

Academic Information for *All Students*

Basic Entrance Requirements & General Academic Information

English language proficiency

Students whose native language is not English and who have not earned at least an associate's degree from an accredited U.S. college or university must submit an official score report documenting their performance on the Test of English as a Foreign Language (TOEFL) or another equivalent exam approved by the university.

Undergraduates Applicants whose native language is not English must submit official international TOEFL scores (or the approved equivalent exam). A TOEFL score of not less than 500 (paper based) or 61 (Internet based) fulfills the English proficiency requirement for undergraduate admission. Those who earned an associate degree in the United States with a GPA of 2.00 or better on a 4.00 scale are not required to submit international TOEFL scores.

Master's Degree Students Applicants whose native language is not English must submit official international TOEFL scores (or the approved equivalent exam). A TOEFL score of not less than 550 (paper based) or 79 (Internet based) fulfills the English proficiency requirement for admission to master's-level study at UIS. Applicants who hold a U.S. bachelor's degree with a GPA of 2.50 or higher (on a 4.00 scale) are not required to submit TOEFL scores. **Note:** Some programs require a GPA of 3.00 to waive TOEFL. See individual program statements for any additional proficiency requirements.

Doctoral Students Applicants whose native language is not English must submit official international TOEFL scores (or the approved equivalent exam). A score of at least 575 (paper based) or 88 (Internet based) fulfills the English proficiency requirement for admission to doctoral study at UIS.

Immunizations

All students, including those on the Peoria campus, born January 1, 1957, or after, are required by Illinois law and the University of Illinois at Springfield to provide proof of immunity to measles, mumps, rubella, and tetanus/diphtheria/pertussis. This documentation must be submitted on the UIS immunization form before a student's first registration at UIS. The purpose of this requirement is to prevent the induction and spread of vaccine-preventable diseases among students and the surrounding community. Students are exempt from this requirement if they were born before 1957 or if they are taking only online classes. Students may request an exemption based on religious grounds. General philosophical or moral objection to immunization is NOT sufficient for an exemption on religious grounds.

Immunization forms must be completed and on file in the Health Services office before 5 p.m. on the 5th day of summer session and the 10th day for fall and spring semesters to avoid a non-refundable processing fee. Students not in compliance by the time they register for their second semester at UIS will not be allowed to register. Questions about this policy

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should be directed to the Health Services office at 217/206-6676. The Health Services Office website contains information regarding immunization policies. Students who are currently registered can check their immunization status online.

International students please note: All students who are not U.S. citizens must have a tuberculin skin test done at the Health Services office on arrival before registration. There are no exemptions from the tuberculin skin test for students who are not citizens of the U.S. Students who have a positive tuberculin skin test will be required to have a chest x-ray. Those who have not obtained their chest x-ray 10 days from the date of the positive test will be administratively withdrawn from all classes. Students who have been treated for tuberculosis or who have been treated because of a positive tuberculin skin test in the past must bring those medical records with them. All medical records must be accompanied by a certified English translation.

U of I Residency Status for Admission and Assessment of Tuition

General 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 physical 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, 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 within 20 calendar days from the date of notification of residency status. For the purposes of assessment of tuition, the written request must be received by the Office of Admissions 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.

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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 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.

Financial Assistance

The UIS Office of Financial Assistance coordinates federal, state, institutional, and private financial aid programs for all students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veterans' benefits. For detailed information, see the "Financial Assistance for ALL Students" section of the current catalog.

Assessment

As an institution in which excellence in teaching is an overriding goal, UIS takes seriously its obligation to look carefully and systematically at what students learn -- in other words, to assess student learning outcomes. Information about UIS' assessment activities can be found at the assessment website at www.uis.edu/assessment.

In Fall 2009, UIS will begin administering the MAPP test, an instrument that measures critical thinking, reading, writing, and mathematics. Each year, a sample of first-time, first-year students will be assessed in the fall and a sample of seniors will be assessed in the spring.

Catalog Requirements

Students may choose to meet the academic program requirements of the *Guide to Programs* in force at the time of their admission to the campus as a degree candidate or of any *Guide* in force during a subsequent period, not to exceed seven years for bachelor's candidates, six years for master's candidates, and eight years for doctoral candidates. Students who are unable to complete graduation requirements within the specified time, may, at the discretion of the academic program, be held responsible for requirements of the *Guide* in force during their graduation year, or may be required to re-take courses. In the event a student elects to graduate under requirements specified in a *Guide to Programs* subsequent to the one under which he or she entered UIS, the student must submit a Student Petition and have it approved by the advisor and the department chair.

Obtaining a Second Degree

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Bachelor's Degrees Students who have already earned a 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 UIS. If the first degree was earned at another institution, the student must meet requirements in the Engaged Citizenship Common Experience. Credit from a previous degree may not be used for the degree in process.

Master's Degrees All program and campus requirements for the master's degree are in effect even for those students who have previously earned an advanced degree. Credit from a previous degree may not be used for the degree in process.

Doctorates All program and campus requirements for the doctoral degree are in effect even for students who have previously earned an advanced degree. Credit from a previous degree may not be used for the degree in process.

Academic Advising

UIS is committed to advising students at all phases of their education. The Undergraduate Academic Advising Center serves all freshmen, sophomores, undeclared majors at any stage of degree completion, and students in transition between majors or other academic programs. Undergraduate advisors help ensure that students meet all requirements of the UIS General Education Curriculum and the Engaged Citizenship Common Experience. Students may contact the Undergraduate Academic Advising Center by phone at (217) 206-7471 or by e-mail at uisuaac@uis.edu. The Advising website contains useful information for undergraduates at all stages of the baccalaureate degree.

Faculty advisors work with individual students to see that satisfactory progress is made toward the degree as well as toward personal and career goals. Students can change advisors at any time by contacting their program office. It is recommended that students arrange appointments with their advisors before registering for any given semester.

Freshmen are assigned an advisor prior to summer orientation. Undergraduate transfer and master's degree students will be formally assigned a faculty advisor during their first semester at UIS. Doctoral students are assigned an advisor when they are admitted to the doctoral program.

Student Classification

Undergraduate students are classified into categories based upon the number of hours earned. Freshmen are those students who have earned fewer than 30 hours of credit, Sophomores have earned 30 to 59.99 hours of credit, Juniors have earned 60 to 89.99 hours of credit, and Seniors have earned 90 or more hours. Graduate students are those working toward a master's or doctoral degree or certificate.

Course Numbering System

The three-letter prefix indicates that the course is in a particular academic program (e.g., SWK – Social Work, HIS – History) or is offered by a particular unit (e.g., CAP – Capital Scholars Honors; EXL – Experiential and Service Learning Programs). UNI – University

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courses are offered by a number of units across campus and are open to all students. CAP courses are open only to students enrolled in the Capital Scholars Honors Program.

The three-digit identifying number signifies who may enroll in the course for credit, as follows:

000-099 Open to all undergraduate students. An academic preparation course is generally appropriate for first-year students.

100-199 Open to all undergraduate students. An introductory course is generally appropriate for first-year students.

200-299 Open to any student who has completed the 100-level prerequisites, if any.

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 students and doctoral students (with permission of their advisors. Additional work and permission of instructor may be required for doctoral-level students to count the course toward their concentration.).

600-699 Doctoral students.

The following terminology is associated with UIS course numbers: Courses numbered 000 to 099 are considered academic preparation courses and cannot be used to meet degree requirements. Courses numbered 100 to 299 are considered lower-division undergraduate courses. Courses numbered 300 to 499 are considered upper-division undergraduate courses. Courses numbered 500-599 are considered master's courses. Courses numbered 600-699 are considered doctoral courses. Both master's and doctoral courses are considered graduate courses.

Tutorials

Tutorials are intended to supplement, not supplant, regular course offerings. Students interested in a tutorial must secure the consent of the faculty member concerned before registration and submit any required documentation to him or her.

Undergraduate Enrollment in Graduate Courses

An undergraduate student who wishes to enroll in 500-level courses for credit toward a bachelor's degree must get the approval of the student's faculty advisor and have the course instructor submit electronic approval. The student's work will be evaluated at the graduate level. Credits earned by undergraduates permitted to enroll in graduate courses can be counted toward the upper-division requirement.

Undergraduate/Graduate Concurrent Enrollment

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An undergraduate student within 16 hours of completing all bachelor's degree requirements may enroll in undergraduate and graduate courses concurrently. Undergraduate students taking courses for graduate credit will be evaluated at the graduate level. Students must complete a Student Petition and have it signed by the instructor of the graduate course (if the course is at the 400 level), the graduate advisor, department chair, and dean. Graduate courses will be so designated when the bachelor's degree is granted, but this does not imply admission to the graduate program in which the course was taken.

Graduation Contract

All students who plan to earn a degree must file a completed graduation contract, whether they participate in the commencement ceremony or not. It is important to complete the contract as soon as possible, but no later than the posted deadline for the applicable semester. Signatures of the advisor and chair of the degree program are required. Upon receipt of the signed contract, each student will be charged the mandatory graduation contract fee.

Forms are available on the Office of Records and Registration's website; deadlines are posted each semester.

Commencement

A commencement ceremony will be held each May for graduating students. The following groups of individuals may be eligible to participate in the spring commencement ceremony if they meet all of the listed guidelines. There will be no exceptions to the criteria listed below. Please note that students can only participate in the commencement ceremony in which they are first eligible. Students cannot participate in more than one ceremony for the same degree program.

Summer and fall graduates are automatically eligible to participate. Spring candidates are eligible to participate if their completed graduation contract (approved by the student's program) is on file in the Office of Records and Registration by the posted deadline and if they will complete all degree requirements by the end of the spring semester. Summer candidates are eligible if their completed graduation contract and an approved Student Petition form asking to participate in the ceremony have been approved by the student's program and are on file in the Office of Records and Registration by the posted deadline (note: generally, students cannot have any incomplete courses or more than 8 hours (undergraduate) or 4 hours (graduate) still to be taken during the summer term).

All students participating in the commencement ceremony must purchase a cap and gown through the UIS Bookstore. Information pertaining to graduation and commencement eligibility will be sent to students from the Office of Records and Registration in early spring. Students with questions regarding graduation or commencement eligibility should contact the Office of Records and Registration.

