

*A Handbook\* for Graduate  
Students and Advisers*

*The Web version of the  
Handbook is updated on a  
Regular basis as policies and  
Information change. It is  
Therefore different from the  
printed edition.*

*The Graduate College  
University of Illinois  
at Urbana-Champaign  
May 2001*

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## Introduction

Information contained herein is for informational purposes only and is subject to change without notice. Individual departments and units should be contacted for further information. Courses, faculty assignments, prerequisites, graduation or completion requirements, standards, tuition and fees, and programs may be changed from time to time. Particular courses are not necessarily offered each semester or each year. The University retains the exclusive right to

judge academic proficiency and may decline to award any degree, certificate, or other evidence of successful completion of a program, curriculum, or course of instruction based thereupon. While some academic programs are designed for the purpose of qualifying students for registration, certification, or licensure in a profession, successful completion of any such program in no way assures registration, certification, or licensure by an agency outside the University of Illinois.

In compliance with the reporting requirements of the federal Student Right to Know Act, the six-year graduation rate for first-time freshmen entering the University of Illinois at Urbana-Champaign in the fall of 1994 is 76.4%.

Further information of a general nature can be found in the *Code of Policies and Regulations Applying to All Students*. Copies of this publication may be obtained at the Records Service Center, 140 Admissions and Records Building; the Information Desk at the Illini Union Building; the Student Organization Complex, 280 Illini Union Building; or the Student Assistance Center at the Turner Student Services Building. The *Code* is also available online at [www.uiuc.edu/admin\\_manual/code/](http://www.uiuc.edu/admin_manual/code/).

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

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. This nondiscrimination policy applies to admissions, employment, access to, and treatment in 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 of the University, please contact: Larine Cowan, Assistant Chancellor and Director of Affirmative Action (Title IX, ADA, and 504 coordinator), 100A Swanlund Administration Building, MC-304, 601 East John Street, Champaign, IL 61820, (217) 333-0885.

The web version of this document is available at [www.grad.uiuc.2001Gradhandbook/](http://www.grad.uiuc.2001Gradhandbook/). This and other Graduate College documents are indexed and searchable.

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# Foreword

The *Handbook for Graduate Students and Advisers* summarizes Graduate College regulations that apply to all graduate students and outlines common procedures important to both graduate students and faculty advisers. I hope that graduate students will find in this handbook a reliable guide through the steps that lead to graduate degrees at the University of Illinois at Urbana-Champaign. It explains your privileges and responsibilities as a graduate student and identifies some services to which you have access.

We have tried to make this handbook both as clear and comprehensive as possible, but no document of this sort can anticipate all the challenges that confront graduate students at a large, complex university. Along with many rules and regulations, you will find in this handbook information about how you can request and justify exceptions to these rules when you have a good reason to do so.

There are many graduate programs at the University of Illinois, and the variation among them is great. While the Graduate College is responsible for assuring a certain degree of consistency across all graduate programs, the particular requirements for your degree program are set by the program itself. Each graduate degree-granting unit has its own statement of policies and procedures, and I encourage you to obtain a copy from your unit and to pay close attention to the requirements and deadlines mandated for your graduate program. You should work closely with faculty advisers to be certain that you receive the best possible graduate education your program has to offer and that you complete your degree in an appropriate time span.

University, Graduate College, and graduate program requirements change from time to time. It is important that you verify information pertinent to your progress toward earning a degree either through your department or the Graduate College. Changes in this handbook are recorded in the online version (<http://www.grad.uiuc.edu/2001GradHandbook/>) as soon as they are made.

As a graduate student, you belong to a community of scholars and scientists expected to adhere to the highest principles of academic integrity and ethics in the pursuit of learning and research. These principles require us to be intellectually honest, to give appropriate credit to the work of others, and to respect confidential information shared with us in trust. During the course of your graduate studies, you may find yourself confronted with difficult or confusing situations in the area of academic integrity. In such cases we urge you to seek the advice and experience of faculty advisers and the Graduate College staff.

I invite you to call on any member of the Graduate College staff whenever you believe that we can make your graduate education more rewarding. My colleagues and I hope that you find graduate study on our campus to be intellectually challenging and personally fulfilling.



