AFFIRMATION OF COMMUNITY RESPONSIBILITY

Illinois College is committed to the development and welfare of every member of our community: students, faculty, staff, and administration.

To achieve the working and learning environment most conducive to everyone’s well-being and growth at the College, all members of the community must assume responsibility. Individually and collectively, we should:

• Pursue *excellence* in academic and co-curricular experiences, and in all activities which support the academic program;
• Exhibit *integrity* in intellectual development;
• Practice responsible and effective *communication*; and
• Foster *tolerance* and respect in our community.

We affirm that we are all caretakers of our community and recognize that our individual responsibilities are essential for nurturing collaborative relationships, critical exploration, and global awareness in our community. A quality liberal education requires our commitment to excellence, integrity, communication, tolerance, and shared responsibility for the success of Illinois College.

*(Adopted by the Faculty, 2003)*
ACADEMIC RIGHTS AND RESPONSIBILITIES

Intellectual Integrity

Because intellectual honesty is essential for the health of an academic community and the achievement of its objectives, any attempt on the part of students to submit work which is not their own, or to assist someone else in doing so, cannot be tolerated. A Statement on Intellectual Integrity, printed in the Student Handbook (Blue Book), includes the basic policies, the penalties for violations, and recommended procedures for avoiding violations.

Full-time Status

Students must register for a minimum of 12 semester hours to be considered full-time. The normal schedule is 16 hours each semester, although schedules range from 12 to 20 hours. Permission to take more than 20 hours must be obtained from the Dean of the College. Full-time status is required to be eligible to live in the residence halls and to be eligible for and to maintain participation in extracurricular activities. As a one-time only exception to the latter, a student enrolled for less than twelve hours, but no fewer than two hours, may participate in extracurricular activities on a one time only basis provided the student was enrolled as a full-time student in the previous semester and is in the final semester of the baccalaureate program and enrolled (for credit) in a course or courses necessary to complete degree requirements. Adding a course after the tenth day of classes requires permission of the instructor.

Part-time (Special) Status

Students taking a course load less than 12 hours for credit are designated as part-time or “special” students. A course load fewer than six hours is “less than half-time.” Special students may or may not be degree candidates and must maintain the following grade point averages in order to remain in good standing regardless of how many courses are taken: after the first semester 1.500, after the second semester 1.700, after the fourth semester 1.900, thereafter 2.000. Special students who are not in good standing are governed by the same regulations with respect to probation, dismissal, and readmission as full-time students. A special student who is a degree candidate and who has never enrolled in the College as a full-time student, but otherwise meets all requirements for graduation, may receive the earned degree provided the student has attended a number of convocations equal to one-quarter of the number of credit hours earned at Illinois College up to a total of 30 convocation attendances.

Grades, Honor Points and GPA

The achievement of each student is recorded in terms of letter grades carrying honor point values. Beginning with the Fall 2007 semester, Illinois College uses the following numerical grade points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<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>2.00</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>
</tbody>
</table>

Grade point average (GPA) is determined by dividing the total number of honor points by the total number of credit hours attempted. Only course work which has been completed at
Illinois College is included in determining grade point average. Credit hours for a grade of F are counted in determining grade point average but are not counted in determining hours toward graduation.

**ACADEMIC HONORS AND AWARDS**

**Dean’s List**

Each semester students who have completed and received graded credit for at least 14 hours with a grade point average of 3.5 or above, have no grade below ‘C’, have no more than one ‘C’ grade, and no ‘Incomplete’ grades are placed on the Dean’s List.

**Graduation Honors**

The grade point standards for graduating from Illinois College with honors are:

- **Summa Cum Laude**: 3.800 - 4.000
- **Magna Cum Laude**: 3.600 - 3.799
- **Cum Laude**: 3.400 - 3.599

The cumulative grade point will be based on grades received at Illinois College alone and must cover at least four semesters of full-time attendance. Students with fewer than four semesters at Illinois College are not eligible for graduation honors.

