

# Catalog

## 2011-2012

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As outlined by the academic calendar on the inside cover, the academic terms covered by this catalog include fall 2011, spring 2012, and summer 2012.

It should be understood that information concerning programs, procedures, requirements, standards, and fees is subject to change without notice. The information in this University of Illinois Springfield Undergraduate and Graduate Catalog is not to be considered final, nor does it constitute a contract between the student and UIS.

*The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.*

*The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.*

*University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement.*

## FROM THE CHANCELLOR

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Welcome to the University of Illinois Springfield!

We hope you find this catalog helpful in exploring academic programs and careers. We invite you to visit our website as well, where you will find the course descriptions and more detailed information about our campus.

UIS is proud to be a public liberal arts university and a campus of the world class University of Illinois. This is the place where you can earn a U of I degree in classes that are small and with professors who know you. It is our special niche in Illinois higher education. We pride ourselves in being warm and welcoming and, at the same time, offering relevant course work on a technologically advanced campus. Students benefit from our extraordinary connections to state government and business, and leave with an enviable record of internships and practical experience.

Take your time to become familiar with our offerings – 44 degree programs at the undergraduate and graduate levels, online courses, and degree completion programs offered entirely online. We are also growing a rich, diverse student life, which includes more than 80 student organizations and clubs, growing fine arts programs and activities, and an athletic program that fields eleven intercollegiate teams, many of which compete in a brand new recreation and athletic center.

Let us know if there is anything else you need from us to help your students in their college search.

A handwritten signature in black ink that reads "Harry J. Berman". The signature is fluid and cursive, with a long horizontal stroke at the end.

– Harry Berman  
Interim Vice President, University of Illinois and  
Chancellor, University of Illinois Springfield

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## UIS AT A GLANCE

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**Location:** Springfield, Illinois; state capital; site of Abraham Lincoln's Home National Historic Site; centrally located on Interstates 55 and 72.

**Enrollment:** 5,174 (fall 2010)

**Campus size:** 746 acres

**Academic programs:** 44 University of Illinois degree-granting programs; 23 bachelor's degree programs; 20 master's degree programs; 1 doctoral program

**Housing:** Two residence halls for freshmen and sophomore students, townhomes, apartments, and family housing

**Financial assistance:** Nearly 68% of all UIS students receive some form of financial assistance

**Student profile:**

62% undergraduate and 38% graduate

Full-time: 51%

Residents in campus housing: 1,090 (fall 2010)

Student origins: 86% Illinois, 10% rest of U. S.,  
4% international

**Top five enrolled programs:** 1) Business Administration, 2) Computer Science, 3) Educational/Teacher Leadership, 4) Accountancy, 5) Psychology

**Athletics:** NCAA Division II – 11 sports competing in the American Midwest Conference (AMC) include: men's and women's soccer, men's and women's basketball, men's and women's tennis, men's and women's golf, men's baseball, women's volleyball, women's softball

**Clubs and organizations:** 80

**Entertainment:** Concerts, lectures, musical and theatrical productions in the 2,000-seat Sangamon Auditorium and in the Studio Theatre. Sports and performance space, as well as fitness and wellness activities in the brand new TRAC (The Recreation and Athletic Center).

*UIS has approximately 22,146 alumni and certificate holders located throughout the world, with the greatest concentration (16,953) in Illinois.*

# ABOUT UIS

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## The Campus: Its History and Philosophy

UIS is a campus that attracts students who want to earn a U of I degree in a supportive environment where classes are small and faculty members truly know their students, serving as advisors, mentors and friends as well as teachers. The UIS curriculum cuts across disciplines and emphasizes civic engagement. As a result, course work in every major is relevant to today's world. Students learn new skills and develop an understanding of their responsibility to lead and improve their communities. They test these new abilities in the real world, through a myriad of hands-on internships, fellowships, and research opportunities open to students at both the undergraduate and graduate levels.

UIS is home to students beginning their first year of college as well as to those finishing their doctorate. Our students include traditional-aged residential students and older commuter students with full-time jobs and families. They number more than 5,000, and they come from all parts of the globe. Not surprisingly, our more than 80 student organizations reflect a variety of tastes and interests.

