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# academic handbook

2012-2013 guide to undergraduate programs, policies, and regulations

# Academic Department Contact Information

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## **Art**

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## **Chemistry**

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## **Communication Disorders and Sciences**

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## **Early Childhood, Elementary, and Middle-Level Education**

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## **Economics**

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## **Engineering/Pre-Engineering**

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## **English**

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## **Foreign Languages**

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## **Health Studies**

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## **History**

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## **Journalism**

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## **Kinesiology and Sports Studies**

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## **Mathematics and Computer Science**

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## **Military Science**

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## **Music**

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## **Nursing (RN to BS in Nursing Program)**

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## **Philosophy**

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## **Physics**

Web Site: <http://www.eiu.edu/physics/>  
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## **Political Science**

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## **Pre-Health Professions**

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## **Pre-Law Studies**

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## **Pre-Nursing**

Web Site:

[http://www.eiu.edu/premed/programs\\_nursing.php](http://www.eiu.edu/premed/programs_nursing.php)

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## **Psychology**

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## **Recreation Administration**

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## **School of Business**

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## **School of Family and Consumer Sciences**

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## **School of Technology**

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## **Secondary Education and Foundations**

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## **Social Science**

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## **Sociology-Anthropology**

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## **Special Education**

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## **Student Teaching and Clinical Studies**

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## **Theatre Arts**

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## **Women's Studies**

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# EIU 2012-2013 Academic Handbook

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*This publication summarizes and supplements information available in Eastern's Undergraduate Catalog. For complete details about the University's programs and policies, consult the Catalog online at <http://catalog.eiu.edu/>. This Handbook is updated regularly and made available online at <http://castle.eiu.edu/acaffair/handbook.pdf>.*

# General Information, Graduation Requirements, General Education, Majors and Minors

## How will I benefit from an EIU education?

Consistency is key to the University's success. Eastern consistently retains its students at rates that are considerably higher than the national average, which means that EIU students also are more likely to complete their degrees. As a result, they consistently graduate at rates that are higher than national averages, too. They're also more likely to secure employment in their field of study. Because of such successes, Eastern consistently has been ranked high in its class and region by the U.S. News and World Report's *America's Best Colleges*.

With forty-seven degree programs, forty-three degree options, and sixty-six minors, Eastern offers its students a wide range of opportunities to reach their intellectual, personal, and professional goals. Average class size is nineteen, which encourages engagement and participation and results in alumni consistently identifying small class size as one reason for their satisfaction with the University. While faculty members' primary responsibility is teaching, they also are engaged in research and creative activities (often in collaboration with their students) that improve the quality of our lives and enrich our understanding and appreciation of the world we live in. With such good role models, it is no wonder that Eastern students are more likely to go on to earn doctoral degrees than those from any other master's level college/university in the state.

Feedback from our students also is consistently positive. A recent survey of seniors showed that:

- 90% would attend EIU if they started over again.
- 93% rated their entire educational experience as "good" or "excellent."
- 95% reported working harder than they thought they could to meet an instructor's standards or expectations.
- 97% believe EIU provides support for student success.

## What is integrative learning?

Eastern is known for its focus on Integrative learning, a framework of "high impact" teaching and learning activities such as study abroad, service learning, internships, capstone courses and projects, undergraduate research, etc. Such activities will provide you with coherent learning experiences *in* the classroom, significant learning and life experiences *outside* the classroom, and ample opportunity for guided reflection on what and how you learn. Integrative learning is the basis for the rich academic experience Eastern Illinois University is known for, one that combines rigorous inquiry with excellent teaching, student-faculty scholarship, and applied learning. It also reinforces the goals of our undergraduate curriculum. In fact, it anchors general education to the major by providing you with opportunities to integrate core concepts and skills with specialized knowledge and abilities, and by requiring you to apply learning acquired in one context to situations that occur in another.

When you are engaged in integrative learning, you make connections among your courses and among your in- and out-of-class experiences, and you learn to transfer what you learn from one context to another. As you will discover, this enriches your ability to learn and to retain what you learn, to make informed judgments, to produce innovative research and creative projects, to appreciate multiple perspectives, to apply what you learn to solve real-world problems, and to be a responsible citizen and successful lifelong learner.

## How can I make the most of my time at EIU?

To ensure that your experiences at EIU will be positive and rewarding, take to heart the following goals established by the University to support students' academic, personal, and social growth:

- Take responsibility for your own learning.
- Set high standards for your academic achievements and your interpersonal relationships.
- Seek new opportunities for intellectual and personal growth.
- Act with integrity and civility.
- Recognize and accept the consequences of your actions.
- Understand and respect others' values, beliefs, and differences.
- Face challenges with forethought and equanimity.
- Use your talents and skills to contribute to the betterment of society.

## What should I know about EIU's history and organization?

Eastern Illinois University was established in 1895 as Eastern Illinois State Normal School (that is, a teacher's college) by the Illinois General Assembly. Today, the University grants bachelor's, master's, and specialist's degrees and is accredited through the specialist level by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC). In its most recent re-accreditation report, the HLC congratulated Eastern for its strong focus on students and their educational attainment.

Eastern Illinois University is governed by its own Board of Trustees. The President is responsible for the operation and general welfare of the University, which is organized into four areas, each headed by a vice president: Academic Affairs, Business Affairs, Student Affairs, and University Advancement. The primary academic units include the College of Arts and Humanities; the Lumpkin College of Business and Applied Sciences; the College of Education and Professional Studies; the College of Sciences; the Graduate School; the Honors College; and the School of Continuing Education.

## What federal policies does EIU comply with?

- **The Americans with Disabilities Act**, which prohibits discrimination against individuals with disabilities. Inquiries about accommodations for students should be directed to the Office of Disability Services at (217) 581-6583.
- **The Federal Drug Free Schools and Communities Amendment Act** (Public Law 101-226), and the **Federal Student Right-to-Know and Campus Security Act** (Public Law 101-542), requiring EIU to enforce state laws and University policies prohibiting the possession or use of alcoholic beverages by individuals under 21; the distribution of illegal drugs; and the possession of firearms or other weapons. See <http://www.eiu.edu/mandatedinformation/drug.php>.
- **Higher Education Act, Title II, SEC. 207**, which requires EIU to provide information on student performance on state teacher certification exams and other information about its teacher certification programs online at <http://www.eiu.edu/ceps/title2.php>.
- **Right to Privacy**, which protects the privacy rights of students as required by the Family Educational Rights and Privacy Act of 1974. Information about this policy is available at <http://castle.eiu.edu/gcounsel/ferpa.php>.
- **Sexual Harassment and Non-Discrimination Policy**, which prohibits sexual harassment and discrimination based upon race, color, sex, religion, age, national origin, ancestry, marital status, disability, Vietnam War veteran status, or any other basis of discrimination precluded by federal and state statutes. Direct your questions to the Civil Rights Office at (217) 581-5020, or visit the web site at <http://castle.eiu.edu/civil/investigation/>.

## What should I know about EIU's Student Conduct Code?

As an EIU student, you will be held accountable for standards of conduct which exemplify personal integrity and ethical behavior, and which advance the mission of the University, its traditions, and its values. These standards are codified in the Student Conduct Code, available in the *Panther Pack* student handbook and online at <http://www.eiu.edu/judicial/studentconductcode.php>. Questions concerning student rights and responsibilities may be directed to the Office of Student Standards in the University Union at (217) 581-3827 or by e-mail to [student\\_standards@eiu.edu](mailto:student_standards@eiu.edu).

## What degrees does EIU offer?

Eastern Illinois University confers the following degrees at the undergraduate level:

- Bachelor of Arts (B.A.)
- Bachelor of Fine Arts (B.F.A.)
- Bachelor of Music (B.Mus.)
- Bachelor of Science (B.S.)
- Bachelor of Science in Business (B.S.B.)
- Bachelor of Science in Education (B.S.Ed.)

## What is PAWS?

Panther Access to Web Services (PAWS) is an on-line system which enables you to access information about your registration, financial aid, grades, current/future semester textbooks and return deadlines, etc. via the Internet. PAWS is available 24 hours a day except 8-10 a.m. Sundays and other times with prior notification to your EIU email address. Please call the EIU ITS Help Desk at 217-581-HELP (4357) if you forget your Net ID or password or have problems signing on to PAWS.

## What overall requirements must I meet in order to earn my degree?

To achieve a baccalaureate degree, you must successfully complete:

1. EIU's General Education requirements, including the senior seminar.<sup>1</sup>
2. A major, attaining a minimum GPA of 2.00 in the major area. A GPA of at least 2.65 both cumulative and in the major is required for graduation from a teacher education program. Other curricula also may require a cumulative GPA higher than 2.0 for acceptance to the major and/or graduation. Consult the *Undergraduate Catalog* for specific information.
3. A minimum of 12 semester hours in residence in courses applicable to the GPA in the major.
4. At least 40 semester hours in upper-division (3000-4000-level) courses.<sup>2</sup>
5. A minimum of 42 semester hours in residence with a minimum of 32 in the junior and senior years, 12 of which must be in residence during the senior year. Cooperative degree candidates<sup>1</sup> must complete 38 semester hours in residence. (Transfer students must successfully complete a minimum of 56 semester hours applicable to a baccalaureate degree at senior institutions,<sup>3</sup> including at least 42 semester hours from EIU.)
6. Two courses in a single foreign language.<sup>4</sup>
7. English 1001G, English 1002G, and Communication Studies 1310G (or accepted substitutions) with a "C" or better.
8. The Electronic Writing Portfolio.<sup>5</sup>
9. At least 120 hours with a minimum cumulative GPA of 2.0 in all courses attempted.

### Please Note:

<sup>1</sup> Because the terminal year is taken off-campus in cooperative programs, students majoring in Engineering and Clinical Laboratory Science will not be required to take a Senior Seminar.

<sup>2</sup> Courses from a community college or other two-year institution will not count in the 40 semester hours of upper-division credit.

<sup>3</sup> All military service credit based on the recommendations in the American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Services, and accepted by EIU, is senior institution credit.

<sup>4</sup> Students entering as freshmen in Fall 1993 and thereafter must have completed two years in a single foreign language in high school with an average grade of "C" or better for the two years' work in order to have previously satisfied this requirement.

<sup>5</sup> Additional information follows.

## What is the Electronic Writing Portfolio?

When complete, your Electronic Writing Portfolio (EWP) will contain a collection of writing samples from writing-centered, writing-intensive, and other appropriate EIU courses. It will certify that you have demonstrated your ability to write effectively, one of EIU's learning goals. Whether you are a new freshman or a transfer student, you must submit three essays to the EWP. Submit the first two by the time you earn 60 hours; submit the last one by the time you earn 105 hours. If you fail to do so, you will not be able to register for courses. If you are a transfer student who entered with more than 30 hours of credit, you may request additional time to complete your portfolio. The work you submit to the EWP will be evaluated by your instructors. If they determine that your writing is not satisfactory, you will be encouraged to complete additional activities designed to improve your written communication skills.

Detailed information about the Electronic Writing Portfolio is available at <http://www.eiu.edu/assess/ewpmain.php>. A current list of writing-centered and writing-intensive courses is available at [http://www.eiu.edu/assess/writing\\_intensive\\_courses.pdf](http://www.eiu.edu/assess/writing_intensive_courses.pdf). You also can search for writing-intensive courses when you register online.

## What should I do if I did not take two years of foreign language in high school?

If you are not exempt from EIU's foreign language requirement because you did not complete two years of a single foreign language in high school or you did not earn an *average* grade of "C" in these courses, you must fulfill the requirement at EIU or a transfer institution by successfully completing the second course in the elementary foreign language sequence—for example, FLS 1102 or its equivalent. (You may be required to complete prerequisite courses as well.) Courses are available at EIU in Chinese, French, German, Latin, Russian, and Spanish. Transfer coursework in additional languages (including sign language) also may be used to satisfy this requirement.

## How do I remove high school subject deficiencies?

Subject deficiencies result when you complete fewer courses in high school English, Math, Science, and/or Social Studies than EIU requires. To remove a deficiency, you must successfully complete a course designated for that purpose. These courses are listed in the *Undergraduate Catalog* under "High School Subject Requirements." Once you've completed an appropriate course, you must submit a "Request for Removal of course deficiency" form to the Office of the Registrar. Please know that you will not graduate if you do not remove all high school deficiencies.

