



**SIU** SOUTHERN ILLINOIS UNIVERSITY  
CARBONDALE COLLEGE OF EDUCATION  
AND HUMAN SERVICES

# Undergraduate Student Handbook 2016-2017

[ehs.siu.edu](http://ehs.siu.edu)

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## WELCOME TO



We in the College of Education and Human Services Academic Advisement Office are pleased that you have decided to attend SIU and pursue an academic career with us. It is our wish that we serve you well and help make your experience a pleasant one. As advisors, we will assist you in planning your academic career and selecting appropriate courses to meet degree, University, and national requirements for graduation and licensure. We can also help you choose options for course registration. Further, we can assist you with referral services, transfer information, important dates and deadlines, graduation information, and changes in programs or procedures.

Feel free to contact us if you have any questions or concerns regarding your academic career. We have purposely scheduled “walk-in” times for each advisor - so please stop by and help us become better acquainted with you. Please remember that academic advising is a shared responsibility between student and advisor. Please download a copy of the advising syllabus for guidance.

This handbook is designed to provide information and serve as a reference while you pursue your undergraduate degree in the College of Education and Human Services (COEHS). Handbook information includes specific degree requirements, major course requirements, the Teacher Education Program (TEP) requirements, state licensure, and University and College policies and rules. Also included is helpful advice on advisement, registration and completion of a degree in a timely manner.

Be sure to stop at the Advisement Office (Wham 122) and pick up a curriculum guide for your major specific to your catalog year (or click [HERE](#) - curriculum guides posted online are for the most recent catalog year). Curriculum guides and on-going communication with your assigned academic advisor will help you keep track of courses taken, grades received and requirements remaining for graduation. Because the College offers licensure and non-licensure degrees, individual major requirements are quite different.

# ACADEMIC CALENDAR 16-17

## 2016 Summer Intersession

Intersession Begins Monday, May 16  
Memorial Day Holiday - Monday, May 30  
Intersession Ends Friday, June 10

## 2016 Summer Semester

Eight Week Session Begins Monday, June 13  
Independence Day Holiday - Friday, July 4  
Final Examinations - Thursday, August 4 and Friday, August 5  
*Commencement ceremonies now held only in May and December*

## 2016 Fall Semester

Semester Classes Begin Monday, August 22  
Labor Day Holiday - Monday, September 5  
Fall Break - Saturday, October 8, 12:00 Noon through Tuesday, October 11  
Veterans Day Holiday - Friday, November 11  
Thanksgiving Vacation - Wednesday, November 23 through Sunday, November 27  
Final Examinations - Monday, December 12 through Friday, December 16  
[Commencement](#) - Saturday, December 17, 2016

## 2017 Spring Semester

Martin Luther King, Jr.'s Birthday Holiday - Monday, January 16  
Semester Classes Begin - Tuesday, January 17  
Spring Vacation - Saturday, March 11, 12:00 Noon through Sunday, March 19  
[Honors Day](#) - TBD  
Final Examinations - Monday, May 8 through Friday, May 12  
[Commencement](#) - Saturday, May 13, 2017

## REGISTRATION CALENDARS

### FALL 2016

Academic advisement begins ( <a href="#">RUNs</a> are available)	early February
Registration temporarily unavailable for most students (certain new registration holds may be posted)	Monday, April 4
Advance Registration <sup>1</sup> and Program Changes	Tuesday, April 5 – Sunday, August 21
Statements of Account produced within SalukiNet for advance registered students (1st bill of the semester)	Friday, July 15
Tuition & Fee payment deadline for 1st bill charges (either paying the bill in full or signing up for the installment payment plan and paying the 1st installment)	Wednesday, August 10
<b>FULL SEMESTER BEGINS</b>	Monday, August 22
Late Registration <sup>1</sup> (late registration fee assessed <sup>2</sup> ) and Program Changes	Monday, August 22 – Sunday, August 28
Deadline to register, add a course, or change sections of full-term courses (without Dean's signature <sup>3</sup> )	Sunday, August 28
Deadline to send Major changes for the current term to the Registration Office	Friday, September 2
Last day to submit paperwork to the Registration office to change credit/audit status on a full-term course or to withdraw from the University with a full refund <sup>4,5</sup>	Friday, September 2
Last day for students to drop a full-term course (to be eligible for a credit/refund <sup>5</sup> )	Sunday, September 4
Labor Day holiday	Monday, September 5
Fall Break <sup>6</sup>	Saturday, Oct. 8 – Tuesday, Oct. 11

<b>SEMESTER'S FIRST HALF ENDS</b>	Sunday, October 16
<b>SEMESTER'S SECOND HALF BEGINS</b>	Monday, October 17
<b>Last day to submit paperwork (CRF's and withdrawal forms) to the Registration office related to the last day to drop or for a withdrawal from the University<sup>7,8</sup></b>	Friday, October 28
<b>Last day for students to drop a full-term course (no refund; resulting in a W grade<sup>7</sup>)</b>	Sunday, October 30
<b>Veterans Day holiday</b>	Friday, November 11
<b>Thanksgiving Break<sup>6</sup></b>	Wednesday, Nov. 23 – Sunday, Nov. 27
<b>Final Exams<sup>6,9</sup></b>	Monday, Dec. 12 – Friday, Dec. 16
<b>FULL SEMESTER ENDS</b>	Friday, December 16
<b><u>Commencement</u></b>	Saturday, December 17

<sup>1</sup> A pre-payment is not required prior to registration. However, students with a past-due balance of \$200 or more will not be allowed to register until an appropriate payment has been made to the [Bursar's Office](#).

<sup>2</sup> Students first registering for full-term classes after the advance registration period has ended will be assessed a \$15 late registration fee, as will students first registering for shorter-than-full-term classes after the first day of the course. The fee is non-refundable and non-waivable unless it can be clearly shown that faculty or administrative action caused the late registration. (Off-campus classes and registration in courses 599, 600, 601, and 699 are exempt from this fee.)

<sup>3</sup> Course adds or section changes for shorter-than-full-term classes that start during the first week of the term are subject to this same deadline. Course adds or section changes for shorter-than-full-term classes that start before or after the first week of the term may be done through the first day of the class (Dean's signature is required after the first day of the class).

<sup>4</sup> Effective Spring 2015, to better comply with federal regulations that concern the return of Title IV aid funds, students who withdraw from the University after the term starts but during the full refund period will have displayed on their transcript their attempted courses with W grades.

<sup>5</sup> Students enrolled in courses that are shorter-than-full-term should refer to the drop deadline chart in their catalog (e.g., page 27 of the 2015-2016 [Undergraduate Catalog](#) or page 19 of the 2015-2016 [Graduate Catalog](#)), since the full refund date and the last date to drop will vary depending on the start date and length of the course.

<sup>6</sup> The School of Law has a calendar that differs slightly from what is noted above. Specifically, they do not have the Fall Break, their Thanksgiving Break lasts the entire week (rather than simply the latter half of the week), and their [Final Exams](#) last for two weeks and start the week before those noted above. For more details, please refer to their [semester calendar](#).

<sup>7</sup> Effective Summer 2013, students may not drop or withdraw from a full-term course after Week 10 (Week 5 in Summer Session). Students enrolled in courses that are shorter-than-full-term should refer to the drop deadline chart in their catalog, since the full refund date and the last date to drop will vary depending on the start date and length of the course.

<sup>8</sup> Students who withdraw from the University after the full refund period will have displayed on their transcript their attempted courses with W grades.

<sup>9</sup> Final exams (except for the School of Law) are held the last week of the term according to [this schedule](#).