Just as varied is our range of academic and professional programs – 23 bachelor's degrees, 20 master's degrees, and one doctoral program (in public administration). Students can choose a traditional discipline such as history, psychology, or biology; a more career-oriented path such as business administration and management information systems; or an interdisciplinary program such as environmental studies or communication.

UIS is located in Springfield, the capital city of Illinois and the hometown and final resting place of Abraham Lincoln, whose legacy is still strong in the community. UIS' spacious, wooded campus is just minutes from downtown, near the shoreline of Lake Springfield. UIS joined the University of Illinois in 1995 and the campus marked its 40th anniversary in 2010.

## The Learning Environment

UIS' learning environment includes the community, as the academic programs and public affairs activities are structured to make good use of the resources a capital city has to offer, especially government agencies that can provide internship, experiential, and research opportunities – and not just for graduate students. Many undergraduate programs require students to complete an internship or off-campus work experience. UIS is also a national leader in online education, with several bachelor's completion programs, several master's programs, and several certificate programs offered fully online.

At UIS, a great deal of learning takes place outside the classroom. Students of politics can see it all, from the day-to-day functioning of the legislature to special interest groups demonstrating on the Statehouse lawn. Majors in health professions can capitalize on the facilities of the area's largest medical center, with ties to the Southern Illinois University School

of Medicine. History and archaeology students alike can take part in the investigations at New Philadelphia, the first American town founded by an African-American man. Students interested in the legal system can work in the Downstate Innocence Project to exonerate people wrongly convicted of crimes. Those interested in social justice can travel to a Third World country to explore conditions in sweatshops there. Aspiring journalists can spend a six-month internship reporting for a major media outlet. Whatever their majors, students leave UIS with solid, real-world experience, skilled as well as educated.

## Public Affairs

At UIS, we have a long history of emphasizing public affairs instruction, research, and service. Many campus outreach efforts are coordinated and administered through units housed within the College of Public Affairs and Administration. The Center for State Policy and Leadership, a major research and service center, sponsors applied research and educational programs on a variety of public policy issues and topics.

On an individual level, students are encouraged to widen their perspective on public affairs and service through coursework in the Engaged Citizenship Common Experience.

In short, UIS students are shaped by their time here in many ways and acquire a different perspective on their world. At UIS, our focus is on preparing students for lives of meaningful work, and lives of meaning.

## Mission Statement

The University of Illinois Springfield provides an intellectually rich, collaborative, and intimate learning environment for students, faculty, and staff while serving local, regional, state, national, and international communities.

UIS serves its students by building a faculty whose members have a passion for teaching and by creating an environment that nurtures learning. Our faculty members engage students in small classes and experiential learning settings. At UIS, the undergraduate and the graduate curricula and the professional programs emphasize liberal arts, interdisciplinary approaches, lifelong learning, and engaged citizenship.

UIS provides its students with the knowledge, skills, and experience that lead to productive careers in the private and public sectors.

UIS serves the pursuit of knowledge by encouraging and valuing excellence in scholarship. Scholarship at UIS is broadly defined. Faculty members are engaged in the scholarship of discovery, integration, application, and teaching. Excellence in teaching and meaningful service depend on a foundation of excellence in scholarship.

One vital area in which UIS extends its scholarship, teaching, learning, and expertise beyond the campus is in the broad area of public affairs. From its location in the state cap-

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ital, UIS shapes and informs public policy, trains tomorrow's leaders, and enriches its learning environment through a wide range of public affairs activities, programs, and organizations.

UIS empowers its students, faculty, and staff by being a leader in online education and classroom technology. UIS uses technology to enhance its distinctive learning environment and extend that environment beyond the boundaries of the campus.

### **Vision Statement**

UIS will be a premier small public university offering innovative, high-quality liberal arts education, public affairs activities, and professional programs dedicated to academic excellence, to enriching individual lives, and to making a difference in the world.

### **Governance and Accreditation**

The three University of Illinois campuses – Springfield, Urbana-Champaign, and Chicago – are governed by the U of I Board of Trustees and are among 12 public university campuses in the state, all coordinated by the Illinois Board of

Higher Education. Internally, UIS is governed by the chancellor with advice from administrators and the Campus Senate.

UIS is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Contact the Commission in writing at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; by phone at (312) 263-0456 or (800) 621-7440; by fax (312) 263-7462; by e-mail at [info@hlcommission.org](mailto:info@hlcommission.org); or go to the website at [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org).

