



Effective Fall 2009

## **UNDERGRADUATE ACADEMIC WAIVER RULES OFFICE OF THE PROVOST**

### **UNDERGRADUATE ACADEMIC WAIVERS**

Undergraduate students seeking waivers of academic rules or procedures may obtain Undergraduate Academic Waiver Request forms from their deans, department chairpersons, or advisors. It is the student's responsibility to complete the form, obtain the necessary signatures, and present the form to the student's certifying dean for processing.

The student's certifying dean may approve the waiver request, stipulating approval conditions, if any, or disapprove the request. If the waiver is not approved, the dean advises the student of the waiver appeal process. In either case, the dean indicates a file number on the waiver form and forwards appropriate copies to the student, advisor, and the Registrar's Office. The certifying dean's decision on waivers approved according to the Academic Waiver Rules is final.

### **UNDERGRADUATE ACADEMIC WAIVER APPEAL COMMITTEE**

The Undergraduate Academic Waiver Appeal Committee (UAWAC) comprises the four college deans; a Committee chair who coordinates the activities of the committee is selected from among its members. College deans do not participate in deciding appeals from students in their own colleges: These decisions are made by a majority vote of the three remaining deans.

### **THE APPEAL PROCESS**

If an undergraduate student waiver is denied by a student's certifying dean, the student may request to appeal the decision by signing the waiver request form. Appeals are submitted by the certifying dean to the Registrar who serves as corresponding secretary for the UAWAC and handles all official correspondence with the student regarding the appeal. Letters supporting an appeal, if any, should be included with the appeal form at the time it is submitted to the Certifying Dean's Office. When action has been taken by the UAWAC, the chair notifies the Registrar in writing of its decision. The Registrar, in turn, notifies the student in writing of the action taken. All appeals related to prerequisites must be acted upon prior to the first day of classes in the academic term of the proposed exception.

Negative decisions made by the UAWAC may be reconsidered by the committee if the chair believes there is good reason to do so. Reconsideration must be based on the presence of significant new information or other compelling evidence. Reconsideration by the UAWAC may be requested by the student's certifying dean or by the Vice President for Academic Affairs. The decision of the UAWAC (following reconsideration, if appropriate) is final.

Certifying deans for undergraduate students report monthly to the VPAA the waivers that have been approved and disapproved. The VPAA circulates the monthly activity report to the Council on Academic Affairs. Each semester the Registrar reports the actions of the UAWAC to the VPAA, who in turn forwards the report to the Council on Academic Affairs.

## **ACADEMIC WAIVER RULES**

All undergraduate student waivers require approval signatures of the student's advisor and department chairperson (or designee), the chairperson of the department (or designee) and the college dean (or designee) responsible for the rule or requirement being waived, and the student's certifying dean. The Academic Waiver Rules that follow govern the actions of undergraduate certifying deans and the Undergraduate Academic Waiver Appeals Committee.

## **ACADEMIC WAIVER RULES**

**I. The following may be approved by undergraduate certifying deans using a substitution form or through the waiver process as specified below. No action by the UAWAC is required.**

**A. RESIDENCE AND CREDIT REQUIREMENTS The following may be approved using department/college substitution/waiver forms. No Undergraduate Academic Waiver Request form is required.**

1. Senior Institution Credits -- The requirement of at least 56 sem. hrs. in senior institution credits may be reduced by up to 3 sem. hrs.
2. Upper-Division Credits -- The requirement of at least 40 sem. hrs. of upper-division course work may be reduced by up to 6 sem. hrs. For students using the 1992-93 through the 1999-00 catalogs, see II.A.4. concerning the requirement of 8 hours of upper-division general education courses.
3. Eastern Illinois University Credits -- The requirement of at least 42 sem. hrs. of course work at Eastern (38 sem. hrs. for cooperative degree program students, whose program requires their absence from campus during their entire senior year) may be reduced by up to 3 sem. hrs.
4. Junior and Senior Level Credits -- The requirement of at least 32 sem. hrs. of course work at Eastern in the junior and senior years may be reduced by up to 3 sem. hrs. (Cooperative degree students, whose program requires their absence from campus during their entire senior year, are exempt from this requirement; no waiver is required.)
5. Senior Credits -- The requirement of at least 12 sem. hrs. of course work in the senior year at Eastern may be reduced by up to 3 sem. hrs. (Cooperative degree program students, whose program requires their absence from campus during their entire senior year, are exempt from this requirement; no waiver required.)

**B. COURSE AND PROGRAM REQUIREMENTS**

1. Major and Minor Requirements -- College substitution/waiver forms may be used to modify the course pattern for a student's major and minor or to

substitute appropriate non-equivalent course credit in the student's major and minor program; no Undergraduate Academic Waiver Request form is required.

