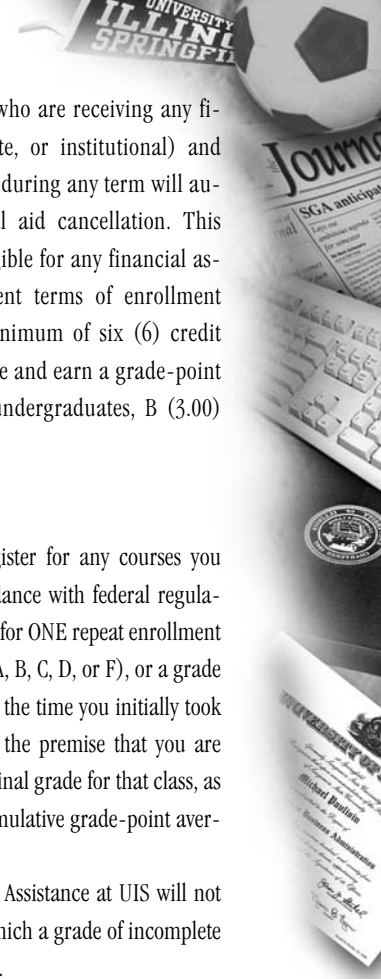
There are more than 50 privately supported scholarships and awards available to qualified UIS students. You must submit applications for private scholarships to the Office of Financial Assistance unless otherwise directed to specific programs. Contact the Office of Financial Assistance for an up-to-date list and details on how to apply.

APPLICATION PROCEDURES FOR FINANCIAL ASSISTANCE

To be awarded most types of state, federal, and institutional need-based financial assistance, you must complete the Free Application for Federal Student Aid (FAFSA) or the Federal Renewal Application, indicating UIS (school code 009333) as a school choice.

You can obtain the FAFSA from the Office of Financial Assistance or access and submit it via the Internet at www.fafsa.ed.gov. The Federal Renewal Application is sent by the U.S. Department of Education to students who applied for federal assistance the previous academic year. Both forms include instructions for mailing to the federal processor. The processor will send the results directly to UIS and, for Illinois residents, to the Illinois Student Assistance Commission, initiating a state application. If you are eligible to use the Federal Renewal Application but do not receive one, you must use a FAFSA to apply. Additionally, students must meet the following requirements:

1. Be fully admitted to UIS as a degree-seeking student.
2. Enroll in at least six hours that lead to that degree.



3. Make satisfactory academic progress measured by completion rate, GPA, and maximum time frame (applies to returning students only). Refer to the section concerning the Satisfactory Academic Progress Policy for additional information. The standards of this policy are established by the U.S. Department of Education and may differ from the academic policies of the University.

4. Respond to any request for information from the Office of Financial Assistance. As a result of applying for federal assistance, you may be cited by the federal processor or state agency for additional documentation.

CRITICAL DATES AFFECTING FINANCIAL ASSISTANCE

Applicants for need-based assistance should be aware of the following dates:

February 15 - Deadline for scholarship applications for upcoming year.

March 1 - Application for fall semester assistance should be initiated to ensure consideration for all forms of aid.

March 15 - Last day to submit paperwork to be considered for spring semester financial assistance.

April 15 - Applications due for upcoming summer term.

May 1 - Applications should be complete (including results of needs analysis) to ensure consideration for all forms of assistance for the upcoming fall semester.

June 30 - Last day to submit paperwork to be considered for summer term financial assistance.

October 1 - Application deadline for upcoming spring semester to ensure consideration for all forms of financial assistance.

November 15 - Last day to submit paperwork to be considered for fall semester financial assistance.

CONSEQUENCES OF WITHDRAWAL FOR FINANCIAL AID RECIPIENTS

Recipients of Title IV (federal) financial assistance are considered to earn their financial aid award by attending and/or completing coursework. Students who withdraw (i.e., drop all courses) from UIS during any term before that term is 60 percent complete:

- will have a calculation applied to determine the percentage and amount of federal aid earned,
- will have a determination made regarding the amount of federal aid to be disbursed or returned,
- will be billed for unpaid institutional charges, and
- may owe a repayment if the federal aid disbursed to them exceeded the percentage earned.


In addition, students who are receiving any financial aid (federal, state, or institutional) and who completely withdraw during any term will automatically face financial aid cancellation. This means that they are ineligible for any financial assistance during subsequent terms of enrollment until they complete a minimum of six (6) credit hours at their own expense and earn a grade-point average of C (2.00) for undergraduates, B (3.00) for graduates.

REPEATING CLASSES

As a student, you can register for any courses you choose; however, in accordance with federal regulations, financial aid will pay for ONE repeat enrollment of a class if a letter grade (A, B, C, D, or F), or a grade of U or NC was assigned at the time you initially took the class. This is done on the premise that you are seeking to improve the original grade for that class, as well as to improve your cumulative grade-point average.

The Office of Financial Assistance at UIS will not pay for repeat classes for which a grade of incomplete (I) was previously assigned.

