Admissions
Executive Director of Admissions, Thomas E. Glenn
Mailing Address:
Office of Admissions and Records (MC 018)
Box 5220
Chicago, Illinois 60680-5220
Office Location: 1100 Student Services Building (SSB)
(312) 996-4350
http://www.uic.edu/depts/oar/home

Visiting Campus
UIC encourages prospective students to visit the campus.
A predmission information session is offered weekdays
(excluding campus holidays), and is followed by an
optional campus tour. In addition, predmission informa-
tion sessions and campus tours are available on selected
Saturdays throughout the year.

UIC Preview Days give prospective students an opportu-
nity to tour campus, visit a residence hall, obtain informa-
tion about campus housing and financial aid, and attend
information sessions with academic advisers from each of
UIC’s undergraduate programs.

For dates and reservations, prospective students should
consult the Office of Admissions and Records (OAR) Web
site http://www.uic.edu/depts/oar/visit/.

Refer to the Campus Map and Travel Directions and Visitor
Parking at the back of the catalog for instructions on how
to reach the UIC campus or visit the UIC Web site http://
www.uic.edu for more information.

Admission Requirements and Application
Procedures
All students who wish to take courses for credit at UIC,
whether as degree or nondegree candidates, must submit
an application, available online http://www.uic.edu/depts/
/oar/applyonline/undergrad, supporting documents, and the
required nonrefundable application fee (or application fee
waiver) within specified deadlines. All credentials presented
for admission become the permanent property of the
University, cannot be subsequently released to the student
or to another individual or institution, and cannot be held
for reconsideration of admission to subsequent terms.

All students should read carefully the application
instructions.

For information about registration as a visitor/auditor, see
the Registering and Enrolling in Courses at UIC section of
the catalog.

English Language Competency Requirement
for All Applicants
Minimum requirements for competence in English apply
to all applicants. An applicant may establish competence in
English by certifying that the following requirements
have been fulfilled in a country where English is the offi-
cial/native language and in a school where English is the
primary language of instruction: (1) graduation from a sec-
ondary school with three units, or the equivalent, of
English; or (2) successful completion of a minimum of
two academic years of full-time study at the secondary
school or college level immediately prior to the proposed
date of enrollment in the University.

Applicants who do not meet the above requirement may
provide sufficient evidence of competence in English by
achieving a minimum score of 520 (paper-based); 190
(computer-based); or 80, with subscores of Reading 19,
Listening 17, Speaking 20, and Writing 21 (Internet-
based) on the Test of English as a Foreign Language
(TOEFL), which is administered by the Educational
required for most programs and colleges. This requirement
may be waived by the executive director of the Office of
Admissions and the dean of the college concerned if the
applicant can provide evidence of competence in English
that will clearly justify a waiver.

Undergraduate Applications and Credentials
Deadlines
Students are strongly encouraged to apply using the online
application http://www.uic.edu/depts/oar/applyonline/
undergrad within the filing period listed in the chart
below. While applications submitted before the filing
period will be accepted, processing for the term will begin
at the start of the filing period. The application deadline is
the last day of the filing period for the term for which the
student wishes to enter. Applications and credentials must
be postmarked by this deadline to receive an admission
review.

Most upper-division and health sciences programs have
special deadline dates that may be earlier than those on the
chart. Refer to the OAR Web site http://www.uic.edu/
depts/oar/apply/deadlines.html or the undergraduate
application for current dates.

Filling Period for Applications and Credentials

<table>
<thead>
<tr>
<th>Term in which applicant wishes to enter</th>
<th>International Applicants, Filing Period</th>
<th>Domestic/Immigrant Applicants, Filing Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring†</td>
<td>May 1–July 15</td>
<td>July 1–October 15†</td>
</tr>
<tr>
<td>Fall</td>
<td>October 1–January 15†</td>
<td>September 1–January 15†</td>
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<tr>
<td></td>
<td></td>
<td>(Freshman applicants)</td>
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<tr>
<td></td>
<td></td>
<td>September 1–March 1*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Transfer applicants)</td>
</tr>
</tbody>
</table>

† Beginning freshman applications are not accepted for spring terms.
‡ Immigrant applicants (permanent residents, temporary residents,
refugee-parolee, or conditional entrants) must provide proof of immi-
gration status by submitting a notarized Certification of Immigration
Status form (available online http://www.uic.edu/depts/oar/forms
or from the Office of Admissions) or a copy of both sides of their Alien
Registration Receipt Card, Temporary Resident Card, or other docu-
mens. It is recommended that domestic and immigrant applicants with
credits from foreign institutions observe the international application/
credential filing periods.

Beginning Freshman Applicant
A beginning freshman applicant is either (1) one who
applies for admission while attending high school, regard-
less of the amount of college credit earned or (2) one who
has graduated from high school, but has never attended a
college or university.

A beginning freshman application is considered complete
and ready for evaluation when official high school tran-
scripts and official test scores are on file in the Office of
Admissions along with the completed application, personal
statement, and application fee (or application fee waiver).

Beginning Freshman Admission Requirements
A beginning freshman applicant at UIC must meet the fol-
lowing requirements:

1. Be at least 16 years of age. A 15-year-old applicant
   who meets all other admission requirements may
   petition for admission.
2. Submit evidence of graduation from an accredited
   high school, or submit passing scores on the
   General Educational Development (GED) test.
3. Complete the American College Test (ACT) or the College Board Scholastic Aptitude Test (SAT) or Scholastic Assessment Test-I (SAT-I).
4. Present a satisfactory combination of class rank and ACT or SAT test scores.
5. Satisfy the minimum high school subject requirements. Students who do not meet these subject requirements, but meet all other requirements, will have their applications reviewed. For information on specific subject requirements, consult the undergraduate application online http://www.uic.edu/depts/oar/applyonline/undergrad.

Homeschooled students must satisfy all of the above requirements. A homeschool transcript is acceptable if it includes: (1) a list of all subjects/courses attempted by year; (2) grades or examination results received (both passing and failing); (3) maximum and minimum grades obtainable; and (4) number of units earned.

International applicants must satisfy additional requirements to be considered for admission. Information pertaining to the additional requirements is available in the following section titled International Applicant and in the application instructions available online http://www.uic.edu/depts/oar/apply/.

Admission is competitive, and preference is given to those applicants selected to have the best potential for academic success at UIC.

Transfer Applicant
A transfer applicant is one who (1) has completed a minimum of 24 semester or 36 quarter hours of transferable college classroom credit by the time of application and (2) does not meet the definition of a beginning freshman or a readmission applicant. While 24 semester or 36 quarter hours are the minimum number of hours required, most curricula require additional credit hours and the completion of some specific core first-year courses. For specific requirements in each curriculum at the time of application and the time of enrollment, consult the undergraduate application online http://www.uic.edu/depts/oar/applyonline/undergrad.

Illinois Articulation Initiative
The Illinois Articulation Initiative (IAI) is a statewide agreement that allows transfer of the completed IAI General Education Core Curriculum (GECC) between participating Illinois institutions. Successful completion of the GECC at any participating college or university in Illinois assures students that general education requirements for the baccalaureate degree have been satisfied. The University of Illinois at Chicago (UIC) is a participating university.

IAI policies, including GECC requirements, course codes and course descriptions, are presented on the Web site http://www.itransfer.org and UIC’s implementation requirements are published below. Students who transfer out of UIC will be held to the requirements of their transfer institution.

Eligibility
- Only transfer students entering UIC for the first time are eligible for IAI consideration. IAI policies do not apply to students who are readmitted to UIC or students who take courses elsewhere after enrolling at UIC.
- New transfer students who enter UIC with the GECC completed will be considered to have completed UIC’s General Education requirements as defined in the General Education section of the catalog. However, additional General Education requirements that have been approved for specific UIC colleges may still be required.
- New transfer students with 30 hours of accepted transfer work who have not completed the GECC may consult with a college adviser to review options for completing General Education requirements. Depending on the number of remaining courses required, a student may be allowed the option of completing either UIC’s General Education program or the GECC.

Note: The GECC option is made available only when completion of the GECC requirements calls for at least two fewer courses than would be needed to complete UIC’s General Education requirements.

For students who complete the GECC prior to UIC enrollment
New transfer students who enter UIC with the GECC completed must meet with a college adviser to ensure that UIC General Education requirements are marked as fulfilled in the University’s degree audit system. To assist with first-semester course selection at UIC, students should bring a copy of a community college or participating Illinois university transcript which includes a statement showing completion of the IAI GECC to the Transfer Orientation Program.

For students eligible to complete the GECC at UIC
- All accepted transfer courses completed prior to enrollment at UIC which are identified on the IAI Web site (http://www.transfer.org) with a corresponding GECC course code will be used to satisfy GECC requirements.
- GECC may be credited by Examination (ACT/SAT, AP, IB, and CLEP) in the Academic Standing section of the catalog will be used to determine credit used to satisfy GECC requirements. UIC will not award transfer course credit based on another institution’s evaluation of test results.
- If a student satisfactorily fulfills the course requirements of a GECC area but earns fewer hours than required, the remaining hours for that area may be waived by the college dean. However, students must complete a minimum of 12 courses, a minimum of 37 hours, and the minimum number of courses required in each area of the GECC.
- Transfer credit from a nonparticipating IAI institution is not acceptable to meet GECC requirements.

UIC’s GECC Courses
UIC courses approved for the IAI General Education Core Curriculum are listed officially on the IAI Web site http://www.itransfer.org or can be found in the Web version of this catalog at http://www.uic.edu/ucat/catalog/AR.shtml.

Acceptance of Traditional Transfer Credit
1. Admission of transfer students to UIC is based only on the transfer course work that is similar in nature, content, and level to that offered by UIC. Such courses are normally referred to as transfer work. Other course work completed, such as technical courses similar in content and level to courses taught at the University, will be used in evaluation for admission only upon the request of the dean of the college to which the student seeks admission.
2. Transfer credit, as defined above, will be accepted at full value for admission purposes on transfer to the University if earned at institutions of higher education as defined below:
Transfer Student Admission Requirements

1. A transfer applicant must submit evidence of having achieved a minimum transfer grade point average of 2.00/4.00 or 3.00/5.00 on the basis of all transferable work attempted and submit evidence of having completed a minimum of 24 semester or 36 quarter hours of transferable college classroom credit at the time of application. However, most colleges and departments require a higher minimum grade point average, additional credit hours, and the completion of some specific core, first-year courses. For specific information on the requirements for each college, consult the undergraduate application online http://www.uic.edu/depts/oar/applyonline/undergrad.

2. For admission purposes only, transfer grades for all baccalaureate-oriented course work attempted and accepted are used in computing the transfer student's grade point average. However, a particular UIC college or department concerned after the student has been admitted.

3. Certain colleges and universities do not meet the specifications in 2 above but have been assigned a status by the University Committee on Admissions that permits credit to be accepted on a provisional basis for admission purposes on transfer to UIC. Transfer credit, as defined in 1 above, from such colleges and universities is accepted on a deferred basis to be validated by satisfactory completion of additional work in residence. Validation through satisfactory work in residence may be accomplished by earning at UIC, or another fully accredited college or university, at least a 2.00/4.00 or 3.00/5.00 grade point average (higher if prescribed by the curriculum the student wishes to enter) in the first 12 to 30 semester hours completed following transfer.

4. In all cases, the precise amount of transfer credit applicable toward a particular degree will be determined by the University, college, and department concerned after the student has been admitted.

5. Incomplete grades more than one year old are considered as failing grades in computing the grade point average.

6. Only course work that is similar in nature, content, and level to that offered by UIC is acceptable.

7. Technical, vocational, developmental, and remedial course work generally is not transferable.

8. Courses from other postsecondary institutions must have been completed at the appropriate level to be transferable.

9. Credit for nontraditional experiential prior learning is not transferable.

10. Applicants enrolled in another college at the time they plan to apply to UIC should request a transcript from their current institution including a list of the courses they are taking at the beginning of the last term they are enrolled. (Fall applicants currently attending a quarter-based school should apply at the beginning of their winter term.) A final transcript should be sent to UIC as soon as possible after the final term is completed.

