The Graduate College offers advanced academic and research programs for highly qualified postbaccalaureate students. All students admitted to a master’s program [except the Master of Business Administration, the Master of Engineering (professional, MEng), the Master of Public Health, or the Master of Social Work programs] or in a doctor of philosophy, doctor of arts, or doctor of education program at UIC are enrolled in the Graduate College.

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

The university also offers master’s degrees in business administration, engineering (professional), public health, and social work. Information on these programs is available through the College of Business, the College of Engineering, the School of Public Health, and the Jane Addams College of Social Work.

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

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

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

The Doctor of Public Health is offered through the School of Public Health.

Joint Degree Programs
UIC offers students the opportunity to pursue more than one graduate degree at the same time, through one of our approved joint degree programs. Approved joint degree programs share a certain number of courses that are applied to both degrees. Joint degree programs currently available through the Graduate College are the MBA/MS (Accounting); MBA/MA (Economics); MBA/MS (MIS); MBA/MS (Nursing); MPH/MS (Nursing); MS (Nursing)/MS (Health Informatics); PharmD/PhD; and MD/PhD. The university also offers a joint MBA/MPH program that is not part of the Graduate College.

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

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

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

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

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

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

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

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

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

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

Tests Required: Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). The test score cannot be more than two years old. A minimum score of 550 (paper-based) or 213 (computer-based) is required by the Graduate College; many departments have a higher minimum. UIC’s Institutional Code is 1851. No other tests are required by the Graduate College.

Letters of Recommendation: Not required by the Graduate College.

Personal Statement: Not required by the Graduate College.

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

The above requirements are the minimum Graduate College requirements for admission as a degree student; most programs have additional requirements. Consult the appropriate section(s) of this catalog for the specific admission requirements of each program.

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

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

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

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

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

The following credentials, if required by the program, should be sent directly to the graduate program office:
- Letters of recommendation.
- Personal statements.
- Portfolios.
- Proof of licensing or certification.
- Any other credentials required by the program. Admission recommendations cannot be made until all required documents have been received.

Domestic Applicants
Applicants to programs other than the professional degree programs (Business Administration [MBA], Engineering [MEngr], Public Health [MPH, DrPH], and Social Work [MSW]) should submit the following materials directly to the Graduate Admissions division of the Office of Admissions and Records unless directed otherwise by the program:
- Graduate College Application, completely filled out and signed.
- Nonrefundable application fee of $40. This fee is waived for applicants seeking readmission who have been previously enrolled at UIC as a graduate student, and employees of UIC.
- Official transcripts, which must be sent directly from the issuing school to UIC’s Office of Admissions and Records.
- Test scores, which must be sent directly from the testing service to UIC. (UIC’s Institutional Code is R1851)

Applicants to the Social Work program should submit the above materials directly to the program, which will forward them to the Office of Admissions and Records.

International Applicants
Applicants to programs other than the DrPh, MBA, MEngr, MPH or MSW programs should submit the following materials directly to the Graduate Admissions division of the Office of Admissions and Records unless directed otherwise by the program:
- Graduate College Application, completely filled out and signed.
- Nonrefundable application fee of $50 (U.S. currency). This fee is waived for applicants seeking readmission who have been previously enrolled at UIC as a graduate student, and employees of UIC.
- Official transcripts must be sent directly from the issuing school to UIC’s Office of Admissions and Records.
- TOEFL and other test scores must be sent directly from the testing service to UIC. (Institutional Code for TOEFL is 1851; for GRE is R1851)
- Declaration and Certification of Finances form (http://www.uic.edu/depts/oar/forms/fincnmg.pdf).

Applicants to the Social Work program should submit the above materials directly to the program, which will forward them to the Office of Admissions and Records.

Postsecondary Credentials
Applicants who have completed studies outside the United States must present all postsecondary school credentials. Such credentials must include a record of all studies completed to date, grades or examination results received (including failing as well as passing grades), maximum and minimum grades obtained, rank in class, degrees, diplomas, and certificates earned, and length of the school year. Documents must be authentic, and those not written in English must be accompanied by certified English translations. Copies are acceptable when certified as authentic by the issuing institution. All documents should be sent directly to UIC by the issuing institution.

