

Capital Scholars Honors Program
of the
University of Illinois Springfield



Student Academic Handbook

Fall 2017

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Introduction

The Capital Scholars Honors (CAP Honors) Program represents the campus honors program of the University of Illinois Springfield. Because of this, students are expected to excel in not only CAP prefixed courses, but courses within the major for a complete academic performance.

A minimum 3.0 cumulative UIS grade point average (CGPA) is required to graduate with the CAP Honors designation at the time of graduation.

During the 1990's, a committee of UIS faculty and administrators began planning and developing the Capital Scholars Program (CAP). In 1997 it was approved by campus governance and University of Illinois Board of Trustees. Then in fall 1999, the Program was approved by the Illinois Board of Higher Education.

The first CAP cohort entered in fall 2001. Prior to that time, UIS was primarily an upper-division (transfer) and graduate institution. CAP introduced the UIS campus not only to lower-division general education courses, making UIS a four-year institution, but also to the concept of the living- learning community, which has now become embraced by other incoming freshman cohorts.

The Program's name changed to the Capital Scholars Honors Program (CSHP), in response to then Chancellor Ringeisen's request to expand the cohort of the Capital Scholars Program to include first-year general education students, whose admission standards were significantly different from CSHP. The UIS Campus Senate approved the name change in April 2005 and the University of Illinois Board of Trustees approved it in September 2005.

Two hallmarks of the CSHP are the team-taught interdisciplinary curriculum and the living-learning community which is comprised of honors students living with honors students by room, suite, wing, and floor. (Freshman honors students will live according to this model in Lincoln Residence Hall, while sophomore students will live according to this model in Founders Residence Hall.) This living model provides the opportunities for students to study together, work together, collaborate, and support each other academically and socially.

All students in the Program, with their cohorts, take a two-semester composition core in their first year, as well as four interdisciplinary "Question" courses spread out over the first two years. The Honors Global Awareness requirement for the CSHP consists of a CAP 25X/35X course in conjunction with study abroad, modern language classes, campus global awareness courses (ECCE), or other advisor *and* Director-approved courses.

In order to graduate as Capital Scholars Honors student, completion of the following is required:

- CAP core courses
- Honors Global Awareness Requirement (HGAR)
- CAP Honors Senior Symposium
- General education requirements
- ECCE (Engaged Citizenship Common Experience)
- Major requirements
- Graduating UIS cumulative GPA of 3.00 or above

Academic Integrity

Academic integrity is the shared responsibility of the faculty and the students in the Capital Scholars Honors Program. You should be aware that:

- CSHP faculty includes policies against plagiarism and other forms of academic dishonesty in their syllabi. ***By taking the class, you accept the terms under which you will work.*** If you are discovered violating a policy, faculty will act, and consequences may include failure of an assignment, failure of the course, and/or the submission of a demand for formal action (e.g., academic probation, suspension, or expulsion) through the campus Disciplinary Code.
- A formal statement about plagiarism appears in the campus catalog. Attending this university makes you subject to that policy and to the consequences mentioned above, should you violate it.
- The Disciplinary Code appears in the UIS Student Handbook (http://www.uis.edu/studentaffairs/wp-content/uploads/sites/121/2013/05/UIS_StudentHanbook_2017.pdf) and you should familiarize yourself with it. When formal action is taken for a violation of academic integrity, the faculty, staff, and students involved must follow the protocol listed there.

We urge you to listen carefully to the instructions of your faculty and to ask questions when you are uncertain about how to avoid violations of campus policy.

Academic Leave and Part-time Status

CSHP students are expected to maintain full-time student status (12 credit hours in fall and spring semesters) from their first semester until graduation. If you find it necessary to take a leave of absence for a semester, you must request permission by filing a student petition with the CAP office.

Because the CAP courses are designed to be taken in order and missing a semester may cause you to fall more than a semester behind your classmates, leaves of absence are granted only for compelling reasons during the first two years.

After completing the first two years and all CAP courses, students may also petition to attend UIS part-time, taking less than 12 hours per semester, without losing their CSHP status. However, CSHP scholarships are available only to full-time students during their first four years at UIS.

Academic Petitions

UIS and CSHP policies are designed to be reasonable, and in most cases they are. But there are always unforeseen circumstances, special cases, and so on, in which some other course of action is more reasonable than the stated policy. If you believe that a particular policy is unreasonable because of your particular circumstances, you can petition for an exception to be made. It is wise to discuss the situation with your CSHP or major advisor or with the CSHP Director prior

to submitting the petition. When submitting a petition, it is important to state what you are petitioning as it must be approved by your CSHP or major advisor, the CSHP Director or department chair, and sometimes the dean and the provost.

You can find student petition forms online at

<http://www.uis.edu/registration/wp-content/uploads/sites/135/2015/05/STUDENTPETITION.pdf>

Academic Probation and Suspension

Students who have a UIS cumulative grade-point average (CGPA) of less than 2.0 or who accumulate 12 hours or more of incompletes are placed on academic probation. When you are placed on probation, your CSHP and major advisors are notified so that they can work with you to understand the terms of probation and improve your academic record. Once placed on probation, you may enroll in up to 12 hours in the following terms until your CGPA rises above 2.1. You must have approval from your advisor(s) prior to enrollment.

Students who have a UIS cumulative grade point average of less than 2.0 (undergraduates) will be placed on academic probation. Courses taken for credit/no credit do not count in calculating this average.

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.

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). Students who are receiving financial assistance should refer to the satisfactory academic progress section of the Financial Assistance Information for all Students chapter in this catalog.

Appeal of Academic Suspension forms are available on the Office of Records and Registration's website. Students in exceptional circumstances may appeal immediately. (UIS 2017-18 Catalog, <http://catalog.uis.edu/glance/academic-info-all-students/academic-standards/>).

Your financial aid and scholarships may be affected by academic probation. Financial aid and CSHP academic scholarships will not change until *after the spring semester* of your first year at UIS. At that time, however, your academic progress is reviewed by the Director of the Honors Program and the Office of Financial Assistance. Your CSHP scholarship and other financial aid may be reduced if you fail to meet the requirements for your scholarship level or do not make satisfactory academic progress (see Scholarships and Financial Aid and Capital Scholars Honors Program Policies sections of this Handbook for further details).

Please recognize that being placed on academic probation and/or suspension may affect your standing within the Capital Scholars Honors Program. It is in your best interest to speak with the Director to discuss your status and possible course of action.

Academic Support

The Honors Program wants you to be a successful student in all your classes, not just CAP courses. There are three areas in which the Program does this: Academic Success Plans, Tutoring, and Studios.

- **Academic Success Plans.** College requires more discipline than high school and adjusting to the rigors of college (studying, organization, time management, etc.) and being away from family and support systems for the first time may be more difficult for some students. The Advising and Recruitment Coordinator, CSHP advisors, and/or Director meet with students early in the fall semester of the first year. However, circumstances may dictate that students not maintaining their CGPA requirements, may require an ASP in the spring semester or even into their sophomore year. With input from the student, the plans are put into place. These plans may require follow-up appointments throughout the semester with the CSHP staff to ensure academic success.
- **Peer Tutoring.** This program is managed by the Coordinator of Composition & Student Support. Peer tutors are fellow students in the Honors Program, who are trained by CSHP instructors and have taken CAP 361, Honors Peer Tutoring. Peer tutoring is provided when there are tutors available within the subject area. Generally speaking, peer tutors can assist you with CAP courses, as well as math, science, modern languages, etc. You may request a tutor by filling out a tutor request form and returning it to the CAP office. If the Capital Scholars Honors Program does not have a peer tutor available, you will be directed to other resources on campus.
- **Studios.** The CAP Program offers weekly studios in a number of academic areas: writing, math, science, among other subject areas. The studios are led by CSHP faculty and graduate assistants, and staffed by trained CSHP peer tutors. Studios are designed as “one-stop-shop” workshop environments where you can ask questions about particular problems or assignments, but where you can work largely on your own, if you so desire. Peer tutors are available to read and comment on papers, and discuss your assignments. For CAP 111, Honors Composition, a minimum attendance at four writing studios is required of all students for the fall semester and two in the spring semester for CAP 115, Interdisciplinary Writing. Attendance at math and science workshops is not required, but attendance may be beneficial to you if you are taking such coursework. Studio times are based on instructor availability and may change from semester to semester.

Advising

Freshmen are assigned a CAP Honors academic advisor by the program. (If you have questions about advising, you may contact any member of the CAP Honors staff.) Your CSHP advisor can help you with a wide variety of academic issues and decisions. In addition to helping you decide what classes to take, your advisor can help you select or change majors, develop good study habits, pick topics for research projects, manage problems you are having with classes, plan for graduate school or a career, etc. It is a good idea to become acquainted with your advisor as soon as possible and to have an advising meeting or a least check in at least once a semester. By getting to know your advisor, you will have someone to help you with academic decisions and problems at UIS. You will also have a faculty member who knows you well when you want academic letters of reference for graduate school or employment.

You may regularly interact with two advisors: your CSHP advisor and your major advisor. Your CSHP advisor will serve as your academic advisor during your first two years. Until you finish the CAP and Honors Global Awareness course requirements, you will be advised through CSHP and be followed by Karen Guthrie or the Director. Each semester, as long as you have unfinished CAP and Honors Global Awareness course requirements, you must get the approval of your CSHP advisor to register for those courses.

Most academic departments assign advisors at the time you declare a major, although some may wait until you have finished some or all of your CAP requirements. You may request a specific advisor in your major at any time by contacting that department. If you decide to change your major, you will need to complete the Change of Curriculum form

<http://www.uis.edu/registration/wp-content/uploads/sites/135/2016/12/ChangeOfCurriculumForm.pdf>

Attendance

CAP Honors is not a program in which you can simply study the book and attend the mid-term and final exams. The faculty expect you to be in class and to participate actively. Attendance policies provide you with structure that promote good habits for success in college.

You should be aware that attendance policies will vary from course to course. In some CAP courses, attendance will be taken, and you will be penalized for unexcused absences over a certain number. Other courses may give you a certain number of absences that you can use in any way, without differentiating between excused and unexcused absences. However, absences of any kind over the limit (except those for university-sponsored events), result in penalties to your final grade. Take careful note of the attendance policy in each class and adhere to the guidelines stated there. *It is your responsibility to keep track of your attendance.*

Note the following definitions:

Excused Absences:

- When a faculty member allows excused absences, you need to explain (usually in advance and sometimes with required documentation) why you are unable to be in class. The faculty member will then not count that absence towards those that will jeopardize your final grade.
- Excused absences are usually given for illness, family emergency, and court appearances where you are *not* charged with an offense.
- Faculty may excuse students from class who participate in university-sponsored activities, including sports teams, Forensics, Model United Nations, and others. Check with your instructor to determine if your activity falls under this guideline.

Unexcused Absences:

- These absences will generally be counted carefully by faculty and may affect your final grade for the course.
- Unexcused absences may include sleeping through class, skipping a class to work on homework, and court appearances where you are charged with an offense.

If you miss class, borrow notes from your classmates and have them go over the notes with you. It is also advisable to contact your professors to explain an absence and to ask if they can suggest extra reading or other ways to compensate.

BOTTOM LINE: Each instructor may have a different attendance policy. You should be aware of each policy and what each entails. The policies can generally be found in the course syllabus.