International applicants must satisfy additional requirements to be considered for admission. Information pertaining to the additional requirements is available in the following section titled International Applicant and in the application instructions available online http://www.uic.edu/depts/oar/apply/.

Admission is competitive, and preference is given to those applicants selected to have the best potential for academic success at UIC.

Intercampus Transfer Applicant

Undergraduate intercampus transfers among the University of Illinois at Chicago, at Springfield, and at Urbana-Champaign may be admitted to another campus provided (1) they meet the requirements of the program, (2) there is space available in the program, and (3) they submit the application and credentials by the application deadline. Students who are currently enrolled and who are applying to one of the other campuses for the immediately succeeding semester do not pay an application fee. Immediately succeeding semester may mean either the spring semester if the applicant completed the fall semester at the other campus, or it may mean the summer or fall term, provided the applicant completed the spring semester at the other campus.

Readmission Applicant

Readmission applicants are former UIC students who were registered as degree-seeking undergraduates and who left the University for two or more semesters in succession (summer session included). Readmission applicants are considered for readmission on the basis of their status at the time they left the University, any college work they have completed elsewhere since their last attendance at the University, and the availability of space in the chosen program. Degree-seeking readmission applicants do not pay the application fee.

Students who interrupt their UIC enrollment by two or more semesters in succession (summer session excluded) must reapply. See Eligibility to Register: University Policy on Continuing Student Status in the Registering and Enrolling in Courses at UIC section of the catalog.

Former UIC students who left the University on academic dismissal status, regardless of whether they have attended another collegiate institution in the interval, must submit a petition with an application when they apply for readmission. Admission is granted upon approval of the dean of the college concerned and of the executive director of the Office of Admissions.

Former UIC students who left the University on clear status or on probation, but have attended another collegiate
institution where they have earned a scholastic average below 2.00/4.00 or 3.00/5.00, may be readmitted to the University only with a petition approved by the dean of the college concerned.

A former UIC student who was dismissed for disciplinary reasons must submit a petition to the executive director of the Office of Admissions, who will forward it to the appropriate committee.

Applicants for readmission to any of the health professional programs should contact the program or department for instructions.

**Nondegree Applicant**

Students who do not presently wish to enroll in a degree program at UIC, but who wish to take courses for credit may apply for nondegree status.

During the fall and spring semesters, acceptance of a student in nondegree status is at the discretion of the dean of the college to which the student is applying. Nondegree applicants for fall and spring semesters must meet all regular admission requirements and complete a current Undergraduate Application, available online [http://www.uic.edu/depts/oar/applyonline/undergrad](http://www.uic.edu/depts/oar/applyonline/undergrad).

Nondegree students are not eligible for most financial aid. Priority in admission and registration is given to degree students.

**Summer Session Only Applicant**

A student who wishes to take undergraduate courses at UIC during the summer only and who does not intend to continue at UIC in the fall may apply as a Summer Session Only student. Typical Summer Session Only students include students enrolled in degree programs at other colleges or universities who are in the Chicago area for the summer. Individuals who have already completed undergraduate degrees but need to take undergraduate-level courses to fill deficiencies in preparation for advanced study may also apply as Summer Session Only students.

Prospective Summer Session Only students must complete a Summer Session Only Application, available online [http://www.uic.edu/depts/oar/applyonline/summer/session](http://www.uic.edu/depts/oar/applyonline/summer/session).

Students who wish to attend UIC in the summer and continue in the fall or spring semester need to submit a Summer Session Only application for the summer and also complete a regular Undergraduate Application, along with providing the required credentials, for the later term. Each application must be submitted by the appropriate deadline for the specific term of admission.

**International Applicant**

An international applicant is a person who is a citizen or permanent resident of a country or political area other than the United States and who has a residence outside the United States to which he or she expects to return, and either is, or proposes to be, a temporary alien in the United States for educational purposes.

The University is authorized under federal law to enroll academically qualified nonmigrant alien students.

International students who will need to apply for F-1 or J-1 immigration status must register as full-time, degree-seeking students and are not eligible for financial aid.

**English Language Competency Requirements**

See the earlier section on English Language Competency Requirement for All Applicants.

**Financial Resources Requirement**

In order for international students to enter or remain in the United States for educational purposes, evidence of adequate financial resources must be provided before visa documents can be issued. Acceptable documentation of adequate financial resources includes a UIC Declaration and Certification of Finances available online [http://www.uic.edu/depts/oar/apply/](http://www.uic.edu/depts/oar/apply/) or U.S. Citizenship and Immigration Services (USCIS) Affidavit of Support. Either of these documents must be accompanied by a certified letter from a bank showing evidence of adequate funds in U.S. dollars. Applicants unable to provide satisfactory evidence of adequate finances will not be granted admission. The University of Illinois at Chicago does not offer scholarships or other types of financial assistance to international undergraduate students.

**Alternative Admission Programs**

**Guaranteed Professional Program Admissions**

The Guaranteed Professional Program Admissions (GPPA) is one of UIC’s programs for academically talented students. Each fall, up to 300 motivated and highly qualified entering freshmen can be admitted to UIC with admission guaranteed to one of the following professional or graduate programs if undergraduate course and performance criteria are met:

- Applied Health Sciences
- Biomedical Visualization
- Health Information Management
- Human Nutrition
- Movement Sciences
- Occupational Therapy
- Physical Therapy
- Architecture
- Art and Design
- Graphic Design
- Industrial Design
- Business
- Dentistry
- Education
- Engineering
- Law*
- Medicine
- Nursing
- Pharmacy
- Public Health
- Urban Planning and Public Affairs
- Public Administration
- Urban Planning and Policy

*Offered pursuant to an agreement between UIC and The John Marshall Law School, which is a private institution and is not part of UIC.

Admission to GPPA is competitive, based on each professional program’s requirements for ACT or SAT score, high school percentile rank, preparatory course work, and other criteria.

A minimum ACT score of 28 or an SAT-I score of 1240 and a high school rank in the top 15% are required for application. To be considered for GPPA, students must apply to one of the UIC undergraduate colleges and to GPPA in the professional college of their choice.

Applications are accepted from September 1 through January 15 with the exception of College of Medicine applications. Applications to the College of Medicine are accepted from September 1 through December 15. All decisions will be announced in late March.
To request the GPPA application packet or more information, consult the Web site http://www.uic.edu/depts/oar/spec_prog/gppa or call (312) 996-8365.

Talented Student Program for Illinois High School Seniors

Upon completion of the junior year in high school, superior students in Illinois who meet University requirements may attend classes for college credit at UIC. To qualify for this program, seniors should rank in the upper 10 percent of their class, have a minimum ACT score of 25 (or SAT score of 1120), and be at least 16 years old.

Grades and course credits are recorded on the student’s permanent UIC record and appear on any official transcript issued to or for the student. If the student enters the University after graduation from high school, the courses are credited toward University graduation if they are applicable to the chosen degree program.

For application and information, consult the Web site http://www.uic.edu/depts/oar/applyonline/summersession/special-highschool.html or contact the Office of Special Scholarship Programs (MC 115), University of Illinois at Chicago, 601 South Morgan Street, Chicago, Illinois 60607; (312) 355-2477.

Early Admission Applicant

An early admission applicant is a superior high school student who wishes to enter UIC at the completion of the junior year in high school. The program is designed to permit the particularly able and mature student to begin an academic career at the university level prior to high school graduation, provided that all the other requirements for a beginning freshman applicant are met.

To qualify, students should rank in the upper 10 percent of their high school class, have a minimum ACT score of 25 (or SAT score of 1120), and have a superior high school record.

Each case is considered on an individual basis by the executive director of the Office of Admissions and the dean of the college concerned. Inquiries may be directed to the Office of Admissions, (312) 996-4350.

Students wishing to apply for early admission should submit the following credentials to the Office of Admissions (MC 018), University of Illinois at Chicago, Box 5220, Chicago, Illinois 60680-5220, by the deadline for fall admission consideration.

2. Official copy of high school transcript, reflecting the most recent class rank and all courses completed or in progress.
3. A letter of recommendation from the high school principal.
4. ACT or SAT I: Reasoning Test scores.
5. A letter from the parents or guardians stating why they believe the student should be granted early admission.
6. A recommendation from the Counseling Center at UIC indicating chances for scholastic success.
7. A written statement from the applicant explaining the objective in seeking early admission.
8. The successful completion of any University subject examinations that may be necessary in order to meet admission requirements.

Admission by Special Action

A student not otherwise eligible for admission may be admitted, with the approval of the executive director of the Office of Admissions and the dean of the chosen college, provided evidence is submitted that clearly establishes ability to do satisfactory work in the curriculum or the courses in which enrollment is desired. A letter of petition should be submitted with the application.

Alternative Sources of Credit

Credit for Military Service

Completion of not less than six months of extended active duty in any branch of the armed forces of the United States entitles an applicant to 4 semester hours in basic military science. These four hours will not be used in determining grade point average for transfer admission. Some colleges may limit or not allow credit in basic military science to count toward the degree. Refer to the sections for the individual colleges in this catalog for details.

Credit is also allowed for those United States Armed Forces Institute (USAFI) courses for which the American Council on Education recommends credit at the baccalaureate level, provided the student has passed the appropriate USAFI end-of-course test or examination.

Credit for service school courses successfully completed and for other courses taken while the student was in service may be allowed after the applicant is approved for admission. It is the enrolled student’s responsibility to consult an admissions officer in the Office of Admissions for an evaluation of service courses for which transcripts are presented.

College Level Examination Program (CLEP) Credits

See Credit by Examination in the Academic Standing section of the catalog.

Credit through ACT or SAT

See Credit by Examination in the Academic Standing section of the catalog.

Credit through Advanced Placement Program (AP)

See Credit by Examination in the Academic Standing section of the catalog.

Credit through the International Baccalaureate Program (IB)

See Credit by Examination in the Academic Standing section of the catalog.
Registering and Enrolling in Courses at UIC

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

UIC Web for Student

UIC Web for Student is a comprehensive online resource for students. It can be found at http://ossorawebprod2.admin.uillinois.edu/webforstudent/wfs3.asp or by going to the UIC home page http://www.uic.edu and clicking on Quick Links. Students can use UIC Web for Student to access important information and the computer applications necessary for completing many essential tasks related to being a student at UIC. For example, students can use UIC Web for Student to access the Student Self-Service Login to register for courses, view their course schedule, or change personal information. Students should see the Help section of UIC Web for Student for information on establishing the necessary User IDs (NetID and EnterpriseID) for these resources and computer applications.

• Registration: Explore Schedule of Classes, Class Scheduling Tools, Search for a Class, Registration Policy and Procedures, Student Self-Service Preview, Catalog, and College & Department Registration Announcements.
• Records: Intent to Graduate, Transcript Requests, Certifications, Preview Graduation Information, and Compute GPA.
• Personal Information: Medical Immunization, and Address Changes.
• Financial Matters: Tuition and Fees, University Student Financial Service and Cashier Operations, and Financial Aid Information.
• Degree Audit: DARSWeb for Student and DARSWeb for Student Instructions.
• Help: Student Self-Service Preview, EnterpriseID information, and Contacts.
• Student Self-Service Login: Log into Student Self-Service to register for classes, view tuition and fee balance, access online course information, section information, review and change address, and emergency contact information, view course schedule, grades, academic history, holds and other personal information.

New Students

After Admission

After a student is admitted to the University, the Office of Admissions and Records sends an admission packet, including a Letter of Admission and an Intent to Enroll form to the student. Enclosed in the packet are the instructions for placement tests, registration, medical immunizations, and housing. Admission is only valid for the term stated and may not be used for subsequent terms. Students must return the Intent to Enroll form to the advising office in their college to arrange for academic advising, and registration. Testing is available during late registration, but it is not recommended and a late charge is levied.

