

2019-2020 Catalog | Academic Policies and Practices

Academic Good Standing, Probation, And Reinstatement	https://universitycollege.illinoisstate.edu/help/probation/ https://universitycollege.illinoisstate.edu/help/dismissal/ https://policy.illinoisstate.edu/students/2-1-21.shtml
Appropriate Use of Information Technology Resources and Systems	https://policy.illinoisstate.edu/technology/9-2.shtml
Auditing Courses	http://registrar.illinoisstate.edu/registration/auditing.shtml
Baccalaureate Degree Programs <ul style="list-style-type: none"> – General Requirements for Graduation – General Education Category Requirements – Degree Programs – Programs of Study (Definition of Major, Minor, Sequence, and Concentration, Requirements and Limitations for Degree Programs, Majors, Minors and Semester Hours Mandated by a Major Department) 	https://policy.illinoisstate.edu/students/2-1-9.shtml Also refer to: Bachelor of Science—Science, Mathematics and Technology graduation requirement section of the Undergraduate Catalog AMALI graduation requirement section of the Undergraduate Catalog College of Arts and Sciences section of the Undergraduate Catalog for the College of Arts and Sciences foreign language graduation requirement
Classroom Disruption	https://policy.illinoisstate.edu/academic/4-1-17.shtml
Community College And Other Transfer Students <ul style="list-style-type: none"> – Transferrable general education (Illinois Articulation Initiative—IAI) 	https://policy.illinoisstate.edu/students/2-1-8.shtml – https://itransfer.org
Conduct Code Dismissal The Code of Student Conduct details the rules and regulations for students and student organizations.	https://deanofstudents.illinoisstate.edu/conflict/conduct/code/ https://policy.illinoisstate.edu/conduct/
Credit Hour Policy	https://policy.illinoisstate.edu/academic/4-1-19.shtml
Cross-listed Course —Cross-listed courses are offered by more than one department or school, but treated as one course for credit purposes. A cross-listed course will be considered as one course regardless of the department/school through which the student registered for the course. This is a general rule that applies to all cross-listed courses taken for any purpose.	
Deans' List	https://policy.illinoisstate.edu/students/2-1-10.shtml
Final Course Grade Challenge Policy	https://policy.illinoisstate.edu/academic/4-1-20.shtml
Evening and Off-Campus Classes —For courses offered by Illinois State University, no differentiation is made between credits earned on campus and off campus. Inquiries concerning off campus courses may be made to the Office of the Provost (309) 438-7018. Non-credit workshops, seminars, and conferences are scheduled by the Illinois State University Conferencing Unit (309) 438-2160.	
Final Examinations For date, time and room assignments go to My.IllinoisState.edu in mid-September and mid-February for the current term. Procedures for Multiple Exams in One Day and Final Exams for Summer Session— http://registrar.illinoisstate.edu/registration/finals/	https://policy.illinoisstate.edu/academic/4-1-5.shtml
Graduation Procedures—How to apply <ul style="list-style-type: none"> – Student Honors/Honor Cords 	http://registrar.illinoisstate.edu/graduation/ https://graduationservices.illinoisstate.edu/students/student-honors.php
Immunization Requirements	https://healthservices.illinoisstate.edu/medical-services/immunization-requirements.shtml
Midterm Grades	https://universitycollege.illinoisstate.edu/help/midterm-grades/
Pass/No Pass (Credit/No Credit)	https://policy.illinoisstate.edu/students/2-1-12.shtml
Residency Status	https://policy.illinoisstate.edu/students/2-1-17.shtml
Transfer of Credit from Other Institutions and Credit by Examination	https://policy.illinoisstate.edu/academic/4-1-18.shtml

Academic Dishonesty

<https://deanofstudents.illinoisstate.edu/conflict/conduct/code/academic.php>

Class Attendance

- **Equitable Treatment Of Students Participating In University Sponsored Activities**
<https://policy.illinoisstate.edu/students/2-1-20.shtml>
- **Student Bereavement Policy**
<https://policy.illinoisstate.edu/students/2-1-27.shtml>
- **Student Absences Due To Service As A Volunteer Emergency Worker**
<https://policy.illinoisstate.edu/students/2-1-26.shtml>