## Why am I required to take General Education courses?

General education courses—in the fine arts, humanities, oral and written communication, mathematics, science, and social and behavioral sciences—are the foundation for the more content-specific courses you will take in your major. By introducing you to a variety of disciplines, the General Education Program allows you to explore your interests, and in the process, it may help you to select a major. And no matter what major you choose, you will be more successful if you come to it well prepared from a variety of disciplines, ideas, and perspectives that also help you to develop key abilities that will serve you all your life.

The mission of EIU's General Education Program is three-fold:

- To enhance your ability to write and speak effectively.
- To encourage you to think critically and reflectively.
- To help you function as a responsible citizen in a global community.

By the time you take your senior seminar, the capstone to EIU's General Education Program, you'll be ready and able to synthesize what you've learned across the curriculum and to demonstrate that you have indeed mastered these goals. You'll leave EIU well-rounded, well-educated, and ready and able to contribute meaningfully to society.

## What are EIU's General Education requirements?

### Semester Hour Requirements in the General Education Program

Humanities and Fine Arts	9 hours
Language	9 hours
Mathematics	3 hours
Scientific Awareness	7 hours
Social and Behavioral Sciences	9 hours
Senior Seminar	3 hours
<b>TOTAL</b>	<b>40 hours</b>

#### Please Note:

1. Because EIU seeks to foster cultural understanding to assist its students to become responsible citizens in a diverse world, the general education curriculum requires you to complete at least one course carrying the **cultural diversity** designation. An asterisk follows the titles of these courses in the list below.
2. If you are following a catalog prior to Fall 2006, you also must satisfy the **constitution requirement** (HIS 3600G/3690G or PLS 1153G/1193G).
3. All **teacher certification candidates** must complete the following, either as part of EIU's general education program or that of their transfer institution(s), or in addition to them:
  - ❖ A 3-hour diversity course or third world/non-western course
  - ❖ PLS 1153G or HIS 3600G or an equivalent U.S. Constitution course
  - ❖ ENG 1001G, ENG 1002G, CMN 1310G or their equivalents with a "C" or better
  - ❖ 3 hours of college-level math with a "C" or better

Post-baccalaureate Teacher Certification candidates must meet all general education requirements except Senior Seminar.

## General Education Courses by Segment

(Course descriptions are available online at <http://catalog.eiu.edu/>.)

### Humanities and Fine Arts

(9 Semester Hours)

Complete at least one course from the humanities and one from the fine arts; courses must represent at least two different disciplines.

#### **Humanities**

##### **Africana Studies**

- AFR 1000G, Introduction to Africana Studies. (3-0-3)\*  
 AFR 2000G, African American Social Movements. (3-0-3)\*  
 AFR 2200G, Pan Africanism. (3-0-3)\*

##### **English**

- ENG 2099G, Literature and Human Values 1, 2, 3, 4. (3-0-3)  
 ENG 2011G, Literature, the Self and the World 1, 2, 3. (3-0-3)  
 ENG 2091G, Literature, the Self, and the World 1, 2, 3, Honors. (3-0-3)  
 ENG 2099G, Literature and Human Values 1, 2, 3, 4, Honors. (3-0-3)  
 ENG 3009G, Myth and Culture. (3-0-3)\*  
 ENG 3010G, Literary Masterworks. (3-0-3)  
 ENG 3090G, Literary Masterworks, Honors. (3-0-3)  
 ENG 3099G, Myth and Culture, Honors. (3-0-3)\*  
 ENG/PHI 3100G, Cultural Foundations I. (3-0-3)\*  
 ENG/PHI 3110G, Cultural Foundations II. (3-0-3)\*

##### **Foreign Language**

- FLE 2061G, German Literature in Translation. (3-0-3)\*  
 FLE 2062G, Hispanic Literature in Translation. (3-0-3)\*  
 FLE 2063G, Francophone Literature in Translation. (3-0-3)\*  
 FLF 2201G, Intermediate French I. (4-0-4)\*  
 FLF 2202G, Intermediate French II. (4-0-4)\*  
 FLG 2201G, Intermediate German I. (4-0-4)\*  
 FLG 2202G, Intermediate German II. (4-0-4)\*

- FLL 2201G, Intermediate Latin I. (4-0-4)\*  
 FLL 2202G, Intermediate Latin II. (4-0-4)\*  
 FLS 2201G, Intermediate Spanish I. (4-0-4)\*  
 FLS 2202G, Intermediate Spanish II. (4-0-4)\*

#### **History**

- HIS 1500G, Roots of the Modern World. (3-0-3)\*  
 HIS 1521G, World History: Human Rights in History. (3-0-3)\*  
 HIS 1522G, World History: Slavery and Freedom. (3-0-3)\*  
 HIS 1590G, Roots...Religion and Society, Honors. (3-0-3)\*  
 HIS 1597G, World History: Human Rights in History, Honors. (3-0-3)\*  
 HIS 1598G, World History: Slavery and Freedom, Honors. (3-0-3)\*  
 HIS 2010G, History of the United States to 1877. (3-0-3)  
 HIS 2020G, History of the United States Since 1877. (3-0-3)  
 HIS 2090G, History of the United States to 1877, Honors. (3-0-3)  
 HIS 2091G, History of the United States Since 1877, Honors. (3-0-3)

*Additional general education history courses may become effective subsequent to the publication of this handbook.*

#### **Medieval Studies**

- MDVL 2000G, Introduction to Medieval Studies. (3-0-3)

#### **Philosophy**

- PHI 1000G, Introduction to Philosophy. (3-0-3)  
 PHI 1090G, Introduction to Philosophy, Honors. (3-0-3)  
 PHI 1900G, Logical and Critical Reasoning. (3-0-3)  
 PHI 1990G, Logical and Critical Reasoning, Honors. (3-0-3)  
 PHI/ENG 3100G, Cultural Foundations I. (3-0-3)\*  
 PHI/ENG 3110G, Cultural Foundations II. (3-0-3)\*

#### **Religious Studies**

- RLS 1200G, Introduction to Religious Studies. (3-0-3)  
 RLS 1290G, Introduction to Religious Studies, Honors. (3-0-3)

#### **Fine Arts**

##### **Art**

- ART 2012G, Nonwestern Fine Arts. (3-0-3)\*  
 ART 2310G, Introduction to Art. (1-4-3)  
 ART 2330G, Art Appreciation. (3-0-3)  
 ART 2601G, History of Art I. (3-0-3)  
 ART 2602G, History of Art II. (3-0-3)  
 ART 2691G, History of Art I, Honors. (3-0-3)  
 ART 2692G, History of Art II, Honors. (3-0-3)  
 ART 3340G, Multicultural Aesthetics. (3-0-3)\*  
 ART 3610G, African Art. (3-0-3)\*  
 ART 3611G, Art in India and Southeast Asia. (3-0-3)\*  
 ART 3612G, Art in China and Japan. (3-0-3)\*

#### **Kinesiology and Sports Studies**

- KSS 2900G, International Expression for Dance. (3-0-3)

#### **Music**

- MUS 2555G, Interacting with Music. (3-0-3)  
 MUS 2557G, The Evolution of Jazz and Rock. (3-0-3)  
 MUS 3550G, Survey of American Music. (3-0-3)  
 MUS 3553G, Survey of Musical Masterworks. (3-0-3)  
 MUS 3562G, Non-Western Music. (3-0-3)\*  
 MUS 3592G, Non-Western Music, Honors. (3-0-3)\*  
 MUS 3593G, Survey of Musical Masterworks, Honors. (3-0-3)

#### **Theatre Arts**

- THA 2010G, Arts Omnibus. (2-2-3)  
 THA 2012G, Non-Western Theatre. (3-0-3)\*  
 THA 2140G, Introduction to the Theatre. (3-0-3)\*  
 THA 2190G, Introduction to the Theatre, Honors. (3-0-3)\*  
 THA 3751G, Theatre History I. (3-0-3)\*  
 THA 3752G, Theatre History II. (3-0-3)\*  
 THA 3753G, Development of American Theatre and Drama. (3-0-3)  
 THA 3754G, American Theatre on Film. (3-1-3)  
 THA 3755G, African-American Theatre. (3-0-3)\*  
 THA 3793G, Development of American Theatre and Drama, Honors. (3-0-3)

## **Language**

(9 Semester Hours)

The requirement is three courses: two in reading and writing and one in listening and speaking. These courses are graded A, B, C, N/C; courses transferred in fulfillment of these requirements will be accepted only if they were completed with grades of "C" or higher.

### **Communication Studies**

CMN 1310G, Introduction to Speech Communication. (3-0-3)

CMN 1390G, Introduction to Speech Communication, Honors. (3-0-3)

### **English**

ENG 1001G, Composition and Language. (3-0-3)

ENG 1002G, Composition and Literature. (3-0-3)

ENG 1091G, Composition and Language, Honors. (3-0-3)

ENG 1092G, Composition and Literature, Honors. (3-0-3)

## **Mathematics**

(3 Semester Hours)

### **Mathematics**

MAT 1160G, Mathematics: A Human Endeavor. (3-0-3)

MAT 1170G, Problem Solving. (3-0-3)

MAT 1441G, Calculus and Analytic Geometry I. (5-0-5)

MAT 2110G, Brief Calculus with Applications. (3-0-3)

MAT 2120G, Finite Mathematics. (3-0-3)

MAT 2190G, Finite Mathematics, Honors. (3-0-3)

MAT 2250G, Elementary Statistics. (4-0-4)

MAT 2290G, Elementary Statistics, Honors. (4-0-4)

MAT 2420G, Introductory Geometry. (3-0-3)

## **Scientific Awareness**

(7 Semester Hours)

The requirement is at least one course in the biological sciences and one in the physical sciences. At least one of the courses must be a laboratory course.

### **Biological Sciences**

BIO 1001G, Biological Principles and Issues. (2-2-3)

BIO 1002G, Practical Botany. (2-2-3)

BIO 1003G, Life of Animals. (2-2-3)

BIO 1004G, Practical Microbiology. (2-2-3)

BIO 1091G, Biological Principles and Issues, Honors. (2-2-3)

BIO 1092G, Practical Botany, Honors. (2-2-3)

BIO 1093G, Life of Animals, Honors. (2-2-3)

BIO 1094G, Practical Microbiology, Honors. (1-4-3)

BIO 1200G, General Botany. (3-3-4)

BIO 1300G, Animal Diversity. (3-3-4)

BIO 2001G, Human Physiology. (3-2-4)

BIO 2002G, Environmental Life Sciences. (3-0-3)

BIO 2003G, Heredity and Society. (3-0-3)

BIO 2091G, Human Physiology, Honors. (3-2-4)

BIO 2092G, Environmental Life Sciences, Honors. (4-0-4)

BIO 2093G, Heredity and Society, Honors. (4-0-4)

BIO 3003G, An Introduction to Evolution. (3-0-3)

BIO 3888G, Subtropical and Marine Ecology. (Arr.-Arr.-4)

### **Physical Sciences**

#### **Applied Engineering Technology**

AET 2200G, Materials Science. (3-0-3)

AET/GEL 2300G, Science and Technology: A Promise or a Threat? (3-0-3)

### **Chemistry**

CHM 1040G, The World of Chemistry. (3-2-4)

CHM 1310G, General Chemistry I. (3-0-3)

CHM 1315G, General Chemistry Laboratory I. (0-3-1)

CHM 1390G, General Chemistry I, Honors. (3-0-3)

CHM 1395G, General Chemistry Laboratory I, Honors. (0-3-1)

CHM 2040G, Practical Chemistry. (3-0-3)

### **Earth Science**

ESC/GEL 1300G, Introduction to Earth Sciences. (3-2-4)

ESC/GEL 1320G, Geology of National Parks. (3-2-4)

ESC/GEL 1390G, Introduction to Earth Sciences, Honors. (3-2-4)

ESC 1400G, Weather and Climate. (3-2-4)

ESC 1490G, Weather and Climate, Honors. (3-2-4)

ESC 1500G, Introduction to Physical Geography and Earth Systems Science. (3-2-4)

ESC/GEL 2450G, Oceanography. (3-0-3)

ESC/GEL 3010G, Environmental Physical Science. (3-0-3)

### **Geology**

GEL/ESC 1300G, Introduction to Earth Sciences. (3-2-4)

GEL/ESC 1320G, Geology of National Parks. (3-2-4)

GEL/ESC 1390G, Introduction to Earth Sciences, Honors. (3-2-4)

GEL/AET 2300G, Science and Technology: A Promise or a Threat? (3-0-3)

GEL/ESC 2450G, Oceanography. (3-0-3)

GEL/ESC 3010G, Environmental Physical Science. (3-0-3)

### **Physics**

PHY 1051G, Physics of the Modern World. (3-0-3)

PHY 1052G, Adventures in Physics. (3-0-3)

PHY 1053G, Adventures in Physics Laboratory. (0-2-1)

PHY 1055G, Principles of Astronomy. (3-0-3)

PHY 1056G, Principles of Astronomy Laboratory. (0-2-1)

PHY 1095G, Principles of Astronomy, Honors. (3-0-3)

PHY 1096G, Principles of Astronomy Laboratory, Honors. (0-2-1)

PHY 1151G, Principles of Physics I. (3-0-3)

PHY 1152G, Principles of Physics I Laboratory. (0-2-1)

PHY 1351G, General Physics I. (3-0-3)

PHY 1352G, General Physics I Laboratory. (0-3-1)

PHY 1391G, General Physics I, Honors. (3-0-3)

PHY 1392G, General Physics I Laboratory, Honors. (0-3-1)

PHY 3045G, Wonders of Astronomy. (3-0-3)

PHY 3050G, Excursions in Physics. (3-0-3)

## **Social and Behavioral Sciences**

(9 Semester Hours)

Courses must be selected from at least two different disciplines.

