

The Graduate Student's Guide to UIC

Resources and Services

UIC Home Page

<http://www.uic.edu>

Admissions, Office of

1100 Student Services Building
(312) 996-4350
<http://www.uic.edu/depts/oar/>

African-American Cultural Center

209 Addams Hall
(312) 996-9549
<http://www.uic.edu/depts/aacc/>

Applied Health Sciences, College of

169 College of Medicine East Tower
(312) 996-6695
<http://www.ahs.uic.edu/>

Architecture and the Arts, College of

303 Jefferson Hall
(312) 996-5611
<http://wall.aa.uic.edu:62730/pub/aa.idc>

Asian American Resource and Cultural Center

101 Taft Hall
(312) 413-9569
<http://www.uic.edu/depts/oaa/AARCC/>

Athletics

Intercollegiate Athletics
240 Flames Athletic Center
(312) 996-2772
<http://www.uicflames.com>

Bookstores

UIC Bookstore
UIC Student Center East
(312) 413-5500
<http://www.uicbookstore.org>

UIC Medical Bookstore
UIC Student Center West
(312) 413-5550
<http://www.uicmedbooks.com>

Bursar's Office

See Student Financial Services and Cashier Operations

Business Administration, College of

2201 University Hall
(312) 996-2671
<http://www.uic.edu/cba/>

Business, Liautaud Graduate School of
220 Rice Building
(312) 996-4573
<http://www.uic.edu/cba/lgradbiz/index.html>

CampusCare Student Health Benefit Program

Suite 217, Medical Center Administration
(312) 996-4915
<http://www.uic.edu/hsc/campuscare/>

Campus Unions

UIC Student Center East
(312) 413-5100
http://www.vcsa.uic.edu/MainSite/departments/campus_unions/home/

UIC Student Center West
(312) 413-5200
http://www.vcsa.uic.edu/MainSite/departments/campus_unions/home/

Career Services, Office of

3050 Student Services Building
(312) 996-2300
http://www.vcsa.uic.edu/MainSite/departments/career_services/home/

Child Care

Children's Center—East
287 Roosevelt Road Building
(312) 413-5330
http://www.vcsa.uic.edu/MainSite/departments/children_center/home/

Children's Center—West
116 Applied Health Sciences Building
(312) 413-5330
http://www.vcsa.uic.edu/MainSite/departments/children_center/home/

Computing

Academic Computing and Communications Center (ACCC)
2267 Science and Engineering Laboratories
(312) 413-0003
consult@uic.edu
<http://www.accc.uic.edu>

Student Information Network Center
UIC Student Center East, 1st Floor
(312) 996-5000

Student Information Network Center
Student Services Building, 1st Floor
(312) 996-5000

Counseling Center

2010 Student Services Building
(312) 996-3490
http://www.vcsa.uic.edu/MainSite/departments/counseling_center/home/

Dean of Students

3030 Student Services Building
(312) 996-4857
http://www.vcsa.uic.edu/MainSite/departments/dean_of_students/home/



Dentistry, College of
 102 College of Dentistry
 (312) 996-1020
<http://dentistry.uic.edu/>

Disability Resource Center
 1190 Student Services Building
 (312) 413-2183 (Voice)
 (312) 413-0123 (TTY only)
http://www.vcsa.uic.edu/MainSite/departments/disability_services/home/

Education, College of
 3004 Education, Performing Arts, and Social Work
 (312) 996-5641
<http://www.uic.edu/educ/index.html/>

Engineering, College of
 123 Science and Engineering Offices
 (312) 996-2400
<http://www.uic.edu/depts/enga/>

Financial Aid Office
 1800 Student Services Building
 (312) 996-3126
http://www.vcsa.uic.edu/MainSite/departments/financial_aid/home/

Financial Services
 See Student Financial Services and Cashier Operations

Gay, Lesbian, Bisexual, and Transgender Concerns, Office of
 1180 Behavioral Sciences Building
 (312) 413-8619
<http://www.glbc.uic.edu>

Graduate College
 606 University Hall
 (312) 413-2550
<http://www.uic.edu/depts/grad/>

Graduate Student Council
 3030 Student Services Building
 (312) 996-9228
http://icarus.cc.uic.edu/stud_orgs/gsc/home.htm

Health Insurance
 See *CampusCare* Student Health Benefit Program.

Health Services
 Student Health at the Family Medicine Center Suite 4E, Outpatient Care Center and University Village, Suite 235, 722 West Maxwell Street
 (312) 996-2901
http://www.uic.edu/depts/mcfp/Student_Health.htm

Campus Housing Office
 220 Student Residence Hall Building
 (312) 355-6300
http://www.vcsa.uic.edu/MainSite/departments/campus_housing/home/

Identification for Students / i-card Services
 Photo ID Office—East
 1790 Student Services Building
 (312) 413-5940
http://www.vcsa.uic.edu/MainSite/departments/photo_id/home/

Photo ID Office—West
 241 UIC Student Center West
 (312) 413-5944
http://www.vcsa.uic.edu/MainSite/departments/photo_id/home/

International Services, Office of
 2160 Student Services Building
 (312) 996-3121
<http://www.ois.uic.edu/>

Latino Cultural Center
 Rafael Cintron-Ortiz Latino Cultural Center
 Lecture Center B2
 (312) 996-3095
<http://www.uic.edu/depts/lcc/>

Liberal Arts and Sciences, College of
 409 University Hall
 (312) 413-2500
<http://www.uic.edu/las/college/index.html/>

Libraries
 Richard J. Daley (Main) Library
 Hours: (312) 996-0304
 Circulation: (312) 996-2724
 Reference: (312) 996-2726
<http://www.uic.edu/depts/lib/mainlib/>

Library of the Health Sciences
 (312) 996-8966
<http://www.uic.edu/depts/lib/lhsc/>

Science Library
 3500 Science and Engineering South
 (312) 996-5396
<http://www.uic.edu/depts/lib/science/>

Medicine, College of
 131 College of Medicine West
 (312) 996-3500
<http://www.uic.edu/depts/mcam/>

Newspapers
 Chicago Flame (Student Newspaper)
 222 South Morgan Street, Suite 3E
 (312) 996-5421
<http://www.chicagoflame.com>

UIC News
 1320 University Hall
 (312) 996-7758
<http://www.uic.edu/casp/depts/paff/uicnews/default.asp>



Nursing, College of
102 College of Nursing
(312) 996-7800
<http://www.uic.edu/nursing/>

Parking

Customer Service—East
2620 Student Services Building
(312) 413-9020
<http://www.uic.edu/depts/avcad/parking/>

Customer Service—West
217 Student Residence Hall Building
(312) 413-5850
<http://www.uic.edu/depts/avcad/parking/>

Pharmacy, College of

145 College of Pharmacy
(312) 996-2497
<http://www.uic.edu/pharmacy/>

Photo ID

See Identification for Students / i-card Services

Protection of Research Subjects, Office for the

203 Administrative Office Building
(312) 996-1711
<http://tigger.uic.edu/depts/ovcr/research/protocolreview/>

Public Health, School of

1168 School of Public Health and Psychiatric Institute
(312) 996-6620
<http://www.uic.edu/sph/>

Recreation

Sport and Fitness Center
(the west side of campus)
(312) 413-5260
<http://screc.ops.uic.edu/rec/sportfitness.htm>

Student Recreation Facility
(the east side of campus)
(312) 413-5150
http://www.vcsa.uic.edu/MainSite/departments/Student_Centers/sub_campus_recreation/Facilities/

Registrar's Office

Registration and Records, Office of
1200 Student Services Building
(312) 996-4385
<http://www.uic.edu/depts/oar/>

Research Services, Office of

304 Administrative Office Building
(312) 996-2862
<http://tigger.uic.edu/depts/ovcr/research/proposals/>

Social Work, Jane Addams College of

4214 Education, Performing Arts, and Social Work
(312) 996-7096
<http://www.uic.edu/jaddams/college/>

Student Affairs, Vice Chancellor for

3010 Student Services Building
(312) 996-7140
<http://www.vcsa.uic.edu/MainSite/home>

Student Development Services

1600 Student Services Building
(312) 996-3100
http://www.vcsa.uic.edu/MainSite/departments/student_development_services/home/

Student Financial Services and Cashier Operations

1900 Student Services Building
(312) 996-2515
<http://www.obfs.uillinois.edu/uic/sfsc/index.html>

Student Health Insurance

See *CampusCare* Student Health Benefit Program.

Technology Management, Office of

312 Administrative Office Building
(312) 996-7018
<http://tigger.uic.edu/depts/ovcr/research/techtransfer/>

Testing Services, Office of

1070 Student Services Building
(312) 996-0919
http://www.vcsa.uic.edu/MainSite/departments/testing_services/home/

Urban Health Program

Resource Center
2190 Student Services Building
(312) 355-3099
<http://www.uic.edu/depts/uhealth/>

Urban Planning and Public Affairs, College of

115 College of Urban Planning and Public Affairs Hall
(312) 413-8088
<http://www.uic.edu/cuppa/>

Women's Affairs, Office of

802 University Hall
(312) 413-1025
<http://www.uic.edu/depts/owa/>

Vice Chancellor for Research, Office of

310 Administrative Office Building
(312) 996-4995
<http://www.uic.edu/index.html/research.shtml>



Research Centers and Institutes

The research centers and institutes listed below are IBHE approved. The previous section on Resources and Services lists contact information for the colleges. Additional information about research at UIC can be found online <http://www.uic.edu/index.html/research.shtml>.

