

**UNDERGRADUATE PROGRAMS HANDBOOK  
2002-2003**

College of Education  
University of Illinois at Urbana-Champaign  
Instructional Programs Office  
110/120 Education Building (MC-708)  
1310 S. Sixth Street  
Champaign, IL 61820

**OFFICE HOURS**  
Monday - Friday  
8:30 A.M. - 5:00 P.M.

This handbook is for informational purposes and does not constitute a contract. Programs listed are subject to change, and individual departments and units should be consulted for further information. This handbook was prepared by Cheri A. Carlson, Admissions/Records Officer of the College of Education.

This document is available on the college homepage at the following address: <http://www.ed.uiuc.edu/COE/IPO>.

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

It is the policy of the University of Illinois not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in each University program and activity. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

For additional information or assistance on the equal opportunity, affirmative action, and harassment policies of the University at the Urbana-Champaign campus, please contact: Director of Affirmative Action (Title IX, ADA and 504 Coordinator), 202 Swanlund Administration Building, MC-304, 601 East John Street, Champaign, IL 61820; (217)333-0885.

Welcome to the College of Education!

The College of Education is a special place where students are provided a wide variety of opportunities to learn both about their respective teaching fields and themselves. I encourage you to take full advantage of the opportunities you will have to learn. Do not be shy about getting to know your colleagues and your professors and teaching assistants. The faculty and staff of the College of Education are literally among the most talented and capable in the world. In addition to their expertise, however, they are genuinely concerned about helping you to learn and are eager to help you become the best teachers you can be and accomplish your goals. As a student in the College you are expected to fully participate in the progressive dialogue and research associated with contemporary education practices and policies.

This *Undergraduate Programs Handbook* provides you with important information about the College of Education policies and procedures. It is a valuable resource as you proceed through any program of study. Along with the *Programs of Study* catalog, the *Courses* catalog, and the *Code of Policies and Regulations Applying to All Students*, the *Undergraduate Programs Handbook* attempts to inform you about the nature and delivery of academic programs. The catalogs and Code are readily available at orientation meetings or the Student Assistance Center in the lobby of Turner Hall. Please make sure that you obtain and refer to these important publications.

I wish you the best of luck during this academic year and continued success during your career. The staff of the Instructional Programs Office looks forward to supporting your efforts through the year.

James A. Leach  
Professor and  
Associate Dean for Instructional Programs

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## CALENDARS

### FALL 2002

Aug. 28, Wed.....	Instruction begins
Aug. 28, Wed.....	Deadline to clear encumbrances
Aug. 28, Wed.....	Deadline to cancel Fall registration to avoid any financial obligation to the University
Aug. 29, Thurs.....	Late registration begins
Sept. 2, Mon. ....	Labor Day (all-campus holiday)
Sept. 3, Tues.....	Registration of part-time non degree students
Sept. 6, Fri.....	Deadline to add a first half-session course
Sept. 13, Fri., 4:00 p.m. ....	Deadline for refund of tuition/fees (excluding nonrefundable portion) if withdrawing from the University or reducing program
Sept. 13, Fri. ....	Deadline to add a semester course
Sept. 13, Fri. ....	Deadline to indicate intent to graduate in December via U of I Direct
Sept. 13, Fri. ....	Deadline for initial on-line registration
Sept. 20, Fri. ....	Deadline to drop a first half-session course
Sept. 20, Fri. ....	Deadline to elect the Credit/No Credit option in a first half-session course
Oct. 10, Thurs.....	Spring 2003 <i>Timetable</i> on www
Oct. 14, Mon. ....	Midsemester grades mailed to freshmen
Oct. 18, Fri.....	Deadline to drop a semester course without academic penalty
Oct. 18, Fri.....	Deadline to elect the Credit/No Credit option in a semester course
Oct. 18, Fri.....	Deadline to remove an "EX" grade from previous semester to prevent conversion of grade to an "F"
Oct. 18, Fri.....	Invitation to Register available on www
Oct. 24, Thurs.....	Spring 2003 <i>Timetable</i> available at Illini Union and Circulation Desk, 2nd floor of main library
Oct. 25, Fri.....	Deadline to add a second-half session course
Nov. 4, Mon.....	U of I Direct opens for early registration
Nov. 15, Fri.....	Deadline to drop a second half-session course
Nov. 15, Fri.....	Deadline to elect the Credit/No Credit option in a second half-session course
Nov. 23, Sat.-Dec. 1, Sun...	Thanksgiving break

Dec. 13, Fri..... Last day of instruction  
 Dec. 14, Sat..... Reading Day  
 Dec. 16, Mon. - 21, Sat..... Final exams  
 Dec. 23, Mon. .... December conferral date

**SPRING 2003**

Jan. 20, Mon..... Martin Luther King, Jr. Day observed  
 (all-campus holiday)  
 Jan. 21, Tues..... Instruction begins  
 Jan. 21, Tues..... Deadline to clear encumbrances  
 Jan. 21, Tues..... Deadline to cancel Spring registration to  
 avoid any financial obligation to the  
 University  
 Jan. 22, Wed..... Late registration begins  
 Jan. 24, Fri..... Registration of part-time non degree students  
 Jan. 24, Fri..... Deadline to add a first half-session course  
 Jan. 31, Fri..... Deadline to add a semester course  
 Jan. 31, Fri., 4:00 p.m..... Deadline for refund of tuition/fees  
 (excluding nonrefundable portion) if  
 withdrawing from the University or  
 reducing program  
 Jan. 31, Fri..... Deadline to indicate intent to graduate in  
 May via U of I Direct  
 Jan. 31, Fri..... Deadline for initial on-line registration  
 Feb. 1, Sat..... Fall 2003 application deadline for  
 Intercampus transfers and Education students  
 wishing to change their major within the  
 college  
 Feb. 14, Fri..... Deadline to elect the Credit/No Credit  
 option in a first half-session course  
 Feb. 14, Fri..... Deadline to drop a first half-session course  
 Mar. 11, Tues..... Midsemester grades mailed to freshmen  
 Mar. 13, Thurs..... Summer 2003 *Timetable* available at Illini  
 Union and Circulation Desk, 2nd floor of  
 main library  
 Mar. 14, Fri..... Invitation to Register on WWW  
 Mar. 14, Fri..... Fall 2003 *Timetable* on www  
 Mar. 14, Fri..... Deadline to drop a semester course without  
 academic penalty  
 Mar. 14, Fri..... Deadline to elect the Credit/No Credit  
 option in a semester course

Mar. 14, Fri.....Deadline to remove an "EX" grade from previous semester to prevent conversion of grade to an "F"

Mar. 21, Fri. ....Deadline to add a second half-session course

Mar. 22-30, Sat. - Sun.....Spring Break

Mar. 26, Wed.....Fall 2003 *Timetable* available at Illini Union and the Circulation Desk, 2nd floor of main library

Apr. 7, Mon.....U of I Direct opens for early registration

Apr. 8, Fri.....Deadline to drop a second half-session course without academic penalty

Apr. 8, Fri.....Deadline to elect the Credit/No Credit option in a second half-session course

May 7, Wed.....Last day of instruction

May 8, Thurs.....Reading Day

May 9-16, Fri.-Fri. ....Final Examinations

May 18, Sun.....May Commencement ceremonies

**SUMMER TERM I (4-week session) 2003**

May 19, Mon.....Instruction begins

May 19, Mon., 5:00 p.m.....Deadline to cancel Summer I registration to avoid any financial obligation to the University

May 19, Mon.....Deadline to register using U of I Direct

May 21, Wed.....Deadline for refund of tuition/fees (excluding nonrefundable portion) if withdrawing from the University or reducing program

May 21, Wed.....Deadline to add a four-week term course

May 26, Mon.....Memorial Day (all-campus holiday)

May 30, Fri. ....Deadline to drop a four-week term course without academic penalty

June 13, Fri. ....Last day of instruction

**SUMMER TERM II (8-week session) 2003**

June 16, Mon.....Instruction begins

June 16, Mon., 5:00 p.m.....Deadline to cancel Summer II registration to avoid financial obligation to the University

June 24, Tues. ....Deadline to add an eight-week course

June 24, Tues. ....	Deadline for refund of tuition/ fees (excluding non-refundable portion) if withdrawing from the University or reducing program
June 24, Tues. ....	Deadline to register using U of I Direct
June 27, Fri. ....	Deadline to drop a first half-session course
June 27, Fri. ....	Deadline to elect the credit/no credit option in a first half-session course
July 4, Fri. ....	Independence Day (all-campus holiday)
July 11, Fri. ....	Deadline to drop an 8-week course without academic penalty
July 14, Mon. ....	Second half-session begins
July 18, Fri. ....	Deadline to add a second half-session course
July 25, Fri. ....	Deadline to drop a second half-session course
July 25, Fri. ....	Deadline to elect Credit/No Credit option in second half-session course
Aug. 7, Thurs. 12:00 p.m. ....	Last day of instruction
Aug. 7, Thurs. 1:00 p.m. ....	Reading Day
Aug. 8-9, Fri.-Sat. ....	Final exams
Aug. 11, Mon. ....	August conferral date

## STAFF DIRECTORY

### Office of the Dean 38 Education Building

Susan Fowler	Dean	333-0960
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334 Education, 333-2155

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Violet Harris, Head  
306 Education, 244-8061

#### Educational Policy Studies

James Anderson, Head  
366 Education, 333-7404

#### Educational Psychology

Michelle Perry, Chair  
230 Education, 333-8513

#### Special Education

Adelle Renzaglia, Head  
288 Education, 333-0260

#### Human Resource Education

Scott Johnson, Head  
356 Education, 333-0807

## COLLEGE OF EDUCATION UNDERGRADUATE DEGREE PROGRAMS

The College of Education has six departments which provide instruction to students. Two of the College's departments offer undergraduate degree programs. The Department of Curriculum and Instruction houses the elementary and early childhood degree programs and the Minor in Secondary School Teaching. Students earning a bachelor's degree in Elementary Education may qualify for an Illinois teaching certificate for kindergarten through ninth grades. Graduates from the Early Childhood program are eligible for a certificate to teach children from birth through grade three. The Minor in Secondary School Teaching\* prepares students to teach English, social studies, mathematics and the sciences (biology, chemistry, earth science and physics), and students may qualify for a standard high school certificate for grades six through twelve. The Department of Special Education offers a cross-categorical undergraduate degree program which prepares individuals for certification as Learning and Behavior Specialists in Special Education.

Detailed information concerning undergraduate degree requirements can be found in the *Programs of Study* catalog. In addition, all students in teacher certification programs should consult the section on the Council on Teacher Education for information pertaining to certification.