**Phi Beta Kappa**

Phi Beta Kappa is a national honor society that recognizes high scholarship. The first chapter was formed at the College of William and Mary in Virginia in 1776. Colleges merit a local chapter of Phi Beta Kappa on the basis of their high scholastic attainments, and membership in the society is a mark of distinction. Four universities and seven colleges in the state of Illinois have chapters of Phi Beta Kappa; the Illinois College chapter is the Epsilon of Illinois. During the second semester of each year the faculty members of the chapter, who are solely responsible for selection, elect to membership a limited number of graduating Seniors whose scholastic records show marked attainment and promise in the liberal arts and sciences tradition of Phi Beta Kappa. Grades in internships, field work, and the professional semester are not included. Students entering in the Fall 2003 or later must have a broad program in the liberal arts and sciences, including successful completion of a language course at the 200-level or beyond and successful completion of a mathematics course at the 200-level or beyond, and must have completed at least 75 semester hours at Illinois College to be considered as candidates. Membership in Phi Beta Kappa is the highest scholastic distinction which undergraduates can receive.

**Student Marshals**

Two Juniors are selected on the basis of high scholarship and effective leadership in College activities to serve as Student Marshals in the academic processions at Commencement and other special occasions.
Satisfactory Academic Progress, Probation, and Dismissal

Illinois College requires that students earn the bachelor’s degree within 10 semesters of full-time enrollment (pro-rated for part-time enrollment). The College requires students enrolled in 3-2 programs to earn the Illinois College bachelor’s degree within 12 semesters of full-time enrollment including semesters of study at the cooperating institution. Students with special circumstances may make written appeals to the Educational Policy Committee for exceptions to these requirements.

Students are required to meet cumulative grade point average standards and earned semester hour standards to remain in good academic standing. A full-time student who does not reach both the earned grade point average and hours-completed standards shall be placed on probation or dismissed. Each 15 transfer hours accepted toward an Illinois College degree shall count as one semester of study toward meeting these standards. The grade point average of work not completed at Illinois College is not used in evaluating academic standing.

<table>
<thead>
<tr>
<th>Semesters of Study (including transfer)</th>
<th>Probation Standards</th>
<th>Dismissal Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IC GPA</td>
<td>Hours Completed</td>
</tr>
<tr>
<td>1</td>
<td>&lt; 1.500</td>
<td>&lt; 10</td>
</tr>
<tr>
<td>2, 3</td>
<td>&lt; 1.700</td>
<td>&lt; 24</td>
</tr>
<tr>
<td>4, 5</td>
<td>&lt; 1.900</td>
<td>&lt; 48</td>
</tr>
<tr>
<td>6, 7</td>
<td>&lt; 2.000</td>
<td>&lt; 72</td>
</tr>
<tr>
<td>8</td>
<td>&lt; 2.000</td>
<td>&lt; 93</td>
</tr>
</tbody>
</table>

If a student receives grades of ‘F’ or ‘W’ in 6 or more of the semester hours attempted at Illinois College in a semester but this does not result in probation or dismissal according to the standards above, then the Dean of the College will meet with the student to discuss the reasons for this outcome and ways for the student to improve his or her academic performance. Any grade of ‘Incomplete’ that remains on the transcript beyond the sixth week of the next semester will count as an F in applying this rule. The Dean of the College may make an exception to the standards on probation and dismissal when their strict application would have an unintended result. Such cases (known as “Dean’s Option”) arise most commonly when a student has demonstrated academic improvement but still falls short of the grade point average or the earned credit hours standard. The Dean’s letter explaining the reasons for the Option becomes a part of the student’s file.

In the case of a student who has been dismissed and readmitted or who has been placed on probation, the Dean of the College may dictate performance requirements and standards to be met by the student, the achievement of which would allow the student to return to good academic standing even though the student does not meet the standards above. These dictated performance standards and requirements would lead to the student achieving good academic standing according to the standards above within three semesters.

Students who have been dismissed must appeal in writing or by email to be readmitted. Appeals are considered by the Educational Policies Committee (EPC) or by the Dean of the College. The student’s merit and need based financial aid will be reviewed independently to determine where the student has met satisfactory academic progress requirements for reinstatement of either or both awards. In general, to be successful, appeals need to show significant mitigating circumstances and reason to expect future improvement.

Transfer students who bring in 24 credits or more must meet the standards listed above with the exception of their first semester at Illinois College as a full-time student. For this first
semester, the standard for good academic standing is a GPA of 1.5 or above, the standard for being placed on probation is 1.49 to 1.3 and the standard for dismissal in 1.29 or lower.