### **Campus Policies**

UIS has implemented a number of policies, including those relating to affirmative action, religious observances, sexual harassment, use of drugs and alcohol, human rights, and possession of weapons. An overview of all these policies, as well as the Campus Safety Policy and campus crime statistics, is available at [www.uis.edu/humanresources/policy/policy.htm](http://www.uis.edu/humanresources/policy/policy.htm). Students may also wish to review the campus Volunteer Emergency Worker Policy and Policy Regarding Call-Up of Students to Active Duty in the Military, both available at [www.uis.edu/registration/leavepolicies.html](http://www.uis.edu/registration/leavepolicies.html).

# ACADEMIC INFORMATION FOR ALL STUDENTS

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## 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 2.0 or better on a 4.0 scale, or those who graduated from and attended a U.S. high school for three or more years, 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 4.0 scale) are not required to submit TOEFL scores. (**NOTE:** Some programs require a GPA of 3.0 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. Stu-

dents may request an exemption based on religious grounds by providing a personal religious statement and a letter from the leader of their place of worship. 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 5:00 p.m. on the 5th day of summer session and the 10th day for fall and spring semesters to avoid a non-refundable fee of \$35.00. Students not in compliance will not be allowed to register for a second semester at UIS. Questions about this policy 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:** All students who are not U.S. citizens must have a tuberculin skin test or a blood test for tuberculosis 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 INFORMATION** 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

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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.

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, internships, scholarships, loans, part-time employment, and veterans' benefits. For detailed information, refer to the "Financial Assistance for ALL Students" section of this 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](http://www.uis.edu/assessment).

## Catalog Requirements

Students may choose to meet the academic program requirements outlined in the catalog that is in force at the time of their admission to the campus as a degree candidate or of any catalog (formerly *Guide to Programs*) 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. A catalog year includes the fall, spring, and summer semesters. 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 catalog in force during their graduation year, or may be required to re-take the courses. In the event a student elects to graduate under requirements specified in a catalog 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

**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. Students who earned the first degree at UIS must complete only those general education hours required by the academic program as prerequisite or foundation courses for the second baccalaureate degree. If the first degree was earned at another institution, the student must meet requirements in the Engaged Citizenship Common Experience and must fulfill all general education requirements indicated at the point of admission to UIS. Credit from a previous degree may not be used for the degree in progress.

**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.

**DOCTORATE** 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, most 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](mailto:uisuaac@uis.edu). The Advising website contains useful information for undergraduates at all stages of the baccalaureate degree.

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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 academic 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 the following categories based upon the number of hours earned:

Freshmen = 1 to 29.99 hours of credit

Sophomores = 30 to 59.99 hours of credit

Juniors = 60 to 89.99 hours of credit

Seniors = 90+ 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 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, or transfer students fulfilling lower-division requirements.

**100-199** Open to all undergraduate students. An introductory course is generally appropriate for first-year students, or transfer students fulfilling lower-division requirements.

**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. Individual master's programs may limit the use of 400-level course work. Master's students should contact their program for additional information.

**500-599** Master's students and doctoral students. The doctoral program may limit the use of 500-level course work. Doctoral students should contact their program for additional information.

**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 obtain 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

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 Application

All students who plan to earn a degree must submit a graduation application, whether they participate in the commencement ceremony or not. A mandatory graduation application fee will be charged to each student upon submission of the application. It is important to submit the graduation application as soon as possible, but no later than the posted deadline for the applicable semester. Graduation application deadlines are posted in the Office of Records and Registration, in academic department offices on campus, and emailed to all students each semester. To complete the graduation application process, a student's advisor and department chair

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**must** sign a Graduation Application Signature Form and forward it to the Office of Records and Registration. By signing this form, they are verifying that the student is on track to complete his/her degree requirements in the semester indicated on the form. Each student should complete, print, and submit the Graduation Application Signature Form to his/her advisor as soon as possible. The Graduation Application Signature Form **must** be received in the Office of Records and Registration before a student can graduate.