▽ Teacher education majors must complete one of these courses.

### **Anthropology**

ANT 2200G, Introduction to Anthropology. (3-0-3)\*

ANT 2290G, Introduction to Anthropology, Honors. (3-0-3)\*

### **Economics**

ECN 2800G, Economics of Social Issues. (3-0-3)\*

ECN 2801G, Principles of Macroeconomics. (3-0-3)

ECN 2802G, Principles of Microeconomics. (3-0-3)

ECN 2891G, Principles of Macroeconomics, Honors. (3-0-3)

ECN 2892G, Principles of Microeconomics, Honors. (3-0-3)

### **Geography**

GEG 1100G, Cultural Geography. (3-0-3)\*

GEG 1190G, Cultural Geography, Honors. (3-0-3)\*

GEG 1200G, World Regional Geography. (3-0-3)\*

GEG 1290G, World Regional Geography, Honors. (3-0-3)\*

### **Health Studies**

HST 2200G, Health Citizenship. (3-0-3)\*

### **History**

▽ HIS 3600G, The U.S. Constitution and the Nation. (3-0-3)

▽ HIS 3690G, The U.S. Constitution and the Nation, Honors. (3-0-3)

HIS 3700G, Turning Points in the History of Religion and Science. (3-0-3)

HIS 3790G, Turning Points in the History of Religion and Science, Honors. (3-0-3)

### **Journalism**

JOU 2001G, Journalism and Democracy. (3-0-3)

JOU 2091G, Journalism and Democracy, Honors. (3-0-3)

### **Philosophy**

PHI 2500G, Introduction to Ethics. (3-0-3)

PHI 2590G, Introduction to Ethics, Honors. (3-0-3)

PHI 3050G, Social and Political Philosophy. (3-0-3)

PHI 3700G, Language and Human Nature. (3-0-3)

### **Political Science**

▽ PLS 1153G, American Government and Constitution. (3-0-3)

▽ PLS 1193G, American Government and Constitution, Honors. (3-0-3)  
PLS 2253G, Introduction to International Relations. (3-0-3)\*  
PLS 2293G, Introduction to International Relations, Honors. (3-0-3)\*

### Psychology

PSY 1879G, Introductory Psychology. (3-0-3)  
PSY 1890G, Introductory Psychology, Honors. (3-0-3)

### Recreation Administration

REC 3400G, World Leisure: A Cultural Perspective. (3-0-3)\*

### Sociology

SOC 1838G, Introductory Sociology. (3-0-3)\*  
SOC 2750G, Social Problems in Contemporary Society. (3-0-3)\*  
SOC 2890G, Social Problems in Contemporary Society, Honors. (3-0-3)\*

### Women's Studies

WST 2309G, Women, Men, and Culture. (3-0-3)\*

### Senior Seminar

(3 Semester Hours)

The Senior Seminar is a cross-disciplinary, culminating experience that will provide you with an opportunity to apply concepts and use skills developed in both your general education and your major courses. You should plan to take a senior seminar in a discipline outside of your own major once you have completed at least 75 semester hours. **However, if you have fewer than 90 hours, you will need departmental assistance to register.**

EIU 4100G, Folklore, Culture, and Society. (3-0-3)  
EIU 4101G, Spaceship Earth: The Present State. (3-0-3)  
EIU 4102G, Technology and Society. (3-0-3)  
EIU 4103G, Physical Activity and Mental Wellness. (3-0-3)  
EIU 4104G, World Film: Language and Culture in Film. (3-0-3)  
EIU 4105G, Controversial Issues in Education. (3-0-3)  
EIU 4106G, War Stories. (3-0-3)  
EIU 4107G, The Idea of a University: Yesterday and Today. (3-0-3)  
EIU 4108G, The Changing World of Women. (3-0-3)  
EIU 4109G, The Politics of Human Rights. (3-0-3)  
EIU 4110G, Frontiers of Communication. (3-0-3)  
EIU 4111G, Plants and Civilizations. (3-0-3)  
EIU 4112G, Women and Technology. (3-0-3)  
EIU 4113G, The European Union: A Multi-cultural Approach. (3-0-3)  
EIU 4115G, Pop Culture Economics. (3-0-3)  
EIU 4118G, Sociobiology: The Biological Origins of Social Practices. (3-0-3)  
EIU 4121G, Leisure Time: The American Perspective. (3-0-3)  
EIU 4123G, Social Movements, Crowds, and Violence. (3-0-3)  
EIU 4125G, Cultural Diversity in the United States. (3-0-3)  
EIU 4126G, Body, Health, and Society. (3-0-3)  
EIU 4128G, Politics and Popular Culture. (3-0-3)  
EIU 4129G, Law and Technology. (3-0-3)  
EIU 4131G, Modern Biomedical Science: Promise and Problems. (3-0-3)  
EIU 4142G, Telecommunication Issues in the Third Millennium. (3-0-3)  
EIU 4151G, Nutritional Dilemmas and Decisions. (3-0-3)  
EIU 4155G, The European Witchhunts. (3-0-3)  
EIU 4157G, Impact of Communication Disorders: Adjusting to Cultural Demands. (3-0-3)  
EIU 4158G, Freedom of Expression: Dissent, Hate, and Heresy. (3-0-3)  
EIU 4160G, Personal Financial Investments. (3-0-3)  
EIU 4161G, Theatre as a Soapbox. (3-0-3)  
EIU 4162G, Women's Voices: Women in the Theatre. (3-0-3)  
EIU 4165G, Journalistic Media in Society. (3-0-3)  
EIU 4167G, The Meaning of Life. (3-0-3)  
EIU 4168G, The Internet as a Social Phenomenon. (3-0-3)  
EIU 4169G, Women in Science. (3-0-3)  
EIU 4170G, History on Film. (3-0-3)  
EIU 4171G, History of Graphic Narratives. (3-0-3)  
EIU 4190G, Spaceship Earth: The Present State, Honors. (4-0-4)  
EIU 4191G, Leisure Time: The American Perspective, Honors. (4-

0-4)

EIU 4192G, Film and Contemporary Society, Honors. (4-0-4)  
EIU 4193G, The Holocaust, Honors. (4-0-4)  
EIU 4194G, Leadership: Theory and Practice, Honors. (4-0-4)  
EIU 4195G, The European Witchhunts, Honors. (4-0-4)  
EIU 4196G, Journalistic Media in Society, Honors. (4-0-4)  
EIU 4197G, Freedom of Expression: Dissent, Hate, and Heresy, Honors. (4-0-4)  
EIU 4198G, Mischievous Molds, Honors. (4-0-4)  
EIU 4199G, The Politics of Human Rights, Honors. (4-0-4)  
EIU 4290G, Plants and Civilization, Honors. (4-0-4)  
EIU 4291G, Pop Culture Economics, Honors. (4-0-4)

## How can I complete General Education requirements if I am a transfer student?

1. Complete an A.A., A.S., A.S.A. or A.A.T (in Math, Early Childhood or Special Education) degree.\*
2. Complete the statewide General Education Core Curriculum (37-41-hours).\*
3. Complete EIU's General Education program if you are following a catalog dated Fall 2000 or later (or the Integrated Core if you are following a catalog prior to Fall 2000.)

\*If you received an Associate in Arts (A.A.), Associate in Sciences (A.S.), Associate in Science and Arts (A.S.A.), or Associate in Arts for Teaching Math, Early Childhood, or Special Education (A.A.T.) degree from a baccalaureate-oriented program from an Illinois public community college, Lincoln College, or Springfield College in Illinois and/or have completed the state's General Education Core Curriculum (GECC), you already have met EIU's lower-division general education requirements if your cumulative GPA is 2.00 or higher and you initially enrolled at EIU in Summer 1982 or thereafter. However, the A.A.T. in Science does not guarantee completion of lower-division general education requirements.

## What is the Illinois Articulation Initiative? What is the GECC?

The Illinois Articulation Initiative (IAI) is a statewide agreement that allows students to transfer a completed General Education Core Curriculum (GECC) between participating institutions. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as first-time freshmen in summer 1998 (and thereafter). Students beginning prior to summer 1998 may request a waiver. Additional information can be found at [www.iTransfer.org](http://www.iTransfer.org). If you complete the GECC:

- You will have satisfied EIU's lower-division general education requirements.
- You will have met EIU's cultural diversity requirement.

In addition, if you complete both the GECC and an IAI-approved major, you will be granted comparable course matches in lower-division courses applicable to your major.

## Should I complete EIU's General Education Program or the GECC?

You should complete EIU's general education program if you:

- Enrolled at Eastern prior to attendance at another college.
- Transferred from an out-of-state community college or any four-year college.
- Transferred from an Illinois public community college prior to completing your transferable associate's degree.
- Transferred from an IAI-participating Illinois university or college prior to completing the GECC.
- Completed an Associate in Applied Science Degree.

## What transfer college courses satisfy EIU's General Education requirements?

The Office of Transfer Relations will assist you in determining how your courses articulate to EIU's. Visit our transfer web site at <http://www.eiu.edu/transfer/> for contact and other information, or review course equivalencies online via the **u.select** web site at <https://www.transfer.org/uselect/>.

