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## Agenda for the April 6, 2017 CAA Meeting

**Items Approved:** 17-85R, Admission Criteria and IGP #68: Admission Policies, Undergraduate Students (Revised Policy)  
17-89, Music Departmental Honors Program (Revised Program)

**Items Pending:** 17-90, OPD 4765, Grant Writing for Organizations (New Course; Online Delivery)

**Ongoing:** Multi-year plan regarding the University Learning Goals (For details concerning the plan, see agenda Item 13-83, CAA Learning Goals Committee's Recommendations & Resolution, which was approved by CAA at its 4/25/13 meeting)

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### Council on Academic Affairs Minutes April 6, 2017

The April 6, 2017 meeting of the Council on Academic Affairs was held at 2:00 p.m. in the Room 4440 at Booth Library.

**Members Present:** Mr. Aydt, Dr. Aylesworth, Dr. Bruehler, Dr. Paulson, Dr. Rhoads, Dr. Ruholl, Dr. Throneburg, Dr. Yordanov, Mr. Young, and Dr. Wilkinson.

**Members Absent:** Dr. Kronenfeld.

**Staff Present:** Provost Lord.

**Guests Present:** Dr. John Cabbage, School of Technology; Dr. Mona Davenport, Minority Affairs; Dr. Austin Cheney, School of Technology; Ms. Juanita Cross, Minority Affairs; Dr. Sace Elder, History; Dr. Shellie Gregorich, Music; Ms. Denise Lee, Admissions Office; Ms. Amy Lynch, Registrar's Office; Ms. Chrissy Miller, *Daily Eastern News*; Associate Dean Chris Mitchell, College of Arts & Humanities; Ms. Kelly Miller, Admissions Office; Mr. Josh Norman, Enrollment Management; Mr. Omar Solomon, Admissions Office; Ms. Brittany Tierney, Admissions Office; and Mr. Justin Tierney, Admissions Office.

#### I. Approval of the March 30, 2017 CAA Meeting Minutes.

Mr. Young moved and Dr. Rhoads seconded the motion to approve the minutes. The minutes of March 30, 2017, were approved as written.

#### II. Communications:

##### a. Other:

1. March 31, 2017 memorandum from Mr. Josh Norman, Enrollment Management, with additional information regarding the proposed changes to the admission criteria (agenda item 17-85R).

#### III. Items Added to the Agenda

None.

#### IV. Items Acted Upon:

##### 1. 17-89, Music Departmental Honors Program (Revised Program)

Dr. Gregorich presented the proposal and answered questions of the council.

Dr. Rhoads moved and Dr. Paulson seconded the motion to approve the proposal. The motion passed with the following vote:

Yes: Aydt, Aylesworth, Paulson, Rhoads, Ruholl, Throneburg, Wilkinson, Young  
No: None.  
Abstain: Bruehler.\*

\* Dr. Bruehler arrived at 2:05 p.m. after the discussion of the proposal.

The proposal (**See Attachment A**) was approved, effective Fall 2017.

Dr. Yordanov arrived at 2:10 p.m.

**2. 17-85R, Admission Criteria and IGP #68: Admission Policies, Undergraduate Students (Revised Policy).**

Note: This item had originally been discussed at the March 30, 2017 CAA meeting. At that meeting, the council requested that the proposed revisions to the Gateway Program section of the proposal be removed. In addition, a revision was requested to the IGP section of the proposal. Since the council was about to lose its quorum, Dr. Ruholl requested that the item be tabled until a future meeting. It was requested that the proposal be revised as noted above and resubmitted to CAA for further discussion at a future meeting.

The proposal was revised accordingly and resubmitted for discussion at this meeting.

At the meeting today, Ms. Miller, Dr. Davenport, Mr. Norman, Ms. Lee and Mr. Justin Tierney presented the proposal and answered questions of the council. In addition, there was a handout available for council members to compare EIU's admission criteria to those of other universities.

The council requested revisions to the proposal.

Dr. Rhoads moved and Mr. Young seconded the motion to approve the proposal. The motion passed with the following vote:

Yes: Aydt, Aylesworth, Bruehler, Paulson, Ruholl, Throneburg, Wilkinson, Yordanov, Young  
No: None.  
Abstain: Rhoads.

The proposal (**See Attachments B and C**), with revisions, was approved, effective Fall 2018, *pending the approval of the IGP #68 section by the President's Council.*

**V. Committee Reports:**

None.

**VI. Pending:**

Note: The following item will be acted upon at the April 13 CAA meeting:

1. 17-90, OPD 4765, Grant Writing for Organizations (New Course; Online Delivery)

**VII. Ongoing:**

1. Multi-year plan regarding the University Learning Goals (For details concerning the plan, see agenda Item 13-83, CAA Learning Goals Committee's Recommendations & Resolution, which was approved by CAA at its 4/25/13 Meeting)

**VIII. Meeting Adjournment:**

1. Dr. Rhoads and Dr. Paulson seconded the motion to adjourn the meeting. The motion was approved by acclamation.

The meeting adjourned 2:45 p.m.

The next meeting will be held at 2:00 p.m. on Thursday, April 13, 2017.

*–Minutes prepared by Ms. Janet Fopay, Recording Secretary.*

*Note: Ms. Fopay was absent from the meeting. Mr. Greg Aydt took meeting notes in her absence.*

The current agenda and all CAA council minutes are available on the Web at <http://www.eiu.edu/~eiucaa/>. In addition, an electronic course library is available at <http://www.eiu.edu/~eiucaa/elibrary/>.

