

# Academic Regulations

## Requirements for the Bachelor's Degree:

To achieve a baccalaureate degree<sup>1</sup>, the student must:

1. Successfully complete the General Education Requirements detailed in the "General Education" section, including the senior seminar or Study Abroad Capstone.<sup>2</sup>
2. Successfully complete one of the degree programs listed in detail in the "Majors and Minors" section, and attain a minimum GPA of 2.00 in his/her 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 may also require a cumulative GPA higher than 2.0 for acceptance to the major and/or graduation. Consult the catalog description for specific information.
3. Successfully complete a minimum of 12 semester hours in residence in courses applicable to the GPA in his/her major discipline.
4. Successfully complete at least 40 semester hours in upper-division courses (3000-4000 numbered courses).<sup>3</sup>
5. Earn 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.<sup>4</sup>
6. Successfully complete at least 120 hours with a CGPA of 2.0 in all courses attempted.
7. Successfully complete two courses in a single foreign language.<sup>5</sup>
8. Earn a "C" or better in English 1001G, English 1002G, and Communication Studies 1310G or in accepted substitutions.
9. Successfully complete the Electronic Writing Portfolio.

Three submissions are required for the portfolio. Submissions may come from any writing-centered or writing-intensive course, or from any other course for which students complete an appropriate writing assignment\* (**See criteria below.**) Only one submission is allowed from any one course; students who submit from ENG 1001G/1091G may not submit from ENG 1002G/1092G. Students must deposit the first two submissions by the time they earn 60 credit hours; if they fail to do so, a registration hold will be placed at 75 credit hours. Students must deposit their final submission by the time they earn 105 credit hours. Transfer students who enter with more than 30 hours may request additional time to submit work to the portfolio.

Students who need assistance with their writing will be provided opportunities for improvement.

### **\*Papers must meet the following criteria to be submitted to the EWP:**

1. The paper must be at least 750 words in length (approximately 3 pages).
2. It must be written in **Standard** English.
3. It must be developed in a manner consistent with the demands of the discipline for which it was written.
4. It must contain a connected writing sample with the development of ideas within and between paragraphs (therefore, lists, lesson plans, and other such documents may not be submitted).
5. Submissions may not be creative pieces, such as poems, short stories, or plays.

See <http://www.eiu.edu/assess/> for additional information about the EWP.

10. A transfer student must successfully complete a minimum of 42 semester hours applicable to a baccalaureate degree in senior institutions.<sup>6</sup>

<sup>1</sup> Requirements differ for the B.A. in General Studies. See "General Studies Degree Program" in this catalog.

<sup>2</sup> Because the terminal year is taken off-campus in cooperative programs, students completing Engineering, Physics with Engineering Physics Option, and Clinical Laboratory Science will not be required to take a Senior Seminar or Study Abroad Capstone.

<sup>3</sup> Courses from a community college or other two-year institution will not count in the 40 semester hours of upper-division credit.

<sup>4</sup> Exceptions to the residency policy are as follows: Cooperative degree majors (i.e. Engineering, Physics with Engineering Physics Option - 38 semester hours; Nursing majors - 25 semester hours; Organizational Development majors - 25 semester hours.

<sup>5</sup> Students 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. The foreign language requirement is waived for the Organizational Development and Nursing programs.

<sup>6</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.

Official course requirements for specific baccalaureate degrees are detailed in "Academic Programs" (see the navigation bar on the left side of your screen).

To view grades, transcript evaluations, and degree progress, students should log into PAWS: <http://www.eiu.edu/paws/>. For guidance on running a degree audit, see <http://castle.eiu.edu/acaaffair/DARS/>.

## Responsibility of Students

It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work. Although the advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements for graduation rests with the student.

## Requirements for Two Majors Within a Degree

An undergraduate student shall indicate the major program for which the appropriate bachelor's degree will be awarded when all degree requirements have been met. This shall be recorded as the "degree major."

An undergraduate student who has declared a "degree major" may earn a "second major" by completing the requirements for that second major as listed in the catalog. Only one degree will be awarded-- that degree to be determined by the "degree major." Both majors will be listed on the student's transcript.

Depending on the degree requirements and the student's background, a "second major" may, in many cases, be earned with a minimum of 120 semester credits. However, in some cases a student may need to complete more than 120 semester credits to be entitled to the notation of the "second major."

It is the student's responsibility to indicate the "degree major" and a "second major," if any, at the time of application for graduation. Certification for graduation is a dual process: the dean responsible for the "second major" certifies that requirements for that major have been met; final responsibility for certification for graduation lies with the dean responsible for the "degree major."

## Requirements for Two Bachelor's Degrees

A student will be awarded all degrees for which he/she has completed requirements, except that the B.A. in General Studies degree may not be awarded simultaneously with another degree or awarded to a student who already holds a bachelor's degree.

**Simultaneous Degrees:** A student who is currently enrolled at EIU may apply for and receive two bachelor's degrees at the same time by making arrangements with the appropriate certifying dean(s). The degrees may be the same (e.g., two B.A. degrees) or different (e.g., a B.A. degree and a B.S. degree). All specified major requirements for both degrees must be met as well as the general requirements for the bachelor's degree. The program of study must include a minimum of 150 semester hours of courses with at least 60 of these hours in upper-division courses (3000-4000 courses) and with at least 72 of the 150 semester hours completed at EIU. All requirements for both degrees must be completed at the time of graduation.

**Consecutive Degrees:** A student who has already received a bachelor's degree from EIU, or from another regionally accredited college or university, may receive a second bachelor's degree from EIU. All specified major requirements for the second degree must be met, and the program of study completed for the second degree must include at least 30 semester hours of courses taken at EIU after the granting of the first degree. At least 20 of the 30 hours presented for the second degree must be upper-division courses (3000-4000 level courses) with at least 12 semester hours of work in courses applicable to determining the GPA in the major. Admission is through the Graduate Office.

## Optional Catalog Requirements

A native student may choose to graduate under the requirements stated in the EIU catalog current at the time of his/her entrance to the University or under the requirements stated in a subsequent catalog published prior to his/her graduation. All requirements of the catalog selected must be met in full.

An undergraduate transfer student may choose to graduate under the requirements stated in the EIU catalog current at the time he or she initially enrolled at another college or university provided that catalog did not precede his/her enrollment at EIU by more than three years. Such a student may choose to graduate under subsequent catalogs on the same basis as native students. All requirements of the catalog selected must be met in full.

The catalog options for a student who was concurrently enrolled at any college while still enrolled in high school begin with the catalog in effect during the first semester of college enrollment subsequent to graduation from high school.

In no case may a student combine or choose various requirements from several catalogs in order to achieve minimal curriculum. During periods of transition, deans, in consultation with department chairpersons, are authorized to make such curriculum adjustments to graduation plans as will insure academically meaningful programs. Copies of all such authorizations must be filed with the Office of the Registrar.

## Credit

### Award of Credit

Eastern Illinois University awards credit in a manner that conforms to standards set by the Higher Learning Commission Policy (North Central Association; Commission Policy FDCR.A.10.020) and the Federal credit hour definition (Federal Register 75 FR 66832 p. 66946).

