Course Management

Program Planning and Approval

Students are responsible for their own academic program, including adhering to deadlines, following proper procedures, and satisfying LAS and University expectations regarding required courses, normal course loads, and progress toward degree. Most students in the college, once they have achieved sophomore standing (30 credits), are authorized to complete their own course transactions, except for the credit/no credit option. This practice allows for convenience, efficiency, and flexibility of student choice. But the "self-authorization" extended to students at registration is not meant to imply "self-advising." Consultation with college advisors and staff is encouraged for all students. Questions about academic requirements or discussions about academic program options should be addressed with the staff in LAS Student Academic Affairs or in departmental offices.

In fact, advisor consultation and approvals are sometimes required. Most freshmen, and students whom the college deem in need of additional guidance, are required to have their course of studies approved. Students in the Sciences and Letters Curriculum may be required to obtain an academic advisor's approval for courses applied toward their major. Departmental advisors can explain the guidelines and rules that apply in the student's chosen major and assist in developing an integrated program of study. In most instances, students will be expected to discuss their major plan of study with an advisor and to explain the rationale for the courses proposed to take. Students may also be required to file a written plan of study with their advisor and the LAS Central Student Office during the fifth semester.

Occasionally, a course substitution to meet a specific requirement of the major may be recommended by an advisor. Such recommendations are submitted to the Central Student Office; please note that the College of Liberal Arts & Sciences has ultimate authority with respect to approval of the substitution. Contact the LAS Central Student Office directly regarding any final decision on a course substitution request involving a major requirement.

Registration

www.oar.uiuc.edu/register

All students who are degree candidates and currently registered, except graduating seniors, are eligible to participate in registration for the next immediate semester. Each term students are assigned a registration eligibility time based on the number of credit hours students have completed. It is the student's responsibility to consult the appropriate website (www.oar.uiuc.edu/current/grades.html) in a timely fashion to determine registration eligibility time. It is to the student's advantage to register as soon after registration eligibility time as possible since that provides the best opportunity to enroll in courses that the student wants for the next semester.

In preparing for registration, students should plan their course program carefully, noting that students are expected to enroll for no fewer than 12 credit hours and no more than 18 credit hours. Identification of alternate courses is an important part of planning, in the event that first-choice courses are not available.

Summer Registration

www.odos.uiuc.edu/newstudent/summer.asp

Entering freshmen and transfer students participating in summer orientation and registration are advised by a staff of LAS professional, faculty, and graduate assistant academic advisors as well as by regularly designated departmental advisors. A special effort is made to provide advisors whose departmental affiliation is close to the student's primary academic interest. Freshman and sophomore students who have not selected a major are advised by the professional academic advising staff of the General Curriculum Center.

Maximum and Minimum Study Loads

An earned LAS degree is evidence that the student has followed a carefully planned and challenging program of study. In order to make normal progress toward a degree, the student is expected to be a full-time student. The typical course load is 14 to 16 hours per semester. The minimum course load for full-time status is 12 hours.
The new student registration system, unlike U of I Direct, which it replaced, will not automatically block the student from initiating a drop action that may bring the student below the required full-time status. Students need to take responsibility for the following proper procedure: Students who drop below 12 hours without the prior approval of the college may lose the privilege of further enrollment. In addition, international students are required to consult the Office of International Student Affairs before initiating any change in their course schedule.

LAS approves course loads of less than 12 hours in special circumstances, such as seniors in their final semester who need fewer than 12 hours to graduate and students with a documented illness who are unable to carry a full load (medical documentation is required). Students may request an “underload” for other reasons, but the college generally does not approve more than one such request. (Grades earned during an “underload” semester cannot provide a true measure of academic performance and semesters at less than full-time status compromise a student's academic progress toward a degree.) Students on probation are required to meet academic performance standards gauged on a 12-credit-hour load. Permission for an “underload” is obtained at the LAS Central Student Office or at the General Curriculum Center.

Students may carry as many as 18 hours without special permission. Approval for programs of more than 18 hours (overload) must be obtained from the college. When approval is granted for spring course registration, it becomes effective immediately. For fall course registration, the overload becomes effective only after the completion of summer registration for new students.

Students should plan on spending 3 to 4 hours per week (including time spent in class) for every credit hour in their program. For example, for a 3-hour course with three lectures and one quiz section a week, expect to study another 9 to 12 hours a week for that course.