## Guiding Standards for Faculty Supervision of Graduate Students

*Adopted May 1997*

Members of the Graduate Faculty aspire to the following standards:

1. Graduate faculty will foster the development of excellence in every graduate student.
2. In relations with students, graduate faculty will be candid, fair, and committed to the students' welfare and progress.
3. Graduate faculty will conscientiously supervise, encourage, and support students in their academic endeavors and assist them in securing research support and professional employment.
4. Graduate faculty will not discriminate among graduate students on the basis of gender, sexual orientation, marital status, age, ethnic background, disability, religion, national origin, or any other factor unrelated to competence or performance.
5. Graduate faculty will advise students concerning the ethics of the profession, encourage the practice of research and publication consistent with ethical standards, and help students avoid ethically questionable projects.
6. Graduate faculty will advise students about career opportunities and implications associated with their participation in particular research projects or degree programs.
7. Graduate faculty will strive to enhance the educational value of teaching and research assistantships of the students under their supervision.
8. Graduate faculty will be objective in the evaluation of research and academic performance and will communicate that evaluation fully and honestly to their students. Graduate faculty will report accurately on the competence of students to other professionals who require such evaluations.
9. Graduate faculty will not permit personal animosities or intellectual differences with colleagues to impede student access to those colleagues or interfere with students' research or progress toward a degree.
10. When engaged in teaching, research, or supervision, graduate faculty will recognize the power they hold and will avoid engaging in conduct that exploits or demeans students or that could be construed as an abuse of that power.
11. Graduate faculty are responsible for all phases of graduate education and will be accessible to students who are under their guidance.

# I. The Graduate College

## 1. General Information

The Graduate College, the academic and administrative unit that has statutory jurisdiction over programs leading to advanced degrees on the Urbana-Champaign campus of the University of Illinois, is responsible for developing and safeguarding high academic standards and promoting research in all academic disciplines. The chief executive officer of the college is the dean of the Graduate College. The dean is advised by an executive committee on formulating and implementing policies and practices for all academic units that have graduate programs. The only post baccalaureate programs on the Urbana-Champaign campus that are not under the jurisdiction of the dean and the Graduate College Executive Committee are the Juris Doctor degree program in the College of Law and the Doctor of Veterinary Medicine degree program in the College of Veterinary Medicine. The Graduate College provides services to graduate students, graduate advisers, and academic units regarding admissions, fellowships, tuition and fee waivers, and other Graduate College financial aid; thesis preparation; dissertation and thesis research grant competitions; minority student support and counseling; degree requirements; and student grievances, petitions, and encumbrances. Their offices and support staff are housed on the second floor of Coble Hall.

Every graduate student should obtain the booklet entitled *Code of Policies and Regulations Applying to All Students*, which sets forth the official regulations governing all student conduct on the Urbana-Champaign campus. It also clearly stipulates a graduate student's rights in the event that he or she is charged with misconduct or some violation of University regulations. Copies are available at the Records Service Center, 140 Admissions and Records Building; the Information Desk, Illini Union Building; the Student Organization Complex, 280 Illini Union Building; or the Student Assistance Center at the Turner Student Services Building. It is also available online at [www.uiuc.edu/admin\\_manual/code/](http://www.uiuc.edu/admin_manual/code/).

## 2. The Executive Committee

The Executive Committee is the Graduate College's primary policy-making body. The committee is chaired by the dean and meets regularly during the academic year. It advises the dean on matters of policy, courses and curricula, appointments to the graduate faculty, and degree programs and requirements. The Executive Committee consists of eight faculty members elected by the graduate faculty, six faculty members appointed by the chancellor on the recommendation of the dean and current members, and two graduate student observers. These observers have floor privileges but are not voting members.

Other Graduate College committees have student members who participate in the work of the committees and have full voting rights and responsibilities. These committees include certain fellowship committees, Graduate College grievance committees, and the Courses and Programs Subcommittee of the Graduate College Executive Committee.

### **3. The Graduate Faculty**

Graduate faculty members are appointed from the faculties of all graduate disciplines. Responsibilities of the graduate faculty include establishing and maintaining high-quality graduate education and research programs within the academic units of the University; developing and teaching graduate-level courses and curricula; advising graduate students; serving on preliminary and final examination committees as members, directors of dissertation research, or chairs; electing members of the Graduate College Executive Committee; serving on Graduate College committees; and providing advice to the dean and the Executive Committee. At least three members of a student's doctoral committee must be members of the graduate faculty.

