

# UNDERGRADUATE PROGRAMS HANDBOOK

2005-2006

College of Education  
University of Illinois at Urbana-Champaign  
Student Academic Affairs Office  
110 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. The document is available on the college homepage at the following address: <http://www.ed.uiuc.edu/saao>.

The commitment of the University at 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 the University programs and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

For additional information on the equal opportunity, affirmative action, and harassment policies of the University, or information on Title IX, ADA, or 504, please contact: for the Urbana-Champaign campus: Associate Chancellor William Berry, Third Floor East, Swanlund Administration Building, MC-304, 601 East John Street, Champaign, IL 61820, (217) 333-4238; or Assistant Chancellor and Director Larine Cowan, First Floor West, 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 online by accessing the university's home page at [www.uiuc.edu](http://www.uiuc.edu). Please make sure that you bookmark these important publications and use them as a resource for information.

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

James A. Leach  
Professor and  
Associate Dean for Academic Affairs

Please verify that your address and other personal information is correct by accessing the "Personal Information" link from the Main Menu in the UI-Integrate Self-Service program. Failure to correct this information will mean that you will not receive important postal and electronic mailings from the University and your college.

## TABLE OF CONTENTS

CALENDARS .....	vii
STAFF DIRECTORY	
Office of the Dean.....	x
Student Academic Affairs Office .....	x
Council on Teacher Education .....	xi
Educational Career Services .....	xi
Academic Advisors.....	xi
Office of Development and Alumni Relations.....	xii
Department Administration.....	xii
COLLEGE OF EDUCATION UNDERGRADUATE DEGREE PROGRAMS .....	1
ADVISING STRUCTURE .....	1
ADMISSIONS/RECORDS OFFICERS.....	2
COUNCIL ON TEACHER EDUCATION .....	2
GRADUATION REQUIREMENTS .....	2
Expected Graduation Date.....	2
Placement Examinations .....	3
Degree Audit Reporting System (DARS).....	3
Basic Rhetoric Requirement.....	4
General Education Requirements .....	4
Residency .....	5
Restrictions on Coursework Accepted for the Degree.....	5
MINORS.....	6
Declaring a Minor .....	6
Changes to Minor.....	6
Guidelines .....	7
Additional Information.....	7
REGISTRATION .....	7
Network ID, Enterprise ID, and Password.....	8
Registration Sites.....	8
Earliest Registration Time.....	8
Advising Holds .....	9

Overload/Underload Enrollment Limits .....	9
Credit/No Credit Option.....	9
Adding/Dropping Classes .....	10
Repeating Undergraduate Courses .....	11
Registration in 500-level Courses.....	11
Refund of Tuition and Fees.....	11
Cancellation of Registration.....	11
Withdrawal from the University.....	12
ALTERNATE WAYS OF EARNING CREDIT .....	12
Proficiency Examinations.....	12
Guided Individual Study .....	13
Independent Study Courses .....	13
Summer School Attendance at Other Institutions.....	14
Intercampus Registration Program.....	14
CURRICULUM/COLLEGE CHANGES .....	15
SPECIAL ADMISSION REQUIREMENTS FOR INTER-COLLEGIATE TRANSFERS .....	16
Technology Skills .....	16
Commitment to Diversity .....	17
Admission Requirements by Program.....	17
RE-ENTRY .....	19
SCHOLASTIC REQUIREMENTS.....	20
Class Attendance.....	20
Grade Point Average Requirements.....	20
Calculating the Grade Point Average.....	21
Probation/Drop Rules.....	22
Incomplete Grades .....	23
Grades on the Web.....	23
PETITIONS .....	24
Late Drop.....	24
College .....	24
Council on Teacher Education .....	24
FINANCIAL AID.....	24
Illinois Future Teacher Corps Scholarships.....	25
Illinois Special Education Teacher Tuition Waiver	

Program (SETTW) .....	25
Minority Teachers of Illinois (MTI) Scholarship Program .....	25
Golden Apple Scholars of Illinois .....	26
College of Education Student Awards Program .....	26
FMC Merit Scholarship Program .....	26
ROTC Scholarship Programs .....	27
RESOURCES .....	27
Educational Career Services Office .....	27
Education and Social Science Library .....	28
Instructional Computing Lab .....	29
Self Help Information Center .....	30
University of Illinois Writer's Workshop .....	30
STUDENT ACTIVITIES .....	30
Epsilon Delta .....	30
Minority Association of Future Educators .....	31
Fellowship of Christian Teachers .....	31
Student Education Association (SEA) .....	31
Extracurricular Involvement in Education .....	31
HONORS .....	32
Kappa Delta Pi .....	32
Kappa Delta Pi Outstanding Senior .....	32
James Scholars .....	33
Bronze Tablet .....	33
Dean's List .....	34
STUDENT TEACHING .....	34
Placement .....	34
Minimum Academic/Early Field Experience Requirements .....	34
STUDY ABROAD .....	35
TEACHER CERTIFICATION .....	36
General Requirements .....	36
Procedure for Obtaining an Illinois Teacher's Certificate .....	36
Preparation for Middle Grade (5-8) Teaching .....	37
State Certification Tests .....	37
Out-of-State Teacher Certification .....	38

