

# ACADEMIC POLICIES AND PRACTICES

## Degree Requirements

### GENERAL REQUIREMENTS FOR GRADUATION

The following graduation requirements apply to all students. Meeting graduation requirements is the individual responsibility of each student. The student and advisor should check the student's program of courses frequently to assure that the student is fulfilling the following graduation requirements (all references to hours indicate semester credit hours).

- A. **Total Hours:** The actual hour requirement for an undergraduate degree varies by the program or combination of programs that a student elects. A student must have a minimum of 120 hours of credit acceptable toward graduation. Some courses may not count toward graduation. These restrictions are noted in the course descriptions. Some curricula or combinations of fields require additional hours. If all specified requirements are completed with fewer than 120 hours, a student must elect sufficient additional course work to total at least 120 hours.

A student may apply for and receive two bachelor's degrees at the same time. To receive two degrees simultaneously, two different majors are required. The degrees may be the same (e.g., two B.A. degrees) or different (e.g., a B.A. degree and a B.S. degree). All specified major requirements for both degrees must be met as well as all general graduation requirements for both bachelor's degrees. A minimum of 150 credit hours is required to receive both degrees.

- B. **Specific B.A./B.S. Requirements:** There are a variety of baccalaureate degrees. Students graduating from B.A. or B.S. degree programs must meet specific requirements beyond major and other graduation requirements. A student pursuing the B.A. degree will acquire knowledge of a foreign language as demonstrated by successful completion of LAN 115 (or the equivalent). A student pursuing the B.S. degree will complete a three-hour natural science, mathematics, statistics, or technology (SMT) course beyond General Education requirements. (See Degree Programs.)

**NOTE:** All graduates of the College of Arts and Sciences must satisfy a foreign language graduation requirement that may be met by: three years of one foreign language in high school; or successful completion of the second semester or higher of college-level foreign language with a passing grade; or equivalent proficiency as determined by examination. Students who have successfully completed one semester of college foreign language credit may elect to satisfy this requirement by studying abroad in an

approved program in a country whose main language is the same as the one studied in college. American Sign Language may be used to fulfill this requirement by transfer credit or by proficiency.

- C. **General Education:** There are three ways to complete General Education requirements at Illinois State University. The first way is to complete Illinois State's General Education Program. The second way is to complete the Illinois Transferable General Education Core Curriculum available through the Illinois Articulation Initiative (IAI). This program, designed for transfer students, is a statewide agreement between participating colleges and universities and some private schools that is designed to facilitate timely degree completion. The third way is to complete a baccalaureate-oriented Associates Degree (A.A. or A.S.) from a regionally accredited post secondary institution. For those transferring from an Illinois college or university, the A.S. degree must include the complete IAI General Education Core Curriculum (GECC) or the student must complete the GECC to fulfill Illinois State's General Education requirements.

The holder of an A.A. or A.S. degree is admitted to Illinois State University with junior standing. (see Degree Programs)

- D. **Major-Minor Options:** Candidates for B.S. or B.A. degrees must complete a major field of study. Completion of a second major, a minor, or a second minor is optional unless specified by the student's major. A teacher education student who is a candidate for a B.S., B.A., B.S. in Ed., or B.M.E. degree must complete professional education requirements and a major approved for teacher education. Some teacher education programs require the completion of requirements for a second teaching field.

At least half (with a minimum of nine) of the credit hours for a minor must be distinct from any hours the student counts toward a major within the same department or school. A department or school seeking an exception must provide convincing evidence that the resulting major/minor combination confers a breadth of knowledge that meaningfully exceeds what the major alone would provide. This policy applies to both first and second majors and minors.

- E. **Senior College Hours:** The senior college hours (courses numbered 200 or above) must total at least 42 hours. Coursework transferred from other colleges and universities is not counted as senior college credit if freshmen and sophomores are regularly permitted to enroll in such work. No credit from two-year colleges may be counted as senior level.

- F. **Grade Point Average:** The grade point average for all courses taken at Illinois State University must be 2.00 (C) or higher. In addition, the student must have a grade point average of 2.00 (C) (or higher as required by certain programs) in the courses required in the major, and in the minor if the student has a minor.
- G. **Removal of Incompletes:** A student may not graduate with incomplete grades. Each Missing (M) or Incomplete grade (I) must be removed at least six weeks before December or May commencement, or two weeks before August graduation if the course is to be used in meeting graduation requirements.
- H. **Residence Requirements:** Unless otherwise specified in a specific program, at least 30 of the last 60 hours completed toward the baccalaureate degree must be earned at Illinois State.
- I. **Time Limit for Courses as Prerequisites:** Because disciplinary knowledge advances and course content changes as a consequence, some courses taken seven or more years prior to an advance registration period will not automatically be accepted as prerequisites for other courses. When a department or school determines that applicability of a course will lapse, it will designate this in the prerequisite listing as “taken within  $x$  years.” For example, for MAT 146, the prerequisites might read “C or better in MAT 145 taken within 10 years required.”
- J. **AMALI (formerly Global Studies Requirement):** Every student graduating from Illinois State University must have successfully completed a course designated as a course in the cultures and traditions of societies or peoples from Asia, the Middle East, Africa, Latin America, or Indigenous Peoples of the World.
- K. **Professional Practice and Independent Study:** A student may count no more than 16 hours of professional practice courses (198, 298, 398) toward graduation. Some programs allow fewer than 16 hours. A student may count no more than six hours of independent study (287) credit toward graduation.
- L. **Disciplinary Hold:** A student may not graduate with a disciplinary hold on his or her record.

## BACCALAUREATE DEGREE PROGRAMS

Undergraduate degrees available at Illinois State University include the Bachelor of Arts, Bachelor of Science, Bachelor of Science in Education, Bachelor of Science in Nursing, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Music Education and Bachelor of Social Work degrees. When applying for graduation, the student indicates the specific degree that he or she is qualified to receive.

**Statement of Purpose for the Bachelor of Arts (B.A.) Degree:** The Bachelor of Arts degree provides for the acquisition of written and oral communication skills, creative thinking, abilities in the critical analysis of texts, the

understanding of cultures, and a working knowledge of social, political, and historical contexts. The degree is typically pursued by those students whose academic emphasis in their major area of study is directed toward the humanities, arts, and selected areas of the social sciences disciplines.

**Statement of Requirements for the Bachelor of Arts (B.A.) Degree:** General Education requirements, general requirements for graduation, and knowledge of a foreign language as demonstrated by successful completion of LAN 115 (or the equivalent). A student seeking a B.A. degree takes LAN 115 in place of Quantitative Reasoning.

**NOTE:** All graduates of the College of Arts and Sciences must satisfy a foreign language graduation requirement that may be met by: 3 years of one foreign language in high school or successful completion of the second semester or higher of college-level foreign language with a passing grade or equivalent proficiency as determined by examination. Students who have successfully completed one semester of college foreign language credit may elect to satisfy this requirement by studying abroad in an approved program in a country whose main language is the one studied in college. American Sign Language may be used to fulfill this requirement by transfer credit or by proficiency.

**Statement of Purpose for the Bachelor of Science (B.S.) Degree:** The Bachelor of Science degree provides for the acquisition of oral and written communication skills and the acquisition of analytical skills for examining and solving problems. The degree is typically pursued by those students whose academic emphasis in their major area of study is directed towards the natural sciences, mathematics, statistics, or a technological field.

**Statement of Requirements for the Bachelor of Science (B.S.) Degree:** General Education requirements, general requirements for graduation, and increased knowledge of the natural sciences, mathematics, statistics, and/or technology. This knowledge is demonstrated by the successful completion of a three-hour course, beyond those required for General Education, selected from an approved list of courses that involve natural sciences, mathematics, statistics, and technology (SMT).