## What majors does EIU offer?

- **Accounting\* (BSB)**
- **Africana Studies (BS)**
- **Applied Engineering & Technology\* (BS)**
- **Art (BA)**
  - Art History Option
  - Studio Art Option
- **Art (BFA)**
  - Graphic Design Option
  - Studio Art Option
  - Teacher Certification Option
- **Athletic Training (BS)**
- **Biological Sciences\* (BS)**
  - Environmental Biology Option
- **Business Administration<sup>1</sup> (BSB)**
- **Career & Technical Education (BSEd)**
  - Business Education Emphasis
  - Family & Consumer Sciences Emphasis
  - Technology Education Emphasis
- **Chemistry (BA)**
- **Chemistry\* (BS)**
- **Clinical Laboratory Science (Co-op) (BS)**
- **Communication Disorders & Sciences\* (BS)**
- **Communication Studies\* (BA)**
  - Communication, Society, and Popular Culture Option
  - Corporate Communication Option
  - Interpersonal Communication Option
  - Mass Communication Option
  - Public Relations Option
- **Early Childhood Education (BSEd)**
- **Economics\* (BA)**
  - International Studies Option
- **Elementary Education (BSEd)**
  - General Option
  - Middle School Option
- **Engineering (Cooperative)<sup>2</sup> (BS)**
- **English\* (BA)**
  - Language Arts for Teacher Certification Option
- **Family & Consumer Sciences\* (BS)**
  - Apparel & Textiles, Consumer Studies, Hospitality, and Merchandising Option
  - Dietetics Option
  - Family Services Option
- **Finance\* (BSB)**
- **Foreign Languages\* (French, German, or Spanish) (BA)**
  - Teacher Certification Option
- **General Studies (BA)**
  - Childcare Option
- **Geography\* (BS)**
- **Geology\* (BS)**
- **Health Studies (BS)**
  - Community Health Option
  - First Responder Option
  - Health Administration Option
  - Teacher Certification Option
- **History\* (BA)**
  - International Studies Option
  - Teacher Certification Option
- **Journalism\* (BA)**
- **Kinesiology and Sports Studies (BS)**
  - K-12 Teacher Certification Option
- **Management\* (BSB)**
- **Management Information Systems\* (BSB)**
- **Marketing\* (BSB)**
- **Mathematics\* (BA)**
  - Teacher Certification Option
- **Mathematics & Computer Science (BS)**
- **Music\* (BMus)**
  - Performance Option
  - Teacher Certification Option
- **Nursing (RN to BS Completion Program) (BS)**
- **Organizational & Professional Development (BS)**
- **Philosophy\* (BA)**
- **Physics\* (BS)**
  - Applied Physics Option
  - Astronomy Option
  - Computational Physics Option
  - Engineering Physics Option
  - Radiation Physics Option
- **Political Science\* (BA)**
  - International Studies Option
- **Pre-Health Professions<sup>3</sup>**
- **Psychology\* (BA)**
- **Recreation Administration\* (BS)**
  - Therapeutic Recreation Option
- **Science with Teacher Certification<sup>4</sup> (BS)**
- **Social Science Teaching<sup>5</sup> (BA)**
- **Sociology\* (BA)**
- **Special Education\* (BSEd)**
  - Early Childhood Option<sup>5</sup>
  - Standard Special Option<sup>6</sup>
- **Theatre Arts\* (BA)**
  - Teacher Certification Option

\*An Honors Program is available in this major.

### Please Note:

- 1 Enrollment in this major is available only at Parkland College.
- 2 The College of Sciences also offers a pre-professional program in Pre-Engineering.
- 3 The College of Sciences offers pre-professional programs in Pre-Chiropractic, Pre-Dentistry, Pre-Medicine, Pre-Nursing, Pre-Occupational Therapy, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician's Assistant, Pre-Podiatry, and Pre-Veterinary Medicine. "Pre" programs do not culminate in degrees.
- 4 The Science Major with Teacher Certification offers specializations in Biological Sciences, Chemistry, Earth Sciences, and Physics.
- 5 The Social Science Teaching Major offers designations in Geography, Political Science, Psychology, and Sociology-Anthropology.
- 6 Students majoring in Special Education pursue a program resulting in certification as Learning Behavior Specialist I.

## What majors have special requirements for admission and/or continuation?

- **Art:** Graphic Design has selective admission requirements, including a minimum cumulative GPA of 2.25 and a minimum major GPA of 2.75.
- **Athletic Training** restricts the number of students who may participate by requiring them to meet specific selection criteria detailed at <http://www.eiu.edu/athtrain/>.
- **Clinical Laboratory Science** requires three years of study at EIU, followed by a year at an affiliated hospital.
- **Communication Disorders and Sciences** requires students to meet criteria for degree admission that include a 2.5 cumulative GPA and a minimum major GPA of 2.75. In the CDS major, students earn their professional credentials at the graduate level.
- **Economics** requires students to earn a 2.25 GPA in at least 6 hours of Economics courses to be admitted.
- **Engineering** requires three years of study at EIU followed by two more years at UI-UC or SIU-C.
- **General Studies** students are admitted to this program only through the School of Continuing Education.
- **Family & Consumer Sciences** requires students to complete 15 hours of college-level work with a minimum cumulative GPA of 2.0 to be admitted.
- **Health Studies** requires majors to earn a minimum major GPA of 2.5 to graduate.
- **Music** majors must audition.
- **Pre-nursing** students planning to attend a nursing program to prepare for registered nurse licensure can take pre-nursing courses at EIU prior to transfer to another college or university.
- **Psychology** major admission requires students to complete MAT 1271 (or a higher level math course) with a "C" or better or earn an ACT mathematics sub-score of 26 or higher, in addition to earning at least a "C" in PSY 1879G or its equivalent.
- To be considered for admission to the **RN to BS in Nursing Program**, you must hold an RN license, have a minimum GPA of 2.5, and complete an application to the program.
- Several majors require students to earn a **minimum grade of "C"** in core courses or other courses applicable to the major, including Communication Studies; English: Language Arts Teacher Certification; Family & Consumer Sciences; Journalism; Music: Performance Option; Psychology; and Theatre Arts. Sociology majors must earn a C average in the major core.
- All programs in the **School of Business** (Accounting, Business Administration, Finance, Management, Management Information Systems, and Marketing) require students to meet additional requirements to apply for admission. These requirements include a cumulative GPA of at least 2.5 (2.75 for Accounting).
- A student pursuing a major other than one resulting in the B.S. in Business cannot count more than 30 semester hours of business subjects toward fulfillment of bachelor's degree requirements.
- All **teacher education** majors and options require a *minimum* cumulative GPA of 2.65 and a "C" or better in all courses used toward graduation, regardless of where they are taken. This includes general education, professional education, major and minor courses, all University required courses, and electives. The teacher certification options in English and History, as well as the Social Science Teaching major, require a minimum cumulative GPA of 2.75. (Additional information is available in "Special Programs," below.)

For more details on major requirements, see the *Undergraduate Catalog* or the particular department's web site.

## How do I know which major to choose?

It is important to select a major that engages you and will allow you to meet your long-term educational, professional, and personal goals. If you need help selecting a major, talk to your advisor, review career-related materials on departmental web sites, and visit Career Services, which offers programs that can help you make this important decision. Go to <http://www.eiu.edu/careers/undecided.php>.

## What should I know before I change my major?

It is not uncommon for students to change majors, but you should be aware of the consequences. Depending on the new major you choose and when you choose it, your time-to-degree and thus your educational costs may increase significantly; your Satisfactory Completion Rate--and your financial aid--may be affected as well. Before you change your major, talk to your advisor about alternatives, such as a second major or a minor. Speak to students majoring in the program you are considering so that you can learn about it from their perspective. Run a "What-If" audit in PAWS to see how your completed coursework will apply to another major. Then schedule an appointment with the appropriate advisor or department chairperson to discuss the courses you will need to complete. Freshmen and sophomores who decide to change majors should do so in the Office of the Registrar, 1220 Old Main. Juniors and seniors should go to the dean's office in the college of their new major.

## Where may I get more information about major requirements and career opportunities?

Consult the appropriate departmental web site or contact the department directly. Contact information appears in the front of this publication.

## What is the difference between a double major and a double degree?

If you want to complete two majors within a single degree (that is, a first and second major), you will select a "double major." If you wish to complete two separate, simultaneous degrees, you will select a "double degree." You may be able to complete a first and second major with a minimum of 120 semester hours, depending on your academic history and the majors you select. You will be awarded only one degree, though both majors will be listed on your transcript. Conversely, if you opt to complete and earn two bachelor's degrees at the same time (for example, two B.A. degrees or a B.A. degree and a B.S. degree), you must meet all specified major requirements for both degrees, as well as the general requirements for the bachelor's degree. Your program of study must entail a minimum of 150 semester hours, including at least 60 hours of upper-division (3000-4000-level) coursework and 72 hours of EIU courses.

## What minors does EIU offer?

Accountancy  
Adult Education  
Advertising  
Africana Studies  
Anthropology  
Applied Engineering Technology  
Art History  
Art Studio  
Asian Studies  
Biological Sciences  
Broadcast Meteorology  
Business Administration  
Chemistry  
Communication Studies  
Community Health  
Creative Writing

Criminology  
 Earth Science  
 Economics  
 English  
 Entrepreneurship  
 Environmental Studies  
 Environmental Sustainability  
 Family & Consumer Sciences  
 Film Studies  
 Finance  
 Foreign Languages (French, German, & Spanish non-teaching and teacher certification)  
 Geographic Information Systems  
 Geography  
 Geology  
 Health Communication  
 Health Studies Teacher Certification  
 History  
 Jazz Studies  
 Journalism  
 Kinesiology and Sports Studies  
 Kinesiology and Sports Studies Teacher Certification  
 Latin American Studies  
 Language Arts  
 Management Information Sciences  
 Mathematics  
 Mathematics Teacher Certification  
 Medieval Studies  
 Military Science  
 Music  
 Neuroscience  
 Philosophy  
 Physics  
 Political Science  
 Pre-Law Studies  
 Print and Textile Design Technologies  
 Professional Writing  
 Psychology  
 Public Relations  
 Recreation Administration  
 Religious Studies  
 Safety & Driver Education  
 Sociology  
 Theatre Arts  
 Theatre Arts Teacher Certification  
 Women's Studies

**Please Note:**

- To successfully complete a minor, you must: 1) earn a GPA of at least 2.00 in a non-teaching minor or a GPA of at least 2.65 in a teaching minor; and 2) complete at least 6 hours in courses at EIU that count toward the minor.
- If you do intend to select a minor, you should declare it as soon as possible. If you have earned fewer than 60 hours, visit the Office of the Registrar to declare your minor. If you have 60 or more hours, ask your college certification officer to add your minor.
- Teacher certification minors are available only to students enrolled in teacher certification programs. See "What are teacher certification minors?"

Additional information about minor requirements is available in the *Undergraduate Catalog*.

## Special Programs

### What teacher certification programs does EIU offer?

Eastern offers state approved, nationally recognized teacher certification programs at the undergraduate level in Early Childhood Education (Birth-3<sup>rd</sup> grade), Elementary Education (Kindergarten-9<sup>th</sup> grade\*), and Secondary Education (6-12<sup>th</sup> grade\*) in a choice of 10 different fields. It also offers

Kindergarten–12<sup>th</sup> grade programs in Art, Foreign Language (Spanish, French & German), Music, Physical Education/Kinesiology and Sports Studies, and Special Education. If you wish to teach in Illinois, you must complete an approved teacher certification program. For a full listing of all approved teacher certification programs, see: [http://www.eiu.edu/ceps/teached/EIU\\_Teacher\\_Education\\_Programs.pdf](http://www.eiu.edu/ceps/teached/EIU_Teacher_Education_Programs.pdf).

\* If you wish to teach grades 5-8 (middle grades), you must complete additional coursework leading to a middle school endorsement.

### What are teacher certification minors?

Teacher certification minors are designed to help prepare students who want to add a second teaching field to their certificate. Thus, they are available only to individuals completing a major in an approved teacher certification program of the same certificate type. However, completion of a teacher certification minor does not guarantee that you will be granted an endorsement to teach in that field: You also must meet all other requirements (including state tests) established by the Illinois State Board of Education.

### How do I gain Admission to Teacher Education?

Admission to Teacher Education is a selective, multi-step process that begins when you attend a University Admission to Teacher Education Meeting during your first semester on campus (or as soon as you decide you wish to pursue teacher certification). This is a mandatory meeting at which you apply for admission to teacher education and learn the process of admission, retention, and graduation from teacher certification programs. Information on Eastern's admission to teacher education process is available at <http://www.eiu.edu/ceps/teached.php>.

### What is professional education and what are the requirements?

If you are seeking a certificate in Early Childhood Education, Elementary Education, or Special Education, the Professional Education requirements are included in the major. If you are seeking a High School certificate, or a Special Certificate in Art, Foreign Language, Music, or Physical Education/Kinesiology and Sports Studies, you must complete the Professional Education requirements either through the "Regular Program" or the "Integrated Program" (not available for all programs), but you cannot mix the two. A description of the two programs and the required coursework is available at <http://www.eiu.edu/ceps/teached.php>.

You must earn a grade of "C" or better in all professional education courses in order to graduate from a teacher certification program.

### May I repeat professional education courses that include field experiences?

You may not enroll more than twice in any undergraduate professional education course that includes a field experience or practicum. If you wish to attempt such a course beyond that limit, you must appeal to the department offering the course. If your request is approved, your department must develop a remediation plan that you must complete prior to re-enrollment.