\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*  
**April 13, 2017**  
**Room 4440, Booth Library @ 2:00 p.m.**

**Agenda:**

1. 17-90, OPD 4765, Grant Writing for Organizations (New Course; Online Delivery)

**Approved Executive Actions:****BAS****Effective Fall 2017**

1. Delete FCS 4345 from the catalog.

~~**FCS 4345 – Advanced Lodging Administration. (3-0-3) S.** Advanced administrative aspects of hospitality businesses with an emphasis on full service hotel facilities. Prerequisites & Notes: BUS 3470 or FCS 2784, FCS 2700, FCS 2740; and FCS 3786. Course restricted to juniors and seniors in the Family & Consumer Science Hospitality Management Concentration. Course may not be repeated. Credits: 3~~

2. Revise the electives for the Hospitality Concentration.

**Family and Consumer Sciences: Apparel and Textiles, Financial Literacy, Hospitality, and Merchandising Option (B.S.)**

**Hospitality Management Concentration (52 hours)**

**Additional 18 hours from the following:**

- CMN 3950 - Conferences and Event Planning. Credits: 3
- FCS 2100 - Personal Nutrition. Credits: 3
- **FCS 2600G – Sustainable Communities. Credits: 3**
- FCS 2784 - Hospitality Sales and Service. Credits: 3
- FCS 3340 - Club Management. Credits: 3
- FCS 3370 - Ethical Issues in Hospitality Management. Credits: 3
- FCS 3740 - Professional Hospitality Meeting Management. Credits: 3
- FCS 4275 - Internship. Credits: 3 to 9
- FCS 4320 - Destination Management. Credits: 3
- FCS 4340 - Conventions and Trade Shows. Credits: 3
- ~~FCS 4345 – Advanced Lodging Administration. Credits: 3~~
- FCS 4350 - Dining Room Management. Credits: 3
- FCS 4940 - Food Systems Management. Credits: 3
- GEO 3620 - Geography of Tourism. Credits: 3
- REC 3310 - Travel and Tourism. Credits: 3
- REC 3320 - Festivals and Special Events. Credits: 3

**CEPS****Effective Fall 2017**

1. Delete KSS 1440 from the catalog.

~~**KSS 1440 – Lifeguarding. (0-4-2) F, S.** Upon satisfactory completion of the course, students will be certified by the American Red Cross as Lifeguards. May be repeated once to meet the minimum 120 semester hours toward graduation. Prerequisites & Notes: Pass a preliminary swim test. Exit requirements to be completed by the end of the course: ARC Standard First Aid (HST 3120), and CPR, or equivalent certifications. Credits: 2~~

2. Stricken KSS 2890 from the catalog.

~~**KSS 2890 – Fitness for Life, Honors. (2-2-3) On Demand.** An individualized approach for the assessment, analysis, and understanding of a lifetime of wellness through fitness. The course includes a thorough physical fitness/risk factor assessment in the Human Performance Laboratory. Prerequisites & Notes: Admission to the University Honors College. Credits: 3~~

3. Remove KSS 3600 from the catalog.

~~**KSS 3600 – Introduction to Elementary School Physical Education. (0-4-2) F, S.** Physical education as it relates to the total education of the elementary school child with emphasis on the developmental approach. Credits: 2~~

4. Delete KSS 3641 from the catalog.

~~**KSS 3641 – Rhythms/Dance/Tumbling for Elementary Physical Education. (0-2-1) On Demand.** A study of developmentally appropriate rhythms, dance, and tumbling skills and activities for the elementary school child. Prerequisites & Notes: KSS 3600. Credits: 1~~

**Pending Executive Actions:**

None.

## Attachment A

### **Music Honors Program**

Admission to the Music Honors Program requires a 3.5 GPA, permission of the Music Honors Coordinator, and permission of the Dean of the Honors College.

### **Departmental Honors Requirements**

Students in the Music Honors Program must complete at least 12 credit hours of honors courses **in music from among the following courses:**

#### **Six (6) credit hours of the following:**

- MUS 3591 - Music Analysis, Honors. Credits: 3
- MUS 3592G - Non-Western Music, Honors. Credits: 3
- **MUS 3593G – Musical Masterworks, Honors. Credits: 3**
- MUS 3594 - Music History and Literature I, Honors. Credits: 3
- **MUS 3595 – Music History and Literature II, Honors. Credits: 3**
- ~~MUS 4444 – Honors Independent Study. Credits: 1 to 3~~
- ~~MUS 4555 – Honors Research. Credits: 1 to 3~~
- ~~MUS 4644 – Honors Thesis. Credits: 1 to 3  
(at least one hour required)~~
- ~~MUS 4666 – Honors Seminar. Credits: 3~~

#### **Three (3) credit hours of the following:**

- **MUS 4444 – Honors Independent Study. Credits: 1 to 3  
(3 credit hours)**
- **MUS 4555 – Honors Research. Credits: 1 to 3  
(3 credit hours)**

**Students may choose between MUS 4444 or 4555, whichever fits their proposed project better.**

#### **Three (3) credit hours of the following:**

- **MUS 4644 – Honors Thesis. Credits: 1 to 3  
(3 credit hours)**

### **A three-credit hour graduate course in music:**

~~A three-credit hour graduate course in music selected with the permission of the Music Honors Coordinator is also required. (Honors Independent Study/Honors Research or Honors Seminar may be repeated as a substitute for this requirement with the permission of the Music Honors Coordinator.)~~

**The Honors Thesis (MUS 4644) can take one of three forms will be approved by the departmental honors advisor and proposed thesis advisor, and may involve projects such as:**

1. A full recital with accompanying analysis of the works performed.
2. An original composition with accompanying analysis.
3. Intensive research of a music topic culminating in a scholarly paper.

## Attachment B

### Internal Governing Policies

#### #68 - Admission Policies, Undergraduate Students

**Approved:** ~~January 7, 2013~~

**Monitor:** Vice President for Academic Affairs/Provost

The University will consider admission applications, dependent upon the availability of facilities and resources, from candidates who meet the criteria approved by the Council on Academic Affairs, the University President and the Board of Trustees, and published in the Eastern Illinois University Undergraduate Catalog.

Undergraduate admissions are handled by the Office of Admissions, except where otherwise noted. Acceptance of applications and granting of admissions are subject to completion of the application process. ~~Completed applications must be on file no later than ten calendar days preceding registration for the term in which the student wishes to enroll.~~ Some applications require special deadlines and these are outlined in the Undergraduate Catalog. In all cases, earlier closing dates may be announced through the media.

The University grants admission to students whose abilities, interests, character, and background give them the greatest promise of benefiting from and contributing to the Eastern Illinois University community. Such students demonstrate strong academic ability, intellectual curiosity, open-mindedness, and a commitment to learning. Since students learn not just from faculty but also from fellow students, Eastern seeks a diverse student body with a variety of talents, interests and backgrounds.

