

# Undergraduate Student Handbook

2012-2013

## Advising

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The College of Education prides itself on giving individual attention to its students and their concerns. Students are expected to meet with their advisers prior to accessing the Student Self-Service system to register for classes. The College advisers have access to information concerning class accessibility and frequency of offering that may not be readily available to students. In addition, the advisers 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.

All students in the College of Education are assigned an adviser. Undergraduate academic advisers in the Student Academic Affairs Office are responsible for administering an advising program for the students in the College registered in Pre-Early Childhood, Pre-Elementary Education, Pre-Special Education, Early Childhood Education, and Elementary Education. Students who wish to transfer into the College should consult the appropriate adviser prior to making application to determine transferability of coursework. Adviser accessibility for students not registered in the College of Education may be restricted during peak periods such as registration

### Speak to an Adviser

The Student Academic Affairs Office advisers provide advising services for undergraduate students, both current and incoming. Please call 217/333-2800 to schedule an appointment.

## 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. 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.

Please note, proficiency credit may not be used toward certification, endorsement, or approvals.

### Online and Continuing Education (OCE)

Enrollment in [Online & Continuing Education](#) (OCE) courses offers a unique opportunity to earn academic credit toward a degree through distance learning courses and programs, including both online and site-based. OCE permits students to solve scheduling problems, study while away from campus, and accelerate the progress toward a degree. Registration in OCE courses can be used to satisfy minimum residency requirements for a degree and count toward the twelve-hour minimum required for full-time status. Credit and grades earned in OCE courses are figured into the Illinois grade point average the same as courses taken in residence.

Students interested in enrolling in courses may contact the Office of Online & Continuing Education. The enrollment application must be signed by the Assistant Dean for Academic Affairs. Students 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 instructor must sign the petition and it must be accompanied by the syllabus or plan of study that fully explains the scope of the independent study. After the petition is reviewed, the student will be notified as to whether the independent study is acceptable in fulfilling a specific degree requirement. 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. Students should check the <https://www.transfer.org> web site to confirm the course has been articulated by the college of control and the transferability of the course(s). If the course has not been articulated, the student must provide a course syllabus for review by the college of control. Please note the review process may take anywhere to a few weeks and sometimes months.

Following completion of the course(s), students should have an official transcript sent to the Office of Undergraduate Admissions, University of Illinois at Urbana-Champaign, 901 West Illinois Street, Suite 103, Urbana, IL 61801. [Electronic transcripts](#) can be submitted; however there are specific requirements in place. After the transcript is processed, 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 Officer of the College, 120 Education, 1310 South Sixth Street, Champaign, IL 61820.

## 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 [online](#).

# Cancellation/Withdrawal

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## 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 under **Withdrawal from University**.)

Registration for fall and spring may be canceled in one of the following ways:

- **Online by using [UI-Integrate Self-Service](#)**, no later than the *business day before* the first day of instruction of the term you wish to cancel. You will not be permitted to drop your last class on UI-Integrate Self-Service. You may drop all but your last class, then use the electronic notification of intent to cancel your registration. This electronic notification is time stamped, and must be submitted no later than the *business day before* the first day of instruction to be eligible for cancellation.
- **By submitting** a request for cancellation of registration to the Office of the Registrar. The request must be received no later than 5:00 p.m. on the *business day before* the first day of instruction of the term you wish to cancel. Requests by mail should be addressed to the Office of the Registrar, 901 West Illinois Street, Urbana, IL 61801.
- **In person** at the Records Service Center, 901 West Illinois Street, Suite 140, by 5:00 p.m. on the *business day before* the first day of instruction of the term you wish to cancel.

If you cancel your registration and do not plan to return for a future term, you must also cancel any future courses for which you have registered.

PLEASE NOTE:

If you are enrolled for summer courses, please be aware of the deadlines to cancel registration. The deadlines are available through the [Office of Registrar](#).

## Withdrawal from the University

Students who wish to withdraw from the University must initiate this process in the Student Academic Affairs Office by completing and submitting a [withdrawal form](#). After the withdrawal form is signed by the Assistant Dean for Academic Affairs, it is critical that students follow the proper withdrawal procedures since continued absence from classes alone does not constitute withdrawal. Students who leave the university without completing the withdrawal process will receive a grade of "F" for each course a student remains registered. 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.