## 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 graduation application has been submitted by the posted deadline and if they will complete all degree requirements by the end of the spring semester. **Summer** candidates are eligible if they have submitted a graduation application and have a Student Petition form (approved by their program) on file in the Office of Records and Registration asking to participate in the ceremony by the posted deadline. PLEASE NOTE that generally, students cannot have any incomplete courses or more than eight hours (undergraduate) or four 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 can be found on the Office of Records and Registration's website.

## 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 (grades of C- will not be accepted) or to graduate work that represents a grade of B or better (grades of B- will not be accepted). For lesser work, a grade of NC is recorded on the transcript. Courses taken for credit/no credit are **not** included in calculating the cumulative grade point average.

## Audit

Students who audit courses are required to pay full tuition and fees and are responsible for covering the charges incurred for the audited course(s). PLEASE NOTE that audited courses cannot be covered by any financial aid resources including federal, state, or institutional funds. 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

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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 on the Office of Records and Registration's website. 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 on the Office of Records and Registration's website ([www.uis.edu/registration/index.html](http://www.uis.edu/registration/index.html)).

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 a failing grade.

See the Office of Records and Registration's website 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, please contact the UIS Office of Financial Assistance.

Students are classified into various time-status categories based upon the number of hours in which they are enrolled for a particular semester. Undergraduate students enrolled for either the fall or spring semesters are considered to be full-time if enrolled in 12 credit hours, and graduate students are considered full-time if enrolled in nine credit hours. An undergraduate student enrolled in fewer than 12 credit hours is considered part-time, and a graduate student enrolled in fewer than nine credit hours is considered part-time. During the summer, both undergraduate and graduate students are considered to be full-time if enrolled in six credit hours. Students enrolled in fewer than six hours during the summer are considered to be part-time. Additional information regarding enrollment time status can be found on the UIS Office of Records and Registration website.

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 course load is eight to 12 hours per semester (16 to 24 hours per academic year). 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 course 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 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 2.0 (undergraduates) or 3.0 (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 their 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).

*UIS grade point equivalents are defined as follows:*

- 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.

- 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 and are the responsibility of the student. No financial aid resources (federal, state, or institutional) can cover audited courses.

CR: Credit, represents a grade of C or better for undergraduates (grades of C- will not count for credit), or B or better for graduate students (grades of B- will not count for credit).

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 (this includes grades of C- or lower), or graduate students who earn grades below B (this includes grades of B- or lower) 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 cumulative 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: 1) a semester grade point average of 3.75 or higher; 2) completed at least eight graded semester hours (this does not include hours graded as credit/no credit); and 3) no incomplete grades awarded for the semester.

## Grades Acceptable Toward Graduate Degrees

Campus policy allows master's degree students may apply a maximum of eight hours of C grades (grades of C- or lower are not allowed) 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 require a higher minimum grade for graduate credit, so graduate students should check with their academic advisor and/or department regarding individual program requirements to determine if a grade of C is acceptable. Credit for courses in which grades below C, including grades of C-, are 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 cumulative grade point average of at least 3.0 and course grades no lower than B (including incoming transfer courses). Grades of B- or lower will not count toward doctoral degree requirements. All

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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 a cumulative 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 a cumulative 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 a cumulative 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. Grades of B- or lower will not be accepted toward degree requirements.

### **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**

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 academic 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, and/or referral for Academic Hearing. The policy and other academic integrity information can be found on the UIS Academic Integrity website: [www.uis.edu/academicintegrity/index.html](http://www.uis.edu/academicintegrity/index.html).

### **Military Credit**

Please refer to the "Academic Information for Undergraduate Students" section of this catalog for information concerning this topic (page 32).

# FINANCIAL ASSISTANCE INFORMATION FOR ALL STUDENTS

[www.uis.edu/financialaid](http://www.uis.edu/financialaid)

Office Phone: (217) 206-6724

Office Location: UHB 1015

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.

## 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 Veterans Program 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.).

For information concerning the UIS policy on military course credit, please refer to the "Academic Information for Undergraduate Students" section of this catalog.

## 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](http://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 Office of Financial Assistance prior to the end of the semester of enrollment. A Request for Veterans Program Ben-

efits 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 completed online at [www.collegezone.com](http://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). All 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.