An application for admission to the University does not constitute an application for housing or financial aid, nor does an application for housing or financial aid constitute an application for admission.

The EIU Undergraduate Catalog is the official source for specific requirements for admission in the following categories:

- Beginning Freshmen. A beginning freshman is an applicant whose initial college or university enrollment is at Eastern Illinois University. In addition to ACT or SAT scores, ~~class rank~~, and cumulative grade point average, admission decisions are based on the strength of the student's academic record; by personal qualities and accomplishments; and by capacity for growth. Careful attention is paid to letters of recommendation (from counselors and instructors of college preparatory courses), the student's personal statement, and co-curricular activities.
- Transfer Students. A transfer student is an applicant who has attended one or more other colleges or universities. To qualify for admission as a transfer student, an applicant must have earned a cumulative GPA of at least 2.00 on a 4.00 grading scale based on all college-level work attempted, ~~and a 2.00 cumulative GPA of at least 2.00 on a 4.00 scale from the last institution attended.~~ Transfer applicants who have completed fewer than ~~30~~ **24** semester hours of college-level work also must meet ~~satisfy one of the following criteria~~ **the admission requirements for beginning freshmen (above)**.
  - ~~1. The applicant must meet the admission requirements for beginning freshmen (above); or~~
  - ~~2. The applicant must have completed 24 semester hours of coursework at other accredited colleges or universities with a minimum cumulative grade point average of 2.5.~~
- International Students. Applicants who are non-United States citizens or non-Permanent Resident Aliens. All processing is handled through the Office of International Programs.
- Conditional Students. A student (not a former student at EIU) who is allowed to register for courses prior to submitting official transcripts and being officially admitted to the University.

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- Guest Students. A student is one who is not seeking a degree at Eastern Illinois University and is not a former regular student at EIU.
  - Students in the Gateway Admissions Program. Students who do not meet regular admission requirements may be considered for admission to the Gateway Admissions program. Admission to the program is considered for beginning freshmen for the Fall Semester only.
  - Readmission. Former undergraduate students who are academically eligible and wish to return to the University after a lapse of one or more **than one** semester **(fall or spring)** must make application for readmission to the Records Office **complete the Returning Student Form on the Office of the Registrar's website**.

The Provost may approve special admissions based on an applicant's academic record, extracurricular record, and evidence of special ability to contribute to the University's mission. Such admissions should be limited to less than 1% of the freshman class size for the previous year. The President shall be informed in writing of all special admission actions by the Provost.

## Attachment C

### Admission Policies

#### Applicants may apply online at my.eiu.edu

Applications for admission to the University may be obtained by writing to: Office of Admissions, Eastern Illinois University, Charleston, Illinois 61920, or apply directly on the Internet at [www.eiu.edu](http://www.eiu.edu).

Acceptance of applications and granting of admissions are subject to completion. **All admissions decisions are a result** of the application process. All applicants must have ACT or SAT scores submitted to the University. Official high school transcripts and official transcripts from all colleges and universities attended also must be submitted (See Admissions Procedures). Applications should be on file no later than **Students should apply at least 10** calendar days preceding registration **before the first day of class** for the term the student wishes to enroll. Since the University reserves the right to **may** limit enrollment to available facilities and resources, earlier closing dates may be announced.

Applicants who choose **not** to attend EIU for the term listed on the application must notify the Office of Admissions **in writing** if they wish to be considered for a future term. The \$30 application fee is valid for the academic year for which they applied (July 1 – June 30). Applicants wanting to be considered for a new academic year must submit a new application and \$30 fee.

**All admission decision letters are mailed via USPS to the address provided on the application.** An Admissions Packet is mailed after an application has been processed and accepted. To be in compliance with State of Illinois Public Act 85-1315, which mandates proof of immunity to selected vaccine-preventable diseases, all new students born after January 1, 1957 must have this form completed by a nurse or doctor and returned to the University Health Service by the seventh week of class. Legislation requires that students not be allowed to register for a second semester if immunization requirements are not met.

**After students are admitted,** applicants are strongly encouraged to apply for housing online through **their MyEIU account** the MYEIU portal, as this will give them access to an important housing checklist. If applicants are unable to complete the application online, they should contact the Office of University Housing and Dining Services. The Application for Housing does not constitute an Application for Admission, nor does the Application for Admission constitute an Application for Housing. Early submission of applications for admission and housing is encouraged, particularly for the Fall Semester.

**Applicants who choose not to attend EIU for the term listed on the application must notify the Office of Admissions in writing. If they would like to be considered for a future term, the application must be updated. Students can log into their MyEIU portal to update their application. The \$30 application fee is valid for one academic cycle (ie. Fall to Fall).**

#### **Matriculation**

Students who seek admission to the University do so for a specific academic semester and are admitted on that basis. As a general matter of practice, undergraduate students will be admitted for matriculation to the university in a degree program for the fall semester or for the spring semester. Students may also seek admission to the University for the summer semester and be admitted to a degree program at the discretion of the Director of Admissions provided that they meet the appropriate requirements and enroll full-time on campus for the summer of admission or they are admitted to a degree program with an approved curriculum specifying summer admission. A student admitted to a degree program may enroll prior to the semester of matriculation and take courses on a non-matriculated basis<sup>2</sup> with the non-matriculated student processing fee waived. An undergraduate student's participation in the Guaranteed Tuition Rate Plan will be determined by the semester of matriculation. Courses taken on a non-matriculated basis will be assessed tuition and fees in effect for continuing students at the time of enrollment.

<sup>2</sup> See the Non-matriculated Student statement in the Undergraduate Catalog.



## **Admission: Beginning Freshmen**

All admission criteria are listed as guidelines. They are minimum requirements and do not guarantee admission to the university. Applicants for admission to EIU are considered, dependent upon facilities and resources, from candidates who have a minimum unweighted cumulative GPA of 2.5/4.0 scale and a minimum ACT score of 18/new SAT score of 940.

Any student who falls slightly below the criteria listed above, or had a noticeable change in GPA is strongly encouraged to include a personal statement and letter of recommendation. Students' personal statements are their opportunity to outline readiness for college and include any personal experiences, responsibilities and/or challenges that have impacted them or their academic achievements. Students may also include their educational goals and how attending Eastern Illinois University will help attain them. Additional materials may be requested and used in the decision process. Although not required for admission, applicants are encouraged to submit ACT Writing Test results.