GRADUATION ..... 38  
Degree List ..... 38  
Honors at Graduation..... 39  
Ceremony ..... 39  
Transcript Ordering/Enrollment Certification..... 39

GRIEVANCE PROCEDURES FOR UNDERGRADUATE  
STUDENTS IN THE COLLEGE OF EDUCATION ..... 40  
UNIVERSITY POLICY ON ACADEMIC INTEGRITY ..... 42  
UNIVERSITY POLICY ON SEXUAL HARASSMENT ..... 42  
USEFUL CAMPUS TELEPHONE NUMBERS..... 43

## CALENDARS

### FALL 2005

Aug. 23, Tues .....	Deadline to cancel Fall registration
Aug. 24, Wed .....	Instruction begins (to be treated as a Monday)
Aug. 25, Thurs .....	Late registration begins
Aug. 29, Mon-Sept. 7, Wed .....	Registration of part-time non degree students without penalty
Aug. 30, Tues .....	Deadline to add a first half-session Course
Sept. 5, Mon .....	Labor Day (all-campus holiday)
Sept. 7, Wed, 5:00 p.m. ....	Deadline to suppress directory information
Sept. 7, Wed .....	Deadline for refund of tuition/fees (excluding nonrefundable portion) if withdrawing from the University or reducing program
Sept. 7, Wed .....	Deadline to add a semester course
Sept. 7, Wed .....	Deadline to indicate intent to graduate in December via UI-Integrate Self-Service
Sept. 7, Wed .....	Deadline for initial on-line registration
Sept. 16, Fri.....	Deadline to drop a first half-session course
Sept. 16, Fri.....	Deadline to elect the Credit/No Credit option in a first half-session course
Oct. 14, Fri .....	Deadline to drop a semester course without academic penalty
Oct. 14, Fri .....	Deadline to elect the Credit/No Credit option in a semester course
Oct. 14, Fri .....	Deadline to remove an "incomplete" grade from previous semester to prevent conversion of grade to an "F"
Oct. 21, Fri .....	Deadline to add a second-half session course
Oct. 31, Mon.....	UI-Integrate Self-Service opens for early registration
Nov. 11, Fri.....	Deadline to drop a second half-session course
Nov. 11, Fri.....	Deadline to elect the Credit/No Credit option in a second half-session course

Nov. 19, Sat-Nov. 27, Sun ..... Thanksgiving recess  
 Dec. 9, Fri..... Last day of instruction  
 Dec. 10, Sat ..... Reading Day  
 Dec. 12, Mon-Dec. 17, Sat..... Final exams  
 Dec. 19, Mon ..... December conferral date

**SPRING 2006**

Jan. 13, Fri..... Deadline to cancel Spring registration  
 Jan. 16, Mon ..... Martin Luther King, Jr. Day observed  
 (all-campus holiday)  
 Jan. 17, Tues. .... Instruction begins  
 Jan. 18, Wed ..... Late registration begins  
 Jan. 20, Fri..... Registration of part-time non degree  
 students  
 Jan. 23, Mon ..... Deadline to add a first half-session  
 Course  
 Jan. 30, Tues. .... Deadline for initial on-line registration  
 Jan. 30, Mon ..... Deadline to add a semester course  
 Jan. 30, Mon, 4:00 p.m. .... Deadline for refund of tuition/ fees  
 (excluding nonrefundable portion) if  
 withdrawing from the University or  
 reducing program  
 Jan. 30, Mon ..... Deadline to indicate intent to graduate in  
 May via UI-Integrate Self-Service  
 Feb. 1, Wed..... Fall 2006 application deadline for  
 Intercampus transfers and Education  
 Students wishing to change their major  
 within the college  
 Mar. 10, Fri..... Deadline to drop a semester course  
 without academic penalty  
 Mar. 10, Fri..... Deadline to elect the Credit/No Credit  
 option in a semester course  
 Mar. 10, Fri..... Deadline to remove an "incomplete"  
 grade from previous semester to prevent  
 conversion of grade to an "F"  
 Mar. 18, Sat-Mar. 26, Sun..... Spring Break  
 Apr. 3, Mon..... UI-Integrate Self-Service opens for early  
 registration  
 May 3, Wed..... Last day of instruction  
 May 4, Thurs..... Reading Day  
 May 5, Fri-May 12, Fri ..... Final Examinations