### What tests must I take as part of a teacher certification program?

In addition to tests required by your academic program, you are required to pass various components of the Illinois Teacher Certification Testing System (Test of Academic Proficiency, Content Test(s) in your major field, and the Assessment of Professional Teaching) to progress through the stages of the program and/or receive certification. Information on these tests

and when they should be taken is available at <http://www.eiu.edu/ceps/teached.php>.

## Will grades below “C” count toward my teacher education degree program?

No! You must earn at least a “C” in all courses that count toward your degree or you will not be certified to teach in Illinois after January 2012.

## Can I get teacher certification if I am completing a B.A. in General Studies?

There is no teacher certification option in the Bachelor of Arts in General Studies. Individuals who complete this program and would like to be certified would need to complete one of Eastern's post-baccalaureate teacher certification programs after receiving their B.A. in General Studies.

## What do I need to know about student teaching?

Student Teaching is the culminating experience for teacher certification candidates and usually occurs during your last semester. To be eligible for student teaching, you must:

1. Apply to Student Teach in the fall semester of the academic year prior to the one in which you wish to student teach.
2. Complete all required professional education courses with a grade of “C” or better.
3. Have a cumulative and major GPA of at least 2.65 (the required GPA is higher in some majors) no later than mid-term the semester (not including summer) prior to student teaching.
4. Complete all departmental requirements for student teaching (consult your major department).
5. Pass the Illinois Certification Content Test in your major. Documentation of passing scores must be received no later than the close of the semester prior to student teaching.

A list of the requirements that must be met prior to student teaching is included in the University Admission to Teacher Education (Teacher Certification: Admission, Retention and Completion) document available at [http://www.eiu.edu/ceps/teached/NEW\\_Admission\\_Retention\\_Graduation\\_Teacher\\_Ed\\_Sheet\\_June\\_2010.pdf](http://www.eiu.edu/ceps/teached/NEW_Admission_Retention_Graduation_Teacher_Ed_Sheet_June_2010.pdf).

Student Teaching must be completed through EIU and one of its student teaching centers. While we allow student teaching in many areas of the state, we do not go everywhere. Check the Student Teaching web site ([www.eiu.edu/clinical](http://www.eiu.edu/clinical)) for student teaching locations, as well as for more information regarding student teaching.

## If I already have a bachelor’s degree, can I be certified to teach?

Eastern offers post-baccalaureate teacher certification programs designed for individuals who already have a bachelor’s degree and are interested in becoming certified to teach. If you are interested in this program, contact the Dean’s Office, College of Education and Professional Studies, to obtain information on admission criteria and to arrange for a transcript evaluation before taking coursework. Post-baccalaureate teacher certification requires a commitment of a minimum of three to four semesters at Eastern.

## Where can I get more information regarding teacher certification programs?

More information is available at <http://www.eiu.edu/ceps/teached.php>.

## What programs does the Honors College offer?

The Honors College strives to encourage academically talented students--both entering freshmen and others--to work, study and develop to their full potential by providing suitable courses of study and small classes taught by excellent faculty committed to student research and intellectual development.

Six programs are available: **University Honors**, a lower-division, general education curriculum; **Departmental Honors**, an upper-division, discipline-specific program; the **Presidential Scholars Program**, a concentrated academic and leadership experience; **Undergraduate Research**, which offers students preparation in professional collaborative research; the **National Scholarship Program**, which sponsors and mentors students for nationally competitive fellowships; and the **National Student Exchange Program**, through which an EIU student can attend another school in the U.S. or Canada for a semester or year (though not for the purpose of student teaching). The National Scholarship Program, National Student Exchange, and Undergraduate Research are open to all qualified students, whereas the University Honors, Departmental Honors, and Presidential Scholars Program are open only to students admitted to the Honors College. For more information about Honors College programs and admission criteria, visit the web site at: [www.eiu.edu/honprog](http://www.eiu.edu/honprog).

## What does a student-athlete need to know about academic progress requirements?

The NCAA requires student-athletes to pass a minimum of six credit hours counting toward the degree each academic semester, to complete a minimum of 18 semester hours over the fall/spring semesters, and to complete at least 20% of their degree each academic year. They also must declare a major by their 5<sup>th</sup> semester and maintain a minimum GPA of 2.0. Additional information is available at <http://www.eiupanthers.com/sports/2007/6/25/academic%20services.aspx>

Members of the Panther Academic Support Services (PASS) Office staff provide additional support for student-athletes, meeting with them to discuss academic, athletic, career and personal issues, and offering them assistance with time management, study skills, and assignment preparation. They also refer students to specialized resources and services, both on and off campus. New student-athletes are required to attend study hall from four to six hours per week. Continuing student-athletes whose GPAs are below 2.5 are required to attend study hall from 2-6 hours per week, depending on their specific GPA.

## Where can I get information about services for veterans and military personnel?

EIU is committed to serving and supporting the academic and personal success of our veterans, military personnel, and their families. For information, see <http://www.eiu.edu/veterans/>.

## What is the EIU4 program?

EIU4 is Eastern's four-year graduation guarantee for first-time, full-time freshmen in many majors. The program is simple: If you qualify and complete the EIU4 student responsibilities, we guarantee that you will finish your degree on time. Information about the program is available online at [www.eiu.edu/eiufour](http://www.eiu.edu/eiufour). (EIU4 is not available to students whose majors require more than four years of study and/or study off campus. Ineligible majors include Athletic Training, Clinical Laboratory Science, Engineering, Environmental Biology, Nursing, and all Bachelor of Fine Arts and teacher education programs and options).

## Where do I go for assistance if I am an international student?

The Office of International Students and Scholars recruits, reviews, and admits international students to undergraduate and graduate study at Eastern. The office also provides arrival assistance, orientation, academic support, advisement, and social programs for the international student population. International Students and Scholars staff members are available in 1170 Blair Hall (217/581-2321). Visit the web site at [www.eiu.edu/international](http://www.eiu.edu/international).

## Why should I study abroad?

Taking courses in another country is not only exciting—it also enables you to build the personal and professional skills necessary to succeed in today's competitive job market. The Office of Study Abroad awards nearly \$100,000 in need- and merit-based grants every year to help students achieve their dreams of studying in other countries. EIU offers study abroad programs from one week to one year in length in more than fifty countries. For more information about study abroad, stop in Blair Hall 1207 or call (217) 581-7267. You can also visit our web site: [www.eiu.edu/edabroad](http://www.eiu.edu/edabroad).

## What is the TRiO Program?

Eastern provides special support to students who are among the first in their family to go to college or who come from a low-income family or have a disability. Services include individual tutoring and counseling, study skill enhancement, cultural opportunities, career counseling, and leadership development training. To apply for TRiO, call 581-7849 or visit the web site at <http://www.eiu.edu/eiutrio/>.

# Enrollment, Registration, Academic Progress

## How many hours should I enroll in each semester?

A normal load is 15-18 hours per semester. However, you are considered a full-time student if you are enrolled in at least 12 hours each semester, including summer. You have an "overload" if you are enrolled in more than 18 hours.

As you plan your coursework each semester, keep in mind the following provisions:

- A student on academic warning or probation may enroll for a maximum of 15 semester hours during a fall or spring semester and a maximum of 12 semester hours during summer (It is highly recommended that these 12 hours include no more than 4 hours during the Summer 4 session and no more than 8 hours during the Summer 6 and Summer 8 sessions combined. For information about summer sessions, see <http://www.eiu.edu/summer/>).
- If you are at least a sophomore, you may enroll for as many as 21 semester hours during the fall or spring semesters (except during the student teaching semester), provided you have earned the following cumulative grade point average at EIU: Sophomore-3.00; Junior-2.75; Senior-2.50.
- Without the approval of your college dean, you may enroll in no more than 15 hours during summer. With approval, the maximum load for a student is 18 semester hours in summer.
- You may enroll for no more than 15 semester hours during the semester in which you student teach (unless you are a Special Education, Early Childhood Education, Early Childhood Education with dual certification in Elementary Education, or Family and Consumer Sciences major, in

which case you may enroll for a maximum of 17 semester hours.)

- No student may enroll for more than 21 semester hours.

The above academic load limits also apply to a student who is concurrently enrolled at Eastern and another college or university.

## What level of courses can I enroll in?

- If you are a freshman (i.e., you have earned from 0-29 hours), you may enroll in any course whose number is less than 3000, **if you have met prerequisites.**
- If you are a sophomore (i.e., you have earned from 30-59 hours), you may enroll in any course whose number is less than 4000, **if you have met prerequisites.**
- If you are a junior (i.e., you have earned from 60-89 hours) or a senior (i.e., you have earned 90 or more hours), you may enroll in any course whose number is less than 5000, **if you have met prerequisites.**

If you have met course prerequisites and have the approval of the appropriate department chairperson, you may be able to enroll in higher level courses. In addition, seniors who have a GPA of at least 2.75 and permission of the instructor and the Dean of the Graduate School may be allowed to enroll in graduate-level courses, but these courses will not count toward a graduate degree without specific approval.

Please note that you will not receive credit toward graduation for a course taken *after* a course for which it is a prerequisite.

## How and when do I register for classes?

Continuing students register online, via PAWS, according to an established schedule (seniors register first). New students register during orientation. Information about the registration process is available online at <http://www.eiu.edu/registra/registration.php>.

**You must see your advisor to obtain your Alternate Personal Identification Number (PIN) before you can register.**

## How do I waitlist a class?

To determine if a course has wait-list seats available, you must search for the class using the "Look Up Classes" link in the PAWS registration menu. If any seats are available to wait-list, they will appear in the "WL Rem" column.

If you want to wait-list the course, you must type its Course Registration Number (CRN) into the worksheet under the "Add or Drop Classes" link on the registration menu. You must then "Submit Changes." The screen will show that the course is closed, and the option to wait-list will appear in the drop-down menu. To include the wait-listed course on your schedule, you must "Submit Changes" again.

## What Should I Know About Academic Advising at EIU?

Advising is mandatory. If you are a new freshman, have not declared a major, or have not yet been accepted by your intended major, you are assigned an advisor in the Academic Advising Center (Room 2100, 9<sup>th</sup> Street Hall) until you have completed at least 15 semester hours and have met the requirements of your major department. At that point, you will be assigned an advisor in your major department or school. To see who your advisor is, go to PAWS and then follow this path: Main Menu/Student and Student Records/View Student Information. The information there will include your advisor's name.

## What should I consider when planning my class schedule?

You will need your advisor's approval to register for courses, so be sure to schedule an appointment to meet with her or him before your registration period begins. Develop a tentative schedule prior to your meeting. The online *Undergraduate Catalog*, which details your degree requirements, will help you, but many departments provide more specific semester-by-semester course planning guides, degree checklists, and course description booklets on their web sites. (Also see the four-year degree plans at <http://www.eiu.edu/eiufour/checklist.php>.)

As you plan your schedule, keep in mind that in addition to selecting courses that meet general education, major, and minor requirements, you may need to enroll in courses to remove high school deficiencies, to complete the foreign language requirement, to satisfy prerequisites for math and other courses, or to replace low grades. If you have Advanced Placement credit, transfer coursework, or other non-EIU credit, be certain you know how it was evaluated so that you do not enroll in EIU courses for which you already have credit. If you must complete an off-campus internship such as student teaching, be sure to include this in your long-term plans. If you are planning to study abroad, work with the Office of Study Abroad to determine in advance which courses you are going to earn credit in.

**You now can plan your schedule with the help of our online Schedule Planner**, a web-based scheduler that allows you to quickly and efficiently create a class schedule based not only on the courses you need to take, but also on the times you are available to take them. Visit <http://www.eiu.edu/scheduleplanner/> for directions!

If you have work or other responsibilities to plan your classes around, keep in mind that even though a full-time load is 12 hours, EIU degrees require at least 120 hours. If you intend to graduate in four years, you will need to complete at least 30 hours each year. If you complete fewer hours, you will extend your time-to-degree and the cost of your education.

## How do I know which math course to take?

The surest answer to this question is, **ask your advisor!** EIU's general education program requires you to complete three hours in math, but the particular course(s) you choose may be determined by your major, which also may require math; by your ACT math sub-score and/or your score on the math placement test; and by any high school math deficiencies you need to remove. Pay attention to any prerequisites listed in math course descriptions: You may be required to complete preparatory courses before you can enroll in higher level math courses. Be sure to plan appropriately.