The Pre-enrollment Evaluation Program includes four tests: mathematics, writing, chemistry, and foreign language.

Initial Academic Advising and New Student Orientation

Students who have been granted admission for the fall semester are invited (after taking PEP tests) by their college to orientation and advising on campus during the summer months. At that time they are advised by representatives of their college who assist them in selecting courses for the fall semester.

Students admitted for the spring semester should contact the advising office in their college to arrange for academic advising prior to registration.

Register for Approved Courses

The Office of Registration and Records is responsible for handling course registration and official academic records, called transcripts.

Students register for classes through UIC Web for Student. Students should consult the Schedule of Classes http://ossorawebprod2.admin.uillinois.edu/webforstudent/uicscheduleofclasses.asp for complete instructions on using the system to register for courses.

All Students

Change of Course Schedule—Adding and Dropping Courses

Undergraduate students may drop courses using UIC Web for Student through the end of the second week of classes for fall and spring semesters, or through the end of week 1 for summer session. During weeks 3 through 6 of the fall and spring semesters (weeks 2 through 5 for summer session) students may drop courses with the permission of their major college. If the drop occurs between 0 and 2 weeks in fall and spring semesters, or through the end of week 1 for summer session, a W is noted on the transcript. If the drop occurs during weeks 3 through 6 of the fall and spring semesters (weeks 2 through 5 in summer), a W is noted on the transcript. Undergraduate
students may drop a maximum of 4 UIC individual courses that result in a W notation on their transcript during their entire undergraduate degree program.

International students in F-1 or J-1 status are required to be registered full time (12 semester hours) every semester. International students who wish to register for less than 12 semester hours should speak with an adviser in the Office of International Services (OIS) prior to dropping courses or under-enrolling. In order to maintain immigration status, permission must be granted by OIS in advance of dropping below full time. OIS is located at 2160 Student Services Building (SSB) and may be contacted at 312-996-3121 or ois@uic.edu.

Students should consult their college section of the catalog for information on how to drop courses with permission of the college.

Change of College or Degree Program for Current Students

Any continuing student who wishes to transfer from one college or major to another within the University shall do the following:

1. Initiate a request for change of college, major, or curriculum by contacting the appropriate college office for approval, in accordance with college deadlines. For intercollege transfers, contact the college to which transfer is sought. For change of major/crrequirriculum within a college, contact the college in which currently enrolled.

2. The college will evaluate the request and notify the student regarding acceptance. Certain colleges may require a supplementary application process. Approved changes will be processed in the college office. After the start of Advance Registration, approved changes will be forwarded to the Office of Registration and Records for processing. Note: Any changes received after classes have begun will be effective for the next academic term.

3. Any student who has been inactive for two consecutive semesters and thereby has lost continuing status must request a change of college or major as part of an application for readmission.

Course Numbering

001–099
Courses numbered 001–099 do not carry academic credit but meet special program requirements. These courses carry semester hours that do not count toward the total hours required for graduation, but do count in the calculation of tuition and toward full- or part-time enrollment status and financial aid eligibility. Grades for these courses are not calculated in the grade point average.

100–199
Courses numbered 100–199 are open to all undergraduate students. These are introductory courses generally appropriate for the first-year college student.

200–299
Courses numbered 200–299 are intended for sophomores, juniors, and seniors who have completed the 100-level prerequisites.

300–399
Courses numbered 300–399 are generally intended for juniors and seniors. Sophomores may register for them if they have completed 200-level prerequisites.

400–499
Courses numbered 400–499 are intended for advanced undergraduate and graduate students. Students will note that some 400-level courses listed in the catalog and Schedule of Classes have sections (CRNs) with differential credit (i.e., one CRN is offered for 3 semester hours for undergraduate students and one CRN is offered for 4 semester hours for graduate students). Undergraduate students who enroll in a 400-level course should enroll in the designated, lower-credit-level CRN. Graduate students should enroll in the designated, higher-credit-level CRN.

Course Prerequisites

Prerequisites, if any, are included in the course description. Students are responsible for completing all prerequisites prior to enrolling in a course. For some courses, the student registration system will prevent students from registering if prerequisites have not been completed. Regardless of whether or not the registration system prevents a student from enrolling in a course, the University will not be responsible for a student’s failure to adhere to those prerequisites.

Eligibility to Register: University Policy on Continuing Student Status

For the purpose of determining eligibility to register, continuing students are defined as students whose enrollment at UIC has not been interrupted for two or more semesters in succession (summer session excluded). Students who lose continuing status are considered “former students.” Should they wish to reenroll after having lost continuing status, reapplication and readmission to the University are required.

International students must contact the Office of International Services if they do not intend to enroll for any term.

1. Currently enrolled students are eligible to register and should receive online Time Tickets (or appointments) for advance registration.

2. Students who are continuing but not currently enrolled are eligible to register beginning with the open registration period.

3. Readmitted students will receive registration information along with their notices of readmission.

4. When any one of the following conditions is present, a student is not eligible to register:
   a. Loss of continuing status (i.e., nonattendance for two or more semesters in succession, excluding students on approved leave of absence).
   b. Dismissed by the student’s college or the University for poor scholarship or disciplinary reasons.
   c. Financial indebtedness to the University.
   d. Failure to satisfy the requirements of the Illinois Proof of Immunity Law.
   e. Any other academic or administrative hold that precludes registration.

Leave of Absence

In extenuating circumstances, a college may grant a leave of absence extending a student’s continuing status, provided that a request for leave is submitted prior to the tenth day of instruction that begins the period of leave. Upon approval, the college will notify the Office of Records and Registration indicating the reasons for and the duration of the leave.
Special Enrollment Categories—Visitors/Auditors

Enrolled students or others wishing to attend meetings of a course without earning academic credit may register as visitors (auditors).

Because the courses offered by the University of Illinois at Chicago are primarily intended for students registering for academic credit, auditors may register only during the add/drop and late registration period. The privilege of attending classes as an auditor is granted on a space-available basis on or after the first day of instruction. Audit registration requires the approval of the course instructor and the dean of the college offering the course and must be completed no later than the last day of late registration. The instructor or dean may refuse to permit an audit registration in the course.

Degree-seeking students considering the audit option should discuss it with their academic advisers to determine if it is the best choice, or if another grading option, such as credit/no credit, may be more appropriate.

Courses taken for audit do not apply toward any academic degree and do not count as part of a student's full-time or part-time course load for purposes of financial aid, loan deferments, athletic eligibility, or fulfillment of the enrollment residence requirement.

Requirements/Conditions. The following requirements and conditions apply:

- Not all courses may be audited. Each college/department may designate courses that do not accept auditors.
- Students may not audit a course requiring the use of laboratories, studios, or computers; courses offered on an individual instruction basis; military science courses; or physical education and other activity courses. Students who audit a course do not have the privilege of participating in class activities in any way.
- In courses in which auditing is permitted, the instructor will set the attendance conditions of the audit.
- When enrollment limits are a concern, students taking a class for credit will be given preference over auditors.
- Individual college policies may, in some cases, prohibit a student from enrolling for credit after a course has already been taken on an audit basis.
- A student may not receive academic credit for an audited course nor be eligible to take a proficiency examination.
- A student who is auditing a course but wishes to take the course for credit must change his or her registration by the end of the late registration period.
- There is no limit to the number of courses that may be audited. However, for currently enrolled students, audited courses may be counted toward the maximum number of semester hours allowed for the term.
- Students who have been dismissed from the University for academic or disciplinary reasons, or are otherwise ineligible to attend classes, are not eligible to audit classes.
- A student attending as an auditor only is not considered a continuing student.

Procedure. Students planning to audit a course must complete the following procedure:

- A registration for audit may not be completed until the first day of classes.
- Persons who wish to audit must obtain a Visitor's Permit form from the Office of Registration and Records during the Late Registration/Add-Drop period. They must secure the written approval of the course instructor and the dean of the college offering the course, submit the approved Visitor's Permit to Registration and Records, and pay the required audit fee no later than the tenth day of instruction (fifth day of summer session).
- Upon request of the student's college, an audited course will be indicated on a currently enrolled student's academic record with a grade of AU.
- If a currently enrolled student wants an audited course to appear on a transcript, the student should make such a request in the Office of Registration and Records. The student should submit a note, signed by the instructor, verifying that the student met the regular attendance policy of the course.
- Auditors will be assessed an audit fee for the privilege of visiting/auditing a class. Students who are assessed tuition at the full-time rate and those who are exempt from tuition do not pay the audit fee.

Transcripts

Students may request copies of their official transcripts from the Office of Registration and Records by mail, in person, or online http://www.uic.edu/depts/oar/rr/transcripts.shtml. Students who are indebted to the University or who have been admitted to the University pending the receipt of credentials are not eligible to receive transcripts until these obligations are cleared. Students should allow at least two weeks from the date of their request for their transcripts to be processed. There is a charge for each transcript.

Withdrawal from the University

Withdrawal from the University is governed by specific regulations that must be observed to protect the student's academic standing. Failure to do so results in a grade of F (failure) in each course in which the student is registered. Undergraduate students should initiate an official withdrawal from the University in their college office in person or by written request. Telephone requests to withdraw must be verified by the student in writing.

Students who withdraw from all courses for which they are enrolled are considered withdrawn from the University. Students who withdraw from the University are eligible to register for a subsequent term unless they lose their continuing student status. Students lose their continuing student status when they have not attended UIC for two or more semesters in succession (excluding summer session or an approved leave of absence). Students whose enrollment has been interrupted for two or more semesters in succession must submit an application for readmission to the University.

A student who has been charged with an offense that may result in disciplinary action may not officially withdraw from the University until the hearing of the case has been conducted by the appropriate disciplinary committee.

Withdrawal to Enter U.S. Military Service

Undergraduate or professional students at UIC who withdraw from the University as a result of state or national emergency before the completion of the twelfth week of the semester (sixth week of the summer session) in order to enter into active service with the armed forces of the United States, including the National Guard (or other service pertaining to the United States national defense, or
another country), and do so enter, or will have entered, within 10 instructional days of the date of withdrawal, shall be withdrawn without penalty and without academic credit and given a full refund of tuition and fees (students should check with the UIC health insurance representatives for policies regarding a refund of the health insurance fee). The refund of tuition and fees for 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.

Students living in University residences will receive a pro rata refund for room and board based on the date of withdrawal.

Students who, under the same conditions, withdraw from the University upon completion of the twelfth week of the semester (sixth week of the summer session), or later, may elect one of the following two options:

1. Be entitled, without examination, to receive full credit for each course in which they have attained a standing of C or better at the time of withdrawal. Students will receive the grade attained in each course at the time of withdrawal. Grades reported below C are recorded as W (withdrawn).

2. Be entitled to withdraw without penalty and without academic credit, and receive a full refund of tuition and fees (see statement above regarding tuition and fee refunds). Students who are enrolled in professionally accredited programs offered by the following colleges and schools should check with their colleges or schools to determine if they are eligible to receive credit under this provision. Certification or accreditation requirements may preclude students from being awarded credit under this policy.

• College of Applied Health Sciences
• College of Dentistry
• College of Medicine
• College of Nursing
• College of Pharmacy
• School of Public Health
• Jane Addams College of Social Work

Students who are members of the active reserve forces (including the National Guard) called to active duty under normal training orders will not be granted academic credit for courses in which they are enrolled unless they have requested a postponement of such a period of active duty for training until the summer recess, and unless the University has received verification that such a request was officially denied. This requirement, however, shall not apply to individuals who are called to active duty as a result of national emergency or as a result of the mobilization of the reserve forces (including the National Guard).

Students who withdraw from the University to enter into active service as a result of state or national emergency shall be entitled to a leave of absence for a period of up to five years, thus enabling them to return to the University without having to apply for readmission.