CAP Core Curriculum

Course Number and Title	Semester	Credit Hours
CAP102 Introduction to Honors (beginning fall 2009)	Year 1, Fall	2 hrs.
CAP 111 Honors Composition	Year 1, Fall	3 hrs.
CAP 115 Interdisciplinary Writing	Year 1, Spring	3 hrs.
CAP122 Who am I? Exploring Identity and Community	Year 1, Fall	3 hrs.
CAP 123 How Do You Know? Exploring Human Knowledge	Year 1, Spring	3 hrs.
CAP 225 What is Good? Exploring Values and Tradeoffs	Year 2, Fall	3 hrs.
CAP 226 What is Power? Exploring Control, Cooperation, and Self-determination	Year 2, Spring	3 hrs.
CAP 141 Biology and Chemistry of the Environment 1 *	Year 1 or 2, Fall	4 hrs.
CAP 142 Biology and Chemistry of the Environment 2 *	Year 1 or 2, Spring	4 hrs.
CAP 25x/35x Global Awareness (ECCE)	Year 1, 2, or 3, Fall or Spring	3 hrs.
CAP 402 CAP Honors Symposium Seminar (beginning spring 2010)	Semester before CAP Senior Symposium	1 hr.
CAP Honors Senior Symposium	By final semester	0 hrs.
Honors Global Awareness Requirement, plus CAP25x/35x (beginning fall 2011)	By final semester	11-13 hrs

* For science majors, successful completion of BIO141 and CHE141 fulfills the CAP141/142 requirement.

Reminder: A minimum cumulative GPA of 3.0 is required at the time of graduation to graduate with the CAP Honors designation.

Credit for AP Courses and Courses from Other Institutions

AP Credit

When you take an AP course in high school and take the appropriate test for that course, you may ask to receive college credit for your test results. Generally, scores of 3, 4, or 5 are required for college credit. Often AP courses correspond with (or “map onto”) college courses directly, but that is not always the case. In some cases, your test scores may exempt you from taking a

course. (For example, an AP test score of 3 or better in Calculus AB will exempt you from the general education Skills Math requirement, MAT115 Calculus I, and provide you with college credit). In other cases, your test scores will not exempt you. (A score of 4 or higher on the English Language and Literature test will not keep you from taking CAP 111 Honors Composition or CAP115 Interdisciplinary Writing.) In that case, you may receive college credit that will count toward hours for graduation. If you have questions about which test scores count toward fulfilling requirements for graduation, contact your CSHP or major advisor.

To receive AP credit, UIS needs the “official score report” sent directly from the testing center. The UIS institution code is **0834** (the Chicago and Urbana-Champaign campuses have different codes). To send your score report to UIS, go to <https://apscore.collegeboard.org/scores?affiliateId=cbhomealert&bannerId=OSR-yellow>. The phone number for the College Board Midwestern Regional Office in Chicago, IL is (866) 392-4086. Test results are reviewed by the UIS Admissions Office. When credit is awarded, the credit hours will be placed on your transcript during the fall semester of your first year.

College Transfer Credit

If you take “transfer” courses at other accredited colleges or universities, the credit you earn will count toward the 120 hours you need for graduation, but might not count toward your CSHP or UIS requirements. It may also be possible to take courses that are prerequisites for your major at another institution, but before you do so, consult with your CSHP advisor and your major advisor. Note that many community college courses are not “transfer” courses and can be applied only to Associate of Applied Sciences degrees. Information about Illinois community college transfer guides may be found here, <http://www.uis.edu/admissions/transfer/guides/>.

If you complete courses at a community college, contact the community college and have them send an official transcript directly to UIS. The Admissions Office will evaluate it for possible college credit. The mailing address is:

Office of Admissions
University of Illinois Springfield
One University Plaza, MS UHB-1080
Springfield, IL 62703-5407

Employment

Working while attending college can be an important part of your education and can provide you with extra money for college costs. CSHP encourages you to work while attending UIS, but be careful not to let work become more important than your college education. Keep the following suggestions in mind:

- Be sure you can afford the time away from your studies. You will need to spend two to three hours outside of class for every hour in class in order to do well academically. With a 15-hour load, that means you may need to devote as many as 30 hours per week to studying, perhaps more. If you have classes 15 hours a week, study 30 hours a week, and are employed 15 hours a week, that gives you a 60-hour work week. As a first semester CSHP student, your on-campus work hours are limited to 15 hours per week. After the first semester, you may work up to 25 hours per week.
- On-campus jobs are more flexible than those off-campus. With an on-campus job, your

work schedule can be arranged around your classes, and can often be adjusted when you have an important project or exam due. In addition, on-campus jobs require minimal travel time and involve you with the operation of the campus. They can often be arranged in areas related to your academic interests, and can put you in contact with supportive people on-campus – whether in the cafeteria or in the Chancellor’s office – who can become friends and mentors. Finally, on-campus supervisors know that your education comes first, not your job. If you work off-campus, even for higher pay, you may find that your employers are more demanding and less understanding of the importance of your college education. The Student Employment office is located in Financial Assistance (UHB-1015).

International students are limited to working a maximum of 20 hours/week, whether on- or off-campus.

Faculty-Student Interaction

The faculty members at UIS are here because they want to teach and like working with students. In your first semesters at college, you will need to learn to communicate with your faculty—to ask questions about a lecture or class discussion, to understand an assignment more fully, or to talk about difficulties you may be having with the course or college in general. You will get more out of your college education if you speak up rather than being intimidated.

Faculty members are eager to talk about careers, help mentor you in research or internship opportunities, or talk about class topics outside of class. Stop by during office hours or communicate by e-mail. However, be aware that faculty members have many professional and personal obligations outside of teaching that take up their time. If office hours are inconvenient for you, call or e-mail for an appointment.

It is important to realize that there are more and less effective ways of communicating with faculty. Being angry, confrontational, or even abusive in speaking to or e-mailing a faculty member will create more problems than it solves. Take the time to think before you speak or write: be clear, concise, respectful, and recognize that there are other points of view. Faculty members will then take you seriously and respond to the best of their ability, even if they have to tell you something that you’d rather not hear.

When you have a problem with your faculty member, go to him or her and talk about it. Don’t short-circuit the process by going to a CSHP or university administrator before you attempt a resolution. If, however, you believe that your efforts have not solved the problem, make use of RA staff, CSHP mentors, your advisors, or CSHP or departmental administrators to find alternative ways of dealing with the problem. In other words, follow the chain of command.

If those avenues do not resolve the matter to your satisfaction (for example, you believe you have a grade dispute that remains unresolved), you should examine the student grievance process in the UIS Student Handbook. You may discuss the grievance process with any UIS administrator, particularly with the Dean of Students. Be sure that you have exhausted all informal processes before resorting to a formal grievance process.

Grading

Standards

Grading is one of the most difficult parts of college for both faculty and students. Faculty recognize that grades are important to students because they validate your success in college and make an impact on your academic and career plans after you graduate.

You will need to understand several points about grading in college:

- An “A” in college may require a great deal more effort to achieve than an “A” in high school.
- Grades do not always reflect what you learned; rather, they reflect how well you do on the assessments for a particular course. Don’t negate the learning you gained even if you do not get the grade you want.
- Faculty, even in CAP courses that are team-taught, have subjective measures for grading; therefore, they will not always grade alike. In many CAP courses, especially in the first year, faculty work together to ensure consistency in grading.
- Beware of the fallacy that, “I wrote the same paper as a student in another class, but I got a lower grade.” This comment is a fallacy because: **a)** if you wrote *exactly* the same paper as another student, then you are both guilty of plagiarism and would be held accountable to the Student Disciplinary Code, and **b)** if your paper differs, as it should, from another student’s, then you cannot expect two teachers in two different sections to grade the papers exactly alike. Try to avoid comparing yourself with other students. Instead, measure your own success by improving your skills and demonstrating your learning.

Below is a scale that may help you understand grading at the college level:

- A= Excellent. Excellent academic work is not simply work that is free from errors; it is also outstanding in some regard—perhaps in the creativity of the work, the originality and quality of the ideas expressed, the clarity and style of the communication involved, the quality and extensiveness of the research that is the basis for the work, etc.
- B= Good. Good work is complete, responsive to the assignment, communicates clearly, demonstrates thorough understanding of the material, and is free from significant errors. Work that is outstanding in some aspects, and at least adequate in all others, may also be evaluated as good.
- C= Adequate. Adequate work is substantially complete and responsive to the assignment, communicates a point, demonstrates a basic understanding of the material, but contains some errors (in clarity, organization, development, mechanics, etc.). Work that is good or outstanding in some respects, but poor in others may also be evaluated as adequate.
- D= Marginal, but passing. This is work that is not complete or is only partly responsive to the assignment. It may not communicate clearly, display only a minimal understanding of the material, or may contain significant or frequent errors.
- F= Failure. Worse than poor. Work may also be graded as failing because one aspect of an otherwise passing performance may be unacceptable and make the whole assignment unacceptable. Examples include plagiarism, excessive grammatical or spelling errors, unresponsiveness to the assignment, etc.

I= Incomplete. If you are unable to complete a course due to illness or family problems, you may request a grade of incomplete, in writing, to your professor in that class. It is your obligation to arrange a deadline for completing the remaining assignments with your professor. Incompletes should normally be made up prior to the beginning of the next semester, and must be completed within one year. Otherwise, you will receive the grade you would have gotten in the class had you not received the incomplete.

Pluses or minuses are appended to your letter grade if you score in the top/bottom or quarter of the range for that grade.

Credit/No Credit

The credit/no credit (CR/NC) grading option is not available for most CAP courses, but may be available for other UIS courses. With the CR/NC option, you receive a grade of “CR” if your letter grade in the class would be a “C” or above. Grades below a “C” result in a NC. Courses taken on a credit/no credit basis do not count on your GPA and provide an opportunity to take courses outside of your major or CAP—perhaps an art course if you are an accounting major or vice versa, without risking your GPA. A limited number of CR/NC grades on your transcript should not adversely affect your chance to get into graduate or professional schools.

Grade reports

The Records Department posts grade reports at the end of each term for which you are enrolled. These grades are posted on the Web for Students secure site, <https://apps.uillinois.edu/>. You must have your NetID and password in order to access this site. The university is not permitted to share your grades with your parents or guardians without a Grade Disclosure form on file (<http://www.uis.edu/registration/wp-content/uploads/sites/135/2013/06/AUTHORIZATIONOFGRADEDISCLOSUREFM.pdf>) but we encourage you to do so, particularly if they are assisting you financially.

Withdrawing from classes

If you are registered for a class, but stop attending it, you must go online <https://apps.uillinois.edu/> and formally withdraw from the class, even if the deadline for getting a refund has passed. If you stop attending, but do not formally withdraw from a class, you will still get a grade, usually an “F” or “NC”. The deadline for withdrawing is usually around the 12th week of the semester. For the exact date, see <http://www.uis.edu/registration/wp-content/uploads/sites/135/2017/02/Fall2017RegistrationCalendar.pdf>.

Graduating as a Capital Scholars Honors Student

In order to graduate from UIS as a Capital Scholars Honors student, you must complete at least 120 semester hours. This includes the 58-62 hour CAP core curriculum (including completion of the Honors Global Awareness Requirement and CAP Honors Senior Symposium presentation, UIS general education requirements), general electives, the UIS requirement of at least 7 semester hours of ECCE (Engaged Citizenship Common Experience), and your major program requirements. Those entering in fall 2009 and thereafter must also successfully complete CAP402 (Senior Seminar). You must graduate with a UIS CGPA of at least 3.0.