Test of English as a Foreign Language
Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) within
two years prior to admission. This test is administered by the Educational Testing Service, Box 899, Princeton, New Jersey 08540. The minimum TOEFL score accepted by the Graduate College is 550 (paper-based) or 213 (computer-based). UIC’s Institutional Code is 1851. Many departments have higher minimums. Consult the department listing for details.

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

Visa Certification
International students granted admission receive from the Office of Admissions and Records all appropriate documents, including the certification forms that are required when applying for visas to enter the United States.

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

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

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

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

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

- Individuals who do not wish to pursue a degree but want to take courses for professional or scholarly reasons or personal enrichment.
- Individuals who have been out of school for several years or in a different field of study and wish to take a few courses before deciding whether to apply for a degree program.

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

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

Transcripts: Not required by the Graduate College.

Tests Required: Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). The test score cannot be more than two years old. A minimum score of 550 (paper-based) or 213 (computer-based) is required by the Graduate College; many departments have a higher minimum. UIC’s Institutional Code is 1851. No other tests are required by the Graduate College.

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

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

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

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

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

Changing Academic Programs/Adding a Second Program
Currently enrolled graduate students who wish to change to or add another degree program, or change between master’s and doctoral levels within a program, must submit a completed Request for Change of Graduate Program form to the Graduate College at least two weeks prior to the term for which the change is requested, although some programs may have an earlier deadline. This form is also used to add a second degree program. This form must be signed by both the old and new departments, and for international students on a J-1 visa, the Office of International Services. Students should meet with the director of graduate studies of the new program to discuss departmental procedures, deadlines, and credentials required. A Petition for Transfer Credit listing all previously completed courses accepted by the new department should be attached to the Request for Change form. Students must also use the Request for Change of Graduate Program form to transfer within the Graduate College, or between the Graduate College and the MBA Program, the Master of Engineering (professional) Program, the Master of Public Health, or the Master of Social Work Program. Complete instructions and deadlines are detailed on the back of the form. The form is available from your program office, the Graduate College office, or the Graduate College website.

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

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

The following awards are available through the Graduate College: University Fellowships, Graduate College Diversity Fellowships, Dean’s Scholar Award, Abraham Lincoln Graduate Fellowships, Illinois Consortium for Educational Opportunity Program (ICEOP), Illinois Minority Graduate Incentive Program (IMGIP), and the Martin Luther King, Jr. Financial Award. Please refer to the web site (http://www.uic.edu/depts/grad/awards/index.shtml) for more information. Additionally, you may consult the Graduate College’s Fellowship and Financial Aid Coordinator for information on fellowships and scholarships. The coordinator counsels students in finding funding opportunities and assists them with their applications.

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

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

*Stipend:* The stipend for an appointment of 50 percent time for the nine-month academic year is at least $12,000; many departments offer a greater amount. This amount may change without notice.

*Waivers:* Tuition and the service fee are waived for assistants if the appointment is between 25 and 67 percent for at least three-quarters of the term (91 calendar days in fall or spring semester, 41 calendar days during the summer session).

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

*Registration Requirements:* At least eight (8) hours each semester. Some programs may require registration for more than eight hours per term and/or summer registration. The Graduate College does not require summer registration; however, a minimum of three hours registration is required to receive a summer tuition and service fee waiver.

**Board of Trustees Tuition and Service Fee Waiver**
A limited number of Board of Trustees tuition and service fee waivers are available to graduate students. Students must apply for waivers through the director of graduate studies in their programs. A Board of Trustees waiver provides waiver from tuition and the service fee only; the health insurance fee and other fees are the student’s responsibility. Part-time waivers are available in select departments.

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

**Other Sources of Financial Aid**

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

**Industrial, Endowed, and Special Fellowships**
Various industrial firms, foundations, and private individuals have generously donated funds to support a number of special fellowships for graduate students at the University of Illinois at Chicago. The stipends and supplemental allowances of these fellowships are not uniform, and most are restricted to students in particular areas of study. Contact your director of graduate studies for information on any special fellowships that may be available through your program.