Completing Out-of-Residence

In completing their graduation requirements, students are required to take at least 36 hours, including 24 of their final 30 semester hours, at Illinois College. For sufficient cause, a waiver of this policy may be obtained through petition to the Educational Policies Committee. Seniors will ordinarily not be permitted to take more than their last six credit hours out-of-residence. Students granted permission to complete graduation requirements out-of-residence must normally do so within one calendar year after the end of the last semester in residence. Students completing out-of-residence during the second semester of an academic year must have their work completed and the grade recorded in the institution’s records office at least one week prior to Illinois College’s commencement date in order to be considered for graduation that academic year. Failure to do so may result in their graduation being held over to the following academic year. This policy does not apply to students who are enrolled in a program established by an articulation agreement (3-1, 3-2 programs) with another college or university, or to students who are enrolled at Illinois College while studying off-campus.

Credit/Fail Registration

Certain courses have been approved for Credit/Fail registration by the departments or programs concerned. Students may enroll in one such approved course, outside their major, each semester instead of registering for the normal letter grade. Students enrolled on a Credit/Fail basis must fulfill all course requirements including attendance, assignments, classroom participation, papers and examinations. Credit is given if the semester grade is D or above. If the semester grade is F, it is recorded as such and treated as a normal F grade. Credit/Fail registration must be completed in the Registrar’s Office by the tenth day of classes and may not be reversed thereafter. Credit-fail courses count as hours attempted.

Summer Study On An Individual Basis and Internships

With faculty supervision, students may take an independent study or participate in college-approved internships during the summer. Internships for academic credit must include summer assignments, opportunities for reflection on the activities of the internship, and a culminating project completed in the subsequent fall semester. Independent studies for credit must include fall submission of a culminating project. To be eligible, students must be enrolled on a full-time basis both in the spring and fall semesters and must have a 2.5 cumulative average. Approval by the faculty advisor, the instructor, and the Dean of the College is required by June 1 each year. The internship contract, available from Career Services, is required.

Transfer Credits

Illinois College accepts transfer credits from accredited institutions of higher education for coursework equivalent to coursework offered at Illinois College. In general, undergraduate academic coursework with a grade of ‘C-’ or better is transferrable to Illinois College while vocational and graduate course work is not because Illinois College does not offer work in these areas. Official transcripts from an accredited college are required before transfer credit can be evaluated, accepted, or recorded. Copies issued to the student, even sealed copies, are not accepted as official. Transfer credits are evaluated by the Registrar’s office in consultation with the relevant academic departments. Application of the coursework within each major
is determined by that academic program. Acceptance of transfer courses for credit does not automatically guarantee that those courses will substitute for particular Illinois College courses in meeting general education requirements or within majors or minors. Transfer courses normally receive the semester hour equivalent of the credit value of the institution where the courses were taken, whether higher or lower than the equivalent Illinois College course. The grades earned on transfer work do not count toward the grade point average of at Illinois College.

Illinois College accepts credits earned by dual-enrollment, provided the credits are presented on the transcript of an accredited institution of higher education. Illinois College also accepts Advanced Placement, International Baccalaureate, CLEP and other work based on testing, based on its evaluation of the test scores. In no case does Illinois College allow double-dipping (e.g., credit for both the AP test results and a dual-credit high school course in the same area would not be allowed). Illinois College also accepts military education credits which meet the same equivalence standards as other transfer work.

No more than 66 hours of transfer work from two-year colleges or equivalent institutions may be counted toward an Illinois College degree. Students must earn at least 36 semester hours of academic credit at Illinois College, with 24 of the last 30 completed in residence.

For students already enrolled at the College, a form for pre-approval of courses to be taken out of residence is available from the Registrar’s office and the Illinois College website and is highly recommended. Courses taken by students already enrolled at Illinois College which employ alternative delivery means such as correspondence, internet, and telecourses require special approval from the Registrar and department Chair. No more than 12 semester hours of courses that employ alternative delivery methods will be accepted for transfer.

Repeat Courses

During the term in which the course is being repeated, credit hours earned in the first attempt will still be in the student’s total hours. The student must remember that additional hours will not accrue for courses that previously earned credit hours. When a student repeats a course, the previous credit and grade are canceled upon completion of the subsequent attempt with the more recent grade becoming the grade of record. The earlier attempt remains on the transcript with parentheses around the grade to show that the course has been repeated. Improving a course grade of F will affect both grade point average and hours counted toward graduation, whereas improving a grade of D or above will affect grade point average only. Repeated courses count as additional hours attempted.