Honors Global Awareness Requirement

The Honors Global Awareness Requirement is a 14-16 credit hour requirement met with various coursework that is honors-level and clearly demonstrates being intercultural. *The one required course is CAP25X or CAP35X (CAP-ECCE: Global Awareness)*. The other courses are approved by your CSHP advisor *and* the Director. For more information, see the Honors Global Awareness Requirement FAQ's and form in the Appendix.

You are strongly encouraged to use Modern Language or study abroad opportunities to fulfill this requirement.

Housing

CAP Honors freshmen and sophomores are required to live on campus. Once you become a junior, you have the option of living in the apartments or townhouses on campus, or living off-campus.

If you believe that your circumstances warrant permission to live outside the dorm, you must submit a petition

<http://www.uis.edu/registration/wp-content/uploads/sites/135/2015/05/STUDENTPETITION.pdf>

to the Directors of CAP Honors and Residence Life, who must both approve. Only in extreme cases are freshmen and sophomores allowed to live outside the residence halls. Such examples include the need for family housing (student, spouse, and/or child[ren]).

Midterm Grades

All instructors of 090, 100, and 200-level courses are required to submit midterm grades. The purpose of these grades is to give you an idea of where you stand at that point in the semester and to potentially serve as an early warning should you not be performing to a level of your satisfaction. Depending on the course, there may be a different number of points that go into the determination of this grade. If you have any questions, you should talk with your instructor.

Peer Mentoring

Each freshman is assigned a peer mentor who is a sophomore, junior, or senior in the Honors Program. Just as tutors provide academic support, the peer mentors provide support in making the transition to college life. Workshops and social activities are offered several times each semester. Mentors are available to meet with you at any time: to talk, hang out, have a shoulder to cry on, be a friend. The Peer Mentoring program is managed by a faculty member and a CSHP staff member.

Registration Process

In order to register for any CAP course, you must first have instructor approval. This means meeting with your CSHP advisor, completing an advising form which is approved by him/her, and bringing that form to the CSHP office (LRH-101). Your CAP course approval is requested

by adding your name to the Instructor Permission notebook in the office. Once your approval has been entered into the university computer system and you have an electronic “time ticket,” you may register online at <http://www.uis.edu/registration/onlinereg/> for the course. You will need to have your NetID, password, and the course reference number for the course(s) for which you are registering.

Up through the first week of classes, you may register online. After that, *every* course requires an approval in the system, given by the respective program. You must then contact Registration at (217) 206-6174 or registrar@uis.edu to request that they put in your registration. Approvals for courses in programs other than CSHP must be obtained from the program offering the course.

Scholarships and Financial Aid

Scholarships for CSHP students come in at least two forms: 1) the Capital Scholars Honors Academic Scholarship you receive when you are admitted to the program and 2) other scholarships that may be awarded to you in addition to your CSHP academic award. Every CSHP student is guaranteed a minimum CAP Scholarship, and some will receive a higher award based on their high school record. The CAP Scholarship can be reduced if the student fails to meet the minimum CGPA. On the other hand, students who have a high cumulative GPA (CGPA) may receive additional scholarships (see pages 38-39). ***The CAP scholarships are only offered for your first four years.*** Should you need to take a leave of absence from the University and Program, you should discuss this option with the CAP Director. Extraordinary circumstances may be approved, and in those cases, the “clock” can be stopped and an extra semester can be granted. Need-based financial aid is awarded separately from scholarships and is based upon the FAFSA you submit.

Your scholarship and financial aid status will be reviewed at the end of your first semester of your freshman year; however, your scholarship will not be affected if your CGPA is below the maintenance GPA needed for your scholarship level. We recognize that transitioning to college can be difficult. It is because of this, we give you a one semester grace period.

At the completion of your first academic year, your scholarship will be adjusted accordingly based on your CGPA. At that time, if you fail to meet the minimum CGPA for your scholarship level, that scholarship level will be reduced. If your CGPA is above the next maintenance CGPA level, you will receive an increase (see page 39). If your scholarship amount is decreased because of your CGPA, you can restore the original scholarship award by raising your CGPA in future semesters. *No student will be eligible for an Honors scholarship if their CGPA falls below a 3.0 level.*

If your scholarships or financial aid are reduced or eliminated, you have the right to petition the Office of Financial Assistance by submitting a letter that explains your circumstances and offers an argument for why your award should remain unchanged. The final decision for CSHP scholarships rests with the Director of the Honors Program.

Based on good academic performance, freshmen and sophomores are eligible for a Continuing Student Scholarship; see page 39 for more information and conditions. Freshmen through seniors with CGPA in excess of 3.80 will be eligible (pending funding) for the Academic Excellence Scholarship, see page 38 for more information and conditions.

Starfish

Starfish® Early Alert is an early identification and intervention tool to help students who may be having trouble developing the skills they need for college success. All faculty members who teach 100- and 200-level courses participate in the Early Alert System. The program is designed to allow faculty to refer students observed to be struggling academically (e.g., lack of attendance, poor grades, not turning in assignments, etc.) to the Early Alert System. Referrals for CSHP students are also sent to the CSHP Director and are followed up by the Director and/or the Advising & Recruitment Coordinator.

You may access Starfish through the Blackboard site and use it to make appointments with your advisor or professor, mentors, or access student support services (such as The Learning Hub, student organizations, counseling, etc.)

Study Abroad

The highlight of many students' college career is a semester or summer of study at a foreign college or university. We strongly encourage CSHP students to consider study abroad as a way to experience another culture first-hand and to develop their foreign language skills. UIS has direct exchange programs with universities in Australia, Belgium, China, Denmark, England, France, Northern Ireland, Japan, Mexico, the Netherlands, Spain, among others. UIS is also a member of the International Student Exchange Program network which has over 300 member universities in over 50 countries. Your financial aid can often be applied to study abroad and, for most students, the cost of a semester abroad is close to that of a semester at UIS, plus travel cost. For more information, see the Office of International Programs pages on the UIS website (<http://www.uis.edu/internationalprograms/>) or contact Dr. Jonathan GoldbergBelle at International Programs, (217) 206-8319. You may be eligible for a Study Abroad scholarship, offered through the CAP Honors Program, see pages 40-42 for more information and conditions.

Study Groups

Your role in the CSHP is to be an active learner, and one of the best ways you can do that is to become involved in regularly scheduled study groups with your fellow students. A good way to start is to summarize what happened in class from your notes, talk about what you think were the three or so most important things that happened in class, review discussion questions from the reading if any are due, and discuss how you are going to approach your assignments.

Teaching and Learning

CSHP aspires to be a program with a focus on student learning, not on faculty teaching. In a teaching-centered classroom, the emphasis is on the professor as the source of wisdom. He or she presents the material, you learn it, or maybe not. In a learning-centered classroom, the focus is on maximizing students' opportunities for learning. In such classes, the professors' roles are not just to be content experts, but to provide you with the best opportunities for learning they can. This will include some lectures – a well-prepared, thoughtful lecture can be a great learning experience – but it will also include many opportunities for you to direct your own learning in

groups with other students. There, the professor(s)' role will be to help you learn, by organizing activities and assignments, asking questions, and encouraging you to learn from and with each other. Your role is to come to class prepared and ready to actively participate.

Capital Scholars Honors FAQs

What about clubs and organization on campus?

The Office of Student Life is the place to start if you are looking for a list of student organizations or if you have an idea for a group that you would like to start on campus. Their phone number is (217) 206-6665. Their website is <http://www.uis.edu/studentlife/>.

Who is my advisor?

You will be assigned a CSHP advisor your freshman year by the Honors Program. Until you complete all your CAP and Honors Global Awareness requirements, you will meet with CAP Honors advising staff regardless of your academic year. (For specific advising in your major, contact that department.) During the spring semester of your sophomore year, you will be transitioned to your major advisor and will be required to attend "Transition Day" that will complete this process. However, the CSHP advising staff is more than willing to advise as needed, especially if you have an unfinished Global Awareness requirements or if there are issues with your DARS regarding CAP courses.

Who should I see about my scholarship money and financial aid?

For questions about your CSHP scholarship, contact the Director of CAP Honors. For all other questions about your financial aid (scholarships, grants, and loans), contact the Office of Financial Assistance at (217) 206-6724.

Can I miss any classes?

There is a direct correlation between academic success and attendance. All of your courses at UIS will have an attendance policy. Usually this policy appears in the syllabus that you get at the first class meeting. If it doesn't, ask your instructor what his or her policy is. These policies are strictly adhered to and most times chronic absenteeism directly affects your grade in the course.

Why is taking another language encouraged?

The faculty and staff of the CAP Program share the goal of providing an excellent, well-rounded academic preparation for our graduates. We are keenly aware of the importance to our students' futures of being able to communicate in at least one language other than their native language. The geographic isolation of the United States makes it difficult for many of us to comprehend the extent to which Americans are limited by speaking only English. It is easy to get a false sense of security when someone who has just returned from a trip to a foreign country says to you, "Everybody can speak English." We need to keep in mind that unless it's their national language, English is not going to be the language that people in other countries are speaking to each other. The ill-prepared American abroad, whether on business or vacation, often lives in a sort of linguistic and cultural isolation. We have decided that our students will not be limited to the "English only" tourist option in life. We want you to take advantage of the individual benefit that second language use and international familiarity can provide.

What languages are offered?

CAP Honors students may elect to study one (or more!) of the following languages: Spanish and other languages based upon course availability. If you have never studied a second language before, or if you wish to study a language that is new to you, you will simply request an instructor approval for and register for a beginning section of the desired language. If you have already studied a second language and wish to continue in that language, you must take a placement test. The test assesses your reading, writing, comprehension, and fluency. It will allow the Modern Languages Program either to place you into a correct level of study or affirm that your second language skills are already sufficient to place you out of the sequence.

Why do I have to live in the residence hall, when I live in the Springfield area?

The residency requirement is to enhance your living-learning community experience, which is a critical part of the Honors Program. The living-learning community is made up not only of the physical space of the residence hall, but also all that goes on within that space. When you live in the residence hall, you will feel more included as all of your student colleagues will be more accessible. Additionally, you have closer access to your CAP instructors, peer mentors, tutors, and the many activities and programming that are available to you as a CAP Honors student and as a student in general. We want you to be involved in activities not only within the Program, but the University as well!