Students who plan to take courses with laboratory sections should think twice before taking more than two such courses in one semester. Although the number of credit hours involved may be slight, lab courses usually involve quite time-consuming work. Summer session students may take only one lab course.

Adding or Dropping Courses

Students may add new courses during the first two weeks of the semester, subject to eligibility, space availability, and the policy governing maximum course load. Normally, students may not add courses after the first two weeks of the semester. The exceptions are 199 or 290 courses, which may be added through the fifth week of classes, and courses taught during the second eight weeks of the semester, which may be added through the ninth week.

Students may drop courses not required for graduation by University or LAS regulations without penalty during the first eight weeks of the semester, provided the drop does not reduce the student's course credits to fewer than 12 hours. For courses less than 16 weeks in length and unless otherwise indicated, students may drop the course until its mid-point without penalty. Course adds and drops are made through the student registration system.

Since ample time is allowed for dropping courses, no exceptions to the midterm drop deadline are granted by the college except by petition and for extraordinary circumstances beyond a student’s control (such as medical or other emergency reasons) which can be documented independently.

Changing Course Sections

Students may change sections of the same course subject to the policies of the department offering the course. Changing course sections should be completed as early in the semester as possible.

Section changes are made through the student registration system.

Credit/No Credit Option

The credit/no credit option encourages students to explore subjects outside their major. Students must choose the credit/no credit option during the first half of the course term (e.g., the first eight weeks of the semester, the fourth week of the summer session, or by the fourth week of an eight-week course), or before completing half the lessons of a correspondence course. Students must file a credit/no credit form with the Central Student Office after receiving written approval from their advisor. If students later want to return to the traditional grade option, they must file an amended request with the Central Student Office during the first half of the course term or before they complete half the lessons of a correspondence course. Be advised that petitions to change the grading option in a course which are submitted after the midterm deadline can be approved only when extenuating circumstances that might merit such a change are identified and documented.

To change to or from the credit/no credit option, students must obtain approval from their advisor. Students cannot be “self-advising” in this matter.
Students who plan to apply to a professional school (especially law or medical school) or graduate school should be careful how often they use the credit/no credit option. Students who accumulate 10 percent or more of their hours through the credit/no credit option may be forced to rely on achieving high scores on the nationally administered objective admission tests (e.g., the MCAT and LSAT). The use of the credit/no credit option may also affect the student’s membership in an honorary society.

### Auditing or Visiting Courses

Students who would like to visit classes as a listener without participating in any of the exercises and without receiving credit must have the approval of the instructor and the dean of the college concerned. Additional information is available in Section 40 of the Student Code regarding rules applying to registration as a visitor (www.uiuc.edu/admin_manual/code/rule_40.html). Written approval must be obtained on an official visitor’s permit, available at the LAS Central Student Office.

### Repeating Courses

Students who have earned a grade of D- or better in a course may repeat a course but may not earn additional credit toward graduation by repeating the course. Students who repeat the course and earn a passing grade forfeit the credit previously earned. Students who repeat the course and then earn an F do retain credit earned from the previous attempt. In both cases, the original grade remains on the student record, plus the original and subsequent grades are included in the grade-point average if the course is acceptable toward graduation.

Students may also repeat a course in which they have earned an F. The F is not removed from the record and both grades are used in computing the GPA. For further details, consult the appropriate section of the Student Code (www.uiuc.edu/admin_manual/code/rule_44.html).

### Class Attendance

Students are expected to attend class. The instructor decides when the student’s absences from class have become excessive and should be reported. If he or she believes the excessive absences will make continuation of the course unprofitable, the student may be required to drop the course with the grade of F. Instructor support of a late course drop without penalty is not sufficient grounds for college approval unless there are verifiable extenuating circumstances supporting the student petition which can be confirmed by the college. The college does not provide excuses for missed classes or assignments during the semester. Contact individual instructors concerning such absences.