## **Credit Earned at Eastern Illinois University**

One semester credit hour is the amount of student effort that approximates not less than 37.5 hours of academic engagement in coursework (in-class/instructional time plus out-of-class student work) as represented in intended learning outcomes and verified by evidence of student achievement. The standard for one semester hour of credit in a traditional course is a minimum of 50 minutes of direct instruction and 100 minutes of out-of-class student work each week during a standard semester (15 weeks). This equates to a total minimum of 12.5 hours (750 minutes) of direct instruction and 25 hours (1500 minutes) of out-of-class student work per semester hour. The ratio of instruction time to out-of-class student work may vary; however, student academic engagement in coursework must meet the minimum of 37.5 hours per semester hour regardless of semester length, course type, or delivery method. All courses leading to the award of credit, including courses that have less structured classroom schedules such as independent studies, internships, practica, studio work, will, at a minimum, clearly state learning objectives, expected outcomes, and workload expectations that meet the standards set forth above.

Students may count toward graduation no more than four semester hours credit in chorus, orchestra, band, and four semester hours in physical education activity courses. Music minors may count six semester hours in music ensemble courses; Music majors may count towards graduation all credits in ensemble courses required for their degree program; Kinesiology & Sports Studies majors and minors and Recreation Administration majors may count no more than six semester hours in physical education activity courses toward graduation.

## **Definition of Remedial/Developmental Coursework**

Eastern Illinois University defines remedial, developmental, preparatory, or orientation coursework as that whose primary focus is to prepare students for college-level success by ameliorating deficiencies in areas such as writing, reading, mathematics, and other basic skills (e.g., study skills, time management skills, test taking skills, etc.) Such coursework will not be awarded transfer credit.

## **Transfer Credit**

### **Credit for Courses in Other Colleges and Universities**

Advanced standing and transfer credit are granted for acceptable courses passed in colleges and universities accredited by the North Central Association or other regional accrediting agencies. Credit for courses in which a "D" was earned will transfer as long as the overall GPA from that institution is at least a "C" average. A "C" or better is required for English and speech.

### **Optional Catalog Rule**

The choice of the catalog year is very important since a student must follow the graduation requirements and the major requirements from the same catalog, and a curriculum may differ from year to year.

### **New Transfer Students**

An undergraduate transfer student may choose to graduate under the requirements stated in the EIU Catalog at the time of initial enrollment at another college, provided that catalog did not precede enrollment at EIU by more than three years. A transfer student may also choose any subsequent catalog.

### **Re-admit Students**

A Re-admit student has the option to continue under the catalog year he/she originally began course work with at Eastern Illinois University, or he/she may choose a subsequent catalog year. Students should discuss this matter during the advisement session.

Waivers will be necessary for students following earlier catalogs.

Students transferring to Eastern who have received an Associate in Arts (AA), Associate in Sciences (AS) earned prior to Fall 2016, Associate in Science and Arts (ASA), or Association in Arts for Teaching (AAT) Math, Early Childhood, or Special Education degree in a baccalaureate-oriented program from an Illinois public community college, Lincoln College, or Springfield College in Illinois and/or students transferring from any Illinois university or college who have completed the Illinois Articulation Initiative (IAI) General Education Core Curriculum (GECC) are considered as having met lower-division general education requirements.\* This provision is applicable to students who meet all of the following criteria:

1. Their initial term of enrollment at Eastern was Summer 1982 or thereafter;
2. Their cumulative GPA is 2.00 or higher.

**Students can use Eastern credit and transfer it back to complete a transfer agreement. There is no hour or time limit for completion of transfer agreement. EIU has entered reverse transfer agreements with several community colleges that will allow students who have earned at least 30-32 hours at a single community college to send EIU transcripts back to complete their degree at no charge. Review the Office of the Registrar website to see if a community college is one with whom EIU has such an agreement.**

\*NOTE:

- Successful completion of two courses in a single foreign language is a requirement for graduation.
- The AAT in Science does not guarantee completion of lower-division General Education requirements.

## Associate Degree Benefits

Transfer students who receive an Associate in Arts, Associate in Science and Arts degree, or Association in Arts for Teaching (AAT) Math, Early Childhood, or Special Education from an Illinois public community college, Lincoln College, or Springfield College in Illinois will be guaranteed the following:

- A minimum of 60 semester hours in transfer credit;
- Junior status;
- All lower-division EIU general education requirements are automatically waived; and
- The cultural diversity requirements are automatically waived.\*

\*Students completing an Associate in Science degree Fall 2016 or later will have the benefits shown above except that they may have remaining Humanities/Fine Arts and or Social and Behavioral Sciences requirements left to complete which will be evaluated on a case by case basis. Associate in Science degrees earned prior to Fall 2016 will have the benefits shown above.

\*\*Students transferring the **IAI GECC** from a participating institution in Illinois will have met both the cultural diversity **requirements**.

## Students Who Transfer to Eastern without an AA, AS, ASA, AAT degree or the IAI GECC

Transfer work will be evaluated on a course-by-course basis. Courses will be placed into the comparable general education and major requirements listed in the EIU Catalog the student chooses (see Optional Catalog Requirements).\*

\*Students transferring in 30 or more college-level semester hours from any IAI participating institution may choose to complete the IAI GECC at EIU.

## Cultural Diversity/Constitution Requirements

### Catalogs prior to Fall 2000

Eastern will recognize the certification of the sending institution as to students having satisfied the cultural diversity and/or constitution requirement.

### Fall 2000 and subsequent catalogs

If an IAI course is taken that has the "D" or "N" designation, then the general education Cultural Diversity requirement will be met. **If requirements have not been satisfied, the student will be expected to complete appropriate course work to complete EIU general education requirements.**

**Note: Teacher licensure requires 3 semester hours in a cultural diversity course and 3 semester hours in an American Government course. The AA, AS, ASA, AAT degree or IAI General Education Package does not automatically meet teacher licensure requirements.**

## Illinois Articulation Initiative (IAI)

Eastern Illinois University is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum between participating institutions. Completion of the transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate's or bachelor's degree have been satisfied. 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 the summer 1998 may request a waiver. Additional information can be found at [www.iTransfer.org](http://www.iTransfer.org).

### IAI "Phase I" Benefits

Transfer students who complete the 37 - 41 semester hour package of the Illinois Articulation Initiative from any participating college or university in Illinois will be guaranteed the following:

- All lower-division EIU General Education requirements are automatically waived.
- The cultural diversity requirement for both the integrated core and the new general education program and the constitution requirement for the new general education program will be met. (Please Note: Beginning Fall 2006 EIU's General Education Program no longer includes the constitution requirement.)

### IAI "Phase II" Benefits

Transfer students who complete the General Education and approved Major courses of the Illinois Articulation Initiative from any participating College or University in Illinois will be guaranteed the following:

- All lower-division EIU General Education requirements are automatically waived.
- The cultural diversity requirement will be met.
- Comparable course matches in the major will be granted credit at the lower level

## Important Points About Eastern and the IAI

- If only a portion of the IAI General Education is completed upon transfer, then Eastern will evaluate on a course-by-course basis to see how each course will fit into general education. Students transferring in 30 or more college-level semester hours from any IAI participating institution may choose to complete the IAI GECC at EIU.
- IAI does not guarantee completion of the constitution for the Integrated Core (General Education 1992-1999.) The constitution requirement is a graduation requirement under the 1992-1999 catalogs.
- Phase II is designed for students who know their major but not where they are transferring.