**Statement of Purpose for the Bachelor of Science in Education (B.S. in Ed.) Degree:** The Bachelor of Science in Education degree encourages acquisition of communication skills, development of analytical skills for examining and solving problems, and the understanding of cultures with special emphasis on application to the art and science of teaching. The degree is typically pursued by students interested in the teaching profession.

**Statement of Requirements for the Bachelor of Science in Education (B.S. in Ed.) Degree:** General Education requirements, general requirements for graduation, and increased knowledge and skills related to professional standards established by the National Council for the Accreditation of Teacher Education (NCATE) through the successful completion of professional educa-

tion requirements and approved teacher education major requirements.

**Statement of Purpose for the Bachelor of Science in Nursing (B.S.N.) Degree:** The Bachelor of Science in Nursing degree provides graduates with knowledge and skills in communication, critical thinking for analyzing and solving problems, and an understanding of the societal changes that impact health care. Courses from the humanities, psychology, physical and social sciences, as well as the use of technology, provide a foundation for scientific inquiry and application of nursing knowledge and theories to diverse populations and settings.

**Statement of Requirements for the Bachelor of Science in Nursing (B.S.N.) Degree:** General Education requirements, general requirements for graduation, and nursing field of study requirements.

**Statement of Purpose for the Bachelor of Fine Arts (B.F.A.) Degree:** The Bachelor of Fine Arts degree encourages the acquisition and display of talent in the arts, with special emphasis on aesthetic performance and understanding. The degree is typically pursued by individuals interested in the creative and fine arts.

**Statement of Requirements for the Bachelor of Fine Arts (B.F.A.) Degree:** General Education requirements, general requirements for graduation, and art field of study requirements for B.F.A. degree.

**Statement of Purpose for the Bachelor of Music (B.M.) Degree:** The Bachelor of Music degree encourages the acquisition and display of talent in music, with special emphasis on aesthetic performance and understanding. This degree is typically pursued by individuals interested in music performance.

**Statement of Requirements for the Bachelor of Music (B.M.) Degree:** General Education requirements, general requirements for graduation and music field of study requirements for B.M. degree.

**Statement of Purpose for the Bachelor of Music Education (B.M.E.) Degree:** The Bachelor of Music Education degree encourages the acquisition and display of talent in music, with the special emphasis on teaching music. This degree is typically pursued by individuals interested in becoming music teachers.

**Statement of Requirements for the Bachelor of Music Education (B.M.E.) Degree:** General Education requirements, general requirements for graduation, music field of study requirements for B.M.E. degree, and professional education requirements.

**Statement of Purpose for the Bachelor of Social Work (B.S.W.) Degree:** The B.S.W. encourages acquisition of communication skills, development of analytical skills for examining and solving problems; and the understanding of social, cultural, and legal structures with special emphasis on application to the profession of social work. The degree is pursued by all undergraduates in the School of Social Work and is recognized as the first professional degree in the field that prepares undergraduate students for beginning generalist social work practice.

**Statement of Requirements for the Bachelor of Social Work (B.S.W.) Degree:** General Education requirements, general requirements for graduation, and Social Work major requirements.

## BACHELOR OF SCIENCE GRADUATION REQUIREMENT IN SCIENCE, MATHEMATICS AND TECHNOLOGY

Students with a Bachelor of Science (B.S.) degree must have one additional science, mathematics, statistics, and/or technology course (beyond the General Education requirements) which must meet three criteria: (a) courses must be three semester hours or greater; (b) courses must list specific prerequisites from General Education courses in mathematics and/or science, approved natural science alternative courses, or courses in the quantitative reasoning category; and (c) course content must be mathematical, scientific, and/or technological, and must constitute a significant extension of the General Education courses that count as prerequisites.

The courses on the following list meet the graduation requirement for **Science, Mathematics and Technology**.

- AGR 157 Soil Science
- AGR 203 Agriculture and the Environment
- AGR 271 Foods of Animal Origin
- AGR 282 Physiology of Farm Animals
- AGR 315 Financial Management and Analysis of the Agribusiness Firm
- AGR 363 Agricultural Statistics
- BSC 145 Human Biology
- BSC 160 Microbiology and Society
- BSC 170 Genetics and Society
- BSC 201 Ecology
- BSC 202 Human Ecology
- BSC 211 Economic Botany
- BSC 219 Genetics
- BSC 223 Ecology and Conservation of Plants
- BSC 292 Invertebrate Zoology
- BSC 295 Comparative Vertebrate Anatomy
- BSC 333 Plant Diversity
- CHE 141 General Chemistry II
- CHE 204 Chemistry of Life
- CHE 220 Elementary Organic Chemistry
- CHE 230/231 Organic Chemistry I/Organic Chemistry Laboratory
- CHE 280 Environmental Chemistry
- ECO 138 Economic Reasoning Using Statistics
- ECO 238 Using Regression and Econometric Methods
- FIL 240 Business Finance
- GEO 138 Quantitative Reasoning in the Geosciences
- GEO 202 Evolution of the Earth
- GEO 207 Natural Disasters
- GEO 211 Earth's Dynamic Weather
- GEO 280 Mineralogy
- HSC 201 Pathophysiology I
- IT 115 Reasoning About Complex Systems
- IT 165 Computer Programming for Scientists
- KNR 282 Biomechanics of Human Movement
- MAT 121 Applied Calculus
- MAT 146 Calculus II
- MAT 147 Calculus III
- MAT 160 Elementary Discrete Mathematics
- MAT 175 Elementary Linear Algebra
- MQM 100 Statistical Reasoning
- MQM 227 Operations Management
- PHI 112 Language, Logic and Mathematics
- PHY 109 College Physics II
- PHY 111 Physics for Science and Engineering II
- PHY 117 Numerical Reasoning in Nature and Technology
- PHY 205 Origin of the Universe
- PHY 206 Chaos and Complexity
- PHY 207 Energy and the Environment
- POL 138 Quantitative Reasoning in Political Science
- PSY138 Reasoning in Psychology Using Statistics
- PSY 340 Statistics for the Social Sciences
- SOC 275 Social Statistics
- TEC 111 Fundamentals of Power Technology
- TEC 143 Introduction to Electronics For Data Communication
- TEC 313 Quality Systems for Technology

**AMALI GRADUATION REQUIREMENT**

Students must have completed at least one course in AMALI (that is, cultures and traditions of Asia, the Middle East, Africa, Latin America, or Indigenous Peoples of the World), (Formerly Global Studies) which must meet the following criteria: (a) the course focuses primarily upon facets of specific cultures from these regions or these cultures in general (a minimum of 75 percent of the course content must deal directly with the culture(s) from these regions); (b) exploration of the culture(s) is developed in a comparative perspective which helps the student understand and appreciate differences between the culture(s) under consideration and cultures and traditions of America; and (c) the course includes exposure to primary writings and artifacts from the culture(s).