College of Applied Health Sciences

Chicago Center for Disability Research
 Institute for Disability and Human Development

College of Architecture and the Arts

City Design Center

College of Business Administration

Center for Economic Education
 Institute for Entrepreneurial Studies

College of Dentistry

Center for Molecular Biology of Oral Diseases

College of Education

Monarch Center
 Center for School Leadership

College of Engineering

Energy Resources Center

College of Liberal Arts and Sciences

Center for Research on Law and Justice
 Institute for the Humanities
 Institute for Mathematics and Science Education

College of Medicine

UIC Cancer Center
 Center for Cardiovascular Research
 Center for Craniofacial Anomalies
 Center for Lung and Vascular Biology
 Center for Magnetic Resonance Research
 Institute for Juvenile Research
 National Center for Rural Health Professions

College of Pharmacy

Center for Botanical Dietary Supplements Research
 Center for Pharmaceutical Biotechnology
 Center for Pharmacoeconomic Research
 Institute for Tuberculosis Research

School of Public Health

Institute for Health Research and Policy

Jane Addams College of Social Work

Jane Addams Center for Social Policy and Research

College of Urban Planning and Public Affairs

UIC Center for Urban Economic Development
 Great Cities Institute
 Institute for Research on Race and Public Policy
 Urban Transportation Center

Office of the Vice Chancellor for Research

Center for Research on Women and Gender
 Center for Structural Biology
 Institute for Environmental Science and Policy
 National Center for Data Mining



Graduate Study at UIC

Graduate College
601 South Morgan Street (MC 192)
Room 606 UH
Chicago, IL 60607-7106
Phone: (312) 413-2550
Fax: (312) 413-0185
Email: gradcoll@uic.edu

Web Site: <http://www.uic.edu/depts/grad/>

Dean of the Graduate College: Clark Hulse

Associate Deans: Jonathan Art, Amy Levant, Marya Schechtman

Assistant Deans: Steven Kragon, José Perales

The Graduate College of the University of Illinois at Chicago is made up of faculty members from various disciplinary colleges in the University. In conjunction with their disciplinary colleges and under the guidelines of the Graduate College, these faculty members offer advanced academic and research programs for highly qualified postbaccalaureate students. All students admitted to a master's program [except the Master of Business Administration, the Master of Engineering (professional MEng), the Master of Public Health, or the Master of Social Work programs] or in a doctor of philosophy, doctor of arts, or doctor of education program at UIC are enrolled in the Graduate College.

Master's Degrees

Eleven types of master's degrees are offered through the Graduate College at UIC: the Master of Architecture, the Master of Arts, the Master of Education, the Master of Fine Arts, the Master of Health Professions Education, the Master of Healthcare Administration, the Master of Public Administration, the Master of Science, the Master of Arts in Teaching (History), the Master of Science in Teaching (Mathematics), and the Master of Urban Planning and Policy.

Doctoral Degrees

The *Doctor of Philosophy* at UIC places traditional emphasis on the advancement of knowledge through independent research in the candidate's chosen field and the presentation of an original thesis. The degree is intended primarily for those who need the highest level of research training and who wish to pursue careers in colleges and universities, research institutes, and public agencies or industrial and business organizations.

The *Doctor of Arts* is a professional degree for college teachers and instructional designers. It combines the rigor and high level of scholarship in the subject matter of the Doctor of Philosophy with the acquisition of special skills in modern instructional methods. The program is designed to provide training through special courses and thesis research in such areas as curriculum design, teaching methodology, the creation of instructional materials, computer-assisted instruction, and educational evaluation. The Doctor of Arts is offered in the department Mathematics.

The *Doctor of Education (EdD)* offers advanced professional studies in education leadership. It is intended for students who wish to assume leadership positions in elementary and secondary schools and in postsecondary institutions. Options are available for general leadership studies, or for study leading to Illinois school administrative certification. This program is offered by the College of Education.

Joint Degree Programs

UIC offers students the opportunity to pursue more than one graduate degree at the same time, either through one of our approved joint degree programs, or through concurrent enrollment in more than one UIC program. Approved joint degree programs share a certain number of courses that are applied to both degrees. Joint degree programs currently available through the Graduate College are the MBA/MS (Accounting); MBA/MA (Economics); MBA/MS (Management Information Systems); MBA/MS (Nursing); MPH/MS (Nursing); MS (Nursing)/MS (Health Informatics); PharmD/PhD (Pharmacy); PharmD/MS (Health Informatics); and MD/PhD. Applicants to the MD/PhD program should request a special application from the UIC College of Medicine (312) 996-5635.

Applicants who wish to apply to more than one degree program must submit a separate application for each department involved, even if applying to an approved joint degree program. Applicants applying to more than one program should indicate on all applications submitted that they intend to pursue more than one degree at a time. Only one application fee per term and only one set of transcripts is required for applicants applying to more than one graduate program.

Directors of Graduate Studies

Each graduate program has a director of graduate studies (DGS) who is responsible for overseeing program development, evaluating applications for admission to the Graduate College, advising graduate students, and evaluating student progress. The director of graduate studies is listed at the beginning of each program entry in this catalog.

Academic Year

The academic year at UIC consists of two sixteen-week semesters (including the final examination periods) that begin in August (fall semester) and January (spring semester), with an eight-week summer session that begins in May. In most programs, a student may seek admission to any academic term; however, the scheduling in many programs makes it desirable or necessary that students enter in the fall term.

Campus Hours

Hours of instruction at UIC begin at 8:00 a.m., Monday through Friday. Many programs offer classes in the late afternoon and evening. Administrative offices are open between 8:30 a.m. and 4:45 p.m., Monday through Friday.



Admissions

Applicants are considered on an individual basis. Admission decisions are made in compliance with the University of Illinois nondiscrimination policy printed in the *University Regulations* section of this catalog.

Prospective students should consult the appropriate section(s) of this catalog for the specific admission requirements of each program.

DEGREE ADMISSIONS

Degree admissions are classified as either full or limited status. Students admitted on limited standing are those admitted on a provisional basis. Requirements for limited standing admission must be approved and supported by the Graduate College. The Graduate College with the advice of the graduate department sets the conditions for limited standing.

Full Status

The Graduate College minimum requirements for full status degree admission are as follows:

Prior Degrees Except for seniors at UIC (see Graduate Study by Undergraduate Seniors), a baccalaureate or its equivalent from an accredited college or university.

Transcripts Required from all institutions where the applicant earned the last 60 semester (90 quarter) hours of credit toward the baccalaureate degree and from all institutions where postbaccalaureate work has been done.

Grade Point Average At least 2.75/4.00 for the final 60 semester hours (90 quarter hours) of undergraduate study, including all of the work taken in the quarter or semester in which the student began the final 60 semester hours of undergraduate study. The cumulative grade point average obtained in all work completed beyond the baccalaureate will also be computed and considered in the admissions decision.

Tests Required Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). The test score cannot be more than two years old. A minimum score of 550 (paper-based), 213 (computer-based), or 80, with subscores of Writing 21, Speaking 20, Listening 17, and Reading 19 (new Internet-based TOEFL) is required by the Graduate College; many departments have a higher minimum. UIC's Institutional Code is 1851. No other tests are required by the Graduate College.

Letters of Recommendation Not required by the Graduate College, but may be required by the department/program.

Personal Statement Not required by the Graduate College, but may be required by the department/program.

Other Requirements Recommendation for admission by the graduate program to which application is made and by the dean of the Graduate College.

Note: The above requirements are the minimum Graduate College requirements for admission as

a degree student; most programs have additional requirements. Consult the appropriate section(s) of this catalog for the specific admission requirements of each program.

Limited Status

Limited status is a probationary status for degree students who have not met all of the admission requirements, such as those who have less than a 2.75/4.00 undergraduate grade point average; have specified course deficiencies to be removed; must submit additional credentials required by the program (such as letters of recommendation or admissions test scores); or are UIC seniors within 8 semester hours of earning the baccalaureate at the time of matriculation. A department can recommend that a student be admitted on limited status to the Graduate College. The Graduate College makes the final decision.

To admit applicants on limited status, the graduate program will recommend to the Graduate College specific conditions for admission. Graduate College approval is required for admission of limited students. Students can be admitted on limited status for no more than two semesters (including summer) or 16 semester hours, whichever occurs earlier. Graduate programs may specify shorter time limits. If the conditions are not met within the time limit, the program will notify the Graduate College and the student will be dismissed from the Graduate College.

Graduate Study by UIC Undergraduate Seniors

With the approval of the graduate program, the undergraduate or professional college, and the Graduate College, UIC students in their last year of study for an undergraduate degree may be admitted to the Graduate College if they are within 8 semester hours of earning the baccalaureate at the time of matriculation. These students will be admitted on limited status for no more than two terms in residence, pending completion of the baccalaureate. Courses used to fulfill undergraduate degree requirements cannot be applied to a graduate degree.

Applicants who are admitted to limited status pending completion of their bachelor's degree must be awarded the undergraduate degree within two terms in residence. If this condition is not satisfied, graduate admission is cancelled and the student is transferred back to the undergraduate college.

Application Procedures

Application forms are available from the graduate program offices, the Graduate College and the Graduate College Web site <http://www.uic.edu/depts/grad/admissions/appforms.shtml>. Applications and supporting credentials should be submitted as early as possible. Applications received after the deadline will be returned to the applicant. Some graduate programs have application deadlines that are earlier than the University deadline, and some admit students in the fall semester only. Prospective applicants should contact the program of interest for information on current deadlines.

The following credentials, if required by the program, should be sent directly to the graduate program office:



Letters of recommendation

Personal statements

Portfolios

Proof of licensing or certification

Any other credentials required
by the program

Admission recommendations cannot be made until all required documents have been received.

DOMESTIC APPLICANTS

Applicants to programs other than the professional degree programs (Business Administration [MBA], Engineering [MEngr], Public Health [MPH, DrPH], and Social Work [MSW]) should submit the following materials directly to the Graduate Admissions division of the Office of Admissions and Records unless directed otherwise by the program:

Graduate College Application, completely filled out and signed

Nonrefundable application fee of \$50. This fee is waived for applicants seeking readmission who have been previously enrolled at UIC as a graduate student, and employees of UIC.

Official transcripts, which must be sent directly from the issuing school to UIC's Office of Admissions and Records.

Test scores, which must be sent directly from the testing service to UIC. (UIC's Institutional Code is R1851)

INTERNATIONAL APPLICANTS

Applicants to programs other than the DrPH, MBA, MEngr, MPH, or MSW programs should submit the following materials directly to the Graduate Admissions division of the Office of Admissions and Records unless directed otherwise by the program:

Graduate College Application, completely filled out and signed

Nonrefundable application fee of \$60 (U.S. currency). This fee is waived for applicants seeking readmission who have been previously enrolled at UIC as a graduate student, and employees of UIC.

Official transcripts must be sent directly from the issuing school to UIC's Office of Admissions and Records.

TOEFL and other test scores must be sent directly from the testing service to UIC (Institutional Code for TOEFL is 1851; for GRE is R1851).

Declaration and Certification of Finances form
<http://www.uic.edu/depts/oar/forms/finchng.pdf>.

Postsecondary Credentials

Applicants who have completed studies outside the United States must present all postsecondary school credentials. Such credentials must include a record of all studies completed to date, grades or examination results received (including failing as well as passing grades), maximum and minimum grades obtainable, rank in class, degrees, diplomas, and certificates earned, and length of the school year. Documents must be

authentic, and those not written in English must be accompanied by certified English translations. Copies are acceptable when certified as authentic by the issuing institution. All documents should be sent directly to UIC by the issuing institution.

