
Agenda for the November 13, 2003 CAA Meeting

Items approved: 03-91, STG 4001, Student Teaching (Revised Course)
03-94, Revisions to the University Waiver Policy and the Honors College Waiver Form.

Items Pending: None

Council on Academic Affairs

Minutes

November 13, 2003

The November 13, 2003 meeting of the Council on Academic Affairs was held at 2:00 p.m. in Booth Library Conference Room 4440.

Members present: Mr. Bunker, Dr. Dietz, Ms. Dilworth, Dr. Fewell, Ms. Hall, Dr. Helsel, Dr. Methven, Dr. Reid, Ms. Samuels, Ms. Sterling and Dr. Tidwell.

Staff present: Dr. Herrington-Perry, Dr. Lord, and Ms. Fopay.

Guests present: Associate Dean Bower, College of Education & Professional Studies; Mr. Brennan, *Daily Eastern News*; Dr. Campanis, Family & Consumer Sciences; Mr. Hild, Art; Dean Johnson, College of Arts & Humanities; Dean Lasky, Honors College; Dr. Lassak, Mathematics & Computer Science; Associate Dean Lynch, College of Arts & Humanities; Mr. Renick, *Daily Eastern News*; Dean Rohn, College of Education & Professional Studies; and Ms. Sunderman, Honors College.

I. Minutes

The minutes of November 6, 2003 were approved as written.

II. Communications:

1. Academic Waiver Reports for October 2003 from the Lumpkin College of Business & Applied Sciences and the College of Education and Professional Studies.
2. Minutes from the October 24, 2003 College of Sciences Curriculum Committee meeting.
3. November 6, 2003 email from Associate Dean Lynch, CAH, requesting executive action to change the course descriptions for THA 2282, 4811, and 4812.
The effective date for this executive action was typed incorrectly on the agenda. Assoc. Dean Lynch clarified that the effective date for this executive action item should be Spring 2004, rather than effective immediately.
4. November 10, 2003 memorandum from Dean Hanner, COS, requesting executive action to be taken on several Psychology courses to be effective Fall 2004.
5. Dr. Methven mentioned that he received a memorandum from Dr. Karla Sanders, CASA, regarding the Academic Retention Committee Fall Retention Forum. He announced that the forum will be held November 19, 2003 from 1:00 to 3:00 p.m.
6. Dr. Methven mentioned that he received a memorandum from Ms. Fraun Lewis, Academic Advising Center, regarding the Informational Forum for Academic Advisors. He announced that the forum will be held November 20, 2003 from 3:00 to 4:30 p.m.
7. At the October 16, 2003 CAA meeting, Dr. Methven noted an error in the executive action request from the College of Arts & Humanities regarding catalog changes to the B.A. in Journalism program. Associate Dean Lynch, CAH, submitted an amended Executive Action request on November 10, 2003. Per those changes, the minimum grade requirement of "C" applies only to JOU 2101, 2901 and 3000. JOU 3001, 3301 and 3302 are no longer core requirements.
8. Ms. Fopay distributed copies of revised course proposals for PHY 2390 and 2400. These proposals were submitted to Ms. Fopay by Dr. Storm, Physics, who revised them at the request of the council members at last week's meeting.

III. Committee Reports

1. Dr. Tidwell reported that the International Athletic Task Force committee will present a report to President Hencken on Monday.

IV. Items to be Added to the Agenda:

None.

At this point, the agenda order was amended.

V. Items Acted Upon.**1. 03-94, Revisions to the University Waiver Policy and the Honors College Waiver Form.**

Dean Johnson, Dean Lasky, and Ms. Sunderman presented the proposal and answered questions of the council. The motion passed unanimously.

The proposal (**See Attachment A**) and the revised form (**See Attachment B**) were approved, effective immediately.

2. 03-91, STG 4001, Student Teaching (Revised Course)

Dean Rohn and Associate Dean Bower presented the proposal and answered questions of the council. There was a lengthy discussion regarding the justification for having the Illinois Assessment of Professional Teaching Test (APT) included as a requirement for the completion of STG 4001. Council members expressed numerous concerns about the impact that this requirement would have on students completing their degrees; obtaining employment if they could not pass the exam; and the possibility of the creation of waivers for students wishing to teach in other states. In the end, the council members concluded it would be best not to include the APT as a requirement for STG 4001.

Dr. Dietz moved and Dr. Tidwell seconded the motion to amend the proposal.

The council members voted unanimously to strike all references to the APT as a requirement for STG 4001.

Next, the council members voted unanimously to accept the amended proposal.

The amended proposal was approved, effective Fall 2004.