## Who Must Complete Eastern's General Education Program

- All students who enrolled at Eastern prior to attendance at another college.
- All students who transfer from an out-of-state community college or any four-year college.
- All students transferring from Illinois public community colleges prior to completion of transferable Associate's Degree (See Acceptance of Transfer Credit).\*
- All students transferring from an IAI participating Illinois University or College prior to completion of the IAI General Education Package (See Acceptance of Transfer Credit).\*
- Students who completed an Associate in Applied Science Degree.

\*Students transferring in 30 or more college-level semester hours from any IAI participating institution may choose to complete the IAI GECC at EIU.

## 4 Ways To Complete General Education

- Complete the AA, ASA, or AAT Degree
- Complete an AS Degree and complete any remaining General Education coursework after coming to EIU
- Complete the IAI GECC 37 - 41 hour package
- Complete the Integrated Core for Catalogs prior to Fall 2000 or complete the New General Education program beginning Fall 2000

Students who transfer without the IAI or the AA/ASA/AAT may refer to the general education section of the catalog to select courses that meet General Education Requirements, or select IAI approved courses from another institution at <http://www.itransfer.org/mycreditstransfer>.

## IAI Implementation

- Eastern began accepting the IAI in Summer 1998 retroactively. Students who have taken credit prior to Summer 1998 may apply previous credit if approved by waiver.
- If completion of the IAI is not noted on the transcript, Records will complete an IAI audit upon request.
- The Official Evaluation of Transfer Credit will note that the General Education Requirement is met if the IAI General Education is complete.

## Credit for Out-of-State and non-IAI Colleges

Transfer credit from any regionally accredited college or university will be evaluated on a course-by-course basis. By petition, students may provide documentation, such as course descriptions and/or syllabi for review by departments and the registrar for possible credit for coursework completed at an institution without regional accreditation. Out-of-state associate degrees do not automatically meet Eastern Illinois University's lower-level general education requirements. Content of courses will be compared to course offerings at Eastern. Transferable courses will be placed in the appropriate corresponding component of general education and major requirements. Courses will count towards general education if they clearly match an Illinois Articulation Initiative (IAI) general education course description. Descriptions of the IAI courses can be found on the IAI website at [www.ITransfer.org](http://www.ITransfer.org).

NOTE: Transfer students who have only partially fulfilled general education requirements by transfer approved credit must complete the requirement in approved EIU distribution courses, or, as of the 1992-93 catalog, approved general education courses.

Because major requirements vary, students with AA, or ASA or AAT degrees from Illinois public community colleges 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 licensure programs must meet all requirements for teacher licensure.

The University requires a minimum of 42 semester hours in a senior institution or institutions, 42 of which must be earned at EIU, in order to qualify for a baccalaureate degree. See Requirements for the Bachelor's Degree for additional information.

**\*Note:** A grade of "C" or better in English 1001G, English 1002G, and Communication Studies 1310G or in accepted substitutions is a requirement for the Bachelor's degree at Eastern as well as a general education requirement.

## Credit for Military Service

Certain experiences in military service may be submitted to the Office of the Registrar, Room 1220 Old Main, for evaluation for advanced standing. The recommendations contained in "A Guide to the Evaluation of Educational Experiences in the Armed Services" by the

American Council on Education are used as a basis for such evaluation. Credit is allowed when the recommendations can be considered as reasonable substitutes for work ordinarily accepted by the University.

### Credit for Correspondence and Extension Courses

Correspondence and extension courses taken from regionally accredited colleges and universities may be submitted for evaluation for advanced standing toward a baccalaureate degree. The total credit accepted toward graduation may not exceed 32 semester hours in correspondence and/or extension courses. Credit toward graduation for such courses, if taken in whole or in part during a period of resident study at EIU, is subject to permission granted by the Registrar, in advance of enrollment and to subsequent completion in accordance with the conditions governing the permission. When students are enrolled simultaneously in any combination of residence, extension, and correspondence courses, the total credit accepted may not exceed the maximum residence credit for which the student would be eligible during the period in question. Credit received in EIU courses taught by EIU staff members, either on or off campus, may be counted as credit in residence.

Application for permission must include the proposed starting date of the course, the proposed completion date, and the proposed periods of work. If the course is not completed in accordance with this schedule, an extension of time granted by the Registrar is required in order for the course to be considered subsequently for credit toward a degree. Documentary verification of compliance with the regulations may be required by the Registrar.

### Credit for Nationally Standardized Tests

Students who submit scores for:

- Advanced Placement Tests and/or College Level Examination Program (CLEP) Tests administered by the College Entrance Examination Board and/or
- International Baccalaureate (IB) credit

will have their records evaluated by the Office of the Registrar 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; such credit will count toward graduation and may be used in fulfilling requirements. Credit may be allowed as indicated above only if the student was not obliged to use the credit 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.

Students who submit scores for:

- Excelsior College UExcel Exams (formerly known as ACT-PEP exams)

will have their records evaluated by the Office of the Registrar in accordance with standards established by the appropriate departments to determine proper placement and credit. College credit granted will be treated as credit with a grade; such credit will count toward graduation and may be used in fulfilling requirements. Credit may be allowed as indicated above only if the student was not obliged to use the credit to meet minimum high school graduation requirements.

Students should check with the Office of the Registrar or with Testing to determine which Advanced Placement Tests, CLEP Subject Exams, UExcel Exams and IB credits 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.

The following conditions apply to the granting of credit for CLEP, UExcel Exams, IB, and/or Advanced Placement examinations:

1. 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.
2. The applicant may receive credit only once in a given course in a given subject.
3. Credit will not be granted if:
  - The course substantially duplicates one or more courses accepted for college entrance or for transfer credit.
  - There is an entry on the applicant's permanent record for the course.
  - The applicant has earned college credit in one or more courses in the subject more advanced than the given course.
  - The applicant is currently enrolled in the course or in a course in the subject more advanced than the given course and more than one month of the semester has elapsed.

### Evaluation of Transfer Credit

The Office of the Registrar will complete an official evaluation of transfer credit after admission. A copy will be provided for each student on the orientation/advisement day. Students are invited to attend an advisement day during the semester prior to enrollment.

### Exemptions:

- All students who have completed **TWO YEARS** in a single foreign language in high school with a "C" average are exempt.
- All students who have completed the **SECOND SEMESTER** of a single foreign language in college with a passing grade have met this requirement.

## Credit for Prior Learning

Eastern Illinois University awards credit for prior learning in the Organizational Development (OPD) program, the RN to BSN program through an OPD course, and the B.A. in General Studies Program (BGS) following the Council for Adult and Experiential Learning (CAEL) standards. Students must take a portfolio development course and submit a portfolio to document learning from their previous experiences. Portfolios are evaluated by faculty with expertise in the area sought for course credit. Evaluators determine the amount of credit earned based on the quality of the portfolio and how effectively the student communicates college-level learning gained from work experience. Program directors/ coordinators and/or portfolio course instructors review and approve credit. The B. A. in General Studies also accepts credit for trainings/certifications evaluated by the American Council on Education (ACE) as documented on an official ACE transcript.

## Credit by Proficiency Examinations

Proficiency examinations, if approved by an academic department, offer an opportunity to obtain credit for experience relevant to certain courses, for individual study of subjects, or for study of relevant courses in non-accredited institutions. EIU allows credit through College Level Examination Program (CLEP), College Entrance Examination Board (CEEB), Advance Placement (AP), and International Baccalaureate (IB) programs. The B. A. in General Studies accepts credit for DANTES Subject Standardized Tests (DSST) exams. Credit by proficiency examination in a course is equivalent to credit earned by enrollment in that course. Rules for proficiency examinations for credit are explained in the undergraduate catalog and scores required for specific exams are maintained on the registrar's webpage.