## ADVISING STRUCTURE

The College of Education prides itself on giving individual attention to its students and their concerns. Students are expected to meet with their advisors prior to accessing the U of I Direct registration system to schedule classes. The College advisors have access to information concerning class accessibility and frequency of offering that is not readily available to students. In addition, the advisors play a major role in acclimating students to the campus by fielding questions and referring students to appropriate staff to resolve any problems that they might encounter.

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\*Applicants interested in preparing for teacher certification in secondary education should apply to the College of Liberal Arts and Sciences for admission to the major subject in which they seek certification. For additional information, please contact the secondary education advisor in the Instructional Programs Student Services Office.

Undergraduate academic advisors in the Student Services Office are responsible for administering an advising program for the approximately 650 students in the College registered in Education General, Early Childhood Education, and Elementary Education.

All students in the College of Education are assigned an advisor. Students who wish to transfer into the College should consult the appropriate advisor prior to making application to determine transferability of coursework. Advisor accessibility for students not registered in the College of Education may be restricted during peak periods such as registration. See the Staff Directory for a list of advisors in the College of Education.

## ADMISSIONS/RECORDS OFFICERS

The Admissions/Records Officers are responsible for evaluating transfer credit, preparing the graduation list and performing the final check of a student's record for completion of degree requirements. The AROs monitor progress toward the degree on a continuing basis and manage the Degree Audit Reporting System (DARS) for the College. Students are encouraged to consult with the Admissions/Records Officers on any question concerning requirements. However, ultimate responsibility for meeting degree requirements, both academically and procedurally, lies with the student.

## COUNCIL ON TEACHER EDUCATION

Located in 130 Education, the Council on Teacher Education oversees all teacher preparation programs on the Urbana-Champaign campus. In addition to coordinating teacher education curricula, the Council acts as a liaison between the campus and the Illinois State Board of Education.

Students are encouraged to become familiar with policies and procedures affecting teacher education by consulting the Council on Teacher Education section in the *Programs of Study* catalog and their website at [www.ed.uiuc.edu/CTE/](http://www.ed.uiuc.edu/CTE/).

## GRADUATION REQUIREMENTS

### Final Authorized Term (FAT)

All students are assigned a Final Authorized Term (FAT) when they are admitted. The Final Authorized Term is the number of semesters during which the student will be allowed to register for classes and

represents the College's approved time limit for undergraduates to complete their degree. The Final Authorized Term is 10 semesters for beginning freshmen and 6 semesters for transfer students. Requests to extend the FAT must be approved by petition and will not be routinely granted unless the student has extenuating circumstances. Repeated withdrawal from the University to avoid academic difficulty is not a valid reason for an extension of the FAT.

### **Placement Examinations**

All freshmen are required to take placement examinations in rhetoric, mathematics, and foreign language. Students who plan to enroll in chemistry must also take the placement exam in this area. Transfer students may take placement examinations if they have not earned college credit in these fields. Since placement examinations are designed to assist the student and advising staff in appropriate course selection, College of Education advisors will not approve registration in coursework in these areas without placement test scores.

Students who achieve high scores on a foreign language placement exam may be eligible to earn proficiency credit for the third and fourth semester level courses at UIUC. Since criteria for earning proficiency credit in foreign language varies by the language department, students are encouraged to review their placement and proficiency information with the appropriate department.

Students will not be allowed to earn credit in a foreign language course that is more than two levels below the student's expected placement. For example, a student who completed three years of French in high school would normally place into French 104. The student may place back to French 102 and receive credit for that course toward the degree but not for French 101.

At the time of publication, the use of placement examinations and procedures related to them were being reviewed by the campus.

### **Degree Audit Reporting System (DARS)**

Students in the College of Education will receive a degree audit report (DARS) twice a year prior to the opening of the U of I Direct registration system. Advisors are sent an identical report to assist students in their academic planning. The DARS report evaluates the student's coursework against a program and indicates which requirements are completed and which requirements are unmet. For those requirements which are not completed, the DARS report will list courses which may be taken to satisfy the requirement. The DARS

report also lists total hours completed toward the degree, grade point averages, electives, and an evaluation of the residency rules for graduation.

DARS is used extensively by the Admissions/Records Officers to monitor students' progress toward the degree and by the academic advisors in assisting students in course selection. Students are expected to know what their degree requirements are and to review each report they receive prior to meeting with their advisors to schedule classes. Errors or discrepancies on the DARS report should be brought to the attention of the Admissions/Records Officers. A DARS report is not a transcript and should not be presented to a third party as certifying that a student has earned a degree from the University of Illinois. Final degree certification will be verified by the Admissions/Records Officers at the conclusion of a student's final semester.

### **Basic Rhetoric Requirement**

Satisfactory proficiency in English usage is a requirement for all undergraduate degrees awarded by the University of Illinois at Urbana-Champaign. Placement and proficiency in rhetoric will be based on the ACT English (or SAT verbal) subtest and performance on the rhetoric essay exam administered during the Pre-college Testing Program in the Spring prior to Fall admission. Students can receive four hours of proficiency credit and satisfy the graduation requirement in basic rhetoric and composition by superior performance on both measures. Four hours of proficiency credit for Rhetoric 105 is awarded in either of the following instances: 1) a student's rhetoric essay score of 6, 7, 8, or 9 added to the ACT English score totals at least 38 or 2) a student's score on the rhetoric essay exam is a 10. In addition, students who participate in the Advanced Placement (AP) Program and submit scores of four or five on the Language/Composition or Literature/Composition tests earn proficiency credit for Rhetoric 105. Unless exempt, students are required to complete the basic composition requirement during the freshman year. **Students are not allowed to drop freshman composition.**

If the academic credentials of a transfer student do not indicate fulfillment of coursework equivalent to the UIUC basic rhetoric requirement, the student may take the Transfer Writing Sample Exam administered during New Student Week and registration periods. Proficiency credit for Rhetoric 105 is awarded for superior scores on this exam. Transfer students are expected to satisfy the University composition requirement within one year of their initial enrollment at UIUC.

## **General Education Requirements**

Each candidate for a degree in the College of Education must meet the University's minimum general education requirements in freshman and advanced composition, quantitative reasoning, humanities/arts, cultural studies, natural sciences/technology, foreign language, and social/ behavioral sciences. Most programs in the College require additional general education coursework in areas beyond the University's minimum. All courses completed for general education requirements must be selected from the Campus General Education course list ([www.provost.uiuc.edu/gened/](http://www.provost.uiuc.edu/gened/)). Degree requirements for all programs are listed in the *Programs of Study* catalog.

Due to the clinical requirements in the teacher education curricula, completion of the foreign language requirement must be accomplished prior to the junior year.

## **Residency**

Each candidate for a bachelor's degree must spend either the first three years, earning not less than 90 semester hours, or the last year, earning not less than 30 semester hours, in residence on the Urbana-Champaign campus, uninterrupted by any work from another institution. Credit earned by proficiency examinations, extramural coursework, and advanced placement will count toward the first 90 hours of residency but not toward the last 30 hours. The hours must apply to the degree sought. Concurrent attendance at UIUC and another collegiate institution does not interrupt residency. Students in the College of Education may take coursework at a community college after they have achieved junior standing provided they will have either the first 90 hours or last 30 hours in residence at the University of Illinois at Urbana-Champaign. A student may request a waiver of the residency requirement by submitting a petition to the Associate Dean of the College of Education (110 Education). At the time of publication, a revision to the 60-hour residency rule was being considered.

## **Restrictions on Coursework Accepted for the Degree**

The following coursework is not accepted toward a bachelor's degree from the College of Education: Math 102, basic military science, credit earned through the College-Level Examination Program (CLEP), and coursework completed for graduate credit. In addition the following restrictions apply:

- 1) A maximum of nine hours in introductory/remedial rhetoric and/or English as a second language courses may be applied toward the degree.
- 2) Chemistry 100 is not accepted toward the degree if the student completed chemistry in high school and/or the student's chemistry placement score directs him/her into or beyond Chemistry 101.
- 3) Nonbaccalaureate aviation credit as designated by the College.
- 4) College coursework taken prior to high school graduation and applied toward the UIUC high school pattern requirement for admission will not be accepted for credit at UIUC.
- 5) College algebra will not be accepted toward any requirements for a degree within the College of Education including total hours and GPA earned.
- 6) A maximum of three credit hours in trigonometry will be allowed toward a degree.
- 7) Credit for the sequence in calculus is limited to eleven hours.

## MINORS

Students enrolled in the College of Education are not required to complete a minor for the degree. However, students may decide they wish to study an additional subject matter to complement the major field of study. There are approximately 70 senate-approved minors on this campus. To officially pursue a minor, students should be aware of the following information.

### **Declaring a Minor**

Students who wish to complete a minor are responsible for notifying their college by completing the Statement of Intent to Pursue a Campus-Approved Minor. This declaration form is available in Room 120 Education Building and may be submitted to the college after achieving junior standing. The deadline to submit this form is 5 p.m. on the first day of class in the term of the student's expected graduation.

Upon receipt of this form, the Admissions/Records Officer will add the minor to the student's academic program in DARS for monitoring purposes. If completed by the student's expected graduation date, the minor will upload onto the transcript along with the name of the student's degree. If the minor is not completed by the graduation deadline, it will be removed from the student's program.

## **Changes to Minor**

Occasionally it may be necessary or appropriate to substitute alternate courses, such as study abroad credit, for those that are specifically required in a minor. Requests to substitute alternate courses in a minor may be initiated by the student by completing the Minor's Modification Form. The unit sponsoring the minor must indicate their approval of the substitution on the modification form that the student submits to the college office. A student may also cancel the intention to pursue a minor by completing this form. The Minor's Modification Form is available in Room 120 Education Building.

## **Guidelines**

Since completion of a minor is an optional degree requirement for College of Education students, the final authorized term (FAT) will generally not be extended for purposes of completing a minor when all other degree requirements have been met. In addition, no priority for class registration will be given for courses required in a minor. The sponsoring unit of the minor is responsible for informing students of the approved requirements and for advising associated with the minor. Minors will not be added retroactively to a student's record after graduation. No more than three courses can double count between minors should a student declare more than one minor.

## **Additional Information**

Additional information concerning campus-approved minors, including specific requirements, restrictions, and the contact person, may be obtained by accessing the campus minors website at <http://www.provost.uiuc.edu/students/advising/minorspecific.html>.

## **U OF I DIRECT REGISTRATION**

All students register for classes by accessing the on-line computer registration system, U of I Direct, with their Network ID and password, from personal computers at multiple locations on campus. Students may also access the system via dial-up with a modem. (See the Timetable for detailed instructions on logging on to U of I Direct from a Macintosh or PC on campus or dial-up access via modem.)