Transcripts

The Office of Records and Registration will issue official transcripts of a student's academic record at UIS only on written request and only to students who are in good financial

standing with the University of Illinois. A fee is charged for each transcript at the time the request is made. Additional information about requesting and paying for transcripts can be found on the Office of Records and Registration's website.

Registration Procedures for ALL STUDENTS

The dates and times of registration are posted each semester on the Office of Records and Registration's website. This site also contains information regarding current courses and up-to-date information on registration procedures, tuition and fees, and relevant deadlines.

Grade Changes

Course grades are initially assigned by the instructor of record. Subsequent grade changes can only be initiated by the instructor of record who must sign and submit a Grade Change Form to the Office of Records and Registration. In the instructor's absence, the Dean of the college in which the course was taken may sign the Grade Change Form.

Grading Option Changes

Students may change the grading option for those courses offered with more than one grading option. Changes include standard letter to credit/no credit and vice versa, as well as changes to audit (note: changes to audit can only be made by contacting the Office of Records and Registration). Specific deadlines are published in the course schedule.

Credit/No Credit

Students wishing to select the credit/no credit grading option (when available for a particular course) must officially register their intent by selecting that option via the online registration system before the course is three-fourths completed. No changes are accepted after the designated date. Limits on the number of hours earned under the credit/no credit option may be established by individual programs.

Credit is awarded under this option to undergraduate work that represents a grade of C or better or to graduate work that represents a grade of B or better. For lesser work, a grade of NC is recorded on the transcript. Courses taken for credit/no credit are not included in calculating the grade-point average.

Audit

Students who audit courses are required to pay full tuition and fees. Courses audited successfully appear on the 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.

The instructor may determine that the audited course should not be placed on a student's transcript if he or she does not attend class regularly. When enrollment in a course is limited, students enrolling for credit are admitted before audits are allowed.

Withdrawals

Students may terminate registration in a course by officially withdrawing by the deadlines posted each semester. 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. Students 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 online course schedule available on the Office of Records and Registration's website.

No withdrawals will be processed after the published deadlines. When the withdrawal occurs after 10 percent of a course has passed, a W appears on the transcript for the course from which the student withdrew. No notation appears on the transcript when the withdrawal occurs during the first 10 percent of a course. Students who fail to withdraw officially from a course at any point will be assigned an F grade.

See the current course schedule for more specific information about withdrawals. Please note that withdrawing from some or all courses may have academic and/or financial implications.

Academic Standards for ALL STUDENTS

Academic Load

One of the requirements to qualify for financial assistance is to be enrolled for at least six credit hours each semester. For additional information regarding what qualifies as full-time status for financial aid purposes at UIS, see the relevant section below.

Full-time students are enrolled for 12 or more semester hours during the fall or spring semesters or six semester hours in the summer term. Those enrolled for fewer hours are considered part-time students.

Most courses at UIS earn three or four semester hours of credit. A full-time undergraduate or graduate student is considered to be one taking 12 or more semester hours.

To enroll for more than 18 semester hours during the fall or spring semesters or more than eight semester hours during the summer term, a Student Petition requesting an overload must be approved by the appropriate individuals. Additional information regarding the required signatures can be found on the Office of Records and Registration's website.

A graduate assistant's normal load is 16 to 24 hours for an academic year, eight to 12 hours per semester. Graduate assistants who wish to enroll for more than 24 hours in any academic year must have the approval of the advisor, a department chair, and the appropriate dean. The graduate assistantship tuition waiver covers a maximum of 30 hours per academic year (fall, spring, and summer).

A graduate public service intern's normal load is 16-18 hours for the academic year, not to exceed 9 hours in the fall or spring semesters. Interns who wish to register for more than 9

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hours for any given term must have the approval of the GPSI director. Graduate Public Service interns are not required to register for the summer term.

Academic Probation and Suspension

Students who have a UIS cumulative grade-point average of less than 2.00 (undergraduates) or 3.00 (master's and doctoral students) will be placed on academic probation. Courses taken for credit/no credit do not count in calculating this average. Students who accumulate 12 hours or more of incompletes are also subject to probation.

Degree-seeking students on academic probation may enroll for up to 12 credit hours in the subsequent fall or spring (six hours in the summer) with approval of the academic advisor. **Non-degree-seeking students** on academic probation must meet with the Registrar in the Office of Records and Registration and may also be required to meet with a representative of the academic program in which they are taking classes.

Students placed on academic probation for two successive terms will be academically suspended and must wait two semesters before petitioning for re-admission (summer is considered a semester). Appeal forms are available on the Office of Records and Registration's website. Students in exceptional circumstances may appeal immediately.

Complete details on UIS' academic probation and suspension policy are available from the Office of Records and Registration.

Grade-point Average

The grade-point average is determined by multiplying grade-point equivalents by the number of semester hours earned in a course, then dividing the total number of grade-points earned in all courses completed at UIS by the total number of hours represented by those courses (excluding courses with grades of ACR, AU, CR, DFR, I, NC, NR, R, or W). 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)
- F (0.00)

Grades/Grading

Grades are released only to students in good financial standing with UIS. They are assigned according to the following scale.

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A: Excellent

B: Good

C: Fair

D: Marginal, but passing

F: Unsatisfactory or unofficial withdrawal. Courses in which F grades are earned count in determining grade-point average, but cannot be used to meet degree requirements.

ACR: Academic Preparation Credit, represents credit earned in academic preparation courses that cannot be used to meet degree requirements.

AU: Audit, no grade or credit earned. The deadlines for changing enrollment from credit to audit are posted each term. Students who enroll as full-time must include any course they wish to audit as part of the maximum permitted load. For auditing students who do not attend class regularly, the course may not appear on the transcript. Credit for an audited course cannot be established under any circumstances. If enrollment in a course is limited, for-credit students are admitted before audits are allowed. Full tuition and fees are assessed for audited courses.

CR: Credit, represents a grade of C or better for undergraduates or B or better for graduate students.

DFR: Deferred, used only for courses of a continuing nature, such as graduate research. Continues to appear until the course work has been completed and a grade assigned. Re-registration is not necessary, except for graduate closure courses. Courses for which a DFR grade may be awarded will be designated in advance.

I: Incomplete, after a period not to exceed one year, the provisional grade becomes permanent unless a grade change was submitted. Re-registration is not necessary, unless required by the course instructor.

NC: No Credit, assigned to undergraduate students who earn grades below C or graduate students who earn grades below B under the credit/no credit option.

NR: Indicates a grade was not reported to the Office of Records and Registration by the course instructor.

R: Indicates the course has been repeated. The original grade does not count in determining the grade-point average.

W: Authorized Withdrawal, appears on the transcript for the course(s) from which the student officially withdraws.

Undergraduate Honors

Academic honors are bestowed as a means of recognizing and encouraging superior academic achievement among baccalaureate candidates. Only grades obtained at UIS will be considered. The grade-point average will be calculated on all graded, undergraduate credit received at UIS. At least 30 hours of graded credit must be accumulated at UIS to be considered for honors.

- Final grade-point average of 3.50-3.74 will receive a cum laude designation.
- Final grade-point average of 3.75-3.89 will receive a magna cum laude designation.
- Final grade-point average of 3.90-4.00 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 commencement. Honor statements will appear on each student's diploma and transcript based on the final UIS grade-point average earned.

Deans' List

UIS recognizes superior academic achievement of undergraduate students at the end of each fall and spring semester. Students placed on the deans' list must have a semester grade-point average of 3.75 or higher and have completed at least eight graded semester hours (*note: this does not include hours graded as credit/no credit*) with no incompletes for the semester.

Grades Acceptable toward Graduate Degrees

Master's degree students may apply a maximum of eight hours of C grades toward a degree, provided that each hour of C is balanced by an hour of A and an approved Student Petition is on file with the Office of Records and Registration. Individual academic programs may determine whether Cs are acceptable toward their degrees. Credit for courses in which grades below C were earned will not count toward master's degree requirements.

Doctoral students are expected to do scholarly work of high caliber. The DPA Program requires a grade-point average of at least 3.00 and course grades no lower than B (including incoming transfer courses). All DPA courses must be taken with a standard letter grading option.

Graduation Grade-point Average

Undergraduate students must earn a UIS institutional grade point average of at least 2.00 as well as an overall grade point average (including both institutional and transfer credit) of at least 2.00 to receive a bachelor's degree.

Master's students must earn a UIS institutional grade point average of at least 3.00 as well as an overall grade point average (including both institutional and transfer credit) of at least 3.00 to receive a master's degree.

Doctoral students must earn a UIS institutional grade point average of at least 3.00 as well as an overall grade point average (including both institutional and transfer credit) of at least 3.00 to receive a doctoral degree. Grades of B or better must be earned in each class.

Incomplete Work

Students with extraordinary circumstances that prevent them from completing all requirements for a course on time may request a designation of "I" (Incomplete) from their instructor. The assignment of an incomplete is solely at the instructor's discretion, and requires that the student complete all course requirements within 12 months of the end of the term for which the Incomplete was assigned. When an Incomplete is assigned, the instructor also submits a "provisional grade" reflecting the grade that the student will receive if the course is not completed at the end of 12 months. Students who accumulate 12 or more hours of incomplete work will be placed on academic probation. Please note that re-registration in the course is not necessary, unless required by the instructor.

Repeating Courses

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At the end of each semester, the Office of Records and Registration reviews academic history information and marks repeated courses according to the guidelines listed below for undergraduate, master's, and doctoral students. In order for one course to serve as a repeat of another, both courses must have the same course prefix, number, credit hours, and title. If any of these items differ, a Student Petition must be approved by the student's advisor and the department chair of the program in which the course was offered. Please note that when there is a credit variance of more than one hour between the original course and the course being repeated, the second course cannot serve as a repeat of the first under any circumstances. If a student feels that a particular repeat has not been appropriately marked or has questions about repeating courses, the student should contact the Office of Records and Registration.

Undergraduate students may have restrictions on the number of times a particular course may be repeated depending on a student's academic program. When a student repeats a course in which a grade was earned, the second grade will appear on the transcript; the first grade will be replaced with an "R" (repeat) designation and will not count in determining a grade-point average. Subsequent repeats will appear on the transcript and will be used in calculating the GPA.