STG 4001. Student Teaching. (Arr.-Arr.-12, 14, 16) (Credit/No Credit)

Students complete 15 weeks of student teaching for 14 semester hours of credit with the exception of Family and Consumer Sciences majors and ASEP students who complete 15 weeks of student teaching for 12 semester hours of credit. Special Education majors, Early Childhood Education majors, and Early Childhood Education majors with dual certification in Elementary Education complete 16 weeks of student teaching for 16 semester hours of credit. See your major department for specific requirements. Student Teaching may not commence until passing scores on the Illinois Basic Skills Test and the Illinois Content Area Test, specific to the major, are verified. Credit for student teaching is earned by successful completion of the student teaching experience, and completion of all departmental requirements which may apply.

Dr. Samuels left the meeting at 3:20 p.m.

Dr. Methven canceled the November 20, 2003 CAA meeting due to a lack of agenda items to discuss. The next meeting is tentatively scheduled for December 4, 2003.

The meeting adjourned at 3:25 p.m.

--Minutes prepared by Janet Fopay, Recording Secretary

The current agenda and all CAA council minutes are available on the web at <http://www.eiu.edu/~eiucaa/>. In addition, an electronic course library is available at <http://www.edu.edu/~eiucaa/elibrary/>.

***** ANNOUNCEMENT OF NEXT MEETING *****

Thursday, December 4, 2003
Conference Room 4440 - Booth Library @ 2:00 p.m.

Agenda

None at this time.

Approved Executive Actions:

COS

Effective Fall 2004

1. MAT 1430 & MAT 1440G – Delete courses from curriculum.
2. MAT 2170 – Change the prerequisite from “Credit for or concurrent enrollment in MAT 1440G or MAT 1441G or MAT 2110G” to “Credit for or concurrent enrollment in MAT 1441G or MAT 2110G.”
3. MAT 2345 – Change prerequisite from “MAT 1440G or MAT 1441G or permission of the instructor” to “MAT 1441G or permission of the instructor.”
4. MAT 2442 – Change prerequisite from “C or better in MAT 1440G or MAT 1441G” to “C or better in MAT 1441G.”
5. MAT 2550 – Change prerequisite from “MAT 1440G or MAT 1441G” to “MAT 1441G”.
6. MAT 3271 – Change prerequisite from “C or better in MAT 1440G or MAT 1441G and MAT 2550” to “C or better in MAT 1441G and MAT 2550.”
7. MAT 2110G – Change prerequisite from “MAT 1271 with a C or better, or placement by ACT Mathematics score” to “MAT 1271 with a C or better, or satisfactory placement by department guidelines.”
8. MAT 2120G – Change prerequisite from “MAT 1271 with a C or better, or placement by ACT Mathematics score” to “MAT 1271 with a C or better, or satisfactory placement by department guidelines.”
9. MAT 2190G -- Change prerequisite from “MAT 1271 with a C or better, or placement by ACT Mathematics score, and admission to the University Honors Program” to “MAT 1271 with a C or better, or satisfactory placement by department guidelines, and admission to the University Honors Program.”
10. MAT 2250G -- Change prerequisite from “Satisfactory completion (C or better) of high school Geometry and Intermediate Algebra, or MAT 1271; or placement by ACT Mathematics score” to “Satisfactory completion (C or better) of high school Geometry and Intermediate Algebra, or MAT 1271; or satisfactory placement by department guidelines.”
11. MAT 2290G -- Change prerequisite from “Satisfactory completion (C or better) of high school Geometry and Intermediate Algebra, or MAT 1271; or placement by ACT Mathematics score, and admission to the University Honors Program” to “Satisfactory completion (C or better) of high school Geometry and Intermediate Algebra, or MAT 1271; or satisfactory placement by department guidelines, and admission to the University Honors Program.”
12. MAT 1310 – Change corequisite from “Corequisite of MAT 1271 or 1400 or 1430 or placement by ACT Mathematics score” to “Corequisite of MAT 1271 or 1400 or satisfactory placement by department guidelines.”
13. MAT 1330 – Change statement in course description from “(Recommended as preparation for MAT 1440G and/or MAT 1441G)” to “(Recommended as preparation for MAT 1441G)”; and change prerequisite from “Placement by ACT Mathematics score” to “Placement by department guidelines.”
14. MAT 1441G – Change prerequisite from “Placement by ACT mathematics score, or C or better in both MAT 1330 and MAT 1400” to “Placement by department guidelines, or C or better in both MAT 1330 and MAT 1400.”