Test of English as a Foreign Language

Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL), which is administered by the Educational Testing Service, Box 899, Princeton, NJ 08540. The test score cannot be more than two years old. The Graduate College requires a minimum score of 550 for the paper-based test, or 213 for the computer-based version. Beginning in Fall 2005, a new Internet-based TOEFL (iBT) may be available in some regions. The Graduate College minimum score requirements for iBT are as follows: total score of at least 80, with minimum subscores of Writing 21, Speaking 20, Listening 17, and Reading 19. Many departments have higher minimum TOEFL requirements. Consult the department listing for details. UIC's Institutional Code is 1851.

The TOEFL is given at regularly scheduled intervals at testing centers throughout the world. Information on testing dates, locations, and the testing fee may be obtained at American embassies and consulate offices of the U.S. Educational Foundation (also consult <http://www.ets.org>). The TOEFL examination is not required for students who have completed at least two academic years of full-time study in a country where English is the native language and in a school where English is the language of instruction within five years of the proposed date of enrollment in the University.

Visa Certification

International students granted admission to the University, where applicable, will receive visa request documents from the Office of International Services to assist in the application of a visa to enter the United States. Official admission letters are sent from the Office of Admissions and Records.

Financial Arrangements

International students must be able to finance themselves fully, including room and board, tuition, books, other expenses, and travel to and from the United States. Only a limited number of assistantships are available, so applicants should not plan on any financial assistance from UIC unless they receive a written offer of aid from a department.

All international applicants who plan to finance the cost of attending UIC from personal resources must certify that they will have available sufficient funds to cover their academic and living expenses for the academic year, plus living expenses for a summer. The exact amount required is set each year by the University of Illinois Board of Trustees. The amount is subject to change depending on tuition and room/board changes. The appropriate certification form can be obtained from the Office of Admissions and Records or the Graduate College Web site. Applicants who are unable to provide satisfactory evidence of adequate finances or who have not sent a notarized certified statement verifying funds available and their source will not be



granted admission. Official admission letters and visa documents cannot be sent until certification is received.

International students may apply for fellowships, assistantships, and tuition waivers. These financial aids are awarded on the basis of outstanding scholarship and potential to undertake research. Contact the director of graduate studies of the program of interest for more information.

Oral English Proficiency of Teaching Assistants

Illinois state law requires that the University attest to the English proficiency of all classroom instructors, including teaching assistants. Teaching assistants who are not native speakers of English (regardless of their citizenship status) must have their oral English proficiency assessed by the appointing department. The method of assessing English proficiency is at the discretion of the appointing unit and may include standardized tests and/or interviews. The department head of the hiring unit must certify in writing that the student has sufficient oral English proficiency to provide classroom instruction before the student's appointment papers will be processed.

NONDEGREE APPLICANTS

Nondegree status is designed for two types of applicants who hold the baccalaureate:

Individuals who do not wish to pursue a degree but want to take courses for professional or scholarly reasons or personal enrichment.

Individuals who have been out of school for several years or in a different field of study and wish to take a few courses before deciding whether to apply for a degree program.

The Graduate College minimum requirements for nondegree admission are as follows:

Prior Degrees A baccalaureate or its equivalent from an accredited college or university. Nondegree applicants must submit proof of the degree with their application.

Transcripts Not required by the Graduate College.

Tests Required Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). The test score cannot be more than two years old. The Graduate College requires a minimum score of 550 for the paper-based test, or 213 for the computer-based version. Beginning in Fall 2005, a new Internet-based TOEFL (iBT) may be available in some regions. The Graduate College minimum score requirements for iBT are as follows: total score of at least 80, with minimum subscores of Writing 21, Speaking 20, Listening 17, and Reading 19. Many departments have higher minimum TOEFL requirements. UIC's Institutional Code is 1851. No other tests are required by the Graduate College.

Other Requirements International students who require certification of admission (I-20 or DS-2019) sent to the U.S. Citizenship and Immigration Services (USCIS) will not be admitted as nondegree students.

Some programs require additional credentials for nondegree admission, and some programs do not admit nondegree students. Applicants can be admitted as nondegree, but remain ineligible to register for certain classes. It is the responsibility of the applicant to contact the program offering specific courses to determine their eligibility to enroll.

Changing from Nondegree to Degree

Nondegree graduate students interested in changing to degree status must submit a Graduate College Application. All application credentials must be on file before the change to degree status will be considered. The form and all credentials must be submitted by the degree application deadline.

No more than 12 semester hours of credit earned as a nondegree student can be transferred into the degree program. Students must file a petition for the transfer of nondegree credit; only graduate-level courses in which a grade of A or B was earned will be considered. See *Transfer Credit* for more information.

Note: Admission to nondegree status does not obligate the Graduate College or any graduate program to later admit a student to a degree program.

Changing Academic Programs/Adding a Second Program

Currently enrolled graduate students who wish to change to or add another degree program, or change between master's and doctoral levels within a program, must submit a completed Request for Change of Graduate Program form to the Graduate College at least two weeks prior to the term for which the change is requested, although some programs may have an earlier deadline. This form is also used to add a second degree program. This form must be signed by both the old and new departments, and for international students on an F-1, J-1, or J-2 visa, the Office of International Services. Students should meet with the director of graduate studies of the new program to discuss departmental procedures, deadlines, and credentials required. A Petition for Transfer Credit listing all previously completed courses accepted by the new department should be attached to the Request for Change form.

Students must also use the Request for Change of Graduate Program form to transfer within the Graduate College or between the Graduate College and the MBA Program, the Master of Engineering (professional) Program, the Master of Public Health, or the Master of Social Work Program. Complete instructions and deadlines are detailed on the back of the form. The form is available from the Graduate College Web site.

Financial Aid

The University of Illinois at Chicago offers six basic types of financial aid for graduate students: fellowships, assistantships, tuition and service



fee waivers, traineeships, loans, and employment. Applicants for these types of aid must be admitted to a graduate degree program or have a completed application pending. Eligibility for loans is determined by the Office of Student Financial Aid. Applicants for loans should go directly to the Office of Student Financial Aid. Applications for fellowships, assistantships, and tuition/fee waivers are available in the department office, the Graduate College Office, and on the Graduate College Web site. In the administration of these programs and in selecting students for participation in them, the University of Illinois at Chicago adheres to the policy of nondiscrimination printed in the *University Regulations* section of this catalog.

FELLOWSHIPS

Fellowship stipends are awarded in recognition of scholarly achievement and promise. They enable students to pursue graduate studies and research without a service requirement. The stipends of different fellowships vary. Unless explicitly stated otherwise, all fellows supported by the Graduate College (i.e., University Fellowships, Dean's Scholar, Abraham Lincoln, Diversifying Higher Education Faculty in Illinois) receive a tuition and service fee waiver. Fellows may engage in paid employment only to the extent permitted by the award and approved in writing by the dean of the Graduate College.

The following awards are available through the Graduate College: University Fellowships, Dean's Scholar Award, Abraham Lincoln Graduate Fellowships, Diversifying Higher Education Faculty in Illinois (DFI), and the Martin Luther King, Jr. Financial Award. Please refer to the Web site <http://www.uic.edu/depts/grad/awards/index.shtml> for more information. Additionally, students may consult the Graduate College's fellowship and financial aid coordinator for information on fellowships and scholarships. The coordinator counsels students in finding funding opportunities and assists them with their applications.

ASSISTANTSHIPS

The colleges, graduate programs, administrative offices, and research centers appoint graduate students as teaching, research, or graduate assistants.

Work Schedule The weekly clock hours of service required of assistants are twenty for a half-time appointment and the proportional fraction of time for other appointments.

Stipend The stipend for an appointment of 50 percent time for the nine-month academic year is at least \$12,500; many departments offer a greater amount. This amount may change without notice.

Waivers Tuition and the service fee are waived for assistants if the appointment is between 25 and 67 percent for at least three-quarters of the term (91 calendar days in fall or spring semester, 41 calendar days during the summer session). Consult the Academic Human Resources Web site for specific dates that will satisfy the 91-day and 41-day requirements <http://www.uic.edu/depts/hr/ahr/minimagrad.html>.

Graduate students who hold academic appointments as assistants for the spring semester and for whom tuition and service fees have been waived are entitled to a waiver for the summer term immediately following, provided they are registered for at least three hours during that summer term.

Registration Requirements Graduate students who hold academic appointments as assistants are required to register for at least 8 hours each semester. Some programs may require registration for more than 8 hours per term and/or summer registration. International students on an F-1 visa must register for a minimum of 8 hours for a 50% appointment, 10 hours for a 33% appointment, and 12 hours for a 25% appointment. The Graduate College does not require summer registration; however, a minimum of 3 hours registration is required to receive a summer tuition and service fee waiver.

BOARD OF TRUSTEES TUITION AND SERVICE FEE WAIVER

A limited number of Board of Trustees tuition and service fee waivers are available to graduate students. Students must apply for waivers through the director of graduate studies in their programs. A Board of Trustees waiver only waives tuition and the service fee as well as the differential when assessed; the health insurance fee and other fees are the student's responsibility. Part-time waivers are available in select departments.

Registration Requirements At least 12 hours per semester (6 in the summer term). Waiver recipients may accept part-time employment, not to exceed twenty hours a week either within or outside the University. If a student drops below 12 hours of registration at any time during the semester (or 6 hours in the summer term) the waiver is rescinded and the student is billed the tuition and service fee.

OTHER SOURCES OF FINANCIAL AID

Traineeships

Training grants are awarded to graduate programs to support student involvement in specific activities. The grant may support students with stipends and/or tuition and service fee waivers. To be eligible, students must be admitted to a graduate degree program or have a completed application pending. Students should contact the director of graduate studies in their program for information on the availability of traineeships.

Industrial, Endowed, and Special Fellowships

Various industrial firms, foundations, and private individuals have generously donated funds to support a number of special fellowships for graduate students at the University of Illinois at Chicago. The stipends and supplemental allowances of these fellowships are not uniform, and most are restricted to students in particular areas of study. Students should contact the director of graduate studies in their program for information on the availability of special fellowships.



Illinois Veterans Scholarship

The Illinois Veterans Scholarship covers the admissions application fee, tuition, and a small varying portion of the service fee. Contact the Office of Student Financial Aid, Room 1800, 1200 West Harrison Street, (312) 996-3126, for more information and applications. Students should bring a copy of their DD-214 when submitting an application.

University Administered Loans and Work Study

UIC's Office of Student Financial Aid (OSFA) awards and coordinates assistance from a variety of federal and state financial aid programs. Graduate students are eligible for Perkins Loans, Stafford Student Loans, Loans for Parents, Supplemental Loans for Students, and College Work Study.

Applicants for financial aid awarded through the OSFA must be U.S. citizens or permanent residents and must have applied for admission to a degree-granting program of the University. To receive assistance, students must be admitted to and enrolled in a degree-granting program.