ANT 185 Cultures of the World: An Introduction to Cultural and Linguistic Anthropology\*

ANT 270 Anthropology of Gender and Sexuality

ANT 272 North American Indians

ANT 278 Introduction to Asian America

ANT 280 Cherokee Culture to 1830

ANT 294 Japanese Society and Culture

ANT 303 Latin America in Ethnographic Perspective

ANT 307 Japanese Diasporas, Culture, and Identity

ANT 308 Japanese Communicative Strategies

ANT 384 North American Archaeology

ANT 385 Media and Visual Anthropology

ART 275 World Arts: Visual Arts\*

CHI 111 First-Year Chinese (Part I)

CHI 112 First-Year Chinese (Part II)

CHI 115 Second-Year Chinese (Part I)

CJS 369 World Criminal Justice Systems

COM 320A01 Identities in Latin American Popular Culture

COM 390A01 Journalism in Latin America

ENG/LAN 206 Cultural Expressions in Social Contexts: Women of Asia, Latin America and Africa\*

ENG 266 Native American Literature and Culture

FCS 222 Cultural Diversity in Dress\*

FRE 314 Studies in Contemporary Francophone Culture

FRE 325 Francophone Literature and Culture

GEO 135 World Geography\*

GEO 235 Geography of Emerging Areas\*

GEO 230A07 Geography of Emerging Areas: Japan Field Explorations\*

HIS 104 History of Asia, Middle East, Africa, Latin America, or Indigenous Peoples\*

HIS 263 Modern Mexico

HIS 265 African Civilization

HIS 266 Modern Africa

HIS 267 Modern South Asia

HIS 271 Islamic Civilization

HIS 272 Modern Middle East

HIS 275 History of Japanese Civilization

HIS 276 History of Chinese Civilization

HIS 282 History of Colonial Latin America\*

HIS 283 History of Cuba

HIS 307 Selected Topics in Non-Western History

HIS 310 Native American History

HIS 370 Cultures of Empire: the British Raj in India

HIS 373 History of Modern China

HIS 375 History of Modern Japan

IDS 121A29 Texts and Contexts: Native Writers on Native Issues\*

IDS 121A53 Texts and Contexts: City as Text - Lima and Cusco, Peru\*

IDS 121A64 Texts and Contexts: City as Text - Merida\*

IDS 133A03 Study Abroad: Exploring Korean Culture and Education: Multicultural and Global

IDS 133A04 Study Abroad: Introduction to Mexican Culture

IDS 133A09 Study Abroad: Argentina History, Culture and Society

IDS 203 Nations and Narrations

IDS 204 Service Learning: Meknes, Morocco\*

JPN 111 First-Year Japanese (Part I)

JPN 112 First-Year Japanese (Part II)

JPN 115 Second-Year Japanese (Part I)

JPN 116 Second-Year Japanese (Part II)\*

JPN 231 Japanese Conversation and Composition

JPN 232 Advanced Japanese Reading and Composition

MUS 153 Black Music I\*

MUS 154 Black Music II\*

MUS 275 World Arts: Music\*

PHI 207 Indian Philosophy

PHI 208 Buddhist Philosophy

POL 140 Introduction to the Politics of Africa, Asia, and Latin America\*

POL 151 Introduction to International Relations

POL 240 Latin American Politics

POL 245 Asian Politics

POL 246 African Politics

POL 247 Middle Eastern Politics

POL 340 Topics in Latin American Politics

POL 345 Topics in Asian Politics

POL 349 Topics in Middle East Politics

SOC 220 Global Social Change: An Introduction to Macrosociology

SOC 320 Global Development and Economic Change

SPA 244 Cultura Hispanoamericana

SPA 326 Spanish American Literature: Foundations to Late 19th Century

SPA 327 Spanish American Literature: Late 19th Century to Present Day

SPA 336 Selected Topics in Spanish American Literature

THE 271 Studies of Non-Western Film

THE 275A01 World Arts: Theatre\*

THE 275A02 World Arts: Film\*

\*AMALI courses approved for General Education.

## GRADUATION PROCEDURES

**Application for Graduation:** All students must submit an application for graduation and pay the graduation fee in order to earn a degree. Students with 100 or more earned hours are eligible to apply for graduation and are notified to do so. Instructions on how to apply can be found at Registrar.IllinoisState.edu/graduation, or by visiting the Registrar Service Center in 107 Moulton Hall.

Each student should apply for graduation on or before the date specified in the Office of the University Registrar Calendar found at Registrar.IllinoisState.edu/calendar. Undergraduate students must pay the \$35 graduation fee at the time of application, unless the fee is covered by an approved scholarship. Scholarships can be verified with the Student Accounts Office.

**Academic Advisement Report:** The Academic Advisement Report is an assessment of the undergraduate student's academic progress toward completion of requirements for the bachelor's degree. This report may be requested by the student with a photo I.D. at the University Registrar Service Center, 107 Moulton Hall, Campus Box 2202 or by viewing Academic Requirements on My.IllinoisState.edu.

To determine specific program requirements (in addition to the general requirements for graduation stated above), students should consult the following sections of the *Undergraduate Catalog*: (1) the General Education requirements; (2) the specific requirements for the major and minor fields of study; and, if the student seeks teacher licensure, (3) the University-wide Teacher Education program requirements in this *Undergraduate Catalog*.

**Double Majors:** Students completing requirements for two majors concurrently are eligible to receive only one degree unless 150 or more hours have been completed. (See B, Total Hours in the Degree Requirements section.) The degree awarded is based on the degree corresponding to the primary major. One diploma is issued to the student upon completion of both majors and all other degree requirements. Both majors are designated on the transcript at the time the degree is awarded.

**Commencement:** Degrees are conferred and diplomas awarded after the close of each semester and the summer session. Commencement exercises are held in December and May at the end of the semester. Undergraduate students completing degree requirements during the fall semester participate in Commencement exercises in December; students completing degree requirements during the spring semester or at the close of the summer session following May Commencement may participate in Commencement exercises in May. Undergraduate students who are eligible to graduate and want to walk across the stage in their commencement ceremony must answer YES on the Undergraduate Application for Graduation and submit it by the published deadline. An application must be on file and the graduation fee paid by the deadline to participate in the commencement ceremony. **Note:** Students participating in Commencement will walk with the college in

which their primary major resides. Interdisciplinary Studies and University Studies graduates will walk with the College of Education.

For more information regarding Commencement, please visit the Commencement website at GraduationServices.IllinoisState.edu.

**Degrees with Honor Distinction:** A student must have completed at least 30 semester hours at Illinois State University to be eligible for a degree with honor distinction. Students who have an accumulated GPA of 3.90 through 4.00 are graduated summa cum laude; those with a GPA of 3.80 through 3.89 are graduated magna cum laude; and those with a GPA of 3.65 through 3.79 are graduated cum laude. Diploma and transcript notations of graduation with cum laude, magna cum laude, and summa cum laude honors are based on the cumulative GPA after the student's final graded semester.

**Honor Distinction at Commencement:** In order to be recognized with an academic honor (summa, magna, cum laude) distinction at Commencement, students must have completed at least 30 semester hours at Illinois State University and have a qualifying GPA (refer to Degrees with Honor Distinction), both based on the last graded semester prior to Commencement. For example, students graduating in May or August must have both hours and GPA completed in the previous fall semester. Students meeting these requirements wear an honor cord as part of their academic regalia at Commencement, and their names will appear in the Commencement program with the honor denoted. Diploma and transcript notations of graduation with cum laude, magna cum laude, and summa cum laude honors are based on the cumulative GPA after the student's final graded semester.

**Honors Program Designation at Commencement:** The following Honors Program designations are recognized in the Commencement program: Honors Program Scholar, Honors Program Scholar with Merit, Honors Program Scholar with Distinction, Presidential Scholar, and Honors in the Major.

Students are recognized for these awards in the Commencement program if they fulfill individual designation requirements; the cumulative GPA from the semester prior to graduation is used to evaluate eligibility for the designations as well as course and hour requirements that have been completed or are in progress. Students graduating in May or August who participate in May Commencement are evaluated based on the cumulative GPA at the end of the previous fall semester; students graduating in December who participate in the December Commencement are evaluated based on the cumulative GPA at the end of the previous summer session.

Transcript and diploma (as applicable) notations of these designations are based on the cumulative GPA after the student's final semester and the successful completion of designation requirements.

Students who have been awarded the Robert G. Bone Scholarship are also recognized in the Commencement program.