Students who have taken college coursework during their high school career need not submit that transcript for admission purposes. However, a final official college transcript will be necessary in order to complete their admissions application to Eastern. If, when that transcript is received, the cumulative GPA of their college work is below a "C" average their academic status will change from good standing to academic warning.

## **High School Subject Requirements**

**College-Preparatory English:** Four years of English, emphasizing composition, grammar, and literature. As much as one year of the requirement may be satisfied by two semesters in any combination of drama, debate, public speaking, or journalism.

**College-Preparatory Mathematics:** Three years of mathematics, including algebra, geometry, advanced mathematics, or computer programming.

**College-Preparatory Science:** Three years of natural sciences (biological and physical), with significant laboratory experiences.

**College-Preparatory Social Studies:** Three years of social studies, including one year of United States history and/or government.

**Electives:** Two years of academic or vocational electives.

The University will consider a flexible redistribution for up to three of the 15 units within the subject areas. No more than one unit each (for a total of three) from the categories of Social Studies, Mathematics, Science, and Electives may be redistributed to any of the other five categories of course work. No more than one unit may be applied to any one category to make up a deficiency. If flexible units are utilized, prerequisites for specific courses may not necessarily be met.

First-time freshman applicants and transfer applicants with fewer than 30 semester hours of acceptable credit who meet all criteria for admission except high school course-specific requirements may be admitted on a provisional basis if (1) they did not have an opportunity to complete the minimum college preparatory curriculum in high school.

The courses in which provisionally admitted students enroll must include courses in the high school subject areas in which course-specific requirements were not met. One three-hour college course is considered to be the equivalent of one year of high school work in a subject area. To remove provisional status in English, Mathematics, Science and/or Social Studies, students must complete at least three semester hours of course work with a grade of "C" or better for each year or fractional year of deficiency in a subject area. (Proficiency examination credit in accordance with University policy also is acceptable.) Courses used for this purpose must be selected from the list, which follows:

**English Deficiency**

English 1001G*	English 1002G*
English 2009G*	English 2011G*
English 3010G*	

**Mathematics Deficiency**

Mathematics 1271	Mathematics 1400
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**Science Deficiency**

Biological Sciences 1001G*	Biological Sciences 1003G*
Biological Sciences 1004G	Biological Sciences 2001G*
Chemistry 1040G	Earth Science/Geology 1300G*
Earth Science 1400G*	Physics 1052G
Physics 1051G	Physics 1151G, 1152G
Physics 1071, 1072	
Physics 1351G*, 1352G*	

**Social Studies Deficiency**

Anthropology 2200G*	College of Sciences 3001G
Economics 2800G	Economics 2801G*
Geography 1100G*	Geography 1200G*
History 2010*	History 2020G*
History 3600*	Political Science 1003
Political Science 1153G*	Political Science 2253G*
Political Science 2603*	Psychology 1879G*
Sociology 1838G	Sociology 2750G*

\* *There is an honors version of this course.*

Transfer students admitted on a provisional basis will be considered to have removed a deficiency if they received a grade of "C" or better in transfer work equivalent to at least three semester hours, or four quarter hours, for each year or fractional year of deficiency in a subject area.

High school deficiencies may be satisfied by satisfactory completion of a course in that subject area (See list above). In the case of deficiencies in English, English 1001G and 1002G may also be used to remove a deficiency. Any course from the above list used to satisfy a deficiency that is designated as part of the General Education Program may also be used toward the General Education requirement. Provisionally admitted students are expected to remove deficiencies by the end of the grading period in which they complete 44 semester hours. The academic records for students who still have a deficiency after 44 semester hours will be marked as unclear. Students with unclear records may not register until the hold has been cleared.

Students who graduated from high school or obtained a High School Equivalency Certificate through the General Education Development (GED) Test five or more years prior to entering the University are exempt from course-specific admission requirements. Students who graduated from high school or obtained a High School Equivalency Certificate less than five years prior to entering the University must meet the course-specific admission requirements.

## Foreign Language

High school students are encouraged to study a foreign language prior to coming to EIU for two reasons. First, EIU requires that students complete two courses in a single foreign language in order to graduate. **High school students who have completed TWO YEARS in a single foreign language with a "C" average or better are exempt from this requirement.** Second, high school language study beyond two years gives students potential access to intermediate and upper-division placement in language courses at EIU that can be counted as General Education Humanities credit. In general, students who know a foreign language are better prepared to compete in the global marketplace, giving them an advantage over their non-bilingual peers.

## How to Apply: Beginning Freshman Students

All applicants must submit a \$30 non-refundable fee with the application. Payment may be made online at the time of application with a credit/debit card. Check or money orders payable to Eastern Illinois University can be mailed to the Office of Admissions.

1. Complete an application for admission online at [www.eiu.edu](http://www.eiu.edu) or obtain a paper copy by contacting:

Office of Admissions  
Eastern Illinois University  
Charleston, Illinois 61920  
(877) 581-2348

2. A completed application includes the \$30 application fee or qualifying waiver, official transcripts sent directly from your school and official ACT/SAT scores

Test scores are considered official when on an official transcript, the ACT High School Report sent directly from your school or scores sent directly from [act.org](http://act.org) or [collegeboard.org](http://collegeboard.org) for SAT scores.

## Special Cases for Beginning Freshman Students

### **Concurrent High School Enrollment**

Students who have completed their sophomore year in a recognized high school may be eligible for concurrent enrollment at EIU. To be considered, students must possess a minimum of a 3.0 **cumulative** grade point average on a 4.0 scale and obtain the recommendation of their principal.

In this program, college course enrollment is limited to seven semester hours per semester. Credits earned under this arrangement will be posted to the EIU transcript and may be applied toward graduation requirements at EIU.

Those wishing to continue their enrollment at EIU after graduation from high school must complete the standard freshman admission process.

### **Graduates of Non-Accredited or Non-Recognized High Schools**

"Recognized" is defined to include secondary schools recognized by the Office of the Illinois State Superintendent of Instruction OR accredited by the North Central Association or one of the five other regional accrediting agencies.