Finally, living in a dorm is a college “rite of passage.” It helps in making you more independent and provides a transition between living at home and living on your own. Hopefully there will be friendships, support networks, and connections you make with others in the dorm that last the rest of your life. Not to mention, you can commiserate with your cohorts about CAP assignments and readings. 😊

Appendix

- Academic Advising Form (freshmen)
- UIS Living Learning Community Standards
Commitment
- Honor Code Statement & LRH Community Code
 - Computer Loan Agreement
- Honors Global Awareness Requirement Contract &
FAQ's
 - Progress in CAP Honors Courses
 - Academic Leave Policy
 - Study Abroad & Internship Policies
- Living Learning Community Policies & Community
Code
 - Second Year Residential Initiative (SYRI)
 - Additional Scholarships
 - Tutor Request Form
- Capital Scholars Honors Program Mission, Goals, &
Learning Outcomes (1/30/12)
- Capital Scholars Honors Program Policies (1/06/12)

CAP Honors Program Advising Form – 1st Semester (Freshman Year)

Student _____

UIN _____

Advisor _____

Major (need not be declared until Jr.year) _____

Minor (not required) _____

Current Courses:	Yes/No	Hrs.
CAP 102- Introduction to Honors		2
CAP111 – Honors Composition		3
CAP 115- Interdisciplinary Writing		3
CAP 122 – Who am I?		3
CAP 123- How Do You Know?		3
CAP 225- What is Good?		3
CAP 226- What is Power?		3
CAP 25x or 35x- Global Issues (counts as ECCE- Global Awareness)		3
CAP 141/ CAP 142- science		8
Honors Global Awareness		14-16
Math (Skilled & Applied)		6-8
Visual/Creative/Performing Arts		3
Oral Communication		3
Social Science (for some majors)		3
ECCE Requirements***		10
Total		

Course	Section	CRN	Days	Time	Hrs.	
CAP 102- Intro to Honors				R	12:00 – 1:40	2
CAP 111- Honors Composition						3
CAP 122- Who am I?						3
Total						

Student Signature

CAP Advisor Signature

****ECCE Requirements*: Students complete ECCE requirements in at least 2 of the 3 ECCE categories-U.S. Communities, Global Awareness, Engagement Experience (per CAP and major requirements)-in addition to Speakers Series- 10 Hours.

Updated 5/23/13 kc



UIS Living Learning Community Standards Commitment

This agreement signifies that I am voluntarily joining a specific, intentional, academically-based living-learning community (LLC) at the University of Illinois Springfield (UIS). I am aware that there are special resources and support being directed toward my success, and I recognize the added responsibility that comes along with this opportunity.

Shared Commitment

While each LLC at UIS has a specific focus, all UIS living learning communities are committed to the following shared goals:

- Promoting the retention and graduation of LLC Students,
- Supporting the academic success, civic engagement and leadership development of individual LLC Students,
- Deepening LLC Students' understanding of self as a member of a community, and
- Developing LLC Students' appreciation of and ability to practice diversity.

_____ **My Commitment: I agree to uphold the four goals shared by all LLCs.**

Initials

LLCs and the Department of Residence Life

LLCs at UIS are operated in partnership with the UIS Department of Residence Life (DRL). First-year LLC members' housing will be assigned by DRL within the residential facility designated for their respective LLC(s). Returning LLC members must complete the contract renewal process and will be assigned within a residential facility per the guidelines established by the DRL. Any LLC member living on campus or visiting a residential area must adhere to UIS Residence Life policies. Please review the [UIS Housing Contract](#) and the [Community Handbook](#).

_____ **My Commitment: I understand that UIS LLCs operate in collaboration with UIS Residence Life. I have reviewed the UIS Housing Contract and the Residence Life Community Handbook and agree to adhere to UIS Department of Residence Life policies while living in or visiting any residential area at UIS.**

Initials

LLC Community Code

LLC students agree to adhere to a set of common guidelines in order to remain a part of the LLC. These

guidelines apply to all LLC students at all times. Conduct expectations for LLC members include:

- Adhering to the UIS Student Conduct Code (please review the [Student Conduct Code](#)),
- Refraining from damage to or theft of property,
- Not possessing, using, or distributing drugs and alcohol,
- Refraining from intimidation, bullying, threatening behavior (interpersonal, written, social media)
- Attending classes, events, and other LLC related activities,
- Being on time to classes, events and activities, and
- Being proactive about reaching out to LLC staff as challenges arise.

Safe and Respectful Environment

Students must be respectful of the rights of other students to have a *safe* living environment conducive to *study, work, and sleep*. Creating an unsafe condition, including physical, emotional, or psychological harm, intimidation, intolerance, and harassment, even if it is not directed towards an individual, can be cause for dismissal from the LLC. Creating consistently disruptive conditions that include, but are not limited to, noise, interference with study or quiet time, and encroachment on another's study space, can be cause for dismissal from the LLC. If complaints about conduct in the Residence Hall are made against a student consistently, the LLC director/coordinator reserves the right to remove the student from the LLC.

_____ **My Commitment: I realize that the standards for LLC membership exceed the standards for being
Initials a student at UIS. I will be punctual. I will attend classes, LLC events, and related activities. I will
work to contribute to a safe and respectful learning environment.**

Academic Integrity

Academic integrity is foundational to upholding the shared goals of all LLC's. Academic dishonesty is defined here as contributing, facilitating, or participating in bribery, cheating, fabricating, lying, or plagiarizing (please review the [UIS Academic Integrity Policy](#)). If you become aware that a student has violated the academic integrity policy we encourage you to report the incident to an LLC or DRL staff member.

Students who are suspected by an instructor of an academic integrity violation in any UIS course have the responsibility to disclose the suspicion of violation to the director/coordinator of their respective LLC or his/her representative.

_____ **My Commitment: I recognize failure to uphold the UIS academic integrity policy may result in
Initials disciplinary action or dismissal from the program. I am aware that the decisions of the LLC
director/coordinator are separate from the instructor's decisions on how to handle academic
dishonesty within the course. I recognize my responsibility to disclose suspicion of academic
dishonesty against me. I authorize the release of academic integrity information to the
director/coordinator of my LLC and appropriate DRL staff.**

Sexual Misconduct

UIS seeks to promote a safe and supportive environment for all students. Sexual misconduct, including sexual harassment, stalking, domestic or dating violence, and sexual assault are prohibited. We encourage LLC students experiencing or witnessing sexual misconduct to report these actions. You can learn more about your related rights and options at the [Title IX Coordinator Website](#). NOTE: There are means by which you can report sexual misconduct confidentially or anonymously. NOTE: LLC and DRL Staff Members are responsible employees and as such are required by law to immediately report allegations or disclosures of sexual misconduct involving students (including the identities of victims and accused) to the Title IX Office.

_____ **My Commitment: I recognize that I share in the responsibility for making UIS a safe and**
Initials **supportive environment for all students. I have visited the Title IX coordinator website and am**
aware of my rights and options if I have experienced sexual misconduct. I also commit to the
goals of my LLC regarding my own conduct, including understanding and preventing sexual
misconduct, ensuring my own actions do not violate the policy, acting as an active bystander
when it is safe to do so, and making reports if I believe sexual misconduct has occurred.

Self-Injury

UIS seeks to promote a safe and supportive environment for all students. If you are considering self-harm you should contact the UIS Counseling Center immediately (217) 206-7122. If you become aware that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide or expressed a preoccupation with suicide, please call the UIS Counseling Center. We encourage LLC students to report self-harm or suicidal ideation to an LLC or DRL staff member. NOTE: LLC and DRL Staff Members are required by University Policy to report incidents of self-harm and suicidal ideation involving UIS students to the Dean of Students office. If there is an immediate threat of harm, you should call the Campus Police at (217) 206-7777.

_____ **My Commitment: I recognize that I share in the responsibility for making UIS a safe and**
Initials **supportive environment for all students. If I am considering self-harm or become aware that a**
student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide or
expressed a preoccupation with suicide, I will contact the UIS Counseling Center. If there is an
immediate threat of harm, I will contact Campus Police.

Communication and Professionalism

The faculty and staff at UIS are here to help guide you toward success. The building of relationships between students, faculty, and staff is based upon a foundation of honesty, trust, and respect. However, LLC and DRL staff members are professionals or paraprofessionals; as such, you have a responsibility to communicate with them in a professional manner. This includes all written and verbal communication.

UIS has provided you with a UIS email address. This is the official means by which LLC staff will communicate with you. You have a responsibility to check that email address regularly; failure to do so does not excuse you from being uninformed.

_____ **My Commitment: I agree to work with UIS faculty and staff members from a position of honesty,**
Initials **trust, and respect. I will communicate with UIS faculty and staff in a professional manner. I will**
check my UIS email regularly.

Living Learning Community Council

The LLC Council consists of the directors/coordinators of all UIS LLC's, members of the DRL Leadership Team, and member of the Dean of Students Office. One of the key functions of this council is to promote the individual success of students within the greater context of UIS. As such, this group meets regularly and shares information related to students' academic progress, personal development, and student conduct. The LLC Council advises LLC directors/coordinators on issues related to academic integrity, disciplinary actions, and removal from the program. However, the decision making authority in relation to academic integrity, discipline, and removal from program remains with the director/coordinator of that LLC.

_____ **My Commitment: I recognize that the LLC Council exists to support my success at UIS and I am**
Initials **aware that issues related to my academic success and personal development may be discussed by**
the members of the LLC Council.

I recognize that a creating a successful LLC experience is the responsibility of both students and faculty/staff. I recognize that I am responsible for my individual conduct and success while simultaneously being responsible for contributing to a safe, healthy, respectful learning environment for all LLC members. As such, I will abide by the terms of this agreement.

LLC Membership (circle all that apply):

Capital Scholars

Pre-Nursing

Necessary Steps

Leadership for Life

STARS

Printed Name

Date

Student File
Signature

cc: Student, LLC Program, DRL

Capital Scholars Honors Program

Honor Code

Honor Code Statement

As faculty and students in the University of Illinois at Springfield Capital Scholars Honors Program, we pledge to be honest, trustworthy, and responsible for all that we say, write, and do. We pledge to uphold the academic integrity of the Program.

Purpose

The general goals of the academic honor code are to build students' character, maintain the integrity of the Capital Scholars Honors Program and to build trust and accountability among the Program students as well as between the students and faculty members. An honor code gives responsibility to both students and faculty. Students learn about themselves and take seriously their responsibilities as they make academic and moral decisions throughout their lives. Faculty, by trusting the code and abiding by the process, demonstrate respect for both the program and the students who are in it.

All students entering into the Capital Scholars Honors Program are required to sign the Honor Code statement in order to participate in the Program.

Academic Integrity

Academic integrity is a firm belief and adherence to the honor code system and a commitment to honesty, trust, fairness, respect, and responsibility.

Academic Dishonesty

Academic dishonesty is to contribute, facilitate, or participate in any of the following infractions:

Bribery- Bribery is offering, providing, or accepting compensation in exchange for academic advance.

Cheating- Cheating is the unauthorized use of another's work in any academic setting, including the use of unauthorized material during tests.

Fabricating- Fabricating is creating false information, data, research, or sources.

Lying- Lying is being dishonest or deceitful for personal gain, whether it is with a peer, teacher, or administrator.

Plagiarizing- Plagiarizing is stealing or representing as one's own the ideas or words of another without crediting the proper source.

Threatening behavior- Threatening behavior is the deliberate intimidation of a peer, professor, or administrator for personal gain.

Academic Honor Council

Students in the Honors Program who have been through informal or formal resolution of a University Academic Integrity Policy violation may be subject to the determination of an Honor Council.

At the start of each Academic Year, the Director of the Program will appoint members to this Council, drawing from Capital Scholars Honors students who are elected by their peers as student representatives; Honors faculty; and Honors academic professional staff. The Director is not a voting member of the Council.

The Honor Council will review cases of academic integrity involving Honors students to determine whether sanctions are appropriate, and if so, which sanctions to impose. The Council will convene only after the University Academic Integrity process has concluded and the case has been resolved informally or formally.