To seek student employment, all new students must register with CareerConnect through either the Financial Assistance website or Career Development Center website. All students are required to upload a resume, which is processed for

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approval. An approved resume allows the student to search for employment using CareerConnect. Prior to any interview, undergraduate students will need to obtain an employment application from the Office of Financial Assistance. Graduate students will need to contact the Graduate Assistantship Office to obtain a graduate hourly employment application.

### 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](http://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](http://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](http://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 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/](http://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://www.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.

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

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

**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](http://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 officially 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):

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 (2.0) in all classes for undergraduates, or no less than a B (3.0) in all classes for graduate students.

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## **Consequences of Unofficial Withdrawal for Aid Recipients**

A financial aid recipient who does not officially withdraw and does not receive a passing grade in at least one course will be considered to have unofficially withdrawn from the University. For such unofficial withdrawals without notification, the withdrawal date is the midpoint of the semester or the period of enrollment (last date of attendance). The student may owe a repayment if the federal aid disbursed exceeds the percentage earned by the student. Such students will automatically be placed on financial aid cancellation.

## **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 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 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. Please refer to the following web site to view the current SAP policy ([www.uis.edu/financialaid/guide/documents/SatisfactoryAcademicProgressPolicy.pdf](http://www.uis.edu/financialaid/guide/documents/SatisfactoryAcademicProgressPolicy.pdf)) and please also note that new federal regulations have required changes to this policy for the 2011-12 academic year, so ensure you have reviewed the most recent version. If you have questions about the new SAP policy, please contact the UIS Office of Financial Assistance.

# ACADEMIC PROGRAM INFORMATION

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## College of Business and Management

Accountancy (B.A., Undergraduate Minor, M.A.)  
Business Administration (B.B.A., Undergraduate Minor, M.B.A.)  
Economics (B.A., Undergraduate Minor)  
Management (B.A., Undergraduate Minor)  
Management Information Systems (B.S., Undergraduate Minor, M.S., Graduate Certificates – 3)

## College of Education and Human Services

Educational Leadership (M.A., Graduate Certificates – 2, Post-Master's Certificates – 3)  
Human Development Counseling (M.A.)  
Human Services (M.A., Joint Graduate Degree – HMS/MPH, Graduate Certificate)  
Social Work (B.S.W.)  
Teacher Education (Minors in Elementary and Secondary Education)  
Teacher Leadership (M.A.)

## College of Liberal Arts and Sciences

African-American Studies (Undergraduate Minor)  
Astronomy/Physics (Courses offered in: Astronomy, Physics)  
Biology (B.S., Undergraduate Minor, M.S.)  
Chemistry (B.S., Undergraduate Minor)  
Clinical Laboratory Science (B.S.)  
Communication (B.A., Undergraduate Minor, M.A.)  
Computer Science (B.S., Undergraduate Minor, M.S., Graduate Certificates – 2)  
English (B.A., Undergraduate Minor, M.A., Graduate Certificate)  
Experiential and Service-Learning Programs (offers an Undergraduate Minor)  
History (B.A., Undergraduate Minor, M.A.)  
Liberal and Integrative Studies (B.A., M.A.)  
Mathematical Sciences (B.A., Undergraduate Minor)  
Modern Languages (Courses offered in: Arabic, Chinese, French, German, Japanese, Russian, Spanish)  
Music (Courses offered in: Band, Chamber Orchestra, Chorus, Ensembles, Music Appreciation, Music Technology)  
Philosophy (B.A., Undergraduate Minor)  
Psychology (B.A., Undergraduate Minor)  
Sociology/Anthropology (B.A., Undergraduate Minors)  
Theatre (Undergraduate Minor)  
Visual Arts (B.A., Undergraduate Minor)  
Women and Gender Studies (Undergraduate Minor, Graduate Certificate)

## College of Public Affairs and Administration

Criminal Justice (B.A., Undergraduate Minor)  
Environmental Science (M.S.)  
Environmental Studies (Undergraduate Minor, M.A.)  
Global Studies (B.A.)  
International Studies (Undergraduate Minor)  
Legal Studies (B.A., M.A., Graduate Certificates – 2)  
Political Science (B.A., Undergraduate Minor, Integrated B.A. / M.A. in Practical Politics, M.A.)  
Public Administration (M.P.A., Joint Graduate Degree – MPA/MPH, Graduate Certificates – 3, D.P.A.)  
Public Affairs Reporting (M.A.)  
Public Health (Undergraduate Minor, M.P.H., M.P.H. with Environmental Health Concentration, Joint Graduate Degrees – MPH/MPH and MPH/HMS, Graduate Certificates – 5)