Students who register for classes through U of I Direct agree to pay tuition and fees to the University according to the payment

policies and schedules adopted by the Board of Trustees. If a student wishes to cancel registration and avoid payment of tuition and fees, this must be accomplished by 5:00 p.m. on the first day of instruction. (See Cancellation of Registration on page 12.)

Information about U of I Direct registration is available from the staff in 120 Education Building or the U of I Direct Assistance Center, B3 Coble Hall, 333-6565.

### **Network ID and Password**

Students are assigned a network ID and password when they are admitted to the University. To maintain the security of sensitive records and class schedules, students should never tell anyone their password or allow other students to use their network ID or password.

To protect the security of the network ID password, students should change their password every six to twelve months. Passwords may be changed by accessing the password home page of the Campus Information Technologies and Educational Services (CITES) site at <https://www-s.uiuc.edu/bluestem/kpasswd.cgi>. Students may also print the Password Change Form and fax it to CITES Account Maintenance Services.

The following locations have been designated as CITES public sites for student registration:

English Building - Room 8  
Undergrad Library - Northeast corner, upper level  
Nevada - 1203.5 W. Nevada  
901 W. Oregon  
Wohlers Hall  
Everitt LAB - Room 146  
Illini Union - First floor  
Illini Hall - Room 23  
Lincoln Hall - Room 200

The sites in the English Building, Undergraduate Library and on Nevada and Oregon are identified as primary registration sites and offer free printing of the early registration schedule. Students enrolled in majors within the College of Education may also register in Room 10 Education Building.

Questions concerning the network ID and password should be directed to staff in the CITES Resource Center, 1420 DCL, 244-1258.

## **Earliest Registration Time**

All students who are eligible to register are assigned an Earliest Registration Time (ERT), which is the first time that a student can access U of I Direct to register for the next term. Approximately two weeks prior to the opening of U of I Direct, students may access their Invitation to Register on the web.

ERT's are assigned according to priorities established by the campus and by the number of hours earned plus the number of hours in progress. Students should register for future semesters as close to their ERT as possible to obtain preferred classes. Students may, however, register for classes any time after their ERT has passed and may use the system continuously to make adjustments to their schedules subject to campus and college policies and deadlines. Given the liberal time allowed for registration and campus policy governing priority for registration, requests by students to have their ERT set to an earlier time will not be approved.

## **Advising Holds**

All students should meet with their academic advisor prior to accessing U of I Direct to register for classes. In some cases, access to on-line registration may be restricted with an advising hold. An advising hold may be placed on a student at any time for various reasons at the discretion of the College. If the student has an advising hold, this will be noted in the Invitation to Register or when the student attempts to register for classes through U of I Direct. An advising hold must be cleared by authorized college staff before a student can register for classes.

All graduating seniors will have an advising hold placed on their access for future semesters. May graduates, however, may register for undergraduate credit in the summer immediately following graduation without restriction.

## **Encumbrances**

Academic and administrative offices may place encumbrances on a student's registration for academic and judicial reasons, financial indebtedness to the University, and for failure to meet medical/immunization requirements. As with advising holds, encumbrances will be listed on the student's Invitation to Register and on the Encumbrance/Advising Hold screen within the U of I Direct registration system. Encumbrances do not prevent the student from

participating in early registration or using the system to make course changes. However, once a student's official class schedule is mailed three weeks prior to the beginning of the semester, an encumbered student will be blocked from accessing U of I Direct. **If the student fails to clear encumbrances by 5:00 p.m. of the first day of class, course registration for the term will be canceled.** To avoid cancellation of registration, students are encouraged to resolve all encumbrances as soon as possible.

### **Overload/Underload Enrollment Limits**

The maximum number of hours in which a student can enroll without special approval from the College is 18 hours for Fall and Spring terms, 4 hours for Summer Term 1, and 9 hours for Summer Term 2. Exceptions to these limits must be approved by petition to the College. In most cases, the College will not approve registration in hours above these limits unless the student has compelling extenuating circumstances.

All students admitted to curricula in the College of Education are expected to be full-time students who are making normal progress toward their degrees. Students are not allowed to register for less than 12 hours unless approved by petition to the College. Students should be aware that registering for less than 12 hours may affect financial aid and athletic eligibility.

### **Credit/No Credit Option**

Students may not elect this option on-line but must complete a request form available from the Student Services Office, 120 Education Building. Undergraduate students in good academic standing may request the credit/no credit option following the guidelines noted below:

- A minimum grade of "C-" must be earned to receive credit under the option.
- Full-time students are permitted to take a maximum of two courses in any one semester on a credit/no credit basis.
- Part-time students (less than 12 hours) are eligible to elect only one course in any one semester on the credit/no credit option.

- A maximum of 18 hours of work taken on credit/no credit may be counted toward a degree.
- A student on probation is not entitled to elect the credit/no credit option.
- Correspondence courses may be taken on the credit/no credit option pending approval by the College.
- The option may not be exercised in courses used to satisfy general education requirements or in courses that fulfill graduation requirements for the major or minor.
- The option must be exercised during the first half of the course term or prior to completion of one-half of the lessons of a correspondence course.
- Advisor and College approval are required.

### **Adding/Dropping Classes**

Students may add classes to their schedule for a particular term through the tenth day of class. Students who wish to add a full semester course after the add deadline must complete a Request for Late Course Add, available from the Student Services Office, 120 Education Building. In most instances, students will not be allowed to add classes after the deadline unless they have been attending the class from the beginning of the semester. Late course adds require the approval of the instructor, the department which offers the course, and the Associate Dean of the College of Education.

Students may drop sixteen-week courses without academic penalty during the first eight weeks of the semester providing the drop does not result in part-time status. (For courses less than sixteen weeks in duration, the midpoint in the course is the latest date to withdraw without penalty.) Academic loads of less than twelve hours are rarely approved and must be authorized by the Associate Dean. In light of the liberal period allowed for dropping courses, requests to withdraw from a class after the drop deadline will not be granted unless there are extenuating circumstances which warrant such approval. All requests for dropping courses after the eight-week deadline must be presented to the Associate Dean on a College of Education Late Drop Petition. Requests to withdraw from a class during the last two weeks of the term

will not be approved. Some courses, such as Rhetoric 105, 108 and SpCom 111 and 112, may not be dropped according to College policy.

### **Repeating Undergraduate Courses**

Students who repeat a course that they have already taken and passed will not earn additional credit toward graduation. The initial credit earned is forfeited but both grades remain on the record and are computed into the academic grade point average.

### **Registration in 400-Level Courses or Courses for Graduate Credit**

With the permission of the instructor and the teaching department which offers the course, students may register for 400-level classes for unit or hour credit. Courses taken for unit credit will not be accepted toward a bachelor's degree from the College of Education. Students who wish to register for a 400-level course should consult with their advisor, obtain the instructor's approval, and contact the department which offers the course. Subject to approvals, the teaching department will register the student in the course. Students must complete all 300-level courses for hours credit.

### **Refund of Tuition and Fees**

A student may be released from the obligation to pay a portion or all of the semester's tuition and fees by either canceling registration or withdrawing from the University by the refund date (Friday, September 13, 4:00 p.m. for Fall semester and Friday, January 31, 4:00 p.m. for the Spring semester). For detailed information on tuition and fee refunds, please consult the *Timetable*.

### **Cancellation of Registration**

Students may cancel their registration for a term and be relieved of all tuition and fees if they have not attended any classes or received any related student services. (Students who attend class or use campus services must withdraw from the University following the procedures outlined below.) Registration may be canceled in one of the following ways:

- Dropping all classes on-line through U of I Direct no later than 5:00 p.m. on the first day of instruction.

- Submitting a written request for cancellation of registration to the Office of Admissions and Records, 901 West Illinois Street, Urbana, IL 61801. The request for cancellation must be received no later than 5:00 p.m. on the first day of instruction of the term to be canceled.
- Requesting cancellation of registration in person at the Records Service Center, 901 West Illinois Street, by 4:45 p.m. on the first day of instruction of the term to be canceled.

If initiated within these stated deadlines, cancellation of registration results in a full refund of tuition and fees. Students are obligated to pay the nonrefundable portion of the tuition and fees if they attend class and withdraw from the University within the first two weeks of the semester (within first week of summer session). Students may obtain additional information concerning cancellation of registration by consulting the *Timetable*.

### **Withdrawal from the University**

Students who wish to withdraw from the University must initiate this process in the Instructional Programs Office by completing a clearance form. After the clearance form is signed by the Associate Dean, the student must take the form to 300 Student Services Building *and* the Records Service Center, 901 West Illinois Street. It is critical that students follow the proper withdrawal procedures since continued absence from classes alone does not constitute withdrawal. Absence through the final exam period is cause for failure and may make it very difficult for a student to return to the University or to enter any other college or university. Repeated withdrawals may also jeopardize a student's ability to complete the degree program within the Final Authorized Term period.

## **ALTERNATE WAYS OF EARNING CREDIT**

### **Proficiency Examinations**

Proficiency examinations for advanced standing are offered for most courses open to freshmen and sophomores. Proficiency examinations in more advanced undergraduate courses may be taken only if recommended by the head of the department and with the approval of the dean of the college in which the student is enrolled. Arrangements

to take a proficiency examination should be made through the department which offers the course.

If the proficiency examination is passed, credit toward graduation is awarded in the amount regularly allowed in the course. This credit does not count toward satisfying the minimum residency requirement for graduation when the last 30 semester hours toward a degree must be earned on campus. Students may not take proficiency exams in courses if they have completed more than one course that is more advanced than the course they wish to proficiency. (Exception to this rule is proficiency credit earned in Math 203.) In addition, proficiency examinations may not be taken to earn credit in a course that has been failed.

### **Guided Individual Study (GIS)**

Enrollment in Guided Individual Study courses offers a unique opportunity to earn academic credit toward a degree through individual instruction by mail. GIS permits students to solve scheduling problems, study while away from campus, and accelerate the progress toward a degree. Registration in GIS courses cannot be used to satisfy minimum residency requirements for a degree nor to count toward the twelve-hour minimum required for full-time status. Credit and grades earned in GIS courses are treated the same as courses taken in residence at UIUC.

Students interested in GIS may obtain a brochure and application from the Guided Individual Study Office, Presidential Tower, Suite 1406, 302 E. John Street, Champaign, IL 61820, 333-1321. The application is also available on the GIS website at <http://www.outreach.uiuc.edu/gis> and from academic advisors and the Admissions/Records Officers of the College. The enrollment application must be signed by the Associate Dean or Admissions/ Records Officer of the College. Students are allowed nine months to complete a course and may register at any time.