The Honors Program process complements the University process for handling Academic Integrity issues. The University Policy on Academic Integrity may be viewed online at <http://www.uis.edu/academicintegrity/policy/index.html>. The hearing process is described at <http://www.uis.edu/academicintegrity/students/suspected.html#hpp>.

Disclosure Responsibility

Students who are suspected of an Academic Integrity violation in any University course have the responsibility to disclose the suspicion of violation to the Director of the Honors Program or his representative. Even if an instructor only expresses concern about integrity issues, the student must still notify the Director. Disclosure must occur as soon as practically possible after the student becomes aware of concerns or suspicions. Failure to disclose an Academic Integrity issue is itself a violation of the Honor Code. By signing this Honor code, students authorize the release of academic integrity information to the CSHP.

The Director will be involved in discussions of the Academic Integrity issue at whatever level they occur, from individual conferences with instructors and students to Academic Integrity Council or Honor Council hearings. The student has a right to receive support or guidance from the Honors Program throughout the process.

Amendments

Amendments to the Code can be proposed by anyone in the Capital Scholars Honors Program, including students, professors, or administration, and will go into effect if passed by a two-thirds majority of voting Capital Scholars. The Honors Council will act as an intermediary to which amendment proposals can be brought.

Lincoln Residence Hall Community Code

Students in the Honors Program are not only held to the highest standards of personal academic integrity; they are also responsible for the success of the Living-Learning Community of which they are a part. One condition of academic success is a safe environment that is conducive to study and work, and that does not interfere with personal growth. Therefore the Honors Program also has guidelines of behavior and conduct for community members that students must follow in order to remain in the Honors program and live in Lincoln Residence Hall. These guidelines extend to all students living in the Residence Hall, whether they are in CSHP or not.

At all times, students must be respectful of the rights of other students to have a safe living environment. A safe environment is both physical and psychological; students must be safe from physical, emotional, or psychological harm, intimidation, intolerance, and harassment. Creating

an unsafe condition, even if it is not directed towards an individual, can be cause for dismissal from the Honors Program and expulsion from the Lincoln Residence Hall.

At all times, students must be respectful of the rights of others to live in an environment that is conducive to study and work. Creating consistently disruptive conditions that include, but are not limited to, noise, interference with study or quiet time, and encroachment on another's study space, can be cause for dismissal from the Honors Program and expulsion from the Lincoln Residence Hall.

At all times, students must respect personal and institutional property. Damage to or theft of property can be cause for dismissal from the Honors Program and expulsion from the Lincoln Residence Hall.

If complaints about conduct in the Residence Hall are made against a student consistently, the Director reserves the right to remove the student from the Honors Program and/or Lincoln Residence Hall, and take other disciplinary action as appropriate.

I, _____, by signing below, agree to abide by this Honor Code. By signing this document, I also authorize the release of information to the Capital Scholars Honors Program about any academic integrity issues related to me.

Student Signature

**University of Illinois at Springfield
Computer Loan Agreement (2017-18)**

Last Name: _____ First Name: _____ UIN: _____
 NetID: _____ Service Tag: _____ Property Tag: _____

Address
 (print) _____

I understand that I am responsible for the computer provided to me by the University of Illinois at Springfield.

I understand that I may be billed for the cost of the computer if it is stolen or lost.

I agree to report any maintenance concerns regarding the computer to the UIS Technology Support Center.

I agree to comply with the *Policy for Acceptable Use of Information Technology Resources* (<http://www.uis.edu/its/about/policies.html>).

I agree to comply with the restrictions in the *UIS Telephone Services Guide* prohibiting the use of an ISP for internet connections.

I understand that I may not open the computer case to alter or add any additional components.

I understand that the laptop computer may be taken off-campus for educational purposes on weekends and during semester breaks.

I understand that in order to keep my laptop over the summer, I must be registered for at least 12 hours for the following fall 2018 semester. Otherwise, I must return my laptop, power supply cord, and Ethernet cord to the UIS Technology Support Center before the end of the spring 2018 semester.

I understand that should I no longer be enrolled as a student in the CAP Honors Program, I must immediately return the computer and peripherals to the UIS Technology Support Center. I understand that failure to do so will cause me to be billed by the University \$100/month in late charges (non-refundable) and any additional interest fees until it is returned. I understand that if I am pursuing an online degree, I may be required to immediately return the computer and peripherals to the UIS Technology Support Center. I understand that failure to do so may cause me to be billed by the University \$100/month in late charges (non-refundable) and any additional interest fees until it is returned. Since the laptop is State of Illinois property, it will be reported to the UIS Police as stolen State property (which is a felony) until it is returned. Registration and Transcript Holds will be placed upon my student account until the laptop is returned. These holds will prevent me from being able to register on any of the three University of Illinois campuses and having my UIS transcripts sent out.

I understand that computer loan agreements are renewed annually and that the laptop is subject to inspection at that time. Failure to comply will result in Registration and Transcript Holds, as well as possible \$100/month charges (non-refundable) and any additional interest fees.

(Term Of Loan – Subject to above conditions / may NOT exceed 1 year)

 Description Of Property Being Loaned _____ Property/Service Tag _____

 Borrower Signature _____ Date _____

 Authorized By _____ Date _____

 Received By _____ Date Returned _____

CAP Honors Global Awareness Requirement

Student _____

UIN _____

Advisor _____

*Courses	Projected Semester	Yes/No	Hrs.	Adv.	Dir.
CAP25x/35x – Global Issues (counts as ECCE – Global Awareness)					
Total					

*Courses within the Honors Global Awareness requirement must be coordinated and approved by your CAP Honors advisor and Director of the CAP Honors Program. Any deviation from this planned coursework requires written approval from your CAP Honors advisor and the CAP Honors Director.

Rationale for choosing these courses to fulfill the Honors Global Awareness requirement:

Student Signature Date

Advisor Signature Date

CSHP Director Signature Date

6/20/17

Honors Global Awareness Requirement

FAQ's

What is the Honors Global Awareness Requirement?

The Honors Global Awareness Requirement (HGAR) is designed to give you a taste of what it means to be a global citizen and an opportunity to learn about other cultures, identities, and ways of life. The HGAR is a 14-16 credit hour requirement composed of CAP 25x/35x (ECCE: Global Awareness) and various other courses chosen by you, in consultation with and approval of your CAP Honors advisor *and* the Director.

The other courses offered through the requirement must meet the standards of honors-level and global awareness. For example: gender, racial, religious, socio-economic studies; another country/geographic region, culture, or customs (through coursework or Study Abroad), service learning or internship with a social service agency, etc. You may want to study a specific topic (e.g., poverty and homelessness), and integrate it with your coursework and service learning experience.

What are the courses being offered through the Honors Global Awareness Requirement?

CAP 25x/35x (ECCE: Global Awareness) is the one required course for the Honors Global Awareness Requirement. The other courses in the 14-16 credit hour requirement are chosen in consultation with your CSHP advisor *and* approved by the Director of CSHP.

There is a form which you and your advisor will complete, much like the advising form you complete for each semester. This form outlines the courses you will be taking to fulfill the requirement. Keep in mind that this is, essentially, an agreement you are entering with your advisor and the Director of the CSHP. A copy of the form will be kept in your student file.

You may choose to take all Modern Language courses (Elementary I through Intermediate II), and are certainly encouraged to select Modern Language courses.

Study Abroad or Experiential & Service Learning experiences may be part of fulfilling this requirement. Other courses selected must meet the standards of examining another culture or subculture apart from your own. (See the answer to the first question above for some suggestions or ideas.)

What if I want to take a Modern Language offered at UIS instead of these other courses?

You may certainly complete the Modern Language sequence, through Intermediate II, but CAP 25x/35x (ECCE: Global Awareness) is still required.

What if I take a language placement test and place out of the first (second or third) semester of a Modern Language, does that "count" towards my Honors Global Awareness Requirement? In other words, can I waive one (two or three) Honors Global Awareness Requirement courses (3, 6, or 9 credit hours)?

Yes, you may petition to have those credit hours count towards your Global Awareness Requirement. However, you will still have to make up those hours with electives. In other words, those credits you waive for the requirement do not count in your 120 credit hours towards graduation.

What if I proficiency out of a foreign language, earning 4 credit hours of LNG295? Does that, along with CAP25x/35x, complete my Honors Global Awareness Requirement?

Yes, by petition, CAP 25x/35x, along with LNG295, would complete your Honors Global Awareness Requirement. Again, though, the remaining 7 credit hours would have to be made up with electives. In other words, those 7 hours you waive for the requirement do not count in your 120 credit hours towards graduation.

What if I change my mind about what courses I want to use to fulfill my Honors Global Awareness Requirement?

Since this was an agreement you entered into with your advisor and the Director of the Honors Program, there must be a compelling reason to change courses. Therefore, any changes to your plan must require written approval from your advisor and the Director, and another form must be completed and kept on file.

Capital Scholars Honors Program
Progress in CAP Honors Courses Requirement

The curriculum in the Capital Scholars Honors Program consists of: one Introduction to Honors course (CAP102), two composition courses (CAP 111 and 115); four social science and humanities "question" courses (CAP 122, 123, 225, and 226); two science courses with labs for non-science majors (CAP 141 and 142); one ECCE (Engaged Citizenship Common Experience) course which meets the ECCE Global Awareness requirement (CAP 25x/35x), the Senior Seminar (CAP402), and Senior Symposium presentation. The remaining UIS general education requirements are met through courses offered by their respective programs.

The table below shows the courses in the Honors Program and the timeline for taking them.

Semester	CAP Course
Freshman – fall semester	CAP 102
	CAP 111
	CAP 122
Freshman – spring semester	CAP 115, linked with
	CAP 123
Sophomore – fall semester	CAP 225
Sophomore – spring semester	CAP 226
Freshman/Sophomore – fall semester	CAP 141 (for non-science majors)
Freshman/Sophomore – spring semester	CAP 142 (for non-science majors)
Sophomore/Junior – fall or spring semester	CAP 25x or CAP35x
Senior – final year	CAP 402 and Senior Symposium presentation

The CAP curriculum builds upon itself, thus the reason for the sequence of courses. The freshmen classes are prerequisites for the sophomore classes. In fact, first semester freshmen must pass CAP 111 (with a grade of "C" or better) and CAP 122, or else they will not be able to continue on to the linked courses CAP 115 and CAP 123 in the spring. Those students will have to retake CAP 111 and/or CAP 122 in their sophomore year, thus deferring CAP 225 and CAP 226 until their junior year.

Audits will be conducted at least once a year to ensure that students are completing their CAP and general education requirements in a timely manner. Therefore, adequate progress must be demonstrated by students in their CAP courses in order to maintain their status in the Honors Program. Those students who are not making reasonable progress will be contacted by the Honors Program and administratively removed from the Program. Students wishing to appeal must submit a petition <http://www.uis.edu/registration/wp-content/uploads/sites/135/2015/05/STUDENTPETITION.pdf> to the Director with a valid explanation as to why adequate progress has not been made and what the student will do to correct the situation.

There are consequences to being removed from the Honors Program: moving out of LRH (for freshmen), from FRH (for sophomores), losing the CAP Honors scholarship, returning one's laptop to Tech Support, and dropping CAP courses (if registered).