## Policy Governing Graduating Seniors

A student in his/her last semester of study leading to graduation, who qualifies for full credit upon completion of the twelfth week, or later, of the final semester (sixth week or later of the summer session), may be recommended for the degree at the discretion of the student’s college and major department provided that the following conditions are met:

1. The student has been in residence at UIC for at least two full semesters (not including the term of withdrawal);

2. The student has met all requirements for graduation (including minimum scholarship requirements), except for those requirements that the student would fulfill by completing the courses for which he/she is registered at the time of withdrawal during the last term.

A senior in good standing who withdraws from the University at any time to enter military service as a result of state or national emergency, and who does so enter within ten instructional days and who lacks no more than one-sixteenth of the total semester hours required for the degree, may, at the discretion of the student’s college and on approval of the major department concerned, be recommended for such degree. No such student who has acquired hours under the twelfth weeks rule adopted by the Senate, however, shall be considered eligible for this privilege.

A “senior in good standing” is meant as one whose progress during University registration has been satisfactory to the administration officers of the student’s college. Among grounds for dissatisfaction might be negligence in meeting requirements or scholastic deficiencies.

“At any time” shall be interpreted to mean “during any semester in residence or the interim between semesters.” It is not intended that students who, after these rules are operative, stay out of college for any semester, and who thus do not make continuous progress to their degrees, shall be eligible for the privilege extended in these rules.

## Additional Policies Affecting Registration and Enrollment

### Admission or Readmission Denied Because of Misconduct

The University reserves the right either to deny admission or readmission to any person because of previous misconduct that may substantially affect the interest of the University, or to admit or readmit such a person on an appropriate disciplinary status. The admission or readmission of such a person will not be approved or denied until his or her case has been heard by the appropriate disciplinary committee. This applies to persons not now enrolled in the University who might apply for admission or readmission. A favorable action of the appropriate disciplinary committee does not abrogate the right of any dean or director to deny admission or readmission on the basis of scholarship.

### Falsification of Documents

Any student who, for purposes of fraud or misrepresentation, falsifies, forges, defaces, alters, or mutilates in any manner an official University document or representation thereof may be subject to discipline. Some examples of official documents are identification cards, student schedules, medical and immunization records, grade reports, transcripts, library documents, and petitions for change in state residence status.

Any applicant who knowingly withholds information or gives false information on an application for admission or readmission may become ineligible for admission to the University or may be subject to discipline.

### Medical Immunization Requirements

Illinois state law mandates that all students born on or after January 1, 1957, entering a postsecondary institution are required to 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. In addition, students may request that their Illinois high school health record, the
Certificate of Health Examination, be forwarded to the University at the time that the high school transmits the official high school academic record.

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

Students registering only for off-campus courses or for no more than five semester hours are temporarily exempt from the immunization requirements. Prior to registering for on-campus courses or for more than five semester hours, students must submit proof of immunity or secure an approved medical or religious exemption.

Questions pertaining to acceptable proof of immunity may be directed to the Office of Medical Immunization Records, 1300 Student Services Building or (312) 413-0464. The mailing address is Office of Medical Immunization Records, Box 5220 (MC 018), Chicago, Illinois 60680-5220.

Social Security Number (Student Identification Number)

In accordance with the Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of the social security number is voluntary. The applicant or student has the right to refuse disclosure of this number or request its removal from records without penalty. If no social security number is entered or submitted as part of the application process, then a special 9-digit Temporary Control Number (TCN) is assigned. The 9-digit number is used by new students to initially establish accounts for registration purposes. Thereafter, registration services are accessible utilizing the student's EnterpriseID and the student University Identification Number (UIN).

The social security number is needed to help identify student financial records. It is required as an identifier for grants, loans, and other financial aid programs. It may also be needed to verify the accuracy of admission-related records and permanent academic records.

Any inaccuracies in social security number (or assigned student number) should be reported immediately to the Office of Registration and Records. The social security number will not be disclosed to individuals or agencies outside the University of Illinois except in accordance with the UIC Student Records Policy and applicable law.

Use of Animals in Instruction

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.

Alternative Sources of Credit for Continuing Students

Guided Individual Study

Guided Individual Study courses taken through the University of Illinois may be accepted for credit. After matriculation, students may count toward the degree as many as 60 semester hours of credit earned in Guided Individual Study. Students currently in residence on a University of Illinois campus must have the approval of the dean of their college to enroll in any courses through Guided Individual Study.

The final 30 semester hours of work toward a degree must be earned in enrollment residence at the University of Illinois, unless students have previously completed three full years of resident work here. Credit earned through Guided Individual Study neither interrupts nor counts toward fulfillment of the enrollment residence requirement for graduation.

Students, including those in high school, who wish to pursue study through this program should write directly to Guided Individual Study, University of Illinois at Urbana-Champaign, 302 East John Street, Suite 1406, Champaign, Illinois 61820, call (800) 252-1360, or go online http://www.continuinged.uiuc.edu/outreach/gis.cfm.

Demonstrating Writing Proficiency for a Waiver of English 160 or English 161

The First-Year Writing Program in the Department of English is responsible for administering waivers of English 160 or English 161 to eligible students. Students should consult the First-Year Writing Program for more information on the writing portfolios described below.

English 160 requirement is waived for students who:
- Have an ACT English subscore of 27 or more or an SAT Verbal score of 610 or more; students meeting this criterion receive a waiver of the English 160 requirement.
- Received a grade of 4 or 5 on the AP English-Language and Composition test; students meeting this criterion receive three hours of passing credit for English 160.
- Qualify for and submit a writing portfolio that is approved by the First-Year Writing Program at UIC (criteria described online http://www.uic.edu/depts/engl/programs/1styearwriting/); students meeting this criterion receive a waiver of the English 160 course work requirement.

English 161 requirement is waived for students who:
- Qualify for and submit a writing portfolio that is approved by the First-Year Writing Program at UIC (criteria described online http://www.uic.edu/depts/engl/programs/1styearwriting/); students meeting this criterion receive a waiver of the English 161 course work requirement.

Proficiency Examinations for Enrolled Students

See Credit by Examination in the Academic Standing section of the catalog.

College Level Examination Program (CLEP)

Credit for Current UIC Students

See Credit by Examination in the Academic Standing section of the catalog.
Rights Under The Family Educational Rights and Privacy Act

Annually, the University of Illinois at Chicago informs students of the Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their education records. These rights are as follows:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the Office of Registration and Records, dean, department head, or other appropriate records custodian, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the University of Illinois Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University of Illinois at Chicago will disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Illinois at Chicago to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Directory Information
FERPA prohibits access by non-University personnel to information about individual students without the student’s written authorization, except that which is considered public information. The University of Illinois at Chicago hereby designates the following as public or “directory information.” Such information may be disclosed by the University for any purpose, at its discretion.

1. Student name(s)
2. Student address(es), electronic address (e-mail), and telephone number(s)
3. Class/level (graduate, undergraduate, professional, nondegree; freshman, sophomore, junior, senior)
4. College and major field of study/concentration/ minor
5. Previous institutions attended
6. Date and place of birth
7. Participation in officially recognized activities and sports
8. Weight and height if the student is an athletic team member
9. Dates of admission/attendance
10. Attendance site (campus, location)
11. Expected graduation date
12. Degrees conferred, with dates
13. Current term hours enrolled and enrollment status (full-time, part-time, not enrolled, withdrawn and date of withdrawal)
14. Awards, honors, and achievements (including distinguished academic performance), with dates
15. Eligibility for membership in honoraries
16. Picture

To examine his or her record, the student must submit a written request to the appropriate record-keeping office. The appropriate office will comply with the request within a reasonable amount of time, not to exceed 45 days after receipt of the request.

To prevent the release of directory information, the student must submit a request form to the Office of Registration and Records no later than the tenth day of the semester (fifth day of summer session). Such requests for nondisclosure will be honored so long as the student is continuously enrolled or unless he/she sooner revokes the request in writing.
Student Tuition and Fees

Undergraduate degree-seeking students entering the University in Summer 2004 or after are provided a four-year tuition guarantee. The purpose of the undergraduate guaranteed tuition plan is to provide a high degree of certainty about tuition costs for students and families. The plan applies to all undergraduate students enrolled in a baccalaureate degree program on one of the three campuses of the University of Illinois. The plan treats every student as part of a cohort defined by the date of entry to the University. Each cohort is guaranteed an unchanged tuition schedule for four years. Students extending their graduation beyond four years should be prepared for a tuition increase. Please note that fees are subject to change annually. For more information on guaranteed undergraduate tuition, consult the Web http://www.vpaa.uillinois.edu/policies/tuition_guarantee.asp.

Tuition

By registering for classes, students contract to pay tuition and fees unless they officially withdraw by the published refund deadline. Tuition and fees are assessed all students and are payable by the due date printed on the online bill. The amount of tuition and the service fee vary by the date a student enters the University, changes student level, changes program within the University, and the number of semester hours for which the student registers. Subsequent changes in the number of hours carried could result in a change from the amounts originally assessed. Tuition (but not all fees) also varies according to the students’ state residence—state of Illinois resident or nonresident. For a description and definition of state resident status, see Regulations Governing the Determination of State Residence Status for Admission and Assessment of Student Tuition later in this section.

Tuition and fees are set annually by the University of Illinois Board of Trustees and are subject to change without notice any time prior to the first day of instruction. Consult the Office of Registration and Records Web site http://www.uic.edu/depts/oar/rr/tuition.shtml for current information on tuition and fees. The table on the following page lists Tuition and Fees for the 2006–2007 academic year.

State Residence Classification

The state residence classification of an applicant is determined on the basis of information given on the application and other credentials. Tuition is assessed in accordance with this information. A student who has legitimate cause for change of status may petition for change on a Residency Petition form provided by the Office of Admissions and Records. See Regulations Governing the Determination of State Residence Status for Admission and Assessment of Student Tuition.

Exemptions and Assessments

A student who qualifies under the stated conditions may be exempted from one or more of the following charges.

Tuition is waived for:

1. Holders of tuition-waiver scholarships.
2. All academic employees, except graduate assistants, of the University on appointment for at least 25 percent of full-time service. Such appointments require service for not less than three-fourths of the term.
   a. Tuition may be waived for the total number of semester hours taken by an academic employee. The total number of semester hours that can be taken by academic employees is determined by the employee’s college.
   b. The staff members must provide service for at least three-quarters of the term in which the course work is taken to maintain the waiver. The term is defined as beginning with the first day of class and extending through final examinations. For staff members who resign their appointments or otherwise become ineligible for a waiver, the waiver is void; the staff member is responsible for payment of the full amount of tuition unless an official withdrawal from the University is initiated immediately.
   c. Enrollment in courses will be in accordance with all University and campus rules and regulations.
   d. The academic/professional employee and his/her head or director will determine the manner in which job responsibilities are to be carried out while the employee is taking course work.

3. Support staff employees:
   a. 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 in a semester if on full-time appointment or Range III if on 50 to 99 percent time appointment. They must also (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. The waiver of tuition also applies to any additional hours of registration by employees that keep them within the same fee assessment credit range. 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.
   b. Support staff employees in a status, learner, trainee, apprentice, or provisional appointment who enroll in regular courses directly related to their University employment are included. The number of credit hours per term 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 the publication Policy and Rules Nonacademic.

4. Holders of graduate tuition-and-fee waivers awarded by the Graduate College.

5. Holders of outside-sponsored grants or contracts that provide payments to cover the total costs of instruction.

6. Cooperating teachers and administrators who receive assignment of practice teachers; social agency field instructors who receive assignment of social work students. Such persons who register in University courses are exempted from tuition and the service 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.
2006–2007 Tuition and Fees

To determine tuition and fees, 1 add tuition, 2 add applicable tuition differential, and 3 add applicable fees.