**Diplomas:** Diplomas are issued to students after completion of all degree requirements, including major(s), minor(s), general education, professional education, if applicable, and other specific degree requirements. Students completing requirements for two majors concurrently are eligible to receive only one degree. The degree awarded is based on the degree corresponding to the primary major. One diploma is issued to the student upon completion of both majors and all other degree requirements. Majors are not printed on the diploma; however, all majors and minors are printed on the official transcript. The following honors designations print on the diploma, as applicable: honor distinction (summa, magna, or cum laude), Honors Program Scholar with Distinction, and Honors in the Major. Diplomas are mailed to students approximately 8 to 10 weeks following graduation.

## General Academic Policies

### ACCOMMODATION

Illinois State University provides a welcoming and inclusive atmosphere for individuals with disabilities within the University community. Students receive equal access and opportunity in accomplishing their educational, personal, and professional goals. As a unit of Student Affairs Division, Student Access and Accommodation Services (SAAS) is the designated office to provide accommodation services for students with disabilities under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Amendments Act. SAAS obtains and maintains documentation, determines eligibility for services, establishes accommodations, and develops plans for providing accommodations through an interactive process with students. Confidentiality of information is an important component of SAAS. Information provided to the office is considered private and will be used for the purpose of establishing appropriate accommodations and ensuring effective implementations. We follow FERPA and Privacy Act of 1974 guidelines. All provided information will be protected against misuse by others.

Please contact the Student Access and Accommodation Services at: Phone: (309) 438-5853; Fax: (309) 438-7713; Sorensen: (309) 319-7682; Email: AbleISU@IllinoisState.edu. Procedures can be found on the website StudentAccess.IllinoisState.edu.

### COURSE REGISTRATION AND WITHDRAWAL

**Course Registration:** Students at Illinois State University register through the My.IllinoisState.edu website. Help with registration may be obtained at the Registrar Service Center, 107 Moulton Hall, or by calling (309) 438-2188. For office hours, visit the website Registrar.IllinoisState.edu.

A student at Illinois State University is responsible for following registration procedures to assure valid registration for courses. Work taken in a given session must be registered for in that session. A student may not attend a class for which they are not properly registered. A correct registration is each student's individual responsibility. The University

reserves the right to void the registration of any student who becomes ineligible for enrollment.

Registration may be accomplished during the advance registration period or the additional registration periods prior to the start of the semester. New freshman may register during the summer Preview Program and new transfer students may register during the Transfer Days Program. Students are encouraged to register during these programs because of the wider selection of courses open to them at that time. They may also register just before the opening of the semester. For advance registration, the date and time of registration will be available on My.IllinoisState.edu approximately one week prior to advance registration.

**Withdrawal Policy—Dropping a Course or Courses:** Students are strongly advised to complete all courses in which they enroll and are encouraged to avoid withdrawing from any course after the program change period unless absolutely necessary.

The following policy applies to students who drop a course or courses but maintain an enrolled status within the University: A student may withdraw from a course during the program change period without the withdrawal being shown on the transcript. A student should consult the Registrar's website at Registrar.IllinoisState.edu to obtain specific dates.

After the tenth day of classes, but prior to the end of the eighth week of classes during any regular semester, a student with photo identification may withdraw from a full semester course by reporting to the Registrar Service Center, 107 Moulton Hall. Course withdrawal deadline information can be found on the Registrar's website at Registrar.IllinoisState.edu.

A student should consult the Registrar Service Center for questions regarding specific withdrawal dates during any instructional term. For courses taken during a term lasting less than a regular semester, a proportional withdrawal period will apply.

A grade of F will be given to students who (1) fail to withdraw officially from a course in compliance with the above procedure, or (2) register for a course but do not complete course requirements.

Circumstances reasonably beyond the control of the student which caused the student to be unable to attend classes, complete the semester, or otherwise become delinquent academically may be considered for a possible late withdrawal upon submission of a letter describing the circumstances. Proper documentation is required to substantiate the request. For example, if the request is based upon medical circumstances, a physician's statement, hospital records, or other appropriate documentation must be submitted with the request. If approval is granted, a grade of WX will be awarded.

**Withdrawal Policy—Dropping All Courses:** The following policy applies when a student drops all courses in which he or she is enrolled, which is known as withdrawal from the University. Students are strongly advised

to complete courses in which they are enrolled and not to withdraw from the University unless absolutely necessary.

Before the end of the twelfth week of classes during any regular semester, a student reports to the Registrar Service Center in 107 Moulton Hall or writes to the Office of the University Registrar at Campus Box 2202 to withdraw from the University.

If a student's written request to withdraw from the University is granted, all grades will be assigned in the same manner and under the same provisions as the regular course withdrawal guidelines. The instructor of each course assigns a WX or letter grade as appropriate depending on the date and circumstances of withdrawal.

Circumstances reasonably beyond the control of the student which caused the student to be unable to attend classes, complete the semester, or otherwise become delinquent academically may be considered for a possible late withdrawal upon submission of a letter describing the circumstances. Proper documentation is required to substantiate the request. For example, if the request is based upon medical circumstances, a physician's statement, hospital records, or other appropriate documentation must be submitted with the request. If approval is granted, a grade of WX will be awarded. Withdrawals made by mail are addressed to Office of the University Registrar, Illinois State University, Campus Box 2202, Normal, IL 61790-2202, or by fax to (309) 438-8652.

Regardless of the circumstances of withdrawal, the student is responsible for returning any laboratory equipment and library materials and paying for any parking fines. The student must contact the University Housing Services to obtain clearance from room and board obligations and to arrange for vacating the residence hall room. The student should arrange with the Financial Aid Office to place any scholarship on leave or cancel it and make arrangements for future financial assistance. Arrangements for payment of loans must be made in the Office of Student Accounts. Consult the Office of Student Accounts for information on refunds.

A grade of F will be given to students who (1) do not attend their courses but fail to withdraw from the University before the specified final withdrawal date, and to students who (2) register for a course but do not complete course requirements. In unusual cases, exceptions may be granted by the University Registrar.

**Repetition of Course(s):** If a student completes a course, or drops a course after the tenth day of classes receiving a grade of WX, he or she may repeat that course once. For students receiving a letter grade of A, B, C, D, or F, the course repetition must occur at Illinois State University and may not be taken under the Passing/Not Passing (P/NP) option.

Students seeking to repeat a course a second time (a third enrollment) must obtain permission from their academic advisor who will submit a registration clearance permit form to the Registrar Service Center to allow the student to register in the course. When a course has been repeated at

Illinois State University, the most recent grade (A, B, C, D, F) that the student earns will replace the previous grade in the cumulative GPA calculation. A grade of WX, AU, I, CR, CT, NC, P, NP will not replace the previous grade.

The previous grade(s) will not be removed from the student's transcript, and the credit hours from only the last attempt can be used toward meeting minimum hourly requirements. Students repeating a course to improve their GPA should be aware that many professional and graduate schools recalculate GPAs to include all courses attempted.

Some courses may be taken for credit more than once. These courses are indicated in the catalog by "Multiple enrollments are allowed" or "Multiple enrollments are allowed up to a maximum of X hours," and these courses are exempt from the repeat policy stated above. For courses such as these, a separate grade is recorded for each enrollment and each grade (A, B, C, D, or F) is counted toward the student's GPA. Later grades do not replace earlier grades for courses of this type.

**Cross-listed Course Policy:** Cross-listed courses are offered by more than one department or school, but treated as one course for credit purposes. A cross-listed course will be considered as one course regardless of the department or school through which the student registered for the course. This is a general rule that applies to all cross-listed courses taken for any purpose.

**Course Load Requirements:** A full-time undergraduate student carries between 12 and 17 hours. Courses taken on an audit (AU) basis do not count toward full-time student status. For enrollment verification purposes, 12 hours is considered full-time for undergraduate students. A student wishing to carry more than 17 hours in a semester may seek permission to do so from the chairperson or director of his or her major department or school (or their designees). The granting of this permission will depend on the student's scholastic record. A freshman may not carry over 17 hours during his or her first semester.