### **Independent Study Courses**

Courses taken on an independent study basis (typically courses numbered 199 and 290) must be approved by petition prior to registration if the student wishes to fulfill a degree requirement in this manner. Prior to registering for the course, students must submit a College petition with a syllabus or plan of study for evaluation by the Associate Dean. The syllabus should fully explain the scope of the independent study and be co-signed by the instructor involved. After

the petition is reviewed, the student will be notified as to whether the independent study is acceptable in fulfilling a specific degree requirement. Students desiring elective credit toward their degree for an independent study course do not need to petition or present supporting material. For teacher certification purposes, students should keep a copy of the syllabus throughout their professional lives in case a description of the course is ever needed. Descriptions of independent study courses are not retained by departments.

### **Summer School Attendance at Other Institutions**

Students may earn credit during the summer by attending community colleges or four-year institutions provided they satisfy the minimum residency requirements for graduation. All coursework taken during summer session at other schools must be approved *in advance* by the student's advisor or the Admissions/Records Officer III of the College. After the student has identified a specific course to take elsewhere, he/she should contact their advisor or the Admissions/Records Officer III and complete a summer school permission form. The transferability of the course(s) will be verified and residency requirements for graduation will be reviewed at that time.

Following completion of the course(s), students should have an official transcript sent to the Office of Admissions, 901 West Illinois Street, Urbana, IL 61801. After the transcript is processed by the Admissions Office, a "Credit to Add" will be issued to the student and the College office. It is the student's responsibility to ensure that credit taken elsewhere is transferred back to the University in a timely manner. Grades earned in coursework completed at other institutions are averaged into the student's cumulative grade point average. **Students whose names appear on the degree list should have official transcripts mailed directly to the Admissions/Records Officers of the College.**

### **Intercampus Registration**

Intercampus Registration allows students at one campus of the University to register for courses unique to another campus of the University without having to transfer. This program also provides for summer enrollment at another University campus and allows students to transfer their financial aid to the host campus. Under this arrangement, students are registered through the home campus and do not interrupt residency requirements for graduation. More detailed information concerning this program, including the registration form,

may be obtained at the following website:  
<http://www.oar.uiuc.edu/current/inter.html>.

## CURRICULUM/COLLEGE CHANGES

Students who wish to transfer into another undergraduate college at UIUC will be admitted to their choice of program based on the intercollege admission requirements of the new college and availability of space in the desired curriculum. The campus has designated the following two periods in each term for intercollege transfer:

- Two weeks prior to the beginning of the Early Registration Period for each term
- One week prior to the start of instruction for the term through the first week of class

Students who intend to transfer out of the College of Education into another college on campus must do so within these designated time frames by contacting the new college. In many instances, access to certain courses is dependent upon a student's college/curriculum of enrollment. **Curriculum changes will not be allowed after Early Registration begins.**

Changes in curriculum within the College of Education and acceptances from other colleges are reviewed once a year in the Spring and are completed by making application as noted under the Special Admission Requirements section. Students contemplating a change should consult an advisor for the curriculum about requirements prior to application.

Education General is a two-year curriculum available to students in the College of Education who have completed fewer than 60 semester hours. It has been designed to accommodate students who are uncertain about the specific degree program they wish to enter in the College of Education and students who have not completed the 60 hours required to qualify for admission to all curricula in the College for which junior standing is an admission requirement. Students in Education General are required to pursue a program of study which includes the course requirements common to all undergraduate programs in the College of Education. Students must transfer out of Education General to a degree curriculum during the term in which they will complete their 48th semester hour or their next semester's registration will be encumbered.

Students enrolled in other colleges on campus may transfer into Education General during the approved two week period at the beginning of the sophomore year. Students must complete an authorization form to change colleges and must have earned at least a 3.2 grade point average.

## **SPECIAL ADMISSION REQUIREMENTS FOR INTER-COLLEGIATE TRANSFERS**

The departments of Curriculum and Instruction and Special Education within the College of Education have special admission procedures for on-campus transfers. Both departments require that candidates file an application for admission if they wish to transfer from another program on campus. Students may obtain an application from the Student Services Office in the Instructional Programs Office, 120 Education Building.

The College of Education reviews applications for admission from on campus transfers once a year in the Spring semester. Students who wish to be admitted for Fall must submit a completed application to the Instructional Programs Office by February 1st. After applications are reviewed, students will be notified concerning acceptance prior to the beginning of early registration.

### **Technology Skills**

All professional education preparation programs in the College of Education require courses that include topics that focus on the use of technology in teaching and learning. It is strongly suggested that students entering teacher education programs have the following minimum technology skills:

- Access email
- Navigate, search, and browse the World Wide Web
- Create a basic webpage
- Use a word processor
- Create a basic presentation
- Create a basic spreadsheet

Students who lack any of these minimum technology skills may upgrade their knowledge by completing free student computer courses offered by CCSO or enrolling in tutorials on the Web. Additional information about resources can be obtained from the academic advisors in the Student Services Office, 120 Education Building.

## Commitment to Diversity

A distinguishing hallmark of the professional education preparation programs of the College of Education and Liberal Arts and Sciences is the commitment to diversity. Faculty members engage in research, teaching, and service activities developed to insure that all children, including those who are racially, ethnically, linguistically, and economically different as well as people with different abilities and disabilities, are provided with educational opportunities. Admitted students will be expected to participate in courses, complete assignments, and engage in activities and practica that will enhance ability to teach an increasingly diverse student population.

## Admission Requirements by Program

Additional requirements for specific programs within the College of Education appear below. Admission decisions will be based on the following criteria: applicant's background in general education; applicant's grades and progress toward the degree in coursework of intended major; cumulative and UIUC grade point averages; quality of applicant's statement and resume; and space availability in desired curriculum. **Admission is competitive and students meeting minimum requirements are not guaranteed admission.**

Elementary and Early Childhood Education:

1. At least 60 hours of coursework completed by the desired term of entry.
2. Psych 100; Hist 150/151, 152/153, 260, 261 or 262; one course in literature; credit in Math 112 or 116 or a course beyond the level of college algebra; EPS 201/202; Ed Psych 236 or Psych 216.
3. Competitive UIUC and cumulative GPA(s). (A minimum UIUC and cumulative grade point average of 2.50 is required to apply.)

Special Education:

1. At least 30 hours of coursework completed by the desired term of entry. Applicants must have fulfilled all or most of the general education requirements prior to admission.
2. Competitive UIUC and cumulative GPA(s). (A minimum University of Illinois and cumulative grade point average of 2.50 is required to apply.)
3. Volunteer or work experience with individuals with disabilities.

### Minor in Secondary School Teaching:

Students interested in pursuing teacher certification in biology, chemistry, earth science, English, mathematics, physics, and social studies should enroll in the LAS major and apply to the Minor in Secondary School Teaching. Upon completion of the LAS major and the Minor in Secondary School Teaching, students will earn a Bachelor of Arts or a Bachelor of Science degree in Liberal Arts and Sciences as well as secondary teaching certification.

**NOTE: Priority for admission to secondary areas is given to applicants who can complete the requirements of the LAS major and the secondary school teaching minor in 10 semesters, including previous course work.**

Students who wish to apply for admission to the Minor in Secondary School Teaching must have at least 60 hours (junior standing) by the desired term of entry and a competitive UIUC and cumulative grade point average. (At least a 2.50 UIUC and cumulative grade point average is required to apply.) In addition, students must complete a required course pattern in the desired LAS major as follows:

**Biology** - IB 150; MCB 150; CHEM 101/105, 102/106 (or Chem 107, 108, 109, 110), 231 and 234; MATH 120 or 135; EDPSY 211; EPS 201/202.

**Chemistry** - Select one of the following sequences; MATH 120 and 130; CHEM 101/105, 102/106, 223, 224, 231 and 234; OR Math 120 and 130; Chem 107, 108, 109, 110, 236 and 237; EDPSY 211; EPS 201/202.

**Earth Science** - CHEM 101/105; MATH 120, 134 or 135; GEOL 107, 108 and 233; EDPSY 211; EPS 201/202.

**English** - ENGL 101, and at least six hours from ENGL 209, 210, 255 or 256; EDPSY 211; EPS 201/202.

**History** - HIST 110/111, 112/113, and 150/151 or 152/153; one additional History course; POLS 150; EDPSY 211; EPS 201/202.

**Mathematics** - MATH 120, 130, and 242 or 243 (or Math 135 and 245), and completion of three advanced mathematics courses; EDPSY 211; EPS 201/202.

**Physics** - CHEM 101/105, 102/106; MATH 120, 130, and 242 or 243 (or Math 135 and 245), 280 and 285; PHYCS 111, 112, 113 and 114; EDPSY 211; EPS 201/202.

## RE-ENTRY

Students who have withdrawn from the University or who are on drop status may request re-entry by contacting the desired college of enrollment. Since re-entry procedures vary by college, students are encouraged to contact the individual colleges for more specific information. The procedures detailed below pertain specifically to the College of Education.

Students who are in good academic standing and desire re-entry to the same academic program within the College of Education must complete a Statement of Intent to Re-enter, available from the Instructional Programs Office, 110 Education Building. Students who leave campus in good academic standing are guaranteed re-entry to the same degree program provided the Statement of Intent to Re-enter is submitted to the College by July 31st or November 30th for Fall and Spring admission, respectively. Although routine re-entry requests of this nature may be submitted as late as July or November, students are encouraged to submit their requests prior to these cutoffs. If the student's request for re-entry is processed prior to the beginning of early registration, the student may be able to register with other continuing students during this time period subject to campus priorities governing the assignment of Earliest Registration Times. Re-entry students who have an active network id cannot register via dial-up access but rather must use one of the registration sites as listed on page 8.

All other re-entry requests which require special review by the College require that the student complete a petition and/or application for admission to a teacher education program. Students whose re-entry applications will require special review should contact the Admissions/Records Officer III of the College well before the deadlines. **Re-entry requests for Spring semesters will be limited to only those students who are not on drop status and who seek re-entry to the same program of their previous enrollment within the College of Education.**

Students who are dropped from the College for poor scholarship must petition for reinstatement if they wish to continue at the University. Petitions will be approved only when extenuating

circumstances are documented. Freshmen who are dropped will be expected to wait a year before being considered for re-entry.

Students are advised that teacher certification requirements may change at any time by action of the Illinois State Board of Education. Students desiring readmission to a teacher certification program may be required to satisfy new requirements in order to obtain the University's recommendation for certification and must initiate another Criminal Background Check through the Council on Teacher Education at a cost of \$20.00.