## 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 [Office of Registrar's withdraw schedule](#).

# Council on Teacher Education/Certification

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Located at 505 E. Green Street, the Council on Teacher Education (CoTE) oversees all teacher preparation programs on the Urbana campus. In addition to coordinating teacher education curricula, the Council acts as a liaison between the campus and the [Illinois State Board of Education](#).

The Council on Teacher Education website offers a wealth of information for students. Students are highly encouraged to become familiar with policies and procedures affecting teacher education by consulting the [Council on Teacher Education web site](#). Specific information pertaining to programs, certification requirements & procedures, and endorsements can be found [online](#) under the heading Certification.

Please be aware that certification and endorsement requirements are subject to change without notice and you are not guaranteed protection from such changes. It is in your best interest to complete requirements and apply for certification/endorsements as soon as possible. Should the Illinois State Board of Education require changes prior to your certification/endorsement(s) being processed, you may be required to complete additional coursework.

For all teacher education programs in the College of Education, please be aware that per Illinois State Board of Education policy, grades of C- or lower in content and professional education coursework may not be used to meet certification, endorsement or approval requirements. In addition, CR/NC coursework and proficiency credit will no longer be able to be used toward certification, endorsement, or approvals. AP credit is still acceptable. For many students, only elective courses are not affected by this ISBE regulation.

Questions regarding certification, endorsements, and ISBE policy should be directed to the Council on Teacher Education: 217/333-2804; [cote-teachercertification@illinois.edu](mailto:cote-teachercertification@illinois.edu)

# College of Education Undergraduate Degree Programs

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A distinguishing hallmark of the professional education preparation programs of the College of Education is the commitment to diversity. Faculty members engage in research, teaching, and service activities developed to ensure 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. 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.

The College of Education Offers four undergraduate programs: Pre-teacher, Early Childhood Education, Elementary Education and Special Education. The College of Education also offers a minor in Secondary School Teaching. Detailed information concerning undergraduate degree requirements can be found in the online [Programs of Study](#). In addition, all students in teacher certification programs should consult the [Council on Teacher Education](#) for information pertaining to certification.

## Pre-teacher

Pre-Teacher Education is a 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 Pre-Teacher Education 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 Pre-Teacher Education 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 in the Pre-Teacher curriculum with more than 60 hours may be subject to being dropped.

## Early Childhood

The Early Childhood program prepares teachers for preschool, kindergarten, and the early primary grades (one through three) of the elementary school. Graduates of the program qualify for the early childhood certificate with early childhood special education approval. A minimum of 128 semester hours of credit is necessary for graduation; eighteen hours focus on an [Area of Concentration](#).

Students apply to Early Childhood Education in the spring of their sophomore year. Students who are admitted for the fall of their junior year may be able to complete the requirements for the bachelor's degree in four years. However, if a student has a number of general

education requirements and Area of Concentration courses left to take, additional semesters may be necessary in order to complete the degree requirements.

### Elementary Education

The Elementary Education program prepares teachers for grades kindergarten through nine. A minimum of 125 semester hours is necessary for graduation; twelve hours focus on an [Area of Concentration](#).

Students apply to Elementary Education in the spring of their sophomore year. Students who are admitted for the fall of their junior year may be able to complete the requirements for the bachelor's degree in four years. However, if a student has a number of general education requirements and Area of Concentration courses left to take, additional semesters may be necessary in order to complete the degree requirements. Additionally, students are advised that [additional course work](#) must be completed to teach departmentalized subjects in middle grades 5 through 8.

### Special Education

The Department of Special Education offers an undergraduate field-based professional preparation program designed to prepare teacher candidates to work with individuals with varying disabilities including: learning disabilities, social or emotional disorders, cognitive disabilities, physical disabilities and other health impairments, autism and traumatic brain injury. Candidates who successfully complete the degree program are eligible for the University's recommendation for Illinois certification to teach students with disabilities from ages 5 through 21 in a range of settings.

Students can apply to the Special Education program the spring of their freshman year. Students who are admitted for the fall of their sophomore year may be able to complete the program in four years.

### Secondary Education Minor

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 Director of Secondary Education in the College of Education [Student Academic Affairs Office](#).