Extended Student Absences

As a service to students, the Dean of Students Office can provide notification to instructors when students have been/will be absent from class(es) for three or more consecutive days and are unable to notify their instructors. Students are not required to report absences to the Dean of Students Office; the office serves as a resource to help students reach instructors. The student is responsible for providing verification of the absence to instructors, if requested. Only instructors have the authority to excuse students from class(es) or coursework. <https://deanofstudents.illinoisstate.edu/contact/absence/>

Course Repetition(s)

<http://registrar.illinoisstate.edu/registration/repetition.shtml>

If a student completes a course, or drops a course after the tenth day of classes receiving a grade of WX, the student may repeat that course once.

For students receiving a letter grade of A, B, C, D, or F, the course repetition must occur at Illinois State University and may not be taken under the Passing/Not Passing (P/NP) option.

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

When a course has been repeated at Illinois State University, the most recent grade (A, B, C, D, F) that the student earns will replace the previous grade in the cumulative GPA calculation. A grade of WX, AU, I, CR, CT, NC, P, NP will not replace the grade nor the hours earned in the prior attempt.

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

Students with permission to repeat a course a second time are to obtain a Registration Clearance Permit from their advisor and bring it to the Registrar Service Center, Moulton Hall 107 with photo I.D. or email Registrar@IllinoisState.edu from their ISU account.

Course Load (Academic Load)

<http://registrar.illinoisstate.edu/registration/load.shtml>

A full-time undergraduate student carries between 12 and 17 hours. Courses taken on an audit (AU) basis do not count toward full-time student status. For enrollment verification purposes, 12 hours is

considered fulltime for undergraduate students. A student wishing to carry more than 17 hours in a semester (12 hours in summer) may seek permission to do so from the chairperson or director of his or her major department or school (or their designees). The granting of this permission will depend on the student's scholastic record. A freshman may not carry over 17 hours during his or her first semester.

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

Graduation and Commencement Procedures

<http://registrar.illinoisstate.edu/graduation/>

Application for Graduation

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

Each student should apply for graduation on or before the date specified by the Office of the University Registrar Calendar found at Registrar.IllinoisState.edu.

Undergraduate students must pay the \$35 graduation fee at the time of application, unless the fee is covered by an approved scholarship. Scholarships can be verified with the Student Accounts Office.

Academic Advisement Report

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

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

Double Majors and Simultaneous Degrees

Students completing requirements for two majors concurrently are eligible to receive only one degree unless 150 or more hours have been completed*. The degree awarded is based on the degree corresponding to the primary major. One diploma is issued to the student upon completion of both majors and all other degree requirements. Both majors are designated on the transcript at the time the degree is awarded. Majors are not printed on the diploma. *A student may apply for and receive two bachelor's degrees at the same time. To receive two degrees simultaneously, two different majors are required. The degrees may be the same (e.g., two B.A. degrees) or different (a B.A. degree and a B.S. degree). All specified major requirements for both degrees must be met as well as all general graduation requirements for both bachelor's degrees. A minimum of 150 credit hours is required to receive both degrees.

Second Bachelor's Degree

A student who has already received one bachelor's degree from Illinois State University or from another regionally accredited college or university may receive a second bachelor's degree at Illinois State University upon completion of degree requirements. Students must meet the admission requirements for the major selected and meet appropriate deadlines.

Second bachelor degree seeking students are required to fulfill degree requirements as listed in the catalog at the time of admission to the second bachelor degree program. The program of studies completed for the second degree must include at least 32 semester hours of coursework taken after the granting of the first degree, of which 30 hours must be taken in residence at Illinois State. At least 24 of the 32 hours completed toward the second degree must be at senior college-level (courses numbered 200 and above).