Capital Scholars Honors Program Academic Leave Policy

Occasionally, life's circumstances may force a Capital Scholars Honors student to take a leave of absence from UIS and the Honors Program. Such circumstances include one's own health emergency, family emergency, military leave, or financial hardship. There are a number of criteria which must be met before such a leave is granted:

- Must petition <http://www.uis.edu/registration/wp-content/uploads/sites/135/2015/05/STUDENTPETITION.pdf> with a clear, concise explanation, along with supporting documentation (e.g., doctor's note, obituary, parents' note, military orders, etc.) Please note that UIS military leave policy is found at <http://www.uis.edu/registration/more/leavepolicies/>
- Must state expected return date (e.g., fall 2018 semester) on petition. Any request for an extension must be in writing on a petition, sent directly to the Director of the Capital Scholars Honors Program, and approved by the Capital Scholars Honors Program Steering Committee (or the Director, if during the summer). Medical leave extensions must be accompanied by supporting documentation (e.g., doctor's note).
- The leave cannot be granted for more than one academic year, under any circumstances, due to the sequenced nature of CAP courses and requirements.
- Must be in good academic standing when leave is approved (UIS cumulative GPA of 2.00 or above).

The CAP Honors Director will send the student a letter, with a response to the petition. Copies of the letter will be distributed to at least: Admissions, Financial Assistance, Residence Life (if appropriate), i-Card Center, Student Financial Services & Cashier Operations, and Tech Support.

For students returning from a medical leave of absence, a doctor's note must be sent directly to the Director of the Capital Scholars Honors Program, ensuring the student's abilities to meet the physical and academic rigors of undergraduate education.

Because of the nature of the CAP course sequence, the returning student may have to defer CAP coursework one or two semesters. For example, a sophomore leaving after the fall semester and returning the following fall semester, will have to wait until the spring semester of his/her junior year to take CAP226.

An advising hold will be placed upon the student's account by the CAP Honors office until the student returns. This hold ensures that the student meets with or discusses his/her schedule with a CSHP advisor before enrolling in any courses, particularly CAP courses.

The student must return the CAP-issued laptop, power cord, and Ethernet cord to Tech Support (BRK-180) in good condition *before taking leave*. Otherwise, registration and transcript holds will be placed upon the student's account. Any consequences for failing to return the laptop, per the Laptop Agreement signed by the student, may be enforced, including \$100/monthly late return fees.

The four-year tuition lock-in "clock keeps running." For example, if the student began in fall 2017 the tuition lock-in runs out after summer 2021.

The student's housing deposit will be held in abeyance for up to a year. Note that the deposit holds a space, not the same residential situation or location. If the student does not return during the year that the housing deposit has been held in abeyance, the deposit balance will be forfeited. Housing and Meal Plan contracts must be cancelled, in writing, with Residence Life and the UIS i-Card Center, respectively. If the Housing Contract cancellation request form is not received by established deadline dates or meets specific rationales (described on Residence Life website for each term), additional cancellation fees will apply.

Upon returning to UIS and the Honors Program, the student will have to reapply for all scholarships and financial assistance. A new FASFA must be done annually. As long as the student is in good academic standing when he/she takes his/her leave of absence and he/she *returns in good standing* (for transcripts sent to UIS of any coursework he/she takes between his/her leave and returning to UIS), the student's original CAP Honors scholarship and CGPA maintenance requirement will be reinstated and he/she will be reissued a laptop upon his/her return to the CAP Honors Program.

Capital Scholars Honors Program **Study Abroad and Internship Policies**

Capital Scholars Honors students are highly encouraged to study abroad and to make the most of internship opportunities. Each of these is an opportunity for our students to take part in their community and world. These are truly examples of Engaged Citizenship, a hallmark that is an important goal for CAP Honors students.

Due to the sequential nature of the CAP Honors curriculum, freshmen and sophomore CAP Honors students are required to live within their living learning community, within Lincoln Residence Hall and Founders Residence Hall, respectively. Freshmen and sophomores must be in residence to take part in their CAP classes (CAP 102, 111, 122, 115, 123, 141 & 142 [or science requirements], 225, 226, and 25x/35x), Honors Global Awareness courses, and many general education/major prerequisite classes. This means that internships and study abroad cannot be done during the first two years of the Capital Scholars Honors Program (CSHP), or while CAP courses are still outstanding. *It is therefore recommended that students study abroad after the completion of their sophomore year.*

Waivers will not be considered during the freshman year. Those wanting to study abroad or take an internship during the second half of their sophomore year must:

- Demonstrate adequate progress in fulfilling CAP and Honors Global Awareness Requirements
- Be in good academic standing (UIS cumulative GPA of above 3.2) at the time of the request
- Submit a petition (<http://www.uis.edu/registration/wp-content/uploads/sites/135/2015/05/STUDENTPETITION.pdf>) to the Director of the Capital Scholars Honors Program. The petition must contain a clear plan of how and when the student will complete his/her remaining CAP and Honors Global Awareness requirements. This petition must be approved by the CSHP Steering Committee. If a petition is submitted between the fall and spring semesters, the decision will be at the sole discretion of the Director. The student will be sent a letter with the decision. (Students must make sure their current address, where the letter is to be sent, is complete and legible on the petition.)

The student's CAP-issued laptop may be taken on study abroad or internships, but *the student is solely responsible for ensuring that it is not damaged or stolen*. Any report of damage must be made *immediately*, in written form, to IT Tech Support (techsupport@uis.edu) and the Assistant to the CSHP Director, Rowena Vail (rvail1@uis.edu). In cases of thefts, reports must be made *immediately* to Tech Support full-time staff, Rowena Vail, and the UIS Police (UISPolice@uis.edu) with the student's name, UIN, laptop model number, and service tag and University of Illinois Property tag numbers (found on the bottom of the laptop). Since these numbers will not be available if the laptop is stolen, a record of them should be kept in an accessible and secure location. A copy of the local police report must be submitted as well.

If you have an interest in studying abroad, please see the CSHP Director for information on how to apply for scholarship assistance. Please note that in order to receive scholarships from the

CAP Honors Program that the study abroad experience *must* be through a University-affiliated program.

Living-Learning Community Policies and Community Code

Housing Exemptions

One of the requirements of the Capital Scholars Honors Program (CSHP) is that freshmen and sophomores live in within their living learning community, Lincoln Residence Hall and Founders Residence Hall, respectively. An exception is made is for those who need on-campus family housing (e.g., student is married or has a dependent child).

Housing exemption requests must be made in writing to the Directors of the Capital Scholars Honors Program and Residence Life, and approved before the student can live outside of their living learning community. The CSHP Director will review the student petition and then the petition will be forwarded to the Director of Residence Life. The Director of the Honors Program will also seek advice from the Capital Scholars Steering Committee, which is made up of faculty, Program staff, and student representatives. The student will then be notified of a decision after being reviewed by both directors and any other needed consultations. Once approved, living arrangements can then be made through UIS Residence Life. These requests may be made in cases where there are health-related or on-campus employment related issues (e.g., RA position).

Should a petition be denied, the student may appeal the decision by submitting a written appeal to the Director of the Honors Program. The Director will then submit all necessary information to an appeals committee for review. The University committee will consist of the Director of the CAP Honors Program, Director of Residence Life, Director of Financial Assistance, Director of the UIS Counseling Center, and other campus administrators as needed. The student will then be notified of the committee's decision.

Lincoln Residence Hall Community Code

Since this is a living-learning community, there are also policies and disciplinary processes in place concerning behavior in the residence hall (see "Lincoln Residence Hall Community Code," of the Honor Code on pages 25-26). The "living" part takes into account that there are approximately 200 students in the residence hall, which means many people, with different backgrounds, personalities, and temperaments who need to live in peaceful coexistence with each other. This means showing respect and courtesy for other people, their property, and the living space and amenities in the residence hall. The "learning" part addresses the reality that everybody learns and studies differently. However, in the context of being respectful of one's peers, that also means that someone who studies best with loud music can put on headphones so as not to disrupt his/her roommate and suitemates or the rest of the residential hall wing. "Learning" also refers to studying with and collaborating with one's classmates on projects, assignments, etc. However, this must be done in such a way as not to violate the Honor Code (see pages 24-26).

Second Year Residential Initiative (SYRI)

All first- and second-year students are required to live on-campus, unless exempted per existing policy. Unless extraordinary circumstances arise, students will fulfill this requirement by living in a residence hall that is designed to facilitate their academic, social, and community developmental needs.

The Second-Year Residential Initiative, also known as SYRI, is an exclusive second-year Living /Learning program for sophomores which is intended to better prepare them to make important academic choices related to major, classes, careers, etc. All residential sophomores are incorporated within the SYRI program, regardless of residency in a hall or apartment.

Sophomore/second year CAP Honors students *may* be able to participate in SYRI as a resident in the second-year townhouses community *only if size of the incoming freshman class causes space limitations within Founders Residence Hall (FRH) and Lincoln Residence Hall (LRH), due to freshman population overflow out of LRH and into FRH.* Therefore, there is no guarantee that any sophomore/second year student will be able to participate in relocation to the townhouses community in any given year. If need arises for the Department of Residence Life (DRL) to move CAP Honors sophomore/second year students out of FRH and into the SYRI townhouses community because of FRH space limitations, subsequent selection of those students will be made jointly between the CAP Honors Program, DRL, and other campus units as needed.

From a CAP Honors perspective, in order to be considered eligible for possible movement out of FRH and into SYRI townhouses, the student must be at least 0.2 GPA points *above* their maintenance CGPA needed to retain their scholarship. Additionally, the student must be demonstrably active in the Honors Program and campus community, be a positive role model, and must not have any significant student conduct issues or policy violations. Students must adhere to any additional requirements or other criteria set forth by DRL.

Capital Scholars Academic Excellence Scholarship

The Honors Program will distribute scholarships to those students who excel in the Capital Scholars Honors Program. These awards are non-renewable, but students may be selected for multiple years (through their senior year). To be eligible for these awards, students must have a UIS cumulative grade point average (CGPA) equal to or greater than 3.8, be strong campus citizens, and maintain a full-time status in the Honors Program at UIS. Scholarships (up to amounts of \$2,000) will be distributed based on fund availability and number of students performing at the necessary cumulative GPA-level. Selection will occur at the end of each academic year by CAP Honors Program administration, again, pending the availability of funds. Scholarship monies will be distributed in the following academic year through the Office of Financial Assistance.

Continuing Student Scholarship Policy

Students whose CGPA is beyond the scholarship level they received on entry will receive an additional \$500 in scholarship monies. Students must be in their freshman or sophomore year to earn this increase and the monies will only be granted a maximum of two times, a total possible increase of \$1,000 a year. Those students who originally enter the Honors Program with a scholarship in the highest category may earn \$500 each semester (maximum of two) they achieve a 4.0 GPA. (This excludes students on a Full-Ride scholarship.) This scholarship is renewable through the end of the student's senior year (120 credit hours), as long as students maintain the CGPA of their *original* scholarship. Should the student fall below the CGPA needed to retain their original scholarship, the additional scholarship money will be lost and the overall scholarship amount will be adjusted down accordingly.