## SCHOLASTIC REQUIREMENTS

### **Class Attendance**

Class attendance at the University of Illinois is expected, and each instructor decides when a student's absences become excessive. Since attendance expectations are between the student and instructor, the student is obligated to explain his absences and provide supporting evidence if requested by the instructor. The Instructional Programs Office will not provide excuses to instructors when students miss class. In emergency situations, students may contact the 24-hour Emergency Dean in the Fred H. Turner Student Services Building at 333-0050. This office may require that the student document the emergency before instructors will be notified.

### **Grade Point Average Requirements**

Students in all teacher education curricula are expected to maintain at least a 2.50 University of Illinois and cumulative grade point average for continuation in good standing. In addition, students must have a 2.50 cumulative and UIUC grade point average to be eligible to student teach and to receive the University's recommendation for certification.

Students who do not meet these minimum scholarship requirements will be placed on academic probation. Failure to meet probation levels may result in an academic drop from the College and the University. Freshmen especially need to be aware that their cumulative grade point average after their first two semesters must be at least a 2.50 in order for them to continue in good standing in the College of Education.

## Calculating the Grade Point Average

A+	4.00	C	2.00
A	4.00	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.67
B-	2.67	F	0.00
C+	2.33		

CR/NC (a minimum grade of C- required to receive credit)

To calculate a grade point average:

1. Multiply the credit hour value of the course times the numerical value of the letter grade to obtain grade points.
2. Divide grade points by the total number of traditionally graded credit hours.
3. Result is the grade point average.

GPA Calculation Example:

### Semester 1:

RHET 105	4 sem. hrs.	A = 4 x 4.00 =	16.00
HIST 151	3 sem. hrs.	B- = 3 x 2.67 =	8.01
KINES 268	3 sem. hrs.	B+ = 3 x 3.33 =	9.99
GEOL 199	1 sem. hrs.	CR = 1 x 0.00 =	0.00
PSYCH 100	4 sem. hrs.	D = 4 x 1.00 =	4.00
	14 graded sem. hrs.		38.00 points

Semester 1 GPA = 38.00 Points / 14 sem. hrs. = 2.714

### Semester 2:

SPCOM 101	3 sem. hrs.	B = 3 x 3.00 =	9.00
BIOL 101	4 sem. hrs.	C+ = 4 x 2.33 =	9.32
ENGL 103	3 sem. hrs.	A+ = 3 x 4.00 =	12.00
POLS 150	3 sem. hrs.	B- = 3 x 2.67 =	8.01
MATH 117	3 sem. hrs.	B+ = 3 x 3.33 =	9.99
	16 graded sem. hrs.		48.32 points

Semester 2 GPA = 48.32 points / 16 sem. hrs. = 3.020

Cumulative GPA = (48.32 + 38.00 points) / (14 + 16 sem. hrs.) = 2.877

## Probation/Drop Rules

The following probation and drop rules are excerpted from the *Code of Policies and Regulations Applying to All Students* and apply to all students registered in the College of Education on the Urbana-Champaign campus. Probationary status serves as a warning to the student that unless his or her scholarship improves, he or she is subject to the drop rules.

*Probation Rules.* The following regulations shall be used to determine a student's probationary status in the College of Education, provided drop rules do not apply. Scholastic probationary status at the University of Illinois may not be cleared by attendance at another institution. Because of the 2.50 grade point minimum in teacher education, the P5 code has the most applicability to College of Education scholastic requirements.

a. *Beginning Freshmen*

Code: P1 A beginning freshman who does not earn at least a 2.00 (C) average in his or her first semester or summer session is placed on a 2.00 probation for the next semester or summer session in which he or she is registered.

b. *Students other than beginning freshmen*

Code: P5 A student may be placed on a probationary status at any time when, in the judgment of the college, his or her scholastic record warrants such action.

*Drop Rules.* The following regulations shall be used to determine if a student is to be dropped from the University. When a student is dropped from the College, he/ she is also dropped from the University. Dropped students must initiate reinstatement procedures before the beginning of the next semester.

Code: D1 A student is dropped if he or she fails to earn at least a 1.00 (D) average in any academic semester (not including summer session).

Code: D2      A student who fails to meet his or her established probation level is dropped unless he or she has achieved at least a 2.00 average or better for that semester and his or her cumulative average is at least a 2.00. (This drop rule primarily applies to freshmen in the College of Education.)

Code: D3      A student who fails to make satisfactory progress toward a degree is dropped. (Most common drop rule applied in the College to enforce the 2.50 GPA minimum.)

Code: D4      A nondegree or part-time student who fails to complete the conditions of admission or continuation.

**Please note that freshmen who do not have at least a 2.0 UIUC cumulative grade point average at the conclusion of their first year will be dropped from the College of Education and the University. No petitions for readmission will be considered for at least one year.**

### **Excused Grades**

An undergraduate student must gain approval from the Associate Dean of the College to obtain an excused grade to defer a final examination. Students who must miss a final exam should contact the Instructional Programs Office as soon as possible prior to the examination period. For satisfactory reasons, an excused grade may be approved, and the final exam will be rescheduled at a later date. An unapproved absence from a final exam results in a failing grade in the course.

In most cases, "EX" grades must be finalized by the middle of the next semester of enrollment. If the student does not register for the following term, and the excused grade is not removed, it becomes an "F" after one calendar year. Additional regulations pertaining to excused grades may be found under the grading system section in the *Code of Policies and Regulations Applying to All Students*.

### **Grades on the Web**

In addition to receiving a grade report through the mail, students may also view their semester grades by accessing the University's homepage (<http://www.uiuc.edu>) on the web and clicking the "Grade Reports" link. Semester grades are posted on the web shortly after the

final grade update and are refreshed weekly. Questions concerning information posted on this website should be directed to the Office of Admissions and Records.

## PETITIONS

On occasion, students may submit special requests for individual consideration, including waivers, course substitutions and reasonable exceptions to College policy. Three different petitions are used by students to submit such requests.

**Late Drop Petitions** are used by students wishing to drop courses after the 8-week drop deadline. These petitions may be obtained from academic advisors, or the Instructional Programs Student Services Office. Students wishing to drop a course after the deadline should be aware that approval of such petitions are not routinely granted. Dropping courses after the 8-week deadline is generally discouraged unless the student has extenuating circumstances of a serious nature. Performing poorly in a course is not an extenuating circumstance justifying approval of the petition. Late drop petitions will not be considered during the last two weeks of instruction for the semester.

**College Petitions** should be submitted for requests involving residency rules for graduation, course substitutions, waivers of more than 1/3 hour in general education areas, and other matters over which the College has jurisdiction. Decisions on college petitions are made by the Associate Dean in conjunction with academic advisors and departmental chairs/heads, and the Admissions/Records Officer III.

**Council on Teacher Education Petitions** are required for matters over which the Council on Teacher Education has jurisdiction. The following types of requests must be submitted on a Council petition: requests to be certified with less than a 2.50 grade point average; substitution or waiver of early field experience, the special and professional education requirements; and requests to student teach in the event the student has less than a 2.50 grade point average and/or is on academic probation. Final decisions on Council petitions are made by the Executive Director of the Council on Teacher Education and/or the Certification Officer with input from the student's dean and advisor. Petitions authorizing a substitution for any requirement should be kept until the degree has been completed.

The Office of Student Financial Aid is located at 420 Fred H. Turner Student Services Building. Students who have federal- or state-funded aid packages should direct all questions to the staff in this office. The following list of financial aid packages is a brief description of some assistance programs earmarked for future educators.

### **Teachers for the 21st Century Scholars Program**

Recruitment scholarships are awarded to outstanding high school students from underrepresented minority groups. Sustaining awards support currently enrolled undergraduate and masters certification minority students. Candidates for 21<sup>st</sup> awards will have a strong commitment to teaching in culturally diverse settings. These scholarships are funded in part by gifts from alumni and friends of the College of Education, therefore 21<sup>st</sup> Century Scholars must be or plan to be enrolled in teacher education programs within the College.

Selection will be based on the quality of the written statement of educational goals, including evidence of commitment to pursuing a teaching career.

For additional information about this scholarship program, contact Joan Tousey, 38 Education Building, 1310 S. Sixth Street, Champaign, IL 61820 (217) 244-7228.

### **David DeBolt Teacher Shortage Scholarships**

State-funded scholarships are available for individuals preparing to teach in shortage areas as defined by the Illinois State Board of Education. (For a listing of Teacher Shortage Disciplines, refer to the Teacher Shortage Scholarship Programs Application on ISAC website.) The scholarships pay tuition and nonrefundable fees and are renewable on a semester by semester basis, pending funding. To qualify a student must be a resident of the State of Illinois, a U.S. citizen or legally present and authorized to work, and be enrolled with at least sophomore standing in an approved teacher education program and completing requirements to teach in a shortage area. Students who are registered in the Education General curriculum may apply for this scholarship if they intend to eventually complete requirements to teach in a shortage area. For applications and further information regarding application deadlines, contact the Illinois Student Assistance Commission (ISAC) by telephone at 1-800-899-ISAC or

through their website at [www.isac1.org](http://www.isac1.org), or the UIUC Student Financial Aid Office at 333-0100.

### **College of Education Student Awards Program**

The College of Education annually awards undergraduate and graduate merit scholarships which are funded from gifts of alumni and friends of the College of Education. Undergraduate applicants must be enrolled in the College of Education or the Minor in Secondary School Teaching, have attained senior standing, possess and maintain at least a 3.25 cumulative grade point average, be in good academic standing (not on probation), and maintain satisfactory and continuous progress toward the degree objective. The criteria used for selection include service and leadership to community, University or College; academic achievement; and two letters of recommendation from a faculty member or TA from UIUC or another school which the applicant has attended. The scholarship is in the amount of \$1,000 or \$1,500. Applications will be mailed to students who meet the minimum grade point average criteria.

### **FMC Merit Scholarship Program**

The FMC (formerly Link-Belt) Educational Fund was established in 1963 when the donor, Bert A. Gayman assigned 10,000 shares of the Link-Belt Company common stock to the University of Illinois Foundation. The College of Education annually awards this merit-based scholarship to one outstanding transfer student. Qualified students will be identified prior to the beginning of the junior year. Selection is made by the Instructional Programs Office, and the stipend is awarded to the student early in the Fall term when he/she enters a degree program in the College of Education.

### **ROTC Scholarship Programs**

The Department of Military Science coordinates the Army Reserve Officers Training Corps at the University of Illinois. Training which leads to a reserve commission in the United States Army, Army Reserve, or Illinois National Guard is an excellent financial assistance option for College of Education students. Students who pursue a teaching position can receive additional income as an officer for serving one weekend a month and two weeks each summer. A guaranteed reserve forces duty contract ensures a future teacher a teaching job and a commission in the Army Reserves or National Guard.