Graduates of high schools which are neither regionally accredited nor recognized may not be considered for admission unless they have passed the General Education Development (GED) Test and obtained a High School Equivalency Certificate, or have scored within the University's accepted range on the ACT or SAT. For students who have been home schooled and do not present a recognized diploma, the GED requirement may be waived with an acceptable ACT or SAT score as determined by the Office of Admissions. Home-schooled students must also submit a transcript of all courses completed with grades **and credits** listed for each class.

## **Matriculation**

Matriculation means to enroll at a university for a degree. Students who seek admission to the University are admitted for a specific academic semester (usually fall or spring for undergraduate students). Students may be admitted in the summer semester to a degree program at the discretion of the Director of Admissions. A student admitted to a degree program may enroll prior to the semester of matriculation and take courses on a non-matriculated basis with the non-matriculated student processing fee waived. An undergraduate student's participation in the Guaranteed Tuition Rate Plan will be determined by the semester of matriculation. Courses taken on a non-matriculated basis will be assessed tuition and fees in effect for continuing students at the time of enrollment.

### **Beginning Freshmen**

All admission criteria are listed as guidelines. They are minimum requirements and do not guarantee admission to the university. Applicants for admission to EIU are considered, dependent upon facilities and resources, from candidates who satisfy one of the following categories.

1. Rank in the top one quarter of their high school class based on six or more semesters or have a GPA of 3.00 (B or better)/4.00 scale AND have an ACT composite score of at least 18 (SAT 860).
2. Rank in the top one half of their high school class based on six or more semesters or have a GPA of 2.50/4.00 scale AND have an ACT composite score of at least 19 (SAT 910).
3. Rank in the top three quarters of their high school class based on six or more semesters or have a GPA of 2.25/4.00 AND have an ACT composite score of at least 22 (SAT 1020).

Applicants are considered based upon the preceding categories. Additional materials may be requested and used in the decision process. Although not required for admission, applicants are encouraged to submit ACT Writing Test Results. Other applicants may be considered for admission on a space available basis by the Director of Admission.

Students who have taken college coursework during their high school career need not submit that transcript for admission purposes. However, a final official college transcript will be necessary in order to complete their admissions application to Eastern. If, when that transcript is received, the cumulative GPA of their college work is below a "C" average their academic status will change from good standing to academic warning.

### **Gateway Program**

Students who do not meet regular admission requirements may be considered for admission to the Gateway Program. Admission is considered for beginning freshmen for the Fall Semester of each academic year. Maintaining a culturally diverse student body, including adequate representation of students in the total student body, is an educational goal of the University. The University measures annual progress toward its ultimate goal by increases in the percentage of underrepresented students in its student body. Underrepresented students include those who will be the first in their immediate family to obtain a college degree.

The University will consider applications from candidates who have an ACT composite standard score of at least 16 and who have a high school cumulative GPA of at least "C" (2.00 on a 4.00 scale) based on six or more semesters. This differential test score standard is intended to take account of the cultural bias associated with standard admission tests. Applicants must also meet the high school subject requirements specified for all entering freshmen. In addition to the standard admission materials, applicants will submit requested information for review by the admission committee. The applicants may be asked to provide a personal statement and letter(s) of recommendation. The additional materials provide evidence of the applicant's academic ability, character, motivation, ability to overcome economic and educational disadvantage, work experience, and other relevant factors. An interview may be required and high school attendance patterns will be considered. Gateway is a limited enrollment program and meeting minimum academic guidelines does not guarantee admission.

Students admitted to the program are provided the following: designated program academic advisors; assessment of basic skills in reading, writing, and mathematics; placement in specified courses; and programs selected to address special needs or deficiencies identified by assessment.

Continued enrollment in the program requires that a student enroll in at least 12 hours each semester.

General guidelines for the program are established by the Advisory Committee chaired by the Director of Minority Affairs. Among the program guidelines, students are required to complete a participation agreement during their orientation and live in University residence; are subject to the same academic warning, probation, and dismissal policies as are all University students; may declare an academic major no sooner than the second semester of attendance; may be main-streamed as soon as the end of the second semester of attendance if they have earned a minimum of 20 hours over two semesters with a GPA of 2.00 or higher each semester; and will be mainstreamed at the end of the term in which they earn 45 semester hours of credit, or complete four semesters and obtain the permission of the program director to exit the program who have failed to successfully complete two consecutive semesters with a 2.00 or higher GPA will be mainstreamed if they earn a minimum GPA of 2.00 at the end of their third semester. If a student is not in good standing at the end of his/her second semester, but makes significant academic progress in his third semester, he or she may be mainstreamed with the concurrence of the Gateway staff and the director of Minority Affairs.

Gateway Program students must agree to follow the academic program prescribed by their academic advisor and the general guidelines established for the program as conditions for continuation in the program. Students who fail to comply with program guidelines may be dismissed from the program and the University after a review and appeal process established by the Advisory Committee.

The Advisory Committee shall consist of: Director of Minority Affairs (Chair), Associate Vice President for Academic Affairs, Director of Admissions, and a faculty member appointed by the Vice President for Academic Affairs.

### **Native Students**

The University defines a native student as one whose initial college/university enrollment was as a beginning freshman at EIU.

### **Transfer Students**

~~Dependent upon the availability of facilities and resources, the University considers~~ **The University welcomes** applications from candidates who have attended one or more other regionally accredited colleges and universities for admission as a transfer student.

To qualify for admission as a transfer student, an applicant must have earned a cumulative GPA of at least 2.00 on a 4.00 grading scale based on all college-level work attempted, and a cumulative GPA of at least 2.00 on a 4.00 scale from the last institution attended. Transfer applicants who have completed fewer than ~~30~~ **24** semester hours of college-level work **must meet freshmen admission requirements (above).** ~~also must satisfy one of the following criteria:~~

- ~~1. The applicant must meet the admission requirements for beginning freshmen (above); or~~
- ~~2. The applicant must have completed 24-29 semester hours of coursework at other regionally accredited colleges or universities with a minimum cumulative grade point average of 2.5.~~

**Any student who falls slightly below the criteria listed above, or had a noticeable change in GPA is strongly encouraged to include a personal statement and letter of recommendation. Students' personal statements are their opportunity to outline readiness for college and include any personal experiences, responsibilities and/or challenges that have impacted them or their academic achievements. Students may also include their educational goals and how attending Eastern Illinois University will help them attain them.**

These are minimum requirements and do not guarantee admission to the university.