### Emergencies/Absences

In the event of an emergency or sickness that will require the student to be absent from class(es), notify one of the following:

---

**Restrictions on Using the Credit/No Credit Option**

- The credit/no credit option may NOT be used with courses graded as satisfactory/unsatisfactory, or with courses that satisfy the college’s General Education requirements, courses specifically required by the college for graduation, or courses specifically designated by the curriculum as satisfying the student’s major (including supporting work and minors). This includes any course taken to fulfill the Composition I and Advanced Composition requirements or foreign language courses taken to fulfill graduation requirements.
- Full-time students may take no more than two courses in any one semester under this option (one course during summer school).
- Part-time students may take one course for credit/no credit in any one semester.
- A student on probation may not exercise the credit/no credit option.
- A correspondence course may be taken credit/no credit provided that the course is not excluded from the option. A correspondence course on credit/no credit will count as the credit/no credit course for each semester in which the student is enrolled in the University until the course is completed.
- Students must earn at least a grade of C- to receive credit under this option.
- A maximum of 18 hours of work taken as credit/no credit may be counted toward a degree.

NOTE: A final grade of CR or NCR is entered on the student’s permanent academic record.
Final Examinations
Students do not have to take more than three final examinations in a 24-hour period. (A morning-afternoon-morning series is, however, a legitimate sequence and does not mean the student may rearrange the schedule.)

Students who do not appear at a final receive a grade of ABS. This permanent grade counts as a failing grade unless the student successfully petitions the college and an LAS dean excuses the absence. If the absence is due to illness, an excuse authorizing a grade of I (Incomplete) will be issued only when a physician supplies substantial evidence of illness. If there are other reasons for missing a final, the student must present adequate documentation of those reasons. Only LAS Student Academic Affairs may grant an I (incomplete) grade. An I automatically becomes an F unless replaced by a passing grade by the middle of the next semester, if the student is re-enrolled. If the student does not re-enroll and the incomplete grade is not replaced, it becomes an F after one calendar year.

Eligibility for Enrollment
Each student is assigned an Expected Graduation Date (EGD), which represents the last semester for which he or she is authorized to register. Students in LAS are assigned an EGD that provides them with a maximum of 10 semesters of eligibility for enrollment. The 10 semesters include enrollment in all post-secondary institutions attended, not just enrollment at U of I.

Students who complete their degree requirements in fewer than eight semesters and do not put their name on the degree list will be allowed to register for subsequent semesters. Students may request approval for extended enrollment by consulting with a dean or an admissions/records officer in the LAS Central Student Office, but an extension beyond 10 semesters requires extenuating circumstances, is rare, and is at the Associate Dean’s discretion. Extensions in most academic areas are prohibited because of crowded program conditions; for similar reasons, extensions may not be granted for the purpose of completing a minor, a second major, or a second baccalaureate degree.
Monitoring Progress Toward a Degree—Degree Audit Reporting System (DARS)
www.oar.uiuc.edu/current/audits.html

By fall 2005, students should be able to log on to the OAR–DARS website for direct access to a degree audit report. This website will give students a chance to compare their proposed course schedules with what the audit designates as a shortage in degree requirements. Students in some majors (e.g., International Studies, Individual Plans of Study) are required to complete a Major Plan of Study form before a DARS report can be generated.

Although the College of Liberal Arts and Sciences has made every effort to verify the accuracy of this student-generated report, view it as an advisory tool only. It is not the official audit of whether students have or have not met graduation requirements. If there are any inconsistencies in the audit or if there are any questions regarding the student's academic progress, the student should contact an admissions/records officer immediately. Ultimate responsibility for the preparation of a sound program, both academically and procedurally, lies with each student. Students are expected to consult with their academic advisor and admissions/records officer on a regular basis.

Information on the Degree Audit
The audit (see page 41) is organized as follows:

- A summary of courses in progress. This includes all courses that still have outstanding grades, such as D, F, R, or I, as well as courses in which the student is enrolled for the current semester.
- General Education requirements. This section shows progress towards meeting General Education requirements. These include the Composition I requirement, the Advanced Composition requirement, the language requirement, and General Education Area I and Area II.
- Major requirements and supporting course work. This section shows the requirements for a particular major. A major grade-point average is also calculated.
- Overall requirements and GPA calculations. This section shows overall hours earned towards graduation, advanced hours, the University and college residency requirements, the GPA at Illinois, and the overall GPA.
- Summary of courses taken. This section shows the courses completed. It includes electives outside of LAS, LAS courses, and courses not counting towards the degree. If there are any questions about the use of these courses, contact an admissions/records officer in the LAS Central Student Office.

Advising Hold and Academic Hold
Academic advising is recommended for all students and is required in most programs. Students are encouraged to meet with their advisor before registering. An academic hold may be placed on any student's record if LAS Student Academic Affairs or your department finds it necessary to confer with the student regarding their degree status and/or their academic program. An advising hold requires that students seek administrative assistance and meet with an academic advisor or college dean in Student Academic Affairs before making any change in their current course schedule or advance registering for a subsequent semester. For additional information, students should contact their academic advisor or the LAS Central Student Office.

