

What is the 75 Hour Policy? Workshop Script:

(Slide 1: What is the 75 Hour Policy?)

This online workshop discusses the 75 hour policy and the related 75 hour appeal process. The 75 hour policy is very straight-forward: all Illinois State University students are required to have a declared major upon completion of 75 hours of college-level coursework, including transfer credit.

(Slide 2: Why Does ISU Have This Policy?)

Illinois State has this policy for two main reasons:

First, admission to a major is a critical step in degree completion. Illinois State wants to help students make progress towards graduation and in order to complete your degree, you must be enrolled in a major and finish all of the requirements towards that major, as well as completing other graduation requirements. You cannot graduate as an Undeclared or General student. If you are not declared in a major by the time you earn 75 hours, it is difficult to continue to make progress towards graduation.

Second, to be eligible for financial aid and in order to be consistent with federal financial aid guidelines, students with 75 or more earned hours must be enrolled in a major program leading to a degree.

So, upon earning 75 hours, Illinois State requires that students either have a declared major or have on file a University Approved Plan to gain admission to a major. This University Approved Plan is known as the 75 Hour Appeal.

(Slide 3: Who Has to Submit a 75 Hour Appeal?)

If you are a general or undeclared student who currently has 75 or more earned hours, you are required to submit the 75 hour appeal. If you are a general or undeclared student who will have 75 or more earned hours at the end of this semester, you also must submit a 75 hour appeal. Submission of the 75 hour appeal is required in order to continue as a student at Illinois State for the following semester.

You must submit an appeal every semester that you are in violation of this policy, but more than one appeal is not ideal. If you are not sure whether or not you need to submit an appeal, contact your University College advisor.

(Slide 4: The Appeal Process)

The 75 Hour Appeal is an electronic form that you will fill out and submit via your My IllinoisState.edu account. The appeal will ask you to demonstrate a reasonable and realistic plan for gaining admission to

a major (which is called Plan A). The appeal also requires you to consider an alternate major (which is called Plan B). Plan B is a major that you would pursue if you are not admitted to your Plan A major.

The plan that you submit must be approved by the University in order for you to continue as a student at Illinois State as well as to continue to receive financial aid.

(Slide 5: Notification of the Decision)

The appeal you submit will be reviewed by a committee and the committee will determine if your appeal is approved, conditionally approved, or denied. You will be notified of the final decision of your appeal after grades post at the end of the semester in which you are filing the appeal. You will be notified through My Illinois State, your ISU e-mail account, and U.S. mail.

(Slide 6: Appeal Decisions)

You will receive one of three decisions regarding your appeal: Approved, Conditionally Approved, or Denied. If your appeal is approved, no changes are necessary at this time and you may progress with courses as planned. If your appeal is conditionally approved, the review committee has some concerns with either your Plan A or Plan B major and changes may be necessary.

(Slide 7: Denied Appeals)

If your appeal is denied, your registration for the next semester will be purged, or if you haven't registered yet, you'll be blocked from registering for the next semester. You will not be able to register for future semesters, and you may not re-enroll at ISU for at least one semester. After one semester, if you would like to return to ISU, then you may reapply for admission through the Office of Admissions.

(Slide 8: How to Submit Your Appeal)

The appeal is available in My Illinois State. Log into your My Illinois State account, click on the "Academics," tab, and then click on the link "75 Hour Appeal Application." You will need to enter your PIN number, and then you can access the appeal. The appeal is only available during specific dates, and those dates are listed there in My Illinois State.

If you have additional questions about the 75 hour policy or the appeal process, please contact a University College academic advisor.