# Degree Requirements

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## 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

Freshmen are not required to take placement examinations in rhetoric and mathematics because the university will place freshmen into the appropriate rhetoric based on a student's best ACT/SAT English and the appropriate mathematics course based on the highest ALEKS score. Information on [ALEKS](#) can be found online. [Information on placement exams can also be found online.](#)

Students who plan to enroll in chemistry and have completed less than two years of chemistry in high school, must take the [Chemistry Placement Test](#). Students who did not take at least three years of the same language in high school must also take the placement exam in this area. Transfer students will be required to take the chemistry and/or language placements tests if the following applies: 1) you have high school credit in the subject; and 2) you have not earned college credit in the subject; and 3) you expect to take the subject at the University of Illinois. Placement examinations are designed to assist the student and advising staff in appropriate course selection. College of Education advisers will not approve registration in coursework in these areas without placement test scores.

Students who achieve high scores on a language placement exam may be eligible to earn proficiency credit for the third and fourth semester level courses at Urbana. Since criteria for earning proficiency credit in language varies by the language department, students are encouraged to review their placement and proficiency information with the appropriate department. Non-native speakers of English must successfully meet the Language other than English requirement.

Students will not be allowed to earn credit in a 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. Advisers 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.

Students are expected to know what their degree requirements are and to review their report prior to meeting with their advisers to schedule classes. Errors or discrepancies on the DARS report should be brought to the attention of your adviser. 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. At the conclusion of a student's final semester, the college will verify final degree certification with the use of DARS.

## 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 \(or SAT critical reading\) 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. Unless exempt, students are required to complete the basic composition requirement during the freshman year. Transfer students are expected to satisfy the University composition requirement within one year of their initial enrollment at Urbana.

## 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, language other than English, 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](#). Degree requirements for all programs are listed in the [Programs of Study](#).

Due to the clinical requirements in the teacher education curricula, it is strongly recommended that completion of the language other than English requirement be accomplished prior to the junior year.

## Residency

In addition to specific course and scholastic average requirements, each candidate for a bachelor's degree from the University of Illinois at Urbana-Champaign must earn at least sixty semester hours of University of Illinois at Urbana-Champaign credit, of which at least twenty-one hours must be 300 or 400 level courses at a University of Illinois at Urbana-Champaign campus location. Please note, concurrent enrollment at another collegiate institution does not interrupt residency.

## 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. Non-baccalaureate aviation credit as designated by the College.
3. College coursework taken prior to high school graduation and applied toward the University of Illinois high school pattern requirement for admission will not be accepted for credit at University of Illinois.
4. College algebra will not be accepted toward any requirements for a degree within the College of Education including total hours and GPA earned.
5. A maximum of three credit hours in trigonometry will be allowed toward a degree.
6. Credit for the sequence in calculus is limited to twelve hours.

# Financial Aid

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The Office of Student Financial Aid 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 <http://www.isac.org/students/>.

## 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. Illinois freshmen must be enrolled in the Education General curriculum to receive this award. For additional information about the [SETTW](#), contact an ISAC client services representative at 1-800-899-4722

## 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](#). For additional information about MTI, contact an ISAC client services representative at 1-800-899-4722.

## 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 Illinois liaison, Kathy Ryan. More information about the Golden Apple Scholars program is available [online](#).

## College of Education Students 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, 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 letters of recommendation. The scholarship is in the amount of \$1,000 or \$1,500. Detailed information is available [online](#).

## ROTC Scholarship Program

The University of Illinois participates in ROTC programs for Air Force, Army and Navy. Scholarships opportunities may be available for these programs. Please visit the following websites for additional information.

- [Army ROTC](#)
- [Navy ROTC](#)
- [Air Force ROTC](#)

Please consult the [Financial Aid website](#) for more information on the variety of scholarships available.

# Graduation/Commencement

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## Degree List

There are three degree conferral periods in an academic year—May, August, and December. Students are responsible for announcing their candidacy for a degree by entering this information through the [Student 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 the College 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 the College Admissions/Records Officer in writing, indicating how they intend to complete their remaining requirements. The College 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. A student on the pending degree list should send the transcript directly to the Admissions/Records Officer in the College of Education to expedite degree processing.

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 the Admission/records Officer for the College of Education. Students intending to graduate the following December are not eligible to attend the May commencement ceremonies as they are invited to the next year's ceremony. Information concerning these ceremonies is mailed to eligible students in April. Information for the College of Education commencement ceremonies is also available [online](#).