Special Academic Holds
Students who are not making normal progress toward a degree may have a special hold (CH, or College Hold) placed on their semester course registration. Students are ordinarily informed by letter or email if they have been placed on a hold of this kind. This special hold requires that a student consult with a dean or an academic advisor in LAS Student Academic Affairs during a specifically designated period. A CH placed before the semester begins must be cleared no later than 4:40 p.m. on the last working day before the first day of class. Failing to take the required action before the first day of classes may result in course registrations for the term being dropped. College Holds placed during the first half of a semester must be cleared for the student to be able to proceed with early registration for the following term.

Changing Curriculum or Major
Do not take a change of curriculum or major lightly. Students who are contemplating a change are encouraged to contact an advisor in the department to which they wish to transfer to discuss curriculum requirements.

Curriculum changes for students already within LAS may be made at two different times each semester:

- at the beginning of each semester, during the week before classes through the first week of classes;
- at midsemester, two weeks before the early registration period begins until the date the student actually registers online for next term's classes.

Initiate a request for change of major for declared curricula at the LAS Central Student Office and for "General Curriculum" at the General Curriculum Center.
Degree Audit

Information at the top of the page
This area of the audit shows for whom the audit was prepared. Please verify that the information is correct.

Possible message at beginning of the report
One of these messages will appear near the top of COLUMN 1 of the audit. If the second or third message is shown, the student may be eligible for graduation at the end of the term.

--- AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED ---

----- ALL REQUIREMENTS HAVE BEEN MET -----

> ALL REQUIREMENTS COMPLETED-IN-PROGRESS COURSES USED <

Sample requirements
Requirements have two components, the requirement level and the sub-requirement level. Every requirement consists of one or more sub-requirements (which are the components that can satisfy the requirement).

1. OK indicates that the requirement has been met.
2. title of requirement.
3. number of hours earned, including those in-progress.
4. courses used in this requirement.
5. identifies this as a transfer course and provides the course identifier at the transfer institution.
6. NO indicates that the requirement is not satisfied.
7. + indicates that the requirement is not satisfied.
8. - indicates that the sub-requirement is not satisfied.
9. NEEDS line, this specifies what is necessary to complete the requirement.
10. sub-requirement number, for reference only.
11. shows that five courses are still needed.
12. indicates that the student needs to see the department advisor.
Note: Students who have accumulated 90 or more credit hours must obtain the permission of the dean before changing their major or curriculum.

**Inter-collegiate Transfers (ICT)**
Change of college affiliation to LAS can be made roughly during the same time periods as curriculum and major changes (see previous section), but at midsemester ICTs are limited to the two weeks before the beginning of early registration. Also be advised that some variations in policy and procedures exist in other colleges on campus. Before changing colleges, students will be required to have completed at least one year (one semester for transfer students) in their present college. Always consult directly with the intended receiving college for information and approval. Students desiring inter-collegiate transfer into LAS should consult www.las.uiuc.edu/students/admission/intercollegiate.html.

**Degree Certification and the Graduation List**
Students are responsible for announcing their candidacy for a degree by indicating that candidacy through the student registration system. Do this while registering for the term in which all requirements for graduation will be finished. If, for some reason, the student has not had the opportunity to indicate pending graduation in the student registration system by the tenth day of classes, please contact an admissions/records officer. The student's name will then be placed on the graduation list. If students fail to take these steps to add their name to the pending degree list, the date of their degree award and diploma will be delayed.

Students who are removed from the graduation list for any reason, such as dropping or failing a required course cannot register for additional course work during regular terms (i.e., fall or spring semesters) without the approval of the associate dean in the LAS Central Student Office.

The University establishes a degree certification date following the completion of each term. Students on the graduation list and others who wish to graduate at the end of a given term (e.g., students who are completing make-up work or who are completing remaining requirements through non-residential enrollment) must have all degree requirements officially completed by the degree certification date for that term.