## Spring 2017

Academic advisement begins ([RUNs](#) are available) early September

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Registration temporarily unavailable for most students (certain new registration [holds](#) may be posted) Monday, October 31

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Advance Registration<sup>1</sup> and Program Changes Tuesday, Nov. 1 – Monday, Jan. 16

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Statements of Account produced within SalukiNet for advance registered students (1st bill of the semester) Thursday, December 15

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*WINTER INTERSESSION<sup>2</sup> BEGINS* Monday, December 19

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*Christmas and New Year's holidays and campus closure* Mon., Dec. 26, 2016 – Mon., Jan. 2, 2017

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Registration waitlists purged Monday, January 9

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Tuition & Fee payment deadline for 1st bill charges (either paying the bill in full or signing up for the installment payment plan and paying the 1st installment) Tuesday, January 10

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*WINTER INTERSESSION<sup>2</sup> ENDS* Sunday, January 15

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*Dr. Martin Luther King, Jr. Birthday holiday* Monday, January 16

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FULL SEMESTER BEGINS Tuesday, January 17

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Late Registration<sup>1</sup> (late registration fee assessed<sup>3</sup>) and Program Changes Tuesday, Jan. 17 – Sunday, Jan. 22

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Deadline to register, add a course, or change sections of full-term courses (without Dean's signature)<sup>4</sup> Sunday, January 22

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Deadline to send Major changes for the current term to the Registration Office Friday, January 27

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Last day to submit paperwork to the Registration office to change credit/audit status on a full-term course or to withdraw from the University with a full refund<sup>5,6</sup> Friday, January 27

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Last day for students to drop a full-term course (to be eligible for a credit/refund)<sup>6</sup> Sunday, January 29

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*SEMESTER'S FIRST HALF ENDS* Saturday, March 11, Noon

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*Spring Break* Saturday, March 11 – Sunday, March 19

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***SEMESTER'S SECOND HALF BEGINS*** Monday, March 20

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**Last day to submit paperwork (CRF's and withdrawal forms) to the Registration office related to the last day to drop or for a withdrawal from the University<sup>7,8</sup>** Friday, March 31

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**Last day for students to drop a full-term course (no refund; resulting in a W grade)<sup>7</sup>** Sunday, April 2

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***Honors Day*** Saturday, April \_\_ (TBD)

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***Final exams*<sup>9,10</sup>** Monday, May 8 – Friday, May 12

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**FULL SEMESTER ENDS** Friday, May 12

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***Commencement*<sup>11</sup>** Saturday, May 13

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<sup>1</sup> A pre-payment is not required prior to registration. However, students with a past-due balance of \$200 or more will not be allowed to register until an appropriate payment has been made to the [Bursar's Office](#).

<sup>2</sup> Classes scheduled during the Winter Intersession count as a part of the Spring semester for credit hours and time status, GPA and Deans List, tuition and fee assessment, and financial aid calculation purposes.

<sup>3</sup> Students first registering for full-term classes after the advance registration period has ended will be assessed a \$15 late registration fee, as will students first registering for shorter-than-full-term classes after the first day of the course. The fee is non-refundable and non-waivable unless it can be clearly shown that faculty or administrative action caused the late registration. (Off-campus classes and registration in courses 599, 600, 601, and 699 are exempt from this fee.)

<sup>4</sup> Course adds or section changes for shorter-than-full-term classes that start during the first week of the term are subject to this same deadline. Course adds or section changes for shorter-than-full-term classes that start before or after the first week of the term may be done through the first day of the class (Dean's signature is required after the first day of the class).

<sup>5</sup> Effective Spring 2015, to better comply with federal regulations that concern the return of Title IV aid funds, students who withdraw from the University after the term starts but during the full refund period will have displayed on their transcript their attempted courses with W grades.

<sup>6</sup> Students enrolled in courses that are shorter-than-full-term should refer to the drop deadline chart in their catalog (e.g., page 21 of the 2016-2017 [Undergraduate Catalog](#) or page 19 of the 2016-2017 [Graduate Catalog](#)), since the full refund date and the last date to drop will vary depending on the start date and length of the course.

<sup>7</sup> Effective Summer 2013, students may not drop or withdraw from a full-term course after Week 10 (Week 5 in Summer Session). Students enrolled in courses that are shorter-than-full-term should refer to

the drop deadline chart in their catalog, since the full refund date and the last date to drop will vary depending on the start date and length of the course.

<sup>8</sup> Students who withdraw from the University after the full refund period will have displayed on their transcript their attempted courses with W grades.

<sup>9</sup> Final exams (except for the School of Law) are held the last week of the term according to [this schedule](#).

<sup>10</sup> The School of Law has a calendar that differs slightly from what is noted above. Specifically, their [Final Exams](#) last for two weeks and start the week before those noted above. For more details, please refer to their [semester calendar](#).

<sup>11</sup> Commencement for the School of Law will be held on Friday, May 12.

<b>BURSAR BILLING CALENDAR</b>	
Statement of Account	Payment Deadline: (Pay in full or sign up for the <a href="#">payment plan</a> )
July 15 (First bill of Fall term)	Aug 10
Aug 15	Sep 10
Sep 15	Oct 10
Oct 15	Nov 10
Nov 15	Dec 10
Dec 15 (first bill of Spring term)	Jan 10
Jan 15	Feb 10
Feb 15	Mar 10
Mar 15	Apr 10
Apr 15	May 10
May 15 (first bill of Summer term)	June 10
June 15	July 10

## ACADEMIC ADVISORS

<p style="text-align: center;"><b>Katrina James</b>  <b>Chief Academic Advisor</b>          (e-mail: <a href="mailto:kat.james11@siu.edu">kat.james11@siu.edu</a>)  <b>Wham Building, Room 122</b>  <b>(Ph. 618-453-6340)</b></p>	<p>Early Childhood – Preschool/Primary          Special Education</p>
<p style="text-align: center;"><b>Angela Hunter</b>  <b>Academic Advisor</b>          (e-mail: <a href="mailto:ahunter@siu.edu">ahunter@siu.edu</a>)  <b>Wham Building, Room 122</b>  <b>(Ph. 618-453-6340)</b></p>	<p>Behavior Analysis &amp; Therapy          Communication Disorders          Elementary Education          Rehabilitation Services</p>
<p style="text-align: center;"><b>Kaila Tyner</b>  <b>Academic Advisor</b>          (e-mail: <a href="mailto:kaila@siu.edu">kaila@siu.edu</a>)  <b>Wham Building, Room 122</b>  <b>(Ph. 618-453-6340)</b></p>	<p>Kinesiology          Exercise Science          Health Education</p>
<p style="text-align: center;"><b>Christopher Hinkle</b>  <b>Academic Advisor</b>          (e-mail: <a href="mailto:chinkle@siu.edu">chinkle@siu.edu</a>)  <b>Wham Building, Room 122</b>  <b>(Ph. 618-453-6340)</b></p>	<p>Kinesiology          Physical Education Teacher Education          Recreation          Leisure          Therapeutic          Outdoor          Sports Administration          Undecided          Workforce Education and Development          Business, Marketing, Computer          Capstone Education, Training &amp;          Development Capstone,          Family and Consumer Science Capstone</p>
<p style="text-align: center;"><b>Melanye Merryll</b>  <b>Academic Advisor; Licensure Coordinator</b>          (e-mail: <a href="mailto:merryll1@siu.edu">merryll1@siu.edu</a>)  <b>Wham Building, Room 122</b>  <b>(Ph. 618-453-6340)</b></p>	<p>Biological Sciences          English          French          German          History          Mathematics          Social Sciences          Spanish</p>
<p style="text-align: center;"><b>Steven Taylor</b>  <b>Academic Advisor</b>          (e-mail: <a href="mailto:steven.taylor@siu.edu">steven.taylor@siu.edu</a>)  <b>Wham Building, Room 122</b>  <b>(Ph. 618-453-6340)</b></p>	<p>Social Work</p>

## MINIMUM REQUIREMENTS FOR BACHELOR OF SCIENCE DEGREE\*

Total Hours:	120 Semester Hours
Residency Requirement:	Last 30 Semester Hours <u>OR</u> Total of any 90 Semester Hours
Senior Institution Hours:	42 Semester Hours at Senior (4-year) Institution
Grade Point Average:**	See Specific Majors

\* **NOTE: Please be aware that these are the MINIMUM hours and GPA required by SIU for graduation. Be sure to check with your academic advisor regarding specific requirements for your major. Many majors have different GPA requirements. This should be noted on your curriculum guide, the undergraduate catalog, and/or you may ask your academic advisor.**

\*\* **TEACHER EDUCATION PROGRAM: Requires a 2.75 OVERALL GPA (all college work, including transfer credit, is calculated) for admission and a 2.75 Major GPA to be eligible for Student Teaching.**

## REGISTRATION PROCEDURES

### **Advisors:**

Your College of Education and Human Services advisor is a trained professional who is cognizant of the rules and regulations pertaining to University, Departmental and State requirements. The role of the advisor is to assist you in meeting your academic and career goals.