15. MAT 1400 – Change course description from “Algebraic concepts and skills needed for calculus. (Recommended as preparation for MAT 1441G. However, this course will not cover trigonometry, and students are encouraged to take MAT 1330 to gain trigonometric skills required in MAT 1441G.) Credit not granted for both MAT 1271 and 1400. Prerequisite: Placement by ACT Mathematics score” to “Algebraic concepts and skills needed for calculus, including such topics as the binomial theorem, sequences and series, conics, polar coordinates, parametric equations, average rates of change, and extreme values of functions. (Recommended as preparation for MAT 1441G. However, this course will not cover trigonometry, and students are encouraged to take MAT 1330 to gain trigonometric skills required in MAT 1441G.) Prerequisite: Satisfactory placement by department guidelines.”
16. MAT 1270 – Change course title from “Algebra I” to “Intermediate Algebra”; change prerequisite from “Placement by ACT Mathematics score” to “Satisfactory placement by department guidelines.”
17. MAT 1271 – Change course title from “Algebra II” to “College Algebra”; change statement in course description from “(Recommended as preparation for MAT 2110G, 2120G, and 2190G)” to “(Recommended as preparation for MAT 1400, 2110G, 2120G, and 2190G)”; change prerequisite from “Placement by ACT Mathematics score” to “Satisfactory placement by department guidelines.”
18. MAT 3400 – Change prerequisite from “EDP 3325, SED 3330; for ASEP students, SED 3000 and 3100; for Middle Level Education majors, MLE 3110; MAT 3271 and 3530” to “MAT 2270 and MAT 3271 and EDP 3331 and SED 3330 and credit for or concurrent enrollment in MAT 3530; for ASEP students, SED 3000 and 3100; for Middle Level Education majors, MLE 3110.”
19. PLS 3733 – Change course offering from “S” to “F”.
20. PLS 4275 – Change prerequisite from “2.50 GPA, 2.75 GPA in Political Science, and three courses in Political Science; permission of department chairperson” to “: 2.50 GPA, 2.75 GPA in Political Science, junior-senior status; permission of department chairperson

Pending Executive Actions:

CAH

Effective Immediately

1. Change to the catalog copy for the B.A. in Journalism program. -- The minimum grade requirement of “C” applies only to JOU 2101, 2901 and 3000. JOU 3001, 3301 and 3302 are no longer core requirements.

The Journalism major consists of 69-70 hours in three required areas and a fourth voluntary area of co-curricular activities. To meet the requirements for a degree in journalism, students must earn a minimum grade of "C" in ~~each of the following courses-JOU 2101, 2901 and 3000, 3001, 3301 and 3301 or 3302.~~

CAH

Effective Fall 2004

1. Change the course description for THA 2282.
From: **THA 2282. Summer Theatre: Tech I. (Arr.-Arr.-3-6) SU.** Practical, comprehensive experiences in technical theatre arts. May substitute for THA 2210 and/or 2211 with permission of the instructor and department chair. A maximum of nine semester hours total from 2281 and 4810 may be counted toward graduation. Contact Theatre Arts Department for details concerning auditions and interviews.

- To: **THA 2282. Summer Theatre: Tech I. (Arr.-Arr.-3-6) SU.** Practical, comprehensive experiences in technical theatre arts. May substitute for THA 2210 and/or 2211 with permission of the instructor and department chair. A maximum of nine semester hours total from **2282** and **4811** may be counted toward graduation. Contact Theatre Arts Department for details concerning auditions and interviews.
2. Change the course description for THA 4811.
- From: **THA 4811. Summer Theatre: Tech (Arr.-Arr.-3-6) SU.** Practical, comprehensive experiences in technical theatre. May substitute, with permission of the instructor(s) and the departmental chair, for 4550. A maximum of nine semester hours total from THA 2281 and 4810 may be counted toward graduation. Contact the Theatre Arts Department for details concerning auditions and interviews.
- To: **THA 4811. Summer Theatre: Tech (Arr.-Arr.-3-6) SU.** Practical, comprehensive experiences in technical theatre. May substitute, with permission of the instructor(s) and the departmental chair, for 4550. A maximum of nine semester hours total from THA **2282** and **4811** may be counted toward graduation. Contact the Theatre Arts Department for details concerning auditions and interviews.
3. Change the course description for THA 4812.
- From: **THA 4812. Summer Theatre: Directing (Arr.-Arr.-3-6) SU.** Practical, comprehensive experiences in theatrical directing. May substitute, with permission of the instructor(s) and the departmental chair, for 4400. A maximum of nine semester hours total from THA 2281 and 4810 may be counted toward graduation. Contact the Theatre Arts Department for details concerning auditions and interviews.
- To: **THA 4812. Summer Theatre: Directing (Arr.-Arr.-3-6) SU.** Practical, comprehensive experiences in theatrical directing. May substitute, with permission of the instructor(s) and the departmental chair, for 4400. ~~A maximum of nine semester hours total from THA 2281 and 4810 may be counted toward graduation.~~ Contact the Theatre Arts Department for details concerning auditions and interviews.