LAS and campus policy do not allow for the retroactive awarding of an individual degree; nor does that policy allow for the retroactive posting of additional majors, minors, or other academic curricular certifications to a degree that has been awarded. Students who confirm their completion of outstanding degree requirements—including the requirement to formally announce their candidacy for the degree—after the official degree certification date for a particular term will have their names added to the next available graduation list. However, such students may request and receive from the LAS Central Student Office for personal use a letter confirming their completion of all requirements for the degree and confirming the date upon which the degree will be awarded.

**Withdrawal from the University**

**Office of Student Financial Aid**
www.osfa.uiuc.edu/finaid_basics/withdraw.htm

**Student Code**
www.uiuc.edu/admin_manual/code/rule_48.html

Students who are unable to complete the courses they began in a given semester must initiate a formal withdrawal from the University. Continued absence from classes does not constitute a withdrawal, and an absence which continues through the final examination period may result in failing grades. Failure to follow proper withdrawal procedures may thus produce an academic record which makes it difficult to return to this University or to enter another college or university. It will also incur a continuing financial obligation.

Various rules apply on withdrawal status, depending on timing and circumstances of withdrawal request.

- During the first 8 weeks of the semester; students who are in good standing may withdraw without credit or penalty. No estimated grades are required.

- During the 9th through 12th weeks of the semester; students may be required by a dean to obtain an estimated grade for each course in progress. Students who have an estimated grade below C in any course may be placed on “must petition” status for reentry. If, at the time the student withdraws, their cumulative GPA including estimated grades is below a 2.00, the student may also be placed on “drop” status and/or assigned a grade of F in one of the courses from which the student withdraws.

- During the 13th week through the end of the examination period: All students who withdraw at this point are required to obtain estimated grades or await final grades in each of their classes. The college may apply an academic penalty for the withdrawal and set reentry conditions that apply to 9th- through 12th-week withdrawals.
Clearance for withdrawal is obtained from LAS Student Academic Affairs and the University’s Office of the Dean of Students. Students in good standing or on probation also have the option of “stopping out” for a time; that is, leaving the University for a semester or longer without initiating formal withdrawal procedures.

If students are planning on transferring to another institution, the courtesy of initiating formal withdrawal procedures from the University is appreciated, but not required; if students have registered in advance for the subsequent semester, it is their obligation to clear these course enrollments. In cases both of withdrawal and “stopping out,” students are encouraged to discuss their plans with an advisor, an assistant dean, and their parent(s) or guardian.

Reentry

Students who withdraw from the University during a semester or “stop out” for one or more semesters will be automatically eligible for reentry to the curriculum in which they were last enrolled, if they meet both of these conditions:

• The student is in good standing or on probation
• The student’s Expected Graduation Date has not expired

Students who have been away from the University for more than two semesters will need to contact LAS Student Academic Affairs in order to be reinstated in the computer registration system.

Students who are on “drop” status, or withdrew from the University with a “must petition” status, or whose Expected Graduation Date has expired, must petition the college for reentry. Petition forms are available in the LAS Central Student Office. Deadlines for the submission of petitions are November 30 for spring semester, April 30 for summer sessions, and July 31 for fall semester.

Students who are dropped due to inadequate academic progress or performance are not eligible for reentry for one calendar year. Reentry is not guaranteed and will depend upon a careful review of the reentry application and pattern of performance, and on University facilities available when the student applies. Students may inquire about temporary non-degree status for summer session at the Summer Session Office (Division of Summer Session and Special Programs, 1700 Presidential Tower, 302 E. John, C., 333-6883).

If students are dropped during their junior year, customarily they are not eligible for reentry as a degree candidate because, were they to be unsuccessful a second time at Illinois, their prospect of matriculating and completing a degree at another institution is damaged.

Seniors who have failed to make satisfactory progress in completing graduation course requirements or the GPA (2.00) requirement may be approved for reentry only during the summer session in order to satisfy graduation requirements or raise their GPA.

Grading System

The College of Liberal Arts and Sciences currently uses two grade-point averages in auditing student degree progress and completion: the graduation (college) GPA and the all-University GPA. The college (LAS) GPA is used to determine whether students have a cumulative 2.00 average on all work completed toward their LAS degree; all work is included in computing this average, except for military training courses, religious foundation courses, and courses taken at U of I which do not count toward the LAS degree. The all-University GPA is based on all courses completed at this campus, including military science courses but not religious foundation courses. This method of computation is used to determine probation and drop status, transfers between colleges on this campus, and eligibility to transfer into the University. It is also used in the computation of honors.