## Undergraduate Education

Capital Scholars Honors Program

# COLLEGE of BUSINESS and MANAGEMENT

www.uis.edu/cbam

Office Phone: (217) 206-6533  
Peoria Center: (309) 694-5339

Email: cbm@uis.edu

Office Location: UHB 4000

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## Ronald D. McNeil, Dean

The College of Business and Management embodies the UIS mission to offer students a select number of degree programs that prepare students for careers and positions in the private and public sectors, or for advancement in their career. Through its curriculum, faculty, and student support, the college fulfills the needs of a diverse student population throughout the region, the state of Illinois, and increasingly beyond.

### College Mission

The College of Business and Management seeks to have a learning environment in which traditional and nontraditional students are given learning opportunities to prepare them for careers, positions, and/or advancements in corporate, government, and nonprofit organizations. Students can take advantage of international experiences to prepare them for a global economy as well as internships which help them enter or advance in their career choices.

Our mission places the highest priority on teaching, student learning and preparing for today's diverse, dynamic, global and electronically linked world. Through continuous improvements of curriculum and course delivery, the College of Business and Management and its faculty seek students developing professional competencies, general business knowledge and understanding, and integrity and ethical standards. Courses are delivered predominately by full-time faculty members with doctorates and scholarship in their area of specialty.

College of Business and Management students are sought by employers for internships and full-time employment after graduation. Faculty are provided opportunities for professional development and renewal and are known for their meaningful outreach and service contributions to academic, professional, and local communities.

## Degrees, Minors, and Concentrations

Students in the College of Business and Management may earn undergraduate degrees in Accountancy, Business Administration, Economics, Management, and Management Information Systems. These programs share core knowledge and skill-based goals and objectives essential to managerial effectiveness. These skills include communication, ethical understanding and reasoning, analysis, and problem solving. The common knowledge base addresses the following areas: ethical responsibilities in organizations and society; financial theories, analysis, reporting, and markets; creation of values through integrated production and distribution of goods and services; group and individual dynamics in organizations; domestic and global economic environments; and increased understanding of diversity. Undergraduates can also earn a minor in Accountancy, General Business, Economics, and Management Information Systems.

The college offers three master's degrees in Accountancy, Business Administration, and Management Information Systems. These are advanced professional programs that examine the theory and practice of organizational management.

### Online Degrees

- Bachelor of Business Administration (B.B.A.)
- Management Information Systems (M.S.)

### Accreditation

The College of Business and Management is accredited by AACSB International.

# COLLEGE of EDUCATION and HUMAN SERVICES

www.uis.edu/cehs

Office Phone: (217) 206-6784

Email: cehs@uis.edu

Office Location: BRK 363

## Larry D. Stonecipher, Dean

Faculty of the college take full advantage of UIS' location in the state capital by maintaining close ties with the Illinois State Board of Education and the Illinois Department of Human Services. Faculty serve on a variety of professional advisory boards and on the boards of local social service delivery agencies. Due to the large number of state government employees, educators, and human service professionals in Springfield, the college's academic programs are vital to the city's economic and employment base.

Students enrolled in the college's programs prepare for professional careers as social workers, teachers, counselors, school administrators, gerontologists, public professionals, and researchers. Programs in the college are closely involved with the Experiential and Service-Learning Programs and the Career Development Center to ensure that students receive field experience in their chosen professional areas and have realistic career objectives.

The Social Work department is nationally accredited and works closely with a variety of human social service agencies. The Human Development Counseling department is also nationally accredited and provides teaching emphasis in community counseling, marriage, couple, and family counseling, and school counseling.

The Human Services department prepares graduate students for employment in the fastest growing segment of society, including providing direct services to senior centers and nursing homes, administering and evaluating service-delivery systems for the elderly, and assisting in legislative bodies that serve older persons. The Human Services department's four areas of concentration are designed to provide advanced professional training for graduate students in human services such as child and family studies, alcohol and substance abuse, gerontology, and social services administration.