To be considered for admission, an applicant must submit official transcripts from all educational institutions previously attended; these include each college or university, as well as the high school from which the applicant graduated. As a condition of continued enrollment, transfer students admitted to the University who have taken the ACT or SAT test prior to beginning college must submit their test scores to the University **prior to the close of during** their first term of attendance at the University.

Transfer students admitted prior to their last semester at their previous institution will be placed on academic warning if their final cumulative GPA from their previous school falls below a "C" average.

Transfer students in their first semester of college prior to attending Eastern, will be admitted based on satisfying high school requirements and submission of a current college class schedule. If their college GPA then falls below a "C" average, they will be placed on academic **warning probation**.

### **How to Apply: Transfer Students**

1. Complete an application for admission on line at [www.eiu.edu](http://www.eiu.edu) or obtain a paper copy by contacting:

Office of Admissions  
Eastern Illinois University  
Charleston, Illinois 61920  
(877) 581-2348

2. Request official transcripts from all institutions previously attended be sent to the Office of Admissions. This includes both high schools and colleges.

### **Graduate Students**

See *Graduate Catalog*.

### **Non-matriculated Student Enrollment (Guest Students)**

**(Undergraduates)**

A non-matriculated student is one who is not seeking a degree at EIU. The purpose of non-matriculated student enrollment is to facilitate transfer of credit hours to another institution or for non-degree personal/professional development. Non-matriculated students may be enrolled for any semester without having to submit official transcripts. The student is required to complete a Non-matriculated Student Enrollment Request including a signed statement certifying that she or he 1) has the necessary academic preparation for the proposed course(s); 2) understands that enrollment as a non-matriculated student does not constitute admission to the University for subsequent semesters; and 3) is aware that credits earned as a non-matriculated student may or may not be applicable to a specific degree program at EIU.

Each academic year (fall, spring, summer) a student wishes to enroll as a non-matriculated student, she or he must submit a Non-matriculated Student Enrollment Request including a signed certification and pay the \$30 processing fee. Admission as a degree-seeking student requires submission of a regular Application for Admission, a full set of required documents showing admissions standards have been met, and the \$30 application processing fee. All Non-matriculated Student Enrollment Requests are considered on a space available basis. Individuals who are otherwise prevented from registering are prohibited from enrolling on a non-matriculated basis. Individuals who have been academically denied admission or continued enrollment during the previous two academic years are similarly prohibited from enrolling on a non-matriculated basis.

Students enrolled on a non-matriculated basis are not eligible for state, or federal financial aid. Institutional aid may be available depending on the criteria of the award.

## **Undergraduate International Applicants**

### **Standard and Conditional Admission for Undergraduate Applicants**

Undergraduate international applicants must submit a complete packet of admission materials to the Office of International Students and Scholars. A complete packet for undergraduate applicants includes an international application, an application fee, an approved financial affidavit form, official raised seal transcripts from high school and college (if applicable), and documentation of English mastery. The approved financial affidavit form must verify the applicant's financial status for study. For undergraduate applicants the raised seal transcript or original copy of national examinations must document completion of secondary education, comparable to that awarded by a United States high school. The high school transcript must also verify that the applicant earned a minimum GPA of 2.0 on a 4.0 scale. Official college or university transcripts (if applicable) for each institution previously attended are required to be considered for admission.

**Students who attended a foreign university or college and who wish to have their credits considered for transfer to EIU must provide to the Office of International Students & Scholars:**

- 1. An official transcript from the institution reflecting all courses attempted and grades received.**
- 2. A professional credential evaluation completed by a member of the National Association of Credential Evaluation Services (NACES). See [www.naces.org](http://www.naces.org) for a complete list of member agencies.**
- 3. Complete course descriptions for each course to be considered for transfer in English, or translated into English by a certified translator.**
- 4. Other information regarding previous educational experience, as requested.**

**The Office of International Students & Scholars will work with appropriate academic departments to evaluate credits for transfer when all documentation has been submitted.**

English language mastery for undergraduate applicants for admission may be documented in one of the following ways:

1. Submission of a score of 500 or higher on the paper-based Test of English as a Foreign Language (TOEFL), a score of 61 or higher on the internet-based TOEFL, or a minimum International English Language Testing System (IELTS) score of 6.0 (academic module).
2. Submission of evidence of residency in a nation whose official language is English.
3. Submission of evidence of successful completion of 24 semester hours of college credit at a regionally accredited college or university in the United States.
4. Submission of evidence of a Level 112, Certificate of Completion from an ELS Language Center located in the United States.
5. Submission of evidence of successful completion of three years of high school in the United States and an ACT composite standard score of at least 18 (SAT 860).
6. Submission of Completion of Grade Pre-1 on the STEP EIKEN Test.
7. Submission of a score 69 or higher on the Michigan English Language Assessment Battery (MELAB).
8. Submission of successful completion of two terms (one semester) of English for Academic Purposes 2 (Level 6) from the Center for English as a Second Language program (CESL) at Southern Illinois University - Carbondale.
9. Submission of Kaplan International Colleges Certificate of Achievement at the Proficiency Level.
10. Submission of successful completion of Level 9 at one of The Language Company centers in the United States
11. Submission of an overall assessment level of 4.5 on the iTEP Academic-Plus examination.

Admission to EIU and an approved financial affidavit form are required in order for the Office of International Students and Scholars to issue SEVIS Form I-20 or DS-2019. Applicants who meet all of the requirements for admission, but do not meet the criteria for English mastery may be offered Conditional Admission.

Conditional admission may be offered to undergraduate international applicants who meet the criteria for admission to EIU except for English language mastery. Conditional admission is granted only by the Office of International Students and Scholars. Undergraduates with conditional admission status must provide evidence of meeting English language mastery to the Office of International Students and Scholars by submitting a score of 500 or higher on the paper-based TOEFL, a score of 61 or higher on the internet-based TOEFL, a minimum International English Language Testing System (IELTS) score of 6.0 (academic module) or completion of Level 112, Certificate of Completion from an ELS Language Center located in the United States prior to permission to enroll in classes.