Commencement

<https://graduationservices.illinoisstate.edu>

Degrees are conferred and diplomas awarded after the close of each semester and the summer session. Commencement exercises are held in December and May at the end of the semester.

Undergraduate students completing degree requirements during the fall semester participate in commencement exercises in December; students completing degree requirements during the spring semester or at the close of the summer session following May commencement participate in commencement exercises in May. Undergraduate students who are eligible to graduate and want to walk across the stage in their commencement ceremony must answer YES on the [Undergraduate Application for Graduation](#) and submit it by the published deadline. An application must be on file and the graduation fee paid by the deadline to participate in the commencement ceremony.

Students participating in commencement will walk with the college in which their primary major resides. Interdisciplinary Studies and University Studies graduates will walk with the College of Education.

Diplomas

Diplomas are issued to students after completion of all degree requirements, including major(s), minor(s), general education, professional education, if applicable, and other specific degree requirements. Students completing requirements for two majors concurrently are eligible to receive only one degree. The degree awarded is based on the degree corresponding to the primary major. One diploma is issued to the student upon completion of both majors and all other degree requirements. Students who have earned simultaneous bachelor's degrees will receive two diplomas. Majors are not printed on the diploma; however, all majors and minors are printed on the official transcript.

Honors Designations

<https://graduationservices.illinoisstate.edu/students/student-honors.php>

The following honors designations print on the diploma, as applicable: honor distinction (summa, magna, or cum laude), Honors Program Scholar with Distinction, and Honors in the Major. Diplomas are mailed to students approximately 8 to 10 weeks following graduation.

Tuition and Fees

<https://studentaccounts.illinoisstate.edu/tuition/>

Tuition, fees, on-campus housing charges and dining charges are determined by action of the Board of Trustees on a yearly basis. Tuition and fees other than health insurance are assessed at a per semester hour rate. Health insurance is assessed to all students

enrolled for nine or more semester hours. Upon being first enrolled in a degree program at Illinois State University, tuition rates for undergraduate students will be locked for a four-year period. Certain degree programs qualify for the locked rate to be extended beyond the four-year period. Tuition and fees are subject to change by action of the Board of Trustees and the General Assembly. For additional information, refer to the Student Accounts website at <https://StudentAccounts.IllinoisState.edu>.

Summer Session Costs

The summer session costs for tuition and fees are assessed at a per semester hour rate. Students enrolled for six or more semester hours will be charged the current rate for health insurance.

Auditors

Students who take all courses as auditors without credit are charged at the current rate per semester hour for tuition and fees. Auditing a class does not count toward full-time student status for financial aid and other purposes.

Materials Charges

Material charges listed with individual course information on the Course Finder website <https://coursefinder.illinoisstate.edu/directory/> or at My.IllinoisState.edu in the registration system, are automatically charged to the student's account. A student may supply his or her own materials and request the instructor, in writing, to reduce the materials charge.

Resident and Non-Resident Status

An applicant or enrolled student is classified either as a resident of Illinois, a non-resident, or a foreign student. Residency for tuition purposes is different from residency for voting, taxing purposes, or residency requirements of on-campus doctoral programs.

A student must be a U.S. citizen or have been approved for U.S. Permanent Resident status in order to be considered as an Illinois resident. An individual's residency status is based on information from the admission application. A student who is not a resident of Illinois pays an out-of-state differential charge per credit hour. All other fees are the same for non-residents. A student under 18 years of age is considered a non-resident if the student's parents are not legal residents of Illinois. A student over 18 years of age is considered a non-resident if the student is not a legal resident of Illinois. A student who begins as a non-resident may later qualify for resident status. Additionally, select students receive an alternate rate of tuition of 1.0 times the current in-state rate, including: students admitted from Iowa, Indiana, Kentucky, Michigan, Missouri and Wisconsin; students who meet the eligibility requirements (as set for the specific fall term in question) for our principal scholarship programs, namely the Presidential, University, Redbird, Transfer Student Scholarship, or Phi Theta Kappa Scholarship; students who are identified by a unit (College of Fine Arts, Forensics, Gamma Phi Circus) through their selective processes (audition, portfolio, etc.) based upon a specific talent. Guidelines for qualifying and special circumstances may be found on the University Registrar's website Registrar.IllinoisState.edu. Personnel within the Office of the University Registrar are responsible for determining residency.