# Grievance Procedures

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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 [Student Code](#)), 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 adviser of his/her choice.
  - c. The hearing shall be closed to the public except when both parties agree that it should be open.
  - d. The hearing officer shall keep a record of the hearing, which shall include:
    1. The names of those present,
    2. A copy of any physical evidence (records, written testimony, duplicated materials, etc.) that is introduced, and
    3. A record of the final decision of the committee and its rationale.
  - e. The hearing shall be conducted so that all parties to the dispute have an opportunity to present their views and to rebut those of other.
  - f. No final action shall be taken by the Committee and no testimony heard unless all voting members are present. All actions shall require the agreement of at least two voting members.

- g. The decision of the Undergraduate Grievance committee shall include a judgment concerning the validity of the alleged grievance and, if it is declared valid, a recommendation of a remedy for the harm done.
- 7. The decision of the Undergraduate Grievance Committee concerning both the finding relevant to the dispute and the suggested remedy shall be submitted to the Dean. The Dean may affirm, reverse, or ask the Committee to reconsider its actions. The Dean may also request additional information from the principals in the dispute in rendering a decision. The decision of the Dean represents the final action of the College. The student must find avenues outside of the College of Education to pursue a redress of his/her grievance.



# Honors

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## 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.

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 Institutional and Overall grade point averages. Qualified incoming students are invited to the James Scholar program by the Honors Dean following the review of their admission application and prior to their arrival on campus. Typically the top 15% of incoming freshmen and transfer students are eligible to participate.

Students are certified as a James Scholar by the College on a yearly basis. This certification will be noted on the transcript. To qualify for James Scholar certification, you must:

1. Complete ONE honors course/section **OR** submit an electronic Honors Credit Learning Agreement (eHCLA) for a standard course **OR** submit an eHCLA for a research project with an Education faculty member **EACH** semester (fall and spring) **AND**
2. Obtain a “B-” or better in these courses **AND**
3. Maintain Institutional and Overall grade point averages of at least a 3.5.

Students who are studying abroad for either fall or spring term must complete one honors course or eHCLA in the traditional manner during the semester they are enrolled on campus. The study abroad semester will satisfy the other required honors course or eHCLA. Participation in the James Scholar program in the spring is based upon successful completion of the program during the fall semester. For more information about the James Scholar program, please consult the [College of Education website](#).

## Campus Honors Program

The Campus Honors Program (CHP) offers special challenges and opportunities to a small number of academically talented and highly motivated undergraduate students. It fosters collaborative relationships between students and distinguished faculty through small intensive classes, a faculty mentor system for introducing students to the intellectual standards and methodologies of academic disciplines, and informal contacts encouraged by co-curricular offerings. Only approximately 125 new students can be admitted to the CHP each year as first-year students. A few additional students, however, may join the program on an off-cycle basis at the beginning of the sophomore year. Designated as “Chancellor’s Scholars,” CHP students may be enrolled in any undergraduate curriculum.

Students who are participating in the Chancellor's Scholars program and are enrolled in a Campus Honors Program (CHP) course may count a CHP course for their James Scholars requirement. For more information about the Campus Honors program, refer to <http://honors.illinois.edu/>.

## 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 Overall grade point average. 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:

- completion of at least fourteen academic semester hours taken for letter grade (A through F); and
- 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.

## Honors at Illinois

More information about Honors at Illinois can be found: <http://illinois.edu/academics/honors/index.html> .

# Intercollegiate Transfer

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Students who wish to transfer into another undergraduate college at Urbana can apply to the program of their choice. Admission is based on the inter-college requirements and availability of space in the desired curriculum. The campus has designated the following two periods in each term for inter-college 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.

Current University of Illinois at Urbana-Champaign students may apply to the Early Childhood Education, Elementary Education, and Special Education majors for their junior or sophomore year respectively. **There are two application periods during the course of the year. Students are able to apply to the major during the spring and summer semesters. Admission requirements for Elementary Education, Early Childhood, and Special Education are available [online](#). For application information and admission requirements for Secondary Education, please consult our [website](#).**

Students contemplating a change should consult an adviser for the curriculum about requirements prior to application.

Pre-Teacher Education is a non-degree program 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 Pre-Teacher Education 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 Pre-Teacher Education 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 in the Pre-Teacher curriculum with more than 60 hours may be subject to being dropped.

Students enrolled in other colleges on campus may transfer into Pre-Teacher Education during the approved two-week period at the beginning of the sophomore year. Applicants must have earned at least a 2.5 grade point average, complete two semesters in their current college, and have less than 60 hours. Applicants must also complete an [Authorization to Change College form](#) to apply. Information is available [online](#).