**Illinois Veterans Scholarship**
The Illinois Veterans Scholarship covers the admissions application fee, tuition, and a small varying portion of the service fee. Contact the Office of Student Financial Aid, Room Suite 1800, 1200 W. Harrison, (312) 996-3126, for more information and applications. Please bring a copy of your DD-214 when you apply.

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

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

The OSFA maintains a listing of outside sources of financial aid in the Reference Section of the UIC Library. You may also consult the Fellowship Coordinator in the Graduate College for further information.

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

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

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

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

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

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

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

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

Since other CIC institutions have different academic calendars than UIC, participation in the CIC Traveling Scholar Program is discouraged during the student’s final term before completing the degree.

Consult your director of graduate studies or the UIC CIC liaison officer in the Graduate College for more information.

Continuation and Probation Rules
Graduate students are considered to be in good standing in the Graduate College if they:

• Have removed all limited status admission conditions;
• Have a minimum Graduate Degree GPA of 3.00 (see below); and
• Are making satisfactory progress toward degree requirements, including a project or thesis if required.

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

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

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

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

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

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

Course Loads
Students who can devote full time to their studies usually enroll for 12 to 16 credit hours each term. In exceptional cases, the advisor and director of graduate studies may permit a student to enroll for up to 20 hours. Registration for more than 20 hours is not recommended. Full-time load is defined by the University as registration of 12 hours or more even if holding an assistantship.

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

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

International Students: For purposes of enrollment certification to U.S. Citizenship and Immigration Services (USCIS) of the United States Department of Homeland Security, the Graduate College considers international students to be pursuing a minimum full-time program of
Grades

The following grades are used:

A—4 grade points per credit hour.
B—3 grade points per credit hour.
C—2 grade points per credit hour.
D—1 grade point per credit hour (not accepted as degree credit).
E—Previous to Fall 2004, the grade of E was used in place of a grade of F.
F—0 grade point per credit hour (failure; not accepted as degree credit).

DFR—grade temporarily deferred. Deferred grades may be used for thesis courses, continuing seminar, sequential courses, and certain courses that require extensive independent work beyond the term. At the end of the continuing course sequence the deferred grade for all terms must be converted either to a specific letter grade (A–F), to an IN (Incomplete), or to an S or U. No credit is earned until the DFR grade is converted to a permanent grade.

IN—Incomplete. An incomplete grade may be given only if, for reasons beyond the student’s control, required work has not been completed by the end of the term. An IN must be removed by the end of the next term in which the student is registered (including summer), or within twelve months of the end of the term in which the IN was received, whichever occurs sooner. Course instructors may require an earlier deadline.

An IN that is not removed by the deadline will remain on the student’s record as an IN, with no credit earned (or may be replaced by a grade, at the instructor’s discretion, before the Graduate College deadline to change an IN grade). A course in which an IN was received and not removed by the deadline may be repeated for credit only once.

CR—Credit. NC—No Credit. Used only in courses taken under the credit/no credit grading option. No grade points are earned and the grade is not computed in the grade point average. If the required work for the course has not been completed by the end of the term, at the instructor’s discretion an IN may be given. Graduate students may take courses on a credit/no credit basis provided that: (1) The courses are not within their immediate area of specialization, (2) such courses account for no more than one sixth of the total number of course hours taken at the University of Illinois at Chicago and counted toward a degree, and (3) they declare their intention to take a course on this basis at the time of registration and have the approval of their advisor and director of graduate studies. Some programs do not allow any Credit/No Credit courses to be used toward degree requirements. Credit/No Credit grades cannot be changed to grades A-F at a later date. (Previous to Fall 2004, the grade of E was used in place of a grade of F).

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

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

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

Leave of Absence

Except for international students whose visas require continuous registration, and doctoral students who have passed their preliminary exams, graduate degree-seeking students may take one semester (fall or spring) plus the summer session off without formal leave approval from the Graduate College. Degree students who desire to take an additional consecutive semester off, for a total maximum of three consecutive terms, must file a Graduate Petition for Leave of Absence by the tenth day of the semester for which leave is requested.