Master's students may repeat graduate course work once (excluding master's project or thesis credit) without penalty unless the academic program does not permit course repeats. The grade and hours earned when the course is repeated will appear on the transcript. The first grade will be replaced with an "R" (repeat) designation and will not count in determining grade-point average. Subsequent repeats will appear on the transcript and will be used in calculating the GPA.

Doctoral students may repeat doctoral course work once (excluding dissertation credit) without penalty. The grade and hours earned when the course is repeated will appear on the transcript. The first grade will be replaced with an "R" (repeat) designation and will not count in determining the grade-point average. Subsequent repeats will appear on the transcript and will be used in calculating the GPA.

Academic Integrity

The UIS community of faculty, staff, students, and alumni are committed to academic excellence, which thrives on honesty, trust, and mutual respect. Academic integrity is at the heart of this commitment. Students are responsible for being aware of the UIS Academic Integrity Policy and for demonstrating behavior that is honest and ethical in their academic work.

Academic violations include plagiarism, cheating, misrepresentation, academic interference, unauthorized access, and facilitation. Violations of the Academic Integrity Policy may result in sanctions including failing the assignment, failing the course, transcript notation, or referral for Academic Hearing.

Information for *UNDERGRADUATE STUDENTS*

Undergraduate Education

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 oral and written communication. Through the Engaged Citizenship Common Experience, a distinctive feature of a UIS education, a student will have the opportunity to make a difference in the world by recognizing and practicing social responsibility and ethical decision-making, respecting diversity, valuing involvement, and distinguishing the possibilities and limitations of social change. The University of Illinois at Springfield encourages a special understanding of public affairs in the broadest and most humanistic sense.

Goals and learning outcomes for baccalaureate education

By emphasizing scholarship skills in the service of the public good, UIS prepares students for lifelong learning and engaged citizenship. UIS prepares students to discover, integrate, apply, and communicate knowledge for the benefit of individuals, families, and communities.

1. Discovery of Knowledge

UIS graduates should be information and communication technology literate, exhibiting a strong proficiency in locating, reflectively comprehending, and synthesizing appropriate college-level readings, toward the goal of knowledge creation.

Competencies include:

- a. Reading baccalaureate-level materials effectively, reflecting comprehension and synthesis;
- b. Exhibiting a knowledge of and ability to effectively locate, evaluate, interpret, and use information; and
- c. Exhibiting a knowledge of and ability to use information and communication technologies.

2. Integration of Knowledge

UIS graduates should be able to evaluate and integrate information and concepts from multiple disciplines and perspectives.

Competencies include:

- a. Engaging in critical thinking by analyzing, evaluating, and articulating a range of perspectives to solve problems through informed, rational, decision-making; and
- b. Differentiating the approaches that underlie the search for knowledge in the arts, humanities, natural sciences, history, or social and behavioral sciences.

3. Application of Knowledge

UIS graduates should be able to apply knowledge to address meaningful problems and issues in the real world.

Competencies include:

- a. Exhibiting a knowledge of and ability to use contemporary technologies;
- b. Identifying, interpreting, and analyzing quantitatively presented material and solve mathematical problems; and
- c. Constructing intellectual projects independently and work effectively in collaboration with others.

4. Communication of Knowledge

UIS graduates should be able to communicate knowledge and ideas effectively both orally and in writing.

Competencies include:

- a. Expressing ideas, facts, and arguments in a written format that depicts competency in the use of syntax, organization, and style appropriate to the audience; and
- b. Exhibiting effective oral communication skills, paying attention to content and audience.

5. Engaged Citizenship

UIS graduates should be able to engage in questioning and critical thinking that leads them to explore peoples, systems, values, and perspectives that are beyond their usual boundaries. Students should engage in active and integrative learning to become ethical, responsible, and engaged citizens in a democracy.

Competencies include:

- a. Recognizing the social responsibility of the individual within a larger community;
- b. Practicing awareness of and respect for the diversity of cultures and peoples in this country and in the world;
- c. Reflecting on the ways involvement, leadership, and respect for community occur at the local, regional, national, or international levels;
- d. Identifying how economic, political, and social systems operate now and have operated in the past;
- e. Engaging in informed, rational, and ethical decision-making and action; and
- f. Distinguishing the possibilities and limitations of social change.

General Requirements: Bachelor's Degree

To earn a bachelor's degree from UIS, students must fulfill the following requirements:

- Earn a minimum of 120 semester hours, including at least 48 hours earned at the upper-division level.
- Earn a minimum of 30 semester hours of credit in residence at UIS.
- Satisfy general education requirements through completion of the UIS General Education Curriculum (see below), the Capital Scholars Honors Program curriculum, completion of the Illinois Articulation Initiative General Education requirements, or completion of an Associate of Arts, Associate of Science, Associate of Arts and Science, or Associate of Arts in Teaching degree.
- Earn at least 13 semester hours in the Engaged Citizenship Common Experience (see below).

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- Complete course work with a UIS institutional grade point average of at least 2.00 as well as an overall grade point average (including both institutional and transfer credit) of at least 2.00.
- Fulfill all requirements in a major.
- Complete and file a graduation contract and pay the mandatory graduation contract fee.

Minimum Academic Components & Credit Hours Required	
General Education These requirements include course work in written and oral communication, mathematics, science, humanities, and behavioral and social sciences	37-42
Major Program Requirements The number of required hours in this category depends on the specific major selected. For example, the B.S. in Chemistry requires 30 upper-division credit hours in the discipline, whereas the B.S. in Clinical Laboratory Sciences requires 59 upper-division credit hours in the discipline. Most degree majors at UIS require between 32 and 36 credit hours of program-specific, upper-division core and elective course work -- see individual program information for specific majors. Core & Elective Courses within the Major	29 to 61
Engaged Citizenship Common Experience Categories for this set of core courses include U.S. Communities, Global Awareness, Engagement Experience, Elective, and Speakers Series	13
General Electives These are courses taken to fulfill prerequisites for a degree major, requirements for a degree minor, or for student interest.	4 to 36
Minimum Total Number of Credit Hours Required	120

Time Limitation

All credit earned at UIS to be applied toward the completion of a bachelor's degree must be taken within seven consecutive years of the first course taken at UIS in pursuit of that degree.

Undergraduate Admission

Undergraduate admission to the University of Illinois at Springfield includes first-time freshmen with fewer than 12 transferable semester hours; freshmen with between 12 and 29 transferable semester hours; and transfer students with more than 30 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. Each of these admission options is discussed in detail below, along with other important admission requirements. Write to the Office of Admissions, University of Illinois at Springfield, One University Plaza, MS UHB

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1080, Springfield, IL 62703-5407, to request an application form, or apply online at www.uis.edu/admissions. 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. Contact individual programs for specific information.

Freshmen Admission

The University of Illinois at Springfield seeks to enroll as Capital Scholars an academically well-qualified first year class of students who have pursued strong college preparatory curricula while in high school and demonstrated the ability to be successful in their pursuits, both academic and nonacademic. The best qualified of each year's pool of applicants to UIS will be admitted as space permits. Priority consideration for admission will be given to students whose applications are completed and postmarked by the priority application date (March 15 prior to the fall semester in which the student wishes to enroll). Admissions decisions will be made, and official notifications mailed, on a rolling basis (biweekly timeline).

Applications will be evaluated on the following criteria:

College preparatory curricula and academic course work

Students should pursue rigorous and challenging college preparatory curricula. Grade trends and the rigor of courses completed throughout high school will be considered. Minimum academic course work requirements are:

- four years of academic English with emphasis on written and oral communication and literature
- three years of social studies with emphasis on history and government (additional acceptable courses include anthropology, economics, geography, philosophy, political science, psychology, and sociology)
- three years of college preparatory mathematics, selected from algebra, geometry, advanced algebra, pre-calculus, trigonometry, and calculus
- three years of laboratory science, selected from biology, chemistry, geology, physical science, astronomy, and physics
- two years of one foreign language or two years of fine arts, selected from art, music, dance, and theater

Standardized test scores, grade-point average, and class rank

The following credentials will be considered:

- class rank (if applicable)
- grade-point average
- ACT or SAT scores. UIS will consider ACT or SAT test scores that are posted on an official high school transcript (enclosed with the student's application) or sent as a photocopy with the student's application for determining admission. Prior to the start of the semester, student must have official scores sent from the testing center.

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To have official scores reported to UIS from ACT, use UIS' ACT institution code of 1137; for SAT, the code is 0834.

Personal Statement

Applicants must provide written evidence of their ability to perform at a high academic level by submitting personal and academic statements. These statements should address any circumstances (positive or negative) that may have affected the student's high school experience and that are not readily apparent from academic records or standardized test scores. The personal statement should be viewed as an applicant's opportunity to speak on his or her own behalf. The academic statement should discuss long term goals, intended major, or academic areas of interest. Generally, the statements should be approximately 500 to 750 words and should reflect the student's best work – structure, accuracy, and overall quality will be considered.

The Honors Program

The Honors Program is a selective program that emphasizes excellence and involvement. The Program currently enrolls approximately 100 freshmen each year in its living-learning community which is housed in the Lincoln Residence Hall. Freshmen and sophomores honors students are required to live in Lincoln Residence Hall.

Honors students participate in an interdisciplinary core curriculum designed to prepare them for their majors and foster the intellectual skills that society expects from future leaders. Honors interdisciplinary core courses introduce students to ideas from a range of disciplines, and help them integrate the insights of those disciplines to create new knowledge. Each course includes topics and draws on authors that reflect the ethnic, racial, and gender diversity of America, and also world-wide cultural diversity. Honors students participate in learning teams for many course assignments; their work together nurtures intellectual growth and engagement with the ideas of other. Collaboration also prepares honors students for the challenges of working in a complex and diverse society. The curriculum-wide focus on collaborative learning also emphasizes leadership.

Admission to the Honors Program is competitive and is based on an overall evaluation of high school course work, grade-point average, class rank, SAT or ACT scores, and the personal and academic statement. The personal and academic statement should address reasons for interest in the Honors Program, possible intellectual and career direction, and creative or leadership potential. A personal or telephone interview with a member of the admissions committee (made up of faculty and program representatives) may also be a component of the admission process. Students who want to apply to the Honors Program should indicate on their application for admission that they are interested in honors. For more information regarding the Capital Scholars Honors Program, potential students should visit the Capital Scholars Honors Program's website (www.uis.edu/capitalscholars) or contact the Program directly by emailing cap@uis.edu or by calling (217) 206-7246.