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. Students interested in transferring out of the College of Education are highly encouraged to research the ICT admission requirements and familiarize

themselves with the other college's deadlines and policy. The Provost Office offers a [guide](#) to the Intercollegiate Process.

# Minors

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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. Information concerning campus-approved minors, including specific requirements, restrictions, and academic deadlines may be obtained by accessing the [campus minors web site](#).

## 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 [online](#) may be submitted to the college **after** achieving junior standing. The deadline to submit this form is the last day to add a class in the semester of the student's expected graduation.

## Guidelines

To officially pursue a minor on this campus, students must be aware of the information and follow the guidelines outlined below.

- The completion of the minor is an optional degree requirement to the baccalaureate program. Exceptions are the programs in the teaching of chemistry, physics, German, Latin, and Russian and the Minor in Secondary School Teaching.
- The sponsoring department of the minor is responsible for informing students of the approved requirements for the minor and for any advising associated with the minor.
- Students' Expected Graduation Date (EGD) will not be extended for the purpose of completing a minor.
- No priority on class registration will be given for courses required in the minor.
- Minor(s) will not be added retroactively to a student's record after graduation.

## 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.

# Petitions

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

[Undergraduate Student Petitions](#) should be submitted for requests involving Course approvals/substitutions, overload/underload semester hours, and other matters over which the College has jurisdiction. Completed petition should be submitted to the Student Academic Affairs Office, 120 Education, 1310 South 6th Street. Decisions on college petitions are made by the Assistant Dean for Academic Affairs in conjunction with academic advisers and departmental chairs/heads.

Students wishing to change their registration after the deadline should be aware that approvals of such petitions are not routinely granted. An undergraduate petition must accompany credit/no credit and grade replacements requests made **after** the deadline. Check the [campus academic calendar](#) for specific dates.

[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 University of Illinois at Urbana-Champaign, 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 adviser. Petitions authorizing a substitution for any requirement should be kept until the degree has been completed.

# Registration

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## Registration

All students register for classes by accessing the [Student Self-Service system](#) via the web with their Enterprise ID and password. Students who register for classes through Student 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.

For assistance with the registration process, please refer to the [Registration Checklist](#).

## 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.

### Net ID

All students are initially assigned a Net ID and password, which allows access to campus specific sites and services such as e-mail and Blackboard. Your Net ID serves as your login to many University computing and networking services; it also determines your University email address. For more information on your Net ID: see <https://netidclaim.uiuc.edu/>.

### Enterprise ID

The Enterprise ID and password are for accessing the Banner system, which are used for registration and viewing your tuition bill. For information on setting up your Enterprise ID and password; refer to <https://eas.admin.uillinois.edu/eas/servlet/FirstTimeUsers>. You can also contact the AITS Service desk if you are experiencing problems: [servicedesk@uillinois.edu](mailto:servicedesk@uillinois.edu)

## 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 Student Self-Service to register for the next term. Students may access their Registration Time Ticket under the Registration Eligibility link in Student 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 adviser 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, and 9 hours for summer. 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.

### Overload

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. To petition for a course overload, a 3.0 or above GPA is required.

### Underload

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](#).

The form must be submitted prior to the fourth week of class (for an eight week course) or prior to the eighth week (for a semester course). Check the [campus academic calendar](#) for specific dates. If it is past the deadline, an undergraduate [petition](#) must accompany this form.

Credit/no credit coursework may not be used to satisfy a degree requirement; refer to the Student Code 3-105 [http://admin.illinois.edu/policy/code/article3\\_part1\\_3-105.html](http://admin.illinois.edu/policy/code/article3_part1_3-105.html) for details. Furthermore, according to Illinois State Board of Education policy, students seeking certification, endorsement, or approvals will not be able to use credit/no credit coursework to meet requirements.

## Adding/Dropping Classes

### Late Course Add/Section Change/Credit Change

Students may add classes to their schedule for a particular term during the first ten instructional days of class or the first five instructional days of an eight-week course. Check the [campus academic calendar](#) for specific dates.

Students who wish to add a full semester course after the add deadline must complete a [Late Course Add/section/Change/Credit Change form](#). 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 and the College of Education Assistant Dean for Academic Affairs.