## What should I do if I can't register for a class?

If you have met prerequisites but are unable to register for a course, it may be that the department is limiting enrollment to students with the greatest need. In such a case, you should contact the department to see if you can be added to the course. If it is not imperative that you take this course immediately, continue to check PAWS through the Add/Drop period, because additional seats may become available. In the meantime, you should contact your advisor to select an alternate course. To increase your chances of getting seats in the courses you need, register as soon as you can!

## How do I read a course description?

- Numbers in parentheses following the course title indicate the number of class hours per week, laboratory or studio hours per week, and credit hours. For example, (3-0-3) indicates three hours of classroom work each week, no laboratory or hours, and three semester hours of credit.

- If you enroll in a course whose meeting times are noted as "arranged" (Arr.), you should contact the instructor by the beginning of the semester to find out when your class meets.
- Offering times are Su–Summer; F–Fall; S–Spring. Courses which do not identify terms are offered every semester.
- Writing-Centered and Writing-Intensive courses are designated "WC" and "WI."
- Prerequisites for courses are printed immediately following the course description. Please be aware that the listed prerequisite may itself have one or more prerequisites; you must meet them all in order to enroll. You may not earn credit in a course serving as a prerequisite for another course you already have completed. (This rule does not apply to students who do not earn grades of "C" or better in ENG 1001G, ENG 1002G, and/or CMN 1310G or in accepted substitutions.)
- Some course descriptions contain abbreviations pertinent to the Illinois Articulation Initiative, identifying general education courses that have been approved for transfer: C (Communication); F (Fine Arts); M (Math); P (Physical Sciences); H (Humanities); L (Life Sciences); and S (Social/Behavioral Sciences). For more information on IAI, visit the web site: [www.itransfer.org/IAI/](http://www.itransfer.org/IAI/).

## What is the Textbook Rental Service?

EIU provides student textbooks through a Textbook Rental System (TRS), charging a rental fee of \$9.95 per credit hour. (You may, however, purchase your textbooks during sales periods announced on the TRS web site.) All notifications and important information will be sent to your EIU student email account. For information regarding hours of operation, deadlines for book return, charges and fines, staff contact information, FAQ's for both on- and off-campus students, and other important information, visit [www.eiu.edu/textbks/](http://www.eiu.edu/textbks/).

## What should I do before I withdraw from a class?

Talk to your instructor. If you are concerned about your grade, ask for advice on how to improve it, as well as for an assessment of your chances of earning at least a "C" in the class. If you still feel you must drop the course, talk to your advisor, since while dropping a class may solve one problem, it may create others. If your course load drops below 12 semester hours, for instance, it may impact your financial aid, your insurance, your scholarship, and/or your good student discount. Even if you can drop a course and remain a full-time student, you may discover that your reduced course load will negate your ability to graduate when you planned. Withdrawal deadlines are provided in the Academic Calendar (<http://www.eiu.edu/registra/acacal.html>). See also "How do I withdraw from a course," below.

Notifications of pending drop and withdrawal deadlines are sent to your EIU student email account. Be sure to check your email regularly so that you do not miss the deadlines.

## What is EIU's class attendance policy?

*You are expected to attend all scheduled class meetings.* However, you will be excused from class if you were absent because of a properly verified illness, emergency, official University activity, or volunteer emergency work. Keep in mind that it is your responsibility to initiate plans to make up any missed work and to complete it promptly. You also should know that some instructors use attendance as a criterion in determining final grades. See the complete policy at <http://www.eiu.edu/auditing/IGP/policy43.html>.

## What are EIU's academic progress policies?

The following rules apply to you as soon as you attempt at least nine semester hours of academic courses at EIU.

### Academic Warning

If, at the end of a grading period, your cumulative GPA falls below 2.00, but not so low as to warrant academic dismissal, you will be placed on academic warning. Students placed on academic warning for the first time will be required to complete EIU 2919, Strategies for Academic Success.

### Academic Probation

If, at the end of a grading period (semester or summer term) on academic warning, your cumulative GPA is still below 2.00, but not so low as to warrant academic dismissal, you will be placed on academic probation.

**If you are on academic probation, you must achieve a minimum 2.10 GPA each grading period (i.e., each fall, spring, and summer) until you reach good academic standing, or you will be academically dismissed. If you take only one course during a term, this means you must earn at least a B in it.**

### Academic Dismissal

You will be academically dismissed if:

- at the end of any grading period, your GPA is 0.00 and your cumulative GPA is below 2.00; or
- at the end of any grading period on academic probation, you fail to make satisfactory academic progress toward good academic standing.

### Financial Aid and Satisfactory Progress

If you receive state or federal financial aid, you must maintain a minimum cumulative GPA of 2.0 and complete at least 60% (freshmen and sophomores) or at least 70% (juniors and seniors) of the hours you attempt. For details on satisfactory academic progress, see [http://www.eiu.edu/finaid/policies\\_academic\\_progress.php](http://www.eiu.edu/finaid/policies_academic_progress.php).

### What courses count in my GPA?

Your semester GPA is based on the grades you earned during a particular semester; your cumulative GPA is based on all of your grades at Eastern; and your major and minor GPAs are based on courses required for the major and minor (as they are defined by the particular department). None of these calculations includes courses in which you earned grades of AU, CR, DC, I, NC, NNC, W, or X. For information on how to calculate your GPA, see [http://www.eiu.edu/registra/gpa\\_calc.php](http://www.eiu.edu/registra/gpa_calc.php).

### What happens if I repeat a course?

If you repeat a course in which you earned a D, F, NF, NNC, or NC, the highest grade you earn will be included in the computation of your cumulative GPA. However, the initial grade and the repeat grade(s) will appear on your record. You will not earn credit hours for a repeated course unless the course description indicates that the course may be repeated for credit. (If you repeat a course in which you earned an F, however, you did not earn credit the first time, so the re-take will carry academic credit.) If you already took a particular course at EIU, you may not repeat it at another institution to replace a lower grade.

### If I earn an incomplete grade, what are my responsibilities?

Instructors award "I" or incomplete grades only when, because of documented illness or other valid reason, a student's progress in a course is delayed so that he or she is unable to complete all requirements for the course by the official closing date of the term. If your instructor agrees to award you an "I" grade, you must work with him or her to develop a plan to complete all remaining course requirements by the last class day of the next grading period in which you are enrolled (but no later than the last class day one calendar year from the end of the term in which you received the grade of "I"). If you successfully complete the work, your instructor will submit a "Grade Correction Form" to the Office of the Registrar no later than four days prior to the official close of the term. However, if you fail to implement the

completion plan by the stated deadline, you will be issued the instructor-supplied default grade or a grade of "F" if no default grade was issued. You will not be certified for graduation so long as an "I" remains on your academic record. You also should be aware that changing an "I" to another grade may affect your grade point average.

### How do I appeal a grade?

You may not appeal a grade without good cause. Following are approved bases for grade appeals at EIU:

1. An error in the calculation or recording of a grade.
2. The assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the course.
3. The assignment of a grade to a particular student on some basis other than performance in the course.
4. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Prior to initiating a formal grade appeal, you should discuss the grade issue with the faculty member to determine whether it can be resolved informally. If not, follow the procedures outlined at <http://www.eiu.edu/acaffair/GradeAppeal/>. Formal appeals must be initiated on or before the official midterm date of the next term.

### How can I monitor my academic progress?

To view your academic standing, grades, course history, transfer evaluations, and degree progress, select the "View Student Information" link in PAWS.

An annotated degree audit is available online at <http://castle.eiu.edu/acaffair/DARS/InterpAudit3.pdf>. For information on running a degree audit, see the "Student Guide" at <http://castle.eiu.edu/acaffair/DARS/student.php>.

### What happens if a hold is placed on my record?

A hold may be placed on your record for a variety of reasons—for example, if you fail to pay a fine or fee; to remove a high school deficiency; or to submit immunization records, a final high school transcript, or an Electronic Writing Portfolio essay. A hold may prevent you from registering, changing your schedule, or obtaining a transcript. To remove a hold, you must work with the office that has placed it on your record. See the list of hold codes and contacts at <http://www.eiu.edu/caneiu/holds.pdf>.

You may contact the Office of the Registrar for assistance in dropping or withdrawing from courses prior to the drop or withdrawal deadline.

### What should I do if I have been academically dismissed?

If you are academically dismissed, you must remain out of the University during the subsequent fall or spring term. You then are eligible for readmission (in spring or fall only) if you meet the following conditions:

- You have been academically dismissed only once.
- You **apply for readmission** at least 10 calendar days prior to the first class day of the term for which readmission is sought.
- You work with staff in the Student Success Center to prepare a written academic plan prior to the first class day of the term for which you seek readmission. **If you fail to develop or to complete the requirements of the written academic plan by midterm of the semester of readmission, a hold will be placed on your record until you satisfy this requirement.**

- You provide an official transcript for any coursework you completed during your time away from EIU, showing that you earned a composite GPA of at least 2.00 on a scale of 4.00. If you are attending this college or university at the time of application for readmission, you should obtain a statement from that institution indicating that you are earning at least a 2.00 on a 4.00 scale. You must then send an official transcript after the end of the term.

Once you are readmitted, you re-enter the University with the cumulative GPA you had upon dismissal and are placed on academic probation. This probationary status will continue so long as you satisfy the conditions specified in the section on "Academic Probation."

## What should I do if I am academically dismissed a second time?

If you fail to make satisfactory progress, you will be dismissed again and will not be reinstated except by approval of the Committee on Reinstatement. You will find guidelines for petitioning for reinstatement if you have been dismissed more than once at <http://www.eiu.edu/registra/readmission.php>.

## How do I withdraw from a course or the University?

Notifications of pending drop and withdrawal deadlines are sent to your EIU email account. Be sure to check your email regularly so that you do not miss the deadlines!

1. During a Fall or Spring Semester, you may withdraw from a course by 4 p.m. on the 10th class day and not receive a grade.
2. From the 11th class day until the close of business on the Friday of the 11th class week of the semester, you may withdraw from a course with a grade of "W." No student may initiate withdrawal from a course later than the Friday of the 11th class week of the semester. Cutoff dates for summer terms are reduced proportionately. Specific withdrawal dates are available at <http://www.eiu.edu/registra/acadcal.php>.
3. You may request a late withdrawal through the course instructor when a documented illness or extraordinary circumstance prevents you from withdrawing from a course by the established deadline. Failing a class is not an appropriate reason to seek a late withdrawal. Procedures for submitting/responding to a late withdrawal request are available at <http://www.eiu.edu/registra/latewithdrawalpolicy.php>.
4. If you wish to withdraw completely from the University by or before the 10<sup>th</sup> class day, you should drop all classes through PAWS or notify the Registrar's Office of your intention in person or in writing. The Registrar's Office will notify appropriate departments and agencies of the withdrawal. You are responsible for making sure all obligations to the University have been met.
5. If you wish to withdraw completely from the University after the 10<sup>th</sup> class day, you must go to the Registrar's Office; or send a signed letter requesting complete withdrawal to the Registrar's Office; or email the Registrar's Office using your EIU email account. (The PAWS system will not allow you to withdraw completely after 10<sup>th</sup> day because of federal financial aid reporting requirements.)

Policies governing withdrawal because of a call to active military duty are administered by the Registrar. Requests for complete withdrawal for medical reasons are processed by the Medical Director, University Health Service. Given appropriate clinical circumstances, the Counseling Center will assist students in obtaining a medical withdrawal for psychological reasons.

## If I withdraw from classes, can I get a refund?

If you pay your fees prior to the late registration date for the term but decide not to attend the University, your fees will be refunded if you drop all classes through PAWS before the late registration

date for the term. If you drop your classes by the last day to withdraw without a grade, all fees (except insurance) will be refunded. If you withdraw by the "fifty percent refund" deadline, half of all your tuition and mandatory fees (except insurance) will be refunded to you. Complete details about EIU's withdrawal and refund policies are available in the online catalog.

# Transferring Credit

## How will having an associate's degree benefit me?

If you receive an Associate in Arts, Associate in Science, Associate in Science and Arts, or Associate in Arts for Teaching\* Math, Early Childhood, or Special Education degree from an Illinois public community college, Lincoln College, or Springfield College in Illinois, you will:

- Be guaranteed a minimum of 60 semester hours in transfer credit and thus junior status;
- Be exempt from all lower-division EIU general education requirements; and
- Be exempt from the cultural diversity requirement.