CGPA required for entering scholarship	Required CGPA for Scholarship Increase	Amount of Scholarship Increase (renewable, in a max of 2 semesters in Freshman and Sophomore years)	Enrollment Requirements
3.8	4.0	\$500	Full-time, enrolled in CAP courses per advisor
3.5	At or above 3.8	\$500	Full-time, enrolled in CAP courses per advisor
3.25	At or above 3.5	\$500	Full-time, enrolled in CAP courses per advisor
3.0	At or above 3.25	\$500	Full-time, enrolled in CAP courses per advisor

Capital Scholars Study Abroad Scholarship

The Honors Program will selectively distribute scholarships to students in the CAP Honors Program who wish to study abroad. These scholarships are non-renewable, but students may be selected for multiple years (through senior year). To be eligible for these scholarships, students must have a CGPA in excess of 3.2, be making progress in completion of CAP Honors requirements, and maintain full-time status at UIS. Scholarships will be distributed in amounts up to \$2,000/year, as available. Students must apply for this scholarship at least one month prior to their time of travel. Selection will occur by CAP Honors Program administration in consultation with the Senior Director of International Programs & Internships. This scholarship is only awarded to students participating in a program sponsored by UIS. (See application that follows.)



Capital Scholars Honors Program Study Abroad Scholarship Application

Name: _____
Last First M.I.

UIN: _____

Information:

The Honors Program will selectively distribute scholarships (pending available funds) to students in the Capital Scholars Honors Program who wish to study abroad and who meet the required qualification. These scholarships are non-renewable but students may be selected for multiple years (up through their senior year). Scholarships will be distributed in amounts *up to* \$2000/year, again depending on available funds.

Qualifications:

To be eligible for these scholarships students must have a CGPA in excess of 3.2, be making progress in CAP Honor Program requirements, and maintain full-time status at UIS. Students must apply for this scholarship at least one month prior to their time of travel. Selection will occur by CAP Honors Program administration in consultation with the Senior Director for International Programs & Internships.

Instructions:

Complete the entire application and send it to the Director of the Capital Scholars Honors Program, with a brief personal statement. Your personal statement should identify what you will be doing during the study abroad experience and what you hope to gain from the experience. The format of the personal statements should be a brief (approximately one-page) essay. You will be asked to give a presentation to the campus or your fellow CAP Honors students at some point after your return to talk about your experience and what you've learned. Application materials can be sent to the following address or dropped off within the CAP Honors main office.

Director, Capital Scholars Honors Program
ATTN: Study Abroad Scholarship
University of Illinois at Springfield
One University Plaza, MS LRH-101
Springfield, IL 62703

GENERAL INFORMATION:

Name _____ **UIN** _____
Last First M.I.

Address _____
Street City State Zip

Telephone () _____

Your term of entry into the Capital Scholars Honors Program: Fall/Spring _____ (circle one)

Semester for which you are applying: Fall/Spring/Summer _____ (circle one semester)

Number of credit hours you plan on taking during your Study Abroad semester _____

Courses you will be enrolled in:

Current UIS Cumulative GPA (CGPA): _____ (above 3.2 is required)

Outstanding CAP, Gen Ed, ECCE, and Global Awareness requirements still to be met:

Return both pages of this application and your personal statement to the Director of the Capital Scholars Honors Program (LRH-101). You will receive written notification regarding the decision on your scholarship.

Please contact the Capital Scholars Honors office at (217) 206-7246 if you have any questions.

Tutor Request Form

Name (print): _____

Today's Date: _____

CAP Class for which you are requesting a tutor: _____
(please include a section letter, if applicable)

Professor of your above-mentioned course: _____

Have you spoken with your professor about working with a tutor? _____

Please describe the difficulties you are having in this course and what (specifically) you would like your tutor to help you with (*be as specific as you can*):

How would you like us to contact you?

- Email: _____
- Other phone: _____
- Stop by my room in LRH: _____

What time is best to meet with you, generally? (feel free to write in specific dates and times below, if you like)

Morning Afternoon Evening (before 8pm) Late Evening (after 8 pm)

Please drop your form off in the CAP Scholar Office (LRH 101). We will address your request as quickly as we can. If you have questions about your request, please contact the CAP office at 206-7246. Office hours and other contact information are posted on the office door. Thanks for your request!

CAP Honors Program Mission:
“The mission of the UIS Capital Scholars Honors Program is to provide a challenging, interdisciplinary, educational experience in which well-qualified, motivated students gain understanding and leadership skills to engage the world.”
↑
CAP Honors Program Goals
Program Goal #1: To prepare honors students for effective citizenship and leadership, productive careers, and lifelong learning.
Program Goal #2: To offer an innovative, integrated, interdisciplinary curriculum based in the liberal arts and sciences.
Program Goal #3: To involve honors students in a dynamic learning community.
Program Goal #4: To encourage undergraduate research and foster mentoring relationships between students and faculty.
Program Goal #5: To foster curiosity and challenge honors students to become curious, intellectually rigorous, critical thinkers.
Program Goal #6: To encourage students to develop an appreciation of aesthetics and foster creativity.
Program Goal #7: To encourage reflection on the concepts and practice of social responsibility and ethical behavior.
Program Goal #8: To provide honors students the opportunity to experience and reflect on multiple perspectives and methods in their academic and social surroundings.
Program Goal #9: To provide honors students the opportunity to acknowledge, value, and promote diversity in all its forms.
Program Goal #10: To encourage participation in cross-cultural and transnational experiences.
↓
CAP Honors Program Learning Outcomes
Learning Outcome #1: To communicate clearly, effectively, and precisely with multiple, diverse audiences.
Learning Outcome #2: To demonstrate intellectual development and critical thinking via the abilities to recall, explain, apply, analyze, evaluate, and synthesize bodies of knowledge. (See Anderson & Krathwohl’s revision of Bloom’s Taxonomy of Educational Objectives, 2001)
Learning Outcome #3: To demonstrate informational literacy skills through using library, web, and other resources for research.
Learning Outcome #4: To identify and address issues and problems using disciplinary knowledge and methods of the humanities, arts, social sciences, and sciences.
Learning Outcome #5: To engage intellectually and critically with ideas, practices, and histories of cultures other than one’s own.
Learning Outcome #6: To analyze issues by integrating insights from different disciplines.
Learning Outcome #7: To engage in open-minded and ethical decision making and action.
Learning Outcome #8: To respect diverse cultural values, perspectives, and opinions.
Learning Outcome #9: To participate constructively in the Honors living learning community and demonstrate the skills of collaboration, cooperation, and negotiation that merge the social and academic aspects of the learning environment.
Learning Outcome #10: To use ethical and intellectual knowledge to promote social justice in communities ranging from local to global.

Draft revision 1-30-12

Capital Scholars Honors Program Policies

January 6, 2012

The following are policies that govern the programmatic decisions of the Capital Scholars Honors Program (CSHP). They can only be changed with approval from the Capital Scholars Honors Steering and Program Committees. These policies guide academic, scholarship, and housing decisions.

Faculty and Course Policies

1. Honors Program faculty being considered for retention, tenure, or promotion may request that a letter describing their contributions to the Honors Program be added to their personnel files. Such letters will be written by the Director or his/her designee.
2. Honors Program faculty will provide early alert or Starfish and midterm grade reports to Program administrators when appropriate.
3. Honors Program course evaluations and surveys, which are developed by the Honors Program staff in consultation with the faculty teaching each course and are distinct from UIS faculty teaching evaluations, will be distributed to students for completion toward the end of each semester. Results of the course evaluations will be compiled by the Program staff and communicated to the course faculty. Evaluations will be used as part of program and course assessment, but will not be used for evaluation of faculty.

Student Policies

1. **Petitions.** Student policies indicate Honors Program expectations for student participation, behavior, and academic progress. Students may submit petitions requesting that specific course requirements or policies be waived. For waivers to take effect, petitions must be approved and signed by the student's Honors Program advisor and the Program Director or Assistant Director. Other signatures, from a Dean, the Associate Vice Chancellor of Undergraduate Education, or another administrator may also be necessary. Students must provide a clear description and rationale for petition requests. Advisors must also provide a brief justification for approval or denial of the petition. See Student Handbook for more information about petitions.
2. **Honors Housing.** Participation in the Honors Program for first- and second-year students requires that students attend UIS full time, reside in the residence hall, or in on-campus family housing if married or raising a child, and make reasonable progress toward completion of the Program's required curriculum and their bachelor's degree. Housing exemption requests must be made in writing to the Director of the Capital Scholars Honors Program and approved before the student can live outside of the residence halls. These requests may be made in cases where there are health-related or on-campus employment related issues (e.g., RA position). Policies are also in place concerning behavior in the residence hall (see "Lincoln Residence Hall Community Code" in the CSHP Honor Code Statement and "Living-Learning Community Policies" in Student Handbook). Students who are on academic probation may continue to live in the Honors residence hall.

Students who voluntarily leave the Honors Program will be required to leave the residence hall at the end of the term in which they drop the Program.

3. Honors Curriculum.

CAP 102 Introduction to Honors

CAP 111 Honors Composition

CAP 115 Interdisciplinary Writing

CAP 122, 123, 225, 226 Interdisciplinary Humanities and Social Sciences – “Question Courses”

CAP 141, 142 Biology and Chemistry of the Environment (non-science majors)

OR BIO 141 and CHE 141 for Science majors

CAP 250 ECCE: Global Issues

CAP 402 Senior Seminar

Honors Global Awareness Requirement: students must begin fulfilling this requirement by the first semester of the sophomore year

Additional UIS General Education Courses, as required.

4. Honors Global Awareness Requirement (replaces Modern Languages Requirement).

Students must complete a Global Awareness sequence of 14-16 credits. The one mandatory course for this sequence is CAP 250/350: Global Issues. Other courses will be chosen in consultation with the CAP advisor, and may include a spoken Modern Language. Traditional, non-honors courses, with a global historical or cultural focus may fulfill the requirement, with the following restrictions: they must be at the junior or senior (300 or 400) level and be taken while the student’s class standing is at a lower level than that of the course.

The third semester of a Modern Language course fulfills credit for an ECCE elective. The third semester of the ASL sequence can also fulfill the ECCE elective requirement, but students who want to use it for that must petition to do so. If students take Modern Language courses only at the freshman (100) level, they will need to fulfill their ECCE elective by taking a different course. Beginning with the 2012 catalog year, students will no longer need an ECCE elective course.

For students taking a spoken Modern Language to fulfill the Honors Global Awareness Requirement, a minimum grade of "C" is required in order to progress to the next level and in order to get credit for fulfilling the requirement. A student receiving a grade of "C-" or below is required to retake the course or elect a different option, which may result in delay of progress. Students taking a first semester (Elementary I) Modern Language course can choose the CR/NC grading option when registering.

In order to ensure that students are completing their CAP, Honors Global Awareness, and general education requirements in a timely manner, audits will be conducted at least once a year. Therefore, adequate progress must be made by students in their CAP, Honors Global Awareness, and general education courses in order to maintain their status in the Honors Program. Students

who are not making reasonable progress will be contacted by the Honors Program and may be administratively removed from the Program. Students wishing to appeal must submit a petition to the Director with a valid explanation as to why adequate progress has not been made and what the student will do to correct the situation. (See "Progress in CAP Honors Courses Requirement" and "Progress in Honors Global Awareness Requirements" policies in Student Handbook.)

5. Composition. CAP 115 is linked with CAP 123. All Honors students **must** concurrently register for both CAP 115 Interdisciplinary Writing and CAP 123 How Do You Know. Students must receive a C or better in CAP 111 in order to enroll in the CAP 115/123 link.