## **Late Course Drop**

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. Check the [campus academic calendar](#) for specific dates. Academic loads of less than twelve hours are rarely approved and must be authorized by the Assistant Dean for Academic Affairs. 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. Not doing well in a class is not an acceptable reason to request a late drop. All requests for dropping courses after the eight-week deadline must be submitted with the [Late Course drop form](#). Requests to withdraw from a class during the last two weeks of the term will not be approved.

## **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 adviser, obtain the instructor's approval, and contact the department, which offers the course. Subject to approvals, the college office will register the student in the course.

# Resources

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## Counseling Center

610 E. John St, (217) 333 3704, [www.counselingcenter.illinois.edu](http://www.counselingcenter.illinois.edu)

The Counseling Center provides services that are designed to help students reach a balanced Illinois experience, ranging from various counseling services, educational programming initiatives, training programs, outreach and consultation activities, to a wide variety of self-help materials. Staff members at the Counseling Center have extensive training and experience working with college students. In addition, staff members reflect much of the diversity that is found on campus and are committed to meeting the specific needs of individuals from a variety of backgrounds whenever possible.

## Career Center

715 S. Wright Street, (217) 333-0820, [www.careercenter.illinois.edu](http://www.careercenter.illinois.edu)

The Career Center serves all students of The University of Illinois at Urbana-Champaign regarding professional and career development. Through collaborative and innovative programs, services, and resources, the staff seeks to educate and empower students to actively plan their futures as contributing members of a global community.

The [Office of Clinical Experiences](#) offers students a variety of resources such as [job search tools](#) and career resources. The job search link includes a variety of examples of cover letters, resumes, and provides a number of helpful tools when interviewing. The [Career Resources](#) link offers a number of resources including job banks, links for potential job opportunities, and overseas employment opportunities.

## Tutoring Opportunities

As part of the highly competitive admissions process for the teacher education programs, you must verify completion of at least a set number of hours of academic tutoring. It is important to have academic experiences interacting with students of a similar age and stage of development to those you plan to teach. Additionally, it is equally important for you and your supervisor to realistically assess your interest and commitment to education and your ability to handle responsibility. The number of required hours varies between programs. Tutoring opportunities provided [online](#) will help students intending to apply to Early Childhood Education, Elementary Education, Special Education, and the Teaching of Secondary Education minor identify volunteer opportunities. This is not a complete list of opportunities, merely a resource we hope you will find helpful. If you have questions, please contact one of the academic advisers at the College of Education, 333-2800.

## **Social Sciences, Health, and Education Library (SSHEL)**

100 & 101 Library, (217) 333-2305, [www.library.illinois.edu/edx](http://www.library.illinois.edu/edx)

Established in 2012, the Social Sciences, Health, and Education Library (SSHEL) brings together the Education and Social Science Library and the Applied Health Sciences Library in addition to the economics, labor & employment relations, and library & information sciences collections. SSHEL provides opportunities for collaboration and coordination among the Library's social sciences, health, and education researchers and provides a physical service point and web presence for university faculty, staff and students whose needs span different, but related, subjects.

## **University of Illinois Writer's Workshop**

251 Undergraduate Library, (217) 333-8796, [www.cws.illinois.edu/workshop](http://www.cws.illinois.edu/workshop)

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 online.

## **Office of Minority Student Affairs**

130 Student Services Building, (217) 333-0054, [www.omsa.illinois.edu](http://www.omsa.illinois.edu)

The Office of Minority Student Affairs provides leadership in developing, implementing, coordinating and operating student support services, events and activities that are designed to assist underrepresented students' personal development, academic achievement and graduation. The OMSA is one of the longest-running and most comprehensive support programs in the country. Support for students includes: counseling and advising for first-year undergraduate students via Graduate Counselors, academic tutoring and study skills instruction through the Academic Services Center, academic and personal support for undergraduates through the Student Support Services program, undergraduate research opportunities and grad school assistance via the Ronald E. McNair Scholars Program, career development, including sponsoring a semiannual career fair and assistance with internships and jobs, advising and assistance with graduate school preparation, assistance with study abroad opportunities, coaching and assistance with leadership development, college preparation for local high school students through the Upward Bound College Prep Academy, and sponsorship of two student organizations on campus, the Minority Association of Future Attorneys (MAFA) and the Minority Association of Pre-health Students (MAPS).

## **McKinley Health Center**

1109 S. Lincoln Avenue, (217) 333-2701, [www.mckinley.illinois.edu](http://www.mckinley.illinois.edu)

McKinley Health Center serves the University of Illinois at Urbana-Champaign. Providing medical services and health education to a diverse student population has been the foundation of our service for over 75 years.