### **Non-matriculated Student Enrollment (Guest Students)**

(Undergraduates)

A non-matriculated student is one who is not seeking a degree at EIU. The purpose of non-matriculated student enrollment is to facilitate transfer of credit hours to another institution or for non-degree personal/professional development. Non-matriculated students may be enrolled for any semester without having to submit official transcripts. The student is required to complete a Guest Student Application which includes a signed statement certifying that she or he 1) has the necessary academic preparation for the proposed course(s); 2) understands that enrollment as a non-matriculated student does not constitute admission to the University for subsequent semesters; and 3) is aware that credits earned as a non-matriculated student may or may not be applicable to a specific degree program at EIU; and pay a \$30 application fee.

Each academic year (fall, spring, summer) a student wishes to enroll as a non-matriculated student, she or he must submit a Guest Student Application which includes a signed certification. Admission as a degree-seeking student requires submission of a regular Application for Admission, a full set of required documents showing admissions standards have been met, and the \$30 application processing fee. All Guest Student Applications are considered on a space available basis. Individuals who are otherwise prevented from registering are prohibited from enrolling on a non-matriculated basis. Individuals who have been academically denied admission or continued enrollment during the previous two academic years are similarly prohibited from enrolling on a non-matriculated basis.

Students enrolled on a non-matriculated basis are not eligible for state, or federal financial aid. Institutional aid may be available depending on the criteria of the award.

### **Adult Student Admission Policy**

Students who have never enrolled in any college or university and who have been graduated from an accredited high school for at least five years or who have not attended a college or university in at least five years may be admitted to EIU upon review.

An Application for Admission, an official high school and/or college transcript(s), and a letter requesting consideration for conditional admission are required for consideration. These items and any other available supportive material should be sent to the Director of Admissions. The Director will review each application and make a decision based on the applicant's potential for success at EIU.



## **Readmission**

### **Former Undergraduate Students**

Former undergraduate students who are academically eligible and wish to return to the University after a lapse of more than one semester (fall or spring) should complete the Returning Student Form at least 10 calendar days prior to the first class day of the term in which they intend to enroll. An earlier closing date may be announced in the public press. The Returning Student Form is found online at [http://www.eiu.edu/registra/readmission\\_form.php](http://www.eiu.edu/registra/readmission_form.php) and will be directed to the following offices:

- Bachelor of General Studies Office – all General Studies majors.
- Office of Registrar and Enrollment Management – all other majors

Undergraduate students who attend college elsewhere after matriculating at EIU must submit official transcripts to the Office of the Registrar. Transcripts for all college work must be received before an undergraduate may be certified for graduation.

Information regarding readmission following academic dismissal and reinstatement following a second academic dismissal is found under the Academic Regulations & Requirements section of this catalog.

### **Former Students Who Have Graduated**

Former students who have graduated and who return to the University after a lapse of one or more semesters should make application for readmission to the Graduate School at least ten calendar days prior to the first class day of the term in which they intend to enroll. An earlier closing date may be announced in the public press. Students not previously admitted to Graduate School must also apply for admission to the Graduate School.

## **Policies Relating to Admissions for All Students**

### **Illinois State Immunization Compliance**

Illinois Law, Public Act 85-1315 requires all admitted students born on or after January 1, 1957 and enrolled in six or more hours of on campus classes to submit proof of immunity for diphtheria/tetanus, measles, mumps and rubella. Compliant immunization records for new students must be received by the Student Health Service by August 1 for new students enrolling in the Fall Semester and December 15 for new students enrolling in the Spring Semester.

Compliant immunization records must be signed and dated by a nurse or physician and must include:

- Provider or nurse's printed name, address and telephone number
- One DT (diphtheria/tetanus) within the last ten years
- Two MMR's (measles, mumps and rubella) after the first birthday

International students must submit proof of three DT's and two MMR's. If records are not in English, they must be accompanied by a certified translation.

## **Enrollment**

### **Registration Procedures**

Students at EIU may register themselves through PAWS and may use the Schedule Planner tool to simplify their registration process. Detailed instructions and registration dates can be found at <http://www.eiu.edu/registra/registration.php>

**New Students:** Instructions for the registration of new students are given in writing, in conferences, and at meetings during orientation periods.

**Students Currently Enrolled:** Each student currently enrolled should participate in early registration for the following term. By doing so, the student agrees to complete his/her registration by payment of all tuition and fees. Scheduling for the reservation of space is planned so that graduate students, seniors, juniors, sophomores, and freshmen are assigned space in that order.

All students who have not completed early registration for a given term may register during late registration. Students should review the prerequisites for their courses and consult their advisor regarding their planned schedule. The University assumes no responsibility for accepting an ineligible student's registration. Reservation of a space for any class is subject to the assigned capacity of the class.

**Former Students:** Students who return to the University after a lapse of one or more semesters receive written instructions for registration procedures after they have applied for readmission.

### **New Student Orientation**

The primary function of the Office of New Student and Family Programs is to provide incoming undergraduate students the tools to take on the college experience by providing information on academic and social opportunities throughout the university. We provide the essential information for both students and parents to know they are in a safe and caring environment that will bring opportunities for success. Such information includes policy and procedure related to safety, financial aid, housing, policies, academic integrity, and student issues.

Ongoing Orientation programs and transition activities are sponsored by the Office of New Student Programs throughout each semester. Schedules of Orientation activities are provided to new students by mail and are also available online at [www.eiu.edu/~orient](http://www.eiu.edu/~orient) or by phoning the Office of New Student Programs at (217) 581-6435.

### **Unclear Records**

The academic records for students who have outstanding obligations with such departments as Admissions, Booth Library, Athletic Department, Textbook Rental Service, Office of Financial Aid and Scholarships, Chemistry Department, University Police and Parking, Office of the Registrar, and Business Office will be marked "unclear" and have a hold placed. Each student should check with all departments to clear all obligations prior to semester or summer term breaks and/or leaving the University permanently. Official transcripts for any student with an unclear record will be withheld and not sent to any one or any place. A hold on a student's record may preclude **readmission, registration, or the release of a diploma.**

### **Adult Student Admission Policy**

Students who have never enrolled in any college or university and who have been graduated from an accredited high school for at least five years may be admitted to EIU on a conditional basis. During their first 24 semester hours at EIU, those students are required to successfully complete the following courses: General Studies 1000, English 1001G, English 1002G, and an appropriate mathematics course. Students admitted in this category will be evaluated for satisfactory progress using the standards in place for student retention at the University.