The Teacher Education minors provide students majoring in other disciplines the opportunity to complete their required study to become certified and enter the K-12 teaching profession. A major goal is to prepare certified elementary and secondary teachers who are competent in subject matter and who understand the psychological and socio-cultural characteristics of learners. Within the Educational Leadership graduate department, students may choose between the Educational Leadership degree and the Teacher Leadership online degree. Students completing the Educational Leadership graduate degrees are prepared to become master teachers, educational instructional leaders, supervisors, curriculum directors, or administrators in school sys-

tems. Faculty use a variety of innovative teaching strategies and technologies in the classroom and apply their research and scholarship to the course work that they teach. Many of the faculty have national and international reputations in their areas of expertise.

## Degrees and Certificates

**Bachelor's Degree:** Social Work (B.S.W.)

**Master of Arts Degrees:** Educational Leadership, Human Development Counseling, Human Services, Teacher Leadership

### UIS Graduate Certificates:

- Educational Leadership
  - School Superintendent Post-Master's Endorsement
  - Chief School Business Official Post-Master's Certificate
  - English as a Second Language Endorsement
  - Legal Aspects of Education
- Human Services
  - Alcohol and Substance Abuse Counseling
  - Management of Nonprofit Organizations

**Certification/Licensure Related Preparation:** (In most cases, successful completion of the curriculum in these specified areas provides the student with eligibility to apply for certification or licensure through the agencies/boards specified by the department, or to sit for the state standards-based certification tests.)

- Educational Leadership
  - School Superintendent Post-Master's Endorsement
  - Chief School Business Official Post-Master's Certificate
- Human Development Counseling
  - School Counselor
  - Marriage, Couple, and Family Counseling<sup>1</sup>
  - Community Counseling
- Teacher Education Minors
  - Elementary Education
  - Secondary Education – Biology, Chemistry, English, History, Mathematics, Political Science, Sociology and Anthropology

<sup>1</sup>This opportunity may involve additional preparation beyond the M. A. degree before the student is eligible to submit an application for licensure.

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**Other Learning Opportunities:**

- Human Services
  - Professional Development Sequence in Gerontology

**Online Degrees and Certifications**

- Secondary Mathematics Teaching Certificate (online)
- Master of Arts Degree: Human Services/Social Services Administration (blended and online)
- Master of Arts Degree: Human Services/Child and Family Studies (blended)
- Master of Arts Degree: Humans Services/Gerontology (blended)
- Master of Arts Degree: Teacher Leadership (online)
- Post-Master's Certificate: Chief School Business Official (online)
- Graduate Certificate and Endorsement: English as a Second Language (online)
- Graduate Certificate: Legal Aspects of Education (online)

# COLLEGE of LIBERAL ARTS and SCIENCES

www.uis.edu/clas

Office Phone: (217) 206-6512

Email: clas@uis.edu

Office Location: UHB 3000

## James Ermatinger, Dean

The College of Liberal Arts and Sciences contains 20 disciplines, representing many of the fundamental building blocks of human knowledge. These disciplines are traditionally clustered into the Arts, Humanities, Social Sciences, Mathematics and Computer Science, and the Natural Sciences. These are configured into 13 undergraduate majors, 16 minors, 3 thematic areas of study, 6 graduate degrees, and 4 graduate certificates.

What binds all of these varied ways of knowing together is the common intellectual skills they stress - the ability to think deeply and systematically about significant questions, to communicate well, and to reach well-researched and sustainable conclusions. The liberal arts and sciences also hold this central academic value: freeing the human mind from prejudice and parochialism through reasoned discourse. The college contributes many of the courses in the UIS general education curriculum. This curriculum offers many opportunities for personal enrichment and exploration, and contains as its organizing principle the concept of engaged citizenship, from local to global. Over one-third of the faculty have significant international experience and bring these perspectives to the classroom.

College faculty are dedicated teacher-scholars. Teaching is a central concern and many have been recognized for their excellence in the classroom. Faculty have also produced many books and articles as well as exhibits and performances. They also are involved in mentoring both undergraduate and graduate students in research projects. The college offers some exceptional classroom, studio, laboratory, and field facilities. These include new state-of-the-art classrooms and computer labs in University Hall, two astronomy observatories, a biology field station on the Illinois River at Emiquon, and access to science lab equipment, such as a DNA sequencer, that is unusual in an undergraduate education.