May 14, Sun ..... May Commencement ceremonies

**SUMMER SESSIONS 2006**

May 12, Fri ..... Deadline to cancel Summer Term 1  
registration

May 15, Mon ..... Term 1 Instruction begins

May 29, Mon ..... Memorial Day (all-campus holiday)

June 9, Fri ..... Last day of instruction for Term 1

June 12, Mon ..... Term 2 Instruction begins

July 4, Tues..... Independence Day Observed

July 10, Mon..... Term 2 second half-term begins

Aug. 3, Thurs, Noon ..... Term 2 instruction ends

Aug. 3, Thurs, 1 p.m. .... Term 2 Reading Day

Aug. 4, Fri-Aug. 5, Sat ..... Term 2 Final Exams

Aug. 7, Mon ..... August degree conferral date

## STAFF DIRECTORY

### Office of the Dean 38 Education Building

Susan Fowler	Dean	333-0960
Molly Tracy	Associate Dean for Administration and Technology	333-0960
Natalie Huddson	Assistant to the Dean	333-0960

### Student Academic Affairs Office 110 Education Building

#### Administrative Services

James A. Leach jaleach@uiuc.edu	Associate Dean for Academic Affairs	333-2267
Brenda Clevenger bmclevngr@uiuc.edu	Assistant to the Associate Dean for Academic Affairs	333-2267
Evelyn Grady egrady@uiuc.edu	Secretary	333-2267
Cheri Carlson cacarlso@uiuc.edu	Admissions/Records Officer III	333-2800
Nila Jefford njefford@uiuc.edu	Admissions/Records Officer I	333-2800
Fiona Griswold fgriswld@ad.uiuc.edu	Coordinator of International Programs	265-0384

#### Student Services

Kathy M. Ryan kmryan@uiuc.edu	Academic Advisor	333-2800
Carolyn Horsman chorsman@uiuc.edu	Education General Advisor	333-2800

Linda Morris                      Secretary                      333-2800  
lsmorris@uiuc.edu

**Council on Teacher Education**  
505 E. Green St., Champaign

**Certification and Clinical Services**  
Suite 203

Chris Roegge                      Executive Director                      333-2804  
croegge@uiuc.edu

Chet Zych                              Associate Director                      333-7195  
chetzych@uiuc.edu                      Certification Officer

Jeff Buck                              Certification Specialist                      333-7195  
jbuck@uiuc.edu

Sharon Ward                      CTE District Liaison                      333-7474  
saward1@uiuc.edu

**Educational Career Services**  
Suite 202

Mildred Trent                      Director                              333-0740  
mtrent1@uiuc.edu

**Academic Advisors**

**Secondary Education**  
110 Education

Phyllis Vanlandingham      Advisor                              333-2800  
vanl@uiuc.edu

**Special Education**  
288 Education

Lisa Monda-Amaya              Advisor                              333-0260  
lmonda@uiuc.edu

**Education General**  
110 Education

Carolyn Horsman              Advisor                              333-2800  
chorsman@uiuc.edu

**Elementary and Early Childhood Education  
110 Education**

Kathy M. Ryan kmryan@uiuc.edu	Advisor	333-2800
----------------------------------	---------	----------

**Office of Development and Alumni Relations  
38 Education**

Joan Tousey jtousey@uiuc.edu	Assistant Dean for Education Development	244-7228
---------------------------------	---	----------

Ryan Harms rharms@uiuc.edu	Assistant Director for Development	244-7228
-------------------------------	---------------------------------------	----------

Aimee Kandrak kandrak@uiuc.edu	Assistant Director of Development and Alumni Relations	244-7228
-----------------------------------	--	----------

Lawanna Conlee conlee@uiuc.edu	Secretary	244-7228
-----------------------------------	-----------	----------

**Department Administration**

Educational Organization and Leadership  
Carolyn Shields, Head  
332 Education, 333-0084

Curriculum and Instruction  
Marilyn Johnston, Head  
306 Education, 333-7048

Educational Policy Studies  
James Anderson, Head  
366 Education, 333-7404

Educational Psychology  
Michelle Perry, Chair  
230 Education, 244-7766

Special Education  
Adelle Renzaglia, Head  
288 Education, 333-0260

Human Resource Education  
Scott Johnson, Head  
350 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 <http://courses.uiuc.edu/cis/programs/urbana/index.html>. 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 UI-Integrate Self-Service system to register for classes. The College advisors have access to information concerning class accessibility and frequency of offering that may not be 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.

-----  
\*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 Coordinator of Secondary Education Advising in the College of Education Student Academic Affairs Office.