COS**Effective Fall 2004**

1. Change the course description for PSY 1879G.
- From: "An integrated overview of the basic methods and principles of psychology including natural and social science contributions to the understanding of behavior and cognitive processes. **S6 900; SPE 912**"
- To: "An integrated overview of the basic methods and principles of psychology including natural and social science contributions to the understanding of behavior and cognitive processes. Students will gain firsthand experience with psychological research by participating in psychological research and/or summarizing research articles in psychology journals. **S6 900; SPE 912**"
2. Change the course description for PSY 2999.
- From: "A variety of methods, including surveys, case studies, and archival studies will be explored focusing on the profession of psychology. Prerequisites: PSY 1879G, academic standing as a sophomore psychology major"

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- To: "A variety of methods and resources (e.g., surveys, archival data, Internet sites) will be used to introduce students to the profession of psychology. Includes coverage of such topics as sub-fields in psychology, careers in psychology, and graduate training in psychology and related fields. Prerequisites: PSY 1879G, academic standing as a sophomore psychology major."
3. Change the course description for PSY 3260.
From: "Introduction to group dynamics and therapeutic group procedures. Laboratory and classroom experiences will be utilized to provide direct group experiences and a basic fund of information of theoretical and empirical literature pertaining to groups. Prerequisites: PSY 1879G and approval of instructor prior to registration"
To: "Introduction to group dynamics and therapeutic group procedures. Laboratory and classroom experiences will be used to provide direct group experiences and information on the theoretical and empirical literature pertaining to group psychotherapy. Prerequisites: PSY 1879G and approval of instructor prior to registration."
4. PSY 3310 -- Change the course title from "Physiological Psychology" to "Biological Psychology" (short title: BIO PSYCH).
5. Change the course description for PSY 3310.
From "A survey of the physiological correlates of the behavior in humans and lower organisms. Prerequisite: PSY 1879G"
To: "An overview of the biological bases of behavior, addressing the role of the nervous and endocrine systems in such behaviors as sensation, movement, sleep, reproduction, and mental disorders. Prerequisite: PSY 1879G."
6. Change the course description for PSY 3515.
From: "A survey of the progression of human development up to adolescence and processes involved in the development of the physical, cognitive, and affective domains. Prerequisite: PSY 1879G. **PSY 901**"
To: "A survey of the progression of human development through middle childhood and of the processes involved in the physical, cognitive, social, and affective domains. Prerequisite: PSY 1879G. **PSY 901**"
7. Change the course description for PSY 3521.
From: "A survey of psychological development during adolescence and young adulthood; the influences of biological, cognitive and social factors affecting identity, roles and occupational selection. Prerequisite: PSY 1879G. (PSY 3515 is strongly recommended, but not required.) **PSY 902**"
To: "A survey of development during adolescence and young adulthood, and the influences of biological, cognitive, and social factors on psychological development and behavior. Prerequisite: PSY 1879G. (PSY 3515 is strongly recommended, but not required.) **PSY 902**"
8. Change the course description for PSY 3525.
From: "A study of human developmental age-related changes from post-adolescence to death in such psychological process areas as intelligence, learning and memory, personality, sensation and perception, motivation and emotion. Emphasis will be given to developmental changes following adolescence to death. Prerequisite: PSY 1879G. **PSY 903**"

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- To: “A survey of age-related psychological development during the adult years. Covers such areas as intelligence, personality, relationships, sexuality, and mental health from post-adolescence to old-age and death. The demographics of the adult population and methods for studying adult development are also covered. Prerequisite: PSY 1879G. **PSY 903**”
9. Change the course description for PSY 3620.
From: “Introduction to basic principles and concepts of learning with particular emphasis on the application to problems of human learning. Prerequisite: PSY 1879G”

To: “Introduction to the principles of learning derived from animal and human research, with particular emphasis on the application of these concepts to problems of human learning. Prerequisite: PSY 1879G.”
10. PSY 3720 -- Change course title from “Psychology of Gender Differences to “Psychology of Gender”(short title: PSYCH OF GENDER).
11. Change the course description for PSY 3720.
From: “Examines the biological, psychological, and social origins of gender differences, as well as the probable future course of these differences. Emphasis on personal experience in gender identity. Prerequisite: PSY 1879G”

To: “Examines the biological, psychological, and social influences related to gender and how gender-related expectations interact with other cultural assumptions and stereotypes to affect experiences and behavior. Research and theories relevant to understanding gender are emphasized. Prerequisite: PSY 1879G.”
12. Change the course description for PSY 3870.
From: “Comprehensive survey of research on social behavior. Topics to be studied include subcultural influences, group dynamics, inter-group relations, interpersonal interaction, and attitude change. Prerequisite: PSY 1879G. **PSY 908**”