## II. Disciplinary Units

Although the primary educational responsibility of a number of graduate degree programs lies in schools or colleges, the department (or program or institute) is the specific educational and administrative unit of the University to which the graduate student is admitted and by whom the graduate student is advised. Because these differing units have much autonomy with regard to admissions, graduate programs, and assistantships, it is difficult to generalize about them. The following information, however, may be useful to graduate students.

### 1. Department Structure

A department can be organized with either a chair or a head. The basic difference between the two types of organization lies in the powers granted the respective executive officers and the length of their terms of office. Chairs are appointed for two-year terms and usually make decisions with the concurrence of their departments' executive committees. Department heads are appointed for indefinite terms and have more freedom to act at their own discretion, though they are expected to consult with their departmental advisory committees. A more detailed description of departmental structure is included in the University of Illinois *Statutes*, [www.uillinois.edu/uistatutes.html](http://www.uillinois.edu/uistatutes.html). Programs, schools, and institutes are usually administered by directors.

In this publication "department" may refer to a program, school, institute, or similar type of academic unit. The terms "head" or "department head" will be used to refer to unit executive officers.

### 2. Adviser System

When graduate students first register, they are assigned to advisers who are responsible for helping them with early planning of their academic programs. After a student has settled on an area of special research interest, he or she is generally expected to select a faculty member with compatible research interests who will serve as a permanent adviser and supervise his or her thesis research. The adviser's signature is required on petitions submitted by the graduate student ([see Section XI.3](#)). A student in a unit that has only one adviser for all master's candidates should not only heed the adviser but also get to know a faculty member with an interest in the student's area and seek that faculty member's advice on courses and degree program requirements.

In addition, each student should obtain and become familiar with the unit's latest statement of policies and procedures regarding degree requirements and financial aid available through the unit.

### 3. Academic Matters

The [Programs of Study](#) catalog provides a description of graduate programs and is published every two years. Because graduate programs and requirements tend to change frequently, it is advisable for students to consult not only the *Programs of Study* catalog and the *Courses* catalog

but also the policies and procedures of their graduate units. By showing the Notice of Admission, a newly admitted graduate student may obtain a copy of the current catalogs free of charge at the Graduate College (204 Coble Hall) prior to or during the first term of enrollment. The *Programs of Study* catalog and *Courses* catalog can be purchased by students at the Illini Union Bookstore, 809 South Wright Street, Champaign, IL 61820, and can be found on the Web at [www.uiuc.edu/admin\\_manual/pos/](http://www.uiuc.edu/admin_manual/pos/) (*Programs of Study* catalog), or at [www.uiuc.edu/admin\\_manual/Courses/course.top.latest.html](http://www.uiuc.edu/admin_manual/Courses/course.top.latest.html) (*Courses* catalog).

# III. Admission

## 1. The Notice of Admission

Each applicant recommended for admission by a graduate unit and determined eligible by Graduate College criteria will be issued a Notice of Admission for the term for which the applicant has applied. The Notice of Admission is official verification that admission has been approved for a specific term. If registration for that specific term is not completed, the Notice of Admission becomes null and void.

With the recommendation of their department, an applicant may request that their term of entry be changed. The Graduate Admissions Unit will only consider requests if the new term of entry is within one year of the original term of entry. Exceptions to the above are Notices of Admission issued for the summer and fall terms. Unless a summer Notice of Admission is marked "Summers Only," it is also valid for the following fall semester; a Notice of Admission for the fall term is also valid for the preceding summer sessions. Requests for waiver of the application fee may also be considered by Graduate Admissions.