2. University Honors/Departmental Honors Requirements - Honors College substitution/waiver forms may be used to modify the course pattern for a student's University Honors and/or Departmental Honors program requirements. No Undergraduate Academic Waiver Request form is required.
3. Prerequisites -- A prerequisite course may be waived. All requests for waivers related to prerequisites must be acted upon prior to the first day of classes in the academic term of the proposed exception.
4. Course Enrollment -- Enrollment in a prerequisite course after completion of a course for which it is a prerequisite may be authorized by waiver.
5. Class Level -- Exceptions to the rules on enrollment by class level may be authorized by waiver.
6. Load Rules -- Exceptions to the load rules stated in the Undergraduate Catalog and Class Schedules may be made by waiver, except load rules related to student teaching, which can only be approved by UAWAC (See III.E).
7. English and Speech Requirements – Transfer Students Only -- Exceptions to the requirement of "two courses in reading and writing" and "one course in listening and speaking" may be authorized by waiver. **HOWEVER, THIS REQUIREMENT CANNOT BE WAIVED FOR STUDENTS SEEKING TEACHER CERTIFICATION.**

Transfer courses accepted by Eastern, which have been articulated as approved substitutes for the English and Speech requirements, may be counted for these requirements; no waiver is required.

8. General Education/ Integrated Core/Distribution Requirements—Transfer Courses

For transfer students following catalogs prior to 2000-01 and native EIU students

Transfer credit in courses accepted by Eastern, regardless of its evaluation in terms of Eastern courses, may count toward appropriate general education/integrated core/distribution requirements if approved through the waiver process.

For transfer students following the 2000-01 or later Undergraduate Catalogs

Transfer courses accepted by Eastern which have been approved for General Education according to the Illinois Articulation Initiative (IAI), or which clearly match IAI General Education courses, may count for general education requirements, even if no comparable courses are offered at Eastern; no waiver is required. This policy for transfer credit includes out-of-state and non-participating IAI institutions.

9. General Education/Integrated Core/Distribution Requirements -- Substitutions of non-general education EIU courses may be approved by waiver or the Honors College substitution/waiver form for students participating in the University Honors and/or Departmental Honors programs.
10. Health Studies Requirements -- Transfer Students Only – Transfer students who are following the 1991-92 or earlier catalogs may satisfy the Health Studies requirement if they have at least 2 sem. hrs. of college-level health studies course work; no waiver is required.

**C. TEACHER CERTIFICATION RULES**

Methods Courses – Minors and Second Majors Only -- A waiver approved by the Dean of the College of Education and Professional Studies may be used to substitute appropriate non-equivalent course credit for a methods course for teacher certification students in a minor or second major area.

**D. GRADE ASSIGNMENT**

Incomplete Grades -- Under extenuating circumstances, a waiver may be used to extend the deadline for removal/change of an Incomplete (“I”) grade beyond the limits of the Policy on Incomplete Grades to execute the completion plan. Requests for extensions beyond the limits of the Policy on Incomplete Grades may be granted only by action of Undergraduate Academic Waiver Appeal Committee (UAWAC).

**II. The following can NOT be altered by waiver or by action of the UAWAC.**

**A. DEGREE REQUIREMENTS**

1. Hours Required for Graduation -- The minimum of 120 sem. hrs. for a baccalaureate degree must be met.

No more than 4 sem. hrs. of theatre practicum, chorus, orchestra or band can be included in the 120 sem. hrs. (Music majors and minors as well as students seeking simultaneous degrees may count 6 sem. hrs. of music ensemble activities.)

No more than 4 sem. hrs. in physical education activity courses can be included in the 120 sem. hrs. (Physical education majors and minors and recreation majors as well as students seeking simultaneous degrees may count 6 sem. hrs. of physical education activity courses.)

2. Simultaneous Degrees -- Students seeking two baccalaureate degrees simultaneously must complete at least 150 sem. hrs.
3. Second Baccalaureate Degrees -- Students seeking a second baccalaureate degree must complete a minimum of 30 additional sem. hrs. of credit at Eastern. Also, these students must have at least 12 sem. hrs. of course work in the major taken in residence used to calculate their major GPAs.
4. General Education/ Integrated Core/Distribution Requirements -- For students following 1992-93 or later Undergraduate Catalogs, the minimum number of hours in each component of the General Education/ Integrated Core program must be met. See I.B.7. for exceptions. In addition, for the 1992-93 through the 1999-00 catalogs, eight semester hours of upper-division general education courses are required, at least two semester hours of which is a Senior Seminar.

Students following earlier catalogs must meet the minimum of 9 sem. hrs. in Humanities, Social Sciences, and Math/Science distribution requirements.

5. Correspondence and Extension Courses -- A maximum of 32 sem. hrs. in correspondence and/or non-EIU extension courses may be used to satisfy degree requirements at Eastern.
6. Internship Credit -- A maximum of 15 sem. hrs. of credit is allowed for internship during any term.
7. Experimental Courses -- Experimental courses may not be used to satisfy major requirements. Experimental courses are numbered 1075, 2075, 3075, and 4075. These are courses approved in an expedited process, offered twice, and then, if successful, submitted for regular approval.
8. Graduation with Distinction -- To be eligible for graduation with distinction, a student must earn a minimum of 56 sem. hrs. at Eastern, with at least 40 sem. hrs. of those hours graded hours (exclusive of credit/non-credit hours).
9. Upper-Division Standing in Business -- Pre-Business students must meet the requirements stated in the Undergraduate Catalog for admission to upper-division standing in business in the Lumpkin College of Business and Applied Sciences.