### **Advisement:**

Before registering for specific courses, you must see your College of Education and Human Services advisor. At this meeting, you will discuss course options, prerequisites, major requirements, University core requirements and academic progress. You and your advisor will work in a partnership atmosphere attempting to meet your individual needs and time schedule prior to arranging a definite program. It is critical to make an early appointment for academic advisement if you want to build a schedule that reflects your needs. Before meeting with you advisor, review the advising syllabus. This can be found [HERE](#) on the COEHS advisement website.

The University stresses the importance of the academic advising function. Insistence on receipt of college and high school transcripts and ACT or SAT scores prior to admission serves not only to determine admission but also provides information upon which to base program decisions. You and your advisor may use these scores to determine the level of difficulty of your courses or if you should attempt to proficiency some courses through institutional exams or College Level Examination Program (CLEP).

Advising individual students about program requirements and progress to degree is a service provided to you. It does not relieve you, the student, of the responsibility for knowing your program requirements. You must confer with your advisor if you have questions about your program or progress to degree.

### **Registration:**

After you and your advisor have selected classes, you will register for classes via online registration. This will secure your enrollment in specific course sections. All students will need a Registration User Number (RUN) before they can register for classes.

Mere attendance does not constitute registration in a class, nor will attendance in a class for which a student is not registered be a basis for asking that a program change be approved permitting registration in that class. Students should complete the registration process before classes begin.

### **Add/Drop:**

After you register, you will have the opportunity to make changes to your schedule. If you want to drop a course, add a course, or change a section, you must do so online. Check on Saluki Net or in this handbook for deadline dates. If you drop off a closed class card to the advisement office, you still have to add the course online. It is important that you confer with your assigned academic advisor on all of your questions to ensure timely progress towards degree.

### **Withdrawal:**

If you have officially registered for classes and find you are unable or unwilling to attend or complete the semester (prior to Week 8), you must officially withdraw. Simply leaving school does not constitute

a withdrawal. Discussion of procedures may be found in the [SIU Undergraduate Catalog](#) or you may discuss your options with your advisor. The Office of Transitional Programs handles this process. They are located in the Student Services Building, Room 382 and their phone number is (618) 453-7041.

*Course Drops.* Students officially drop courses through the program change process. It is the student's responsibility to ensure that the drop process is officially completed. It is probable that a student, who does not drop by the deadlines, but stops attending during the second half of the semester, will receive a grade of *WF* or *F*.

**Note: Ceasing to attend a course may also affect a student's financial aid eligibility. The *WF* counts as an *F* in the calculation of the GPA. Students who drop courses after the full refund deadline but remain enrolled in the University will not receive any refund.**

## TEACHER EDUCATION PROGRAM

The Teacher Education Program (TEP) at SIUC is fully accredited by the National Council for Accreditation of Teacher Education (NCATE) and its programs are approved by the Illinois State Educator Preparation and Licensure Board. The Teacher Education Program is administered through the College of Education and Human Services and includes majors from the College of Education and Human Services, the College of Science, the College of Liberal Arts, and the College of Agricultural Sciences. The Teacher Education Program includes 14 majors at the undergraduate level, including early childhood education, elementary education, secondary education, special education, art education, foreign language education, music education and physical education.

Admission to the College of Education and Human Services **DOES NOT** guarantee admission to the Teacher Education Program. ALL students seeking state teacher licensure must first be admitted to the Teacher Education Program. Listed below are the specific requirements for admission. Application packets and information are available in Wham 135 or online [HERE](#).

### Admit Dates:

Students are admitted to the Teacher Education Program two times per year: August 15<sup>th</sup> for fall semester and January 10<sup>th</sup> for spring semester. Contact the Office of Teacher Education at 618-453-2354 for more information on deadlines.

### Admission Policy:

A student is eligible to make a formal application for admission to the Teacher Education Program when the following required criteria have been met:

1. Overall GPA of 2.75 or above
2. At least 30 credit hours of completed coursework
3. A grade of C or higher in ENGL 101 and ENGL 102
4. An active account with ISBE in the Educator Licensure Information System [HERE](#).
5. ELIS verification for **one** of the following three entry tests:
  - **Illinois Test of Academic Proficiency** – Pass all subareas. Must create account in ELIS starting [HERE](#).
  - **ACT Plus Writing** – Composite score of 22 or above with at least:
    - 16 in Writing for test dates on or after 9/1/15
    - 19 in Combined English/Writing for test dates prior to 9/1/15Scores cannot be combined.  
**ELIS verification required.** Follow the instructions [HERE](#).
  - **SAT** – Composite score of 1030 or higher (critical reading + mathematics) with a minimum of 450 in writing (for test dates prior to March 5, 2016) or a composite score of 1110 (Evidence-based Reading and Writing + Mathematics = 1110 or higher) and a minimum score of 26 on Writing and Language Test (for test dates March 5, 2016 or later). Scores cannot be combined.  
**ELIS verification required.** Follow the instructions [HERE](#).  
Approval by Major department (required only for: English, Biological Sciences, Foreign Language, Math, and Music Education majors)

For more information on the admission policy, please refer to the [SIU Undergraduate Catalog](#).

## Teacher Education Program Benchmarks

- Obtain qualifying score report for TEP entry exam (TAP/ACT + Writing/SAT/Basic Skills)  
**Required for both program admission and licensure**
- Earn an overall GPA of at least 2.75
- Apply to the Teacher Education Program (form available [HERE.](#))
- See Advisor for curriculum planning and course request form - **Must be done prior to each TEP semester**
- Sign up for EDUC 301 clinical placement with your academic advisor - Placements may be in a 60-mile radius from Carbondale campus
- During EDUC 301 semester:
  - Sign up for EDUC 302 clinical placement with your academic advisor
  - Construct Gateway template in EDUC 301
  - Note that artifacts for Gateway portfolio will be identified in courses in your major
  - Complete Safety Module
- During EDUC 302 semester:
  - Sign up for EDUC 303 (EDUC 400 for special education majors) clinical placement with your academic advisor
    - Receive notification of Student Teaching Application
- During EDUC 303 semester (EDUC 400 for special education majors):
  - Sign up for student teaching (401) with your academic advisor
  - Pick up information on student teaching requirements from Office of Teacher Education:
    - TB test
    - Content Area Test (required both for student teaching and licensure)
    - Fingerprinting
    - Mandated Reporter Training
    - Licensure Documentation Form
  - Turn in Student Teaching Application
  - 2.75 major GPA required for student teaching and completion of all coursework
  - Note the Gateway completion date for your major
  - Apply for graduation
- During EDUC 401 (student teaching):
  - Submit edTPA– required for licensure)
  - Attend licensure training session
  - Deliver your Capstone presentation
- Graduation!
- Complete the licensure process according to licensure training instructions

## EDUCATOR LICENSURE AREAS

Elementary Education (1-6)

Early Childhood (Age 3 – Grade 3)

Secondary Education (6-12)

- Agricultural Education \*
- English Language Arts Education \*
- History Education
- Mathematics Education \*
- Science – Biology \*

Special (K-12)

- Foreign Language – French \*
- Foreign Language – German\*
- Foreign Language – Spanish \*
- Music Education \*
- Physical Education
- Reading Specialist
- Visual Arts (Art Education) \*

Special (P-21)

- Learning Behavior Specialist (LBS1/Special Education)

Administrative

- Principal
- Superintendent

School Service Personnel

- Guidance Endorsement
- School Social Worker
- Speech Language Pathology

(\*) in collaboration with other colleges

## UNDERGRADUATE STUDENT ORGANIZATIONS

Involvement in student organizations is an important part of college life. This involvement allows students the opportunity to meet peers with similar interests, develop leadership skills, and build a resume and network for employment after graduation. Listed below are student organizations found in or associated with the College of Education and Human Services (COEHS).