Army ROTC offers three financial aid programs to students regardless of need — the Army ROTC Federal Scholarship Program, the Illinois State ROTC Scholarship Program, and the Simultaneous Membership Program (SMP) of the Army ROTC and National Guard or Army Reserve. Competitive scholarships for freshmen and sophomores, the Federal Scholarships provide funds for tuition, fees, and books in addition to a monthly stipend of \$250 depending on the time of application. Illinois State ROTC Scholarships provide a full tuition waiver for ROTC students who are state residents. The SMP allows students to join the Army Reserve or Army National Guard and the Army ROTC. The SMP provides the student with increased reserve forces pay, the New G.I. Bill, and a monthly stipend of \$350.

Students may obtain additional information regarding Army ROTC financial assistance programs by contacting Captain Trent Stevens at 111 Armory Building, 333-3418. Information about similar programs offered by the Air Force and Navy may be obtained by contacting Captain Mark Schrieber (Air Force), 223 Armory, 333-1927, or Lieutenant John Mann (Navy), 239 Armory, 244-1441.

## RESOURCES

### **Educational Career Services Office**

Since 1896 the University of Illinois at Urbana-Champaign has maintained an office to assist students and alumni in seeking education-related employment. Located in 140 Education Building, the Educational Career Services Office (ECSO) assists students and alumni in career planning and placement by providing three main services to clients.

The ECSO provides career guidance and information about education-related employment, as well as career alternatives for educators, through its staff of placement counselors, an electronic on-line *Job Vacancy Bulletin*, a career information center, and a series of placement seminars.

The ECSO also maintains placement files for 15 years for students and alumni who have completed at least one course in any department or college at UIUC. The placement file contains permanent information about career objectives, academic preparation, earned degrees, professional work experience, and other related information of interest to prospective employers. Students generally establish their files about eight months prior to graduation for use in their job search.

The ECSO arranges for recruiters from public and private schools in Illinois and other states to conduct on-campus interviews with UIUC

students and alumni during the fall and spring semesters. Each Spring the ECSO hosts a teacher education placement caravan in which recruiters from across the country meet with potential graduates to discuss education employment in their districts.

The Educational Career Services Office has numerous pamphlets, books, reports, reference materials, journals, and handouts to assist students in their job search. Anyone seeking education-related employment information is invited to visit the ECSO for assistance or access their website at <http://ecso.ed.uiuc.edu>.

### **Education and Social Science Library, 100 Library, 333-2305**

Housing over 11 million items in its collection, the University of Illinois Library is the third largest academic library in the country. The Education and Social Science Library is one of 45 departmental libraries containing over 131,000 volumes, 1,800 serials, and 498,000 microforms in the areas of anthropology, education, political science, psychology, social work, sociology, and speech communication.

The Education and Social Science Library houses several special collections associated with education and the various social science disciplines. The Curriculum Collection contains over 55,000 volumes specifically related to teacher education. Located in Room 104, the Curriculum Collection includes textbooks, teacher's manuals, curriculum guides, filmstrips, and audiocassettes on topics of interest to educators. Also, located in Room 106, the School Collection contains approximately 126,000 volumes of literature and nonfiction written for children and adolescents. Materials which date from the 1800's to the present are included, with some of the rarer items published prior to 1920 housed in the Rare Book Room (346 Library). The Education and Social Science Library also includes a test collection of over 8,000 educational and psychological instruments that measure achievement, intelligence, character and personality, vocational aptitude and many other subjects. In addition, the library contains numerous reference materials relating to tests and measurements.

When class is in session, the Education and Social Science Library is open from 8:00 a.m. to 12 a.m., Monday through Thursday; 8:00 a.m. to 6:00 p.m., Friday; 9 to 6 p.m., Saturday; and 1 p.m. to 12 a.m. on Sunday. The Reference Desk at the ESSL is staffed all open hours after 9:00 a.m. to assist students in the research process. Students are strongly encouraged to participate in any of the numerous orientation programs that the Library offers. Students may take a self-guided, taped tour of the Main Library and the Undergraduate Library by obtaining cassette players at the information desk on the second floor of the Main Library

or the Undergraduate Library Media Center. Guided tours of the Main Library and the Undergraduate Library are offered at the beginning of fall semester. Information on more detailed orientations to the Main Library may be obtained by contacting the Reference Library Office, 244-1864.

The Education and Social Science Library maintains a large set of Web pages designed to provide an overview of its resources and services. The pages allow the remote user access to a series of subject-specific and special collection guides, catalogs, relevant indexes, and electronic journals. The address for their home page is <http://www.library.uiuc.edu/edx>.

### **Student Computer Account**

All students at the University of Illinois are given a free account on the Campus Information Technologies and Educational Services (CITES) system, and the staff of the College of Education encourages students to explore the various computer services offered through the computer account. This account allows students to have access to a rich variety of computer-based services. Students may communicate with friends and family on the Internet with electronic mail; obtain information about the University of Illinois and the rest of the Internet world via browser programs such as Mosaic, Netscape, or Lynx; access thousands of network news groups; and use the on-line campus telephone/e-mail directory (ph).

The staff of the College of Education encourages students to contact them via e-mail with questions or concerns. Staff e-mail addresses are listed in the Directory which appears on page xi of this handbook.

### **Instructional Computing Lab, Room 10/16 Education Building, 333-8387**

Located in the northeast corner on the lower level of the Education Building, Room 10/16 is an instructional computing lab offering many resources to students, faculty, and staff of the College. The lab houses 23 PCs, 20 iMac DVs, 1 G3, 2 G4s, and 1 PowerPC Macintosh. The lab also provides scanners, CD-RWs, and fee-based printing on an HP LaserJet 4000N. Overhead projection and wireless microphones are available for instruction. Many popular software programs are installed on the computers such as Microsoft Office, Adobe Photoshop, and Inspiration. Educational software such as Magic School Bus and Reader Rabbit is available for use in the lab. The lab is staffed by a lab consultant who can assist with questions. Lab hours are 8:00 a.m. to

9:00 p.m. Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Friday, 9:00 a.m. to 5:00 p.m. on Saturday, and 12:00 p.m. to 9:00 p.m. on Sundays. Access to the lab is restricted when a class has it reserved. For more information, go to [www.ed.uiuc.edu/oet/icl](http://www.ed.uiuc.edu/oet/icl).

**ERIC Clearinghouse on Elementary and Early Childhood Education, 51 Gerty Drive, 333-1386**

The ERIC (Educational Resources Information Center) Clearinghouse on Elementary and Early Childhood Education is one of sixteen clearinghouses which operate under a nation-wide information system funded by the Office of Educational Research and Improvement in the U.S. Department of Education. The Clearinghouse acquires significant educational literature within the elementary and early childhood field, evaluates the materials' quality and relevance, and processes the selected items for input into the database. The Clearinghouse has a small library open to the public where students can obtain digests on current topics, resource lists, and many other free publications.

The Education and Social Science Library holds the ERIC documents from all sixteen clearinghouses on microfiche. In addition, most of the ERIC documents published since 1993 are accessible in full text from a subscription web-site called EDRS. These documents are available in PDF format. Students may use the ERIC database, containing citations to both ERIC documents and educational journals, from any of the University libraries, or from most other locations after logging in and identifying themselves. For assistance using the ERIC database, please contact the Education and Social Science Library reference desk at 333-2305.

The ERIC Clearinghouse is open Monday through Friday, 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. For additional information regarding the Clearinghouse, contact Dianne Rothenberg at 333-1386 or access their website at <http://ericeecc.org>.

**Self Help Information Center (SHIC), Undergraduate Library (first floor), 244-7765**

Located on the north side of the upper level, the Self Help Information Center is a resource area in the Undergraduate Library which provides students with easily accessible materials on a variety of personal, social, career and health topics. Students may obtain information from the SHIC during regular library hours.

**University of Illinois Writer's Workshop, Room 251, Undergraduate Library, 333-8796; PAR Satellite, Pennsylvania Avenue Residence Hall, 333-2950; Engineering Library Satellite, 435 Grainger Engineering Library, 333-3576**

The Writer's Workshop provides one-on-one, free tutoring on a walk-in basis to students who need assistance with virtually any writing project. The Writer's Workshop staff consists of graduate students from several disciplines including English, English as an International Language, Speech Communication and Education. Students are encouraged to consult the Writer's Workshop staff for assistance in any stage of the writing process, from overcoming writing blocks to editing a final draft. During the Fall and Spring semesters, the Writer's Workshop is open from 9:00 a.m. to 5:00 p.m. and 6:00 p.m. to 9:00 p.m., Monday through Thursday; 9:00 a.m. to 3:00 p.m., Friday; and 1:00 to 5:00 p.m., Sunday.

## **STUDENT ACTIVITIES**

### **Epsilon Delta**

Epsilon Delta is an organization for undergraduate students preparing for the education profession. The purpose of the organization is to promote professional growth and understanding in the field of education. Epsilon Delta provides an opportunity for students to exchange ideas and concerns regarding educational issues. This exchange of information is presented in the format of lectures by guest professionals, workshops prepared by practicing teachers and University of Illinois faculty, and informal discussions among the members. Membership is available for any undergraduate who has a strong interest in the education profession. Information concerning membership and current officers is available in the Instructional Programs Student Affairs Office.

### **Minority Association of Future Educators**

Founded in 1994, the Minority Association of Future Educators (MAFE) offers educational experiences for its members and provides a support system for minority students in education. Members of this organization undertake service projects, such as tutorial and reading programs, which serve the children of the surrounding community. Students may contact Violet Harris, faculty advisor of MAFE, at 244-8061 for additional information on the organization.

## **Student Education Association (SEA)**

The Student Education Association is the UIUC branch of the Illinois Education Association. The IEA Student Program is a pre-professional organization for undergraduate and graduate students who are preparing for careers in education. SEA members also belong to the Illinois Education Association, the largest professional organization for teachers in the state. Additional information about SEA is available on their website at <http://www.uiuc.edu/ro/SEA>.

## **Extracurricular Involvement in Education**

In addition to scholastic records, employers often look at records of extracurricular experience. Camp counseling, assisting with children's programs offered through the park district, local libraries, hospitals, churches and schools are valuable summer or part-time jobs off campus. Similar opportunities exist in this community for volunteer work.