1 Undergraduate Tuition

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<th>Range I 12 hours and over</th>
<th>Range II 6 to 11 hours</th>
<th>Range III 1 to 5 hours</th>
<th>Range IV Zero hours</th>
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2 Undergraduate Tuition Differentials

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<td>Movement Sciences entered Summer 2006 through Spring 2007</td>
<td>$250</td>
<td>$167</td>
<td>$83</td>
<td>$42</td>
</tr>
<tr>
<td>Health Information Management entered prior to Summer 2004</td>
<td>$500</td>
<td>$333</td>
<td>$167</td>
<td>$83</td>
</tr>
<tr>
<td>Health Information Management entered Summer 2006 through Spring 2007</td>
<td>$500</td>
<td>$333</td>
<td>$167</td>
<td>$83</td>
</tr>
</tbody>
</table>

3 Fees

<table>
<thead>
<tr>
<th></th>
<th>Range I 12 hours and over</th>
<th>Range II 6 to 11 hours</th>
<th>Range III 1 to 5 hours</th>
<th>Range IV Zero hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Facilities Maintenance Fund Assessment (see note 7 below). Assessed to undergraduate/graduate/professional students entering Summer 2006 &amp; after.</td>
<td>$250</td>
<td>$167</td>
<td>$83</td>
<td>$42</td>
</tr>
<tr>
<td>General Fee</td>
<td>$371</td>
<td>$371</td>
<td>$371</td>
<td>$371</td>
</tr>
<tr>
<td>Student to Student Fee</td>
<td>$3</td>
<td>$3</td>
<td>$3</td>
<td>$3</td>
</tr>
<tr>
<td>Service Fee</td>
<td>$288</td>
<td>$288</td>
<td>$184</td>
<td>$184</td>
</tr>
<tr>
<td>Health Service Fee</td>
<td>$99</td>
<td>$99</td>
<td>$99</td>
<td>$99</td>
</tr>
<tr>
<td>Health Insurance Fee. With proof of insurance, this fee can be waived.</td>
<td>$378</td>
<td>$378</td>
<td>$378</td>
<td>$378</td>
</tr>
<tr>
<td>CTA U-Pass Transportation Fee. Assessed for full-time study defined as 12 hours. Graduate College full-time study defined as 9 hours. College of Medicine students in classes M-1 and M-2 are assessed the CTA U-Pass for full-time study based on 12 hours.</td>
<td>$95</td>
<td>Not assessed less than 12 hrs (9 hrs Graduate College)</td>
<td>Not assessed for less than full time</td>
<td>Not assessed for less than full time</td>
</tr>
<tr>
<td>TOTAL Fees for students entered Summer 2006 and after</td>
<td>$1,484</td>
<td>$1,306</td>
<td>$1,118</td>
<td>$1,077</td>
</tr>
<tr>
<td>TOTAL Fees for students entered Spring 2006 and prior</td>
<td>$1,234</td>
<td>$1,139</td>
<td>$1,035</td>
<td>$1,035</td>
</tr>
</tbody>
</table>

Notes
1) Tuition and fees are subject to change without notice any time prior to the first day of instruction.
2) Students admitted to online programs will be assessed $560 per credit hour “e" Tuition.” “Tuition is assessed to students admitted into formally recognized online programs (with program codes ending in "U"). The program of admission will control tuition and fee assessment.
3) In fall and spring semesters, an additional $3.00 will be assessed for the Student-to-Student Fee.
4) Students within the Graduate College registered for 9 or more hours, and students who are full-time (12 or more hours) undergraduates, full-time (12 or more hours) in the Colleges of Pharmacy, the School of Public Health, the Doctor of Physical Therapy, Dentistry, and classes M-1 and M-2 of the College of Medicine will be assessed a $95 transportation fee for the CTA U-Pass.
5) The transportation fee will be assessed to degree and nondegree students in the categories listed in note 4 above above.

6) Undergraduate degree-seeking students entering the University in Summer 2004 or after are provided a four-year tuition guarantee. The purpose of the undergraduate guaranteed tuition plan is to provide a high degree of certainty about tuition costs for students and families. The plan applies to all undergraduate students enrolled in a baccalaureate degree program at one of the three campuses of the University of Illinois. Each cohort is guaranteed an unchanged tuition schedule for four years. Please note that fees are subject to change annually. For details on guaranteed undergraduate tuition see www.vpaa.uillinois.edu/policies/tuition_guarantee.asp.
7) The Academic Facilities Maintenance Fund Assessment (AFMFA) is assessed to new undergraduate and new graduate/professional students to address the deferred maintenance backlog in academic facilities. AFMFA is $250 per semester for full-time students enrolled at least 12 credit hours. For less than full-time enrollment, the AFMFA will be based on enrolled credit hours prorated according to range calculations.
7. Persons registered in noncredit seminars only.
8. University employees registered at the request of their departments in noncredit courses especially established to improve the work of the employee.
10. Illinois residents, age 65 or older, whose annual household income is less than $12,000.
11. Teacher of the Year.
12. Fifty percent of tuition is waived for eligible children of eligible University of Illinois employees:
   a. An eligible employee must be a current University of Illinois employee at 50 percent time or more, eligible for employer-provided benefits, and in active status as of the first day of the academic term for which the waiver is being requested (changes in status after the first day will affect only future academic terms). In addition, the employee must have completed at least seven years of eligible employment as of the first day of the academic term, although the seven years do not have to be consecutive.
   b. An eligible child must be under 25 years of age at the beginning of any academic year (defined as the first day of instruction) in which the waiver will be effective; and must be the natural child, adopted child, child of current spouse, or under court-appointed guardianship of the eligible employee. The eligible child must qualify for admission under the same requirements, standards, and policies applicable to general admissions.
   c. The 50 percent tuition waivers under this program apply only to Board of Trustees approved undergraduate tuition rates (not fees). Waivers under this program are applicable at any campus within the University of Illinois system to which the child has been admitted.
   d. Extramural and correspondence courses are not eligible for any waiver under this program.
   e. An eligible child, who remains under the age of 25 at the beginning of any academic year, can expend a total of four years worth of waivers as long as satisfactory progress toward graduation at the University is maintained. Each year consists of two semesters and one summer session.
13. CPS College Bridge students.

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

1. All staff members (academic, administrative, or permanent support staff) on appointment for at least 25 percent of full time and not less than three-quarters service for the term, or on an appointment for less than 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 items 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 item 5, as long as they remain stationed, present, and living in Illinois.

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

For assessment purposes, a permanent support staff employee is defined as a person who has been assigned to an established, permanent, and continuous support staff 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 regulation.

For assessment purposes, an academic/professional employee is defined as an employee whose appointment is not prescribed by Article X, Section 1, of the University Statutes, or for whom the rules of the University Civil Service System are not applicable. Therefore, academic/professionals are those staff members who are not (1) in the professorial ranks, (2) instructors or lecturers, (3) research or teaching associates, (4) research or teaching assistants (graduate or undergraduate), or (5) support staff (University Civil Service) employees. Staff members who have "visiting" or "adjunct" prefixes to the above ranks in their titles are also excluded from the academic/professional category.

Excluded are all academic/professional appointees on leaves of absence without pay.

A student who resigns a support staff or academic appointment, or whose appointment is cancelled before service has been rendered for at least three-fourths of the term, becomes subject to the full amount of the appropriate tuition and fees for that term, unless withdrawal from the University classes is effective at the same time the appointment becomes void or unless clearance for graduation is filed within one week after the appointment becomes void.

Fees

All fees are subject to change without notice. See also the 2006–2007 Tuition and Fees table for applicable fees.

Academic Facilities Maintenance Fund Assessment

The Academic Facilities Maintenance Fund Assessment (AFMFA) is assessed to undergraduate and graduate/professional students entering Summer 2006 and after to address the deferred maintenance backlog in academic facilities. For less than full-time enrollment, the AFMFA will be based on enrolled credit hours prorated according to range calculations.

Application Fee

All applicants for admission pay a nonrefundable application fee of $40.00 for domestic/immigrant students or $50.00 for international students. Undergraduates applying for readmission are not required to pay another application fee.

The application fee may be waived for:
1. Members of the University faculty and staff.
2. Extramural nondegree applicants.
3. Applicants who, because of extreme financial hardship, cannot meet the cost of the fee. (Subject to the approval of the executive director of admissions.)
4. Applicants under approved international exchange programs in which the University participates, such as LASPAU and ASPAU, and international students participating in approved exchange programs where the waiver of fees is reciprocal.
5. University of Illinois intercampus transfers at the same level: undergraduate to undergraduate, graduate to graduate, or professional to professional.
6. Applicants denied admission to one campus who wish to apply for admission on the same level at another campus for the same term.
7. Graduate and professional applicants whose entry is advanced or delayed by action of their major departments.
8. UIC students applying for work on a second campus as concurrent registrants.
9. Cooperating teachers and administrators who receive assignment of student teachers; social agency field instructors who receive assignment of social work students.
10. Students on “leave of absence” status who are reentering.
11. Applicants to the Talented High School Senior Program.
12. Summer Session Only (SSO) applicants.
13. Chicago Public Schools Bridge Program.

Service Fee
The service fee supports staff salaries, programming, and general operating expenses for the following student services: Campus Unions, Intercollegiate Athletics, Student Development Services, Student Legal Services, Student Government, and Student Affairs Offices at Rockford, Peoria, and Quad Cities. The fee is mandatory.

The service fee is waived for:
1. Holders of tuition-and-fee waivers awarded by the Graduate College.
2. Holders of grants or contracts from outside approved sponsors if the service fee is charged to the contract or to grant funds.

The following groups are exempt from the service fee:
1. All the staff members of the University who are on appointment for at least 25 percent of full-time service.
2. Students registered in courses taught off campus.
3. Cooperating teachers and administrators and social agency field instructors who meet the qualifications of item 6, tuition waiver exemptions.
4. Persons registered in noncredit seminars only.
5. University employees registered at the request of their department in noncredit courses.
7. Teacher of the Year.

Health Insurance, Health Service, and General Fees
The health-related and general fees are the same for all students, regardless of the number of hours for which they are enrolled or of their Illinois residence status.

Health Insurance Fee
The University requires all students to have supplemental health benefits coverage. All newly admitted students are automatically enrolled in CampusCare and assessed the student health insurance fee as part of their tuition. CampusCare is the University-Based Health Benefits program designed to provide protection against unexpected accidents and illnesses. The program covers services such as inpatient and outpatient hospitalization, prescription drugs, physical therapy, home health care, mental health and substance abuse services, and emergency services.

During the open enrollment period at the beginning of each term, new and continuing students have an opportunity to make choices concerning their coverage. Students enrolled in CampusCare may also enroll or disenroll qualified dependents such as a spouse or unmarried children. Students who show proof of comparable health insurance coverage prior to the published deadline, may “waive out” of the program by logging onto the CampusCare Web site at www.uic.edu/hsc/campuscare/ and submitting an online “waiver form” during the open enrollment period. Once approved, a waiver remains in effect for the entire duration you are a registered student at UIC or until a request for reinstatement of coverage is submitted.

Coverage begins on the first day of the term and ends on the first day of the subsequent term. The Student Health Insurance Fee premium is billed with tuition and payable in full unless a waiver is approved. Students enrolled in academic programs that begin earlier than the term dates identified will be assessed an additional fee to cover the extended benefit coverage period. Students who withdraw from the University on or after the first day of class do not receive a refund of the Student Health Insurance Fee and are covered for the balance of the term from which they withdrew. CampusCare will not prorate the Student Health Insurance premium.

Detailed information about covered benefits, premium rates, dependent coverage, summer coverage, how to access care, enrollment deadline dates, and forms are available to students at their campus-specific Web site through the CampusCare portal address www.uic.edu/hsc/campuscare/. Information is also available in the online Schedule of Classes.

Health Service Fee
The health service fee supports the campus health service facilities. For information regarding health service, see The Savvy Student’s Guide to UIC section of the catalog.

General Fee
The general fee supports the University’s fixed costs, such as utilities, of operating fee-supported facilities on campus. Included are the following: Campus Unions, Campus Housing, Campus Recreation Centers, and the Pavilion. The fee is mandatory.

Other Fees and Charges
One or more of the following additional fees and/or charges are assessed as applicable.