International students who hold an F-1, J-1, A-1, A-2, or I-1 visa must register each fall and spring semester due to visa requirements. Such students must file a Graduate Petition for Leave of Absence for any fall or spring semester they wish to take off, obtaining written authorization on the petition from the Office of International Services. If remaining in the country, such leaves are rarely granted by that office.

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

Leave will not be granted to doctoral candidates who have passed the preliminary exam, except for students whose programs require a formal off-campus activity (e.g., internship), or for documented medical or other extraordinary reasons. If this situation occurs, a Graduate Petition for Leave of Absence must be submitted to the Graduate College, and is not automatic.

Nondegree students are not eligible for a leave of absence. Time spent on leave approved by the department and the Graduate College does not count towards the time to complete the degree.

Students who have already registered for the term for which leave is requested must complete either a Cancellation of Registration before the first day of the term, or a University Withdrawal by the tenth day of the semester (fifth day in summer). Students are responsible for filing the appropriate forms and resultant charges; the leave of absence petition itself does not alter existing registration.

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

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

Petitions

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

**Registration**

Registration procedures and class offerings are published in the UIC Schedule of Classes each semester and graduate students are responsible for the complete and accurate processing of their registration according to the guidelines published therein.

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

Readmission is not guaranteed.

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

**Registration for Zero Hours**

Registration for zero hours is only available to students who have completed all coursework, examinations, and all degree requirements except the thesis or dissertation. Students wishing to register for zero hours must submit a Graduate College petition and receive permission from the program and the Graduate College prior to the start of the term. Once permission is received students may continue to register for zero hours provided they remain in the same program, continue to make satisfactory academic progress, and are within the time frame for degree completion. An option of registration for reduced zero-hour charges (Option B) exists for some doctoral students. Doctoral students who want Option B must state that on the petition, and must re-petition if needed in other terms. Master’s students may be required to register for zero hours by their program or USCIS regulations.

(See Degree Requirements, Doctoral Degrees, and Master’s Degrees)

**Repetition of Courses**

Students can repeat a course for credit if:

- The course is designated in the UIC Schedule of Classes with the phrase “May be repeated for credit.”
- The course is one in which a grade of D, F, NC, or U was received. In such cases the course can be repeated only once and counted only once toward the degree requirements; the original grade continues to be included in the computation of the Graduate Degree GPA. The approval of both the instructor who will give the course and the director of graduate studies is required.
- The course is one in which a student has received a permanent IN (see Grades).

**Transfer Credit**

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

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

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

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

**Limits on Transfer Credit**

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

**Maximum Allowed Transfer Credit:**

- No more than 25 percent of the hours required for a master’s degree requiring 32–47 hours of credit, or more than 50 percent of the hours required for a master’s degree requiring 48 or more hours of credit, can be transferred from another institution or another college at UIC. Doctoral students may transfer in no more than 25 percent of the hours required for the degree. This limit is for courses taken as a student in another college at UIC or another institution, but not coursework taken in a different program within the Graduate College at UIC.
- Transfer credit is considered only for courses in which the student received a grade of A or B. Credit earned more than six calendar years before admission to the Graduate College is not usually accepted for transfer.

**Nondegree Credit:**

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

**Procedures**

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

**Credit for Prior Master’s Degree**

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

**Degree Requirements**

The following requirements for individual degrees are the minimum standards of the Graduate College. Most graduate programs have requirements that exceed these minimums. Consult the detailed graduate program listings and the graduate program director for a full statement of the requirements of your particular degree program. It is the student’s responsibility to be aware of all regulations and requirements and to satisfy them as early as possible.
Changes in Degree Requirements
Program and Graduate College policies and requirements change periodically and may not be immediately reflected in campus publications. New degree requirements, however, are not imposed retroactively on continuing graduate students. If degree requirements are changed, students may complete their degree programs under the requirements in effect at the time of their initial enrollment (readmission, if they have discontinued degree status) in the Graduate College. They have the option, however, of electing to be governed by the new requirements if they so desire, provided that all requirements of one catalog are met.

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

Degree Program Deadlines
Master’s degree (32 to 40 hours): 5 years
Master’s degree (41 to 64 hours): 6 years
Doctorate with prior master’s degree (minimum 64 hours): 7 years
Doctorate without master’s degree (minimum 96 hours): 9 years

Time spent on an approved Leave Of Absence (LOA) will not count towards the time to degree.