Credit by proficiency examination in a course is equivalent to credit earned by enrollment in that course for purposes of satisfying a major requirement, a minor requirement, a general education requirement, the advanced credit requirement, and the total hours for a baccalaureate degree requirement. It does not apply toward any residence requirement, and is not included in determining honors, probation, GPA, etc.

Proficiency examinations for credit in undergraduate courses are given in accordance with the following rules:

1. The student who desires such credit must first obtain the approval of the appropriate department chairperson. Generally such approval is contingent upon presentation of evidence of independent study, relevant experience, or relevant study in non-accredited institutions.
2. The applicant must be in good academic standing at EIU.
3. Generally the applicant must be enrolled as a student in the University at the time the application is filed.
4. The applicant may apply only once for a proficiency examination in a given course in a given subject.
5. An applicant is not eligible for credit by proficiency examination in a given course in a given subject if any one or more of the following conditions is satisfied:
  - o The course is a physical education service course.
  - o The course is a foreign language course numbered below 3000 and the applicant is a native speaker of the language.
  - o There is an entry on the applicant's permanent record for that course.
  - o The course substantially duplicates one or more courses accepted for college entrance or for transfer of credit.
  - o The applicant has credit in one or more courses in that subject that the department considers more advanced than the given course.
  - o The applicant is currently enrolled in the course or in a course more advanced than the given course and more than one month of the semester has passed.
6. After receiving approval from the department chair the student must go to the Office of The Registrar and complete an application.
7. The Registrar checks the application, and, if appropriate, certifies the eligibility of the applicant for the requested examination prior to returning the form to the applicant. If the applicant is deemed ineligible, his or her returned application will indicate the reason for ineligibility.
8. The non-refundable fee for a proficiency examination is \$30/semester hour. The exam must be taken within two weeks from the date the Registrar certifies the eligibility of the applicant to take the exam.
9. If the course is ordinarily taught by more than one member of the faculty, a committee of at least two members is appointed by the department chairperson to give the examination and assign the grade. The examination must be comprehensive, and for approval of proficiency credit the grade must be C or higher.
10. The application form is completed and forwarded through the department chairperson and dean to the Office of the Registrar.
11. Credit by proficiency examination is entered on the permanent record with "CR" as the grade entry.

## Credit/No Credit Option

To encourage students to participate in areas of learning outside their major interests and to stimulate intellectual curiosity, the University has the Credit/No Credit system. To receive Credit (CR), the grade must be C or better. A grade of D or F will carry a No Credit (NC) designation. Please note that the Credit/No Credit designations are not figured into students' GPAs. In addition, the following rules apply:

**Eligible Students.** Sophomores, juniors, seniors.

**Procedure.** To select the Credit/No Credit option, students must submit a request to the Registrar's Office no later than the 10th class day of the semester. The time periods for Summer Session, which are reduced proportionately, are established by the Office of the Registrar. Changes from Credit/No Credit to traditional grade status are permitted through the last class day to withdraw from classes.

**Limits.** A student may take a maximum of 12 semester hours of undergraduate course work Credit/No Credit. Courses offered on Credit/No Credit basis only, as well as one physical education course per semester or term, are not counted against the above limits.

### Courses Excluded\*:

- a. English 0990, 0995;
- b. University Foundations 1111;
- c. General Education courses;
- d. Professional education courses including departmental methods courses required in teacher licensure programs;
- e. Any course which qualifies as being applicable toward fulfillment of a given major or in the determination of the GPA in a given major, as specified in the major requirement description in the catalog, irrespective of whether a student wishes to apply the course to the major or is taking it as an elective. (This exclusion is also applicable to minors.)

(\*Does not apply to courses offered only on Credit/No Credit basis.)

### Independent Study

Independent study enables a student to pursue individual research and reading in a field of special interest under the guidance of a faculty member. As an independent study involves relatively self-directed student effort in the pursuit of some clearly defined goals, it is important for the student to specify the learning objectives of the study. A proposal for an independent study project must be accepted in advance by the faculty member who agrees to serve as the project advisor. The project must also be submitted to the department chairperson for approval prior to the student's registration.

### Internship

An internship is a work experience related to the student's major or approved minor. This work experience must be directly related to the potential professional opportunities for graduates with the major or minor. While internships may vary in duration, credit, and requirements, a minimum of one week of full-time employment is required for each semester hour of credit. Therefore, the maximum number of semester hours of credit for an internship is 15 for a regular semester. All internships will be graded on a credit/no credit basis.

Students wishing to register for an internship must secure a form from the department chairperson or division head. Working with a faculty advisor, the student makes arrangements for the work experience and fills out the form. The form is then returned to the chairperson or division head for his/her approval **prior to the first day of classes for a given term.**

**International Students** must contact the international student advisor prior to registering for an internship.

### Academic Waivers

Undergraduate students seeking waivers of academic rules or procedures may obtain waiver forms from their deans, department chairpersons or advisors. It is the student's responsibility to complete the form, obtain the necessary signatures, and present the form to the student's certifying dean for processing. Copies of the guidelines/rules regarding waivers (including submission deadlines) are available in the deans' offices.

If an undergraduate student waiver is denied by the student's certifying dean, the student may submit an appeal (following approved guidelines for submission) to the Registrar, who serves as corresponding secretary for the Undergraduate Academic Waiver Appeals Committee (UAWAC). Decisions made by the UAWAC are final.

### Declaring a Major

An undergraduate who is listed as undeclared and wants to declare a major must do so at the Academic Advising Center (Ninth Street Hall).

### Changing a Major

1. If students are advised in the Academic Advising Center they must speak to their advisor about changing their major.
2. If students are advised in their major department and have less than 60 credits, they should go to the Registrar's office and request the curriculum change form; take the form to their current department and pick up their file; take the form and file to their new department. The new department will send the completed form back to the Registrar to change their major in the system.
3. If students have 60 or more credits they should let their present Certifying Dean know. The Certifying Dean will fill out the curriculum change form and send the student to their current major advisor to pick up their folder. Students will be sent with their folder and form to the new major where the department will sign off on the form and return it to the new Certifying Dean's office, where the major change will be completed in the system.

### Classification of Students

Undergraduate students are classified as follows:

Freshmen	0-29 semester hours
Sophomores	30-59 semester hours
Juniors	60-89 semester hours
Seniors	90 and above semester hours

Graduate students are those students who have completed a bachelor's degree at a regionally accredited institution.

## Academic Standing

### Grades

The grades given in courses are as follows:

Grade	Description	Value
A	Excellent	4
B	Good	3
C	Average	2
D	Poor but Passed	1
F	Failed	0
NF	Failure--Non-Attendance	0
CR	Credit	--
NC	No Credit	--
NNC	No Credit--Non-Attendance	--
AU	Audit	--
DC	Deferred Credit	--
I	Incomplete	--
W	Withdrew-- No Grade	--
X	No Grade Submitted	--

## Grades of I, DC, and X

Students may not be certified for graduation so long as a grade of "I", "DC" or "X" remains on their academic record. If a Grade Correction Form is not submitted, then any "X" or "DC" grades remaining on the transcript will be changed to "NC" or "F" at the time the degree is completed. Students also should be aware that changing an "I", "X" or "DC" to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors.