A student considering enrolling in any classes, including extension or correspondence, at another college or university with concurrent registration at Illinois State University should consult with his or her advisor.

**Summer Academic Opportunities:** The University is operated on the semester plan and, in addition to its fall and spring semesters, provides a summer session with courses of varying lengths, and a variety of short-term offerings. Courses are offered on campus, off campus and online. Prospective students may obtain information on summer course availability, and other information for the summer session at [SummerSession.IllinoisState.edu](http://SummerSession.IllinoisState.edu). Summer session students should refer to the *Undergraduate Catalog* and *Graduate Catalog* for academic requirements. Admission to the University can be arranged on a visiting/summer only basis. Further information can be obtained by contacting the Office of Admissions, (800) 366-2478 or at [Admissions@IllinoisState.edu](mailto:Admissions@IllinoisState.edu).



**Evening and Off-Campus Classes:** In addition to courses offered during the regular school day, evening and weekend classes are scheduled both on campus and off campus. For courses offered by Illinois State University, no differentiation is made between credits earned on campus and off campus. Inquiries concerning off-campus classes should be directed to the Office of the Provost, (309) 438-7018. Non-credit workshops, seminars, and conferences are scheduled by the Illinois State Conferencing Unit, (309) 438-2160.

## FINAL EXAMINATIONS

Final Examination date, time and room assignments are released in My.IllinoisState in mid-September and mid-February for the current term. Students and faculty can log-in to My.IllinoisState.edu and access this information through the Final Examination Schedule link.

Final examinations should be given and taken at the scheduled times. Permission to change the time for an examination must be obtained and then arranged by the instructor.

Students who are unable to take an examination due to emergencies such as illness or injury, or religious reasons should notify their instructor as soon as possible (in advance, in the case of religious reasons) and make acceptable alternative arrangements. If an instructor does not consider an excuse for missing a scheduled examination for the student, the student may appeal the action to the department chair or school director.

**Multiple Examinations in One Day:** Students who have no more than two examinations scheduled for the same day will be expected to take these examinations as scheduled. A student concerned about having more than two final examinations scheduled for the same day should address this concern prior to finals week. Please do the following: (1) Download and complete the Multiple Examinations form found on the Registrar's website; (2) Bring completed form and photo ID to the Registrar Service Center, 107 Moulton Hall, to verify more than two finals are scheduled for the same day; and (3) Take the form to the instructor and *request* that an exam be moved to a different date. It is up to the instructor and student to work out an agreeable alternate time for the examination.

**Final Examination Cancellation by the University:** If there is a delay in the regular activities of the University which results in the cancellation of Final Exams for the day, those Final Exams will take place on Friday of finals week at the same time and room originally scheduled.

**Summer Session:** Final Exams for Summer Session courses take place the last day of class.

## UNIVERSITY GRADING SYSTEM

Instructors assign a grade in each course for which the student is registered. The course instructor is responsible for correcting any error in grading.

University grades assigned to undergraduate courses are:

- A Excellent
  - B Good
  - C Satisfactory
  - D Poor, But Passing
  - F Failing—Assigned to students who are (1) enrolled in a course all semester but fail to earn a passing grade, or who (2) stop attending a class without officially withdrawing
  - WX Withdrawal—Assigned to students who officially withdraw from a course before the dates specified in the withdrawal policy
  - CR Credit\*—Assigned to students who do satisfactory work in a course which is offered only on a Credit/No Credit basis
  - NC No Credit\*—Assigned to students who do not do satisfactory work in a course which is offered only on a Credit/No Credit basis
- \*NOTE: Certain courses in the University are offered only on a Credit/No Credit (CR/NC) basis. These courses must be approved in advance by the Office of the Provost.
- P Passing\*\*—Assigned to students who earn an A, B, or C grade in a course they have elected to take under the Passing/Not Passing (P/NP) option.
  - NP Not Passing\*\*—Assigned to students who do not earn an A, B, or C grade in a course they have elected to take under the Passing/Not Passing (P/NP) option.

\*\* NOTE: An undergraduate student (except a first-semester freshman) who is not on academic probation may choose to register in some courses under the option that allows the student to be graded on the basis of P (Passing) or NP (Not Passing) rather than on the basis of A, B, C, D, or F grades.

The P/NP option is designed to encourage students to enroll in courses they otherwise would not take. Some courses, therefore, including those in a student's major or minor, may not be taken on the P/NP option. Exceptions include courses in the student's major or minor field that are offered only as credit/no credit (CR/NC) courses. No more than six semester hours of work under the P/NP option may be taken each semester, with a maximum of 25 semester hours under the P/NP option presented for graduation. Although an entry of P (credit earned under the option) or NP (no credit earned under the option) will be entered on the student's record, these entries are not used in computing the student's GPA.

No Group 1 course in General Education may be taken under the P/NP option. If a General Education course is required by a student's declared major, that course may not be taken P/NP; it must be taken for a grade.

Students who plan to enter graduate or professional schools should exercise caution in taking courses under the P/NP option because courses completed on a P/NP basis may adversely affect graduate admission

opportunities. Such students should consult their academic advisor prior to taking courses on a P/NP basis.

A grade of P is recorded when the grade submitted by the instructor is A, B, or C. A grade of NP is recorded when the grade submitted by the instructor is D or F.

Students electing the P/NP option should do so as part of the regular registration process. Students may not elect the option after the tenth day of classes in the semester. Students who have elected the P/NP option may return to the letter basis of grading before the last date for withdrawing from a course, as specified on the Office of the University Registrar's website Registrar.IllinoisState.edu.

- I Incomplete—An incomplete (I) will be assigned to a student who is doing passing work but finds it impossible, because of reasons beyond her or his control (such as illness), to complete the required work by the end of the term. The student must have attended class to within three weeks of the close of the semester or to within one week of the close of the summer session.

The instructor may specify the time by which the required work must be completed, which may be no later than the final class day of the corresponding term of the following academic year. For graduating students, an incomplete grade must be removed at least six weeks before December or May commencement or two weeks before August graduation. **Students will not be allowed to graduate with an incomplete on their record.**

The instructor should assign the Incomplete (I) grade during grade reporting for the term. The faculty member should determine and communicate to the student the date by which the remaining coursework must be completed. (The instructor can submit the School/Department Incomplete Grade Form found under Faculty & Staff Resources at Registrar.IllinoisState.edu and retain it for departmental records.) Once the student completes the remaining work, the instructor must submit a Grade Change Form to the Registrar's Office. If the instructor fails to submit the appropriate Grade Change Form within one year of the assigned Incomplete grade, the Incomplete grade will lapse to an F. Exceptions to this policy may be granted by the University Registrar.

- AU Audit—Important considerations: A class taken under the audit option does not count toward a degree; it does not count toward full-time student status for financial aid and other purposes, nor does it count toward total hours enrolled in determining registration priority. Students auditing a class will be charged all applicable tuition and fees. An auditor is expected to attend regularly. A student may register as an auditor in a class or classes if space is available. To audit, a student must obtain a Request for Auditor registration form from the Registrar Service Center or download the form at Registrar.IllinoisState.edu, request the instructor sign it and return the signed form to the Registrar Service Center.

- M Missing—Assigned when no grade has been received after the grade submission deadline has passed.

**Grade Point Average:** In calculating major and cumulative Grade Point Average (GPA), the grade point equivalents are 4 for A, 3 for B, 2 for C, 1 for D, and 0 for all other grades. The 0 value of F is computed in the student's GPA, the 0 value of grades I, AU, CR, NC, P, NP, M, and WX is not computed in the student's GPA.