## **Disability Resources & Educational Services**

1207 S. Oak St, (217) 333-1970, [www.disability.illinois.edu](http://www.disability.illinois.edu)

The mission of the Division of Disability Resources and Educational Services is to ensure that qualified individuals with disabilities are afforded an equal opportunity to participate in and benefit from the programs, services and activities of the University of Illinois at Urbana-Champaign through the identification and enactment of reasonable modifications to institutional policies and procedures, the provision of effective auxiliary aids and services, the establishment of innovative educational services, and the pursuit of interdisciplinary disability research.

# Scholastic Requirements

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## 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/her 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 Illinois, professional education, and overall 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.

## Probation/Drop Rules

### **BEGINNING FRESHMEN**

Freshmen are considered students with less than twelve semester hours completed at time of admission.

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

## STUDENTS OTHER THAN BEGINNING FRESHMEN (THIS INCLUDES SECOND SEMESTER FRESHMEN)

- 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.
- A student is placed on probation if the cumulative average is less than 2.50.

## 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 complete a [Petition for Re-entry](#) during the appropriate deadline listed on the form.

- 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).
- A student who fails to meet an established probation level is dropped unless the Illinois cumulative average is at least a 2.50.
- A student who fails to make satisfactory progress toward a degree is dropped.
- A non-degree or part-time student who fails to complete the conditions of admission or continuation.
- Freshmen who do not have at least a 2.0 Illinois 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.

## Grades on the Web

Students view their semester grades by accessing the University's registration and records system on the [web](#) under Student Records. Semester grades are posted on the web shortly after the final grade (refer to the [academic deadlines](#) for more information) update and are refreshed weekly. Questions concerning information posted on this website should be directed to the Office of Admissions and Records.

## Grade Symbols

The following are grade symbols and are not included in computation of averages:

- NR- Not reported
- W- Approved Withdrawal without credit
- I- Incomplete
- DFR- Grade Temporarily deferred.
- NC- No credit earned
- CR- Credit Earned
- S- Satisfactory
- U- Unsatisfactory

- PS- test based credit

More information about grade symbols can be found online under the [Student Code, Article 3](#).

## Incomplete Grades

An Incomplete is an approved extension of time to complete the requirements of the course(s). Incompletes are **only** issued by the college and will be considered **only** after the student has contacted the instructor(s). Students who have contacted the instructor and request an Incomplete must submit the [Incomplete Contract](#) to the Student Academic Affairs Office, 120 Education, 1310 South 6<sup>th</sup> Street.

The Incomplete Contract must be completed with instructor approval. Once the form has appropriate signatures, final approval must be granted by the Assistant Dean for Academic Affairs. Per student code [3-104](#), “A grade of “Incomplete” that is not removed by the end of the first eight weeks of instruction in the next semester in which the student is enrolled on the Urbana-Champaign campus becomes the grade of F”. Refer to [Academic Deadlines](#) for specific dates.

Please be aware:

- Students who must miss a final exam should contact the Assistant Dean for Academic Affairs in 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.

# Statement of Intent to Return and Petition for Re-entry to the College of Education

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Students stopping out are required to complete a Stopping out form. This form, located online, will allow the Records Officer to monitor your Expected Graduation Date and notify the appropriate departments. The form can be found on the [Forms, Petitions & Resources](#) page on the College of Education website. Please be aware, 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.

Students who have stopped out for only one semester (fall or spring) will be able to register without special approval once currently registered students have had a chance to register.

Students who have stopped out for more than one semester will need to complete one of the following:

## Statement of Intent to Return

Students, who meet ALL of the following conditions listed below, must complete a [Statement of Intent to Return](#) form. Please be aware, for College of Education students, the Statement Intent to Return is for the curriculum of previous enrollment.

- Voluntarily withdrew or “stopped out” from for a period of at least two semesters (not including summer) but not more than two years
- Left the College of Education in good academic standing
- Have not exceeded the maximum term of eligibility

Students in a degree-seeking program who leave campus in good academic standing are guaranteed re-entry to the same degree-seeking program provided the Statement of Intent to Return is submitted to the College by the deadline supplied on the form. Although requests of this nature may be submitted as late as June 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.

Students taking coursework at other institution(s) must acknowledge this information on the form. Please be aware, that the Pre-teacher program is a non-degree program for students with less than 60 hours. Having over sixty hours may affect conditions of return.