**Behavior Analysis & Therapy Club:** BAT Club is an RSO established to help undergraduate students obtain experience with and knowledge about Applied Behavior Analysis and how it applies to our campus and community. For more information, contact the Rehabilitation Institute at 618-536-7704 or Dr. Ruth Anne Rehfeldt at [rehfeldt@siu.edu](mailto:rehfeldt@siu.edu).

**Educators for Excellence:** This organization help members develop professional skills that they will be able to use moving forward into their respective education careers. We also help members foster relationships with professionals in the field. For more information, contact the Department of Curriculum and Instruction at 618-536-2441 or Dr. Debbie Burris at [dlburris@siu.edu](mailto:dlburris@siu.edu).

**educ8kdz:** This is a registered student organization for future early childhood educators that focuses on the needs of young children in Southern Illinois and other areas. For more information, contact the Department of Curriculum and Instruction at 536-2441 or Dr. Christie McIntyre at [cherimc@siu.edu](mailto:cherimc@siu.edu).

### **Elementary Education Student Organization (EESO):**

EESO is a student organization dedicated to providing professional opportunities for students through monthly meetings, evening programs on special topics, and involvement in professional conferences. For more information, contact the Department of Curriculum and Instruction at 618-536-2441 or Louise Stearns at [booklady@siu.edu](mailto:booklady@siu.edu).

**Eta Sigma Gamma:** An honorary Health Education fraternity for health education students; dedicated to teaching, research and service in the professional area of Health Education. For more information, contact the Department of Health Education and Recreation at 618-453-2777 or Dr. Aaron Diehr at [aaron@siu.edu](mailto:aaron@siu.edu).

**Kappa Delta Pi (KDP):** Kappa Delta Pi is an international honor society in education. KDP engages in community service activities and the national Read Across America Day. For more information, contact the Department of Curriculum and Instruction at 618-536-2441 or Dr. Francie Shafer at [fshafer@siu.edu](mailto:fshafer@siu.edu).

**National Rehabilitation Association (NRA):** The National Rehabilitation Association (NRA) is a member organization that promotes ethical and state of the art practice in rehabilitation with the goal of the personal and economic independence of persons with disabilities. The NRA seeks to eliminate barriers to the employment and/or productivity of individuals with disabilities. For more information, contact the Rehabilitation Institute at 618-536-7704.

### **National Student Speech, Language & Hearing Association (NSSLAH):**

The National Student Speech, Language & Hearing Association was created because of students' desire for closer affiliation with professionals in the discipline of human communication sciences and disorders. For more information, contact the Rehabilitation Institute at 618-536-7704 or Dr. Val Boyer at [valboyer@siu.edu](mailto:valboyer@siu.edu). You may also visit their website [HERE](#).

**Omicron Tau Theta:** Omicron Tau Theta is an honor society for those interested in Vocational Education. For more information, contact the Department of Workforce Education and Development at 618-453-3321 or Dr. Barbara Hagler at [bhagler@siu.edu](mailto:bhagler@siu.edu).

**Organization of Sport and Exercise Science:**

This is a registered student organization developed for undergraduate students specializing in Exercise Science. For more information, contact the Department of Kinesiology at 618-536-2431 or Larry McKenzie at 453-2390 or [mrbrink@siu.edu](mailto:mrbrink@siu.edu).

**Phi Beta Lambda:** Phi Beta Lambda, Gamma Phi Chapter – Future Business Leaders is an association of student members preparing for careers in business. For more information, contact the Department of Workforce Education & Development at 618-453-3321 or Tracy Lake at 618-453-2521 or [tlake@siu.edu](mailto:tlake@siu.edu).

**Physical Education Teacher Education Club:** PETE is an organization for any students interested in teaching, coaching, or related area. For more information, contact the Department of Kinesiology at 618-536-2431 or Laurie Chapman at 536-2431. You may also visit their website [HERE](#).

**Promoting Respect through Inclusiveness and Diversity Excellence (PRIDE):** P.R.I.D.E. is an academic registered student organization designed to provide students who are within the College of Education and Human Services an opportunity to learn about and experience views from a multicultural perspective. P.R.I.D.E. is a unique RSO dedicated to diversity and inclusiveness issues. For more information, contact the Department of Curriculum and Instruction at 618-536-2441 or Dr. Rose Moroz at [rmtmoroz@siu.edu](mailto:rmtmoroz@siu.edu). You may also visit their website [HERE](#).

**Social Work Student Alliance:** The Social Work Student Alliance is a group of students who grow together, experience new adventures together and make a difference in people's lives. Membership forms can be obtained in the Social Work Office (Pulliam 250) or in the Social Work Student Lounge. For more information, contact the School of Social Work at 618-435-2243 or Dhruvodi Mukherjee at [dhru@siu.edu](mailto:dhru@siu.edu). You may also visit their Facebook page [HERE](#).

**Southern Illinois Dance Company:** The Southern Illinois Dance Company encompasses traditional realms of dance and performs them on the campus of Southern Illinois University. Composed of students, athletes, as well as residents of the Southern Illinois region, the company's mission is to spread the art of dance to the best of our ability. Specializing in ballet, modern, jazz, and hip-hop, the company produces a show every semester in Furr Auditorium located in Pulliam Hall. For more information, contact the Department of Kinesiology at 618-536-2431.

**Sport Studies Association (SSA):** The purpose of the Sport Studies Association is to provide graduate and undergraduate students in the Department of Kinesiology with an interest in sport studies a means for additional professional development. In short, the purpose of the group is to promote professional development through education, fundraising, and service. For more information, contact the Department of Kinesiology at 618-536-2431 or Dr. Bobbi Knapp at [bknapp@siu.edu](mailto:bknapp@siu.edu). You may also visit their website [HERE](#).

**Student Association of Family and Consumer Sciences:** For more information, contact the Department of Workforce Education and Development at 618-453-3321 or Dr. Terre Eversden, [the1@siu.edu](mailto:the1@siu.edu).

**Student Council for Exceptional Children (SCEC):**

The Council for Exceptional Children is the largest international professional organization for special educators serving students with disabilities. For more information, contact the Department of Counseling, Quantitative Methods and Special Education at 618-536-7763 or Dr. Deborah Bruns, [dabruns@siu.edu](mailto:dabruns@siu.edu). You may also visit their website [HERE](#).

**Student Leader Program (SLP):** The COEHS SLP is for high achieving outgoing students in the College of Education and Human Services. Selected students will serve as official representatives of the College in public relations, student recruitment and retention programs and other outreach efforts. For more information, contact Jodi Miley at 618-453-4749 or [jmiley@siu.edu](mailto:jmiley@siu.edu)

**Student Recreation Society:** The Student Recreation Society is a registered student organization serving both undergraduate and graduate students interested in pursuing a degree or career in the field of recreation. For more information, contact the Department of Health Education and Recreation at 618-453-2777 or Dr. Tina Colson, [tcolson@siu.edu](mailto:tcolson@siu.edu). You may also visit their Facebook page [HERE](#).

**Student Rehabilitation Association:** For more information, contact the Rehabilitation Institute at 618-536-7704 or Dr. Stacia Robertson at [srbrtsn@siu.edu](mailto:srbrtsn@siu.edu).