Students who do not graduate by these deadlines may be dismissed from the Graduate College for failure to progress.

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

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

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

Registration: Master’s students who have completed all course credit requirements but have not yet completed a graduation requirement (e.g., thesis, or project, or comprehensive examination) are not required to register unless they hold a fellowship, assistantship or tuition and service-fee waiver. Students who are on a time-limited visa or are in programs that require continuous registration must petition the program and the Graduate College to register for zero hours in an appropriate course (thesis or project).

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

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

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

Defense: Once the student has completed all graduation requirements and is in good academic standing, s/he must defend the thesis before a committee. The thesis committee is appointed by the Dean of the Graduate College on the recommendation of the student’s department or program. This Committee consists of at least three persons, one of whom should be a tenured full member of the UIC graduate faculty. One member of the committee may be from outside the department, academic unit, or outside the university, in which case the member must demonstrate equivalent academic standards and his/her curriculum vitae must accompany the Committee Recommendation Form. A Committee Recommendation Form must be submitted to the Graduate College at least three weeks prior to the thesis defense. A majority of the committee must approve the thesis. A candidate cannot be passed if more than one vote of “fail” is reported. The Department Head or the Director of Graduate Studies will be required to sign the Certificate of Approval Form before a student is considered to have met all the requirements of the thesis. All Committee members should be present at the defense.

Specific instructions on the format of the thesis are contained in the booklet, Thesis Manual, available in the Graduate College Office, 606 University Hall, and the Graduate College website.

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

Credit for Prior Master’s Degree
Doctoral candidates who have previously earned a master’s degree or its equivalent from UIC or another accredited institution may be granted 32 semester hours of credit toward the doctoral degree if approved by the program and the Graduate College at the time of admission. Degree equivalency from foreign institutions is determined by the Office of Admissions. The 32 hours are subtracted from the total hours required from the baccalaureate. The 32 hours are not included in the maximum allowed transfer credit limit. A petition is not required.

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

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

Registration: Doctoral candidates must be registered for credit the term when they take the preliminary exam. They must also register each semester (excluding summer) after passing the preliminary examination and until successfully defending the dissertation. Students must register for the summer term if they are taking the preliminary exam or defending their dissertation during that term.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Dissertation
Required.

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

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

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

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

The dissertation committee is appointed by the Dean of the Graduate College on the recommendation of the student’s department or program. The defense committee consists of at least five persons, of whom one must be from outside their program. The chair of the committee must be a full member of the UIC graduate faculty. At least two members of the committee must be tenured faculty at UIC; at least one must be from outside the degree-granting program, which may include graduate faculty from other UIC departments or colleges. The outside member can also be from outside the university, in which case the member must demonstrate equivalent academic standards; the member’s curriculum vitae must accompany the Committee Recommendation Form. A Committee Recommendation Form must be submitted to the Graduate College three weeks prior to the dissertation defense. The committee vote is “pass” or “fail.” A candidate cannot be passed if more than one vote of “fail” is reported. The Department Head or Director of Graduate Studies’ signature is required on the Committee Recommendation Form before a student is considered to have met the requirements of the dissertation.

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

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

Teaching
Required.

University Regulations
Academic Grievance Procedures
The Academic Grievance Procedures (July 1, 1989) define an administrative process through which faculty, academic
professionals, employees, and students may seek resolution of
complaints or grievances arising from a decision made about
them by an agent of the University of Illinois at Chicago in
the course of their employment or enrollment at UIC. It
defines eligibility to use the procedures and describes the
informal and formal procedures and time frames required.
This document is available in the Graduate College office,
609 University Hall.

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

The University publishes two documents that contain
specific definitions of misconduct (such as plagiarism,
falsification of data, etc.), procedures used for investigation
of charges, and the consequences of that conduct. Students are
governed by the Student Disciplinary Procedures (October
1993) and faculty are governed by the Policies and
Procedures for Academic Integrity (June 1989).

Confidentiality of Records
As custodian of student records, the University assumes an
implicit trust and, accordingly, uses extreme care and concern
in recording and disseminating information about students.
The University policy is in compliance with the Family
Education Rights and Privacy Act.