## B. GRADE POINT AVERAGE REQUIREMENTS

1. Cumulative GPA -- A minimum 2.00 GPA is required.
2. Major GPA -- A minimum 2.00 GPA is required.
3. GPA for Students on Probation -- The semester GPA minimum required for students on probation described in the Undergraduate Catalog must be met.
4. Courses Used in Calculating the Major GPA -- At least 12 sem. hrs. of the courses used to calculate a student's major GPA must be taken in residence.
5. Courses Used in Calculating the Minor GPA -- At least 6 sem. hrs. of the courses used to calculate a student's minor GPA must be taken in residence.
6. Non-Teaching Minors -- A minimum GPA of 2.00 is required for a non-teaching minor.

## C. TEACHER CERTIFICATION RULES

1. ISBE Requirements -- Students seeking teacher certification must satisfy the requirements established by the Illinois State Board of Education. Minimum ISBE recognition requirements must be met for teacher certification minors as well.
2. Cumulative and Major GPA -- Students participating in the teacher education selection process in place **beginning Fall 2002** must have established a 2.65 cumulative GPA and a 2.65 major GPA to be admitted to and graduate from a teacher certification program.

Students participating in the selection process in place **prior to all 2002** must have established a 2.50 cumulative GPA and a 2.50 major GPA to be admitted to and graduate from a teacher certification

3. Methods Course -- Students seeking a high school or standard special certificate program must complete a methods course in their major. (Under special circumstances, with permission of the Dean of the College of Education and Professional Studies, an alternate methods course may be substituted; only a waiver is required.)
4. Single Discipline -- The minimum of 32 sem. hrs. in one discipline must be met by teacher certification majors.

5. Minor GPA -- A minimum minor GPA of 2.50 is required for a teaching minor.
6. Methods Credit in Minors -- No credit in teaching methods may be counted toward a minor other than a teaching minor.

#### **D. GRADUATION REQUIREMENTS**

1. Senior Seminar -- Students following the 1981-82 or later Undergraduate Catalogs must complete a senior seminar. (Students in Clinical Laboratory Science and cooperative degree students, whose program requires their absence from campus during their entire senior year, are exempt).
2. Foreign Languages -- Students following the 1992-93 or later Undergraduate Catalogs must complete two courses in a single foreign language or at the minimum the second course in the elementary sequence unless exempted due to high school foreign language credit.
3. Electronic Writing Portfolio/ Writing Competency Examination -- Students following the 2000-01 or later Undergraduate Catalogs must successfully complete the Electronic Writing Portfolio. Exceptions are students who entered EIU or another college or university prior to Fall 2000 but selected the 2000-01 Catalog. Those students must demonstrate writing competency by successfully completing the Writing Competency Exam.

Students following earlier catalogs must pass the Writing Competency Examination. (Accommodations may be made for students with documented disabilities.)

4. Constitution Requirement -- All students following the 1999-00 or earlier Undergraduate Catalogs, must complete the Constitution requirement as stated in their catalogs.

For students following the 2000-01 to 2005-06 Undergraduate Catalogs, the Constitution requirement is a general education requirement, not a graduation requirement. (For rules governing general education requirements, see I.B.8. and I.B.9.)

5. Health Studies -- Students following 1991-92 or earlier Undergraduate Catalogs must successfully complete HST 2000C (HST 1200) or pass a competency examination in health studies.

**III. The following require approval by action of the UAWAC. These requirements may not be altered by waiver.**

- A. Residence and Credit Requirements -- Further exceptions to the limits stated above in I.A., RESIDENCE AND CREDIT REQUIREMENTS, require UAWAC approval.
- B. Simultaneous Degrees -- The requirement of at least 60 sem. hrs. of upper-division course work and at least 72 sem. hrs. at Eastern may be reduced through UAWAC approval for students seeking two baccalaureate degrees simultaneously.
- C. Second Baccalaureate Degrees -- The requirement of at least 20 sem. hrs. of upper-division course work for students seeking a second baccalaureate degree may be reduced by UAWAC approval.
- D. Upper-Division Integrated Core Requirement -- For students following the 1992-93 through the 1999-00 Undergraduate Catalogs, a substitution for an upper-division Integrated Core course requires UAWAC approval.
- E. Student Teaching Load -- Taking additional course work during the student teaching semester is not recommended. Exceptions may be granted only by action of UAWAC.
- F. Other Exceptions -- Exceptions may be made by the UAWAC to any rules or regulations not specifically addressed elsewhere in this document.