To be eligible for graduation, a student must have a minimum grade point average (GPA) of 2.00 (C) in all courses taken at Illinois State University for which grades of A, B, C, D, F are assigned. Certain majors may require a higher GPA for graduation. State licensure requirements in education majors mandate that no course in which a student receives a grade below a C can be used to fulfill a student's required coursework in the program. Failures are considered in the total number of semester hours taken in computing the GPA.

The table below illustrates how grade points are counted to determine the GPA.

Grade Course	Grade	Sem. Hrs. Enrolled	Sem. Hrs. Earned	Sem. Hrs. For GPA	Grade Points
POL 105	D	3	3	3	3
BSC 145	P	2	2	0	0
COM 110	A	3	3	3	12
MUS 139	I	1	0	0	0
CHE 102	B	3	3	3	9
KNR 133	WX	1	0	0	0
IDS 106	NC	1	0	0	0
Totals		14	11	9	24

The GPA is computed by dividing grade points earned by semester hours counted for GPA. In the case above, a GPA of 2.66 is calculated by dividing 24 (total grade points) by 9 (semester hours for GPA). Grades of WX, P, NP, CR, I, and NC do not affect the GPA.

**Midterm Grades and Progress Alerts:** Midterm grades are requested for all new first-year students as well as other selected student populations for the purpose of early academic intervention or compliance. This report form includes a request for an indication of frequent absences as needed for certain compliance requirements. The request will be sent to faculty in the fifth week of the semester. A second request is sent in the 11th week of the semester only for selected student populations.

## ADDITIONAL ACADEMIC REQUIREMENTS

**Class Attendance:** The attendance regulation of the University is based on two principles. First, students are expected to attend class regularly; and second, students are primarily responsible to the instructor in matters pertaining to class attendance. Every student will be held responsible for class attendance and successful completion of academic work. Attendance regulations are intended to encourage student maturity and are based on the assumption that academic success is the student's primary goal in college.

Illinois State University deeply values and supports the required participation of students in Sanctioned University Activities. Instructors will provide such students with reasonable accommodations for completing missed exams, quizzes, and the like. The Office of the Vice President of Student Affairs will determine Sanctioned University Activities. It is the responsibility of the student to (1) inform instructors of scheduled absences in advance, (2) where possible and as soon as possible, provide a schedule of all semester absences, and (3) arrange to complete missed classroom work. Ultimately, students are responsible for material covered in class. In the event of disagreement regarding this policy, the issue will be directed to the appropriate Associate Vice President for Academic Affairs for arbitration.

The University will accommodate, within reason, students whose religious obligations require absence from class. Students who are unable to attend class or take examinations for religious reasons should consult their instructors in advance about alternative arrangements.

**Class Standing:** Students in a bachelor's degree program are classified as freshmen, sophomores, juniors, and seniors. A student must have completed 30 semester hours to be classified as a sophomore, 60 hours to be classified as a junior, and 90 hours to be classified as a senior. Students not working toward a degree at Illinois State are listed as Unclassified Students.

**75 Hour Limit on Undeclared Student Status:** Illinois State University requires all students to have a declared major upon completion of 75 hours of college-level coursework, including transfer credit. **At 75 hours earned, students who are undeclared will have their next semester's schedule dropped unless they successfully complete an appeal process through University College.** To be eligible for financial aid and in order to be consistent with federal financial aid guidelines, Illinois State students with 75 hours or more must be enrolled in a major program leading to a degree. For further information on this policy and on finding and declaring a major, see [UniversityCollege.IllinoisState.edu/advising/75](http://UniversityCollege.IllinoisState.edu/advising/75).

**Major Field(s) of Study:** Students may select a major field of study at the time of admission unless the field they choose has special admissions standards. Students who are undeclared majors are encouraged to select a major field of study as soon as possible. The major and minor fields of study available at Illinois State are described later in this catalog. A student may complete the requirements for two majors, both of which will be identified on the student's transcript provided all requirements are completed in both majors and the degree is awarded. When a student double majors, the student indicates only one major for purposes of registration. Unless otherwise specified in a particular program, students may use a specific course to meet requirements for a major and a second major. **Note:** Students completing requirements for two majors are eligible to receive only one degree unless 150 or more hours have been completed. (See A, Total Hours in the Degree Requirements section and Double Majors section in the Academic Policies and Practices section).

**Change of Primary or Secondary Major:** A student wishing to enter a second major or change majors must apply to their desired major through the Apply to My Program system which can be accessed through [MyIllinoisState](http://MyIllinoisState).

**Program Specific Admission Criteria:** Illinois State University regulates admission to designated programs when the number of students seeking admission exceeds the available educational resources of the department or school. Supplementary selection criteria for admission may need to be met for specific majors.

**Dismissal from Major:** If a Dismissed student is reinstated to the University, the student will return as an Undeclared major. The student will receive academic advisement from University College Academic Advisement. In order to declare a major in a department or school after being dropped, the student must be accepted by the department or school in which he or she desires to be a major.

**Minor Field(s) of Study:** Students often elect a minor field of study. A student may elect to complete the requirements for two minors, both of which will be identified on the student's transcript upon receipt of degree. A student wishing to enter a minor, second minor or change minors consults with the academic department(s) offering the minor. Unless otherwise specified in a particular program, students may use a specific course to meet requirements for a minor and a second minor.

**Certification Programs:** Students who fail to maintain the specific grade point average required by their teaching or other licensure or certification program may be dismissed from that program. At the option of the department or school, students dropped from the program may pursue a degree in their major or be classified as undeclared and will receive academic advisement from University College Academic Advisement. To become a candidate for a licensure or certification program after being dropped, students must be accepted by the department or school in which they desire to pursue a licensure or certification program.

**Academic Good Standing:** To maintain academic good standing, a student must achieve a minimum cumulative GPA of 2.00. The number of semester hours completed includes all college work done by the student. However, only the grades earned at Illinois State are used in computing the GPA.

"Academic Good Standing" status is necessary for continued enrollment in the University and may be necessary for eligibility to serve on various University committees and for participation in some co-curricular activities. Academic Good Standing status does not guarantee admission to, or retention in, specific departments, schools, or programs. Information concerning admission to and retention in specific programs is listed in this *Undergraduate Catalog* under the appropriate department, school or program descriptions.

For satisfactory progress for financial aid purposes, see Satisfactory Academic Progress Policy in this catalog.

**Academic Warning:** Each semester (fall and spring), the University identifies students that appear to be in jeopardy of being placed on academic probation. These students will be notified that they are on Academic Warning. Students on Academic Warning can contact University College for guidance on programs and services geared toward improving their academic standing. Information about Academic Warning can be obtained from University College, 324 Fell Hall.

**Academic Probation:** When a student's cumulative grade point average falls below a 2.00 on a 4.00 scale, they are placed on academic probation. Students on academic probation are required to participate in Project Success - a program designed to assist students in returning to good academic standing. Information about Academic Probation and Project Success can be obtained from University College, 324 Fell Hall.

**Academic Dismissal:** At the end of any semester, except for summer session, when a student's cumulative grade point average is below a 2.00 a second or subsequent time, he or she is dismissed from the University.

**Academic Reinstatement:** Students dismissed from the University may petition the Reinstatement Committee for permission to continue. Petitions must be received by the appropriate deadlines to be considered. Additionally, students can access petition information by visiting the University College website at [UniversityCollege.IllinoisState.edu](http://UniversityCollege.IllinoisState.edu). Students who are reinstated and elect to postpone their enrollment for a future term must reapply for that term.

Only students who have extenuating circumstances or errors in their academic records should plan to petition for reinstatement for the semester following their dismissal.