- The visitor/auditor fee of $15.00 is assessed all class visitors who are not in Range I in the tuition-and-fee schedule.
- A late placement test fee of $15.00 per individual test is charged to all students taking placement tests during late registration.
- The late-registration fee of $50.00 is assessed all students who complete registration after the tenth day of the fall and spring semesters, and after the fifth day of the summer term.
- The lost-photo-identification-card fee of $20.00 is assessed for replacing a lost or destroyed i-card, issued to the student at the time of first registration at UIC.
- The special examination fee of $10.00 is assessed for a special examination taken in the hope of obtaining credit in a course that has been failed at the University of Illinois.
The transcript request fee of $5.00 is assessed for each transcript request. Additional copies ordered at the same time and sent to the same address or picked up cost $2.00 per copy.

- The commencement fee of $15.00 is assessed all students completing the requirements for a degree.
- The certification fee of $4.00 is assessed for each verification of enrollment or graduation verification.

Payment of Tuition and Fees

University Student Financial Services and Cashier Operations
1900 Student Services Building (SSB)
(312) 996-8574
usfscohelp@uic.edu
http://www.usfsco.uic.edu

The University of Illinois utilizes electronic billing (E-Bills) for the billing of tuition and fees. Billing statements are not mailed to students. Currently enrolled students receive an e-mail notification early each month, at their UIC assigned e-mail address, indicating when tuition and fee statements are available online. The online statement, called the E-Bill, allows students to view charges in an easy-to-read, user-friendly format.

In addition, students can set up other individuals, such as a parent or guardian, to view their E-Bill, receive e-mail notification when E-Bills are available, or to make an online payment on their behalf. For additional information about E-Bills, please refer to the following Web site http://www.usfsco.uic.edu.

There are a variety of payment options. Payments may be made online using an electronic check, MasterCard, American Express credit card, or Discover credit card via UI-Pay, the online billing and payment system. Please note that there is a 2% convenience fee added for credit card payments. Refer to the UI-Pay Web site http://www.usfsco.uic.edu for information about online payments.

Checks or money orders may also be mailed to University of Illinois, Student A/R, PO Box 19455, Springfield, IL 62794-9455.

Encumbered Students

An encumbered student is one who owes any money to the University. Encumbered students will not be permitted to register and will not be entitled to receive an official transcript until their indebtedness has been paid.

Past due accounts are subject to a late payment charge at the annual percentage rate of 18 percent (1.5 percent per month on the unpaid balance of each month).

Please note that 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.

Refunds

Refunds of a portion of tuition and fees may be authorized for students withdrawing from the University or from one or more courses as detailed below.

Refund Schedule:

<table>
<thead>
<tr>
<th>Date University Withdrawal Initiated</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to week 1</td>
<td>100%</td>
</tr>
<tr>
<td>Week 1</td>
<td>90%</td>
</tr>
<tr>
<td>Week 2</td>
<td>90%</td>
</tr>
<tr>
<td>Week 3</td>
<td>80%</td>
</tr>
<tr>
<td>Week 4</td>
<td>70%</td>
</tr>
<tr>
<td>Week 5</td>
<td>70%</td>
</tr>
<tr>
<td>Week 6</td>
<td>60%</td>
</tr>
<tr>
<td>Week 7</td>
<td>60%</td>
</tr>
<tr>
<td>Week 8</td>
<td>50%</td>
</tr>
<tr>
<td>Week 9</td>
<td>40%</td>
</tr>
<tr>
<td>Week 10</td>
<td>40%</td>
</tr>
<tr>
<td>Week 11–16</td>
<td>0%</td>
</tr>
</tbody>
</table>

* Less an administrative fee of $100.

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. If a student is indebted to the University at the time of withdrawal, the amount that is owed will be deducted from the refund amount paid to the student.

Refund on Withdrawal from a Course

If withdrawal from a course is completed by the second Friday of instruction of the fall or spring semester, or by the first Friday of instruction of the summer session, and results in a reduction in the student’s program to a lower tuition-and-fee range, the full difference is refunded.

Refund on Withdrawal by a Visitor/Auditor

A full refund of the Visitor/Auditor Fee is issued if the withdrawal is made within the first 10 days of fall and spring terms, or within the first week of summer session.

Refund on Withdrawal to Enter U.S. Military Service

A student who withdraws from the University to enter military service must meet certain requirements in order to be eligible to receive a refund of tuition and fees or receive academic credit. For full information, see Withdrawal to Enter U.S. Military Service in the Registering and Enrolling in Courses at UIC section.

Cancellation of Enrollment

Students who wish to cancel their registration and receive a complete refund of tuition and fees must do so prior to the first day of classes. They may do this online, in person,
or by submitting a written statement to the Office of Registration and Records.

**Important Note:** If a student receives federally funded financial aid, the refund may be adjusted in accordance with federal regulations. If a student owes money to the University, the refund will be reduced by the amount owed.

**Regulations Governing the Determination of State Residence Status for Admission and Assessment of Student Tuition**

The University of Illinois is a land-grant institution assisted by funding from state of Illinois tax revenue. As a state, tax-assisted institution, the University (with some exceptions) extends preference in admission and tuition to residents of the state of Illinois—that is, to students whose circumstances conform to the University’s definition of state resident status stated below.

The University of Illinois’ definition of the term “residency” may be different from the definitions developed by other, non-University agencies. Thus, a person who is an Illinois resident for tax or voting purposes, for example, is not necessarily a state resident for University of Illinois tuition and admission purposes. The University’s definition of state resident status applies both to payment of tuition and admission to the University of Illinois.

Principal elements determining state residency are domicile in Illinois and actions that evidence the intent to make Illinois the person’s permanent residence. A person has but one domicile at any time. Mere physical presence in Illinois, regardless of how prolonged, is insufficient to establish state residency without existence of action and intention to make the place a permanent residence and principal home. In order to establish bona fide residence in Illinois under this policy, a person must demonstrate presence and intent to reside permanently in Illinois for reasons other than educational objectives.

The burden of establishing that a student is domiciled in Illinois for other than educational purposes is upon the person. The regulations, factors, and procedures enumerated in this policy will be considered by the University in determining state residence status.

State residence status regulations are subject to change from time to time at the discretion of the Board of Trustees. A person holding nonresident status is subject to rules in effect when the petition seeking Illinois residency is filed. Nothing in these rules shall be applied retroactively to reverse in-state residence status previously granted under former regulations.

**Regulations**

The following regulations are used to determine the state resident classification of a person for admission and tuition assessment.

A. A person’s domicile is presumed to be that of his/her parent(s) or legal guardian unless the student is independent and establishes a separate domicile.

A person who is dependent upon his/her parent(s) or other person in authority, other than spouse, for financial support shall not be considered independent for the purpose of these regulations. A person claiming independence may be requested to present satisfactory evidence that his/her parent(s) or legal guardian have not contributed significantly to his/her support nor claimed him/her as a dependent for federal or state income tax purposes during the period in which the person attempts to establish and/or maintain residency. Filing and payment of Illinois income tax is necessary to establish residency.

B. In order to be classified as a resident for purposes of admission, an independent person shall be domiciled in Illinois and a bona fide resident of the state for at least one calendar year immediately preceding the date of receipt of the application for admission. To be considered a resident for purposes of assessment of tuition, an independent person must be a bona fide resident of the state for at least one calendar year immediately preceding the first scheduled day of classes for the term for which residency is sought.

C. During the one-year period in which a person attempts to establish residency, a person must be financially independent. He/she must rely upon gainful employment in Illinois or prove reliance upon resources in Illinois for more than fifty percent of the income sufficient to provide for tuition, fees, and normal living expenses, e.g., food, clothing, housing, and transportation. Income earned as a result of University enrollment, such as educational loans, graduate assistantships, or student employment, is not considered as evidence of intent to establish residency. During the one-year period in which a person attempts to establish Illinois residency, a person must reside in the state primarily for other than educational purposes.

D. A person who is not a citizen of the United States of America may establish resident status unless the person holds a visa, which precludes an intent to permanently reside in the United States. A list of the visa classifications may be obtained from the Office of Admissions and Records.

E. Noncitizens may commence establishment of state residence with notification of permanent residency status by the United States Citizenship and Immigration Services provided the person meets and complies with all the applicable requirements of these regulations.

F. The minor children of persons who, having resided in this state for at least 12 months immediately prior to such a transfer, are transferred by their employers to some location outside the United States shall be considered as Illinois residents for purposes of the computation and payment of tuition. However, this section shall apply only when the minor children of such parents enroll in a state-supported college or university within five years from the time their parents are transferred to some location outside the United States.

If a student receives federally funded financial aid, the refund may be adjusted in accordance with federal regulations. If a student owes money to the University, the refund will be reduced by the amount owed.

**Important Note:** If a student receives federally funded financial aid, the refund may be adjusted in accordance with federal regulations. If a student owes money to the University, the refund will be reduced by the amount owed.
An independent person whose parent or parents have established and are maintaining a bona fide residence in Illinois will be regarded as a resident if the independent person lives in Illinois.

Even though a divorced or separated parent who is not a resident of Illinois provides significant financial support, a person shall be classified as a resident as long as the other parent resides permanently in Illinois.

I. A nonresident shall be classified as a resident if his/her spouse is a resident of Illinois and meets the applicable requirements of these regulations. A noncitizen may establish residency through his/her resident spouse, provided the noncitizen complies with Section D of these regulations.

J. A person who is actively serving in the armed forces of the United States and who is stationed and/or present in the state in connection with that service, may be eligible for a waiver of the nonresident portion of tuition in accordance with Board policy as long as the person remains stationed and/or present in Illinois. The waiver is extended to the person's spouse and dependent children when they also live in the state. A resident of Illinois, and the spouse and dependent children, who is stationed outside of Illinois in active service in the armed forces of the United States and who has maintained residency under Section G shall be classified as a resident.

K. Staff members of the University and of allied agencies, and faculties of state-assisted institutions of higher education in Illinois, holding an appointment of at least one-quarter time, and their spouses and dependent children, shall be treated as residents. The term “staff member” as used in these regulations shall mean a person appointed to a faculty, academic professional, or permanent civil service position for a specific amount of time at a salary or wage commensurate with the percentage of time required. The appointment shall require service for not less than three-fourths of the term. For purposes of residency, the term “staff member” shall not apply to persons employed on an hourly basis in an academic capacity, nor to persons on leave without pay.

L. Nonresident teachers in the private and public elementary and secondary schools in Illinois holding an appointment of at least one-quarter time shall, if required to pay tuition, be assessed at the resident rate. This privilege also extends to the summer session immediately following the term of the appointment.

Any nonresident teacher who qualifies for resident tuition as described above shall become subject to nonresident tuition for the entire term if the school appointment is vacated prior to completion of three-fourths of the term in question. Resignation or cancellation of the appointment prior to the close of the spring term also cancels the eligibility for the resident tuition privilege in the following summer term.

Factors in Determining State Residency

Bona fide residency must be maintained in the state of Illinois for at least one calendar year immediately preceding the date of receipt of the application for admission; or for tuition purposes, one calendar year immediately preceding the first scheduled day of classes for the term for which resident classification is sought. The following circumstances, although not necessarily conclusive, have probative value in support of a claim for state resident classification.

1. Continuous physical presence—defined as no more than a three-week absence from the state of Illinois—for at least one calendar year as described above.
2. Domicile in Illinois of parent(s) or guardian legally responsible for the student. Domicile in Illinois of spouse.
3. Voting or registration for voting in Illinois.
4. Illinois driver's license or identification card and automobile registration.
5. Financial independence and payment and filing of Illinois income/property taxes, and/or ownership of property in Illinois during the tax year or partial tax year immediately preceding the term for which the person is requesting resident classification. Just the filing of an Illinois state income tax form, or filing a form without substantial Illinois income earned, will not be judged as a significant criterion for reclassification.
6. One calendar year of gainful employment in Illinois or proven reliance upon resources in Illinois for more than fifty percent of the income sufficient to provide for tuition, fees, and normal living expenses, e.g., food, clothing, housing, and transportation. Reliance upon income earned from loans is not viewed as evidence of intent to establish residency. Employment in Illinois must be in other than graduate assistantships or student employment.
7. The lease of living quarters and payment of utility bills in Illinois.
8. Former domicile in the state and maintenance of significant connections therein while absent.
9. Admission to a licensed practicing profession in Illinois.
10. Long-term military commitments in Illinois and/or proof that Illinois is the home of record.
11. A one calendar year period of presence in the state for other than educational purposes.
12. Establishment of financial accounts at Illinois institutions.
13. Public records, for example, birth and marriage records.
14. Other official documents verifying legal, official connection with Illinois or with organizations or institutions within the state of Illinois.
15. Exclusive use of the Illinois address when home or mailing address is requested.