All students in the College of Education are assigned an advisor. Undergraduate academic advisors in the Student Academic Affairs Office are responsible for administering an advising program for the students in the College registered in Education General, Early Childhood Education, and Elementary Education. 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 coordinating the program admission processes, 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 at 505 E. Green Street, 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**

### **Expected Graduation Date (EGD)**

All students are assigned an Expected Graduation Date (EGD) when they are admitted. The Expected Graduation Date reflects the number of

semesters a student will be allowed to register for classes and represents the College's approved time limit for undergraduates to complete their degree. The Expected Graduation Date is 10 semesters for beginning freshmen and 6 semesters for transfer students. Requests to extend the EGD 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 EGD.

### **Placement Examinations**

All freshmen are required to take placement examinations in rhetoric and mathematics. Students who plan to enroll in chemistry and foreign language courses must also take the placement exams in these areas. Transfer students may take placement examinations if they have not earned college credit in these fields. Placement examinations are designed to assist the student and advising staff in appropriate course selection. In most cases, 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.

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

Students in the College of Education may access their degree audit report (DARS) via the web to review program requirements and progress toward degree completion. Advisors may access the same 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. Please note that the degree audit report accesses day-old Banner information.

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 their report 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. The Admissions/Records Officers at the conclusion of a student's final semester will verify final degree certification.

### **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 score. Students can receive four hours of proficiency credit and satisfy the graduation requirement in basic rhetoric and composition by superior performance on this test. Four hours of proficiency credit for Rhetoric 105 is awarded to students whose ACT English subtest score is 31 or higher. 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 (<http://courses.uiuc.edu/>). 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 residency rules 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 002, basic military science, credit earned through the College-Level Examination Program (CLEP), and coursework numbered at the 500- or 600-level. 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 101 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 102.
- 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 90 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 110 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 110 Education Building.

## **Guidelines**

Since completion of a minor is an optional degree requirement for College of Education students, the Expected Graduation Date (EGD) 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.

Transcript recognition for completing a minor may influence whether courses can be counted for graduate credit in an advanced degree program. If a student's transcript indicates a minor has been completed, no course used to satisfy a requirement in that minor can also be counted for graduate credit at a later date. For additional information concerning this guideline, contact an Admissions/Records Officer (ARO) of the college.

## **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>.

## **REGISTRATION**

All students register for classes by accessing the UI-Integrate Self-Service system via the web, with their Enterprise ID and password. This website can be accessed at <https://apps.uillinois.edu>.

Students who register for classes through UI-Integrate Self-Service 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. the day before classes begin. (See Cancellation of Registration on page 11.)

Information about UI-Integrate Self-Service registration is available from the staff in 110 Education Building or the Records Service Center, 901 W. Illinois Street, 333-6565 ([registration@oar.uiuc.edu](mailto:registration@oar.uiuc.edu)).

### **Net ID, Enterprise ID, and Password**

Students admitted to the university must establish two IDs in order to access all the services available to them. All students are initially assigned a Net ID and password, which allows access to campus specific sites and services such as email and Blackboard. The Enterprise ID allows access to the University-wide administrative system, which includes the student registration system (UI-Integrate Self-Service). Students initially access the password reset site with their original net ID and password and choose a new Enterprise ID password according to specific criteria. Rules on how passwords should be created are listed on the website. This second Net ID/password combination forms the Banner ID that allows access to the Banner system and the web self-service option. Difficulties in establishing Enterprise IDs/passwords may be resolved by calling the AITS Help Desk at 333-3102 or sending an email to [helpdesk2@uillinois.edu](mailto:helpdesk2@uillinois.edu).

### **Registration Sites**

Students enrolled in majors within the College of Education may register in the computer lab, Room 10 Education Building. In addition, the following locations have been designated as CITES Instructional Computing Sites for student registration:

English Building - Room 8  
Undergrad Library - Upper Northeast corner  
1203.5 W. Nevada - Rom 100  
901 W. Oregon - Room 105  
Wohlers Hall - Rooms 70A and 70B  
Illini Union - Room 187

## **Earliest Registration Time**

All students who are eligible to register are assigned a Registration Time Ticket, which is the first time that a student can access UI-Integrate Self-Service to register for the next term. Students may access their Registration Time Ticket under the Registration Eligibility link in UI-Integrate Self-Service.

Time Tickets are assigned according to priorities established by the campus and by student level and the number of hours earned plus the number of hours in progress. Students should register for future semesters as close to their Time Ticket as possible to obtain preferred classes. Students may, however, register for classes any time after their initial registration time 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 Time Ticket set to an earlier time will not be approved.

## **Advising Holds**

All students should meet with their academic advisor prior to registering for classes. In some cases, access to 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 on the Registration Eligibility page. An advising hold must be cleared by authorized college staff before a student can register for classes.