Payment of Tuition and Fees

<https://studentaccounts.illinoisstate.edu/billing/due-dates.php>

The University offers an installment plan for all charges for the current semester. Students will be automatically enrolled in the plan

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each semester. Paying the account balance in full by the first billing due date of the semester will prevent an installment fee from being posted to the account.

Withdrawal and Reduction of Tuition and Fees

If a student drops a course or withdraws from Illinois State University, charges for tuition, mandatory fees, and outreach fees will be adjusted based on the date of the course drop or withdrawal.

A registered student who officially withdraws from the University may receive a reduction of tuition and fees according to the schedule on the schedule on the Student Accounts website: <https://studentaccounts.illinoisstate.edu/withdrawal/>

The University may designate an abbreviated withdrawal policy for summer session, special courses, and short courses.

All notifications of withdrawal from the University must be in person with photo ID to the Registrar Service Center, 107 Moulton Hall, between 8 a.m. and 4:30 p.m., Monday through Friday, or in writing and addressed to Office of the University Registrar, Illinois State University, Campus Box 2202, Normal, IL 61790-2202, faxed to (309) 438-8652, or emailed from the student's Illinois State University email account to Registrar@IllinoisState.edu.

Changes in Schedule Policy

A student who drops a course will be charged according to the schedule on the Student Accounts website: <https://studentaccounts.illinoisstate.edu/withdrawal/>

Insurance Fee

The student may receive a reduction of the insurance fee if the student demonstrates equal or better insurance coverage and completes the written application on or before the fifteenth calendar day after the first regularly scheduled class day. Visit Student Insurance office for specific information: <https://healthservices.illinoisstate.edu/insurance/>

Pursuant to guidelines established by the University, part or all of a student's tuition and fees may be reduced because of the student's death or disability, extreme hardship, or institutional error.

A student may receive a reduction of all tuition and fees if the University declares him or her ineligible for enrolled status prior to the first day of regularly scheduled class.

For questions regarding changes to or cancellation of housing contracts, please visit <https://housing.illinoisstate.edu>

For questions regarding changes to or cancellation of a dining plan, please visit <https://dining.illinoisstate.edu>

Students or parents who believe that individual circumstances warrant exceptions from published policy may appeal to the Associate Vice President for Student Affairs.

<p>Satisfactory Academic Progress Required For Continued Financial Aid Eligibility</p>	<p>https://policy.illinoisstate.edu/students/2-1-11.shtml</p>
<p>Student Computer Ownership</p>	<p>https://policy.illinoisstate.edu/technology/9-6.shtml</p>
<p>Transcripts – Transcript Holds</p>	<p>https://policy.illinoisstate.edu/students/2-1-23.shtml – https://policy.illinoisstate.edu/students/2-1-24.shtml</p>
<p>Transfer Credit From Other Institutions And Credit By Examination Undergraduate Proficiency Examination (Departmental Proficiency Exams, Advanced Placement Program, Credit for Military Services)</p>	<p>https://policy.illinoisstate.edu/academic/4-1-18.shtml http://registrar.illinoisstate.edu/registration/exams/ https://policy.illinoisstate.edu/students/2-1-6.shtml</p>
<p>Undergraduate Proficiency Examination – College Level Examination Program (CLEP) (also refer to CLEP section of this catalog) – Departmental Proficiency Examination – Advanced Placement Program (refer to page 28 of this catalog) – Credit for Military Service</p>	<p>https://policy.illinoisstate.edu/students/2-1-6.shtml https://veterans.illinoisstate.edu/support/transfer.php</p>