Students can also consult the fellowship coordinator in the Graduate College for further information about outside sources of funding opportunities.

Enrollment

Graduate students are governed by the policies of the University of Illinois at Chicago, the Graduate College, their disciplinary (line) college, and their department, and they are expected to become familiar with these policies. The *Graduate College Catalog* in effect when the student begins enrollment in a degree program is the primary source of information on Graduate College policies pertaining to the student. Many of the University and departmental policies are listed in this catalog, and most programs have policy manuals for graduate students. When a department requirement is approved by and exceeds that of the Graduate College, it replaces the Graduate College standard.

ADDING AND DROPPING COURSES

Students may not add or drop a course after the tenth day of instruction in a semester or the fifth day of instruction in the summer session unless approved by the director of graduate studies and the Graduate College.

No refund of tuition will be issued for a drop after the tenth day of instruction (fifth day in summer) regardless of final deadline, unless the student withdraws from the University (see section on fees). Consult the *Schedule of Classes*, published each term, for current deadlines.

Holders of fellowships, assistantships, and tuition and fee waivers must maintain the required number of semester hours through the end of the term or risk loss of their tuition and service fee waiver for the term. Students who lose their waivers will be billed the full cost of tuition and fees. Students on visas must maintain the registration requirements of their visa (for clarification, contact the Office of International Services).

ADVISERS

All graduate students must have an academic adviser in the graduate program in which degree work is to be done. The academic adviser assists in planning a program of graduate study that fits the needs of the student and satisfies the graduate program and Graduate College requirements. New students should consult the director of graduate studies to discuss the selection of an academic adviser. All PhD candidates must have a dissertation adviser who is a member of the Graduate College faculty. Both master's and doctoral students must have a major adviser (academic or research) who is a member of the Graduate College faculty.

Unassigned nondegree students do not have a formal adviser. These students must receive approval from an authorized person in the program(s) offering the course(s) they wish to take each term prior to attempting registration.

CIC TRAVELING SCHOLAR PROGRAM

The CIC Traveling Scholar Program, sponsored by the Committee on Institutional Cooperation (CIC), enables doctoral students to take advantage of educational opportunities—specialized courses, unique library collections or laboratories—at any of the Big Ten universities or the University of Chicago.

CIC traveling scholars should have completed at least one year of study in a doctoral program at UIC and must receive prior written approval from their adviser, their department head, and the UIC CIC liaison officer. With these approval signatures, students must then seek permission from the host institution to take the desired course(s). The application and approval process must be accomplished using the online CIC Traveling Scholar form. CIC traveling scholars register and pay for the CIC credit at UIC and also make arrangements to register at the host institution through its CIC liaison officer. A leave of absence is not required, since participants are registered at UIC during their stay at the other institution.

Participation in the CIC Traveling Scholar Program is discouraged during the student's final term before completing the degree because other CIC institutions have different academic calendars than UIC.

Student should consult their director of graduate studies, the Graduate College Web site or the UIC CIC liaison officer in the Graduate College for more information.

CONTINUATION AND PROBATION RULES

Graduate students are considered to be in good standing in the Graduate College if they:

Have removed all limited status admission conditions;

Have a minimum Graduate Degree GPA of 3.00 (see below); and

Are making satisfactory progress toward degree requirements, including a project or thesis if required.



Note: Graduate programs may require a higher level of performance and may apply criteria in addition to those stated above. If a student fails to meet the performance or other criteria stated by the program as determined by the Graduate College, the program may notify the Graduate College to initiate dismissal.

Limited Status

Limited admission status students must meet the conditions imposed by this status and progress to full degree status within two semesters or any shorter amount of time set forth in the letter of acceptance. Failure to do so will result in dismissal from the University.

Graduate Degree GPA

The Graduate Degree GPA is the average of grades earned by graduate students in their current degree program, whether or not the courses are part of degree requirements. Only graduate-level courses in which an A, B, C, D, or F is earned are included in the Graduate Degree GPA computation. A graduate-level course is any 400- or 500-level course, and any 300-level course taken under the quarter system. General transfer credit taken at other institutions is not computed in the Graduate Degree GPA. However, grades earned through the CIC Traveling Scholars Program are included. Grades earned as a nondegree student, or while a student in other UIC colleges or a different graduate program, will be computed if the courses are applied to the current graduate program through an approved transfer of credit petition.

Probation

Academic probation is the Graduate College's mechanism for warning students that their Graduate Degree GPA has fallen below the minimum standard of 3.00/4.00. Students have two terms of enrollment (including summer, if registered) after the term in which their Graduate Degree GPA falls below 3.00 to remove themselves from probation. Departments may enforce stricter limits on probation, provided the student is informed in writing prior to being placed on probation.

Students who leave the University while on probation, whether through formal withdrawal or through failing to meet the registration requirement, will still be on probation if they are later readmitted to the same program. Students who are admitted to a new program, begin as a new student (i.e., the Graduate Degree GPA starts over). Students currently on probation or who left the University on probation will not be admitted to the same program as nondegree students. Readmission as a degree-seeking student is not guaranteed.

Students who fail to raise their average to 3.00 or to otherwise fulfill the terms of their probation within the deadline will be dismissed from the University. The Graduate College issues probation and dismissal notices to students and their program directors. However, failure to receive notice does not change the student's probation or dismissal status, since students are expected to monitor their own progress in light of Graduate College policies.

COURSE LOADS

Students who can devote full time to their studies usually enroll for 12 to 16 semester hours each term. In exceptional cases, the adviser and director of graduate studies may permit a student to enroll for up to 20 hours. Registration for more than 20 hours is not recommended. The Graduate College at UIC has defined full-time enrollment as 9 hours each fall and spring term and 5 hours in the summer.

Important notes to this general definition:

International Students For purposes of enrollment certification to U.S. Citizenship and Immigration Services (USCIS) of the United States Department of Homeland Security, **International Graduate Students must maintain one of the following registration options to meet SEVIS requirements and be considered full-time:**

- a) 12 hours of registration during the fall and spring semester;
- b) 8 hours of registration during the fall and spring semester and a 50% graduate assistantship; c) 10 hours of registration during the fall and spring semester and a 25% graduate assistantship.

Students on an F-1 visa may be eligible to register for zero hours if all requirements are complete except for project or thesis (if not a recipient of a fellowship, tuition-and-service-fee waiver, or assistantship), and a petition is submitted to the Graduate College and approved. The petition must be endorsed by the adviser, DGS or head of program and the Office of International Services.

For questions regarding immigration and SEVIS requirements, please contact the Office of International Services.

Fellowship Holders Must register for at least 12 hours of credit per semester of award (6 in summer).

Tuition-and-Service-Fee-Waiver Holders Must register for at least 12 hours of credit per semester of award (6 in summer).

Assistantship Holders Must register for at least 8 hours of credit each semester, excluding summer. International students on an F-1 visa must register for a minimum of 8 hours for a 50% appointment, 10 hours for a 33% appointment, and 12 hours for a 25% appointment. While summer enrollment for assistants is optional, assistants who wish to use their summer tuition and service fee waivers must register for at least 3 hours during that term. Some graduate programs may require registration for more than 8 hours per term and/or summer registration. There are no tuition-and-service-fee waiver benefits for students employed with less than 25% or more than 67% appointment. Assistants who qualify for a spring tuition and service fee waiver automatically receive a summer waiver if registered in at least 3 hours in summer unless holding a summer appointment above 67%.



Veterans To be eligible for full benefits veterans must register for at least 12 hours per semester (6 hours in summer).

Academic departments may have specific registration requirements. Please check with the department to be sure all departmental requirements are met.

Grades

The following grades are used:

- A—4 grade points per semester hour.
- B—3 grade points per semester hour.
- C—2 grade points per semester hour.
- D—1 grade point per semester hour (not accepted as degree credit).
- F—0 grade point per semester hour (failure; not accepted as degree credit).
- DFR—grade temporarily deferred. Deferred grades may be used for thesis courses, continuing seminar, sequential courses, and certain courses that require extensive independent work beyond the term. At the end of the continuing course sequence the deferred grade for all terms must be converted either to a specific letter grade (A–F), to an IN (Incomplete), or to an S or U. No credit is earned until the DFR grade is converted to a permanent grade.
- I—Incomplete. An incomplete grade may be given only if, for reasons beyond the student's control, required work has not been completed by the end of the term. An I must be removed by the end of the next term in which the student is registered (including summer), or within twelve months of the end of the term in which the I was received, whichever occurs sooner.
Note: Course instructors may require an earlier deadline.
An I that is not removed by the deadline will remain on the student's record as an I, with no credit earned (or may be replaced by a grade, at the instructor's discretion, before the Graduate College deadline to change an I grade). A course in which an I was received and not removed by the deadline may be repeated for credit only once.
- CR—Credit; NC—No Credit. Used only in courses taken under the credit/no credit grading option. No grade points are earned and the grade is not computed in the grade point average. If the required work for the course has not been completed by the end of the term, at the instructor's discretion an I may be given. Graduate students may take courses on a credit/no credit basis provided that: 1) the courses are not within their immediate area of specialization, 2) such courses account for no more than one sixth of the total number of course hours taken at the University of Illinois at Chicago and counted toward a degree, and 3) they declare their intention to take a course on this basis at the time of registration and have the approval of their adviser and director of graduate studies. Some programs do not allow any credit/no credit courses to be used toward degree requirements. Credit/no credit grades cannot be changed to grades A–F at a later date.

S—Satisfactory; U—Unsatisfactory. Used as grades in thesis research courses, in zero-credit courses, and in specifically approved courses. No grade points are earned and the grade is not computed in the cumulative grade point average or the graduate degree grade point average.

In the case of thesis research courses, instructors should assign an S or U grade to the course each term. They may assign a DFR grade each term until after the thesis defense is successfully completed, the thesis committee accepts the format and content of the thesis, and the Graduate College approves the format of the thesis, but this is not recommended. In the latter case, the Graduate College will notify the registrar to change the DFR grades to S. An Unsatisfactory grade can be assigned at any time when the student is not making satisfactory progress in thesis research. If this should occur, the status of the student will be reviewed by the adviser, the director of graduate studies, and the Graduate College, and the student may be dismissed from the Graduate College.

W—Withdrawn. Officially withdrawn from the course without academic penalty; no credit is earned for the course. Assigned if course is dropped after the tenth day of the semester (fifth day in summer) and before the last day of instruction for the term. This grade will remain on the transcript but does not affect the grade point average or Graduate Degree Grade Point Average.