To: “Survey of research on social cognition & behavior. Includes coverage of such topics as person perception, social memory, affect, attitude change, social influence, group dynamics, prejudice, and interpersonal attraction. Prerequisite: PSY 1879G. **PSY 908**”
13. Change the course description for PSY 4250.
From: “Equal time will be devoted to contemporary systems and the history of psychology as an experimental science. Prerequisite: 15 semester hours in psychology”

To: “A survey of historical and contemporary systems and theories devoted to the study of mind and behavior, and their contributions to the development of psychology as a scientific discipline. Prerequisite: 15 semester hours in psychology.”
14. PSY 4515 – Change course title from “Psychology of Exceptional Children” to “Children with Exceptionalities”(short title: CHILDRN W/ EXCEP)
15. Change the course description for PSY 4515.
From: “A survey of educational, medical and psychological characteristics of exceptional children below the age of 21. Methods used to identify and assess the special problems of these children and the various programs of intervention. Prerequisites: PSY 1879G and 3515”

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- To “This course focuses on children whose physical, cognitive, emotional, behavioral, and/or social functioning requires intervention. Causes and treatments for exceptionalities are emphasized. Prerequisites: PSY 1879G, 3515.”
16. Change the course description for PSY 4620.
- From: “Statistical background, administration, interpretation, and evaluation of interest, aptitude, intelligence and personality tests. Prerequisite: PSY 2610 or equivalent with a grade of C or better”
- To: “Introduction to psychometric theories and procedures for the construction and evaluation of intelligence, achievement, aptitude, personality, interest, and special ability tests. Emphasis is on reliability, validity, norms, test construction and standardization, interpretation and the ethical uses of tests and test data to help the student become better informed and a critical consumer of tests and measurement procedures. Prerequisite: PSY 2610 or equivalent with a grade of C or better.”
17. Change the course description for PSY 4644.
- From: “Intensive research in preparation of a thesis on a topic in psychology approved by faculty supervisor and the Department Honors Coordinator. May not be repeated. Prerequisites: Admission to the Departmental Honors Program and permission of the Departmental Honors Coordinator. May be repeated for up to six hours”
- To: “Intensive research in preparation of a thesis on a topic in psychology under the supervision of a faculty sponsor. Prerequisites: Admission to the Departmental Honors Program and permission of the Departmental Honors Coordinator. ”
18. Change the course description for PSY 4666.
- From: “Areas of investigation which require integration of psychological concepts and research will be treated, e.g., effectiveness of psychotherapy; psychology of the extraordinary, etc. May be taken twice. Prerequisites: Admission to the Departmental Honors Program and permission of the Departmental Honors Coordinator”
- To: “A writing-intensive examination of theory and research in various areas of psychology, built around student-selected readings. May be taken twice. Prerequisites: Admission to the Departmental Honors Program and permission of the Departmental Honors Coordinator.”
19. Change the course description for PSY 4700.
- From: “Study of the development, maintenance and prospects for reduction for prejudice and discrimination against minority groups. Minority is broadly defined to include groups based on race, ethnicity, gender, sexual orientation, age, etc. Prerequisite: PSY 1879G or SOC 2710G”
- To: “Study of causes, consequences, and possible remedies of prejudice and discrimination as directed toward a variety of groups. Prerequisite: PSY 1879G or SOC 2710G.”
20. PSY 3001 -- Delete from the curriculum.
21. PSY 3530 -- Change course title from “Industrial Psychology” to “Industrial/Organizational Psychology. (short title: INDUST/ORG PSYCH)”
22. PSY 4590 -- Change course credits from “(Arr.-Arr.-1 to 3) to (3-0-3).”

Attachment A

UNDERGRADUATE ACADEMIC WAIVERS

Undergraduate students seeking waivers of academic rules or procedures may obtain Undergraduate Academic Waiver Request forms from their deans, department chairpersons, or advisors. It is the student's responsibility to complete the form, obtain the necessary signatures, and present the form to the student's certifying dean for processing.

The student's certifying dean may approve the waiver request, stipulating approval conditions, if any, or disapprove the request. If the waiver is not approved, the dean advises the student of the waiver appeal process. In either case, the dean indicates a file number on the waiver form and forwards appropriate copies to the student, advisor, and the Records Office. The certifying dean's decision on waivers approved according to the Academic Waiver Rules is final.

UNDERGRADUATE ACADEMIC WAIVER APPEAL COMMITTEE

The Undergraduate Academic Waiver Appeal Committee (UAWAC) is composed of the four college deans, with a Committee chair who coordinates the activities of the committee selected from among its members. College deans do not participate in deciding appeals from students in their own colleges; the decisions are made by a majority vote of the three remaining deans.