The University may request documentation of the evidence. Missing evidence, the lack of evidence, or inconsistent evidence may be used to refute the claim of state residency.

Procedures

The executive director of admissions, or a designee, shall determine the initial state residence classification of each person at the time the person enters or re-enters the University.

A person who is not satisfied with the determination of his/her state residence classification may request that the responsible official reconsider it. For the purposes of admission, the written request must be received by the Office of Admissions and Records within 20 calendar days from the date of notification of state residency status. For the purposes of assessment of tuition, the written request must be received by the Office of Admissions and Records by September 30 for the fall semester, February 15 for the spring semester, June 20 for the summer term, or some other date as set by the Office of Admissions and Records.
The request should include the Petition for Determination of Residency Status (available online and from the Office of Admissions and Records) and all other materials that are applicable to the claim. The request and accompanying documentation will not be returned, and the person is advised to maintain a copy for his/her record.

If the person is still not satisfied with the determination after it has been reconsidered, the person may appeal the decision to the director, Office of University-Wide Student Programs. The appeal shall be in writing and shall include reasons for the appeal. The appeal must be received by the executive director of admissions within 20 calendar days of the notice of the ruling. The appeal will then be referred to the Office of University-Wide Student Programs. A person who fails to file such an appeal within 20 calendar days of the notice of the ruling waives all claims to reconsideration for that academic session. Filing deadlines cannot be extended or waived, and late applications and appeals will not be reviewed. The decision of the Office of University-Wide Student Programs shall be final in all cases.

A person may be reclassified at any time by the University upon the basis of additional or changed information. If the person is classified in error as a nonresident, nonresident tuition shall be assessed in the next term; if the person is classified in error as a nonresident, state resident tuition shall be assessed in the term in which the classification occurs, provided the person has filed a written request for a review in accordance with these regulations.

A person who fails to notify the University of a change of facts or provides false information that might affect classification or reclassification from state resident to nonresident status and/or who provides false information or conceals information for the purpose of achieving resident status may be subject to appropriate disciplinary action, as well as other penalties which may be prescribed by law. Further information or clarification may be secured by contacting the Executive Director of Admissions, 1100 Student Services Building (MC 018), University of Illinois at Chicago, Office of Admissions and Records, Box 5220, Chicago, Illinois 60680-5220.

Financial Aid
Office of Student Financial Aid (OSFA) MC 334
Suite 1800, Student Services Building (SSB)
1200 West Harrison Street
Chicago, Illinois 60607-7163
Phone: (312) 996-3126
Fax: (312) 996-3385
Email: money@uic.edu
Web Site: http://www.vcsa.uic.edu/MainSite/departments/financial_aid/home/

Office Hours
Monday through Friday
8:30 a.m. to 5:00 p.m.

Introduction
The Office of Student Financial Aid provides a wide range of financial services designed to help students and their families meet the cost of attending UIC. Financial aid is awarded in the form of grants, scholarships, loans, employment, and tuition waivers that help pay the costs of tuition, fees, books, supplies, room and board, transportation, and other personal expenses. OSFA coordinates and administers a variety of state, federal, private, and institutional programs (each with different regulations, requirements, procedures, and forms). However, the primary financial responsibility for meeting educational expenses rests with the student and the student’s family. Keep in mind the financial aid system is regulated by the federal and state governments; thus, the information presented here is subject to change at any time.

Financial Aid Counselors
Each student at UIC has a financial aid counselor. Students can find out the name of their assigned counselor via the OSFA Web site or by calling OSFA. Appointments are available Monday, Tuesday, Thursday and Friday and walk-ins are accepted every day during normal operating hours. Out of courtesy for all, please arrive on time for appointments. Students can also contact their counselors by phone or e-mail. Our hope is to respond within 24 hours. However, due to the volume of calls and emails during certain times of the year, please allow 2–4 business days.

Keep in mind much information is available to students via the financial aid Web site. Students will find information on how to apply for financial aid, financial aid “Frequently Asked Questions,” information on UIC scholarships, links to financial aid Web sites, and information about how to contact OSFA.

For those students who are enrolled and have a University Identification Number (UIN), by logging onto Student Self-Service (part of UIC Web for Student), students have access to their financial aid account details. Students can find out if they have any outstanding document requirements, review their financial aid packages, and find out if their financial aid has been disbursed.

Student Self-Service https://apps.uillinois.edu/
Click “Student & Faculty Self-Service”
Click “University of Illinois at Chicago (UIC)”
Sign in using the student’s Enterprise ID and password
Click “Financial Aid”
Applying for Financial Aid

Eligibility
Students must meet the following minimum criteria to be considered for the federal, state, and University programs outlined later in detail:

• Be a United States citizen or eligible noncitizen
• Be making satisfactory academic progress
• Be enrolled in a degree-granting program
• Not be in default on any Title IV loans
• Not owe repayment of any Title IV funds
• Be registered with Selective Service (if required)

The Free Application for Federal Student Aid
Students who wish to receive financial aid must complete the Free Application for Federal Student Aid (FAFSA). This is the only application necessary to be considered for the majority of the awards provided at UIC.

FAFSAs are available on January 1 of each year (for classes beginning the following September). The priority application deadline for financial aid is March 1 of each year. OSFA will begin mailing award letters to students in June of each year (for classes beginning the following September). The financial aid process may be lengthy; it is governed by federal, state, and institutional regulations. The process from application to disbursement will take up to 8 weeks from either the first day of classes or from the application date. The financial aid process can be further delayed if students do not return required documentation in a timely manner (2 to 4 business days). Additional document requirements will be discussed later.

The Online FAFSA
OSFA recommends that students complete the FAFSA online. Completing the application online reduces processing time and errors. Students can complete the online FAFSA at the following address:

FAFSA Web Site: http://www.fafsa.ed.gov

Although OSFA recommends that students complete the FAFSA online, paper FAFSAs are available in the reception area of OSFA.

To complete the FAFSA online, students will need a Personal Identification Number (PIN) from the Department of Education. Students can also request a PIN online. The PIN will be sent to the student via e-mail and regular mail. It usually takes less than 48 hours to receive a PIN by e-mail. For dependent students completing the online FAFSA, at least one parent must also have a PIN. Students and parents can request a PIN online at the following address:

FAFSA PIN Web Site: http://www.pin.ed.gov/PINWebApp/pinindex.jsp

Matching Students' FAFSA Applications

Important Note: It is vital that students consistently report their Name, Social Security Number, and Date of Birth. A FAFSA application must exactly match both a permanent student record at UIC as well as a permanent Social Security record. If they do not exactly match, the application will not be processed.

UIC’s School Code
Students must include this school code in order for their application information to be sent to UIC.

UIC’s School Code is 001776.

Tax Information Reported on the FAFSA
Students will need to provide tax information from the previous year on their FAFSA. Dependent students must also provide their parents’ tax information. If a student applies for financial aid before completing an annual tax form (or the parents’ tax form for a dependent student), the student is encouraged to use estimates when completing the FAFSA to avoid missing deadlines.

For the purposes of financial aid, the Department of Education will determine if students are dependent on their parents or independent of their parents. Dependency status for financial aid purposes is not necessarily equivalent to dependency status for tax purposes. Also, dependency status is not a status of choice. A student is considered independent automatically for several reasons: working on a master’s or doctorate program; being married; having legal dependents other than a spouse; being a military veteran; being an orphan or ward of the court; or born before a certain date as specified on the FAFSA.

Students who do not meet one of these criteria, even if they live on their own and support themselves, are NOT considered independent for financial aid purposes. Occasionally a student not meeting one of the criteria will be considered independent. This is only done in extreme situations, which must be thoroughly documented. If a student thinks his or her situation warrants independent status, the student should make an appointment to discuss it with a financial aid counselor.

Additional Document Requirements
Under some circumstances, students are asked to provide additional documentation in order to qualify to receive financial aid. Tax documents and other information will be requested for evaluation.

Students should return the required documentation within 2 to 4 business days from initial correspondence. Awarding of financial aid is put on hold until all of the document requirements have been satisfied. Students may fax their documents in, mail them in, or drop them off in person either at the reception counter or during an appointment.

Applying for Summer Financial Aid
Students who wish to receive summer financial aid must complete a summer financial aid application in addition to the FAFSA. Students are not automatically offered summer financial aid after completing the FAFSA.

Summer financial aid applications are available in the reception area of OSFA on February 1 of each year with a priority deadline of March 1 (for classes beginning the following May). Summer financial aid programs are very limited. Primarily, summer financial aid consists of Direct Loans and Federal Work Study.

For additional details, please read the Summer Application packet available in OSFA.

Determining Financial Need

Needs Analysis
A financial need analysis is the first step to determining a student’s eligibility for many of the federal, state, and institutional programs for which the student has applied. Financial need is the difference between the amount the student and the student’s family can reasonably be expected to pay towards college expenses and the student budget or estimated cost of attendance.

The sum total of financial assistance a student receives from all sources (grants, scholarships, waivers, loans, and work study, etc.) cannot exceed the student budget or estimated cost of attendance.
Expected Family Contribution (EFC)

After completing the FAFSA, the Department of Education will calculate the student’s Expected Family Contribution (EFC) based on the income, asset, and family information provided on the FAFSA. The EFC is a specific dollar value the student and the student’s family are expected to contribute toward educational costs during a regular academic year. This is not the amount of money that a student will owe UIC.

Student Budget or Cost of Attendance (COA)

UIC will then determine an estimate of the expenses the student will face during a regular academic year at UIC. This estimate is called the student budget or cost of attendance. Here is a sample student budget of a student living on campus:

- Tuition: $6,500
- Fees: $2,250
- Books and Supplies: $1,200
- Room and Board: $9,100
- Miscellaneous: $2,400
- Budget Total: $21,450

OSFA has to make certain assumptions to create the student budget (the student’s living arrangements, for example). If the student plans to live in the residence halls, room and board expenses may be higher than they would be if the student lived at home with family.

Calculating Financial Need

The student’s financial need is determined by subtracting the EFC from the student budget as shown below:

- Budget: $21,450
- Minus (–) EFC: $4,500
- Equals (=) $16,950

Change in Financial Situation

If the student (or the parents) experiences a change in financial situation, the student should contact the OSFA. Such situations would include, but are not limited to: unusually high medical expenses (not covered by insurance), recent unemployment, divorce/separation, or death of an immediate family member. The student’s financial aid eligibility may be recalculated based on such changes.

Financial decisions, such as the purchase of a new car or home, are not considered “special circumstances.”

Award Information and Revisions

Award Letter

Once the application information has been fully processed, i.e., all documents returned and needs-analysis performed by OSFA, the student will receive a financial aid award letter. This letter is a detailed listing of the student’s financial aid eligibility at UIC.

Award Revisions

OSFA reserves the right to adjust the student aid package without prior notice. Packages are normally adjusted for one or more of the following reasons:

- The student did not respond to the Award Letter (mail back a signed copy of the Award Letter).
- OSFA learns of outside resources not originally taken into account, or the outside resource amount changes (for example, outside scholarships, tuition waivers, etc.).
- The student is no longer eligible for the aid awarded (i.e., no longer enrolled full time or in a degree-seeking program).
- Changes were made in institutional, federal, or state policies and/or regulations since the time of the original award.
- Changes were made by the student or by OSFA to the FAFSA information.