At U of I, a 4-point system of computation is used, and the system includes plus (+) and minus (-) grades as reflected in the following chart:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>ABS</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Note: For purposes of internal accounting, a grade of ABS may be assigned to indicate that the student was absent from a final examination without an acceptable excuse; an ABS counts as a failing grade.

At the end of each semester, a computation is made of both the semester and cumulative college GPAs on all credit hours applicable toward the LAS degree.

**Computation of Average**

To determine one's college GPA, multiply the number of appropriate grade-points (based on the chart above) by the number of hours for each course. Add the total number of grade-points; then divide by the total number of hours taken that semester. The quotient is the semester GPA. See the following example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Points</th>
<th>Equivalent Hours</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 105</td>
<td>C</td>
<td>2.00</td>
<td>x 4</td>
<td>8.00</td>
</tr>
<tr>
<td>Math 114</td>
<td>A</td>
<td>4.00</td>
<td>x 2</td>
<td>8.00</td>
</tr>
<tr>
<td>French 104</td>
<td>B+</td>
<td>3.33</td>
<td>x 4</td>
<td>13.32</td>
</tr>
<tr>
<td>Plant Bio 100</td>
<td>D-</td>
<td>0.67</td>
<td>x 4</td>
<td>2.68</td>
</tr>
<tr>
<td>Kines 101</td>
<td>F</td>
<td>0.00</td>
<td>x 1</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>32.00</strong></td>
</tr>
</tbody>
</table>

Semester GPA = 32/15 = 2.13

**Midterm Grades for Freshmen**

By University policy, instructors are directed to submit grades for all freshmen at the end of the first eight weeks (midterm) of each semester. These grades are not used in calculating the GPA; rather, they are intended to help students evaluate their progress in each course and to assist college and departmental advisors in counseling students about their academic program. After a one-year suspension due to computer system issues, the practice of instructors submitting midterm grades for all freshmen is expected to be reinstated in 2005-2006. Be sure to consult instructors directly for any questions regarding student progress at midterm in each course. College deans and college and department advisors are also available to discuss student progress.

**Grade Reports**

Semester grade reports are posted to the University’s Office of Admissions and Records website at www.oar.uiuc.edu/current/grades.html. Discuss grade reports with academic advisors while planning one’s degree program. Students are encouraged to share the report with their parent(s) or guardian(s).

**Appealing a Grade**

Students who have questions regarding their semester grade in a course should confer directly with the instructor. Students who also believe the grade awarded is demonstrably improper by reason of capricious or arbitrary grading should confer directly with the instructor of the course or, if the instructor is unavailable, with the head of the department. Students who are unable through such discussion to arrive at a mutually agreeable solution may file a written appeal with the Capricious Grading Committee of the department offering the course. Prompt attention to these concerns is important. The appeal must be filed within six working weeks after the start of the next semester. Students may obtain the name of the committee chairperson from the departmental office.


**Academic Probation**

Academic probationary status serves as a warning that poor academic performance or failure to complete requirements in a timely fashion may jeopardize future enrollment status at and graduation from the University of Illinois. Probation levels identify a specific grade-point average which students are expected to earn in their next semester of enrollment on a minimum of 12 graded credit hours. When met, the probation level set may not be sufficient to return the student to “good standing” in one semester. However, it does signify the minimum performance standard expected for the student to be allowed to continue enrolling in courses in LAS.

If students achieve a GPA level required by their probation, but their cumulative GPA remains below 2.00 and they are not deficient in meeting other academic eligibility and progress requirements, they will be approved to continue on probationary status, until such time as they have achieved good standing.

As long as students are on probationary status, they may not elect the credit/no credit grading option for any course. Academic probationary status may not be cleared by attendance at another institution. Transfer work that averages below a C level may result in a student being placed on probation in the College of Liberal Arts and Sciences if the combined (University and transfer) GPA does not reflect at least a 2.00 standing. The probation rules are listed below.
Beginning Freshmen

- Code 1A A beginning freshman who does not earn at least a 2.00 (C) University GPA in the first semester is placed on a 2.00 probation for the next term in which that student is registered.

Students Other Than Beginning Freshmen

- Code 1A A student whose cumulative University GPA is 2.00 or better and who does not earn at least a 2.00 average in any semester or summer session is placed on a 2.00 probation for the next term in which the student is registered.
- Code 1B A student whose cumulative University GPA is 1.75–1.99, inclusive, is placed on a 2.25 probation.
- Code 1C A student whose cumulative University GPA is less than 1.75 is placed on 2.33 probation.
- Code 1G, 1H, 1P, 1T A student may be placed on (or similarly, removed from) a probationary status at any time that the College of Liberal Arts and Sciences judges that the student’s scholastic record warrants such action.