THE APPEAL PROCESS

If an undergraduate student waiver is denied by a student's certifying dean, the student may request to appeal the decision by signing the waiver request form. Appeals are submitted by the certifying dean to the Registrar who serves as corresponding secretary for the UAWAC and handles all official correspondence with the student regarding the appeal. Letters supporting an appeal, if any, should be included with the appeal form at the time it is submitted to the Certifying Dean's Office. When action has been taken by the UAWAC, the chair notifies the Registrar in writing of its decision. The Registrar, in turn, notifies the student in writing of the action taken. All appeals related to prerequisites must be acted upon prior to the first day of classes in the academic term of the proposed exception.

Negative decisions made by the UAWAC may be reconsidered by the committee if the chair believes there is good reason to do so. Reconsideration must be based on the presence of significant new information or other compelling evidence. Reconsideration by the UAWAC may be requested by the student's certifying dean or by the Vice President for Academic Affairs. The decision of the UAWAC (following reconsideration, if appropriate) is final.

Certifying deans for undergraduate students report monthly to the VPAA the waivers that have been approved and disapproved. The VPAA circulates the monthly activity report to the Council on Academic Affairs. Each semester the Registrar reports the actions of the UAWAC to the VPAA, who in turn forwards the report to the Council on Academic Affairs.

ACADEMIC WAIVER RULES

All undergraduate student waivers require approval signatures of the student's advisor and department chairperson (or designee), the chairperson of the department (or designee) and the college dean (or designee) responsible for the rule or requirement being waived, and the student's certifying dean. The Academic Waiver Rules that follow govern the actions of undergraduate certifying deans and the Undergraduate Academic Waiver Appeals Committee.

ACADEMIC WAIVER RULES

I. **The following may be approved by undergraduate certifying deans through the waiver process. No action by the UAWAC is required.**

A. RESIDENCE AND CREDIT REQUIREMENTS

1. Senior Institution Credits -- The requirement of at least 56 sem. hrs. in senior institution credits may be reduced by up to 3 sem. hrs. by waiver.

2. Upper Division Credits -- The requirement of at least 40 sem. hrs. of upper division course work may be reduced by up to 6 sem. hrs. by waiver. For students using the 1992-93 through the 1999-00 catalogs, see II.A.4. concerning the requirement of 8 hours of upper division general education courses.
3. Eastern Illinois University Credits -- The requirement of at least 42 sem. hrs. of course work at Eastern (38 sem. hrs. for Clinical Laboratory Science and engineering cooperative students) may be reduced by up to 3 sem. hrs. by waiver.
4. Junior and Senior Level Credits -- The requirement of at least 32 sem. hrs. of course work at Eastern in the junior and senior years may be reduced by up to 3 sem. hrs. by waiver. (Clinical Laboratory Science and engineering cooperative degree students are exempt from this requirement; no waiver is required.)
5. Senior Credits -- The requirement of at least 12 sem. hrs. of course work in the senior year at Eastern may be reduced by up to 3 sem. hrs. by waiver. (Clinical Laboratory Science and engineering cooperative degree students are exempt from this requirement; no waiver required.)

B. COURSE AND PROGRAM REQUIREMENTS

1. Major and Minor Requirements -- College substitution/waiver forms may be used to modify the course pattern for a student's major and minor or to substitute appropriate non-equivalent course credit in the student's major and minor program; no Undergraduate Academic Waiver Request form is required.
2. **University Honors/Departmental Honors Requirements - Honors College substitution/waiver forms may be used to modify the course pattern for a student's University Honors and/or Departmental Honors program requirements. No Undergraduate Academic Waiver Request form is required.**
3. Prerequisites -- A prerequisite course may be waived. All requests for waivers related to prerequisites must be acted upon prior to the first day of classes in the academic term of the proposed exception.
4. Course Enrollment -- Enrollment in a prerequisite course after completion of a course for which it is a prerequisite may be authorized by waiver.
5. Class Level -- Exceptions to the rules on enrollment by class level may be authorized by waiver.
6. Load Rules -- Exceptions to the load rules stated in the Undergraduate Catalog and Class Schedules may be made by waiver, except load rules related to student teaching, which can only be approved by UAWAC (See III.E).
7. English and Speech Requirements – Transfer Students Only -- Exceptions to the requirement of "two courses in reading and writing" and "one course in listening and speaking" may be authorized by waiver. **HOWEVER, THIS REQUIREMENT CANNOT BE WAIVED FOR STUDENTS SEEKING TEACHER CERTIFICATION.**

Transfer courses accepted by Eastern, which have been articulated as approved substitutes for the English and Speech requirements, may be counted for these requirements; no waiver is required.