## **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, visa status, insurance coverage, 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 Academic Affairs Office, 110 Education Building. Undergraduate students on clear status 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 the 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 academic 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 Guided Individual Study 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 Academic Affairs Office, 110 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 that 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 RHET 105, 108 and SPCM 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. Both grades remain on the record and are computed into the academic grade point average. In most cases, the initial credit is forfeited. If the student fails the course the second time but passed the course on the initial attempt, credit for the first course completion will be retained (per Senate action 2003).

### **Registration in 500-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 500-level classes. Courses taken at this level will not be accepted toward a bachelor's degree from the College of Education. Students who wish to register for a 500-level course should consult with their advisor, obtain the instructor's approval, and contact the department, which offers the course. Subject to approvals, the college Admissions/Records Officer (ARO) will register the student in the course.

### **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. For detailed information on tuition and fee refunds, please consult the *Class Schedule*.

## **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 but the last class and then using the electronic notification of intent to cancel your registration. This notification is time stamped and must be submitted no later than 5:00 p.m. on the day before the first day of instruction of the term to be cancelled.
- 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 day before 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 5:00 p.m. on the day before 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 *Class Schedule*.

## **Withdrawal from the University**

Students who wish to withdraw from the University must initiate this process in the Student Academic Affairs Office by completing a withdrawal form. After the withdrawal 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 approved time 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 103). 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 or to count toward the twelve-hour minimum required for full-time status. Credit and grades earned in GIS courses are figured into the UIUC grade point average the same as courses taken in residence.

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 [www.outreach.uiuc.edu/gis](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 390) 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. 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. If the course has been articulated by the college of control, the transferability of the course(s) will be verified and residency requirements for graduation will be reviewed at that time. If the course has not been articulated, the student must provide a course syllabus for review by the college of control.

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, the credit will be added to the student's record. 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 [www.oar.uiuc.edu/current/inter.html](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 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 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 necessary hours required to qualify for admission to all curricula in the College for which advanced 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 a hold will be entered on the student's record.

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 Academic Affairs Office, 110 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 Student Academic Affairs Office by February 1st. After applications are reviewed, students will be notified concerning acceptance prior to the beginning of 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 student computer courses offered by CITES. Additional information about student technology training can be obtained from the academic advisors in the Student Academic Affairs Office, 110 Education Building and the CITES website at <http://training.cites.uiuc.edu/>.

### **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. Psyc 100; Hist 170/171, 172/173, or 272; one course in literature; credit in Math 012 or 016 or a course beyond the level of college algebra; EPS 201/202; EPSY 236 or Psyc 216. (Credit in college algebra or a course beyond that level must be earned at the time of application.)
3. Completion of three years of one foreign language in high school or completion of the second level course or higher in college.
4. 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. Completion of three years of one foreign language in high school or completion of the second level course or higher in college.
4. 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, or 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 are required to apply. A minimum 2.5 grade point average is required in the UIUC major courses at the time of application.) In addition,

students must complete a required course pattern in the desired LAS major as follows:

**Biology** - IB 150; MCB 150; one required 200-level IB course; one required 200-level MCB course; CHEM 102/103, 104/105 (or CHEM 202, 204, 203, 205), 232 and 233; MATH 220; EPSY 201; EPS 201 or 202.

**Chemistry** - Select one of the following sequences: MATH 220 and 230; CHEM 102/103, 104/105, 222, 223, 232 and 233; EPSY 201; EPS 201 or 202; or MATH 220 and 230; CHEM 202, 204, 203, 205, 236 and 237; EPSY 201; EPS 201 or 202.

**Geology (Earth and Space Science)** - CHEM 102/103; MATH 220 or 234; GEOL 107, 108 and 333 or 432; EPSY 201; EPS 201 or 202.

**English** - ENGL 200 (preferred)/110; or ENGL 101 and 102; or ENGL 101 and 103; at least nine hours from ENGL 201, 209, 210, 255 or 256; EPSY 201; EPS 201 or 202.

**History** - HIST 140/141, 142/143, and 170/171 or 172/173; one additional history course; PS 101; SOC 100; STAT 100; one course from ANTH 143, ECON 102, or ECON 103; EPSY 201; EPS 201 or 202.

**Mathematics** - MATH 220, 230, and 242 or 243 and completion of three advanced mathematics courses; EPSY 201; EPS 201 or 202.

**Physics** - CHEM 102/103; MATH 220, 230, 242, 380 and 385; PHYS 211, 212, 213 and 214; EPSY 201; EPS 201 or 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 Student Academic Affairs 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 registration, the student may be able to register with other continuing students during this time period subject to campus priorities governing the assignment of registration times.

All other re-entry requests, which involve 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.

## 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 Student Academic Affairs 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 must maintain at least 2.50 University of Illinois, cumulative, content area and professional education grade point averages for continuation in good standing.