\* The Associate in Arts for Teaching Science does not guarantee completion of lower-division general education requirements.

### Please note:

- Because major requirements vary, students with A.A., A.S., A.S.A, or A.A.T. degrees should be aware that they may not necessarily graduate with only an additional 60 semester hours of academic work. Further, all transfer students who enter teacher certification programs must meet all requirements for teacher certification.
- Out-of-state associate's degrees do not automatically meet Eastern Illinois University's lower-level general education requirements.
- A teaching certificate requires 3 credit hours in a diversity or third world/non-western course and 3 credit hours in an American Government course. The A.A., A.S., A.S.A., and A.A.T. degrees and the GECC do not automatically satisfy teacher certification requirements.

## Can I complete my associate's degree after I transfer to EIU?

Yes. You can use Eastern credit and transfer it back to complete an associate's degree or the GECC. There is no hour or time limit for completion of a transfer agreement.

## How will my transfer credit be evaluated?

The Office of Transfer Relations will assist you in determining how your courses will articulate to EIU's courses. Visit our transfer web site at <http://www.eiu.edu/transfer/> for contact and other information. You also may review course equivalencies online via the **u.select** web site at <https://www.transfer.org/uselect/>. Once you have been admitted, the Office of the Registrar will complete an official evaluation of your transfer credit. A copy of the evaluation will be provided to you on your orientation/advisement day. A sample evaluation is available at <http://castle.eiu.edu/acaffair/DARS/transeval.pdf>. For information on running the transfer evaluation audit, see <http://castle.eiu.edu/acaffair/DARS/transfer.php>.

## What if I have credit from an out-of-state or other non-IAI institution?

The transfer credit you earn from any regionally accredited, non-IAI college or university will be evaluated on a course-by-course basis, and transferable courses will be awarded appropriate credit in general education and/or the major. (Courses will count toward general education if they clearly match an IAI general

education course description. Descriptions of the IAI courses can be found on the IAI web site at <http://www.iTransfer.org>.)

## What if I took college or university courses while I was in high school?

EIU will grant you credit for appropriate courses in which you earned grades of "C" or better while still in high school, provided you completed these courses at or through the auspices of a regionally-accredited college or university.

## What if I have credit for military service?

EIU uses "A Guide to the Evaluation of Educational Experiences in the Armed Services" by the American Council on Education to evaluate military service, granting credit for reasonable substitutes ordinarily accepted by the University.

## What if I took correspondence and/or extension courses?

If you took correspondence and/or extension courses from a regionally accredited college or university, you may submit these courses for evaluation. However, the total credit EIU will accept toward graduation may not exceed 32 semester hours. For the complete details of this policy, see the *Undergraduate Catalog*.

## What if I have AP, CLEP, PEP, DANTES, or IB credit?

Once you submit your scores for Advanced Placement Tests, College Level Examination Program (CLEP) Tests administered by the College Entrance Examination Board, Proficiency Examination Program (PEP) tests administered by the American College Testing Program, any exam administered by the military's Defense Activity for Non-Traditional Education Support (DANTES), and/or International Baccalaureate (IB) credit, the Office of the Registrar will evaluate them in accordance with standards established by the appropriate departments to determine proper placement and credit. College credit granted will be treated as credit without a grade; it will count toward graduation and may be used in fulfilling requirements.

### Please note:

- You will not be awarded credit as indicated above if you must use your nationally standardized test score to meet minimum high school graduation requirements.
- Eastern does not allow a student to re-take a CLEP exam for Eastern credit if the first score is unsatisfactory.
- You should check with the Office of the Registrar or with the Office of Testing and Evaluation to determine which Advanced Placement Tests, CLEP Subject Exams, and PEP Exams are honored by EIU and whether essay portions of the exams are required. Only the Humanities test of the CLEP General Exams may carry credit.
- Credit will be awarded only if the original test scores are sent directly to Eastern. Credit will not be awarded based on scores listed on another institution's transcript.
- You may receive credit only once in a given course in a given subject.

For details, see <http://www.eiu.edu/registra/apclepcredit.php>.

# Graduation

## What can I do to ensure that I graduate on time?

1. **Pick your major with care.**  
Changing majors can increase your time to degree, so choose wisely. If you need assistance, talk to your academic advisor and the staff in Career Services.

2. **Know what your degree program requirements are.**  
Your EIU degree comprises both university and major-specific requirements. These are detailed in our online catalog (<http://catalog.eiu.edu/>) and in your degree audit, which you can access via PAWS.
3. **Complete at least 15 hours every semester.**  
At a minimum, you should complete 30 hours by the end of your freshman year; 60 hours by the end of your sophomore year; and 90 hours at the end of your junior year. You must earn a minimum of 120 hours to graduate from EIU. However, some degree programs require additional hours for internships, student teaching, and so on. To repeat #2, know what your program's requirements are!
4. **Think carefully before you make decisions that will affect your time-to-degree.**  
Significant decisions such as changing your major can delay your graduation, but so can seemingly "little" things. Dropping a class because you're earning "only" a C may seem like a good idea at midterm, for example, but in the long run, it may cost you. Similarly, not turning in a textbook or library book and ignoring the resulting fines can prevent you from registering for future courses.
5. **Know and meet deadlines.**  
EIU establishes deadlines for paying bills, registering for classes, dropping classes, securing internships, applying for graduation, and so on. (See the academic calendar at <http://www.eiu.edu/registra/acadcal.php>.) Missing deadlines can delay your graduation!
6. **Meet with your academic advisor at least once a semester.**  
Your advisors in the Academic Advising Center and in your major department not only will help you select your coursework but also will offer guidance in addressing your personal, educational, and career goals and refer you to the many support services and activities available on campus.
7. **Monitor your own academic progress.**  
While you will be assisted by a well trained academic advisor, *you are responsible for your own academic progress*. Via PAWS, you can run a degree audit that will show you which requirements you have met and which you still need to meet. Be sure to review your degree audit before you register each semester so that you can avoid last minute "surprises" that may delay your graduation.
8. **Take summer courses if you need to.**  
If your program requires more than 120 hours or you fall behind in hours, consider taking summer school at EIU, at your local community college, or even online. *Be sure to select courses that will apply to your EIU degree.* Ask your advisor for assistance, and use [u.select \(https://www.transfer.org/uselect/\)](https://www.transfer.org/uselect/), an online system that will show you how EIU articulates transfer coursework.

## How, when, and where do I apply for graduation?

To apply for graduation, go to PAWS and select the "Apply for Graduation" link. (Additional information is available online at <http://www.eiu.edu/registra/graduation.php>.)

In most cases, you should submit your application for graduation once you have earned 60 hours, typically the first semester of your junior year. Business majors, however, should not apply for graduation until they have secured final admission to the School of Business. Other majors have similar requirements. **Be sure to discuss your plans with your advisor before you apply!**

When you do apply, you will be requested to review a variety of information, including the name you want on your diploma, the address to which you want the diploma sent, the semester and year you expect to graduate, the year of the catalog whose

requirements you intend to graduate under (Verify this year with your advisor), as well as your degree, major, option, concentration, and minor (if applicable). If any of this information is inaccurate, you must go to the Registrar's Office to request a correction.

Your account automatically will be billed a \$25 application fee. If you do not complete graduation requirements at the end of the grading period, you must reapply for graduation. However, you will not be charged an additional fee.

Once you apply for graduation, you will initiate your college certification officer's review of your degree requirements. This review, the "degree audit," will identify any requirements you still need to complete in order to earn your degree. (You may view an unofficial audit in PAWS by selecting the "Degree Audit Reporting System" link.) If you have taken courses at other institutions that will apply to your degree, be sure you send official transcripts of this work to the Office of the Registrar. Your degree will not be conferred until all such documents have been received.

Please note that you will not be able to obtain your diploma, an official transcript, or any other verification of your graduation if there are any holds on your student record.

## How do I know which catalog to graduate under?

Typically, you will graduate under the catalog in effect when you entered EIU (for example, Fall 2011). However, you may "bump" catalogs, electing to graduate under a later catalog, if it is beneficial for you to do so (because the requirements of your major have changed, for example). If you are a transfer student, you also have the option of selecting a catalog current at the time you initially enrolled in your transfer institution, so long as it does not predate your enrollment at EIU by more than three years. If you are a re-admitted student, you may continue under the catalog you originally began your EIU course work with, or you may choose a subsequent catalog. In no case may you mix requirements from different catalogs; instead, you must meet *all requirements* of the catalog you select. If you have questions about which catalog to choose, ask your advisor.

## Can I participate in commencement if I still have a requirement to complete?

You may participate (that is, "walk") in commencement if your academic record suggests you will be able to complete your degree requirements by the close of the semester in which commencement is held. You may participate in "commencement by exceptionality" under the following conditions:

- If you have applied to graduate in a summer term and are able to complete all of your degree requirements by that time, you may be granted permission to participate in the preceding spring commencement ceremony.
- If you have only student teaching, internship, or practicum to complete, you may be granted permission to participate in the commencement ceremony preceding your final term.

You must apply for "commencement by exceptionality" according to established deadlines. For details and an application, contact your college certification officer.

**Participating in commencement does not necessarily mean that you graduated.** EIU will not confer your degree--and you will not graduate--until your college's certifying officer indicates that you have completed all requirements.

## What is a degree with distinction?

If you complete at least 56 hours of course work at EIU, including at least 40 hours of graded courses (exclusive of courses you took Credit/No Credit), you may be eligible for a degree with distinction. If you have a cumulative grade-point average of 3.90

to 4.00, you will graduate *summa cum laude*; if you have a cumulative grade-point average of 3.80 through 3.89, you will graduate *magna cum laude*; and if you have a cumulative grade-point average of 3.65 through 3.79, you will graduate *cum laude*.

## What should I know about graduate study at EIU?

Since 1951 Eastern has been committed to advancing the professional and personal lives of our students by providing graduate degree programs and graduate courses to support rigorous study and professional development. Graduate study at EIU offers students a favorable faculty-to-student ratio in our twenty-seven master's and specialist's programs and eight certificate programs. Assistantships are offered in every graduate program as well as several non-academic units. Graduate assistantships provide a monthly stipend in exchange for duties performed in research, teaching and service, as well as a tuition waiver scholarship. Applications for admission and assistantships can be found at the following web site: [www.eiu.edu/graduate](http://www.eiu.edu/graduate). Graduate School staff members are available to answer questions and to assist with the admission process in 1201 Blair Hall, or you may call them at (217) 581-2220.

## How do I use the online catalog?

- **Go to** <http://catalog.eiu.edu>.
- **Choose your catalog:** Make your choice from the drop-down list at the top right-hand side of the page, and click the "go" button.
- **Browse the catalog:** Click one of the navigation links on the left-hand side of the page to browse the contents of the catalog.
- **Print pages of the catalog:** Scroll to the bottom of the page and click "Print-Friendly Page." A new pop-up window will open with just the body of the page in it. Select "Print This Page."
- **Create and use the portfolio**  
To create a portfolio account, simply choose "my portfolio" from the left hand navigation menu and click on the "Create an Account" link. Enter a valid e-mail address and password, and then click the "Create Account" button. To log into your portfolio account, choose "my portfolio" from the left-hand navigation, enter your e-mail address and password, and click the "login" button. If you forget your password, enter your e-mail address and click the "Reset Password" button; your password will be e-mailed to you. To add a course or program, click the "add to portfolio" link next to the course or program in which you are interested.
- **Search the catalog:** Enter a search keyword or phrase in the "Catalog Search" box on the left-hand menu and click "Go." Or click on the "Advanced Search" link below the regular search box. In advanced search, you may search for an exact match of a keyword or phrase by checking the "find whole word or phrase only" box. To display a list of all course prefixes available in the catalog, click "show prefix list" under "Search Locations." You also may enter a keyword or phrase that includes a course prefix and code (like "ENG 1001G") to better locate a specific course. The closest available matches will be returned first.