Leave of Absence

Except for international students whose visas require continuous registration, and doctoral students who have passed their preliminary exams, graduate degree-seeking students may take one semester (fall or spring) plus the summer session off without formal leave approval from the Graduate College. Degree students who desire to take an additional consecutive semester off, for a total maximum of three consecutive terms, must file a Graduate Petition for Leave of Absence by the tenth day of the third term for which leave is requested. Nondegree students are not eligible for a leave of absence.

International students who hold an F-1 or J-1 visa must register each fall and spring semester due to visa requirements. Such students must file a Graduate Petition for Leave of Absence for any fall or spring semester they wish to take off, obtaining written authorization on the petition from the Office of International Services. If remaining in the country, such leaves are rarely granted by that office.

Upon receipt of a leave of absence petition from the department/program, the Graduate College will automatically approve the first leave, up to one year maximum. At least one term as a graduate degree student must be completed before being eligible for a leave. After returning to the program from an approved leave, a second leave is not automatic and will only be granted by the Graduate College for medical or other extraordinary reasons.

Leave will not be granted to doctoral candidates who have passed the preliminary exam, except for students whose programs require a



formal off-campus activity (e.g., internship), or for documented maternity/family event, medical, family health crisis, or other extraordinary reasons. If this situation occurs, a Graduate Petition for Leave of Absence must be submitted to the Graduate College.

Degree-seeking students will automatically be approved leave, with proper documentation, for the birth or adoption of a child or where child care is required (one year maximum); care of a spouse, child, or parent with a serious health condition; or a serious health condition that makes the student unable to pursue graduate work. The Graduate College encourages students to obtain written acknowledgement (signature) from the director of graduate studies. International students with any of these circumstances must also obtain approval from the Office of International Services.

Degree-seeking (domestic only) students who must leave the university in order to enter into active service with the armed forces in a national or state emergency will be given an indefinite leave. A copy of the orders to report/prove of active service must be attached. Special procedures exist for withdrawing from courses under these circumstances. See the relevant information under *Withdrawal from the University*.

Time spent on leave approved by the department and the Graduate College does not count towards the time to complete the degree.

Students who have already registered for the term for which leave is requested must drop all courses using the Student Self Serve registration process. If completed before the first day of the term, all relevant charges for the term are eliminated. If done after the first official day of the term begins, a pro rata refund will be given. Students are responsible for filing the appropriate forms and resultant charges; the leave of absence petition itself does not alter existing registration.

Students who are on an approved leave of absence will not be covered by the health and personal accident insurance plan until they return to active registration.

Petition forms may be obtained from the Graduate College, 606 University Hall, or from the graduate program.

Petitions

Students may petition the dean of the Graduate College for exceptions to certain college regulations, but may do so only after consulting with their adviser and the director of graduate studies, whose recommendations must appear on the petition. Petition forms may be obtained from the Graduate College and from the graduate program office and must be accompanied by a full explanation of the circumstances and any appropriate forms and supporting documents required for processing a requested change. **Note:** Petitions should be filed within 30 days from the time an individual knows, or reasonably should have known, that an occurrence has affected his or her status.

Registration

Registration procedures and class offerings are published in the *Schedule of Classes* each semester and graduate students are responsible for the complete and accurate processing of their

registration according to the guidelines published therein.

Graduate students who fail to register for two terms in a row (excluding summer) without taking an approved leave of absence forfeit their admission to the Graduate College and must reapply to Graduate College and be readmitted to the program.

Readmission is not guaranteed.

New students may register during the designated period before the beginning of their first term or during the late registration period (days one to ten for fall and spring, days one to five for summer). Currently enrolled students register during the early registration period in the previous term. Students who wait to register at late registration will be assessed a late registration fee and may experience limited course availability.

REGISTRATION FOR ZERO HOURS

Registration for zero hours is only available to students who have completed all course work, examinations, and all degree requirements except the master's project or thesis or doctoral dissertation and who need to maintain registered status at the university. Typical reasons for needing to maintain registration after all course hours for the degree have been taken include visa registration requirements, requirements of the student's program, and the Graduate College requirement for doctoral students to maintain registration from the preliminary examination through the dissertation defense. Students wishing to register for zero hours must submit a Graduate College petition and receive permission from the director of graduate studies and the Graduate College prior to the start of the term. Once permission is received, students may continue to register for zero hours provided they remain in the same program, continue to make satisfactory academic progress, and are within the time frame for degree completion. Students with a fellowship, assistantship, or Graduate College tuition and service fee waiver must maintain the minimum registration requirements for their award, and will not be eligible for zero hours.

Option A is for master's students (except if in a course-work-only option) and doctoral students who need to maintain registration and will be utilizing university services. Master's students may be required to register for zero hours by their program or USCIS regulations, but the Graduate College does not require registration for defense of a master's thesis or graduation.

Doctoral students (only) who will not be on campus may request Option B, where only the zero-hour tuition, and none of the fees, is assessed. Students on Option B are not eligible to use university services. Doctoral students who want Option B must state Option B and the term(s), up to two semesters at a time, on the petition, and must submit another form if needed in future terms. See *Degree Requirements*, *Doctoral Degrees*, and *Master's Degrees*.



REPETITION OF COURSES

Students can repeat a course for credit if:

The course is designated in the *Schedule of Classes* with the phrase “May be repeated for credit.”

The course is one in which a grade of D, F, NC, or U was received. In such cases the course can be repeated only once and counted only once toward the degree requirements; the original grade continues to be included in the computation of the Graduate Degree GPA. The approval of both the instructor who will give the course and the director of graduate studies is required.

The course is one in which a student has received a permanent I (see Grades).

Transfer Credit

Consideration is given to the transfer of credit in three categories:

Previous graduate work for which a degree was not awarded.

Graduate work completed elsewhere after admission to UIC and for which a degree was not awarded. Students considering taking graduate work elsewhere during a leave of absence should consult their adviser and director of graduate studies about such plans and the courses that may be considered for transfer.

Graduate work completed in the senior year at UIC that was not applied to the baccalaureate.

Additionally, 32 hours may be granted to a doctoral student with a previous master’s degree. The director of graduate studies will determine whether the 32 hours should be granted when the student applies for admission to the program. Technically, this is not transfer credit and does apply to any of the limits listed below.

To be considered for transfer, graduate work must have been completed in an accredited institution approved by one of the regional accreditation associations or by the agencies recognized by the Council for Higher Education Accreditation, and must meet the quality and content of courses offered at UIC.

For probation and graduation purposes, transfer credit is not computed in the cumulative grade point average or Graduate Degree GPA unless such credit was earned in courses taken at UIC.

LIMITS ON TRANSFER CREDIT

The specific number of credit hours accepted for transfer is determined on an individual basis. No transfer is automatic.

Maximum Allowed Transfer Credit No more than 25 percent of the hours required for a master’s degree requiring 32–47 hours of credit, or more than 50 percent of the hours required for a master’s degree requiring 48 or more hours of credit, can be transferred from another institution or another college at UIC. Doctoral students may transfer in no more

than 25 percent of the hours required for the degree. This limit is for courses taken as a student in another college at UIC or another institution, but not course work taken in a different program within the Graduate College at UIC.

Transfer credit is considered only for courses in which the student received a grade of A or B. Credit earned more than six calendar years before admission to the Graduate College is not usually accepted for transfer.

Nondegree Credit Nondegree students who are admitted as degree candidates may, by petition, transfer up to 12 semester hours of graduate-level courses in which grades of A or B were earned. This does not count towards the limits of transfer credit listed above.

PROCEDURES

A Graduate Petition for Transfer Credit toward an Advanced Degree is required for all transfers of credit except the 32 hours of credit for a prior master’s degree (see below). The graduate program evaluates the student’s petition and makes a recommendation to the Graduate College. The petition should show the courses recommended for transfer by the graduate program and the number of semester hours of credit received. Students must attach to the petition an original transcript showing grades if courses were not taken at UIC, and a certification from the registrar or college dean of the applicable institution stating that the courses are graduate level and were not used toward fulfillment of the requirements for a degree if not self-evident from the transcript itself.

CREDIT FOR PRIOR MASTER’S DEGREE

Doctoral candidates who have previously earned a master’s degree or its equivalent approved by one of the regional accreditation associations or by the agencies recognized by the Council for Higher Education Accreditation may be granted 32 semester hours of credit toward the doctoral degree if approved by the program and the Graduate College at the time of admission. The 32 hours are subtracted from the total hours required for the doctorate from the baccalaureate. The 32 hours are not counted toward the maximum allowed transfer credit limit or computed in the cumulative GPA or Graduate Degree GPA. A petition is not required as the Graduate College is informed of the request directly from the director of graduate studies.

Degree Requirements

The following requirements for individual degrees are the minimum standards of the Graduate College. Most graduate programs have requirements that exceed these minimums. Students should consult the detailed graduate program listings and the graduate program director for a full statement of the requirements of their particular degree program. It is the student’s responsibility to be aware of all regulations and requirements and to satisfy them as early as possible.



CHANGES IN DEGREE REQUIREMENTS

Program and Graduate College policies and requirements change periodically and may not be immediately reflected in campus publications. New degree requirements, however, are not imposed retroactively on continuing graduate students. If degree requirements are changed, students may complete their degree programs under the requirements in effect at the time of their initial enrollment (or readmission, if they discontinued degree status at any time) in the Graduate College. They have the option, however, of electing to be governed by the new requirements if they so desire, provided that all requirements of one catalog are met.

Students who interrupt their enrollment without prior formal approval lose their status as graduate students. If they want to return to a graduate program, they must apply for readmission. For readmitted students the requirements for the degree are those published in the catalog at the time of readmission, or any subsequent catalog, provided all the requirements of one catalog are met.

DEGREE PROGRAM DEADLINES

Master's degree (32 to 40 hours): 5 years

Master's degree (41 to 64 hours): 6 years

Doctorate with prior master's degree (minimum 64 hours): 7 years

Doctorate without master's degree (minimum 96 hours): 9 years

Time spent on an approved leave of absence will not count towards the time to degree. Students who do not graduate by these deadlines may be dismissed from the Graduate College for failure to progress.

MASTER'S DEGREES

Minimum Semester Hours Required At least 32 beyond the baccalaureate; some degree programs require more.

Course Work At least 24 hours, or one-half of the minimum number of semester hours of graduate work required for the degree, whichever is greater, must be earned as a degree candidate at UIC. At least 9 hours must be at the 500-level, excluding project (597), thesis (598), and independent study courses.

Credit Only 400- and 500-level courses can be applied to a graduate degree. Credit toward a graduate degree is only given for courses in which a student received a grade of A, B, C, CR, or S. Graduate programs may establish higher standards.