6. Retaking CAP Courses. Students failing a CAP (Honors Program) course must petition to retake the course the next time it is offered in order to continue in the program, except those students receiving a C- or below in CAP 111. Students may retake a course in the Honors curriculum only one time. See Academic Policies section 2 for more information.

Students who drop or are administratively removed from CAP Honors may not retake CAP courses to allow for grade replacement. Additionally there are no substitutions in the traditional program (since they are not honors level) that can be used to substitute for a CAP course and replace a grade. Only under extraordinary circumstances will a student who has dropped or been removed from CAP Honors be allowed to repeat a CAP course. In those cases, the student must submit a request in writing to the CAP Director clearly stating why the exception should be made. The decision to approve the request rests with the Director.

7. Graduation Requirements. Graduation from UIS as an Honors Program student requires completion of all UIS requirements for graduation, plus completion of the Honors curriculum, as described in the UIS catalog, and successful completion of the Capital Scholars Honors Senior Symposium and senior paper.

8. CAP Course Equivalency. Approved course equivalents for Honors Program courses are as follows:

CAP 141/142: Advanced placement biology and chemistry with a test score of 3 or above or college level biology and chemistry courses with a grade of B or better while in high school. Science majors should take BIO 141 and CHE 141, instead of CAP 141/142.

9. Study Abroad & Internships. Capital Scholars Honors students are highly encouraged to study abroad and make the most of internship opportunities. Due to the sequential nature of the CAP Honors curriculum, freshmen and sophomore CAP Honors students are required to live in Lincoln Residence Hall. Freshmen and sophomores must be in residence to take part in their CAP classes (CAP102, 111, 122, 115, 123, 141/142 [or BIO141 and CHE141 for science majors], CAP225, 226, and 25x/35x), Honors Global Awareness courses, and many general education/major prerequisite classes. Therefore study abroad and internships are not normally undertaken during the first two years of the CSHP or while CAP courses are still outstanding. CAP Honors students who desire to waive this requirement must submit a petition to the Director of the Capital Scholars Honors Program. This in turn must be approved by the Capital

Scholars Honors Steering Committee. (See "Study Abroad & Internship Policy" in the Student Handbook.)

Honors Scholarships

All first-year students admitted to the Capital Scholars Honors Program receive an Honors scholarship. The scholarship includes a merit-based (determined by the Honors Program) component, and may also be supplemented by a need-based (allocated by Financial Aid) component. All Honors scholarships are renewable for up to a total of four years, and may be supplemented by other forms of financial assistance, including other scholarships and loans. Students who do not maintain the cumulative grade point average (CGPA) specified for their scholarship category will have their scholarship reduced to the amount accorded to the lower GPA category. For instance, a Provost's Scholar whose CGPA drops to a 3.0 will have his or her scholarship reduced to the Honors Scholar level. *Students whose CGPA falls below a 3.0 will lose the entire scholarship, although a scholarship can be restored in subsequent semesters if a student brings his or her cumulative GPA back up above 3.0.* Note that the CGPA maintenance requirement is calculated at the end of the first year, for first-year students, but calculated on a semester basis thereafter. (First year students will receive a letter from the CSHP indicating their academic standing after the first semester; however, no change in scholarship amount will be made at that time. Only after completion of the first academic year will adjustments be made.) Finally, in order to receive a need-based scholarship award, it is mandatory that CAP students (or their parents) annually complete the FAFSA online.

Chancellor's Scholar:

- Maintain a cumulative grade point average of 3.8
- Must be enrolled as a full-time student each semester, and enrolled in appropriate CAP courses as per advisor's guidance

Provost's Scholar:

- Maintain a cumulative grade point average of 3.5
- Must be enrolled as a full-time student each semester, and enrolled in appropriate CAP courses as per advisor's guidance

Dean's Scholar:

- Maintain a cumulative grade point average of 3.25
- Must be enrolled as a full-time student each semester, and enrolled in appropriate CAP courses as per advisor's guidance

Honors Scholar:

- Maintain a cumulative grade point average of 3.0
- Must be enrolled as a full-time student each semester, and enrolled in appropriate CAP courses as per advisor's guidance

Continuing Student Scholarship Policy

Students whose CGPA (calculated on a minimum of 12 credit hours) is beyond the next scholarship level they received on entry will receive an additional \$500 in scholarship monies. Students must be in their freshman or sophomore year (or first four semesters) to earn this

increase and the monies will only be granted a maximum of two times for a total possible increase of \$1,000 in scholarship amount. Those students who originally enter the Honors Program with a scholarship in the highest category may earn \$500 each semester (maximum of two) they achieve a 4.0. This scholarship is renewable through the end of the student's senior year (120 credit hours), as long as students maintain the CGPA of their *original* scholarship. Should the student fall below the CGPA needed to retain their original scholarship, the additional scholarship money will be lost and the overall scholarship amount will be adjusted down accordingly.

Capital Scholars Academic Excellence Scholarship

The Honors program may distribute scholarships to students who excel in the Capital Scholars Honors Program. These scholarships are non-renewable but students may be awarded them in multiple years. Students must have a CGPA that is equal to or greater than 3.8, be active on campus, and maintain full-time status in the Honors Program at UIS. Honors Program administrators will select students at the end of each academic year, and pending availability of funds, distribute the scholarships in the next academic year. See the Student Handbook for more information.

Capital Scholars Study Abroad Scholarship

Pending availability of funds, the Honors Program will selectively distribute scholarships to students in the Capital Scholars Honors Program who wish to study abroad. Although these scholarships are non-renewable, students may be selected for multiple years, through their 4th year of attendance. To be eligible students must have a CGPA above 3.2, demonstrate satisfactory academic progress, have completed their CAP requirements, and maintain full-time status at UIS. Application for this scholarship must be submitted at least one month prior to the time of travel. Selection rests with CAP Honors Program administration in consultation with the Director of the Office of International Programs. See the Student Handbook for more information.

Academic Policies

1. Academic Warning. Students whose cumulative GPA falls below 2.75 but remains higher than 2.0 will receive a warning letter from the Director. Typically, the student will have one semester to either raise his or her cumulative GPA back to or above 2.75, or his/her semester GPA to 3.5. Note that Academic Warning is a Program initiative, and is separate from Academic Probation, a status assigned by the Registrar's Office for poor academic performance.

2. Probation and Suspension (UIS Policy). All students who have a UIS cumulative grade-point average of less than 2.00 will be placed on academic probation. Students on academic probation may enroll for up to 12 credit hours in the subsequent fall or spring (6 hours in the summer) with approval of the academic advisor.

"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)...Students in exceptional circumstances may appeal immediately..." Please see the current UIS catalog for more information about probation and appeals.

3. Dismissal. At the Director's discretion, students whose cumulative GPA falls below 2.75 for two consecutive terms may be dismissed from the Program. In such cases, students will be assisted in transferring to the General Education program at UIS.

At the Director's discretion, students whose academic performance drops below a 1.0 GPA in any semester may immediately be dismissed from the Program.

Students must earn a grade of C or better in CAP 102 (Introduction to Honors) in order to continue in the Honors Program. This course may not be repeated. Students who do not resolve incompletes in CAP 102 face dismissal from the Honors Program.

Students may also be dismissed from the Honors Program for infringements of the Honor Code, violations of academic integrity (i.e., plagiarism and other forms of academic dishonesty), Housing violations, and illegal activities.

4. Re-application. A student who has been dismissed from the Honors Program may apply (petition) for re-admission after completing two consecutive semesters at an accredited institution of higher education in which his/her cumulative GPA has been 3.0 or higher.

5. Honor Code. Each student entering the Program is required to sign the CSHP Honor Code. This code addresses academic integrity, living-learning community standards, and behavioral components. Students violating any of these standards are subject to disciplinary action. Students who breach the Honor Code, depending upon the nature and gravity of the offense(s), may be subject to a range of penalties, from verbal or written warning(s) all the way up to expulsion from the Honors Program or the University.

Academic Integrity/Honor Code accusations require action on several levels from Honors students, faculty, and administrators. When a possible breach of academic integrity happens within a non-Honors class, instructors will follow the University Academic Integrity Council (AIC) procedure for handling academic integrity violations, namely, querying the database to ascertain whether the student has any previous violations; notifying the student of the suspicion and the procedures for resolution; and determining with the student whether to engage in a hearing or an informal resolution. If the suspected violation happened within an Honors class, the instructor will additionally report the suspicion to the Director of the Honors Program.

The form filed by the AIC or instructor to report the resolution of the process contains a box for students to check to identify themselves as Honors students. Then, or at any point when the instructor who reported the breach of integrity becomes aware that the suspected student is in the CSHP, the instructor should notify the Director of the Honors Program. Honors students also are responsible for reporting. As soon as a student is aware of being suspected of a violation, he or she must notify the Director of the Honors Program.

If the violation happened within an Honors class, any informal resolution may be handled within the Honors Program. However, if the violation requires a hearing, that hearing will be handled by the University Academic Integrity Council. If the violation happens in a non-Honors class, the instructor and student will handle the incident through the University Academic Integrity

process. When the issue has been resolved formally or informally, the Honors Program may additionally evaluate the offense and appropriate responses by convening an Honor Council. The Honor Council will be composed of the Director, who is not a voting member, and one each of Honors students, faculty, and academic professional staff. The Council will examine evidence to determine the seriousness of the violation and what its implications are for the student's status in the Honors Program. The Honors Council may impose sanctions, including removing the student from the Honors Program, as it deems appropriate.

The procedure for students to request a formal hearing is detailed in the University Policy on Academic Integrity, which may be viewed at <http://www.uis.edu/academicintegrity/policy/index.html>. The section relevant to the hearing process is at <http://www.uis.edu/academicintegrity/students/suspected.html#hpp>.

6. Academic Leave Policy. Occasionally, a Capital Scholars Honors student may need to take a leave of absence from UIS and the Honors Program because of health or family emergencies, military leave, or financial hardship. Before such a leave is granted, a number of criteria must be met. Students must petition the Director (see the Student Handbook for information on petitions), and provide accompanying documentation. Students must have a UIS CGPA of 2.75 or above to be eligible for leave. (See "Academic Leave Policy" in Student Handbook.) Because of the sequenced nature of the CAP curriculum, leaves of absence are restricted to one academic year.

7. Mid-year admissions. Students who have been accepted in Spring or Summer as freshmen may request a mid-year (January) admission. Transfer students may also apply in Fall for Spring admission. All students who begin in Spring semester must wait until the Fall semester following their entry to enroll in the writing, science or question course sequences.. Transfer students must have a 3.0 GPA in order to be admitted.

Computer Use

1. Basic Use Policy. Each entering first-year Capital Scholars Honors student is issued a laptop computer at the beginning of the fall semester. To retain use of this computer during the duration of their enrollment in the Honors Program, students must:

- be enrolled as full-time students,
- maintain **good standing** in the Capital Scholars Honors Program,
- take proper care of the computer. If the computer breaks down, it should be taken to the Technology Support Center (TSC) for repair. If the computer cannot be repaired, and the problem is due to normal breakage, the computer will be replaced (not necessarily by a new computer) at no cost to the student. However, if TSC personnel determine that the breakage is due to mishandling or abuse, students may not be issued a new computer or may be charged a fee in order to receive a replacement computer.
- sign a new Laptop Agreement at least once a year, bringing the laptop to the CSHP office for signature and inspection.

2. Classroom Use Policy. Course instructors determine whether, when, and how computers are used in their classrooms.