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# Financial Planning

## What can I do to manage my finances effectively?

The responsibility for financing your education ultimately rests with you. You have an account at the University, and it is through this account that you are charged for tuition, fees, and University Housing. If you need financial assistance, the first step is to file a FAFSA (Free Application for Federal Student Aid). Your financial aid, as well as out of pocket payments, is applied as credit to your account. **Financial aid and billing information will be available to you via PAWS. Reviewing PAWS weekly will enable you to see updated information.**

You will need to file a FAFSA once a year anytime after January 1<sup>st</sup>. You can access the application at [www.fafsa.gov](http://www.fafsa.gov) or click on the link from the EIU Financial Aid home page. Be sure to file no later than March 1<sup>st</sup> each year. This will ensure you receive the optimum financial aid package, based on your eligibility. You may be required to submit additional information such as, but not limited to, tax returns for you and your parents.

Important financial aid information will come to you electronically through your EIU e-mail account. This includes your notice to go to PAWS to view your financial aid award letter, requests for additional information, changes to your aid package, reminders to sign your promissory note, entrance counseling requirements, etc. Be sure to visit the Financial Aid web page [www.eiu.edu/finaid](http://www.eiu.edu/finaid) for more information. You also can initiate a scholarship search from this location or go directly to [www.eiu.edu/scholarships](http://www.eiu.edu/scholarships). The Office of Financial Aid maintains a strong commitment to assist students in fulfilling their financial obligations.

Student Accounts The Bursar Area, which includes Student Accounts and Cashiers, sends out your bills, processes your payments and creates refund checks. Bills are issued within the first five days of a month. A notice will be sent to your EIU e-mail account when a new statement is available in PAWS. You are the only person who receives the e-mail. A real-time view of your account also is available in PAWS. You can access this information in PAWS by going to "Student," then "Student Account," and then selecting either "Account Detail for Term" or "Statement and Payment History."

Payment may be made on the web site, by telephone, through the mail, or in person at the Cashier's Office. We accept checks, cash, and all major credit cards. Details on how and where to make a payment are available on the second page of your billing statement and on the Student Accounts web page at [www.eiu.edu/busofc/bursar](http://www.eiu.edu/busofc/bursar). Each semester's bill must be paid in full before you can take classes for the next semester. Holds that will prevent you from registering and obtaining grades and transcripts will be placed each semester if your account remains unpaid. Holds are placed November 1<sup>st</sup> (fall); April 1<sup>st</sup> (spring); and August 1<sup>st</sup> (summer).

**-NOTES-**

# Information

## Where can I find more information?

**Academic Advising** (581-2313) <http://www.eiu.edu/advising/>

Course planning, academic policies, degree requirements

**Academic Calendar** (581-3831)

<http://www.eiu.edu/registra/acacal.html> Official deadlines

**Address Change** (Done via PAWS)

**Admissions Office** (581-2223) <http://www.eiu.edu/admissns/>

**Athletics** (581-2319) <http://www.eiupanthers.com/>

**Booth Library** (581-6072) <http://www.library.eiu.edu/> Reading and research materials, workshops, computer lab

**Campus Map** <http://www.eiu.edu/map/>

**Campus Police** <http://www.eiu.edu/police/>

**Campus Recreation** (581-2821) <http://www.eiu.edu/crecsr/>

Rec Center, intramural sports

**Career Services** (581-2412) <http://www.eiu.edu/careers/home/>

Career assessment, networking, job etiquette

**Child Care Resource and Referral** (581-6698)

<http://www.eiu.edu/ccrr/>

**Commencement Office** (581-6892)

<http://www.eiu.edu/commence/>

**Computer Labs** <http://castle.eiu.edu/atac/labs.php>

**Computer Hardware/Software Recommendations**

<http://its.eiu.edu/student-computer-hardwaresoftware-recommendations.php>

**Counseling Center** (581-3413) <http://www.eiu.edu/counsctr/>

Personal counseling, life skills workshops

**Daily Eastern News** (581-2812) <http://www.dennews.com/>

**Disability Services** (581-6583) <http://www.eiu.edu/disablt/>

Support services and accommodations for students with disabilities (including learning disabilities)

**EIU4** (581-8373) [eiufour@eiu.edu](mailto:eiufour@eiu.edu) <http://www.eiu.edu/eiufour/>

Support to ensure a timely graduation

**EIU Event Calendar** <http://www.eiu.edu/calendar/events/>

**Electronic Writing Portfolio Information** (581-8384)

<http://www.eiu.edu/assess/ewpmain.php>

**Employment Opportunities** (581-3713)

<http://www.eiu.edu/finaid/employment.php>

**Financial Aid** (581-3713) <http://www.eiu.edu/finaid/>

Costs, grants, loans, work study

**Graduate School** (581-2220) <http://www.eiu.edu/graduate/>

**Greek Life** (581-3967) <http://www.eiu.edu/grklife/>

**Guaranteed Tuition Rate**

<http://www.eiu.edu/registra/qtrplan.php>

**Health Education Resource Center** (581-7786)

<http://www.eiu.edu/herc/> Promoting a healthy lifestyle

**Health Services** (581-3013) <http://www.eiu.edu/health/>

Medical Clinic

**Honors College** (581-2017) <http://www.eiu.edu/honprog/>

Honors Programs, National Student Exchange, Presidential Scholars, Undergraduate Research

**Housing and Dining Services** (581-3923)

<http://www.eiu.edu/housing/> Housing and dining options, room assignments, Handbook

**Information** (On-Campus) (581-5000)

**International Students and Scholars** (581-2321)

<http://www.eiu.edu/international/> Admission, immigration advisement, student organizations

**Minority Affairs** (581-6690) <http://www.eiu.edu/minoraff/>

Gateway Program, TRiO Program, Peer Helper Program

**New Student Programs** (581-6435) <http://www.eiu.edu/nsp/>  
EIU Orientation and Prowl, programs to help you connect to EIU

**Office of Student Standards** (581-3827)

<http://www.eiu.edu/judicial/> Student Conduct Code, academic integrity

**Office of the Registrar and Enrollment Management**

(581-3511) <http://www.eiu.edu/registra/> Grades, graduation, readmission policies, registration, transfer evaluations, transcripts

**Official Notices** <http://cats.eiu.edu:8500/official-notices/index.cfm>

Policies, meetings, deadlines, school closings

**Panther Card Office** (581-6596) <http://www.eiu.edu/campusid/>  
ID card

**Parking Permits** (581-5416)

[http://www.eiu.edu/police/Purchase\\_Parking\\_Permit.php](http://www.eiu.edu/police/Purchase_Parking_Permit.php)

**Reading Center** (581-7898) <http://www.eiu.edu/readctr/>

Reading and study skills

**Registered Student Organizations** (581-3829)

<http://www.eiu.edu/slo/rso/rsoList.php> Academic, athletic, Greek, political, religious, social, and other clubs

**Reserve Officers' Training Corps (ROTC)** (581-5944)

<http://www.eiu.edu/armyrotc/>

**Scholarship Search** <http://www.eiu.edu/scholars/>

**School of Continuing Education** (581-5114)

<http://www.eiu.edu/adulted/home/index.php>

**Speech-Language-Hearing Clinic** (581-2712)

**Student Government** (581-5522) <http://www.eiu.edu/stdtgov/>

**Student Legal Services** (581-6054) <http://www.eiu.edu/sls/>

**Student Success Center** (581-6696)

<http://www.eiu.edu/success/> Academic progress planning, skill improvement

**Student Technology** (581-4357) <http://its.eiu.edu/students.php>

E-mail, computers

**Study Abroad** (581-7267) <http://www.eiu.edu/edabroad/>

**Tarble Arts Center** (581-2787) <http://www.eiu.edu/tarble/>

**Teacher Education** (581-2524)

<http://www.eiu.edu/ceps/teached/>

**Technology Guide** <http://techguide.eiu.edu/student/>

E-mail accounts, web accounts, passwords, listservs

**Testing and Evaluation** (581-5986)

<http://www.eiu.edu/acatest/> CLEP, PEP, DANTES

**Textbook Rental Service** (581-3626)

<http://www.eiu.edu/textbks/>

**Transfer Relations** (581-2120) <http://www.eiu.edu/transfer/>

Admission requirements, credit evaluations

**TRiO** (581-7849) <http://www.eiu.edu/eiutrio/>

**Undergraduate Catalog** <http://catalog.eiu.edu/>

**University Board** (581-5117) <http://castle.eiu.edu/uboard/>

Concerts, event calendar, lectures, movies

**University Union** (581-7040) <http://www.eiu.edu/union/>

Bank, bowling lanes, bookstore, bus service, Copy Express, food court, hair salon, Java Beanery & Bakery, ticket office

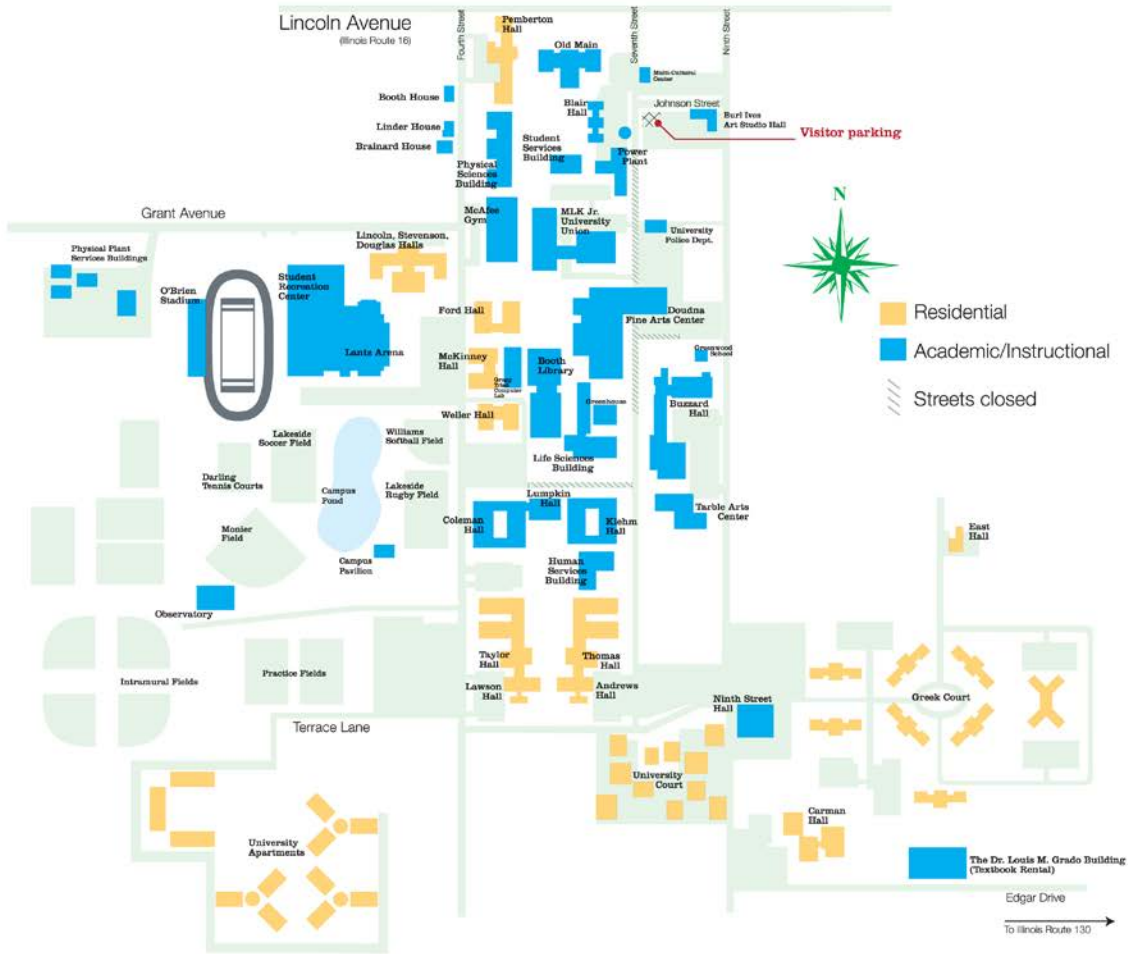
**Women's Resource Center** (581-5947)

<http://castle.eiu.edu/wsmminor/wrc.htm>

**Writing Center** (581-5929) <http://castle.eiu.edu/writing/>

One-to-one writing assistance

# map of campus



**Office of Academic Affairs**  
 600 Lincoln Avenue  
 Charleston, Illinois 61920-3099