**Former Illinois State Students Seeking Reinstatement After Dismissal:** Students wishing to return to Illinois State after being away for one or more semesters must (1) meet university-wide readmission requirements and deadlines; and (2) be reinstated by the University Reinstatement Committee. Application procedures, reinstatement information and deadlines can be found at the Office of Admissions website [Admissions.IllinoisState.edu/Returning](http://Admissions.IllinoisState.edu/Returning). Students who are reinstated and elect to postpone their enrollment for a future term must reapply for that term. Reinstated students are required to participate in Project Rebound- a program designed to assist students in returning to Academic Good Standing.

If a student attends any other higher educational institution after dismissal from Illinois State, he or she must indicate such attendance on the readmission application and supply an official transcript from the other school(s). Students must have earned a minimum grade of C average (2.00/4.00) or better for all coursework taken since last attending Illinois State and have been in good academic standing at the last institution attended as a full- or part-time student.

Repeated failures to do satisfactory work may result in permanent exclusion from the University.

**New Start:** Students who leave Illinois State in a degree program with less than a 2.00 cumulative grade-point average (GPA) may be considered for readmission through New Start. Applicants admitted through this policy will begin with a new cumulative GPA calculated from the point of their reentry.

Students may be considered for readmission through New Start after being away from the University for one full year (Example: A student who last attended the University the Fall 2016 term may not reenroll through the New Start until the Spring 2018 term.) and only when the requirements of one of the following New Start categories are met:

1. **Non-Traditional Student Option:** Former Illinois State students at least 25 years of age may be considered for readmission through this option. If they have attended any college (including Illinois State) in the three calendar years preceding re-enrollment at Illinois State, they must have achieved at least a 2.50 GPA for that college work. Transfer credit will be evaluated and appropriately awarded.
2. **Veterans' Option:** Students who complete at least a one-year tour of duty and present a discharge for reasons other than dishonorable, and whose first attendance at a college or university after discharge is at Illinois State, may be considered for readmission through this option.
3. **Community College Transfer Option:** Former Illinois State students who earned 60 or fewer hours at Illinois State prior to enrolling at a community college and who subsequently earn at least 24 hours after being away for one full year and earn a currently accepted associate degree (A.A. or A.S.) from a community college with at least a 2.50 GPA may be considered for readmission through this option. Transfer credit will be evaluated and appropriately awarded.

The application process includes the submission of the application for admission, official academic transcripts from all schools attended since leaving Illinois State, and a statement describing your potential to do well academically as described on the application. In some cases, additional supporting documents may be requested from the University in order to complete your application. NOTE: Meeting the minimum requirements does not guarantee re-admission. Students are strongly encouraged to file an application as soon as possible during the priority-filing period for the term for which they are applying. Application deadlines are posted on the Admissions website at [Admissions.IllinoisState.edu/Returning](http://Admissions.IllinoisState.edu/Returning) and on the application for admission.

Students may exercise New Start only once. Such students will have "New Start" indicated on their transcript. New Start will affect only the cumulative GPA. All grades earned at Illinois State, regardless of when earned, will be

used in the calculation of the major GPA, the minor GPA, and graduation honors. Students who are admitted through New Start return on academic probation. Students who re-enter under New Start must follow the *Undergraduate Catalog* in effect at the time of reentry. To be eligible for graduation, a student must earn at least 30 semester hours at Illinois State University after exercising New Start.

### CONDUCT CODE DISMISSAL

In the event that a student takes any action that creates a substantial risk such that the health or safety of an individual may be compromised and/or the operations of the University are substantially affected the student may be dismissed from the University using the procedures outlined in the Code of Student Conduct.

### PROFICIENCY AND PLACEMENT EXAMINATIONS

Students at Illinois State University may receive credit by examination through the following programs: College Level Examination Program (CLEP), Departmental Proficiency Examinations, the Advanced Placement (AP) program, and the International Baccalaureate (IB) program. Students and prospective students are advised to plan their coursework and examination attempts carefully because they may not receive credit by examination for a course in which they have been enrolled on the tenth day of class.

Illinois State University also accepts the State Seal of Bilingualism as equivalent to LAN 111 in the languages currently offered at the university. When the seal is granted in a language not offered at Illinois State, four (4) credit hours of lower division foreign language elective will be awarded. In all cases, students must request course credit for their seal within 3 academic years after graduating from high school.

**CLEP General Examinations:** Illinois State University grants credit by examination toward General Education requirements for the College Level Examination Program under the following guidelines:

1. A student may receive credit for a maximum of 18 semester hours credit through CLEP General Examinations.
2. A student who desires to take the CLEP General Examinations should do so before enrolling for classes at the University.
3. Credit earned through the CLEP General Examinations shall count toward General Education and graduation requirements only. A student may not use the CLEP General Examinations to raise grades or remove failures in courses already taken. All credit for CLEP General Examinations shall be considered credit at the 100-level.
4. A student who is awarded credit in one or more areas of the General Examinations should consult with his or her advisor to select other appropriate basic and advanced courses.
5. A student may not receive credit for both an area of the

CLEP General Examinations and previously earned course credit in the same area. For example, a student who earned course credit in the Fine Arts (Art, Music, Theatre and Dance) may not receive credit for a General Examination in the Fine Arts area. Also, credit will not be awarded for the General Examination areas in which credit is earned through Departmental Proficiency Examinations, Advanced Placement Examinations, or CLEP Subject Examinations.

6. Students may take the CLEP General Examinations at Illinois State at times scheduled by the University Testing Office or at any CLEP Open Test Center. Students may contact the University Testing Office, 346B Fell Hall, Campus Box 4060, (309) 438-2100, for further information. Students who take the CLEP examinations are responsible for the cost of the examination.
7. FOR STUDENTS WHO HAVE TAKEN THE CLEP GENERAL EXAMINATIONS PRIOR TO JULY 1, 2001. A student will be awarded 6 semester hours credit toward graduation and General Education requirements for a score of 570 on the Humanities, a score of 610 on the Natural Sciences, and a score of 550 on the Social Sciences and History general examinations passed. Credit will be awarded as follows:

#### Humanities

3 hours	Fine Arts
and 3 hours	Language in the Humanities

#### Natural Sciences\*

3 hours	Biological Sciences
and 3 hours	Physical Sciences

#### Social Sciences and History

3 hours	Individuals and Society
and 3 hours	U.S. Traditions

\*If CLEP credit is received in both Biological and Physical Sciences the General Education lab requirement will be waived.

**NOTE:** Credit is not available for the English Composition or Mathematics General Examination.

8. FOR STUDENTS WHO HAVE TAKEN THE CLEP GENERAL EXAMINATIONS JULY 1, 2001, OR AFTER. A student will be awarded 6 semester hours credit toward graduation and General Education requirements for a score of 56 on the Humanities, a score of 65 (56 after May 22, 2006) on the Natural Sciences, and a score of 56 on the Social Sciences and History general examinations passed. Credit will be awarded as follows:

#### Humanities

3 hours	Fine Arts
and 3 hours	Language in the Humanities

#### Natural Sciences\*

3 hours	Biological Sciences
and 3 hours	Physical Sciences

**Social Sciences and History**

3 hours	Individuals and Society
and 3 hours	U.S. Traditions

\*If CLEP credit is received in both Biological and Physical Sciences the General Education lab requirement will be waived.

**NOTE:** Credit is not available for the English Composition or Mathematics General Examination.

Students who have taken CLEP General Examinations at another institution may request that scores be submitted to Illinois State by contacting CLEP, P.O. Box 6600, Princeton, NJ 08541-6600 or telephone (609) 771-7865.

**CLEP Subject Examinations:** In addition to the previously described opportunities provided by the CLEP General Examinations, several departments or schools grant credit by examination in specific subject areas covered by CLEP Subject Examinations. Courses approved for credit under this program are CHE 110; HIS 101, 102, 135, 136; MAT 145, 146; POL 106; PSY 110; and SOC 106. The University Testing Office, 346 Fell Hall, Campus Box 4060, (309) 438-2100 provides information about test dates and fees.