Registration Master's students who have completed all course credit requirements but have not yet completed a graduation requirement (e.g., thesis, project, or comprehensive examination) are not required to register unless they hold a fellowship, assistantship, or tuition and service fee waiver. Students who are on a time-limited visa or are in programs

that require continuous registration must petition the program and the Graduate College to register for zero hours in an appropriate course (thesis or project).

Foreign Language Not required by the Graduate College; may be required by the program.

Comprehensive Examination Not required by the Graduate College; may be required by the program. The candidate must be in good academic standing in the Graduate College and the department and have completed all other degree requirements.

Thesis or Project Not required by the Graduate College; may be required by the program. Thesis student must earn at least 5 hours in thesis research (the 598 course offered by their program). A maximum of 40 percent of the total hours of credit required for the degree may be earned in thesis research, unless restricted by the program.

Defense Once the student has completed all graduation requirements and is in good academic standing, s/he must defend the thesis before a committee. The thesis committee is appointed by the dean of the Graduate College on the recommendation of the student's department or program. This committee consists of at least three persons, one of whom should be a tenured full member of the UIC graduate faculty. One member of the committee may be from outside the department, academic unit, or outside the University, in which case the member must demonstrate equivalent academic standards and his/her curriculum vitae must accompany the Committee Recommendation Form. A Committee Recommendation Form must be submitted to the Graduate College at least three weeks prior to the thesis defense. A majority of the committee must approve the thesis. A candidate cannot be passed if more than one vote of "fail" is reported. The Examination Report must be signed by all members of the committee and submitted to the Graduate College within 48 hours of the defense. The department head or the director of graduate studies will be required to sign the Certificate of Approval Form before a student is considered to have met all the requirements of the thesis. All committee members should be present at the defense. Specific instructions on the format of the thesis are contained in the booklet, *Thesis Manual*, available in the Graduate College Office, 606 University Hall, and the Graduate College Web site.

DOCTORAL DEGREES

Minimum Semester Hours Required At least 96 from the baccalaureate or at least 64 from the master's degree; some degree programs require more.

Credit for Prior Master's Degree Doctoral candidates who have previously earned a master's degree or its equivalent from UIC or another accredited institution may be granted 32 semester hours of credit toward the doctoral degree if approved by the program and the Graduate College at the time of admission.



Degree equivalency from foreign institutions is determined by the Office of Admissions. The 32 hours are subtracted from the total hours required from the baccalaureate. The 32 hours are not included in the maximum allowed transfer credit limit. A petition is not required as the director of graduate studies informs the Graduate College.

Course Work At least 48 semester hours beyond the master's level or its equivalent must be taken at UIC. The formal course requirements for a master's degree must be met within the 96 hours.

Credit Only 400- and 500-level courses can be applied to the degree. Credit toward a graduate degree is only given for courses in which a student received a grade of A, B, C, CR, or S. Graduate programs may establish higher standards.

Registration Doctoral candidates must be registered for credit the term when they take the preliminary exam. They must also register each semester (excluding summer) after passing the preliminary examination and until successfully defending the dissertation. Students must register for the summer term if they are taking the preliminary exam or defending their dissertation during that term. If an exam or defense occurs between terms, registration is required in the term just ended.

Students who hold a fellowship, assistantship, or tuition and fee waiver must register each semester for the number of hours required by their award, even if they have completed all degree requirements except the dissertation. See *Course Loads, Financial Aid* section.

Students who do not hold a fellowship, assistantship, or tuition and fee waiver, and who have completed all degree requirements except the dissertation, and who do not wish to register for additional course work, must either:

Option A: Register for zero hours of credit in thesis research (599) each semester until the degree is awarded (excluding summer unless defending dissertation). Range IV tuition and fees are assessed (see *Schedule of Classes*).

Or

Option B: Must petition for each renewal and specify Option B. Only the range IV tuition is charged (see *Schedule of Classes*). No additional fees are assessed. Students may elect from one to two terms with each petition. Students who elect this option are ineligible for student health insurance, library and laboratory privileges, computer facilities, and loan deferment.

Permission to use either Option A or B will be considered by the Graduate College upon petition supported by the graduate program. For Option B, the department must certify that no use of University facilities will be made. Students must refile a petition for Option B by the 10th day of the term (5th for summer).

All students must complete and defend the dissertation by the degree deadline, regardless of which option is chosen.

Foreign Language Not required by the Graduate College; may be required by the program.

Examinations *Departmental Qualifying Examination:* Not required by the Graduate College; may be required by the program.

Preliminary Examination (Admission to Candidacy) Purpose: The purpose of the preliminary examination is to determine the candidate's readiness to undertake dissertation research, and passing it constitutes formal admission to candidacy. The examination serves as the last major step toward the PhD degree except for the completion and defense of the dissertation. The examination provides the student with timely feedback of the faculty's views of his/her potential for completing the PhD program. The preliminary examination is distinct from the oral defense of the dissertation project.

Timing: The preliminary examination is generally administered during or near the end of the time the student has completed most, though not necessarily all, of the course work, but has not made a major investment of time and effort towards the dissertation research project. A minimum of one year has to elapse before the defense of the dissertation after passing the preliminary examination. Only students in good academic standing are permitted to take the examination.

Committee Composition: The committee for the preliminary examination is appointed by the dean of the Graduate College upon the recommendation of the department or program. The committee consists of at least five members, of whom at least three are UIC graduate faculty with full membership, and two of whom must be tenured. The chair of the committee must be a full member of the UIC graduate faculty.

Grading: Each member of the examining committee assigns a grade of "pass" or "fail". A candidate cannot be passed with more than one "fail" vote. The committee may require that specific conditions be met before the "pass" recommendation becomes effective. On the recommendation of the committee, the head or chair may permit a second examination. A third examination is not permitted.

Procedure: The dean of the Graduate College appoints the committee upon receipt of the Committee Recommendation Form three weeks prior to the preliminary examination. The results of the examination must be submitted to the Graduate College within two weeks of the completion of the exam. The Examination Report must be signed by all members of the committee and submitted to the Graduate College with 48 hours of the exam. Once the student has passed the examination, the dean of the Graduate College will notify the student that s/he has been admitted to candidacy.

Students who do not complete the degree requirements within five years of passing the preliminary examination must retake the examination; programs may specify a shorter time period. Combined programs leading to two degrees may require additional study beyond the period normally involved for completing requirements for the PhD degree; and may require an extension of the five year rule.



Dissertation A dissertation is required by the Graduate College.

Format: The format of the dissertation is specified in the booklet, *Thesis Manual*. Students should have a draft of their dissertation checked in their department prior to the term they plan to graduate. Programs are responsible for checking the format and adhering to the guidelines. Students must deposit two copies of their defended and departmentally-approved dissertation to the Graduate College by the deadline for that term. A separate abstract (350 words maximum) must be submitted with the final copy.

Prior Publication of Research Findings: Candidates engaged in thesis research may find it desirable or expedient to publish, prior to the conferring of the degree, certain findings that later will be incorporated in the dissertation. In such cases, appropriate acknowledgment of the earlier publication should be included in the dissertation. The Graduate College encourages such publication, but the dissertation may not be published in its entirety before all degree requirements, including the defense of the dissertation, have been completed.

Defense: The defense of the dissertation is administered after the student has completed all graduation requirements. Only students in good academic standing are permitted to defend their dissertation.

All candidates for the PhD degree must have an adviser who is a member of the UIC graduate faculty. The adviser is considered the primary reader of the dissertation. The defense must be open to the academic community of the University and be publicly announced one week prior to its occurrence.

The dissertation committee is appointed by the dean of the Graduate College on the recommendation of the student's department or program. The defense committee consists of at least five persons, of whom one must be from outside their program. The chair of the committee must be a full member of the UIC graduate faculty. At least two members of the committee must be tenured faculty at UIC; at least one must be from outside the degree-granting program, which may include graduate faculty from other UIC departments or colleges. The outside member can also be from outside the University, in which case the member must demonstrate equivalent academic standards; the member's curriculum vitae must accompany the Committee Recommendation Form. A Committee Recommendation Form must be submitted to the Graduate College three weeks prior to the dissertation defense. All committee members should be present at the defense. The committee vote is "pass" or "fail." A candidate cannot be passed if more than one vote of "fail" is reported. The Examination Report must be signed by all members of the committee and submitted to the Graduate College within 48 hours of the defense. The department head or director of graduate studies' signature is required on the Committee Recommendation Form before a student is considered to have met the requirements of the dissertation.

Deadlines: Two final, approved and defended copies of the dissertation must be submitted to the Graduate College no later than the Graduate College deadline for that term. PhD candidates who successfully defend their dissertation and submit the final dissertation copy to the Graduate College after the deadline will graduate in the next term.

Microfilm Fee: Following the final examination and acceptance of the thesis, candidates must pay a fee for the microfilming of the complete dissertation and the publication of the abstract in Dissertation Abstracts. Consult the *Thesis Manual* for more information.

Teaching Teaching is required by the Graduate College.

University Regulations

ACADEMIC GRIEVANCE PROCEDURES

The Academic Grievance Procedures (July 1, 1989) define an administrative process through which faculty, academic professionals, employees, and students may seek resolution of complaints or grievances arising from a decision made about them by an agent of the University of Illinois at Chicago in the course of their employment or enrollment at UIC. It defines eligibility to use the procedures and describes the informal and formal procedures and time frames required. This document is available online <http://www.uic.edu/depts/oa/Docs/griev.pdf>.

ACADEMIC INTEGRITY

The University of Illinois is dedicated to learning and research, and hence is committed to truth and accuracy. Integrity and intellectual honesty in scholarship and scientific investigation are, therefore, of paramount importance. These standards require intellectual honesty in conducting research, writing of research results, and relations with colleagues. Graduate students may be faced with difficult choices regarding academic integrity in their various roles as student, teacher, and researcher. If this is the case, they should seek the advice and experience of their faculty advisers and the Graduate College staff.

The University publishes two documents that contain specific definitions of misconduct (such as plagiarism, falsification of data, etc.), procedures used for investigation of charges, and the consequences of that conduct. Students are governed by the Student Code of Conduct (October 1993) http://www.vcsa.uic.edu/MainSite/departments/dean_of_students/Links/UIC+Discipline+Code.htm and faculty are governed by the Policies and Procedures for Academic Integrity (June 1989).

CONFIDENTIALITY OF STUDENT RECORDS

As custodian of student records, the University assumes an implicit trust and, accordingly, uses extreme care and concern in recording and disseminating information about students. The University policy is in compliance with the Family Educational Rights and Privacy Act (FERPA). The Office of Admissions and Records issues transcripts of official records only at the written request of the student and payment of



the transcript fee (see *Tuition, Fees, and Other Charges*). The same holds true for academic information needed for financial assistance or honors recognition. Class schedules are not released to unauthorized persons. UIC Student Records policy governs record keeping and release. For a full description of FERPA, please consult <http://www.sfs.uic.edu/FERPA/FERPA.htm>.