An Application for Admission, an official high school transcript, and a letter requesting consideration for conditional admission are required for consideration. These items and any other available supportive material should be sent to the Director of Admissions. The Director will review each application and make a decision based on the applicant's potential for success at EIU.

### **Admission Procedures**

All applicants must submit a \$30 non-refundable fee with the application. Check, money order, or credit card (Visa or Master Card) payments may be made at the Cashier's Office. Checks or money orders should be made payable to Eastern Illinois University.

### **Beginning Freshmen**

1. Obtain an application for admission online at [www.eiu.edu](http://www.eiu.edu) or by contacting:

Office of Admissions  
Eastern Illinois University  
Charleston, Illinois 61920  
(800) 252-5714

2. Provide all information requested on the application form. Request your high school to complete the form and forward it and a copy of your transcript of grades to the University. You should also request that your high school send a final transcript when available.
3. Request ACT or SAT scores be sent directly from the testing agency to the University. Scores forwarded by your high school may be used as a working document only.

### **Transfer Students**

1. Obtain an application for admission by contacting:

Office of Admissions  
Eastern Illinois University  
Charleston, Illinois 61920  
(800) 252-5714

2. Provide all information requested on the application form and send the completed form to the Office of Admissions.
3. Request that all institutions previously attended send official transcripts to the Office of Admissions. This includes both high schools and colleges.
4. Transfer applicants with fewer than 30 semester hours of earned acceptable credit must also meet one of the following requirements:
  - o The applicant must meet the admission requirements for beginning freshmen (above); or
  - o The applicant must have completed 24-29 semester hours of coursework at other regionally accredited colleges or universities with a minimum cumulative grade point average of 2.5.

Transfer students admitted to the University with 30 or more semester hours who have taken the ACT or SAT test prior to beginning college must, as a condition of continued enrollment, submit ACT or SAT scores during the first term of attendance at the University.

**Illinois State Immunization Compliance**

Illinois Law, Public Act 85-1315 requires all admitted students born on or after January 1, 1957 and enrolled in six or more hours of on-campus classes to submit proof of immunity for diphtheria/tetanus, measles, mumps and rubella. Compliant immunization records for new students must be received by the Student Health Service by August 1 for new students enrolling in the Fall Semester and December 15 for new students enrolling in the Spring Semester.

Compliant immunization records must be signed and dated by a nurse or physician and must include:

- Provider or nurse's printed name, address and telephone number
- One DT (diphtheria/tetanus) within the last ten years
- Two MMR's (measles, mumps and rubella) after the first birthday

International students must submit proof of three DT's and two MMR's. If records are not in English, they must be accompanied by a certified translation.

**Readmission****Former Undergraduate Students**

Former undergraduate students who are academically eligible and wish to return to the University after a lapse of one or more semesters should make application for readmission at least 10 calendar days prior to the first class day of the term in which they intend to enroll. An earlier closing date may be announced in the public press. Students enrolled in the Spring Semester need not apply for readmission for the ensuing Fall Semester. Readmission application can be submitted online at [http://www.eiu.edu/registra/readmission\\_form.php](http://www.eiu.edu/registra/readmission_form.php) and will be directed to the following offices:

- Bachelor of General Studies Office – all General Studies majors.
- Office of Registrar and Enrollment Management – all other majors

A former undergraduate student who has attended one or more regionally accredited colleges or universities may be readmitted provided the composite GPA in all course work attempted at institutions other than EIU is at least 2.00 on a 4.00 scale. If the student is attending another regionally accredited college or university at the time of applying for readmission, the student must report that enrollment on the REQUIRED STATEMENT IN LIEU OF AN OFFICIAL TRANSCRIPT and indicate that the student is earning a cumulative GPA of at least a 2.00 on a 4.00 scale, which will suffice until the official transcript can be sent at the end of the term.

Information regarding readmission following academic dismissal and reinstatement following a second academic dismissal is found under the Academic Regulations & Requirements section of this catalog.

**Former Students Who Have Graduated**

Former students who have graduated and who return to the University after a lapse of one or more semesters should make application for readmission to the Graduate School at least ten calendar days prior to the first class day of the term in which they intend to enroll. An earlier closing date may be announced in the public press. Students not previously admitted to Graduate School must also apply for admission to the Graduate School.

**Enrollment****Registration Procedures**

**New Students.** Instructions for the registration of new students are given in writing, in conferences, and at meetings during orientation periods.

~~**Students Currently Enrolled.** Each student currently enrolled should participate in early registration for the following term. By doing so, the student agrees to complete his/her registration by payment of all tuition and fees. Scheduling for the reservation of space is planned so that graduate students, seniors, juniors, sophomores, and freshmen are assigned space in that order.~~

~~All students who have not completed early registration for a given term may register during late registration. Each student currently enrolled must follow instructions in the class schedule to register by PAWS. The University assumes no responsibility for accepting an ineligible student's registration. Reservation of a space for any class is subject to the assigned capacity of the class.~~

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~~The primary function of the Office of New Student Programs is to provide incoming students the tools to take on the college experience by providing information on academic and social opportunities throughout the university. We provide the essential information for both students and parents to know they are in a safe and caring environment that will bring opportunities for success. Such information includes policy and procedure related to safety, financial aid, housing, policies, academic integrity, and student issues.~~

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### ~~**Unclear Records**~~

~~The academic records for students who have outstanding obligations with such departments as Booth Library, Athletic Department, Textbook Rental Service, Office of Financial Aid and Scholarships, Chemistry Department, University Police and Parking, Office of the Registrar and Enrollment Management, and Business Office will be marked "unclear" and have a hold placed. Each student should check with all departments to clear all obligations prior to semester or summer term breaks and/or leaving the University permanently. Official transcripts for any student with an unclear record will be withheld and not sent to any one or any place. A hold on a student's record may preclude **readmission, registration, or the release of a diploma.**~~