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.



## Petition for 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 meet the criteria listed below must complete a [Petition for Re-Entry](#). Please be aware, for College of Education students, the Petition for Re-entry is to the curriculum of previous enrollment.

- College of education students who voluntarily “stopped out” for more than two calendar years AND have not exceeded the maximum terms of eligibility
- College of Education students who must petition due to expiration of expected graduation date or special circumstance
- Any University of Illinois student required to spend time away from campus due to inadequate academic progress (including drop status) and wants to apply for re-entry OR admission into the College of Education

Please be aware:

- Students taking coursework at other institution(s) must acknowledge this information on the form. The Pre-teacher program is a non-degree program for students with less than 60 hours. Having over sixty hours may affect conditions of return.
- 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.
- 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 whose re-entry applications will require special review should contact the Assistant Dean for Academic Affairs 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.

# Student Activities

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## Registered Student Organizations

The College of Education has five RSO's. You can find information on them, [here](#).

## 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

This organization 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, (217) 239-3614, [visavisuiuc.weebly.com](http://visavisuiuc.weebly.com).

## Upward Bound

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, (217) 333-1889.

## America Reads/America Counts Program Tutors

This program is federally funded and offers tutoring positions for students who qualify for Federal Work Study (FWS). America Reads focuses on helping children in pre-K through the 6th grade read independently and well. America Counts tutors work with children in pre-K through the 8th grade to help improve mathematical and problem-solving skills.

Recruitment takes place at the beginning of the fall semester. Students who are eligible for FWS of \$1,000 or more for the academic year are eligible to participate in this program. Interested students should contact Office of Student Financial Aid, (217) 333-0100.

# Student Teaching

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## Placement

The Office of Clinical Experiences (OCE) coordinates all aspects of clinical field placements for student teachers leading to Illinois certification in Early Childhood, Elementary, and Secondary Education. They also provide assistance to and collaboration among all parties involved in the teacher certification process on behalf of the Department of Curriculum and Instruction.

Located on the [OCE website](#) is specific information pertaining to the certification programs of [Early Childhood Education](#), [Elementary Education](#), and [Secondary Education](#). Each program section provides specific information regarding:

- the programs' clinical courses and sequence
- access to the student teaching application
- access to general forms required to engage in field and clinical experiences

The website also provides important information and links regarding certification requirements.

Through this website, you can access your Council on Teacher Education (CoTE) portal to allow you to complete the required training such as Blood Borne Pathogens, Safety Training, and Mandated Reporter Training.

## Common Assessment Plan & Certification Tests

Requirements for certification are set by the Illinois State Board of Education and the University of Illinois at Urbana-Champaign colleges and departments that offer certification programs. All candidates for certification must satisfy the requirements of the [Common Assessment Plan](#) for their program (CAP for Undergraduate Teaching Candidates) and pass Illinois State Certification ([ICTS](#)) tests appropriate to their certification major.

Students who do not meet these minimum grade point average criteria, listed in the CAP, 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.

# Study Abroad

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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](#). Information regarding the application deadlines is found [online](#).

## **Office of International Programs**

Room 142 Education Building, (217) 244-3581, [education.illinois.edu/international](http://education.illinois.edu/international)

The Office of International Programs provides leadership in expanding the presence and strategic impact of the College of Education globally. The College of Education has a long tradition of reaching out to institutions and individuals in other countries for research, exchange programs, study tours, and educational programs. Students have worked with children in schools across the globe including Argentina, Morocco, Equator, and China. Information about current course offering is available through the website.

# Transcript

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## **Transcript/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 the Registrar website](#). 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.

## **Transfer Credit**

Students may earn credit by attending community colleges or four-year institutions provided they satisfy the minimum residency requirements for graduation. Following completion of the course(s), students should have an official transcript sent to the Office of Undergraduate Admissions, University of Illinois at Urbana-Champaign, 901 West Illinois Street, Suite 103, Urbana, IL 61801. Electronic transcripts can be submitted; however there are specific requirements in place. After the transcript is processed, 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 Officer of the College, 120 Education, 1310 S. 6th St., Champaign, IL 61820.

# University Policy on Academic Integrity Transcript

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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. Academic Integrity, is thoroughly discussed in the [Student Code, § 1-401](#). All students are encouraged to become familiar with this section of the Student Code.

# University Policy on Sexual Harassment

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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 the [Student Code](#).