Undergraduate Transfer Admission

Students other than Capital Scholars may be considered for admission to UIS as transfer students if they have earned at least 30 transferable semester hours (remedial or

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developmental courses are not accepted) from a regionally accredited institution. Those who have earned an Associate of Arts, an Associate of Science, an Associate of Arts and Science, or an Associate of Arts in Teaching 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.

Advanced standing as a senior may be granted to those who 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.

Please contact the Office of Admissions regarding materials and criteria that are required for consideration for admission. The toll free number is (888) 977-4847. Potential students should visit the Office of Admissions' website (www.uis.edu/admissions) for additional information.

Lower-division Courses Used for Degree Credit

Community college students can transfer up to 60 semester hours of credit to UIS. However, a community college transfer student may submit a Student Petition asking to have an additional 12 semester hours of lower-division credit used toward a bachelor's degree if the student's advisor, department chair, and dean approve. A grade of C or better must have been earned.

Students who have earned lower-division credit at UIS and would like to have that credit used for degree credit may do so with the approval of their advisor, a program representative, and the appropriate dean. A grade of C or better must have been earned. Course work completed at community colleges and lower-division course work completed at four-year institutions will transfer to UIS as lower-division credit, even if the equivalent UIS course is offered as an upper-division course. Lower-division transfer course work will still satisfy general education requirements even though the equivalent UIS course is upper-division.

Community College Articulation and Transfer

Loss of credit that may occur when students transfer from other institutions to UIS can extend the time needed to complete the baccalaureate degree. By participation in the Illinois Articulation Initiative and development of two-plus-two agreements and other articulation agreements with community colleges and other institutions of higher education, UIS has made considerable efforts to ensure that students have the best chance of transferring in the maximum number of credit hours.

Students in most programs at UIS can earn a baccalaureate degree in two years beyond the Associate of Arts, Associate of Science, Associate of Arts and Science, and Associate of Arts in Teaching degree with no loss of credit earned. About one-third of UIS' bachelor's degree programs have no specific course requirements for entry. The remaining degree programs, however, do have certain prerequisites in place. Transfer guides for all Illinois community colleges are available in UIS' Office of Admissions to help students plan their courses of study.

Many UIS undergraduate programs have also entered into articulation agreements (two-plus-two agreements) with academic programs at community colleges, making it easier for students to plan an entire four-year course of study while still enrolled at another institution. Interested students should contact the transfer center at their community college for additional information.

Illinois Articulation Initiative

The Illinois Articulation Initiative is a statewide agreement designed to allow students to transfer general education credit, as well as credit earned in select majors, between participating institutions. UIS 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 can transfer from one participating school to another to fulfill the lower-division general education requirements. The core curriculum package consists of 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 lower-division general education requirements for a bachelor's degree at UIS. Students may use one performing arts course to meet humanities lower division requirements, even though performance courses are not accepted by IAI.

UIS also participates in certain IAI Baccalaureate Majors Recommendations, which means that students may be able to transfer courses in the major between participating institutions without loss of credit. Contact an academic advisor for additional information or go to www.iTransfer.org.

Joint Admission Program and Partnership Agreements

The Joint Admission Program is limited to students who are pursuing an Associate of Arts, Associate of Science, Associate of Arts and Science, or Associate of Arts in Teaching degree, in compliance with the Illinois Articulation Agreement, and is not intended to replace the normal articulation agreements already existing between UIS and community colleges. Instead, it focuses on advising and socializing students to ease the transition between the two-year and four-year college. Students who choose to enter into a joint admission program with UIS are entitled to receive academic advising each semester from UIS, invitations to social and cultural activities, and financial assistance newsletters.

UIS currently has joint admission agreements with many Illinois community colleges and partnership agreements for UIS online programs with community colleges across the United States.

Alternative Admission

Alternative admission at the junior level is available for students who have a minimum of 12-15 years of life/work learning experience (beyond high school) that may be considered in lieu of traditional classroom learning acquired during the first and second years of college. The admissions committee provides individual assessments of an applicant's eligibility based on a written narrative, three letters of recommendation, and demonstration of competency

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in the areas of general education. Official transcripts from all colleges or universities where credit was attempted or earned are required. Contact the Office of Admissions for additional information.

Admission for International Students seeking Bachelor's Degrees

International students must meet all requirements for undergraduate admission. Additionally, international students will need to submit official TOEFL scores, or an equivalent exam approved by UIS, and documentation required for issuance of an I-20. International students seeking admission to the University of Illinois at Springfield are encouraged to apply as early as possible.

All students who are not U.S. citizens must take a tuberculin skin test or a Quantiferon Gold test at the Health Services Office upon their arrival to campus and before registration. There are no exceptions from the tuberculin skin test for students who are not citizens of the U.S. Students who have a positive tuberculin skin test will be required to have a chest x-ray. Students who have not obtained their chest x-ray 10 days (5 days for summer) from the date of the positive test will be administratively withdrawn from all classes.

Students who have been treated for tuberculosis or who have been treated because of a positive tuberculin skin test in the past must bring those medical records with them. All medical records must be accompanied by a certified English translation.

Non-degree Admission

Undergraduate non-degree seeking students are not required to file all documents necessary for admission to a degree program, but will be asked for clarification of their educational intent before exceeding 16 semester hours. Non-degree students are subject to the same academic probation and suspension policies as degree-seeking students.

Students who later choose to become degree candidates will be required to meet all admission requirements of their program. With the degree program's approval, up to 16 semester hours taken as an undergraduate non-degree student may count toward the degree. Non-degree students are not eligible for financial assistance.

Online Student Admission

Students who choose to pursue their studies online should contact their intended academic program for information concerning admission requirements. A list of online degrees is available on the UIS website (www.uis.edu).

Senior Learner Admission

The Senior Learner Program is open to those individuals who are at least 62 years old by the relevant registration day. There are two options available.

For non-degree credit, individuals can attend courses on an audit basis and receive an activity card for a small fee, plus a parking fee. Senior learners are also responsible for all course-related fees, including online course fees. Please note that the senior learner fee is

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non-refundable on or after the official start date of the applicable semester. This option does not offer academic credit and does not require graded tests or papers. For more information, contact the Office of Records and Registration.

For degree credit, the Illinois Senior Citizen Courses Act (110 ILCS 990) permits Illinois senior citizens, over the age of 65, to enroll in regularly scheduled credit courses at UIS without the payment of tuition. This program allows individuals to earn undergraduate or graduate credit by paying only UIS fees; tuition is waived. You must be admitted as a degree seeking student to UIS and your annual household income must be below the threshold amount as indicated in the Illinois Cares Rx BASIC program. You must meet regular class expectations to earn academic credit. For more information, see the "Financial Assistance for ALL Students" section of the current catalog.

Financial Assistance for Undergraduate Students

The UIS Office of Financial Assistance coordinates federal, state, institutional, and private financial aid programs for all students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veterans' benefits. For detailed information, see the "Financial Aid" section of the current catalog.

General Education Requirements

To ensure educational breadth, accredited U.S. institutions generally require completion of courses in several disciplines or areas - usually oral and written communication, mathematics, science, social science, and humanities. This constitutes the institution's general education requirements.

General education is an important part of the distinctive UIS degree and consists of more than a series of distribution requirements. The UIS General Education Curriculum provides structure for the whole baccalaureate experience while allowing the flexibility transfer students need to enter the institution and the curriculum with ease. General education course work helps student achieve the goals and outcomes for baccalaureate education listed above. In certain cases, prerequisites or major requirements may be fulfilled by general education courses.

General education courses are usually 100- and 200-level offerings, and consist of the following categories (note: remedial and developmental courses do not count towards general education requirements):

Written Communication (2 courses, 4 hours each; courses must be passed with a grade of C or better; students who transfer to UIS with 30 or more hours may use 3-hour courses taken at other institutions to meet this requirement)

Oral Communication (1 course, 3 hours)

Math (2 courses, 3 hours each, one in math skills and one in applied math; students who transfer to UIS with 30 or more hours are responsible for only one 3-hour math course in either category)

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Life and Physical Science (2 courses, 3 or 4 hours each, one in physical science and one in life science; one course must include a laboratory)

Humanities (3 courses, 3 hours each; one course should be from the visual, creative, or performing arts and at least one from other humanities; students enrolling as freshmen at UIS are responsible for one Comparative Societies Humanities course)

Behavioral and Social Sciences (3 courses, 3 hours each; courses must be taken in at least two disciplines; students enrolling as freshmen at UIS are responsible for one Comparative Societies Social Sciences course)

Students entering UIS as freshmen, with 0-29 hours of college credit, will take two Comparative Societies courses at the 100 level, one in the humanities and one in the behavioral and social sciences. Comparative Societies courses are designed to give students an idea of the historical complexity as well as the diversity of beliefs and practices in the human social experience.

Transfer students may satisfy general education requirements in one of three ways:

1. Complete the requirements of the Illinois Articulation Initiative Core Curriculum.
2. Graduates of Illinois community colleges holding an Associate of Arts, an Associate of Science, an Associate of Arts and Science, or an Associate of Arts in Teaching degree are considered to have met all UIS general education requirements.
3. Complete the requirements of the UIS General Education Curriculum. If a student satisfactorily completes the objectives of a General Education area but earns fewer hours than required in a particular category, the remaining hours for that area can be waived so long as the total transfer hours earned in a particular category are within one semester hour of the required total. However, students must complete the minimum of 12 courses and 37 semester hours. Fractional semester hours can also be waived, but the minimum requirements will still be enforced.

Transfer students in some degree programs may use a limited number (no more than 12 hours) of 300- or 400-level courses to meet general education requirements. Students should consult with faculty in their major for additional information. The 300- and 400-level courses used to meet general education requirements must be approved by the Office of Undergraduate Education. The current list of approved courses is available on the General Education website.