The Office of Admissions and Records issues transcripts
of official records only at the written request of the student
and payment of the transcript fee (see Tuition, Fees, and
Other Charges). The same holds true for academic
information needed for financial assistance or honors
recognition. Class schedules are not released to unauthorized
persons. UIC Student Records policy governs record keeping
and release.

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

Those students who are not properly immunized and have
not submitted a written statement of medical or religious
exemption must be immunized within the first term of
enrollment. Failure to provide the required proof of immunity
will prevent the student from enrolling in a subsequent term.
Students registering only for off-campus courses or for no
more than five credit hours are temporarily exempt from the
immunization requirements.

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

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

It is the policy of the University of Illinois not to engage
in discrimination or harassment against any person because of
race, color, religion, sex, national origin, ancestry, age,
marital status, disability, sexual orientation, unfavorable
discharge from the military, or status as a disabled veteran or
a veteran of the Vietnam era and to comply with all federal
and state nondiscrimination, equal opportunity, and
affirmative action laws, orders, and regulations. The
nondiscrimination policy applies to admissions, employment,
and access to and treatment in the university programs and
activities. Complaints of invidious discrimination prohibited
by university policy are to be resolved within existing
University procedures.

For additional information or assistance on the equal
opportunity, affirmative action and harassment policies and
procedures of the University of Illinois at Chicago, please
contact:

Associate Chancellor in the Office for Access and Equity
(Title IX, ADA and 504 Coordinator)
717 Marshfield Building (MC 602)
809 S. Marshfield Avenue
Chicago, Illinois 60612-7227
(312) 996-8670

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

Participation in Class Exercises that Involve
the Use of Animals
The University of Illinois at Chicago offers certain courses in
which live, euthanized, or preserved vertebrate animals are
used as part of course requirements. Such courses are
identified in the UIC Schedule of Classes with the note
“animals used in instruction.”

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

Research on Humans or Animals
Students using human subjects in any research (this includes
surveys, interviews, preexisting data and human tissue
obtained for nonresearch purposes) must have approval from
the Institutional Review Board or one of its approved
committees before they begin data collection. Students using
animal subjects must take GC 470 (Essentials for Animal
Research). The Graduate College also offers a course (GC
401) on Scientific Integrity and Responsible Research. This
course is mandatory for a number of graduate programs.

Similar programs for non-science disciplines are being
developed. For further information contact the Office for the
Protection of Research Subjects at 996-1711, 203
Administrative Office Building.

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

The University of Illinois will not tolerate sexual
harassment of students or employees and will take action to
provide remedies when such harassment is discovered. The
University environment must be free of sexual harassment in
work and study.
In order to assure that the University is free of sexual harassment, appropriate sanctions will be imposed on offenders in a case-by-case manner.

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

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

**Student Disciplinary Procedures**

The Student Disciplinary Procedures provide a mechanism for review when a student (December 1985) is charged with an infraction of the disciplinary code. It describes just causes for disciplinary action, outlines the procedures for filing a complaint or responding to one, lists the possible sanctions, and describes the appeal process. This document is available in the Office of the Dean of Student Affairs, 3030 Student Services Building.

**Tuition, Fees, and Other Charges**

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

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

**Encumbrance of Registration and Records**

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

Past due accounts are subject to a FINANCE CHARGE at the ANNUAL PERCENTAGE rate of 18% (1.5 per month on the unpaid balance of each month). Additionally, a LATE FEE of $2.00 per month will be added to all past due accounts.

Please note, the University of Illinois at Chicago does refer past due accounts for collection. Where appropriate, the University will authorize legal action to effect settlement of an account. Students will be liable for all reasonable collection costs, including attorney fees and other charges necessary for the collection of a past due account.