8. General Education/ Integrated Core/Distribution Requirements—Transfer Courses

For transfer students following catalogs prior to 2000-01 and native EIU students Transfer credit in courses accepted by Eastern, regardless of its evaluation in terms of Eastern courses, may count toward appropriate general education/integrated core/distribution requirements if approved through the waiver process.

For transfer students following the 2000-01 or later Undergraduate Catalogs Transfer courses accepted by Eastern which have been approved for General Education according to the Illinois Articulation Initiative (IAI), or which clearly match IAI General Education courses, may count for general education requirements, even if no comparable courses are offered at Eastern; no waiver is required. This policy for transfer credit includes out-of-state and non-participating IAI institutions.

9. General Education/Integrated Core/Distribution Requirements -- Substitutions of non-general education EIU courses may be approved by waiver **or the Honors College substitution/waiver form for students participating in the University Honors and/or Departmental Honors programs.**

10. Health Studies Requirements -- Transfer Students Only – Transfer students who are following the 1991-92 or earlier catalogs may satisfy the Health Studies requirement if they have at least 2 sem. hrs. of college-level health studies course work; no waiver is required.

C. TEACHER CERTIFICATION RULES

Methods Courses – Minors and Second Majors Only -- A waiver approved by the Dean of the College of Education and Professional Studies may be used to substitute appropriate non-equivalent course credit for a methods course for teacher certification students in a minor or second major area.

D. GRADE ASSIGNMENT

Incomplete Grades -- Under extenuating circumstances, a waiver may be used to extend the deadline for removal/change of an Incomplete ("I") grade by one semester when approved by the department chairperson with the consent of the instructor. Requests for extensions beyond one semester may be granted only by action of Undergraduate Academic Waiver Appeal Committee (UAWAC).

II. The following can NOT be altered by waiver or by action of the UAWAC.

A. DEGREE REQUIREMENTS

1. Hours Required for Graduation -- The minimum of 120 sem. hrs. for a baccalaureate degree must be met.

No more than 4 sem. hrs. of theatre practicum, chorus, orchestra or band can be included in the 120 sem. hrs. (Music majors and minors as well as students seeking simultaneous degrees may count 6 sem. hrs. of music ensemble activities.)

No more than 4 sem. hrs. in physical education activity courses can be included in the 120 sem. hrs. (Physical education majors and minors and recreation majors as well as students seeking simultaneous degrees may count 6 sem. hrs. of physical education activity courses.)

2. Simultaneous Degrees -- Students seeking two baccalaureate degrees simultaneously must complete at least 150 sem. hrs.
3. Second Baccalaureate Degrees -- Students seeking a second baccalaureate degree must complete a minimum of 30 additional sem. hrs. of credit at Eastern. Also, these students must have at least 12 sem. hrs. of course work in the major taken in residence used to calculate their major GPAs.
4. General Education/ Integrated Core/Distribution Requirements -- For students following 1992-93 or later Undergraduate Catalogs, the minimum number of hours in each component of the General Education/ Integrated Core program must be met. See I.B.6. for exceptions. In addition, for the 1992-93 through the 1999-00 catalogs, eight semester hours of upper-division general education courses are required, at least two semester hours of which is a Senior Seminar.

Students following earlier catalogs must meet the minimum of 9 sem. hrs. in Humanities, Social Sciences, and Math/Science distribution requirements.
5. Correspondence and Extension Courses -- A maximum of 32 sem. hrs. in correspondence and/or non-EIU extension courses may be used to satisfy degree requirements at Eastern.
6. Internship Credit -- A maximum of 15 sem. hrs. of credit is allowed for internship during any term.
7. Experimental Courses -- Experimental courses may not be used to satisfy major requirements.
8. Credit in Independent Study, Research, Internship and Studies Abroad Used in the Minor -- A maximum of 3 sem. hrs. in independent study, research, internship or studies abroad may be used toward satisfying minor requirements.
9. Graduation with Distinction -- To be eligible for graduation with distinction, a student must earn a minimum of 56 sem. hrs. at Eastern, with at least 40 sem. hrs. of those hours graded hours (exclusive of credit/non-credit hours).
10. Upper Division Standing in Business -- Pre-Business students must meet the requirements stated in the Undergraduate Catalog for admission to upper division standing in business in the Lumpkin College of Business and Applied Sciences.

B. GRADE POINT AVERAGE REQUIREMENTS

1. Cumulative GPA -- A minimum 2.00 GPA is required.
2. Major GPA -- A minimum 2.00 GPA is required.
3. GPA for Students on Probation -- The semester GPA minimum required for students on probation described in the Undergraduate Catalog must be met.
4. Courses Used in Calculating the Major GPA -- At least 12 sem. hrs. of the courses used to calculate a student's major GPA must be taken in residence.
5. Courses Used in Calculating the Minor GPA -- At least 6 sem. hrs. of the courses used to calculate a student's minor GPA must be taken in residence.
6. Non-Teaching Minors -- A minimum GPA of 2.00 is required for a non-teaching minor.