Test-Based Credit and Dual Enrollment

Students may fulfill general education requirements or major prerequisites by earning credit via the College-Level Examination Program (CLEP), Advanced Placement (AP) tests, the International Baccalaureate Program (IB), dual enrollment, and other approved substitutes, provided the credit meets UIS criteria for college-level work. A maximum of 30 semester hours of credit from test-based credit or dual enrollment may be applied toward degree requirements. For more information on using test-based credit and/or dual enrollment, students should contact the Undergraduate Academic Advising Center (uisuaac@uis.edu).

CLEP Credit

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CLEP is designed to assist students in reaching their academic goals by gaining college credit for knowledge acquired through prior course work, job experience, internships, or other experiences outside a traditional classroom setting. CLEP exams are published and scored by the College Board. For further information, visit the College Board's website at <http://www.collegeboard.com/student/testing/clep/about.html>. UIS students should consult with an academic advisor to find out which CLEP exams, if any, they may be eligible to take. See the table below for a list of the CLEP exams for which UIS grants credit.

CLEP EXAM	UIS Course	Minimum CLEP Score Required	Credit Hours
<i>Composition</i>			
English Composition (with essay)	ENG 101 *	60	4
Freshman College Composition	ENG 102 *	60	4
<i>Literature</i>			
American Literature	ENG 235	50	3
Analyzing and Interpreting Literature	ENG 237	50	3
English Literature	ENG 236	50	3
<i>Business</i>			
Financial Accounting	ACC 211	65	3
Principles of Macroeconomics	ECO 201	60	3
Principles of Microeconomics	ECO 202	60	3
<i>History and Social Sciences</i>			
American Government	POS 201	50	3
Introductory Psychology	PSY 201	50	3
Introductory Sociology	SOA 101	50	3
U.S. History I: Early Colonization to 1877	HIS 203	50	3
U.S. History II: 1865 to the Present	HIS 203	50	3
Western Civilization I: Ancient Near East to 1648	HIS 202	50	3
Western Civilization II: 1648 to the Present	HIS 202	50	3
<i>Science and Mathematics</i>			
Biology	BIO 141 & BIO 241	66	8
Chemistry	Contact Chemistry Department Chair	Contact Chemistry Department Chair	Contact Chemistry Department Chair
Calculus	MAT 115	65	4
College Algebra	Fulfills prerequisite requirement **	65	See below **
College Mathematics	MAT 111	65	3
<i>General Subject Area Tests</i>			
Humanities	Humanities general education credit	50	3
Natural Sciences	Natural sciences general education credit	50	3

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Social Sciences and History	Social Science general education credit	50	3
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* Students who earn a score between 55 and 59 on the CLEP English Composition (with essay) exam may request a review by the Director of Composition to determine whether or not ENG 101 credit can be awarded.

** UIS does not award college-level credit for MAT 101 based on the CLEP College Algebra exam, but a score of 65 or above on the CLEP College Algebra exam does meet the prerequisite requirement for MAT 113 or MAT 114.

AP Credit

The Advanced Placement Program (AP), administered by the College Board allows high school students to take college-level course work (for further information on the AP Program, visit the College Board's website at <http://www.collegeboard.com/student/testing/ap/about.html>). College credit is awarded to those students who earn sufficiently high grades on AP examinations covering basic freshman-course subject matter. Only scores of 3 or higher are accepted for college-level credit at UIS, but the scores accepted for credit vary from exam to exam. It is the student's responsibility to have official test results sent from the College Board to the Office of Admissions before credit can be awarded.

AP Exams	UIS Course	Minimum AP Score Required	Credit Hours
Composition and Literature			
English Language	ENG 101	4	4
English Literature	ENG 102	4	4
Business			
Microeconomics	ECO 201	4	3
Macroeconomics	ECO 202	4	3
History and Social Sciences			
European History	HIS 202	4	3
U.S. History	HIS 203	3	3
World History	HIS 201	3	3
Computer Science A	CSC 325	4	4
Computer Science AB	CSC 375	3	4
Comp Government & Politics	POS 171	4	4
U.S. Government & Politics	POS 201	4	4
Psychology	PSY 201	4	3
Fine Arts			
2- Design Portfolio	ART 102	3	3
3-Design Portfolio	ART 112	3	3
Drawing Portfolio	ART 113	3	3

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Science and Mathematics			
Biology	BIO 141	3	4
Chemistry	CHE 141	4	4
Environmental Science	ENS 251	4	4
Calculus AB	MAT 115	3	4
Calculus BC	MAT 116	3	4
Physics B	ASP 201	4	4
Physics C Mechanics	ASP 201	4	4
Physics C Electricity & Magnetism	ASP 202	4	4
Statistics	MAT 121	3	4

International Baccalaureate Credit

The International Baccalaureate (IB) Organization offers diploma and certificate programs through which high school students complete college-level course work (for further information on the IB Program, visit the IB website at <http://www.ibo.org>). College credit is awarded to students who earn a minimum score of five on Standard and Higher Level exams. Credit for specific UIS course work will be determined on a case-by-case basis. It is the student's responsibility to have official IB transcripts sent to the Office of Admissions before credit can be awarded.

Engaged Citizenship Common Experience

All undergraduate students are required to take a minimum of 13 hours in the Engaged Citizenship Common Experience (ECCE), a set of courses tied to UIS' heritage, mission, vision, and values. These courses provide a distinctive element to the baccalaureate education at UIS, and encourage a commitment to making a difference in the world. Most of the course work in this category is interdisciplinary and is designed to help students recognize the value of multiple perspectives. ECCE categories help students meet the Goals and Learning Outcomes for Baccalaureate Education listed above, particularly Goal Five, Engaged Citizenship.

The Engaged Citizenship Common Experience (ECCE) includes 200-, 300-, and 400-level courses and the following categories:

U.S. Communities (1 course, 3 hours)

Courses in this category aim to broaden students' knowledge about substantial, distinctive, and complex aspects of the history, society, politics, and culture of United States communities.

Global Awareness (1 course, 3 hours)

Courses in this category help students to understand and function in an increasingly interdependent and globalizing environment and to develop an appreciation of other cultural perspectives. They foster awareness of other cultures, politics, or natural environments, past or present.

Engagement Experience (3 hours)

This category offers students structured opportunities to integrate knowledge, practice, and

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reflection in the context of an engaged citizenship experience. Students may fulfill this part of the ECCE curriculum through an Experiential and Service-Learning internship, Credit for Prior Learning, a service-learning course, a research project, a group project course, or study abroad, among others.

Some degree programs may require students to take particular ECCE courses. Students should consult with advisors in the major for further guidance.

Students who desire or are required to complete a 6-hour Experiential and Service-Learning (EXL) internship or project may do so by combining 3 hours of Engagement Experience and 3 hours of ECCE elective.

ECCE Elective (3 hours)

This category is designed to provide flexibility in the ECCE curriculum by offering students various opportunities to expand their Engaged Citizenship Common Experience. Electives fall into three areas:

1. Experiential and Service-Learning credit, study abroad, Credit for Prior Learning, research projects, or group project courses, among others.
2. Additional course work related to engaged citizenship, which includes a second ECCE course in U.S. Communities or Global Awareness, an "On-Going Controversies" course, and modern languages (third semester only). On-Going Controversies courses address complex issues of significance to society in a local, national, or global context. They include a range of interdisciplinary perspectives and require students to examine controversial topics, including ethics and values, from scholarly points of view.
3. Third semester language classes at the level of Intermediate I, or the equivalent at other institutions, may count for credit for the ECCE Elective by Student Petition. Students should consult an academic advisor for more information.

ECCE Speakers Series (1 hour)

For one semester, students will be required to participate in a series of campus-sponsored lectures by speakers who exemplify engaged citizenship. Credit will be awarded upon completion of all course requirements. Students must complete one hour of Speakers Series course work, but may take an additional hour in a different semester if desired. Courses taken to meet the 13 hours of ECCE requirements cannot be used to meet general education course work, but they may count toward requirements, electives, or prerequisites in the major and minor.

Assessment of General Education

Assessment of general education will involve both direct and indirect measures of student learning based on the Goals and Learning Outcomes for Baccalaureate Education and on the established criteria for courses in the curriculum. Students are required to participate in general education assessment.

Undergraduate Degree Programs and Related Information

Majors

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UIS awards the following baccalaureate degrees:

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

Note: Students 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.

Assessment in the Major

Academic programs assess their students' ability to meet program learning outcomes. Assessment processes vary by program. Students are required to participate in program assessments.

Double Major

To earn a bachelor's degree in two major areas of study, all requirements for each major must be completed. Courses from one program may be used as electives in the other. All requirements for the bachelor's degree must be met.

Minors

UIS offers minors that allow students to study outside major degree programs. UIS awards the following minors:

Accountancy
African-American Studies
Anthropology

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Business Administration
Chemistry
Communication
Computer Science
Criminal Justice
Economics
English
Environmental Studies
History
International Studies
Management Information Systems
Mathematical Sciences
Philosophy
Political Science
Psychology
Sociology
Teacher Education – Elementary
Teacher Education – Secondary
Visual Arts
Women and Gender Studies

Obtaining a Second Bachelor's Degree

Those who have already earned a 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 UIS. If the first degree was earned at another institution, the student must meet UIS Engaged Citizenship Common Experience (ECCE) requirements.

Other Academic Opportunities

Thematic Activities: These activities explore current issues and problems through multidisciplinary courses, research, conferences, experiential learning opportunities, and community outreach. UIS currently offers a thematic option in Astronomy/Physics.

Modern Languages: Elementary and intermediate courses are offered in Arabic, French, German, Japanese, Russian, and Spanish that emphasize understanding and speaking skills. Placement tests may be required to determine the appropriate entry level course work for each student.

University Courses: These courses provide knowledge and skills in academic areas that are not within established academic units.

Experiential and Service-Learning Programs:

Applied Study and Experiential Learning Terms stress practical experience, professional development, and self-directed learning by providing an academically sponsored learning experience that is an opportunity to learn from the community. Only

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degree-seeking UIS students can participate. Internships are available at local businesses, non-profit organizations, health service organizations, state agencies, legislative offices, and educational institutions. Some programs have their own experiential component integrated into the curriculum. The variety of curricular options is described more fully in the Experiential and Service-Learning (EXL) section of this catalog. These internships fulfill portions of the Engaged Citizenship Common Experience.