Incomplete Grades

In consultation with the Dean of the College, an instructor may award the grade of Incomplete (I) when extenuating circumstances make successful completion of course requirements impossible. A grade of incomplete must be made up no later than the end of the first six weeks in the subsequent semester at which time the grade defaults to an ‘F’ unless a Course Completion Contract is filed with the Dean specifying an alternative time table and default grade. If a student has incomplete course work, all federal and state financial aid, including loans, cannot be renewed until all incomplete work has been completed.
Withdrawals

Students who withdraw from the College after the tenth day of classes and before the final two weeks of classes will receive a grade of ‘W’ (withdraw) in all courses for which a grade has not already been filed. Students intending to withdraw should report their intent to withdraw to the Dean's Office. Students who withdraw from the College must receive permission to return from the Dean of the College before re-enrolling. Students withdrawing from the College prior to the seventh week of classes will receive a partial refund of tuition as stipulated on page 176.

In courses in which a grade has not already been filed, students may withdraw from a full-term course before the final two weeks of classes with a grade of ‘W’. If a student withdraws from a repeated course, the ‘W’ does not replace a grade in the previous course. (See “Part-time Status.”)
STUDENT CONDUCT
RIGHTS AND RESPONSIBILITIES

An academic community can only function if the rights and responsibilities of all its members are recognized. Illinois College requires that students be familiar with stated College policies and procedures as printed in the Student Handbook (Illinois College Blue Book), which also includes discipline and appeal procedures, information regarding traditions, programs, organizations, and campus resources.

Students who violate Illinois College policies may be subject to warning, probation, suspension or dismissal. A student who has been dismissed for non-academic reasons and wishes to return must apply in writing to the Dean of the College. The Dean of the College in consultation with the Dean of Students will then make a determination on readmission. If the student is denied readmission by the Dean of the College, the student may appeal the decision in writing to the President of the College. In general, an appeal should include evidence of new and substantive information or a lack of due process.

Class Attendance

Class attendance requirements are determined by the instructor. When an absence is justified, a student may be permitted to make up missed assignments, but in no instance is a student excused from fulfilling regular course requirements. Excessive absence may result in a reduction of the student’s grade or the instructor dropping the student from the course with the grade of ‘W’ or ‘F’.

Confidentiality of Records and Release of Information

Illinois College follows all procedures as required by the Family Rights and Privacy Act. Complete information on procedures and student access to personal files is included in the Student Handbook (Illinois College Blue Book).

Responsibility for Off-Campus Activities

From time to time, students at Illinois College participate in activities which take them off the campus. In all cases, students must follow the directives of faculty or staff leading the activity and represent publicly the values of Illinois College. In most instances, such as field trips, athletic contests, or music performances, these off-campus trips are short in duration. Students are expected to sign a release of liability in order to participate in these programs each term. More extended trips such as travel abroad will have specific releases of liability to be signed by parents and students as a condition of participation. Off-campus activities undertaken outside the programs of the College are at the individual liability of the student.

Cellular Phone Policy

Illinois College aims to provide an optimum environment for teaching and learning. To this end, we encourage all members of the community to be considerate in their use of cell phones, pagers, and other electronic communications devices. No conversation on a cell phone should take place when a class or meeting or other public event (such as convocation or concert) is in progress. In general, all electronic devices should be turned off inside academic buildings. When it is necessary to leave such devices turned on, however, all members of the Illinois College community should endeavor to receive only non-audible signals. When receiving a phone call on a cell phone, conversations should in all cases be carried on away from other individuals.
Appeal Procedure

While Illinois College operates according to specific policies established by the faculty and administration, the appeal procedure allows for the orderly suspension or change of policy for cause, or in case of extenuating circumstances. Students may appeal an academic action or seek the change or suspension of an academic policy through written petitions to the Educational Policies Committee. Disciplinary actions may be appealed to the Discipline Committee. Appeals related to the Teacher Preparation Program may be directed to the Teacher Preparation Committee. Students have the right to advice from the College community before and during all such proceedings. Detailed information on such things as disciplinary policies and appeal processes is in the Student Handbook (Blue Book).