*Vis a Vis* and YESS, Youth Employment Support Services, provide opportunities for students to gain valuable volunteer experience in the local schools. Offered through the University YMCA, *Vis a Vis* arranges tutoring and classroom aid programs for local schools. Students who volunteer for the YESS program are trained to present workshops in the schools dealing with job search, career orientation, employability, and survival skills. Students may obtain additional information about these programs by contacting the YMCA, 1001 S. Wright Street, 337-1515.

The YWCA Youth Mentor Program provides students with the opportunity to work individually with girls and boys in the community. Students desiring more information about this program may contact the YWCA Youth Mentor Program Coordinator at 344-0721.

*Volunteer Illini Projects (V.I.P.)* is another campus-wide program that offers volunteer opportunities in day care, tutoring, youth friendship programs, and mental health facilities. Information about V.I.P. can be obtained in 270 Illini Union, 333-1020.

The Upward Bound Program was established in 1966 and is currently a component of the Office of Minority Affairs. This outreach program assists economically disadvantaged secondary school students in acquiring the skills needed to be successful in higher education. Currently, the program provides on-campus academic and tutorial assistance and counseling to secondary school students in Champaign-Urbana. Students who wish to volunteer for tutoring high school students in grades nine through twelve may contact the Upward Bound

Programs, Office of Minority Student Affairs, 130 Student Services, 333-1889.

Students with strong science backgrounds may want to share their enthusiasm in this field with K-12 age children by volunteering in the BOAST program. The Bouchet Outreach and Achievement Science and Technology program aims to stimulate local children's interest in science. Student volunteers work with children primarily from local low-income housing areas by participating in bi-weekly science demonstrations and computer/Internet workshops on campus and volunteering on-site at local elementary schools. Students interested in the BOAST program may obtain additional information from the web at <http://www.life.uiuc.edu/hughes/boast/>.

## HONORS

### **Kappa Delta Pi**

Founded in 1911 at the University of Illinois, Kapa Delta Pi is an education honor society which encourages high intellectual and scholastic standards and recognizes outstanding contributions to the field of education. To be eligible for membership in Kappa Delta Pi, students must have earned at least 75 semester hours in an education curriculum with at least a 3.50 UIUC and cumulative grade point average. Eligible students are invited to join in the fall or spring of each year.

### **Kappa Delta Pi Outstanding Senior**

Each year Kappa Delta Pi honors the degree candidate in education who has achieved the highest cumulative grade point average among those students who have graduated or will be graduating in that year. The Outstanding Senior in Teacher Education is identified in March and his/her name is inscribed on a plaque that is displayed in the Education Building. The Outstanding Senior in Teacher Education is honored at both the Kappa Delta Pi spring initiation and the May commencement ceremonies.

### **James Scholars**

The James Scholar Program is a University-wide program established to encourage undergraduate research and independent study. Students designated as James Scholars are entitled to certain academic privileges, including access to the "stacks" in the library, priority in

assignment of earliest registration times, and official recognition on the University of Illinois transcript. The program gives a student a special opportunity to explore various topics and to receive recognition for those endeavors.

James Scholars can earn honors credit in undergraduate courses by either enrolling in an honors section of a course or by completing an Honors Credit Learning Agreement with the instructor of a course in which the student agrees to undertake a special project. Only courses completed for traditional letter grades may be taken for honors credit. Successful completion of the project earns the student transcript-designated honors credit for the course. To qualify for this certification, eligible students must complete one honors course a semester, obtain a grade of "B" or better in the course, and maintain UIUC and cumulative grade point averages of at least a 3.5. (Students who are studying abroad for either fall or spring terms must complete one honors course in the traditional manner during the semester they are enrolled on campus. The study abroad semester will satisfy the other required honors course.)

Students who are eligible to participate in the James Scholar program will be contacted by the Instructional Programs Office over the summer. Transfer and continuing students must have at least 3.5 UIUC and cumulative grade point averages. Eligibility for this program for entering freshmen is based on a minimum high school percentile rank and ACT composite determined by the college. Eligible students interested in becoming a James Scholar may contact the Admissions/Records Officer early in the fall semester for additional information.

### **Bronze Tablet**

Continuous academic achievement is recognized by inscribing the student's name on a Bronze Tablet that hangs on a wall in the Main Library. To qualify for Bronze Tablet, the candidate must rank in the upper three percent of the College graduating class on the basis of cumulative grade point average. Additional selection criteria may be found in the *Programs of Study* catalog under University Honors. Bronze Tablet candidates are specially honored at both the College of Education and University Commencement ceremonies in May.

### **Dean's List**

Students are accorded Dean's List recognition at the conclusion of each semester based on the following criteria: a) completion of fourteen hours

of credit of which at least twelve hours were completed for traditional letter grades; and b) achievement of a grade point average which places the student in the top 20% of the College class. Dean's List recognition is noted on the permanent academic record for each term earned, and students are notified of their accomplishment by the Dean in writing. Grade point average cutoffs for Dean's List recognition vary each semester. The following grade point averages were the minimum required for the Fall 2001 semester: Freshman, 3.556; Sophomore, 3.855; Junior, 3.844; and Senior, 3.961.

## STUDENT TEACHING

### Placement

Students should begin to plan for student teaching during the Fall semester prior to the year they plan to teach. Students in the Special Education program should contact the department directly concerning application procedures for student teaching placement.

The College faculty is committed to ensuring that each student teacher be given a high quality practicum experience in a good school. **Although students may request particular sites and grade levels, final placement decisions regarding location and grade level will be made by the appropriate department in conjunction with the Council on Teacher Education on the basis of the professional needs of its students, the quality of the placement sites, and the supervisory capacity of the department and Council faculty.**

### Minimum Academic/Early Field Experience Requirements

Prior to engaging in early field experiences, all candidates must satisfactorily complete a criminal background check and annual bloodborne pathogen training. All students must maintain at least 2.5 UIUC and cumulative grade point averages in order to student teach. Students who do not meet this minimum grade point average criteria must petition the Council on Teacher Education for permission to student teach. For a petition to be approved, the student must provide evidence of extenuating circumstances. In addition to these requirements, undergraduate students must be registered in an approved teacher education program, and most, if not all, education methods courses and coursework in the major must be completed prior to student teaching.

Council on Teacher Education policy stipulates that students must have completed 100 clock hours of early field experience prior to

student teaching. These hours must be age-, site-, and in most cases, subject-specific to the teaching major.

At the time of publication, legislation that would require candidates to pass their subject matter certification tests prior to student teaching was awaiting the governor's signature.

Since student teaching represents the culmination of the professional education coursework, practica must be completed through the University of Illinois at Urbana-Champaign. For additional information regarding student teaching, please consult page 42 in the *Programs of Study* catalog. The Council on Teacher Education, 130 Education, may also be consulted for information related to student teaching.

## STUDY ABROAD

The Study Abroad program at the University of Illinois offers numerous opportunities for students who wish to study off-campus in another country. Students may study abroad for a semester, summer, or academic year and may select from exchange programs in western European countries, Asia, Latin America, Great Britain, Australia, and Africa. A student's program for study abroad must have prior approval from the major department, the student's college, and the Study Abroad Office. Final determination of appropriate credits is made upon the student's completion of the work after returning to campus. Studying abroad may delay graduation by a semester or more for students in the College of Education due to the unique nature of field-based professional education courses required in the junior and senior years of enrollment.

Students interested in studying abroad should contact the Study Abroad Office no later than September for spring programs and December for summer and fall programs. The Study Abroad Office is located at 115 International Studies Building, 333-6322.

## TEACHER CERTIFICATION

### General Requirements

A student who successfully completes all of the coursework and other requirements in a program approved for purposes of certification by the Illinois State Board of Education is entitled to receive the recommendation of the University for the appropriate certificate, providing that the candidate (1) is a U.S. citizen (or can provide documentation of being legally present and authorized to work), is of

good character and in good health, and is at least nineteen years of age; (2) is recommended for certification by his or her program coordinator or department chairperson based on criteria approved by the Council on Teacher Education; (3) has University of Illinois and cumulative grade-point averages of 2.5 (A = 4.0) or higher; and (4) has the minimum grade-point average required in his or her program. It should be noted that convictions for certain felonies are, by statute, a bar to certification. Any individual who has been convicted of a felony should immediately arrange an appointment with the Certification Officer in 130 Education (333-7195) to discuss the matter.

### **Procedure for Obtaining an Illinois Teacher's Certificate**

Applications for certification should be completed and submitted to the CTE in 130 Education during the first four weeks of the semester in which the student intends to graduate (first two weeks of summer session if the student will graduate in August).

Certification is not automatic; all students *must* apply. Failure to apply at the time of graduation could jeopardize a student's eligibility for certification. Application forms and the instruction sheet are available in 130 Education.

The Certification Officer will conduct the final credential audit for certification, complete the lower portion of the application and report names of applicants to the Illinois State Board of Education as candidates for certification. Approximately two weeks after the official graduation date, the application, signed and sealed, will be mailed to the student at the address on the application. Enclosed with the application will be instructions for completing the certification process. Generally speaking, graduates should receive their certificates approximately two to four weeks after the official graduation date.

Any questions regarding certification procedures should be directed to the Certification Officer or Specialist in 130 Education (333-7195). Additional information related to certification policies and procedures, including extensive information on endorsements to teach specific subjects, is available at [www.ed.uiuc.edu/cte/cert/index.html](http://www.ed.uiuc.edu/cte/cert/index.html).

### **Preparation for Middle Grade (5-8) Teaching**

There are specific requirements for middle grade teachers who teach in grades 5 through 8 where fifty percent or more of the teaching assignment is to a position comprised of a single subject area of instruction. Individuals in the elementary education program who plan

to teach middle grades will need to complete additional coursework that is not required in their degree program. For additional information, contact the Certification Officer at 333-7195.

### **State Certification Tests**

All persons seeking early childhood, elementary, special, secondary, school service personnel, or administrative certificates in Illinois must pass both a test of basic skills (reading, writing, grammar and mathematics) and a test of subject-matter knowledge before they may be certified. Tests are administered six times per year at approximately twelve sites around the state. However, not all tests are administered at all sites on all test dates.

Registration is by mail and the deadlines are strictly enforced. Each test costs \$44.00 and students must take both the basic skills test and the subject-matter test in their major area. The basic skills test may be taken at any time. Students should plan to take the test in their subject matter two test dates prior to completion of their program. Test scores are available approximately six weeks after the test date. Registration bulletins, study guides, and additional information are available in 130 Education.

At the time of publication, legislation that would require candidates to pass their subject matter test prior to student teaching was awaiting the governor's signature. Individuals who are not certified by September 30, 2003 will need to pass the Assessment of Professional Teaching (APT) test before they may be certified. Contact the Certification Officer for information regarding the APT. Specific information on certification testing is available at [www.ed.uiuc.edu/cte/cert/Test\\_dates.html](http://www.ed.uiuc.edu/cte/cert/Test_dates.html).