Service-Learning Program courses combine learning with providing service to communities in need. The service that students perform is combined with self-reflection, self-discovery, and new learning skills and knowledge. Not only do service-learning courses enrich student's learning experience, but they also fulfill portions of the Engaged Citizenship Common Experience.

Credit for Prior Learning allows qualified students to earn academic credit for college-level learning acquired outside the classroom and is particularly valuable to those with 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. Credit for Prior Learning may fulfill portions of the Engaged Citizenship Common Experience.

Information for *MASTER'S DEGREE STUDENTS*

Graduate Education – Master's

A graduate student should develop intellectual autonomy within a chosen field and demonstrate the ability to analyze, synthesize, and evaluate relevant knowledge. The graduate student, furthermore, assumes some responsibility for increasing knowledge within the chosen field.

Graduate education assumes the acquisition of specific content knowledge, including recognition of the significant terminology, facts, theories, issues, findings, and generalizations within the field of study. Graduate study also encompasses comprehension of the intellectual history, methods of inquiry, and standards of judgment used in a given field.

Students should also grasp the ethical meanings of research in a discipline or a profession. A student receiving a master's degree will be able to:

1. Analyze ideas in a logical manner by breaking down material into constituent parts, organizing ideas and relationships between ideas, expressing these relationships, recognizing unstated assumptions, distinguishing facts from hypotheses, and distinguishing statements of cause from statements of effect;
2. Synthesize diverse ideas to form an integrated whole relevant to a field of study by arranging and combining elements and parts into patterns or structures. The parts to be integrated may, to the extent necessary, come from a variety of disciplines;
3. Make judgments about the value of relevant material, including the appropriateness and adequacy of any qualitative and quantitative methods used in its compilation, by employing a standard of internal or external appraisal. In evaluating the accuracy of a communication, a student will use an integration of theories, works of recognized excellence, facts and generalizations germane to a field; and
4. Convey ideas, feelings, and experiences through scholarly writing and discussion with others. The student will be able to develop a proposal or plan of work that includes ways of testing hypotheses, analyzing the factors involved, modifying the hypotheses based on new factors or considerations, and then making generalizations based on findings. The student will then have the ability to communicate both this process and subsequent findings to others.

Admission to Graduate Study

Students who have earned a bachelor's degree from a regionally accredited college or university are eligible to apply for admission to master's-level study at UIS. Full admission to master's studies may be granted to those who earned a baccalaureate degree with an undergraduate grade-point average of at least 2.50 on a 4.00 scale. Applicants must also have met all entrance requirements specific to the chosen UIS program; some programs require higher grade-point averages and/or prerequisites. Refer to the individual programs for information on specific requirements.

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Conditional admission may be granted to students with lesser GPAs. Conditionally admitted students must complete a certain number of semester hours at UIS (exclusive of prerequisites) with a grade-point average of no less than 3.00. The program will specify which courses must be completed.

All college/university transcripts, including verification of the bachelor's degree and transcripts of all graduate work taken beyond the bachelor's degree must be submitted to the Office of Admissions.

To receive maximum consideration for graduate admission, applications should arrive at least three months before the beginning of the term in which the student plans to start course work. Some academic programs have earlier deadlines.

Write to the Office of Admissions, University of Illinois at Springfield, One University Plaza, MS UHB 1080, Springfield, IL 62703-5407 to request an application form, or apply online at www.uis.edu. Call (217) 206-4847 or the toll free number (888) 977-4847.

Admission to a Specific Master's Program

Admission to graduate study is granted by the academic program. Each program has established admission requirements that comply with campus policy; these requirements may exceed the general minimum requirements for admission. Some graduate programs require scores from the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT). Applications are processed by both the degree program and the Office of Admissions. Students are encouraged to check graduate program application requirements at www.uis.edu/graduateeducation.

Admission for International Students seeking Master's Degrees

To be admitted to graduate study, international students must have completed the equivalent of a bachelor's degree earned in the United States; bachelor's degrees earned abroad may or may not meet this requirement. Full admission to graduate study requires a minimum undergraduate grade-point average equivalent to a U.S. GPA of 2.50 on a 4.00 scale. Applicants must also have met all entrance requirements specified by their chosen UIS degree program. An I-20 AB or DS 2019 (formerly called IAP 66) certificate of eligibility cannot be issued until the student has been accepted by a degree program and all required documents have been received.

International students seeking admission to the University of Illinois at Springfield are encouraged to apply as early as possible. The deadline for application to the Graduate Assistantship (GA) and Graduate Public Service Internship (GPSI) programs is March 15. In order to be considered for a GA or GPSI position, students must already be admitted to a UIS graduate program. Therefore, international students who want to be considered for a GA or GPSI position are encouraged to apply for admission into a UIS graduate program at least nine months prior to the March 15 deadline.

Non-degree Admission

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Students who hold a bachelor's degree may enroll for courses at UIS as a non-degree seeking graduate student. These students will be asked to define their educational goals before exceeding 12 semester hours. Non-degree students who choose to become degree candidates must complete regular admissions procedures, including acceptance into the chosen degree program.

When formal admission is granted, the course work completed as a non-degree seeking student is evaluated by the intended academic program and may or may not apply toward that program's graduation requirements. UIS accepts a maximum of 12 semester hours of such credit toward a graduate degree. A non-degree declaration form must be on file for continued enrollment as a non-degree student beyond 12 hours. Non-degree students typically are not eligible for financial assistance.

Financial Assistance for Master's Degree Students

The UIS Office of Financial Assistance coordinates federal, state, institutional, and private financial aid programs for all students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veterans' benefits. For detailed information, see the "Financial Assistance for ALL Students" section of the current catalog.

Programs specifically available for master's degree students include Graduate Assistantships, the Illinois Legislative Staff Intern Program, the Graduate Public Service Internship Program, the Whitney M. Young Fellowship Program, and Public Affairs Reporting Scholarships (for PAR students only).

Graduate Education – Master's and Related Information

UIS offers the following master's degree programs:

- Accountancy (M.A.)
- Biology (M.S.)
- Business Administration (M.B.A.)
- Communication (M.A.)
- Computer Science (M.S.)
- Educational Leadership (M.A.)
- English (M.A.)
- Environmental Sciences (M.S.)
- Environmental Studies (M.A.)
- History (M.A.)
- Human Development Counseling (M.A.)
- Human Services (M.A.)
- Legal Studies (M.A.)
- Liberal and Integrative Studies (M.A.)
- Management Information Systems (M.S.)
- Political Science (M.A.)
- Public Administration (M.P.A.)
- Public Affairs Reporting (M.A.)
- Public Health (M.P.H.)
- Teacher Leadership (M.A.)

Graduate Certificates, Professional Development Sequences, and Post-Master's Certificates represent courses of study that constitute less than a full graduate degree and provide specialized knowledge and skills for the professional.

Students admitted to certificate and professional sequence study must have a bachelor's degree (in any major) and complete an application process through the Office of Admissions. It is also possible to pursue a certificate as a post-master's option. Admission decisions, advising, and certification of completion are provided by the department that supervises these options. Course prerequisites may be waived if the student can present evidence of advanced career experience. Proficiency examination, transfer, and credit for prior learning experience may not be used because of the limited number of courses required and the need for course content to logically integrate.

UIS currently offers **graduate certificates** in:

Alcohol and Substance Abuse
Business Process Management
Community Health Education
Digital Organizations
Emergency Preparedness and Homeland Security
Epidemiology
Environmental Health
Environmental Risk Assessment
IT Project Management
Law for Human Services and Social Work
Legal Aspects of Education
Information Assurance
Management of Nonprofit Organizations
Systems Security
Public Sector Labor Relations
Women and Gender Studies

UIS currently offers a **professional development sequence** in:

Gerontology

UIS currently offers **post-master's certificates of advanced study** in:

Educational Leadership: Chief School Business Official
Educational Leadership: Pathway to Principalship for National Board Certified Teachers
Educational Leadership: Superintendent Certificate

General Requirements

To earn a master's degree from the University of Illinois at Springfield, students must:

- Earn the amount of graduate credit required by the chosen academic program, all but 12 semester hours of which must be earned at UIS.

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- Complete course work with a UIS institutional grade point average of at least 3.00 as well as an overall grade point average (including both institutional and transfer credit) of at least 3.00.
- Complete the program closure requirements.
- Complete a graduation contract and pay graduation fees.

Grades Acceptable toward Master's Degrees

Master's degree students may apply a maximum of eight hours of C grades toward a degree, provided that each hour of C is balanced by an hour of A and an approved Student Petition is on file in the Office of Records and Registration. Individual academic programs may determine whether Cs are acceptable toward their degrees. Credit for courses in which grades below C were earned will not count toward the master's degree requirements.

For more specific information related to acceptable grades, see the "Grades Acceptable Toward Graduate Degrees" section under the heading "Academic Standards for ALL Students."

Closure Exercises and Continuous Enrollment Requirement

Master's degree candidates are required to complete a closure exercise demonstrating mastery of some area within their major field of study. The exact nature and format of these exercises – including theses, projects, and capstone courses – are determined by individual programs, but all of them must have an identifiable academic focus and must include a written component.

UIS has a continuous enrollment policy which states that once the student begins a closure exercise, he or she must continue to enroll in the closure exercise each fall and spring semester until the exercise is complete, including semesters in which the student "stops out" of other courses. Enrollment in the summer semester is not required unless mandated by the student's academic program. If a leave of absence is granted for a current or future semester, the student will be exempt from this requirement for that semester.

Graduate Internships and Experiential Learning

Experiential learning is an integral part of graduate education at UIS. Internships are offered through the Graduate Public Service Internship Program as well as many academic programs. Additional information may be obtained from program faculty. UIS also provides a variety of paid internship opportunities in Illinois government agencies and on campus, as well as graduate assistantships.

Research at the University of Illinois at Springfield

Conventional research opportunities are available to students in most academic programs. In addition, UIS offers unique opportunities for applied research that emphasize coordinated, interdisciplinary approaches to problem solving, training, and communication. UIS cooperates with neighboring universities in meeting their students' needs for research and residency in the Springfield area.