Students who do not meet the minimum UIUC and cumulative GPA requirements will be placed on academic probation. Students who do not meet the minimum content and professional education GPA requirements are in jeopardy of failing to meet certification requirements and may be asked to leave the program. 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	ABS	0.00*

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

\*Absent from the final exam counts as failure

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.       $A = 4 \times 4.00 = 16.00$

HIST 171	3 sem. hrs.	B- = 3 x 2.67 =	8.01
KIN 268	3 sem. hrs.	B+ = 3 x 3.33 =	9.99
GEOL 199	1 sem. hrs.	CR = 1 x 0.00 =	0.00
PSYC 100	<u>4</u> sem. hrs.	D = 4 x 1.00 =	<u>4.00</u>
	14 graded sem. hrs.		38.00 points

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

Semester 2:

SPCM 101	3 sem. hrs.	B = 3 x 3.00 =	9.00
IB 101	4 sem. hrs.	C+ = 4 x 2.33 =	9.32
ENGL 103	3 sem. hrs.	A+ = 3 x 4.00 =	12.00
PS 101	3 sem. hrs.	B- = 3 x 2.67 =	8.01
MATH 117	<u>3</u> sem. hrs.	B+ = 3 x 3.33 =	<u>9.99</u>
	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 pertain 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.

- a. *Beginning Freshmen* (Less than twelve semester hours completed at time of admission).

Code: 1A 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* (including second semester freshmen).

Codes: 1P or IT 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.

Codes: 1F, 1L, 1M A student is placed on probation if cumulative average is less than 2.50. Code assigned is based on target GPA needed for the following term.

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

Code: 17 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: 18 A student who fails to meet an established probation level is dropped unless the UIUC cumulative average is at least a 2.50.

Code: 18 A student who fails to make satisfactory progress toward a degree is dropped.

Code: 18 A nondegree or part-time student who fails to complete the conditions of admission or continuation.

Code 19 **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.**

### **Incomplete Grades**

An undergraduate student must gain approval from the Associate Dean of the College to obtain an incomplete grade to defer a final examination or to obtain an approved extension of time to complete other requirements of a course. Students who must miss a final exam should contact the Student Academic Affairs Office as soon as possible prior to the examination period. For satisfactory reasons, an incomplete 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, "I" 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 incomplete grade is not removed, it becomes an "F" after one calendar year. Additional regulations pertaining to incomplete grades may be found under the grading system section in the *Code of Policies and Regulations Applying to All Students* at [www.uiuc.edu/admin\\_manual/code/](http://www.uiuc.edu/admin_manual/code/)

### **Grades on the Web**

Students view their semester grades by accessing the University's registration and records system on the web (<https://apps.uillinois.edu>) under Student Records. 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 and may be obtained from staff in the Student Academic Affairs 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 are examples of the types of requests that 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 UIUC, cumulative, content area and/or professional education 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.

## FINANCIAL AID

The Office of Student Financial Aid ([www.osfa.uiuc.edu](http://www.osfa.uiuc.edu)) is located at 620 East John Street. 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.

### **Illinois Future Teacher Corps Scholarship**

The Illinois Future Teacher Corps (IFTC) Program is generally for academically talented and financially needy students with junior standing or above with priority given to minority students, individuals pursuing a teacher shortage discipline, and/or to those who make a commitment to teach in a hard to staff school. The IFTC Scholarship Program is administered by ISAC and carries a five-year commitment for teaching service in Illinois. For additional information about IFTC, contact a client services representative at 1-800-899-4722 or [collegezone@isac.org](mailto:collegezone@isac.org).

### **Illinois Special Education Teacher Tuition Waiver Program (SETTW)**

Academically talented students who are enrolled in a public 4-year institution and who are seeking initial certification in any area of special education may be eligible for the Illinois SETTW. This program is administered by ISAC and will exempt individuals from paying tuition and mandatory fees for up to four calendar years. Recipients of this scholarship must be Illinois residents and agree to teach in the special

education field in an Illinois school for two years. UIUC freshmen must be enrolled in the Education General curriculum to receive this award. For additional information about SETTW, contact an ISAC client services representative at 1-800-899-4722 or [collegezone@isac.org](mailto:collegezone@isac.org).

### **Minority Teachers of Illinois (MTI) Scholarship Program**

Students who are planning to become preschool, elementary or secondary school teachers and who are of African American, Hispanic, Asian or Native American origin may qualify for the MTI Scholarship Program. The MTI Scholarship Program is administered by ISAC and pays for tuition, fees, room and board, or commuter allowances, if applicable. Recipients of this scholarship must teach full-time for one year for every year in which the scholarship was received. The teaching obligation must be fulfilled at a school at which no less than 30 percent of the enrolled students are minority. For additional information about MTI, contact an ISAC client services representative at 1-800-899-4722 or [collegezone@isac.org](mailto:collegezone@isac.org).