**Students Together Advocating Rehabilitation Services (STARS):** STARS is a student-run organization that performs a number of activities on the SIUC campus and the southern Illinois community aimed at improving the lives of individuals with disabilities and raising awareness for disability in society. Participation in STARS is open to any SIUC undergraduate student who has an interest in participating. For more information, contact the Rehabilitation Institute at 618-536-7704 or Dr. Stacia Robertson at [srbrtsn@siu.edu](mailto:srbrtsn@siu.edu). You may also visit their Facebook page [HERE](#).

**For more information, visit the [Student Involvement Page](#) or contact the Student Involvement and Leadership Development office at 618-453-5714.**

## ISSUES THAT CREATE PROBLEMS FOR STUDENTS

Often, problems arise that could easily have been solved “if only...” The following are examples of some of the issues that create problems for students:

**Not asking questions:** If you have a question, no matter how trivial you might think it is, ASK YOUR ADVISOR!!

**Not reading:** Important information regarding rules, regulations, deadline dates, etc., may be found in the [SIU Undergraduate Catalog](#) and the [SIU Schedule of Classes](#).

**Listening to other students:** Students can receive misleading information from other students due to differences in majors, colleges, catalog year, etc. If you hear something and think it concerns your major, ASK YOUR ADVISOR.

**Advisement Appointments:** Advisement appointments for advance registration are important to you. Be sure to (1) Schedule an appointment as soon as possible; and (2) KEEP YOUR APPOINTMENT. If you find that you are unable to keep your appointment, contact your advisor before your scheduled appointment time to reschedule. In order to receive several of the overrides needed to register for certain courses you must have an advisement appointment.

**Teacher Education Restricted Classes:** (1) REMEMBER, you MUST register for Student Teaching! (2) There are several courses in the Professional Education sequence that are restricted. AFTER you see your advisor, you must obtain the proper authorization from your academic advisor to enroll in these courses. They include (but are not limited to): EDUC 301, 302, 303, 313, 400 and 401.

**Contact Information:** It is vital that the University has your correct address. **It is important that we have your local telephone number or cell phone number and your current SIU e-mail account address. Your SIU email is an official means of communication between you and the institution.**

## UNIVERSITY CAREER SERVICES

SIU Career Services is a comprehensive career planning and employment services agency dedicated to preparing students and alumni to take a lifelong, active part in their professional development to improve marketability with potential employers and a successful college-to-work transition.

We offer multiple services for students, alumni, employers, faculty and staff. Below are some of the ways we can help you.

- On-Campus Recruiting and Job Postings
- Workshops for Faculty and Student Groups
- Events and Job Fairs
- One-on-one Counseling
- Major and Career Exploration
- Internship and Job Searches

Visit the [Career Services](#) page for more information.

## SALUKI CARES

### ***Purpose:***

The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in distress. By working closely with faculty, staff, students and their families, SIUC will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community.

Saluki Cares is an early alert initiative composed of professionals from different areas of campus life who deal with students on a regular basis: Academic Support, Academic Affairs/Faculty, Enrollment Management, Student Life & Intercultural Relations, New Student Programs, and others. All concerns remain confidential.

Referrals are made from faculty, staff, parents, other students, or by the student him/herself. The Saluki Cares team can help students with issues surrounding, but not limited, to:

- deaths (student/family)
- extended illnesses
- financial stress
- adjustment issues
- class attendance problems
- homesickness
- other general signs of stress

**CALL 618-453-1492 or EMAIL [siucares@siu.edu](mailto:siucares@siu.edu)** or visit the [Saluki Cares page](#) for more information.

## CONTACT INFORMATION

### College of Education and Human Services (COEHS)

- Dean's Office – 618-453-2415
- Academic Advisement – 618-453-6340
- Office of Teacher Education – 618-453-2354
- Recruitment & Retention Office – 618-453-4749

### **Supplemental Instruction**

- Learning Support Services, Morris Library, 7<sup>th</sup> Floor – 618-453-1369
- Writing Center :
  - Morris Library, Room 236 – 618-453-1231

### Student Health Center

- [Medical Clinic](#) – 618-453-3311
- [Pharmacy](#) – 618-453-4417
- [Dental Services](#) – 618-536-2421
- [Counseling Center](#) – 618-453-5371
- [Wellness & Health Promotions Services \(Wellness Center\)](#) – 618-536-4441
- [Sports Medicine & Physical Therapy](#) – 618-453-1292
- Optical ([Marion Eye Center Branch in Student Health Center](#)) – 618-549-0615
- [Insurance](#) – 618-453-4413

[Bursars Office](#), Student Services Building, Second Floor – 618-453-2221

[Financial Aid](#), Student Services Building, Second Floor – 618-453-4334

[Information Technology](#), Northwest Annex, Bldg.A, Room 137 – 618-453-5155

## UNDERGRADUATE STUDENT GRIEVANCE POLICY

Undergraduate students in the College of Education and Human Services, Southern Illinois University Carbondale shall have the right to appeal for redress of grievances through established channels under the conditions stated below. Access to these channels is restricted to complaints by students alleging that some member of the College of Education and Human Services community has caused the student to suffer some specific harm related to: 1) the award of a course grade; 2) admission to and/or retention in the Teacher Education Program (TEP); 3) academic advisement; or 4) graduation. Grievances which have been brought to a hearing under another campus grievance procedure shall not be brought to a hearing under this procedure.<sup>1</sup>

### GRIEVANCE OF A COURSE GRADE

With respect to students' complaints alleging capricious grading, the following guidelines shall apply: instructors are expected to evaluate student work according to sound academic standards. Equitable requirements should be required of all students in a class, and grades should be assigned without departing substantially from announced procedures. It is the instructor's prerogative to assign grades in accordance with his/her academic/professional judgment, and the student assumes the burden of proof in the appeals process. Grounds for appeal include: (1) the application of non-academic criteria in the grading process, as listed in the University's nondiscrimination and affirmative action statements: race, color, sex, national origin, religion, age, sexual orientation, marital status, or handicap; (2) the assignment of a course grade by criteria not directly reflective of performance relative to course requirements; and (3) the assignment of a course grade by standards different from those which were applied by the instructor to other students in the course.

### Academic Grievance Procedure

An undergraduate student seeking redress through grievance (appellant) must first attempt to resolve the matter informally by contacting the party against whom redress is sought (respondent). If the dispute is not resolved at this stage, the student should contact the respondent's unit chair/director, who will attempt to resolve the dispute. In the event that the dispute is not resolved informally, a student may ask for and receive a hearing at the unit level. If a final grade has been assigned, the grade must be changed to an "incomplete" until the grievance process has been completed. If the incident occurs during the spring semester and the student will not be in residence for the summer semester, she/he may request an extension of the deadline to the fall semester following by petitioning the unit chair/director in writing. Such a request shall normally be granted as long as the petition is received on or before the 10<sup>th</sup> day of classes of the summer term following; however, the final decision is that of the unit chair/director.

The request for a hearing must state the following:

1. Name of the grievant.
2. Program in which the grievant is enrolled.
3. Name and title of the person(s) against whom the grievance is being filed.
4. Current address and phone number of the grievant.
5. Statement of the grievance including descriptions of the incident(s) involved, dates(s) of occurrence, what remedy is being sought, as well as any supporting documents.

<sup>1</sup>Cases involving academic dishonesty will be handled according to the Student Conduct Code. Matters involving graduate students will be handled according to the Academic Grievances Procedures in the *Graduate Catalog*. Separate grievance procedures exist for cases covered by the University Policy on Sexual Harassment, the Policy Accommodating Religious Observances of Students, the Policy on Release of Student Information and Access to Student Records at Southern Illinois University, the Policy on Immunization of Enrolled Students, the Policy on the Determination of Residency Status, and the University's response to comply with *Americans with Disability Act*. These

procedures are published in the Undergraduate Catalog. Undergraduate students employed as student workers are covered by a student worker grievance procedure, which is administered by the Financial Aid Office.