Time Limitation

All graduate credit earned at UIS to be applied toward the completion of a master's degree must be taken within six consecutive years of the first graduate course taken at UIS in pursuit of that degree. This does not include transfer credit earned before the first term of graduate enrollment, credit granted for prior learning, and prerequisites; however, it does include closure requirements. Exceptions may be granted by degree programs on a case-by-case basis, and programs may also grant leaves of absence.

Transfer Credit at the Master's Level

Residency Requirement: UIS may accept up to 12 semester hours of graduate-level work completed at other accredited institutions. However, only hours earned with a grade of B or better and accepted by the program will also be accepted by UIS. Request to transfer credit for courses bearing a grade such as P (pass) or CR (credit) must be supported by certification from the institution or instructor that the work was of at least B quality.

Time Limit on Transfer Credit: All transfer credit to be applied to a master's degree must have been earned within five years of the first graduate course taken at UIS in pursuit of that degree. Exceptions may be granted by programs on a case-by-case basis.

Financial Assistance – Master's Degree Students

UIS provides or coordinates many paid internship opportunities and scholarships for graduate students. Some of these are described below. For additional information on merit and need-based financial assistance for graduate and undergraduate students, see the section on "Financial Assistance for ALL Students."

General Graduate Assistantships

Graduate-level assistantships provide relevant educational experiences in UIS' academic or public affairs programs. These on-campus internships offer opportunities to develop and apply skills in research, curriculum development, data analysis, editing, program evaluation, and coordination of special events. Preference will be given to students who have not previously received a master's degree. The graduate assistantship application deadline is March 15. In order to be eligible for consideration, applicants must be admitted into a UIS graduate degree program. To facilitate file completion and admission, applicants are strongly encouraged to initiate the application process at least two months prior to the graduate assistantship application deadline. Files completed after March 15 will be added to the pool of eligible applicants after the first round selection process is completed.

Assistants receive a monthly stipend (taxable income) and work 20 hours per week during the academic year. During each regular semester assistants receive a tuition waiver of 8 to 12 semester hours, for an academic-year total of 16 to 24. Assistants who served at least one full semester during the regular academic year are eligible for a tuition waiver for six semester hours in the subsequent summer term. The maximum tuition waiver for the academic year is 30 hours.

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For complete information, contact the Graduate Assistantship Office in the Office of Graduate Studies.

Illinois Legislative Staff Intern Program

The Institute for Legal, Legislative, and Policy Studies administers the Illinois Legislative Staff Intern program, which provides outstanding students with firsthand experience in the operations of the Illinois General Assembly and opportunities for academic studies and research in legislative politics and policy analysis.

There are opportunities for 24 legislative staff interns to be assigned either to the Illinois Legislative Research Unit or to one of four leadership staffs of the General Assembly. The program lasts 10 1/2 months and requires full-time work in the assigned office. Interns are required to participate in an academic seminar during the fall semester specifically designed for this program.

Interns receive a total of eight graduate credit hours over the course of two semesters, tuition and fees, and student insurance coverage along with a monthly stipend of \$2,026 while they are in the program.

To be eligible for the ILSIP, applicants must have a baccalaureate degree in any academic discipline, with a high-quality undergraduate academic record. Applications are due February 1 each year.

For materials and further information, contact the Illinois Legislative Staff Intern Program.

Graduate Public Service Internship Program

Located within the Center for State Policy and Leadership, the Graduate Public Service Internship Program (GPSI) is ranked as one of Illinois' premier governmental internship programs. For over 33 years this program has provided graduate students with the opportunity to simultaneously begin a professional career while earning a master's degree from the University of Illinois at Springfield. The program is open to students with all academic backgrounds, including those who have already earned an advanced degree.

The program is comprised of a 21-month internship placement at a participating state or municipal agency for full-time UIS graduate students. During the academic year (August 16 - May 15), interns work 20 hours per week for a stipend of \$950 per month, while working full-time during the intervening summer term (May 16 - August 15) for a stipend of \$1,900 per month. Additional benefits include nine credit hours of tuition waiver for the fall and spring terms, an optional four-hour tuition waiver for the summer term, and \$300 per fiscal year for professional development activities.

GPSI is a competitive placement program; completing the application process does not guarantee a placement. For first-round consideration, the deadline for file completion is March 15. "File completion" means that the application, resume, educational goal statement, three reference letters, transcripts, and notice of graduate admission are on file in the GPSI office. Placements begin August 16. Applicants are strongly encouraged to initiate the application process at least two months prior to the GPSI application deadline.

For additional information, contact the Office of Graduate Intern Programs.

Whitney M. Young Fellowship Program

This program is a memorial to the late Whitney M. Young, Jr., former executive director of the National Urban League, educator, and social activist. The program is aimed at helping the campus to achieve a rich and diverse educational environment by increasing the opportunities in graduate education for highly self-motivated students who are underrepresented in graduate study at UIS. This includes but is not limited to ethnic/racial minorities, first-generation college students, and students from disadvantaged backgrounds. The Fellowship program is designed to complement graduate work with civic engagement in public affairs projects.

Fellows receive a monthly financial stipend of \$950 for the nine-month contract period, and a tuition waiver (minimum of 12 graduate credit hours) during the fall and spring terms. Fellows are eligible for a tuition waiver up to six semester hours for one summer semester. Fellows must maintain a cumulative GPA of 3.00, as well as fulfill all other requirements of the Fellowship Program.

For complete information, contact the Whitney M. Young Fellowship Program/Graduate Program Office.

Public Affairs Reporting Scholarships

Several scholarship programs are earmarked for graduate students in the public affairs reporting program. The annual awards are based on academic achievement, financial need, and potential for a career in journalism. They are:

James E. Armstrong Scholarships, established in memory of the late publisher of the *Illinois State Register* and the *Illinois State Journal*, predecessors of *The State Journal-Register* in Springfield.

Milton D. Friedland Scholarships, established in memory of the late founder and general manager of WICS-TV, NewsChannel 20 in Springfield, and former community relations associate for the campus.

Steven B. Hahn Reporting Scholarships, established by his parents in his memory. Hahn was a legislative correspondent for *The State Journal-Register* and United Press International.

Robert P. Howard Scholarships, established by friends in memory of the late capital correspondent for the *Chicago Tribune*.

Doug Pokorski Scholarships, established by his family and friends in memory of Pokorski, a veteran reporter who covered higher education and cultural affairs for the *State Journal-Register*.

Illinois Legislative Correspondents Association Scholarships honor Burnell Heinecke, former *Chicago Sun-Times* Statehouse correspondent and former president of the ILCA; Bill Miller,

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former director of the public affairs reporting program and a founding member of the Illinois News Broadcasters Association; and deceased ILCA members.

For more information, contact the Director of the Public Affairs Reporting program.

Academic Information for *DOCTORAL STUDENTS*

Graduate Education — Doctoral and Related Information

The mission of the doctor of public administration program is to advance the education of experienced practitioners interested in improving their understanding of public management and public policy. Graduates of the DPA program can make a significant contribution, bridging the worlds of practice and scholarship by developing a capacity to bring experience from the practitioner community to the scholarly community and translate the contributions of the scholarly community back to the world of practitioners.

Minimum Admission Requirements

Note: The Doctor of Public Administration Program has been revised. Information about the revised DPA curriculum and application requirements for admission to the program is available by contacting College of Public Affairs and Administration Dean Pinky Wassenberg at 217/206-6523 or Wassenberg.Pinky@uis.edu.

For admission to the degree program, applicants must have:

- A master's degree with a minimum grade-point average of 3.25 for graduate course work.
- An educational and professional goals statement of at least 600 words.
- Evidence of excellent oral and written communication skills.
- Three letters of recommendation with at least one letter from an individual at an academic institution from whom the applicant took courses, and
- An oral interview with the Program Admissions Committee.

In addition to satisfying the admission requirements, applicants must submit a portfolio providing evidence of some or all of the following preferred qualifications:

- A master's degree in a public affairs discipline.
- A graduate GPA of 3.50 or higher.
- Significant work experience in a public affairs field.
- GRE scores above the 50th percentile.

Applications for admission must include all of the following:

- Completed UIS application.
- Official transcripts from all colleges and universities previously attended, showing undergraduate and graduate completion.
- Three letters of recommendation; at least one must be an academic reference attesting to the applicant's likelihood of success in a doctoral program.
- Three- to five-page statement of academic and career goals.
- A current writing sample, written solely by the applicant, such as a research paper or report.
- International students: Submit an official TOEFL score of at least 575 (paper based), 232 (computer based), or 88 (Internet based).

The program is a cohort program that admits new students in the fall of odd-numbered years. Prospective students are encouraged to apply by March 15 of the year in which they would like to begin the program; however late applications may be considered. Students will not be allowed to start the program separate from an entering cohort.

General Requirements

To earn a doctor of public administration degree from UIS, students must fulfill the following requirements:

- Meet program matriculation requirements.
- Earn at least 52 doctoral-level hours with a grade-point average of at least 3.00, and a grade no lower than B in any course.
- Complete 12 semester hours of dissertation credit. During work on the dissertation, students are required to be enrolled in dissertation credit each fall and spring semester.
- Successfully pass a qualifying examination in the core courses.
- Develop, present, and have approved a dissertation proposal.
- Research, write, and present a dissertation to the Dissertation Committee and satisfactorily complete an oral defense.
- Complete a graduation contract and pay graduation fees.

Grades Acceptable toward Doctoral Degrees

Doctoral students are expected to do scholarly work of high caliber. Each student must complete at least 40 credit hours of course work plus a minimum of 12 hours of dissertation credit. Students must receive a grade of B or better in all courses.

For more specific information related to acceptable grades, see the "Grades Acceptable Toward Graduate Degrees" section under the heading "Academic Standards for ALL Students."

Closure Requirement

Progress toward the Doctoral Degree During the summer of their first year of courses, there will be a meeting between each student and his/her advisor. The advisor will produce a written evaluation of each student to be shared with the program faculty. A student must complete the five core courses before being eligible to take the qualifying examination. This qualifying exam will be written and evaluated by a committee including the instructors of the five core courses and the director of the program. Students who are not successful in the qualifying exam will be allowed to retake the exam only once. After the second unsuccessful attempt at the qualifying exam, the student will be dropped from the doctoral program.