### **Golden Apple Scholars of Illinois (Illinois Scholars Program)**

The Golden Apple Foundation is a not-for-profit organization, which promotes excellence in Pre-K through 12th grade education. Based in Chicago, the foundation recruits academically talented and ethnically diverse high school graduates for successful teaching careers in high need schools throughout Illinois. A limited number of positions in the program are open to college sophomores who attend one of the colleges or universities that partner in the program. Golden Apple Scholars agree to teach for five years in an Illinois school of need in exchange for financial assistance from the foundation. Information about the Golden Apple Scholars program may be obtained from the UIUC liaison, Kathy Ryan (333-2800), or by contacting Patricia Kilduff, Director of Recruitment and Placement, at 312-407-0433.

### **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 entering Freshman student. Qualified students will be identified prior to the beginning of the freshman year. Selection is made by the college Student Awards Committee, and the stipend is awarded to the student early in the Fall term when he/she enters the pre-professional program in the College of Education.

### **ROTC Scholarship Programs**

The Department of Military Science coordinates the Army Reserve Officers Training Corp (Army ROTC) at the University of Illinois. Training, which leads to a commission in the United States Army, Army Reserve, or Army National Guard, is an excellent financial assistance option for College of Education students. Students who pursue a guaranteed reserve position in the Army Reserve or Army National Guard can receive income as an officer and maintain a civilian job only serving one weekend a month and two weeks each summer. The guaranteed reserve forces duty contract ensures the ability to pursue a graduate degree or to begin a career immediately after college and a commission in the Army Reserve or Army National Guard.

Army ROTC offers various merit based financial aid programs to students including-the Army ROTC Federal Scholarship Program, the Illinois State ROTC Scholarship, the Simultaneous Membership Program (SMP) of the Army ROTC with the Army National Guard or Army Reserve and some privately funded scholarships. Federal Scholarships provide funds for tuition, fees, books, and a monthly tiered stipend beginning at \$250 freshman year and going up to \$400 senior year tax free. The Illinois State ROTC Scholarship provides a full tuition waiver for in-state residents and monthly tiered stipend upon contracting. The SMP allows students to join, or those who are currently in the Army Reserve or Army National Guard to participate in, Army ROTC. The

SMP provides the student with increased reserve forces pay, GI Bill, and a monthly stipend of \$350 starting in the junior year of ROTC.

Students may obtain additional information regarding Army ROTC financial assistance programs by contacting Captain Brian Maloney at 113E Armory Building, 244-1407. Information about similar programs offered by the Air Force and Navy may be obtained by contacting Captain Denise Kerr (Air Force), 223 Armory, 333-1027, or Lieutenant Jermaine Brooms (Navy), 239 Armory, 244-1441.

## RESOURCES

**Educational Career Services Office, 505 E. Green St., Suite 202, 333-0740**

Since 1896 the University of Illinois at Urbana-Champaign has maintained an office to assist students and alumni in seeking education-related employment. 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 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 58,000 volumes specifically related to teacher education. Located in Room 104, the Curriculum Collection includes textbooks, teacher's manuals, curriculum guides, audio-visual materials computer software and a collection of catalogs from textbook publishers. Also, located in Room 106, the School Collection contains approximately 133,000 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 8:30 a.m. to 11:00 p.m., Monday through Thursday; 8:30 a.m. to 6:00 p.m., Friday; 11:00 a.m. to 5:00 p.m., Saturday; and 1:00 p.m. to 11:00 p.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 library orientation sessions may be obtained by contacting the Central References Services at 333-2290 or accessing the following website at <http://door.library.uiuc.edu/learn/opportunities/index.html>.

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>.

**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 PCs, iMac DVs, and workstations for digital media processing. The lab also provides scanners, CD-RWs, and fee-based printing on an HP LaserJet 4600N. Overhead projection and wireless microphones are available for instruction. Many popular software programs, including educational titles, are installed on the computers. 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, and 9:00 a.m. to 5:00 p.m. on Saturday. 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).

**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, Room 106A, 333-2950; Engineering Library Satellite, 435 Grainger Engineering Library, 333-3576; Bioscience Satellite, 135 Burrill Hall, 333-6774.**

The Writer's Workshop provides one-on-one, free tutoring 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. Information about hours of operation, how to schedule an appointment, and writing resources is available at [www.english.uiuc.edu/cws/wworkshop/](http://www.english.uiuc.edu/cws/wworkshop/).

## 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 Student Academic 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 244-0948 for additional information on the organization.

## **Fellowship of Christian Teachers**

The Fellowship of Christian Teachers is a registered student organization that gives students the opportunity to learn how Christ can influence their teaching. Christian educators meet with this group and discuss how faith can be applied to teaching. The group meets on the first Thursday of every month at 5:15 p.m. in the 3<sup>rd</sup> floor lounge of the Education Building. For additional information about this organization, contact Jennifer Anderson at [jandrsn2@uiuc.edu](mailto:jandrsn2@uiuc.edu).