All enrollments in a class will count toward the



total number of attempted credit hours when calculating completion ratios and maximum time frames as they relate to satisfactory academic progress (refer to the Satisfactory Academic Progress Policy section for additional information).

CONDITIONAL/PROVISIONAL ADMISSION FOR GRADUATE PROGRAMS

An individual must be fully admitted into an eligible degree program and be enrolled as a regular student in order to receive financial aid funds. A “regular student” is defined as someone who is enrolled or accepted for enrollment for the purpose of obtaining a degree or certificate offered by the University of Illinois at Springfield. Exceptions to this standard at UIS are made for students whose status is “conditional admission” and “provisional admission.”

Graduate students are occasionally conditionally or provisionally admitted to UIS in order to allow them to complete specified prerequisite courses before they are fully admitted to their program. These students may receive financial aid as long as they meet all other financial aid requirements (e.g., satisfactory academic progress), but they must successfully complete their prerequisite coursework within one calendar year (12

months). After that calendar year, they must be fully admitted into the program in order to begin or continue receiving financial assistance.

SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE AND GRADUATE STUDENTS

In accordance with the Higher Education Act of 1965, as amended by Congress, the University of Illinois at Springfield has established a minimum Standards of Academic Progress (SAP) policy.

ALL federal, state, and institutional financial aid programs administered by the UIS Office of Financial Assistance are covered by this policy. Examples of these programs are: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Perkins Loan, Federal Work Study, Federal Family Education Loan Program (i.e., Subsidized and Unsubsidized Stafford Loans), Monetary Award Program (MAP) grant, Parent Loan for Students (PLUS), federal and state veteran programs, and all institutional scholarships.

Students will be considered to be making satisfactory progress if they meet **ALL** of the following requirements. Failure to comply with any one may result

in a loss of financial aid eligibility.

Rate of completion requirement

A student must earn a minimum number of credit hours each year in order to graduate within a specified time frame. There is a maximum number of semesters allowed during which you must complete your work toward a degree. Withdrawing from the University or repeatedly dropping courses may affect your ability to maintain minimal academic progress and could jeopardize your financial aid eligibility. The chart below illustrates the minimum acceptable percentage of hours completed that undergraduate and graduate students can have to maintain satisfactory progress for financial aid purposes. (Note: Completion Rate refers to the percentage of hours completed in relation to hours attempted.)

UNDERGRADUATES

Hours attempted (includes transfer and repeated hours):

0-30	31-60	61-90	91+
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Percentage of completed (Completion Rate):

50%	60%	70%	75%
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GRADUATES

Hours attempted (includes transfer and repeated hours):

0-12 13-24 24+

Percentage of completed (Completion Rate):

50% 60% 75%

Grade-Point Average Requirement

Undergraduate students: A student must remain in good academic standing by earning a minimum cumulative grade-point average (GPA) of 2.00 (C) or better on a 4.00 scale as determined by the University.

Graduate students: A student must remain in good academic standing by earning a minimum cumulative grade-point average (GPA) of 3.00 (B) or better on a 4.00 scale as determined by the University.

Maximum Time Frame Requirement

Undergraduate students: Students are expected to complete degree requirements within 12 semesters of full-time enrollment. Every semester of enrollment is counted, regardless of whether or not you completed the semester. Transfer hours from other in-

stitutions will count toward the maximum 12 semesters (12 transfer hours = 1 semester). In addition, hours earned from repeated courses will be counted in the calculation of hours attempted.

Graduate students: Students are expected to complete degree requirements within 150% of the specified program of study. (For example: A master's degree in management information systems is comprised of 44 credit hours. Students may receive financial assistance for no more than 66 attempted credit hours if they are pursuing this degree.) Transfer hours from any institution will count toward the maximum time frame. In addition, hours earned from repeated courses will be counted in the calculation of hours attempted.

FINANCIAL AID PROBATION

Satisfactory Academic Progress (SAP) is reviewed at the end of each spring semester. If you fail to meet the policy, you will be placed on financial aid probation during the next semester you attend. You may still receive financial assistance while you are on financial aid probation; however, you must meet all Satisfactory Academic Progress requirements to continue receiving financial assistance during subsequent semesters of

enrollment. Failure to meet even one SAP requirement will result in cancellation of your financial aid.

FINANCIAL AID CANCELLATION

A student's financial aid may be cancelled for any of the following reasons:

- Failure to make progress toward a 2.00 cumulative GPA during the semester(s) of probation.
- Failure to meet the completion rate required during the semester(s) of probation.
- Complete withdrawal from the University during a semester for which aid was received.
- Failure to complete all credit hours attempted during the semester with a passing grade.

APPEAL PROCEDURES

If you fail to meet the requirements of financial aid probation and subsequently lose your financial aid eligibility, you may file an appeal. All appeals MUST be made in writing and addressed to the Office of Financial Assistance. The appeal should include documentation that will verify the circumstance(s) which impeded your satisfactory academic progress. Examples of acceptable documentation include medical records, a letter from a faculty adviser, or a letter from an employer on company letterhead.