## Deferred Credit

Students in undergraduate courses such as field-experience, independent study, thesis, or research requiring work of a continuing nature over several terms before the final project is completed may receive the grade of "DC" or "Deferred Credit." "Deferred Credit" designates that the student remained enrolled for credit throughout the term and that the project is continuing into another term. Upon completion of the final project, the instructor will submit a grade using PAWS no later than four days prior to the official close of the term published in the Class Schedule. If a grade change is not submitted, the certifying officer shall notify the Office of the Registrar to change any "DC" grades remaining on the transcript to "NC" or "F" at the time the degree is completed. Undergraduate students may not be certified for degree completion if any grades of "DC" remain on the transcript.

## Policy on Incomplete Grades

### Incomplete for Courses Earning Letter Grades

The grade "I" or "incomplete" for undergraduate courses in which letter grades are earned is given only by the course instructor when, because of documented illness or other valid reason, a student's progress in a course is delayed so that not all requirements for the course are fulfilled by the official closing date of the term. In no case may an "I" be substituted for a failing grade. Procedures for assigning and removing incomplete grades are outlined below.

- Assignment of Incomplete and Default Grades:** Instructors who assign a grade of "I" may submit the "Assignment of Incomplete/Alternate Grade Form" to the Office of the Registrar. This form specifies a default grade for the incomplete work at the time that the grade of "I" is recorded. A grade of "F" shall be the default grade if the instructor does not provide a default grade. The instructor also completes step 1 of the "Assignment of Incomplete/Alternate Grade Form" and provides a copy to the program chair.
- Submission of a Completion Plan:** The instructor and student complete step 2 of the "Assignment of Incomplete/Alternate Grade Form" and develop a completion plan. Copies should be submitted to the program chair by the mid-term date published in the Class Schedule of the next term the student is in residence but no later than mid-term one calendar year from the end of the term in which the grade of "I" was received.
- Decision on Completion of the Required Course Work:** Students receiving a grade of "I" should execute the completion plan by the Last Class Day published in the class schedule of the next grading period in which the student is in residence but no later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received. The instructor completes step 3 of the "Assignment of Incomplete/Alternate Grade Form" and provides a copy to the program chair. If the work is successfully completed, the instructor submits a grade change using PAWS no later than three days prior to the official close of the term. Students who fail to implement the completion plan by the stated deadline will be issued the instructor supplied default grade or a grade of "F" if no default grade was issued.

Students may not be certified for graduation so long as an "I" remains on their academic record. Students also should be aware that changing an "I" to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors.

Students who withdraw for military service will be awarded incomplete grades in accordance with Internal Governing Policy 95, "Student Withdrawal for Military Service."

### Grade Appeal Policy

Eastern Illinois University faculty members are responsible for assigning appropriate grades. The University will not review the judgment of a faculty member in assessing the quality of students' work. If, however, a student believes that a faculty member improperly assigned a semester grade due to one or more of the Grounds for Grade Appeal described below, the student may appeal the grade by following the procedures detailed at <http://castle.eiu.edu/auditing/045.php>. Students are responsible for reading the Grade Appeal Policy and for complying with all procedures and meeting the deadlines established in the policy. All grade appeals are handled individually.

Grounds for appealing semester or term grades are:

1. A mathematical error in the calculation of the grade or a clerical error in recording of the grade that remains uncorrected;
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 faculty member's previously announced standards.

In general, the Grade Appeal Policy requires the student to confer with the faculty member who assigned the grade, but it provides opportunity for further formal review -- by the department chair, the College Grade Appeal Committee, and the dean -- if this conference does not result in a mutually agreeable resolution. For a course taken in the fall semester, the Grade Appeal Request must be received no later than the Midterm Day of the following spring term. For a course taken in the spring semester or summer term, the Grade Appeal Request must be received no later than the Midterm Day of the following fall term.

### Grade Point Average<sup>1</sup>

The grade point average is based only on course work taken at Eastern.

The number of grade points for a grade in a given course is found by multiplying the grade-point value by the number of semester hours which may be earned in the course. The cumulative grade-point average is computed by dividing the total number of grade points which a student has earned in all courses taken at EIU (including Study Abroad, Clinical Laboratory Sciences and National Student Exchange courses) by the total number of semester hours represented by those courses (excluding courses in which a student has grades of "I", "CR", "DC", "NC", "NNC", "W", "AU", or "X").

A student reinstated following academic dismissal has the same cumulative GPA status as he/she had at the time of dismissal.

<sup>1</sup>An example of these computations: If grades of A, B, C, D, and F are earned in courses of 2, 3, 4, 1, and 3 semester hours respectively, the grade-point average is computed as follows: Grade A, 2 semester hours yields a grade-point total of 8; grade B, 3 semester hours yields a grade-point total of 9; grade C, 4 semester hours yields a grade-point total of 8; grade D, 1 semester hour yields 1 grade point; grade F, 3 semester hours yields no grade points; and the grand totals are 26 grade points for 13 semester hours. The GPA is then  $26 \div 13 = 2.00$ .

### Grade Corrections

Faculty may correct grades through PAWS when an error in a grade assignment has been made.

### Definition of Grading Period

Any semester or summer term in which a student registers in the University and remains beyond the day on which the official count is taken will be considered a grading period attended.

### Good Standing

A student whose cumulative GPA is at least 2.00 in courses taken at this University is in academic good standing.

### Dean's List

The Dean's List at Eastern Illinois University recognizes undergraduates with a declared major whose academic performance has been excellent. Students who achieve a GPA of 3.80 - 4.00 (on a 4.00 scale) while completing a minimum of 12 graded semester hours, excluding credit/no credit grades, in a fall or spring semester will be named to the Dean's List.

## Honors List

The Honor's List at Eastern Illinois University recognizes undergraduates with an undeclared major whose academic performance has been excellent. Students who achieve a GPA of 3.80 - 4.00 (on a 4.00 scale) while completing a minimum of 12 graded semester hours, excluding credit/no credit grades, in a fall or spring semester will be named to the Honor's List.

## Dean's Lists and Honors Lists are not generated for Summer Terms.

**Note:** The calculation of GPA for honors determination will be based only on work taken at EIU.

## Academic Warning/Probation/Dismissal

The following rules apply to students as soon as they attempt at least nine semester hours of academic courses at EIU. (Please note that in the discussion below, a "grading period" is any fall, spring, or summer semester or term.)

### **Academic Warning**

If, at the end of a grading period, a student's cumulative GPA in courses taken at the University falls below 2.00, but not so low as to warrant academic dismissal, that student will be placed on academic warning.

Students placed on academic warning for the first time will be required to enroll in EIU 2919 the following fall or spring semester. Students must complete the course with a "C" or better. Failure to enroll in this course by the first day of classes will result in a hold being placed on the student's record. This course may not be dropped.

### **Academic Probation**

If, at the end of a grading period on academic warning, a student's cumulative GPA in courses taken at the University is still below 2.00, but not so low as to warrant academic dismissal, that student will be placed on academic probation.

A student on academic probation must achieve a minimum GPA of 2.10 each grading period until good academic standing is reached or he/she will be academically dismissed.