**Departmental Proficiency Examinations:** Departmental proficiency examinations are offered in most 100-level and in a limited number of 200-level courses. The purpose of the examinations is to allow students to receive credit for knowledge acquired previously and to allow students to enroll in more advanced courses or to add breadth to their academic programs. Proficiency examinations are optional and recommended only for students who are unusually skilled in the discipline in which the examination is taken. Specific information about the nature of a given examination should be obtained directly from the appropriate departmental or school office. Below are University guidelines and procedures relating to proficiency examinations:

1. The nature and content of each proficiency examination shall be determined by the department or school in which the course is offered. Standards of performance required for receiving credit in a given course also shall be determined by the department/school offering the course; the level and quality of work required for satisfactory performance on a proficiency examination is equivalent to that required for a grade of C in the course.
2. Academic departments shall provide proficiency examinations in most 100-level courses that are regularly listed in the *Undergraduate Catalog*. Students will find a list of courses in which proficiency examinations are offered on the Office of University Registrar's website Registrar.IllinoisState.edu.
3. A description of each proficiency examination should be available in the department or school offering the

examination. Students should contact the appropriate department chairperson or school director for information about a specific examination, including qualifying experiences.

4. All Illinois State University students are eligible to take proficiency examinations.
5. Letter grades will not be assigned for proficiency examinations; therefore, the GPA will not be affected.
6. Credit earned in proficiency examinations may not be used to raise grades or remove failures in courses in which a student has been enrolled previously.
7. No course credit will be awarded for a proficiency examination which is at a lower level than a course previously enrolled in or one that substantially duplicates the content of a course taken previously.
8. Students may take a proficiency examination only once.
9. Students may register for only one departmental proficiency examination each semester unless examinations are approved in writing by the chairs or directors of the departments or schools where the courses are being offered.
10. Students with disabilities should notify the appropriate departmental office of the need for any special accommodations prior to the date of the examination.
11. Students should register for an examination online at the Registrar's website at Registrar.IllinoisState.edu.
12. Responsibility for the supervision and administration of the proficiency examination program shall rest with the University Registrar or his or her designee.

**Credit for Military Service:** Students who have served at least one year of active duty and received an honorable discharge may receive six semester hours of elective credit. To qualify for this credit, a copy of the DD214 should be presented with the application for admission.

**Advanced Placement Program:** The Advanced Placement Program is sponsored by the College Board. The examinations are administered at designated high school testing centers. Students will be awarded credit or exemption as indicated.

A student who has taken Advanced Placement Program examinations should request that his or her scores be sent to the University Registrar at Illinois State University. To request grade reports for Advanced Placement Examinations completed, a student should write to Advanced Placement Exams, Box 6671, Princeton, NJ 08541-6671. In making the request, the student should include name, sex, date of birth, the year in which the examination was taken, and the name and identification number of the college to which the grade report should be sent. Illinois State University's identification number is 1319. For more information on Advanced Placement Exams contact the College Board at apcentral.collegeboard.com or call 888-225-5427.

## Advanced Placement Program

Examination	Score for Credit or Exemption	Course for which Credit is Allowed	Semester Hours Awarded
Art Studio-Drawing	5, 4, or 3	ART 104	3 hours
Art Studio-General 2D Design	5, 4, or 3	ART 103	3 hours
Art Studio-General 3D Design	5, 4, or 3	ART 109	3 hours
Art History	5, 4, or 3	ART 155, 156	6 hours
Biology	3	BSC 101	3 hours
	5 or 4	BSC 196 and 197	8 hours
Calculus Test AB	5, 4 or 3	MAT 145	4 hours
Calculus Test BC	5, 4, or 3	MAT 145 and 146	8 hours
	2 with AB		
	subscore of 3	MAT 145	4 hours
Capstone Research Seminar	5, 4, or 3	ENG 101	3 hours
Capstone Seminar	5, 4, or 3	elective	3 hours
Chemistry	5	CHE 140, 141	8 hour
	4	CHE 140	4 hours
	3	CHE 110	4 hours
Chinese Language and Culture	5 or 4	CHI 112, 115	8 hours
	3	CHI 112	4 hours
Computer Science Principles	5, 4, or 3	IT 140	3 hours
Computer Science Test A	5, 4 or 3	IT 168	4 hours
English Lang-Comp	5, 4, or 3	ENG 101	3 hours
English Lit-Comp	5, 4	ENG 125	3 hours
	3	elective credit	3 hours
Environmental Science	5, 4, or 3	HSC 156	3 hours
European History	3	Humanities Gen Ed elective	3 hours
	5 or 4	HIS 101 and 102	6 hours
French Language and Culture	5	FRE 115, 116	8 hours
	4	FRE 112, 115	8 hours
	3	FRE 112	4 hours
German Language and Culture	5	GER 115, 116	8 hours
	4	GER 112, 115	8 hours
	3	GER 112	4 hour
Government & Politics Comparative	5, 4 or 3	POL 140	3 hours
Human Geography	5 or 4	GEO 142	3 hours
	3	elective credit	3 hours
Italian Language and Culture	5	ITA 115, 116	8 hours
	4	ITA 112, 115	8 hours
	3	ITA 112	4 hours
Japanese Language and Culture	5	JPN 115, 116	8 hours
	4	JPN 112, 115	8 hours
	3	JPN 112	4 hours
Latin	5 or 4	LAT 112, 115	8 hours
	3	LAT 112	4 hours
Macro Economics and Micro Economics	5, 4 or 3	ECO 105	4 hours
Macro Economics	5,4, or 3	elective credit	3 hours
Micro Economics	5,4, or 3	elective credit	3 hours
Music Listening and Literature	5, 4, or 3	MUS 152	3 hours
Music Theory	3	MUS 100	1 hour
	5 or 4	MUS 100, 101, 107	4 hours

## Advanced Placement Program

Examination	Score for Credit or Exemption	Course for which Credit is Allowed	Semester Hours Awarded
Physics Test 1	5, 4, or 3	PHY 108	5 hours
Physics Test 2	5, 4, or 3	PHY 109	5 hours
Physics Test C, MECH	5, 4, or 3	PHY 110	4 hours
Physics Test C, E&M	5, 4, or 3	PHY 111	4 hours
Psychology	5 or 4	PSY 110	3 hours
	3	Social Science Gen Ed elective	3 hours
Spanish Language and Culture	5	SPA 115 and 116	8 hours
	4	SPA 112, 115	8 hours
	3	SPA 112	4 hours
Spanish Literature	5, 4, or 3	SPA 233	3 hours
Statistics	5, 4, or 3	MQM 100	3 hours
U.S. Government and Politics	5, 4, or 3	POL 106	3 hours
U.S. History	5 or 4	HIS 135, 136	6 hours
	3	US Traditions Gen Ed elective	3 hours
World History	5 or 4	HIS 101	3 hours
	3	Humanities Gen Ed elective	3 hours

**International Baccalaureate Diploma Program:**

Sponsored by the International Baccalaureate Organization, the program is designed to prepare students for success in the University and beyond in a variety of subjects. A student who has participated in the International Baccalaureate® Diploma Programme should have his or her scores sent to the University Registrar at Illinois State University. For more information please see the International Baccalaureate® Organization website - <http://www.ibo.org/>

The International Baccalaureate (IB) Diploma Program, offers high quality two year programs of study that lead to examinations. Assessments of the examinations are reported as a score via a diploma or individual subject certificates. Students with the appropriate scores will be awarded proficiency for specific International Baccalaureate Program work. In compliance with Illinois State stature, Illinois State University awards academic credit for International Baccalaureate scores of 4 and above. For a complete listing of IB exams and credit awarded, see the University Registrar's website at [registrar.illinoisstate.edu](http://registrar.illinoisstate.edu).