### **Out-of-State Teacher Certification**

Each state has unique certification requirements which must be met by public school teachers. If students know in advance that they will be teaching in a particular state, they should acquaint themselves with the pertinent requirements and make arrangements to fulfill them. Information on requirements in other states is available through the Council on Teacher Education website at [www.ed.uiuc.edu/cte/cert/other.html](http://www.ed.uiuc.edu/cte/cert/other.html). At the time of publication, 36 states had signed reciprocal agreements with Illinois making it much easier to obtain certification in those states. For additional information, please contact the Certification Officer or Specialist.

Most states specify minimum student teaching requirements in terms of clock hours. The hours devoted to the various aspects of practicum should be accurately reported on the student teaching time card before the student teacher submits the card for validation by the cooperating teacher and the supervisor. This card must be submitted to the student teaching supervisor at the conclusion of the experience, since it is the sole basis for reporting clock hours of student teaching to other states, and the program coordinator will not provide the necessary recommendation for certification until it has been received.

If students need a recommendation from the University of Illinois at Urbana-Champaign for an out-of-state application, they should turn in the completed application to the Certification Office in 130 Education. The Certification Officer will obtain an official UIUC transcript for the student, free of charge, endorse the application, and send both to wherever the student instructs.

## GRADUATION

### Degree List

There are four degree conferral periods in an academic year—May, August, October, and January. (Undergraduate degree conferral in October is limited to include only those students who have special circumstances.) **Students are responsible for announcing their candidacy for a degree by entering this information through the U of I Direct registration system when they register for their final term.** Students may place their names on a degree list up to the tenth day of class. After this deadline has passed, students must contact an Admissions/Records Officer to be added to the degree list.

On occasion, students complete their remaining requirements through Guided Individual Study or another institution. Students who are not registered but intend to graduate must contact an Admissions/Records Officer of the College of Education in writing. They should indicate how they are meeting their remaining requirements and how they wish their name to appear on the graduation list and diploma. The Admissions/Records Officer will add the candidate's name to the degree list after an official transcript is received or after a final grade is assigned in a Guided Individual Study course.

Students are encouraged to finish their degree programs in a timely manner due to the changing nature of certification requirements. Certification requirements may change at any time, thereby

jeopardizing a student's eligibility to graduate and qualify for certification.

### **Honors at Graduation**

Eligibility for honors at graduation is calculated by the Admissions/Records Officer after grades are recorded following a student's final semester. For freshmen entering Fall 1999 and all students who graduate in May 2003 and after, minimum grade point averages in all coursework presented for graduation are as follows: *Honors*, cumulative grade point average of 3.75; *High Honors*, cumulative grade point average of 3.85; *Highest Honors*, cumulative grade point average of 3.90. For students graduating prior to May 2003, minimum scholastic grade point averages in all education courses and in all coursework presented for graduation are as follows: *Honors*, minimum education and cumulative grade point averages of 3.50; *High Honors*, minimum education and cumulative grade point averages of 3.75; *Highest Honors*, minimum education and cumulative grade point averages of 3.75 and rank within the top 5 percent of education students graduating within the period.

### **Ceremony**

University and College of Education commencement ceremonies are conducted once a year in May. Undergraduate students who graduated the previous August, October or January as well as prospective May degree candidates will be invited to attend the May ceremonies. Prospective August degree candidates may be granted permission to attend the ceremony by contacting an Admissions/Records Officer of the College of Education. Students intending to graduate the following December are not eligible to attend the May commencement ceremonies. Information concerning both ceremonies is mailed to eligible students in April. Graduation eligibility for undergraduates is verified by an Admissions/Records Officer of the College of Education.

### **Transcript Ordering/Enrollment Certification**

Currently enrolled students may order transcripts or enrollment certifications in person at the Records Service Center, 901 West Illinois Street, Urbana, or by accessing the Office of Admission and Records web site at <http://www.oar.uiuc.edu/current/trans.html>. Orders for transcripts and enrollment certifications will be billed to the student's account and may be mailed or picked up at the Records Service Center, 901 West Illinois Street, Urbana.

## GRIEVANCE PROCEDURES FOR UNDERGRADUATE STUDENTS IN THE COLLEGE OF EDUCATION

On occasion, students enrolled in education courses for undergraduate credit and students pursuing undergraduate degrees in the College of Education might consider that they have been treated unjustly by a faculty/staff member of the College. The following procedures specify ways in which a student might register a grievance and delineate the process for handling grievances which are filed. Since the campus has procedures for handling allegations of capricious grading, cheating, and discrimination (see the *Code of Policies and Regulations Applying to All Students*), the procedures described below apply to all other grievances related to teaching, advising, and administrative affairs.

### Grievance Procedures

1. The student shall promptly seek informal resolution of the issue with the faculty or staff member directly involved and the immediate supervisor of the faculty or staff member. If after reasonable efforts a satisfactory solution is not reached, the student may file a grievance.
2. To file a grievance, the student shall submit a letter to the Dean of the College of Education stating the reasons for the grievance and the remedy that is sought.
3. Upon receiving the grievance and determining that it represents an issue of substance, the Dean shall appoint a hearing officer not affiliated with the unit of the person against whom the grievance is filed. The hearing officer shall attempt to mediate the dispute by working with both the student and the faculty/staff person involved in an effort to find a mutually satisfactory solution. If the Dean decides that the grievance does not represent an issue of substance, she/he shall so inform the student and the remainder of this procedure shall not apply.
4. If efforts at mediation are unsuccessful, the hearing officer shall ask the faculty/staff member involved to submit a written response to the student's grievance. It is expected that the response shall be received by the hearing officer within 10 days of the request.

5. The hearing officer shall convene the Undergraduate Grievance Committee so that a hearing on the issue can be held as soon as possible.
6. The hearing shall be conducted by the hearing officer under the following guidelines:
  - a. The responsibility of establishing the validity of the grievance and the appropriateness of the suggested remedy shall be upon the student.
  - b. The student and/or the faculty/staff member may be accompanied by an advisor of his/her choice.
  - c. The hearing shall be closed to the public except when both parties agree that it should be open.
  - d. The hearing officer shall keep a record of the hearing which shall include:
    - (1) the names of those present,
    - (2) a copy of any physical evidence (records, written testimony, duplicated materials, etc.) that is introduced, and
    - (3) a record of the final decision of the committee and its rationale.
  - e. The hearing shall be conducted so that all parties to the dispute have an opportunity to present their views and to rebut those of other.
  - f. No final action shall be taken by the Committee and no testimony heard unless all voting members are present. All actions shall require the agreement of at least two voting members.
  - g. The decision of the Undergraduate Grievance committee shall include a judgment concerning the validity of the alleged grievance and, if it is declared valid, a recommendation of a remedy for the harm done.
7. The decision of the Undergraduate Grievance Committee concerning both the finding relevant to the dispute and the suggested remedy shall be submitted to the Dean. The Dean may affirm, reverse, or ask the Committee to reconsider its actions. The Dean may also request additional information from the principals in the dispute in rendering a decision. The decision of the Dean represents the final action of the College. The student must find avenues outside of the College of Education to pursue a redress of his/her grievance.

## UNIVERSITY POLICY ON ACADEMIC INTEGRITY

The University of Illinois has formulated a policy that defines academic dishonesty, explains penalties that may be imposed on students, and details hearing procedures for appeals. Academic dishonesty includes the following behaviors: cheating; fabrication; facilitating infractions of academic integrity; plagiarism; bribes, favors, and threats; academic interference; unauthorized use of University resources; and computer-related infractions. All students should refrain from conduct that is academically dishonest or behavior that assists others in academically dishonest activities. Rule 33, Academic Integrity, is thoroughly discussed in the *Code of Policies and Regulations Applying to All Students*. All students are encouraged to become familiar with this section of the *Code*.

## UNIVERSITY POLICY ON SEXUAL HARASSMENT

The University of Illinois at Urbana-Champaign encourages vigorous academic discourse as faculty and staff members and students seek to fulfill its wide-ranging educational, research and service missions. At the same time, members of the University community are held to the highest standards of conduct. Thus, the University will not tolerate sexual harassment in work, study or residential life, and will take action whenever sexual harassment is discovered.

Sexual harassment is defined by law and includes requests for sexual favors, sexual advances or other sexual conduct when (a) submission is either explicitly or implicitly a condition affecting academic or employment decisions; or (b) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile or repugnant environment; or (c) the behavior persists despite objection by the person to whom the conduct is directed. The University considers such behavior, whether physical or verbal, to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Further, retaliation against those who seek remedies under this policy is prohibited.

Violations of this policy constitute misconduct, subject to discipline under applicable University procedures. Discrimination and harassment based on sexual orientation or gender, which are specifically addressed in the Policy and Procedures for Addressing Discrimination and Harassment at the University of Illinois at Urbana-Champaign, are subject to discipline under the same procedures.

Students who believe they have been harassed sexually have two options for initiating action: they may go to the executive officer in charge of the unit employing the person whose behavior is at issue, or they may go to one of the intake persons (IPs) designated by the Provost and Vice Chancellor for Academic Affairs for this purpose. The names and telephone numbers of IPs are available from the Office of Affirmative Action, the Ombuds Officer, and the Office of the Dean of Students. Additional information regarding the University's policy and procedures for addressing discrimination and harassment may be found in the *Code of Policies and Regulations Applying to All Students*.

**USEFUL CAMPUS TELEPHONE NUMBERS**

Admissions Office	333-0302
Assembly Hall	333-2923
Career Services Center	333-0820
CITES Central Help Desk	244-1258
Colleges	
Agricultural, Consumer and Environmental Sciences (ACES)	333-3380
Applied Life Studies (ALS)	333-2131
Commerce and Business Administration	333-2747
Communications	333-2350
Engineering	333-2280
Fine and Applied Arts (FAA)	333-6061
Graduate	333-0035
Liberal Arts and Sciences (LAS)	333-1700
Counseling Center	333-3701
Dean of Students	333-0050
Education and Social Sciences Library	333-2305
Emergency Dean	333-0050
Financial Aid Office	333-0100
Housing Division	333-0610
Illini Union	333-0161
Krannert Center for the Performing Arts	333-6700
La Casa Cultural Latina	333-4950
McKinley Health Center	333-2711
Niterides	333-3184
Office of Admissions and Records Service Center	333-0210
Office of Minority Student Affairs	333-0054
Ombuds Officer	333-1345
School of Social Work	333-2261
Student Accounts	244-2922
Study Abroad	333-6322
U of I Direct Assistance Center	333-6565