**Tuition Exemptions**

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

1. Tuition is waived for:
   - Holders of tuition and service fee waiver scholarships.
   - All academic employees of the University (except graduate assistants) on salaried appointment for at least 25 percent of full-time service. Such appointments require service for not less than three-fourths of the number of days defined for the term.
   - Teaching, research, and graduate assistants on appointment for at least 25 percent but not more than 67 percent of full-time service. Such appointments require service for not less than three-fourths of the number of days defined for the term.
   - Support staff employees of the University in status appointments or in appointments designed to qualify for status in an established class (e.g., trainee, intern) who register in regular University courses not to exceed Range II tuition in semester if on full-time appointment, and not to exceed Range III tuition if on a 50 to 99 percent time appointment, provided they (1) meet conditions and eligibility for admission as prescribed by the Office of Admissions and Records, (2) not be students as defined in Civil Service Rule 7.7.c, and (3) have approval from their employing departments for enrollment and a makeup schedule to cover any time in course attendance during their regular work schedule.
   - Employees whose total registration is in a higher range than that authorized by their tuition waiver pay only the difference between the waiver authorization and the higher range in which their total registration places them.
   - Support staff employees in a status, learner, trainee, apprentice, or provisional appointment who enroll in regular courses directly related to their University employment. The number of credit hours per semester may not exceed Range II. Employees must have made application and received prior approval for enrollment as required by procedures issued by the director of support staff personnel and set forth in Policy and Rules-Nonacademic.
   - Holders of graduate tuition-and-service-fee waivers awarded by the Graduate College.
   - Holders of grants or contracts from outside sponsors that provide payments to cover the total costs of instruction.
   - Cooperating teachers and administrators who receive assignment of practice teachers or TESOL interns. Such persons who register in University courses are exempted from tuition, the service fee, and the general fee for one semester or summer session for each semester of service rendered. The exemption shall apply to the semester or summer session of registration, as designated by the student, that is concurrent with or following the term of service, but must be applied no later than one calendar year from the end of the term of service. Concurrent registration on more than one campus of the University or in University extramural courses constitutes one semester or session of eligibility for exemption.
   - Persons registered in noncredit seminars only. University employees registered at the request of their departments in noncredit courses especially established to improve the work of the employee.
   - University of Illinois retirees.
   - Teacher of the year.

2. The faculties of state-supported institutions of higher education in Illinois holding appointments of at least one-quarter time.

3. The professional staff in private and public elementary and secondary schools in Illinois.

4. The spouses and dependent children of those listed in 1 and 2. (Dependent children are those who qualify as dependents for federal income tax purposes.)

5. Persons actively serving in one of the armed forces of the United States who are stationed and present in Illinois in connection with that service.

6. The spouses and dependent children of those listed in 5, as long as they remain stationed, present, and living in Illinois.

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

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

Residency Determination
Evidence for determination of residence status of each applicant for admission to the University shall be submitted to the Director of Admissions and Records at the time of application for admission. A student may be reclassified at any time by the University upon the basis of additional or changed information. However, if the student is classified in error as a resident student, the change in tuition shall be applicable beginning with the term following the reclassification; if the student is classified in error as a nonresident, the change in tuition shall be applicable to the term in which the reclassification occurs, provided the student has filed a written request for a review in accordance with these regulations.

Further information or clarification may be secured by contacting the Director of Admissions and Records:
Student Services Building (MC 021)
Office of Admissions and Records
University of Illinois at Chicago
P.O. Box 5220
Chicago, Illinois 60680

Fees

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

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

For fee assessment purposes, a permanent nonacademic employee is defined as a person who has been assigned to an established, permanent, and continuous nonacademic position and who is employed for at least 25 percent of full-time. University employees appointed to established civil service positions whose rate of pay is determined by negotiation, prevailing rates, or union affiliation are entitled to the same tuition-and-fee privileges accorded other staff members under the regulations.

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

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

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

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

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

Replacement Photo-Identification Card Fee
This fee is assessed if the card is lost or destroyed.

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

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

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

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

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

**Financial Obligations and Refunds**

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

*Cancellation of registration:* If a student completes and delivers a registration cancellation form to the Office of Registration and Records or drops all courses and informs the registration office before the first day of the term, he/she is eligible for a full tuition and fee refund.

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

*Dropping a course:* If, between the second and tenth day (fifth day in the summer), a student drops a course(s) and by so doing changes the tuition range, he or she is eligible to receive a refund or credit for the difference in range.

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

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

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

**Transcripts**

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

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