MEDICAL IMMUNIZATION REQUIREMENTS

Illinois state law mandates that all students entering a postsecondary institution who are born on or after January 1, 1957, must present documented proof of immunity against measles, mumps, rubella, tetanus, and diphtheria as a prerequisite to registration. The Medical Immunization Form, required for student completion, is mailed with the student's acceptance letter.

Those students who are not properly immunized and have not submitted a written statement of medical or religious exemption must be immunized within the first term of enrollment. Failure to provide the required proof of immunity will prevent the student from enrolling in a subsequent term.

Students registering only for off-campus courses or for no more than five credit hours are temporarily exempt from the immunization requirements.

For more information, contact the Office of Medical Immunization Records, Room 1300 Student Services Building, telephone (312) 413-0464.

NONDISCRIMINATION POLICY

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, sex, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

Policy Council

Revised May 31, 2005

For additional information or assistance with the equal opportunity, affirmative action, and harassment policies and procedures of the University of Illinois at Chicago, please contact: Office for Access and Equity (MC 602)

717 Marshfield Avenue Building

809 South Marshfield Avenue

Chicago, IL 60612-7207

(312) 996-8670

PUBLIC FORMAL GRIEVANCE PROCEDURES UNIVERSITY OF ILLINOIS AT CHICAGO

I. INTRODUCTION

These procedures have been implemented to address complaints of discrimination on the basis of age and/or disability in any activity, policy, rule, standard, or method of administration that is related to the operation of University's programs.

II. ELIGIBILITY

These procedures may be used by any member of the public who alleges age (Under the Age Discrimination Act) or disability (Under Title II of the Americans with Disabilities Act) discrimination on the basis of class. However, anyone who wishes to challenge a decision made about them by an agent of the University of Illinois at Chicago (UIC) in the course of their employment or enrollment at UIC must utilize the UIC Academic Grievance Procedures.

III. DEFINITIONS

- A. *Grievance*: A written statement submitted by a Grievant identifying the activity, policy, rule, standard or method of administration he/she claims to be discriminatory on the basis of age and/or disability and explaining the manner in which that activity, policy, rule, standard or method of administration discriminates. All Grievances must be signed by the Grievant and must outline the Grievant's allegations in as much detail as possible.
- B. *Grievant*: Any member of the public who submits a Grievance.
- C. *Grievance Officer*: The assigned investigator of the UIC Office for Access and Equity can be contacted at the address below:
Office for Access and Equity (MC 602)
809 South Marshfield Avenue, Room 718
Chicago, IL 60612-7207
(312) 996-8670 Fax (312) 413-0055
www.uic.edu/depts/oe
- D. *Appeals Officer*: The Associate Chancellor for Access and Equity or his/her designee.
- E. *Days*: Any reference to "days" herein shall refer to business days (excluding weekends and federal holidays).
- F. *Record*: The complete record of a Grievance will consist of the original Grievance and any supporting information or documentation submitted with that Grievance, the Grievance Officer's findings, the Appeal (if any) and any



additional information or documentation submitted with the Appeal, the Appeal Officer's findings, and any communications and notices relative to the Grievance. The Record will be maintained for at least five (5) years following the final decision.

III. GRIEVANCE PROCESS

Filing of the Grievance: The Grievant must file his/her Grievance with the Grievance Officer no later than ten (10) days after he/she becomes aware of the offending activity, policy, standard or method of administration.

Investigation: The Grievance Officer shall conduct an appropriate investigation of the issues raised in the Grievance. The Grievant shall be given an opportunity to submit any relevant evidence he/she may have to support the Grievance. Within fourteen days (14) of submission of the Grievance, the Grievance Officer shall issue his/her findings. In the event the Grievance Officer finds evidence of discrimination in the activity, policy, standard or method of administration, he/she shall make recommendations for change(s) and shall coordinate the efforts for change(s) with the department/unit/college whose activity, policy, standard or method of administration is at issue. Furthermore, in the event that the individual was adversely affected by a decision made pursuant to a discriminatory process, policy, activity, standard or method of administration, the individual will be given the opportunity for the decision to be reconsidered according to the revised process, policy, etc. In those cases where the Grievance Officer finds no evidence of discrimination, he/she shall send written notice of that finding to the Grievant within that 14-day time period. Said notice shall inform the Grievant of his/her right to appeal the finding to the Appeals Officer within five (5) days of receipt of the notice.

Appeal: An appeal of the Grievance Officer's findings must be in writing and must state the basis for the appeal, providing any additional evidence or information that may support the Grievant's claim of discrimination. The Appeals Officer shall review the Grievance Officer's record and any information/evidence submitted with the Appeal and shall issue findings within ten (10) days of receipt of the appeal. In the event the Appeals Officer finds evidence of discrimination in the activity, policy, standard or method of administration, he/she shall make recommendations for changes. In those cases where the Appeals Officer finds no evidence of discrimination, he/she shall send written notice of that finding to the Grievant within that 10-day time period. There shall be no further levels of review or appeal beyond the Appeals Officer.

Deviation from the Process: Upon proof of extenuating circumstances, the Chancellor and only the Chancellor may approve a deviation from these procedures (e.g., extension of a deadline).

Effective date of policy is September 1, 2005

SERVICES FOR STUDENTS WITH DISABILITIES

The Disability Resource Center works to ensure the accessibility of UIC programs, classes, and services to students with disabilities. Services are available for students who have documented disabilities, vision or hearing impairments, emotional or physical disabilities. Students with disability/access needs or questions may contact the Disability Resource Center at (312) 413-2183 (voice) or (312) 413-0123 (TTY only).

PARTICIPATION IN CLASS EXERCISES THAT INVOLVE THE USE OF ANIMALS

The University of Illinois at Chicago offers certain courses in which live, euthanized, or preserved vertebrate animals are used as part of course requirements. Such courses are identified in the *Schedule of Classes* with the note "animals used in instruction."

Students who have ethical concerns about the use of animals in teaching have the responsibility to contact the instructor, prior to enrollment in any course in which animals may be used as part of course instruction, to determine whether class exercises involving animals are optional or required, and what alternatives, if any, are available. If no alternatives are available, the refusal to participate in required activities involving animals may result in a failing grade in the course.

RESEARCH ON HUMANS OR ANIMALS

Students using human subjects in any research (this includes surveys, interviews, preexisting data, and human tissue obtained for nonresearch purposes) must have approval from the Institutional Review Board or one of its approved committees before they begin data collection. Students using animal subjects must take GC 470—Essentials for Animal Research. The Graduate College also offers the course, GC 401—Scientific Integrity and Responsible Research. This course is mandatory for a number of graduate programs. Similar programs for non-science disciplines are being developed. For further information, students should contact the Office for the Protection of Research Subjects, (312) 996-1711, 203 Administrative Office Building.

SEXUAL HARASSMENT POLICY

Sexual harassment is defined by law and includes any unwanted sexual gesture, physical contact, or statement that is offensive, humiliating, or an interference with required tasks or career opportunities at the University. Sexual harassment is prohibited under federal and state discrimination laws and the regulations of the Equal Employment Opportunity Commission.

The University of Illinois will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The University environment must be free of sexual harassment in work and study.

In order to assure that the University is free of sexual harassment, appropriate sanctions will be imposed on offenders in a case-by-case manner.



The University will respond to every complaint of sexual harassment reported.

Information about the University's approved procedures for dealing with cases of sexual harassment may be obtained by phoning (without name given if desired), by writing, or by visiting the Office for Access and Equity, 717 Marshfield Building, 809 S. Marshfield Avenue, Phone (312) 996-8670.

STUDENT DISCIPLINARY PROCEDURES

The Student Code of Conduct provides a mechanism for review when a student (December 1985) is charged with an infraction of the disciplinary code. It describes just causes for disciplinary action, outlines the procedures for filing a complaint or responding to one, lists the possible sanctions, and describes the appeal process. This document is available in the Office of the Dean of Student Affairs, 3030 Student Services Building or online http://www.vcsa.uic.edu/MainSite/departments/dean_of_students/Links/UIC+Discipline+Code.htm.

Tuition, Fees, and Other Charges

All students are assessed tuition and fees. The amount varies with the program the student is in, the number of semester hours for which the student registers, and according to status as a state resident or nonresident of Illinois. Residence classification is determined by the information given on the application for admission and other credentials. Further information on resident classification is provided elsewhere in this chapter.

Consult the term *Schedule of Classes* or the Graduate College Web site for information on current tuition and fee rates http://www.uic.edu/depts/grad/regn_grad/index.shtml.

The service fee, general fee, and health service fee are mandatory fees that support the following: Student Center East and Student Center West, Student Programs, Student Counseling, Intramural Sports and Recreation, Intercollegiate Athletics, Bonded Indebtedness, Health Service, and Pharmacy. In addition, all students are covered by the UIC Student Health Insurance (*CampusCare*) and an accidental death and dismemberment policy for which they pay a fee each term. Students who present evidence of insurance in force that provides equivalent coverage may apply for an exemption from the student health insurance fee.

ENCUMBRANCE OF REGISTRATION AND RECORDS

Students who owe any money to the University will have a hold placed on their academic records. This hold precludes students from registering for any subsequent terms. In addition, transcripts will not be released until the student's account has been paid in full.

Past due accounts are subject to a finance charge at the annual percentage rate of 18% (1.5 per month on the unpaid balance of each month). Additionally, a late fee of \$2.00 per month will be added to all past due accounts.

Please note, the University of Illinois at Chicago does refer past due accounts for collection. Where appropriate, the University will

authorize legal action to effect settlement of an account. Students will be liable for all reasonable collection costs, including attorney fees and other charges necessary for the collection of a past due account.