Drop Status

Drop rules are based on University semester GPA, University cumulative GPA, or combined all-University cumulative GPA and transfer GPA (used only if the transfer average is below 2.00). The applicable GPA will depend on the student’s current status and whether the student has completed work elsewhere. These drop rules may be waived when the College of Liberal Arts and Sciences judges that the student’s scholastic record warrants such action.

- Code 17 A student who fails to earn at least a 1.0 (D) University GPA in any academic semester (not including summer session) will be dropped.
- Code 17 A student on probation who fails to meet his or her established probation level will be dropped, unless he or she has achieved at least a 2.00 or better University GPA for that semester, and his or her cumulative GPA is at least a 2.00.
- Code 18 A student who fails to make satisfactory progress toward a degree or who fails to complete the conditions of admission or continuation will be dropped.

Academic Dishonesty

The position of the University of Illinois and the College of Liberal Arts and Sciences toward all academic dishonesty is unequivocal.

As noted in the Student Code, the University has the responsibility for maintaining academic integrity “so as to protect the quality of education and research on our campus and to protect those who depend upon our integrity.” Students are expected to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. The faculty is expected to maintain this shared value and to enforce University standards of academic integrity.

Students who are unclear regarding the meaning of academic integrity in completing specific class assignments, should consult their instructors directly. Serious consequences, including failure in a class or disciplinary sanctions such as suspension or dismissal, may result from engaging in academic dishonesty. Detailed policy and procedures are to be found in the Student Code, Part 4: “Academic Integrity–All Students.”

Petitions and Appeals

Waivers of General Regulations

The regulations discussed in this handbook apply to the vast majority of student cases. Obviously, special circumstances occasionally arise which should be brought to the attention of the college or other offices. For example, students pursuing teacher certification must petition the Council of Teacher Education for any variance in professional education requirements, including General Education.

Students who believe that a general regulation should be waived because of special circumstances should consult the LAS Central Student Office or the General Curriculum Center and file the appropriate petition. Please be sure that the circumstances are indeed extraordinary and documentable before filing a petition. The LAS deans are authorized to review appeals from prior decisions, but only if the student can provide new evidence or prove an objective error.

Appeal of Academic Dropped Status

Students who are dropped from the college for academic deficiencies are informed of this action in a formal letter from the college. Students who are eligible to appeal this drop status will be explicitly informed of this option and given information about the process and deadline. Only written statements of appeal are accepted by the Faculty Committee on Academic Standards (270 Lincoln Hall). The committee reviews appeals during a limited period of time after the spring term only. Decisions of the faculty committee are final, and there is no appeal in the college beyond that body. Appeals at other times are heard strictly at the discretion of the associate dean of LAS Academic Affairs. Personal
interviews with the student are generally not available, but may be initiated by the committee or the associate dean under highly unusual circumstances. Decisions of the committee and the associate dean are final.

Students who have been dropped and reenter in the preceding semester, or whose academic records show deficiencies so severe as to create a doubt of degree completion, are placed on “special drop” status and are not permitted to appeal to the faculty committee.

Forgiveness Clause
Under certain circumstances a faculty-established “forgiveness clause” may be applied toward the evaluation of the student’s cumulative GPA required for graduation. Use of this forgiveness clause requires a determination by the dean that the student’s record warrants the application of this method of evaluation under established academic policies.

Specifically, if students have completed all other degree requirements, but also have a deficiency in their cumulative GPA, the college may employ one of the following two methods to certify that they are eligible for special consideration:

• Exclusion from the computation of the GPA courses in which grades of C- or below have been reported, but these are not to exceed a total of 10 semester hours achieved before the last 30 hours of work completed on this campus and counted for the graduation requirement; or

• Use of the student’s GPA of no less than 2.10 for the last 60 semester hours of work counted for graduation requirements and completed on this campus—except in those curricula where a higher graduation requirement is specified.

These methods of evaluation may not be used to determine the student’s true academic status (i.e., good standing, probation, or drop). In addition, they may not be used in evaluating the requirement that the student must achieve a 2.00 average or better in their major course work counted toward the degree.