The Notice of Admission will specify the admission status of the student: whether the admission is as a degree candidate or as a nondegree student, whether full graduate standing or limited status has been approved, whether extramural registration has been approved, and whether additional credentials are still needed. An encumbered student is not permitted to complete registration. To avoid encumbrance, each admitted student must submit complete academic credentials, i.e., official transcripts for all post-high school courses including confirmation of baccalaureate and higher degrees, to Graduate Admissions before the early registration period for the student's second term of attendance. The Notice of Admission may state specific conditions for admission. If students do not have a clear understanding of the conditions under which they have been admitted, they should seek clarification from their major departments. Students who do not meet one or more of the minimum requirements for admission may be admitted on limited status. The most common limited status condition results from an admission grade point average below 3.0 (A = 4.0); such students must maintain a specified GPA to continue past the first semester. Other limited status conditions involve missing academic transcripts that must be submitted, course deficiencies that must be remedied or English language proficiency that must be demonstrated. After a student on limited status has satisfied the conditions imposed, his or her major department should request that the Graduate College adjust the student's graduate admission status from limited status to full graduate standing, using the limited status lists sent to the departments each term. No advanced degree will be awarded to a student who has not qualified for, and been granted, full graduate standing.

## 2. Enrollment Patterns

When filling out the Application for Admission, a student may choose one of two enrollment patterns: (1) Continuous: the student enrolls each fall and spring term, with summer terms optional; or (2) Consecutive Summers Only: the student enrolls only for summer terms.

Students may elect not to enroll for up to two consecutive years provided that they are able to complete all degree requirements prior to the end of their final authorized term. After an absence of more than two years, the student must submit a graduate student petition to request reentry.

### 3. Nondegree Status

Students with nondegree status may register for courses on a part-time basis if classroom space is available. Once accepted for admission by a department and the Graduate College, a nondegree student has the same enrollment pattern options as a degree candidate. As with degree students, either the major department or the Graduate College may encumber the registration of a nondegree student for any term. The nondegree student must maintain the same minimum grade point average as a degree candidate in that department.

There are several restrictions and conditions that apply to nondegree status. A nondegree student:

- a. Is not eligible to register early.
- b. Cannot register until the fourth day of instruction for the fall or spring semester. The late registration fee will be waived if the student completes his or her registration on or before the tenth day of instruction in a semester.
- c. Is limited to taking fewer than three units or fewer than twelve hours per semester. A nondegree student ordinarily will not be granted full-time status. International students will not be admitted under nondegree status unless they are participating in a special exchange program for which full-time approval has been obtained from the Graduate College prior to admission. Participants in the CIC Traveling Scholar Program who visit Illinois may also be full-time nondegree students.
- d. Is not eligible for financial aid administered by the Graduate College, such as fellowships, and conference travel grants.
- e. Must reapply for admission and pay the application fee if he or she wishes to become a candidate for a degree. The student should ask the department he or she wishes to enter as a degree candidate if there are additional supporting credentials required for degree status applications. Credit earned as a nondegree graduate student cannot be applied to a degree program unless the student is admitted to and enrolls in a degree program and subsequently successfully petitions the Graduate College to apply the credit toward the degree. Generally, a maximum of three units of graduate credit earned as a nondegree student may be applied to a degree.

A nondegree student who wants to enroll only during the summer terms need not be admitted by a specific department, but may carry an unassigned nondegree status in the Graduate College. A student who wants to apply for unassigned nondegree status must make application through Graduate Admissions, Admissions and Records Building. Students with no advising department should seek advice from the department to which they plan to apply for degree status in future terms. Such students are allowed to register continuously each summer until the final authorized term set at admission is reached, assuming an acceptable GPA is maintained.

#### 4. Social Security Numbers

Furnishing a Social Security Number (SSN) is voluntary and not required for enrollment. However, the University of Illinois is required by federal law to report to the Internal Revenue Service (IRS) the name, address, and SSN for persons from whom tuition and related expenses are received. Federal law also requires the University to obtain and report to the IRS the SSN for any person to whom compensation is paid. Failure to supply such information may delay enrollment or financial aid processing. Whenever the SSN is requested, the electronic or physical form used to collect the number will be clearly marked as to whether compliance with the request is mandatory or voluntary. The University is committed to protecting the privacy of its students, employees, and alumni, and is working to minimize the use of SSNs within its business processes. For a full description of the University's policy on SSNs, see [www.ssn.uillinois.edu](http://www.ssn.uillinois.edu).