TUITION EXEMPTIONS

Students may be exempted from one or more of the following charges if they qualify under the stated conditions:

Tuition is waived for:

1. Holders of tuition and service fee waiver scholarships.
2. All academic employees of the University (except graduate assistants) on salaried appointment for at least 25 percent of full-time service. Such appointments require service for not less than three-fourths of the number of days defined for the term.
3. Teaching, research, and graduate assistants on appointment for at least 25 percent but not more than 67 percent of full-time service. Such appointments require service for not less than three-fourths of the number of days defined for the term.
4. Support staff employees of the University in status appointments or in appointments designed to qualify for status in an established class (e.g., trainee, intern) who register in regular University courses not to exceed Range II tuition in semester if on full-time appointment, and not to exceed Range III tuition if on a 50 to 99 percent time appointment, provided they 1) meet conditions and eligibility for admission as prescribed by the Office of Admissions and Records, 2) not be students as defined in Civil Service Rule 7.7c, and 3) have approval from their employing departments for enrollment and a makeup schedule to cover any time in course attendance during their regular work schedule. Employees whose total registration is in a higher range than that authorized by their tuition waiver pay only the difference between the waiver authorization and the higher range in which their total registration places them.
5. Support staff employees in a status, learner, trainee, apprentice, or provisional appointment who enroll in regular courses directly related to their University employment. The number of credit hours per semester may not exceed Range II. Employees must have made application and received prior approval for enrollment as required by procedures issued by the director of support staff personnel and set forth in *Policy and Rules—Nonacademic*.
6. Holders of graduate tuition-and-service-fee waivers awarded by the Graduate College.
7. Holders of grants or contracts from outside sponsors that provide payments to cover the total costs of instruction.
8. Cooperating teachers and administrators who receive assignment of practice teachers or TESOL interns. Such persons who regis-



ter in University courses are exempted from tuition, the service fee, and the general fee for one semester or summer session for each semester of service rendered. The exemption shall apply to the semester or summer session of registration, as designated by the student, that is concurrent with or following the term of service, but must be applied no later than one calendar year from the end of the term of service. Concurrent registration on more than one campus of the University or in University extramural courses constitutes one semester or session of eligibility for exemption.

9. Persons registered in noncredit seminars only. University employees registered at the request of their departments in noncredit courses especially established to improve the work of the employee.
10. University of Illinois retirees.
11. Teacher of the year.

The nonresident portion of tuition (if the enrollee is subject to payment of tuition) is waived for:

1. All staff members (academic, including teaching and research assistants, administrative, or permanent nonacademic) on appointment for at least 25 percent of full time with the University.
2. The faculties of state-supported institutions of higher education in Illinois holding appointments of at least one-quarter time.
3. The professional staff in private and public elementary and secondary schools in Illinois.
4. The spouses and dependent children of those listed in 1 and 2. (Dependent children are those who qualify as dependents for federal income tax purposes.)
5. Persons actively serving in one of the armed forces of the United States who are stationed and present in Illinois in connection with that service.
6. The spouses and dependent children of those listed in 5, as long as they remain stationed, present, and living in Illinois.

REGULATIONS GOVERNING THE DETERMINATION OF STATE RESIDENCY STATUS FOR ADMISSION AND ASSESSMENT OF STUDENT TUITION

In all cases where records establish that the person does not meet the requirements for state resident status as defined in these regulations, the nonresident status shall be assigned. Exceptions to the regulations are clearly indicated.

Residency Determination

Evidence for determination of residence status of each applicant for admission to the University shall be submitted to the director of Admissions and Records at the time of application for admission. A student may be reclassified at any time

by the University upon the basis of additional or changed information. However, if the student is classified in error as a resident student, the change in tuition shall be applicable beginning with the term following the reclassification; if the student is classified in error as a nonresident, the change in tuition shall be applicable to the term in which the reclassification occurs, provided the student has filed a written request for a review in accordance with these regulations.

Further information or clarification may be secured by contacting the director of Admissions and Records:

Student Services Building (MC 018)
Office of Admissions and Records
University of Illinois at Chicago
P.O. Box 5220
Chicago, Illinois 60680

FEES

Service Fee

The service fee is waived for:

1. All staff members of the University who are on appointment for at least 25 percent of full-time service, provided the appointments require service for not less than three-fourths of the number of days defined for the term.
2. Holders of Board of Trustees tuition and fee waivers awarded by the Graduate College.
3. Students registered in absentia via approved petition for zero hours, Option B only.
4. Students registered only in courses taught off campus.
5. Holders of grants or contracts from outside sponsors if the service fee is charged to the contract or to grant funds.
6. Cooperating teachers and administrators who meet the qualifications of item 6 of Tuition Exemptions.
7. Persons registered only in noncredit seminars.
8. University employees, registered at the request of their departments, in noncredit courses for the purpose of improving their work.
9. Emeriti.

DEFINITIONS

For fee assessment purposes, a staff appointment must require service for not less than three-fourths of the number of days defined for the academic term. Specific dates marking completion of service for three-fourths of the term shall be established by the chancellor or the chancellor's designee on each campus. Staff tuition-and-fee privileges do not apply to students employed on an hourly basis in either an academic or nonacademic capacity or to persons on leave without pay.

For fee assessment purposes, a permanent nonacademic employee is defined as a person who has been assigned to an established, permanent, and continuous nonacademic position and



who is employed for at least 25 percent of full-time. University employees appointed to established civil service positions whose rate of pay is determined by negotiation, prevailing rates, or union affiliation are entitled to the same tuition-and-fee privileges accorded other staff members under the regulations.

Students who resign a staff appointment, or whose appointment is cancelled before they have rendered service for at least three-fourths of the number of days defined for the term, become subject to the full amount of the appropriate tuition and fees for that term unless they withdraw from University classes at the same time the appointment becomes void or unless they file clearance for graduation within one week after the appointment becomes void.

COURSE FEE

This fee is assessed of all auditors who are not in Range I in the tuition and fee schedule. UIC students registered for at least 12 semester hours and University employees who are eligible for a tuition waiver do not have to pay the Course Auditor's fee. Contact the Office of Admissions and Records for current fee information.

LATE REGISTRATION FINE

This fine is levied against all students who complete registration after the deadline. In extenuating circumstances, students may receive the approval of the dean of the college to register after the tenth day of the semester or the fifth day of the summer session. Consult the *Schedule of Classes* for current registration deadlines and late registration fine information.

STUDENT TO STUDENT FEE

While all students will be assessed this mandatory fee at registration, refunds are available upon request. A request for refund must be supported by a confirmed schedule and University Photo ID Card during the first two weeks of the term. This is processed through SINC, located on the first floor of Student Center East. West side students may pick up a credit form in Room 111, Marshfield Building.

GENERAL FEE

This fee is not waived with a tuition and fee waiver.

REPLACEMENT PHOTO-IDENTIFICATION CARD FEE

This fee is assessed if the card is lost or destroyed.

Withdrawal from the University

Withdrawal from the University is governed by specific regulations that students should observe to protect their academic standing. Failure to withdraw officially from the University before the last day of instruction results in a grade of F (failure) appearing on the record for each course in which the student is registered. Students dropping the only course for which they are enrolled should follow University withdrawal procedures.

Students who withdraw by the tenth day of the semester (fifth day in summer) are not considered to have been registered for that term, and the withdrawn courses will not appear on the student's transcript. Students who withdraw after the tenth day (fifth in summer) are considered "in residence" for that term, and are eligible to register for the next term. The withdrawn courses will appear on their transcript with a W grade.

Graduate students who wish to withdraw may secure copies of the withdrawal form from their director of graduate studies or the Graduate College. Graduate students in a degree program should initiate official withdrawal by consulting their director of graduate studies for approval. Nondegree students who were not admitted to a specific department should initiate withdrawal from the Graduate College.

Note: Graduate students who fail to register for two terms in a row (excluding summer) without taking an approved leave of absence forfeit their admission to the Graduate College. Like students who have officially withdrawn from the University before the tenth day of the semester (fifth day in summer), they must reapply for admission to the Graduate College. Readmission is not guaranteed.

Withdrawal to Enter Military Service

A graduate student who must leave the University in order to enter into active service with the armed forces in a national or state emergency (including being called up for the Active Reserve Forces and the National Guard) during the first twelve weeks of the semester (first six weeks in summer session) will be withdrawn from courses with a full refund of tuition and fees. If called to active duty after that time, and before the end of the term, the student may withdraw from all courses with a full refund of tuition and fees, or, the student may ask the instructor(s) for permission to receive an Incomplete (I) or Deferred (DFR) grade(s). An instructor may assign an I or DFR if deemed academically appropriate and feasible. Alternatively, an instructor may assign a letter grade, if requested by the student, if the instructor deems it to be academically justified. Deadlines for incomplete grades under these circumstances may be waived upon the discretion of the instructor and the Graduate College. A student who chooses to withdraw from all courses will not receive Ws. It is the student's responsibility to present proof of active service status for these actions to occur. Students who must withdraw due to the reasons stated above are given an indefinite leave of absence. See *Financial Obligations and Refunds* and *Leave of Absence* for additional information.

Financial Obligations and Refunds

Students should carefully check their registration printouts to ensure that they are officially registered in the correct courses and sections for the correct number of semester hours. The act of registering for courses obligates students to pay all related tuition and fees unless one of the following procedures takes place:

Cancellation of Registration If a student drops all courses via *UIC Web for Student* before the first day of the term, he/she is eligible for a full tuition and fee refund.



Withdrawal from the University A pro rata refund of tuition and fees (excluding health service and student health insurance fees) will be issued to students who withdraw on or before the tenth week of the semester. Before a refund is made to the student, the University will make a refund to the appropriate financial aid programs providing assistance to the student. Any amount remaining will be paid to the student.

Dropping a Course If, between the second and tenth day (fifth day in the summer), a student drops a course(s) and by so doing changes the tuition range, he or she is eligible to receive a refund or credit for the difference in range. Dropping a course after that date without withdrawing from all courses does not result in a reduction of charges.

Withdrawal by an Auditor A full refund is issued if the withdrawal is made within the first ten days of instruction of the semester or the first five days of instruction of the summer session. Thereafter, no refund is made.

Refund on Withdrawal to Enter Military Service A graduate student who must withdraw due to being called into active service with the armed forces in a national or state emergency (including being called up for the Active Reserve Forces and the National Guard) will receive a full refund of tuition and fees. The refund of tuition and fees for graduate students who receive financial aid from federal and state programs and private foundations will be governed according to the rules and regulations of those organizations. For students who hold fellowships, the Graduate College will make every effort to restore those awards upon return to UIC. Assistantships (teaching, research, or graduate) are awarded by colleges, graduate programs, research centers and administrative offices, and graduate students who have assistantships should check with those units about the availability of the assistantships upon return from active military service. Graduate students living in University residences will receive a pro rata refund for room and board based on the date of withdrawal. It is the student's responsibility to present proof of active service status for these actions to occur. See *Withdrawal from the University* for additional information.

The above refund policies do not apply to the application fee, which is not refundable.

Transcripts

Students who have paid all University fees can obtain their transcripts by submitting a written request to the Office of Admissions and Records and paying the transcript fee. Transcripts and other academic information are provided by the Office of Admissions and Records only at the written request of the student. Contact the Office of Admissions and Records for current fees.

Students needing certification of completion of degree requirements may obtain such certification from the Office of Admissions and Records upon request from the Graduate College.