### **Academic Dismissal**

A student will be academically dismissed if:

- at the end of any grading period the student's GPA is 0.00 and the cumulative GPA is below 2.00; or
- at the end of any grading period the student on academic probation fails to make satisfactory academic progress toward good academic standing as defined under Academic Probation.

### **Reinstatement Following Academic Dismissal**

Students who have been academically dismissed must remain out of the University for at least one regular semester. After the inactive semester, students who have been academically dismissed for the first time are automatically eligible for readmission provided that they meet the following conditions:

- The student completes the Returning Student Form at least 10 calendar days prior to the first class day of the term for which readmission is sought (The Returning Student Form is submitted online at [http://www.eiu.edu/registra/readmission\\_form.php](http://www.eiu.edu/registra/readmission_form.php));
- Prior to the first class day of the term for which readmission is sought, the student, with the assistance of the Assistant Director of the Success Center, prepares a written academic plan signed by both the student and Assistant Director of the Success Center. Students who were dismissed and were never enrolled in EIU 2919 will be required to enroll in EIU 2919 the following fall or spring semester in lieu of making an academic plan with the Assistant Director of the Success Center. Students must complete the course with a "C" or better. Failure to enroll in this course by the first day of classes will result in a hold being placed on the student's record. This course may not be dropped; and
- If the student has attempted course work at one or more regionally accredited colleges or universities, he or she must provide official transcripts showing a composite GPA of at least 2.00 on a scale of 4.00 in all course work attempted since they last attended EIU (or, if the student is attending the regionally accredited college or university at the time of application for readmission, the student must report that enrollment on the REQUIRED STATEMENT IN LIEU OF AN OFFICIAL TRANSCRIPT and indicate that the student is earning a cumulative GPA of at least a 2.00 on a 4.00 scale, which will suffice until the official transcript can be sent at the end of the term.)

Students who have been academically dismissed are eligible for readmission only at the beginning of a spring or fall term; they are not allowed to re-enter during a summer term.

If the student fails to satisfactorily complete the requirements of the written academic plan by midterm of the semester of readmission, a hold will be placed on the student's record that will be removed upon the student's satisfactory completion of the requirements of the written academic plan.

Readmitted students re-enter the University with the cumulative GPA they had upon dismissal and are placed on academic probation. This probationary status will continue so long as the student satisfies the conditions specified in the section on "Academic Probation." Students

who fail to make satisfactory progress will be dismissed and may not be reinstated except by approval of the Academic Reinstatement Committee.

### **Reinstatement Following Second Academic Dismissal**

Students who have been academically dismissed for a second time may be reinstated only if they submit a readmission form and a written petition for reinstatement and the petition is granted by the Academic Reinstatement Committee. Petition forms are available on the University's web site (<http://castle.eiu.edu/acaffair/Reinstatement.pdf>) and from the Office of the Registrar (1220 Old Main) or the Academic Affairs Office (1020 Old Main). The petition for reinstatement must be submitted to the Office of the Provost and Vice President for Academic Affairs no later than the third Monday in June (seeking reinstatement for the Fall semester) or the third Monday in October (seeking reinstatement for the Spring semester); no petitions are accepted for the Summer term.

As a condition of reinstatement, students who are reinstated following a second academic dismissal must enroll in GST 1000 during the term in which he or she re-enters the University. NOTE: If GST 1000 is not offered during the term of readmission or the student has already successfully completed it, then the student must work with the Director of the Student Success Center (1301 9<sup>th</sup> Street Hall) to identify an equivalent/alternate course which must be taken.

### **GPA and Intercollegiate Activities**

A student must have a cumulative GPA of 2.00 or better to participate in intercollegiate activities. Consequently, a student who is on academic warning or academic probation is not eligible for such participation. This exclusion does not apply to a first-time entering freshman who has attempted fewer than 30 semester hours at EIU.

### **Academic Integrity**

It is assumed that students will honor the tradition of academic honesty. Should incidents of suspected classroom cheating or plagiarism occur, however, the following steps will be taken:

1. The instructor who has witnessed academic dishonesty or who has other evidence that academic dishonesty has occurred will confront the student to inform him/her of the allegation. Time permitting, the instructor will contact the Office of Student Standards prior to talking with the student. If the student admits the violation, the instructor will assess an appropriate academic penalty and will inform the Office of Student Services using a Notation of Academic Misconduct form.
2. If the student disputes the allegation, or if a sanction greater than a failing grade for the course is warranted, a hearing will be provided by the Office of Student Standards in accordance with provisions of the Student Conduct Code. If as a result of the hearing the student is found responsible for the violation, the instructor will assess an appropriate academic penalty. Other sanctions such as disciplinary probationary status or separation from the institution can be imposed by the University's disciplinary system. Full conditions and explanations are cited in the Student Conduct Code. A student accused of academic dishonesty in a course may not drop the course until such time as disciplinary action, if any, is concluded. A grade (A, B, C, D, F, CR, NC, AU, I, W, X) may be changed to reflect the disciplinary sanction, if any, imposed as a result of academic dishonesty. In the event that the alleged violation occurs at the end of a term, no grade shall be assigned pending conclusion of the disciplinary process. All students are subject to the provisions of the University's Student Conduct Code, available online at [www.eiu.edu/~judicial](http://www.eiu.edu/~judicial).

### **Academic Load**

For purposes of certifying that a student is full time academically, such student must be enrolled for at least 12 semester hours each Fall and Spring semester and during the summer term. To certify that a student is half-time academically, such student must be enrolled for at least 6 semester hours each Fall and Spring semester and during the Summer term. To certify that a student is three-quarter time academically, such student must be enrolled for at least 9 semester hours each Fall and Spring semester and during the Summer term.

### **Undergraduate Student in Good Standing**

**Normal Load:** The normal load during a semester is 15-18 semester hours.

**Maximum Load--Student Teaching Semester:** Students may enroll for no more than 13 semester hours during the semester in which they student teach except Special Education majors, who may enroll for a maximum of 17 semester hours.

**Summer Term:** The maximum load for a student without an approved overload is 15 semester hours. Overloads are permitted during the summer term only with the permission of the student's College Dean and may not exceed three hours. The maximum load for a student with an approved overload is 18 semester hours.

**Semester Overload:** An undergraduate student with a minimum of sophomore standing may enroll for up to and including 21 semester hours during the fall or spring semesters (except during the student teaching semester) providing he/she has earned the following cumulative grade point average at EIU:

Freshman - No overload  
 Sophomore - 3.00  
 Junior - 2.75  
 Senior - 2.50

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

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

**Undergraduate Student on Academic Warning or Academic Probation:** An undergraduate student on academic warning or academic 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. Enrollment in EIU 2919, Strategies for Academic Success, is NOT included in the maximums.

It is highly recommended that an undergraduate student on academic warning or academic probation enroll for no more than four semester hours during the Summer 4 session and no more than eight semester hours during the Summer 6 and Summer 8 sessions combined.

### Auditing of Courses

Fees for auditing are the same as those for students taking an equivalent amount of work for credit. Students enrolled for full-time academic work must include any courses they wish to audit as part of the maximum load permitted them; change of enrollment from "audit" to "credit" or from "credit" to "audit" may be made only during the six calendar days following the first day of classes.

Students must have the approval of the instructor for auditing a course. If, in the opinion of the instructor, student exposure and effort expended in the course deserve the entry of Audit, the student will receive the course entry "AU" on his/her permanent record. If not, no entry will be made.