# IV. Registration

U of I Direct is the campus system to register for courses by computer. When a student registers, the student agrees to pay tuition and fees to the University according to the payment policies and schedules adopted by the Board of Trustees. Students should confirm that they have registered correctly by re-accessing U of I Direct. If the student wishes to cancel registration, and thus avoid payment of tuition and fees charges, the student must do so by 5:00 p.m. of the first day of instruction of the term.

Unauthorized use of University of Illinois computer systems, data, or resources; unauthorized use of another individual's identification, account, or password; or an attempt to gain unauthorized access is prohibited by University policy and may constitute a violation of Illinois state law. Access to U of I Direct will be terminated if a student is found to be making excessive unsuccessful registration attempts.

## 1. Registration Procedures

Consult the current *Timetable* for registration instructions, registration sites, and times of operation for registration sites. In addition, links to registration instructions (U of I Direct) and course schedules (*Timetable*) are available on the World Wide Web at [www.uiuc.edu/academics.html](http://www.uiuc.edu/academics.html).

*a. Earliest Registration Time—Invitation to Register:* All eligible continuing and reentry students are assigned an Earliest Registration Time (ERT), according to priorities established by campus policy. The ERT is the first time a student can access U of I Direct registration for the term. Currently enrolled students are informed of the ERT in an Invitation to Register from the Office of the Registrar, mailed to the local address, approximately two weeks before the start of the Early Registration Period.

Students should register as close to the ERT as possible. Students can use U of I Direct to make course adjustments subject to campus and college policies and deadlines after the ERT has passed.

*b. Eligibility to Register:* Most students currently enrolled in Urbana-Champaign degree programs may register early. A student may not register early if the student is:

- A part-time nondegree student;
- An undergraduate student graduating at the end of the current term, unless the student has been admitted to an Urbana-Champaign graduate, professional, or second baccalaureate degree program for the next term;
- A student newly admitted to an Urbana-Champaign degree program.

*c. Advising Hold:* Academic advising is recommended for all students and is required in most programs. Students are encouraged to meet with an adviser to discuss a plan of study before using U of I Direct to register. An advising hold may be placed on a student's record by a department in which advising is a

mandatory prerequisite to registration. In such cases, the student must complete an advising session before the department will clear the student to enroll using U of I Direct.

*d. Encumbrances:* Academic and administrative offices may place encumbrances on a student's record for academic reasons, for funds owed to the University, for disciplinary reasons, and for failure to meet medical/immunization requirements. If a student has any encumbrances on record, they must be resolved with the appropriate campus office as soon as possible. Students are informed of any encumbrances on the Invitation to Register, the official class schedule, and each time a student accesses U of I Direct.

An encumbrance will not prohibit a student from participating in early registration. The student may continue to use the system to make course changes until the official class schedule is mailed approximately three weeks prior to the beginning of the term.

After the official class schedule is mailed, all encumbered students will be blocked from access to the U of I Direct registration system. Students will be alerted to the presence of any encumbrances on the official class schedule and directed to the appropriate offices. **Failure to resolve the encumbrances prior to 5:00 p.m. on the first day of instruction will result in cancellation of course registrations for the term and loss of financial assistance.**

*e. Enrollment Requirements and Prerequisites:* Many courses carry prerequisites and other enrollment requirements such as "consent of instructor," "enrollment limited to majors," and so forth. These requirements are listed in the current *Timetable* with each course and many are computer controlled. Students are expected to comply with these prerequisites and enrollment requirements. Failure to do so may result in removal from a course. Questions regarding these requirements should be directed to the teaching department.

*f. "Authorization Only" Courses:* Some courses require departmental authorization prior to registration. Students interested in an "authorization only" course listed in the *Timetable* should consult the teaching department prior to the Earliest Registration Time. Students who meet the enrollment requirements for the course are authorized online to enroll in the course. The students, in turn, must register for the course using U of I Direct.