Award packages may be increased, decreased, or canceled for one of the reasons noted above, or for a variety of other reasons. If the award is adjusted, the student will be sent a “REVISED” Award Letter.

Major Financial Aid Programs at UIC

(see next page)

Award Maximums, Proration, and Duration of Eligibility (see next page)

Applying for Other Assistance

Other scholarship and assistance opportunities exist. Each program will have its own application process and qualifications. For information on other financial assistance contact:

- Individual colleges. Individual colleges may offer college or program specific scholarships. The College of Engineering, for example, has scholarship information available online http://www.uic.edu/depts/engs/current_students/scholarships.htm.
- Student support programs. The Latin American Recruitment and Educational Services Program (LARES), for example, has scholarship information available online http://www.uic.edu/depts/lares/scholarships.htm.
- The Office of Special Scholarship Programs http://www.uic.edu/depts/oaa/ssp/index.
- The Illinois Student Assistance Commission (ISAC) http://collegezone.com/.

There are many illegitimate scholarship programs designed to exploit money from interested parties. Only provide personal information to very reputable sources. Be wary of any scholarship that asks for payment or requests bank account or social security information.

Disbursement of Financial Aid and Refunds

After a student’s file is completed, the financial aid funds will automatically disburse to the student’s UIC billing account. Financial aid will first be credited toward any outstanding balance assessed to the account. In addition to tuition and fees, this balance may also include housing, meals, and late fees, among other things. If the financial aid disbursed is greater than the total student account balance, Student Accounts Receivable will issue a refund to the student. This is done either by Direct Deposit (much faster and encouraged) or refund check.

Satisfactory Academic Progress (SAP) for Financial Aid

Basics of Satisfactory Academic Progress for Financial Aid

Federal and state regulations require the University to establish and implement a policy to measure whether students receiving financial aid are making satisfactory academic progress toward a degree. UIC has implemented Satisfactory Academic Progress standards necessary to evaluate a financial aid recipient’s continued eligibility for funds. These standards apply to both full- and part-time
Major Financial Aid Programs at UIC

In this section, a review of the major financial aid programs at UIC is provided. This information is current as of the 2007–2008 Academic Year. This information changes annually.

<table>
<thead>
<tr>
<th>Program</th>
<th>Eligibility</th>
<th>Annual Awarding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>• Financial need</td>
<td>• Minimum: $400</td>
</tr>
<tr>
<td></td>
<td>• Undergraduate</td>
<td>• Maximum: $4,050</td>
</tr>
<tr>
<td></td>
<td>• First bachelor’s degree</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enrolled 6+ semester hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Summer awards possible</td>
<td></td>
</tr>
<tr>
<td>Direct Loan, Subsidized</td>
<td>• Financial need</td>
<td>• Freshman: $3,500</td>
</tr>
<tr>
<td></td>
<td>• Enrolled 6+ semester hours</td>
<td>• Sophomore: $4,500</td>
</tr>
<tr>
<td></td>
<td>• Summer awards possible</td>
<td>• Junior/Senior: $5,500</td>
</tr>
<tr>
<td>Direct Loan, Unsubsidized</td>
<td>• Enrolled 6+ semester hours</td>
<td>• Dependent Students:</td>
</tr>
<tr>
<td></td>
<td>• Summer awards possible</td>
<td>• Freshman: $3,500</td>
</tr>
<tr>
<td></td>
<td>• Summer awards possible</td>
<td>• Sophomore: $4,500</td>
</tr>
<tr>
<td></td>
<td>• Summer awards possible</td>
<td>• Independent Students:</td>
</tr>
<tr>
<td></td>
<td>• Summer awards possible</td>
<td>• Freshman: $7,500</td>
</tr>
<tr>
<td></td>
<td>• Summer awards possible</td>
<td>• Sophomore: $8,500</td>
</tr>
<tr>
<td></td>
<td>• Summer awards possible</td>
<td>• Junior/Senior: $10,500</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>• Financial need</td>
<td>• Minimum: $600</td>
</tr>
<tr>
<td></td>
<td>• Undergraduate</td>
<td>• Maximum: $4,000</td>
</tr>
<tr>
<td></td>
<td>• First bachelor’s degree</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Summer awards possible</td>
<td></td>
</tr>
<tr>
<td>Federal Perkins Loan</td>
<td>• Financial need</td>
<td>• Minimum: $200</td>
</tr>
<tr>
<td></td>
<td>• Undergraduate</td>
<td>• Maximum: $4,000</td>
</tr>
<tr>
<td></td>
<td>• First bachelor’s degree</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enrolled 3+ semester hours</td>
<td></td>
</tr>
<tr>
<td>Monetary Award Program (MAP)</td>
<td>• Illinois resident</td>
<td>• Minimum: $150</td>
</tr>
<tr>
<td></td>
<td>• Financial need</td>
<td>• Maximum: $4,968 (06/07)</td>
</tr>
<tr>
<td></td>
<td>• Undergraduate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• First bachelor’s degree</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Summer awards possible</td>
<td></td>
</tr>
<tr>
<td>UIC Grant</td>
<td>• Illinois resident</td>
<td>• Amount varies</td>
</tr>
<tr>
<td></td>
<td>• Financial need</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Undergraduate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• First bachelor’s degree</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enrolled 6+ semester hours</td>
<td></td>
</tr>
</tbody>
</table>

Award Maximums, Proration, and Duration of Eligibility

<table>
<thead>
<tr>
<th>Program</th>
<th>Aggregate Lifetime Maximum</th>
<th>Proration</th>
<th>Duration of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>• None</td>
<td>• 12+ Hours: 100%</td>
<td>• 180 Attempted semester hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 9 to 11 Hours: 75%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 6 to 8 Hours: 50%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1 to 5 Hours: 25%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(in some cases)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0 to 5 Hours: 0%</td>
<td></td>
</tr>
<tr>
<td>Direct Loan, Subsidized</td>
<td>• $23,000</td>
<td>• 6+ Hours: 100%</td>
<td>• Until aggregate lifetime maximum is reached</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0 to 5 Hours: 0%</td>
<td></td>
</tr>
<tr>
<td>Direct Loan, Unsubsidized</td>
<td>• Dependent: $23,000</td>
<td>• 6+ Hours: 100%</td>
<td>• Until aggregate lifetime maximum is reached</td>
</tr>
<tr>
<td></td>
<td>• Independent: $46,000</td>
<td>• 0 to 5 Hours: 0%</td>
<td></td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>• None</td>
<td>• 6+ Hours: 100%</td>
<td>• 180 Attempted semester hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0 to 5 Hours: 0%</td>
<td></td>
</tr>
<tr>
<td>Federal Perkins Loan</td>
<td>• $20,000</td>
<td>• 6+ Hours: 100%</td>
<td>• Until aggregate lifetime maximum is reached</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0 to 5 Hours: 0%</td>
<td></td>
</tr>
<tr>
<td>Monetary Award Program (MAP)</td>
<td>• Varies</td>
<td>• 15+ Hours: 100%</td>
<td>• Until student accrues 135 MAP Paid Semester Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 14 Hours: 93%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 13 Hours: 87%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 12 Hours: 80%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 11 Hours: 73%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 10 Hours: 67%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 9 Hours: 60%</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• 8 Hours: 53%</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• 7 Hours: 47%</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• 6 Hours: 40%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 5 Hours: 33%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 4 Hours: 27%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 3 Hours: 20%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2 Hours: 20%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1 Hour: 20%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0 to 2 Hours: 0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 6+ Hours: 100%</td>
<td>• Eight semesters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0 to 5 Hours: 0%</td>
<td></td>
</tr>
<tr>
<td>UIC Grant</td>
<td>• Varies</td>
<td>• 6+ Hours: 100%</td>
<td>• Eight semesters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0 to 5 Hours: 0%</td>
<td></td>
</tr>
</tbody>
</table>
students. Types of aid covered by the policy include the following:

- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Federal Perkins Loans
- Federal Parent's PLUS
- Grad PLUS
- Federal Nursing Student Loans
- Federal Work Study
- Academic Competitiveness Grant
- Federal Pell Grant
- Federal SEOG
- UIC Long Term Loan
- Illinois MAP Grant
- Student-to-Student Grant
- Illinois Incentive for Access Grant
- UIC Grant
- UIC Tuition Waivers
- UIC Scholarships
- National Smart Grant

**Determination of Satisfactory Academic Progress for Financial Aid**

A student's academic progress toward a degree for financial aid purposes will be monitored using three criteria: Course Work Completion Rate for Financial Aid, Grade Point Average (GPA) Requirement for Financial Aid, and Degree Completion Time-Frame Requirements for Financial Aid. Failure to meet any one of the standards may result in the cancellation of the student's financial aid.

**Course Work Completion Rate for Financial Aid**

A student must successfully complete at least 75% of the hours attempted each academic year. Hours attempted are defined as the hours a student is registered for on the tenth day of classes (classes added after that date will also be included). Successfully completed is defined as the total number of hours in which a student receives a grade of A, B, C, D, S, or CR (DFR will be considered an acceptable grade for graduate students only). If a student fully withdraws (drops all courses) from the term on or after the first day of classes, all courses are counted as attempted. If a student drops courses after the tenth day of classes, the dropped course(s) will be counted toward the total hours attempted each academic year. Hours attempted are included in hours attempted.

The standard of 75% will be monitored cumulatively at the end of each academic year (spring semester). If a student is below 75%, the student will be put on probation for one year. If, at the end of the probation period, a student is still below the cumulative 75% standard, the student's aid will be canceled. Aid will be reinstated once the student has achieved the 75% cumulative completion rate.

**Grade Point Average (GPA) Requirement for Financial Aid**

The student's cumulative GPA will be evaluated at the end of each term. Once a student has attempted two years, the GPA must be at least 2.00/4.00. If the GPA falls below 2.00, the student's aid will be canceled. Aid will be reinstated once the student has achieved a 2.00 cumulative grade point average.

**Degree Completion Requirements for Financial Aid**

A UIC student must complete a bachelor's degree within 180 semester hours. Students attempting to earn a second bache-

**Appeal Procedure**

Students who do not meet SAP standards at any point during the academic year will be notified by mail of their cancellation status. This notification is mailed at the end of the term during which the student fails to meet the SAP standards. OSFA will only send students notification of their cancellation status once—if a student does not resolve their SAP status, they will not continue to receive cancellation letters during future semesters in which they are canceled. Students who wish to appeal being placed on cancellation status must complete the following procedures within 10 calendar days from the date postmarked on the notification letter sent from OSFA. Students must submit a signed, typewritten, and dated letter of appeal along with supporting documentation to OSFA indicating reason(s) why they did not meet the Standards of Academic Progress. Students may appeal for an emergency condition, family catastrophe, etc.

**Documentation verifying the situation must be submitted with the appeal letter.** Appeals will be considered by the Satisfactory Progress Appeal Committee, which meets at least twice a term, and once during the summer term. The Committee reserves the right to request additional documentation as needed. Submitting falsified documents to the Committee will result in disciplinary action taken. Any appeals received after the eighth week of the term will not be considered until the following term. OSFA will promptly notify the student in writing of the Committee's decision.

**Appeal deadlines.** Materials must be stamped as received in OSFA or postmarked on or before the following dates: fall term aid—June 1, spring term aid—January 15, summer term aid—June 1.

**Withdrawal Billing Policy**

If students withdraw, stop attending classes, or are dismissed by the University, they will be billed for any amount of their Federal/State aid that is considered “advance” payment. Students should come to the OSFA administrative fee equal to $100, or 5% of their charges, whichever is less.

**Reduced Enrollment (Refund Reduction) Policy**

If students reduce their hours after their financial aid has been paid, their paid awards will be prorated based on their new reduced enrollment. If a student is considering dropping classes and is receiving financial aid, the student should contact OSFA to determine if and how his or her aid package will be affected.