In addition to its newest initiative in providing a first-class education to traditional-aged students, the college is proud of its long and innovative record in providing educational access for more mature students. In 1974, faculty were founding members of the Council for Adult and Experiential Learning. The Liberal Studies Department gives students the opportunity to design their own degrees. Through Credit for Prior Learning, students can gain credit for college-level reasoning acquired through life experiences. The Experiential and Service-Learning Programs are national pioneers in linking the theoretical insights gained in the classroom with the world of work and service through internships (some of them paid) with businesses, state agencies, and community organizations. Our national-

ly-recognized online degrees, taught primarily by our regular professors, provide college access to time- and place-bound students, using the most modern technologies to continue our historical mission.

The college also supports co-curricular activities such as the Visual Arts Gallery, music and theater programming, the Verbal Arts Festival, field trips, and a variety of department-based student clubs and academic honor societies. The Center for Teaching and Learning offers freshmen supplemental instruction in mathematics, English, biology, and chemistry and academic assistance to all students in many subjects through one-to-one tutoring, workshops, presentations, and online tutoring. The center holds its sessions one-to-one, in the classroom, and online through advanced computer technology.

## Degrees, Minors, and Certificates

### Undergraduate

**Bachelor of Arts:** Communication, English, History, Liberal Studies, Mathematical Sciences, Philosophy, Psychology, Sociology/Anthropology, Visual Arts

**Bachelor of Science:** Biology, Chemistry, Clinical Laboratory Science, Computer Science.

**Minors:** African-American Studies, Anthropology, Biology, Chemistry, Communication, Computer Science, English, History, Mathematical Sciences, Philosophy, Psychology, Social Responsibility and Leadership Development, Sociology, Theatre, Visual Arts, Women and Gender Studies

### Graduate

**Master of Arts:** Communication, English, History, Liberal and Integrative Studies

**Master of Science:** Biology, Computer Science

**Graduate Certificates:** Systems Security, Information Assurance, Teaching English, Women and Gender Studies

### Online Degrees

**Bachelor of Arts:** English, History, Liberal Studies, Mathematical Sciences, Philosophy

**Bachelor of Science:** Computer Science

**Master of Arts:** Liberal and Integrative Studies

**Master of Science:** Computer Science

Teaching Certificate and B.A. in Mathematics - blended online program

### Thematic Areas

Astronomy/Physics

Modern Languages

Music

# COLLEGE of PUBLIC AFFAIRS and ADMINISTRATION

www.uis.edu/cpaa

Office Phone: (217) 206-6523

Email: cpaa@uis.edu

Office Location: PAC 430

## Pinky Wassenberg, Dean

The College of Public Affairs and Administration has a long tradition of excellent interdisciplinary liberal arts and professional education in the public affairs fields. We serve the capital city and the state of Illinois well by preparing our students in their disciplines and with the skills needed to ensure life-long learning and a commitment to civic engagement. The faculty of the College of Public Affairs and Administration are leaders in innovative pedagogy and in the scholarship of public affairs. We are committed to excellent teaching, leading-edge scholarship, and public service to advance public discourse, improve government, and enhance public policy.

The college offers educational opportunities for students at all levels from the undergraduate through the doctoral. We offer both degree and certificate programs in traditional classroom environments and through both fully online and blended programs.

## Degrees, Minors, and Certificates

### Undergraduate

*Bachelor of Arts:* Criminal Justice, Global Studies, Legal Studies, and Political Science

*Undergraduate Minors:* Criminal Justice, Environmental Studies, International Studies, Political Science, and Public Health

### Graduate

*Master of Arts:* Environmental Studies, Legal Studies, Political Science, and Public Affairs Reporting

*Master of Science:* Environmental Sciences

*Master of Public Administration*

*Master of Public Health*

**Graduate Certificates:** Public Sector Labor Relations, Management of Nonprofit Organizations, Environmental Risk Assessment, Law for Human Services and Social Work, Community Health Education, Epidemiology, Environmental Health, Emergency Preparedness and Homeland Security

### Online Degrees

Master of Arts in Environmental Studies with a concentration in Natural Resources and Sustainable Development

Master of Public Administration

Master of Arts in Legal Studies

Master of Public Health (concentration in Environmental Health)

### Doctoral

Doctor of Public Administration