### **Unit Action on Grievance**

Upon receiving a written request for a hearing regarding an academic grievance, the unit chair/director shall send the respondent a copy of the grievance, who will provide the unit chair/director with a written response within fifteen days. The unit chair/director shall then consider the grievance and response, or forward the grievance and response to the unit's grievance committee for consideration. If the matter will be heard by a grievance committee, the unit chair/director shall notify the parties of the identity of the individuals who have been selected to serve on the grievance committee.<sup>3</sup> The participation of any committee member may be challenged for cause. If the unit chair/director determines that the challenge is valid, she/he shall name a substitute.

The unit chair/director or committee chair shall request of both parties copies of any documents and a list of witnesses they wish to introduce. These must be submitted within fifteen days of receipt of the request. The unit chair/director or committee chair shall convene a hearing within fifteen days of receipt of the substantiating documents. These documents shall be available to both parties at least five days prior to the hearing.

The hearing shall be conducted by the unit chair/director or by the committee according to the hearing procedures which are outlined in the Appendix. In the absence of compelling circumstances, the unit chair/director shall render a decision within fifteen days, or the grievance committee shall make its recommendation on the grievance to the unit chair/director within fifteen days after the conclusion of the hearing.

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<sup>2</sup>hereinafter 'day' refers to all days when classes are in session excluding holidays and weekends.

<sup>3</sup>Unit Undergraduate Student Grievance Committee: A unit undergraduate student grievance committee will be advisory to the unit chair/director and will submit its findings and recommendations to the chair/director. The committee shall consist of three members. The unit chair/director may designate an existing department committee to serve in such capacity (subject to the qualifications listed herein), or may appoint an ad-hoc undergraduate student grievance committee. The members of the committee shall be appointed whenever possible from the unit in the college in which the grievance arose. Of those members, two shall be appointed from the full-time faculty and one shall be appointed from the undergraduate student body in good academic standing. The undergraduate student grievance committee shall meet and elect its chair from among the faculty membership. Any faculty member involved in the dispute shall not be appointed to the grievance committee.

Upon receipt of the committee's recommendation, the unit chair/director shall decide to accept or reject the committee's recommendation and render a decision on the grievance within fifteen days. The decision and the reasons for it shall be submitted in writing to the parties, to the committee members, if any, and to the Dean of the College of Education and Human Services at the same time.

The unit chair/director shall advise the parties of their right to appeal to the Dean of the College of Education and Human Services. Hearings of appeals will not be automatically granted. Dissatisfaction with the decision shall not be sufficient grounds for appeal. The appellant must demonstrate that the decision at the unit level was in error.

## GRIEVANCE OF ADVISEMENT OR ADMISSION/RETENTION/GRADUATION DECISIONS

With respect to students' complaints relating to admission to and/or retention in the Teacher Education Program, the Director of Teacher Education, College of Education and Human Services, will hear the student's complaint. Complaints concerning academic advisement and graduation will be heard by the Chief Academic Advisor, College of Education and Human Services. The Director of Teacher Education or the Chief Academic Advisor will consider evidence, render a decision, and notify the student of the decision in writing within fifteen days of the meeting with the student. A student who wishes to appeal the decision of the Director of Teacher Education or the Chief Academic Advisor must follow the appeals process within the College of Education and Human Services listed in this document.

## APPEALS OF DECISIONS BY THE UNIT, DIRECTOR OF TEACHER EDUCATION, OR CHIEF ACADEMIC ADVISOR TO THE DEAN, COLLEGE OF EDUCATION AND HUMAN SERVICES

### **Filing an Appeal**

If an undergraduate student wishes to appeal a decision of the unit, Director of Teacher Education, or Chief Academic Advisor, she/he must file a written appeal with the Dean of the College of Education and Human Services within twenty days of receipt of the lower decision. The appeal must state the following:

1. Name of the appellant.
2. Program in which the appellant is enrolled.
3. Name and title of the person(s) against whom the original grievance was filed.
4. Current address and phone number of the appellant.
5. Copies of the original statement of grievance, the response by the person against whom it was filed, supporting documents, as well as a statement of what remedy is being sought.
6. Summary of grievance proceedings held at the unit level and the decision(s) rendered at that time.
7. Statement of why the previous decision may be in error.
8. Request, if desired, for either an administrative or grievance appeal hearing.

Upon receiving a written appeal, the Dean<sup>4</sup> shall determine whether or not the appeal has merit (sufficient grounds) and should move forward. If so, the Dean will at the same time, determine whether the hearing agent will be administrative or a committee. If it is determined that the appeal does not have merit, the Dean will inform both parties in writing of the reason(s) for denial within fifteen days.

## Procedures for Appeal Hearing in the College of Education and Human Services

The Dean of the College of Education and Human Services is responsible for making the final decision in the appeal of a grievance decision by the unit chair/director, Director of Teacher Education, or Chief Academic Advisor. If the appeal will be heard by a committee, the Dean will direct the College Advisory Committee to select a hearing committee to hear the case and submit a recommendation to the Dean. This is done according to the following procedures:

- a. The College Advisory Committee selects a hearing committee composed of at least three faculty members, along with one graduate and one undergraduate student. While members of this committee will usually be members of the Advisory Committee, it may be necessary, in some instances, to select members from outside the committee. The hearing committee shall meet and select a chair from the faculty membership.
- b. All parties have the right to present evidence on their behalf. Any new evidence introduced in the appeals process must be on file with the chair of the College Advisory Committee one week prior to the student's scheduled hearing. All new materials will be distributed to both parties involved in the appeals process at that time.
- c. All parties have the right to bring witnesses. The student may bring an advisor who will not be permitted to address the committee directly on appeals from the chairs. In the following three situations only, the student may have advice and assistance in preparing and presenting the appeal:
  - (1) Appeals concerning admission to the Teacher Education Program,
  - (2) Appeals concerning retention in the Teacher Education Program; or,
  - (3) Appeals concerning recommendation for certification.
- d. The hearing committee meets within fifteen days of the receipt of the student's appeal, and the student is sent notification of the time and place of the hearing by the committee chair no later than five days prior to the hearing.
- e. The hearing committee arrives at a decision on the basis of a simple majority. The recommendation of the committee is relayed in writing by the committee chair to the Dean of the College of Education and Human Services within fifteen days of the conclusion of the hearing.

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<sup>4</sup>The Dean may appoint a designee to assume his/her responsibilities pertaining to all matters relating to a grievance appeal.

- (1) Appeals concerning admission to the Teacher Education Program,
  - (2) Appeals concerning retention in the Teacher Education Program; or,
  - (3) Appeals concerning recommendation for certification.
- f. The hearing committee, as described above, is not expected to meet during the first two weeks nor the last two weeks of a semester, nor will it usually meet during vacation periods or summer. During these times, an administrative hearing officer chosen by the Dean may substitute for the committee, or the Dean may choose to hear the case.
  - g. The Dean of the College of Education and Human Services makes the final decision within the College of Education and Human Services and notifies the student, in writing, of the decision within fifteen days of the receipt of the committee's recommendation.

Appeal of the decision by the Dean of the  
College of Education and Human Services

If the individual is not satisfied with the decision of the Dean of the College of Education and Human Services, a written argument stating the reasons for such dissatisfaction may be submitted to the Vice Chancellor for Academic Affairs and Provost, Southern Illinois University Carbondale, within fifteen days after the date that delivery of the decision was tendered by the U.S. Postal Service to the individual. Such written argument shall be attached to the Dean's decision and remain therewith throughout the remainder of the process.

## RE-WRAP

### **R**etaining and **E**mpowering Students **W**ho are **R**ebounding from **A**cademic **P**robation

The RE-WRAP program was developed by Katrina James, Chief Academic Advisor for the College of Education and Human Services. Dr. Saran Donahoo assisted in the implementation of the program as a pilot for the fall 2015 semester.