C. TEACHER CERTIFICATION RULES

1. ISBE Requirements -- Students seeking teacher certification must satisfy the requirements established by the Illinois State Board of Education. Minimum ISBE recognition requirements must be met for teacher certification minors as well.
2. Cumulative and Major GPA -- A 2.50 cumulative GPA and a 2.50 major GPA are required for students to be admitted to and to graduate from teacher certification programs.
3. Methods Course -- Students seeking a high school or standard special certificate program must complete a methods course in their major. (Under special circumstances, with permission of the Dean of the College of Education and Professional Studies, an alternate methods course may be substituted; only a waiver is required.)
4. Single Discipline -- The minimum of 32 sem. hrs. in one discipline must be met by teacher certification majors.
5. Minor GPA -- A minimum minor GPA of 2.50 is required for a teaching minor.
6. Methods Credit in Minors -- No credit in teaching methods may be counted toward a minor other than a teaching minor.

D. GRADUATION REQUIREMENTS

1. Senior Seminar -- Students following the 1981-82 or later Undergraduate Catalogs, must complete a senior seminar. (Students in Clinical Laboratory Science and engineering cooperative degree programs are exempt).
2. Foreign Languages -- Students following the 1992-93 or later Undergraduate Catalogs must complete two courses in a single foreign language or at the minimum the second course in the elementary sequence unless exempted due to high school foreign language credit.
3. Electronic Writing Portfolio/ Writing Competency Examination -- Students following the 2000-01 or later Undergraduate Catalogs must successfully complete the Electronic Writing Portfolio. Exceptions are students who entered EIU or another college or university prior to Fall 2000, but selected the 2000-01 Catalog. Those students must demonstrate writing competency by successfully completing the Writing Competency Exam.

Students following earlier catalogs must pass the Writing Competency Examination. (Accommodations may be made for students with documented disabilities.)
4. Constitution Requirement -- All students following the 1999-00 or earlier Undergraduate Catalogs, must complete the Constitution requirement as stated in their catalogs.

For students following the 2000-01 or later Undergraduate Catalogs, the Constitution requirement is a general education requirement, not a graduation requirement. (For rules governing general education requirements, see I.B.8. and I.B.9.)
5. Health Studies -- Students following 1991-92 or earlier Undergraduate Catalogs must successfully complete HST 2000C (HST 1200) or pass a competency examination in health studies.

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- III. The following requires approval by action of the UAWAC. These requirements may not be altered by waiver.**
- A. Residence and Credit Requirements -- Further exceptions to the limits stated above in I.A., RESIDENCE AND CREDIT REQUIREMENTS, require UAWAC approval.
 - B. Simultaneous Degrees -- The requirement of at least 60 sem. hrs. of upper-division course work and at least 72 sem. hrs. at Eastern may be reduced through UAWAC approval for students seeking two baccalaureate degrees simultaneously.
 - C. Second Baccalaureate Degrees -- The requirement of at least 20 sem. hrs. of upper-division course work for students seeking a second baccalaureate degree may be reduced by UAWAC approval.
 - D. Upper-Division Integrated Core Requirement -- For students following the 1992-93 through the 1999-00 Undergraduate Catalogs, a substitution for an upper-division Integrated Core course requires UAWAC approval.
 - E. Student Teaching Load -- Taking additional course work during the student teaching semester is not recommended. Exceptions may be granted only by action of UAWAC.
 - F. Other Exceptions -- Exceptions may be made by the UAWAC to any rules or regulations not specifically addressed elsewhere in this document.

Attachment B

Honors College
University Honors/Departmental Honors Waiver/Substitution
(Please return this form to the Honors College at Booth House)

Student Name _____ SS# _____
Campus Address _____ Phone _____
Major _____ Expected Graduation Date _____ Catalog Year _____

Final credit for any course substitution is dependent upon the student meeting requirements stipulated below.

Student Signature _____ Date _____

The student named above requests a substitution for the University/Departmental Honors Program:

University Departmental

Department Course Number Course Title Credit Hours

For the following course:

University Departmental

Department Course Number Course Title Credit Hours

Requirements: _____

Recommended by:

Academic Advisor _____ Date _____

Approved Denied

Chair (Departmental Honors only) _____ Date _____

Approved Denied

Dean, Honors College _____ Date _____

Approved Denied
c: Academic Dean's Office A&H LCBAS CEPS COS