### Class Attendance

Students are expected to attend class meetings as scheduled. When an absence does occur, the student is responsible for the material covered during the absence. When possible, the student should notify the instructor in advance of an anticipated absence.

Instructors will grant make-up privileges (when make-up is possible) to students for properly verified absences due to illness, emergency, or participation in an official University activity; and such absences will not militate against students in classes in which attendance is used directly in determining final grades. It is the student's responsibility to initiate plans for make-up work and to complete it promptly. If in the instructor's judgment the duration or number of absences renders make-up unfeasible, the instructor may contact the Vice President for Student Affairs and the Department Chairperson to determine an appropriate action.

Except for the above stipulations, each instructor sets his or her own policy with respect to class attendance and make-up work; excuses for absence are handled between the instructor and the student. At the beginning of each grading period, the instructor shall announce, in writing, his or her policy regarding absence, make-up, and late work. Instructors planning to use attendance directly in determining final grades must have written departmental approval and must indicate this intention and the reason, in writing, on the first day of class.

A student whose instructor requests verification of an illness treated by the University Health Service may request a documentation of the visit to share with the faculty member. If a student establishes a record or pattern of absences of concern to the instructor, the instructor may ask of the Vice President for Student Affairs that inquiries concerning the absences be made. The Vice President for Student Affairs also serves as the University contact person when catastrophic events result in extended student absences.

Any student who feels that he or she has been treated unfairly concerning absences or has been misinformed by a faculty member regarding that instructor's absence policy shall have the right to appeal through the department Chairperson, or in the event the instructor is the Chairperson, through the appropriate Dean.

### Religious Observance Accommodations for Students

The University shall reasonably accommodate its students who are unable to fulfill their regular duties on the occasion of a religious observance. Students who are unable to attend class or take examinations for religious reasons shall be given information needed to make up classes and work missed, including examinations. Students should make arrangements for their absence in advance through established procedures for verifying absences.

The University's Discrimination Complaint Procedures are available through the Office of Civil Rights to students who believe they have been discriminated against under this policy.

### Course Enrollment

A student may not enroll in, take a proficiency examination in, or repeat a course which is prerequisite for a course for which he/she has credit or which substantially duplicates, at a lower level, a course or courses which he/she has successfully completed. Should a student violate this regulation, he/she will not receive credit for the course toward graduation and the grade will not be included in any grade point computations.

Generally, courses numbered 1000-1999 are freshman courses; 2000-2999, sophomore courses; 3000-3999, junior courses; 4000-4999, senior courses; and 5000-6999, graduate courses. However, if prerequisites are met, students may enroll according to the following schedule:

CLASS	COURSES NUMBERED				
Freshman	1000	2000	a	a	
Sophomore	1000	2000	3000	a	
Junior	1000	2000	3000	4000	
Senior	1000	2000	3000	4000	5000-5499b
Graduate				4750-4999	5000-6999

- a. Courses numbered 3000-4999 in chemistry, foreign languages, mathematics, and military science may be taken by students who have prerequisites and permission of the department chairperson.
- b. Courses numbered 5000-5499 may be taken by students who have a 2.75 GPA and permission of instructor and Dean of the Graduate School.

### Field Trips

Field trips which are required class activities are stated with the course description and announced in the class schedule when the course is offered. The cost of the field trip will also be included in the class schedule.

### Final Examination Changes

A link to the final examination schedule may be found at <http://www.eiu.edu/registra/finals.php>. Students are urged to review the schedule prior to registration to avoid conflicts.

Students with three final examinations on a single day may change the date of one of the final examinations with the approval of the instructor. Requests must be made at least five working days prior to the first final exam period. Requests for changes for medical or personal emergencies may also be considered. In cases not resolved between the student and the instructor, the Department Chair will seek resolution.

### Repeating Courses

#### All Students

Unless otherwise stipulated in the catalog description, only courses in which grades of D, F, NF, NNC, or NC (NOT A, B, C, or CR) were received may be repeated. A student who receives a grade of D, F, NF, NNC or NC in an undergraduate course may repeat the course at Eastern. The highest grade received for the course, taken at Eastern, will automatically be included in the computation of the cumulative GPA. The initial grade and the repeat grade will appear on the student's record.

The student must not have been previously enrolled in or received credit for a higher level course for which the repeat course is a prerequisite, nor may he/she repeat a course which substantially duplicates, at a lower level, a course or courses which he/she has already successfully completed. However, students who successfully completed a prerequisite course with a "D" are allowed to enroll in a subsequent course and its repeated prerequisite simultaneously.

### Withdrawal from a Course

1. During a Fall or Spring Semester, a student may withdraw from a full-term course on or before 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, a student may withdraw from a full-term course with a grade of "W." If after the Friday of the 11th class week or equivalent a student had extraordinary circumstances that prevented them from withdrawing by the deadline, they may initiate a withdrawal from a course or the University through the late withdrawal process. Cutoff dates for special part of terms and summer terms are reduced proportionately. Specific withdrawal dates are established for each term. Full-term and half-term course withdrawal dates are published in the class schedule for the appropriate term.

Note: One week prior to the beginning of the class(es) in which a student is enrolled, an email including the drop and withdrawal dates for the class(es) will be sent to the student's Eastern email account. Students should make note of the dates included in the email so deadlines for dropping or withdrawing may be met.

### Late Withdrawals

A student may request a late withdrawal through the Office of The Registrar when a documented illness or extraordinary circumstance prevents withdrawal from a course by the established deadlines. Failing a class is not an appropriate reason to seek a late withdrawal. Students who are failing a course should follow the "Repeating Courses" policy stated in the catalog. The deadline for submitting a late withdrawal is March 15th for the immediately preceding fall semester and October 15th for the immediately preceding spring or summer semester. Upon submission of a late withdrawal request, students will be assessed a non-refundable Late Withdrawal Fee of \$25 per credit hour requested with a maximum of \$100 per occurrence.

The Office of the Registrar forward all appeals of the Registrar's determination of Late Withdrawal requests to the Appeal Committee, whose decision is final and not subject to further appeal. The late Withdrawal policy and procedures for submitting/responding to late withdrawals requests can be found at <http://www.eiu.edu/~registra/latewithdrawalpolicy.php>.

### Administrative Drop

In order to maximize student access to courses, to reduce empty classroom seats, and to ensure smooth financial aid processing, the following administrative drop procedure is suggested:

Department Chairs may initiate an administrative drop of a student based on the following criteria:

1. For a traditional course, the student has not attended class **by the 5th day** and has not made successful contact with the instructor to explain the absence.

**OR**

2. The student has not met course prerequisites, co-requisites, or registration restrictions.

The department chair may administratively drop students through the 10th day. Beginning with the 11th day of the semester, any student that has not attended courses must submit a request for a Late Withdrawal.

Administrative drops may affect minimum load requirements, student financial aid status, student fees, graduation requirements or other areas. It is the responsibility of the student to meet financial aid requirements, initiate any refund processes, and follow university guidelines concerning other obligations that may be affected by the drop. Information on refunds, financial aid and other student obligations may be found in the EIU catalog.

**Students auditing** are subject to the same attendance policy as those taking classes for credit.

Students enrolled in technology-delivered courses are subject to the same attendance policy. Students not making contact with the instructor **by the 5th day** may be administratively dropped from the course. The department chair may administratively drop students through the last day to drop the online course. Any student who has not been removed from the course by the drop date must submit a request for a Late Withdrawal.