Doctoral Closure Requirements After successful completion of the qualifying exam and the 20 hours of elective course work, the student is admitted to candidacy and may officially begin working on a dissertation proposal. Each student's advisor will assist with selection of the dissertation committee from among the graduate faculty of the university. A written dissertation proposal must be formally approved by the student's dissertation committee

before dissertation work proceeds. Preparation and defense of the dissertation proposal constitutes the beginning of the closure requirement, which includes preparation and successful defense of the dissertation. An oral examination on the dissertation will be conducted by the dissertation committee. The dissertation advisor will chair the oral dissertation defense which will be open to the campus community.

Time Limitation

All pre-dissertation credit earned at UIS that is to be applied toward the completion of the doctorate must be taken within eight consecutive years from the first doctoral course taken at UIS. This does not include prerequisites or closure requirements. Exceptions may be granted on a case-by-case basis.

Transfer Credit

No more than 12 hours of approved credit may be transferred to UIS for doctoral credit. To be considered, all transfer credit must have been earned with a grade of B or better, and must have been earned within five years of the first graduate course taken at UIS in pursuit of the doctorate.

Financial Assistance for Doctoral Students

The UIS Office of Financial Assistance coordinates federal, state, institutional, and private financial aid programs for all students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veterans' benefits. For detailed information and for assistance programs specifically available for doctoral students, see the "Financial Assistance for ALL Students" section of the current catalog.

Financial Assistance for *ALL STUDENTS*

Financial Assistance: Information and Guidelines: ALL STUDENTS

The UIS Office of Financial Assistance coordinates federal, state, institutional, and private financial aid programs.

Undergraduate students, except those entering UIS as first-time freshmen, must transfer at least 12 credit hours to UIS to be eligible for financial assistance. Students pursuing a **master's degree or graduate certificate** must have earned a bachelor's degree – **doctoral** students must have earned a master's degree – and proof of that degree must be on file with the Office of Admissions.

Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veterans' benefits. Students are encouraged to apply as early as possible for all forms of assistance and it is recommended that the federal application (FAFSA) for the award year that begins each August be completed as soon as possible after January 1 each year.

For additional information, contact the Office of Financial Assistance by visiting our website www.uis.edu/financialaid, calling (217) 206-6724, or by visiting UHB1015.

Veterans

The Office of Financial Assistance must certify military veterans for benefits (GI Bill, Illinois National Guard, Illinois Veterans Grant, MIA/POW, Veterans Vocational Rehabilitation). A Request for Benefits form must be filed with the UIS certifying official each term the student wants benefits to be processed. Additional paperwork may be required depending on the type of benefit. Contact the Office of Financial Assistance to find out about the documentation required for a specific benefit.

Veterans must notify the office of any changes that they make to their course schedule within three (3) business days. Please note these changes may result in a change in benefits. Veterans must also notify the office of 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 of 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 downloaded at www.collegezone.com. Once ISAC has processed the application, students will be mailed a letter of eligibility. This letter of eligibility must be submitted to the UIS

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Office of Financial Assistance prior to the end of the semester of enrollment. A Request for Veterans Program Benefits Form must also be filed with the UIS certifying official *each term* the student wants benefits to be processed. This must be done prior to the end of the semester of enrollment for which benefits are being requested.

Illinois National Guard Grant

To apply for a National Guard Grant, the student must be on active-duty status and must have served in the Illinois National Guard for at least one year. Applications for this grant may be obtained from the Office of Financial Assistance or from the unit of service, or download one at **www.collegezone.com**. 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

(Federal Pell, Federal SEOG, Federal Work-Study, Federal Direct Stafford Loans, Federal Perkins Loans, Federal Direct PLUS Loans, ACG Grant, SMART Grant, TEACH Grant, and Monetary Award Program Grant)

To receive assistance from most federal and state programs, students 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. In addition all degree programs have a maximum number of attempted hours to receive financial assistance (refer to the Satisfactory Academic Progress policy section for additional information on timeframe). The student must complete the Free Application for Federal Student Aid (FAFSA) every year that he or she wishes to receive financial assistance.

Institutional Programs

Institutional Tuition Waivers, Grants, and Student Employment Each year the campus provides a limited number of tuition waivers 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.

If you wish to seek student employment you may visit the virtual employment board on the Office of Financial Assistance website (**www.uis.edu/financialaid**) which lists student work opportunities both on and off campus. Students must be enrolled in at least six semester hours to be eligible for student employment. Once you have secured an interview you must visit the Office of Financial Assistance to pick up an employment application and complete an I-9 form.

UIS Student Emergency Loan Fund This fund provides short-term loans to students who meet the Standards of Satisfactory Academic Progress requirements and who are also enrolled at least half time (a minimum of six credit hours). Except in cases of extreme emergency, loans are limited to students working on campus and/or those with expected financial aid.

Institutional Scholarships There are more than 100 privately supported institutional scholarships and awards available to qualified UIS students. The annual application is available beginning December 1 each year and must be submitted by no later than February 15 each year. Visit the UIS Office of Financial Assistance website at www.uis.edu/financialaid to review a current list of available scholarships or to complete the online application.

Application Procedures for Financial Assistance

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

The FAFSA can be accessed and submitted online at www.fafsa.ed.gov. To electronically sign the FAFSA you must obtain a PIN for both yourself and one parent if you are a dependent student. PINs can be created and retrieved at www.pin.ed.gov. The FAFSA includes instructions for submitting the information electronically to the federal processor, who will send the results directly to UIS and, for Illinois residents, to the Illinois Student Assistance Commission, initiating a state application. Additionally, students must meet the following requirements:

1. Be fully admitted to UIS as a degree-seeking student.
2. Enroll in at least six credit hours toward the completion of your degree.
3. Maintain satisfactory academic progress measured by completion rate, GPA, and maximum time frame (applies to returning students only). Refer to the Satisfactory Academic Progress Policy section of this catalog 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. For more information on the University's academic policy, please visit the Office of Records and Registration website www.uis.edu/registration.
4. Satisfy all outstanding requirements with the Office of Financial Assistance as noted in the requirements section for financial assistance on the Student Self Service website at <https://apps.uillinois.edu/selfservice/index.html>. As a result of applying for federal assistance, the student may be selected by the federal processor or state agency to provide additional documentation.

Critical Dates Affecting Financial Assistance

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

February 15 - Deadline to apply for institutional scholarships for the upcoming year.

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

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May 1 – FAFSA applications should be complete to ensure consideration for all forms of state assistance for the upcoming year.

June 15 - Last day to submit paperwork to be considered for summer financial assistance.

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

December 1 – Scholarship application available at www.uis.edu/financialaid.

Consequences of Complete Withdrawal for Aid Recipients

Recipients of Title IV (federal) financial assistance are considered to earn their aid award by attending and/or completing course work. For students who withdraw (i.e., drop all courses) from UIS during any semester before the semester is 60 percent complete as determined by the Department of Education calculation process:

- the percentage and amount of federal aid earned will be calculated
- the amount of federal aid to be disbursed or returned will be determined
- unpaid institutional charges will be billed
- the student may owe a repayment if the federal aid disbursed exceeds the percentage the student earned.

In addition, any student who receives financial assistance and subsequently completely withdraws during any term will automatically be placed on financial aid cancellation. This means that these students are ineligible for financial assistance during subsequent terms of enrollment until they register for a minimum of six (6) credit hours at their own expense and complete all classes in which they enroll, earning no less than a C (2.00) in all classes for undergraduates, or no less than a B (3.00) in all classes for graduate students.

Repeating Classes

In accordance with federal regulations, financial aid will pay for ONE repeat enrollment in a class if the student initially earned a letter grade (A, B, C, D, or F), or a grade of NC. This is done on the premise that students are seeking to improve the original grade for that class, as well as to improve their 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 a student's completion ratios and maximum time frames are calculated to determine satisfactory academic progress (refer to the Satisfactory Academic Progress Policy section for additional information).

Conditional/Provisional Admission for GRADUATE Programs

A student must be fully admitted into an eligible degree program and enrolled as a regular student in order to receive financial aid. A "regular student" is defined as one who is enrolled or accepted for enrollment for the purpose of obtaining a degree or certificate

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offered by the University of Illinois at Springfield. UIS makes exceptions to this standard for students who have been conditionally admitted.

Graduate students are occasionally admitted to UIS conditionally 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 time, they must be fully admitted into the program to continue receiving financial assistance. Provisionally admitted students are not eligible to receive 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 UIS are covered by this policy. The complete SAP policy is available at www.uis.edu/financialaid; students are encouraged to read and understand the policy.

Students will be considered as making satisfactory academic 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 to graduate within a specified time frame. A maximum number of semesters is allowed for the student to complete work toward a degree. Withdrawing from the university or repeatedly dropping courses may affect the student's ability to maintain minimal academic progress and could jeopardize 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 (Including transfer and repeated hours)	0-30	31-60	61-90	91+
Percentage of Hours Completed (Completion Rate)	50%	60%	70%	80%

Graduates			
Hours Attempted (Including transfer and repeated hours)	0-12	13-24	24+
Percentage of Hours Completed (Completion Rate)	50%	60%	75%

Rate)			
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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 the student completed the semester. Transfer hours from other institutions 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. An undergraduate student cannot receive financial aid for more than 144 credit hours.

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, as well as all other attempted hours.

Financial Aid Probation

Satisfactory Academic Progress (SAP) is reviewed at the end of each semester. Students who fail to meet the SAP requirements will be placed on financial aid probation during their next semester of enrollment. Students may still receive financial assistance while on financial aid probation; however, all Satisfactory Academic Progress requirements must be met to continue receiving financial assistance during subsequent semesters of enrollment. Failure to meet even one SAP requirement will result in cancellation of financial aid.

Financial Aid Cancellation

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

- Failure to make progress toward the minimum cumulative GPA during the semester(s) of probation (2.00 for undergraduate students and 3.00 for graduate students).
- 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.

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- Failure to complete all credit hours attempted with a passing grade during a semester for which aid was received.
- Exceeding the maximum time frame for completing the degree.

Appeal procedures

Students placed on financial aid cancellation 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 the student's 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. Appeals will be reviewed and the student will receive written notification rendered by the Financial Aid Appeals Committee.