This program is designed to offer support and mentorship to students who have been placed on academic probation. Participants will take advantage of workshops facilitated by interns from the Higher Education - CSP program, enroll in a course that focuses on self-identity and self-efficacy, and identify goals to develop a plan of action all with a mentor from COEHS graduate programs.

The goal is to provide students who are struggling academically the opportunity to improve their academic performance and avoid academic suspension. It is also designed to foster holistic student development.

For more information please contact Katrina James in the College of Education Advising office.

## R.E.-W.R.A.P Program Agreement

(Retaining and Empowering students Who are Rebounding from Academic Probation)

This program is designed to offer support and mentorship to students who have been placed on academic probation. Participants will take advantage of workshops facilitated by interns from the Higher Education - CSP program, enroll in EAHE 256 Student Strengths, a course that focuses on self-identity and self-efficacy, and identify goals to develop a plan of action all with a mentor from COEHS graduate programs. The goal is to provide students who are struggling academically the opportunity to improve their academic performance and avoid academic suspension. It allows the student to develop holistically.

I, \_\_\_\_\_, Dawg Tag # \_\_\_\_\_, do hereby agree to engage in the following activities:

\_\_\_ Meet with the Chief Academic Advisor, Katrina James, at least \_\_\_\_\_.

\_\_\_ Submit grade report to my academic advisor every \_\_\_\_\_

\_\_\_ Enroll in EAHE 256 for the \_\_\_\_\_

\_\_\_ I agree to meet with my assigned mentor.

\_\_\_ I agree to meet with my Academic Coach or Tutor for the duration determined in EAHE 256.

\_\_\_ I understand that, in the event I am academically suspended, failure to adhere to these requirements may result in denial of subsequent requests for readmission.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## ***STEPS program: Steps Towards Educational Progress and Success Reinstatement or Readmission Petition for Academically Suspended Students***

Students seeking enrollment to the College of Education and Human Services (CoEHS) following academic suspension must petition for readmission or reinstatement and participate in the STEPS program. Students placed on academic suspension may seek **readmission** after a minimum of a two semester separation from SIU (excluding summer) but must furnish tangible evidence that additional education can be successfully undertaken. Students wanting to return to the university before the two-semester separation may petition for **reinstatement**. Reinstatement is utilized only when there are extreme mitigating circumstances. The CoEHS requires all students seeking readmission or reinstatement to participate in the STEPS Retention program. The STEPS program is designed for on-campus majors.

Students must complete the STEPS application and agree to the terms of the program in order to have their application considered for return to the College of Education and Human Services.

The readmission/reinstatement policy includes:

- For students seeking readmission, a non-enrollment period of two consecutive semesters is required.
- Any student approved for reinstatement for on-campus majors must participate in the STEPS program (as outlined below) as condition of acceptance.
- Once readmitted or reinstated, students may not withdraw from any course, have an incomplete grade at the end of the semester, or earn any grades less than a "C."

Students seeking entry to the CoEHS after leaving SIU for two consecutive semesters (excluding summer terms), or changing majors from a non-major, may be asked to participate in STEPS based on previous academic performance.

If the STEPS plan or basic policy is not met at any point during the semester, students may be administratively withdrawn, suspended, or have their admittance status revoked from the College of Education and Human Services and/or the University. Extenuating circumstances may be considered.

*Please note: The process to be academically readmitted is **not** associated with Financial Aid progress or probation. Admittance into the College of Education and Human Services and the STEPS program does not guarantee Financial Aid probation acceptance.*

### **The process for petition for readmission following the two-semester separation (excluding summer) following an academic suspension is:**

1. Apply for readmission to SIU [HERE](#).
2. Review the STEPS program requirements.
3. Submit a personal statement (along with the application) outlining reasons for past academic difficulties. The statement should also contain personal goals for education and changes to implement which will ensure maintenance of good academic standing. A student **must** also provide a letter of support from the program Chair/Director.

## **The process for petition for reinstatement following an academic suspension is:**

1. Apply SIU [HERE](#) if applicable.
2. Review the STEPS program requirements.
3. Submit a personal statement (along with the application) outlining reasons for past academic difficulties. The statement should also contain personal goals for education and changes to implement which will ensure restoration and maintenance of good academic standing. A student **must** also provide a letter of support from the program Chair/Director.
4. If you are approved to participate in the STEPS program, your petition for reinstatement will be forwarded to the Associate Provost. ***Being approved for STEPS does not mean your petition for reinstatement will automatically be approved by the Associate Provost. They are separate processes.***

### ***Steps Toward Educational Progress and Success: Basic Plan Requirements***

The STEPS program is designed to be a supportive system for students applying to the College of Education and Human Services after a suspension. Each component of the STEPS program is designed for students, faculty, and staff to work together to encourage academic success.

#### **1. Collaborative Planning Meeting with Chief Academic Advisor**

The first step after entering the STEPS program is to schedule a meeting with the Chief Academic Advisor (CAA) to discuss your personal goals. This initial intake meeting will review steps of the probationary plan and determine support measures to implement throughout the semester including, but not limited to: planning and progress meetings, advisement, tutoring and/or counseling referrals, and assessment surveys as needed. At, or shortly after the first meeting, a STEPS plan will be constructed jointly by the student and the CAA. Students must agree to the terms and conditions of the plan in order to finalize the reinstatement or readmission.

#### **2. Academic Advisement Appointments**

Meetings will be held with a student's academic advisor no less than three times a semester. Meetings will focus upon progress towards goals. The first meeting of the semester will be held within the first two weeks of the semester, the second meeting during week eight, and the third during week 15. The need for additional meetings will be determined at the third meeting. The final meeting of the semester will serve to determine if the student has met the terms and conditions of the STEPS plan. Pending successful academic outcomes the probationary status may be removed from a student's files. Students will be expected to participate and take an active role in the academic advisement process including the development of their education plan through degree completion, submission of forms from faculty regarding their attendance and performance in courses, follow-up from referrals, and participation in assessment surveys. Other support programs may be determined at the initial collaborative meeting.

**Students reinstated or readmitted MUST be advised in person no later than one week prior to the beginning of the semester.** This ensures students will have a semester course schedule to attend the first day of classes. It is up to the student to schedule the second meeting and any additional meetings needed.

### Degree Progress Planning:

When meeting with the assigned academic advisor, a degree completion plan will be created. This plan will show the remaining courses for the degree and in which semester each course should be taken. Students on STEPS probationary status are limited to 14 credit hours the semester they are on probation (6 in summer term).

Students must meet certain grading and GPA requirements for satisfactory academic progress and for graduation from our various programs. Please review the Undergraduate Catalog for more specific details for graduation requirements of your program. Students are required to work with your academic advisor in the CoEHS very closely in reviewing program requirements.

Basic performance standards for all students in the *STEPS* program include:

- **No withdrawals from any course**
- **No incomplete grades**
- **No grade lower than a C in any course**
- **Students must follow the semester schedule on the degree completion plan outlined by the advisor unless authorized**

### 3. Meeting with Program Coordinator

A departmental meeting should be scheduled by the student with the appropriate academic program coordinator (or Department Chair, if appropriate). The degree completion plan set by the advisor should be used as the basis for the meeting between the student and program coordinator. The coordinator/chair will review the plan and set individual course grade goals and an overall grade point average goal for the probationary semester if it is deemed appropriate.

### 4. Assessment of Progress

The student's progress will be monitored by the CAA along with the student's advisor. If the terms of the probationary plan are not met at the end of the semester, the student will be in violation of the standards of the reinstatement or readmission program and will be placed on academic suspension which would be in effect for two academic semesters (excluding Summer terms) before a student could reapply to the College.

*The STEPS program is modeled after the highly successful STARS program with permission from J. Gebke, Assistant Dean for Enrollment Management, designed by the SIU College of Business. (May 2014)*

**STEPS: Steps Toward Educational Progress and Success Application Form**

Directions: After reapplying to SIU (if necessary), please complete and submit this form, along with a personal statement to the following address.

