

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/](http://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-