Students taking weekend courses are subject to the same attendance policy. Students not making contact with the instructor by the end of the first day of class may be administratively dropped from the course.

### Withdrawal from the University

Rules governing grading practices upon withdrawal from the University are the same as those listed above for withdrawal from a course.

A student who wishes to withdraw completely from the University before the end of a semester or summer term should drop all classes using PAWS or contact the Office of the Registrar for assistance. Return textbooks to Textbook Rental within two days of withdrawing. If applicable, the Office of Financial Aid and Scholarships and the Housing Office will also need to be notified. The student is responsible for making sure all obligations to the University have been met.

Notice of intention to withdraw should be made in person, sent from the students EIU e-mail account or a letter addressed to the Office of the Registrar declaring intention to withdraw and postmarked within the stated period is deemed equivalent to notice submitted personally.

Policies governing withdrawal because of a call to active military duty are administered by the Registrar. Upon the written recommendation of a licensed physician or a licensed mental health professional, and with the concurrence of the Director of the Health Service or the Director of the Counseling Center, a student may be granted permission to officially withdraw from all courses from the University.

### Commencement

Degrees are granted at the close of the Fall and Spring Semesters. Students entitled to participate in commencement exercises are only those whose current enrollment in correspondence, continuing education, and residence at this University or elsewhere makes possible the completion of all graduation requirements by the close of the semester in which commencement is held. Participation in graduation ceremonies does not obligate the University to confer a degree unless all requirements have been satisfactorily completed.

### Application for Graduation

Students should apply for graduation in the first semester of the junior year (after earning 60 hours). A student may expect to receive a Degree Audit, indicating the student's progress toward completion of degree requirements, from the office of their certifying dean. Application is through PAWS under "student records" in their student tab. When the student submits the application, a one-time charge of \$40 will be billed to the student's account. The application will be pending until approved by the certifying dean. (Please note that BGS majors should apply for graduation after they have earned 90 semester hours and Business majors must wait to apply for graduation until they have final admission to the School of Business.)

### Completion of Graduation Requirements

All requirements for degrees must have been completed by the close of the grading period in which graduation is sought. It is the student's responsibility to notify the Office of the Registrar and the certifying dean of any courses being taken at other institutions which will complete the requirements for graduation. Documentary evidence that all degree requirements have been completed must be in the Office of the Registrar no later than the Friday immediately preceding the first day of the next succeeding semester or term following the Summer Term or Fall Semester graduation and no later than May 31 following Spring Semester graduation. The diploma will not be given to the student and the conferral of the degree will not be recorded on the student's permanent record until all such documents have been received.

If the student does not complete graduation requirements at the end of the grading period, he/she must make re-application for graduation. No additional fees will be charged.

The deadline date for applying for graduation is listed in the calendar in the University Catalogs and/or class schedules.

### Degrees with Distinction

To be eligible for a degree with distinction, a student must have completed at least 56 semester hours of course work at EIU, including at least 40 semester hours of graded courses (exclusive of work taken on the Credit/No Credit Option). The 56 semester hours at EIU and the 40 semester hours of graded courses may not be waived.\*

Eligible students who have a cumulative grade-point average of 3.90 to 4.00 are graduated **summa cum laude**; those with a cumulative grade-point average of 3.80 through 3.89 are graduated **magna cum laude**; and those with a cumulative grade-point average of 3.65 through 3.79 are graduated **cum laude**. Students who qualify for degrees with distinction wear an appropriate medal as part of their academic attire at commencement and their names appear in the commencement program as being awarded Degrees with Distinction. All grades earned at EIU are counted in computing the cumulative GPA. Grades earned during the final grading period are not used for compiling the tentative list developed for commencement. Transcript notations of graduating **cum laude**, **magna cum laude**, and **summa cum laude** are based on the student's total cumulative grade-point average, including the final grading period.

**Post-Baccalaureate Students:** Post-baccalaureate students earning a second bachelor's degree are eligible to receive a degree with distinction based on their post-baccalaureate grade point average if they meet the criteria stated above. All undergraduate and post-baccalaureate hours taken at Eastern will be used to determine if the completed and graded hours requirements have been met. Students may not have distinction applied retroactively to any previous degrees earned at Eastern.

Note: The calculation of GPA for degrees with distinction will be based only on work taken at EIU.

\*Transfer students who will not earn 56 semester hours from EIU until their final semester may request that their instructors submit their grades at midterm so that they may be considered for a degree with distinction. All midterm grades must be submitted by the deadline established by the Office of the Registrar. No grades submitted after this deadline will be considered in computations for tentative honors.

### Graduation Application Fee

The graduation fee for the bachelor's degree is \$40. This fee must be paid at the time the student initially applies for graduation (see above) and does not include the cost of cap and gown rental. The last day for applying for graduation is listed in the University calendar and/or Class Schedule.

### Special Examinations

Students may be required to take one or more of the following examinations:

1. All students in teacher licensure programs are required to take the Illinois Licensure Testing System (ILTS) Test of Academic Proficiency (TAP). Students are required to pass this test for selection. Under Illinois law, no student can be admitted to a teacher education program without first passing the TAP. Students can substitute the ACT plus Writing or SAT scores for the TAP if they meet the minimum scores set by the Illinois State Board of Education. These scores can be found at <http://www.eiu.edu/ceps/teached/> or by contacting the CEPS Dean's Office.
2. All students in teacher licensure programs are also required to take the ILTS content-area examination. The content-area exam must be passed before an individual can commence to student teach. Information on all of the ILTS tests and registration materials are available at [www.il.nesinc.com](http://www.il.nesinc.com) or in Room 1420 Buzzard Hall.
3. All Students in teacher licensure programs are also required to pass the edTPA (teacher performance assessment) in order to receive a teaching license in Illinois or any other state. Students will make their edTPA submission during student teaching.
4. Undergraduates may be required to complete an examination as part of Eastern's goal to assess student learning outcomes.
5. Students who plan on attending graduate school are encouraged to contact the Graduate School Office for information concerning graduate school admission tests (GRE, GMAT, MAT, etc.)

### Teacher Licensure

All teacher licensure students must purchase LiveText and participate in the Unit Assessment System for Teacher Education. Additional information is available at the College of Education and Professional Studies website, [www.eiu.edu/ceps/teached/](http://www.eiu.edu/ceps/teached/).

Candidates for licensure as teachers, administrators, or school service personnel should apply for licensure early in the term in which they will complete their requirements. The University, however, will not approve and release the application until all work actually has been completed and the student has met all requirements of the appropriate program and degree.

### Transcripts

The Office of the Registrar will make a transcript of the academic record of a student when requested to do so. Unless specific instructions are given to the contrary, it is understood that the Office of the Registrar has permission of the student to send his/her transcript to employing and certifying agencies, such as schools, boards of education, businesses, and the state department of education, when such an agency requests it.

All requests for transcripts must be placed directly online. If you are a current student, please place the order through PAWS. The "Order Official Transcript" link is found in your Student tab at the bottom of Student Records. If you are a former student, you will need to place your order through Credentials at <https://www.credentials-inc.com/tplus/?ALUMTRO001674>.

A processing fee of \$10 is charged for each regularly processed transcript issued. The processing fee for rush transcripts, processed the next working day after receipt of the signed request, is \$15.00 for each. Transcripts will be issued only for students whose records are clear.