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Last Name	First Name, Middle Initial	Dawgtag
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Address, City, State, Zip	Phone Number
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Email Address	Type of Admission	Intended Major
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Number of Times Suspended	Expected Graduation Month/Year
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\_\_\_\_\_ Other  
Institutions attended since SIU

By signing this form, I agree to the College of Education and Human Services STEPS plan, as outlined. I realize that I must agree to this program in order to re/enter the CoEHS. I must meet the minimum requirements of this plan in order to continue in the CoEHS. If I do not meet the requirements, I may have my probationary admission and/or reinstatement revoked by the College.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

To begin this process, please sign, date and return this signature page to:

Katrina James  
Chief Academic Advisor  
College of Education and Human Services  
Wham 122  
Southern Illinois University  
625 Wham Drive  
Carbondale, IL 62901  
Phone: 618-453-6340  
Email: [kat.james11@siu.edu](mailto:kat.james11@siu.edu)

## Appendix (Undergraduate Student Grievance Policy)

### UNIT HEARING PROCEDURES

1. The principal parties to the grievance shall have the right to be accompanied by an advisor of their choice. The advisers may speak on behalf of their clients only with the approval of the unit chair/director, the Dean of the College of Education and Human Services, or the grievance committee.
2. All hearings shall be open unless either of the parties requests that the hearings be closed. If the hearing is closed, only the parties, their advisers, and either the unit chair/director or the Dean or the grievance committee shall be present during the taking of evidence. Witnesses for either party shall be present only while giving testimony if the hearing is closed.
3. All hearings shall be audio recorded. The recording will be deposited in the office of the unit chair/director at the conclusion of the hearing. These recordings shall be stored for five years after which time they will be destroyed.
4. Each party may call witnesses to present evidence. Each party shall have the right to examine any witness called by the opposing party. If a witness is unable to appear, the committee may allow depositions. If the presence of a witness is required to ensure fairness to all parties and the witness is physically unable to attend, the hearing will not be postponed. Rather, while testimony of such witnesses by audio recording, by telephone conference, by letter, by facsimile, by email, or by video conferencing is considered less viable, it may be allowed.
5. The grievance committee will arrive at a decision based on a simple majority vote. However, the unit chair/director or the Dean may reject the recommendation by the committee. The unit chair/director or Dean will decide all matters, procedural and substantive.
6. Each party may make an opening and a closing statement.
7. Decisions by the unit chair/director or the grievance committee will be based on the preponderance of the evidence.

NOTE: The undergraduate student grievance policy presented in this document was adapted for use in the College of Education and Human Services, Southern Illinois University Carbondale from the undergraduate grievance policy published by the College of Liberal Arts, Southern Illinois University Carbondale with the permission of Dr. Alan Vaux, Dean of the College of Liberal Arts provided on January 15, 2010.

## GLOSSARY OF TERMS

**Advance Registration:** that period of time (usually in October-December for spring semester, and March-June for summer semester and March-August for fall semester) when all students have the opportunity to advance register for classes for the next semester.

**Advisement Appointments:** 30-minute advisement sessions in which the student and the advisor plan semester schedules and discuss other issues of concern.

**Audit:** For courses that are audited, no credit is earned and no letter grade is received. A grade of "AU" will appear on the transcript. For further details, see the [SIUC Undergraduate Catalog](#).

**CDS:** Abbreviation for Communication Disorders & Sciences

**CI:** Abbreviation for Curriculum and Instruction. This department houses the majors of Elementary Education, Early Childhood and Social Sciences.

**CLEP:** College Level Examination Program. This program allows students who are proficient in an academic area to earn academic credit for their knowledge.

**Closed Class:** A section of a class that has reached the maximum number of students that the section is able to accommodate.

**Closed Class Permission:** A card which is signed by the instructor of a closed class allowing a student to enroll in that course even though it is listed as closed.

**COEHS:** Abbreviation for College of Education and Human Services

**Continuing Education:** Houses the Individualized Learning Program (ILP) through which courses can be taken outside of a classroom setting.

**CRF:** Abbreviation for Course Request Form. Official form used by the student to request courses and to make course changes.

**Dean's List:** A list of students in COEHS who have achieved academic excellence as demonstrated by a GPA of 3.75 or above (Full-time status required).

**ECHD:** Abbreviation for Early Childhood

**ELED:** Abbreviation for Elementary Education

**Graduation Applications:** The graduation application must be submitted to the Office of Records/Registration in Woody Hall A117 by the end of the FIRST WEEK of the semester in which the student plans to graduate.

**HED:** Abbreviation for Health Education.

**HER:** Abbreviation for the department of Health Education and Recreation.

**Honors Program:** A university-wide program for academically talented undergraduate students which provides specially designed and challenging courses and other services. Visit the [Honors Program page](#) for more information.

**Incomplete (INC):** A grade given, with the instructor’s approval, when a student with a passing grade is unable to complete the course work in the time allotted due to extenuating circumstances. A student with an “INC” must not re-register for that course. If not completed within one year, the “INC” will be automatically changed to an “F”.

**Independent Study:** An opportunity for students to study a particular topic individually with a faculty or staff member.

**Internship:** An opportunity for students to gain practical experience in their major fields. Check with your academic advisor to see if your program requires an internship.

**Intersession Class:** A class, which is offered between the end of one semester and the start of another.

**KIN:** Abbreviation for Kinesiology.

**Major GPA:** Grade Point Average for only courses required by your major.

**Mid-Semester Class:** A full credit class offered for half the term. Add/drop and attendance dates vary. Consult the [Schedule of Classes](#) for information.

**Negative Points:** See “Points System”

**Office of Transitional Programs:** Helps student with special problems including processing student withdrawals from the University. Located in Woody Hall A102. Phone (618) 453-7041.

**Overall GPA:** Grade Point Average for all college courses.

**Overload:** The maximum number of credits which a student is allowed to enroll during a regular semester is 18; during summer session, 9. A student who wants to take more credits than the maximum must get permission from advisor and/or Chief Academic Advisor. NOTE: Students on probation are limited to 14 or fewer hours per semester; 7 or fewer per summer).

**Points System:** Grade Point Average can be expressed as Positive (+) or Negative (-) points. This is a common system used to indicate the number of positive (+) grade points above a “C” average or the number of negative (-) grade points below a “C” average. To compute your points, use the following technique:

A=	+2	x	3	=	+6
B=	+1	x	3	=	+3
C=	0	x	3	=	0
D=	-1	x	3	=	-3
F=	-2	x	3	=	-6

**Positive Points:** See “Points System”

**Prerequisite:** A course listed in the [Schedule of Classes](#), which must be satisfactorily completed before taking the subsequent course. For example, English Comp I must be satisfactorily completed with a “C” or better before taking English Comp II.

**Proficiency:** An examination which proves knowledge in an area and for which college credit is granted upon passing.

**REC:** Abbreviation for Recreation

**Residence:** The residence requirement refers to the number of credit hours of SIUC work required for a Bachelor's Degree. The satisfactory completion of any 90 hours at SIUC or the un-interrupted satisfactory completion of the last 30 hours at SIUC will meet the residence requirement.

**Satisfactory Progress Policy:** Requirement that each student receiving financial aid completes a baccalaureate degree within a specified period. The length of time will vary according to the source of the aid. Visit the [Financial Aid page](#) for more information.

**Specialization:** A specialized course of study available within some majors, such as Exercise Science within the Physical Education major.

**SPED:** Abbreviation for Special Education

**TEP:** Abbreviation for Teacher Education Program

**UCC:** University Core Curriculum

**WED:** Abbreviation for Workforce Education & Development

**Withdrawal:** Must occur when a student wishes to stop attending classes. If a student is dropping one or more courses but still plans to attend at least one course, a Registration Form must be processed. The student who wishes to discontinue attendance from all courses must officially withdraw from the University through the Office of Transitional Programs.