## **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 from the president, Colby Crook ([ccrook2@uiuc.edu](mailto:ccrook2@uiuc.edu)) or from their website at [https://netfiles.uiuc.edu/ro/www/StudentEducation Association/](https://netfiles.uiuc.edu/ro/www/StudentEducationAssociation/).

## **Extracurricular Involvement in Education**

In addition to scholastic records, employers often look at an applicant's 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* provides 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 may obtain additional information about the *Vis a Vis* program by contacting the YMCA, 1001 S. Wright Street, 239-3614.

*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 268 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/> or by contacting Bobbi Trist at 244-1984 or through email at [btrist@uiuc.edu](mailto:btrist@uiuc.edu).

## 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 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 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 3.50. (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 Student Academic Affairs Office the first week of the fall term. Transfer and continuing students must have at least 3.50 UIUC and cumulative grade point averages. Eligibility for this program for entering freshmen is based on a minimum predicted grade point average as calculated by the Office of Admissions. 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 at least fourteen academic semester hours taken for letter grade (A through F); and b) achievement of a 3.75 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.

## 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 and satisfy all requirements of the Common Assessment Plan (CAP) for undergraduate professional education programs leading to initial certification (<http://www.ed.uiuc.edu/cte/cap>) in order to student teach. Candidates in the LBS1 program must maintain at least a 2.75 GPA in both professional and content courses. Candidates in elementary education and early childhood must maintain at least a 2.5 GPA in both professional and content courses. A list of the courses counted for professional education and content area is available from the advisor and/or the Council on Teacher Education. Students who do not meet these 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 80 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.

By law, candidates must pass their subject matter certification tests before they will be recommended for certification. It is in the student's best interest to take the content test no later than two test dates prior to the desired certification date.

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 the Council on Teacher Education section in the *Programs of Study*, or the appropriate clinical experiences program coordinator.

## 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. Students may also contact Fiona Griswold, Coordinator of International Programs for the College of Education, at 265-0384 to discuss unique opportunities available for education majors.

### 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 clinical experiences program coordinator or department chairperson based on criteria approved by the Council on Teacher Education (CTE); (3) has University of Illinois and cumulative grade-point averages of 2.5 (A = 4.0) or higher; (4) has the minimum content and professional grade-point averages required in his or her program; and (5) has satisfied all requirements of the Common Assessment Plan for Undergraduate Professional Education Programs Leading to Initial Certification. 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 (217-333-7195) to discuss the matter.

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

Applications for certification should be completed and submitted to the CTE 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 packets are available from the CTE office, 505 E. Green Street, Suite 203 and 110 Education Building.

The Certification Officer will conduct the final credential audit for certification and report names of applicants to the Illinois State Board of Education as candidates for certification. Approximately three weeks after the official graduation date, candidates will be notified via email that they may go on-line and complete the certification process. Generally speaking, graduates should receive their certificates approximately one week after completing the on-line process.

Any questions regarding certification procedures should be directed to the Certification Officer or Specialist (333-7195). Additional

information related to certification policies and procedures, including extensive information on endorsements to teach specific subjects, are 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 or Specialist 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. Persons seeking teaching certificates must also pass the Assessment of Professional Teaching (APT) test that corresponds to their certificate level. Tests are administered at least 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 or on-line and the deadlines are strictly enforced. Each test costs \$60.00 plus a registration processing fee of \$25.00. Students must pass the basic skills test, the subject-matter test in their major area, and the appropriate APT test. Students should plan to take the test in their subject matter two test dates prior to student teaching. The APT test should be taken two test dates before graduation. Test scores are available approximately four weeks after the test date. Registration bulletins and additional information are available in the CTE Office. Study guides are only available on-line at [www.icts.nesinc.com](http://www.icts.nesinc.com).

Candidates **must** pass their subject matter test and the APT test before they may be recommended for certification. 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.

Many 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 report before the student teacher submits the report for validation by the cooperating teacher and the supervisor. This report 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 clinical experiences program coordinator will not provide the necessary recommendation for Illinois 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. If requested, 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 December. (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 UI-Integrate Self-Service 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,

indicating how they intend to complete their remaining requirements. 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 after grades are recorded following a student's final semester. The 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.

### **Ceremony**

University and College of Education commencement ceremonies are conducted once a year in May. Undergraduate students who graduated the previous August, October or December 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:
    - i. The names of those present,
    - ii. A copy of any physical evidence (records, written testimony, duplicated materials, etc.) that is introduced, and
    - iii. 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; failure to comply with research regulations; 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 may file a complaint by following the

grievance procedure outlined in Rule 25 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
Business	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	333-6565
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
Registration Assistance	333-6565