*g. Maximum/Minimum Enrollment Levels (see also [Section VII.3.b](#)):*The maximum amount of credit in which a student can enroll without special overload approval from the Graduate College is:

- Fall and Spring terms 6 units (24 hours)
- Summer Term 1 1.5 units (6 hours)
- Summer Term 2 3 units (12 hours)

*A student who wishes to enroll above the established maximum must have a petition approved by the department and the Graduate College.*

*U of I Direct will display a warning message if a student is not enrolled in a full-course load for the term. Enrollment below the minimum may jeopardize financial aid, progress toward a*

*degree, loan deferment, or the visa status of an international student. Full-time enrollment for graduate students is:*

- *Fall and Spring terms 3 or more units (12 hours)*
- *Summer Term 1 0.75 units (3 hours)*
- *Summer Term 2 1.5 units (6 hours)*

*However, in some cases, the U.S. Immigration and Naturalization Service considers a student to be full time at a reduced enrollment. International students should check with the Office of International Student Affairs for details.*

*h. Credit-No Credit Option: The Credit-No Credit Option is not available on U of I Direct. Students who wish to elect this option must consult their major department office before the term deadline.*

## **2. U of I Direct Network ID and Password**

*To access U of I Direct, students use a network ID and password. All Urbana-Champaign students are assigned a network ID and password when they are admitted to the University. Students are encouraged to change their passwords periodically to maintain the security of the network ID.*

*As with any computerized system, security of the data is a primary concern. In order to maintain the security of a student's record and class schedule, it is imperative that the student protect the network ID and password. The importance of the password is much like that of a bank card PIN—**always** protect the privacy and security of the password.*

*Consult the current Timetable for the location and times of operation of password reset sites.*

## **3. Part-Time Nondegree Registration**

*Part-time nondegree students may register beginning with the fourth day of instruction for a fall or spring semester. Registration for summer terms is allowed following early registration in April. To register, follow the instructions for late registration. Part-time nondegree students who register prior to the end of the tenth day of instruction are not charged a late registration fine.*

## **4. Late Registration**

*Late registration is conducted via U of I Direct until the end of the second week of class in the fall and spring semesters, through the first day of instruction for summer term 1, and until the end of the first week of class during summer term 2.*

*After the end of the late registration period, a student must meet with an adviser and secure any required course approvals and clearances from the department office. To complete registration, the student must then bring the completed Schedule Planning—Very Late Registration form to*

*the Records Service Center, 140 Admissions and Records Building, 901 West Illinois Street. Tuition payment is due on the day of very late registration.*

*There is a penalty for registering late. During the fall and spring terms, students are assessed a late registration fine of \$15 (amount subject to change) unless they are registering as a visitor.*

## **5. Health Information Form**

*Each student is required to present proof of immunity to certain vaccine-preventable diseases to the director of the McKinley Health Center. Each admitted applicant will receive a Health Information and Medical History form, which he or she must use to report proof of immunity as defined by Illinois state law and required by University regulations, as well as any other pertinent medical data, to the director of the McKinley Health Center. Students who fail to comply with immunization requirements may be prohibited from registration until the requirements are met.*

## **6. Tuberculosis Control**

*Each international student is required to complete tuberculosis screening at McKinley Health Center before being allowed to register for his or her first term. Evidence of freedom from tuberculosis is established by a negative tuberculin skin test.*

*A person whose skin test is positive requires a chest X-ray. A person with a known history of positive reaction to the skin test will not be re-tested, but will require a chest X-ray to show evidence of freedom from active tuberculosis. An individual who has had a chest X-ray performed within the previous 12 months will not require an additional X-ray if the previous X-ray is obtainable and meets the University's standards. International students who have undergone tuberculosis treatment should bring medical records with them. All medical records must be accompanied by a certified English translation.*

## **7. Program Changes**

*The Graduate College calendar provides the latest dates for graduate students to add and drop courses using U of I Direct. Students may make program changes at any time up to the deadlines found in the calendar. Copies of the calendar are available from the Graduate College, 204 Coble Hall. The calendar may also be accessed at [www.grad.uiuc.edu/calendar.html](http://www.grad.uiuc.edu/calendar.html).*

## **8. Auditing Privileges**

*A student wanting to audit a course must first complete a Visitor's Permit. These forms are available in the Records Service Center, 140 Admissions and Records Building. The student should take the form to the first class meeting and ask the instructor to sign it, indicating approval. The visitor's permit must also be approved by the dean of the college offering the course. The form must be submitted to the Records Service Center, and a \$15 fee must be paid. Auditors are not permitted in studio, laboratory, or activity courses. A course, once audited, may not be repeated for graduate credit.*

## 9. Registration in Absentia

*If a student must do research in the field or in a library or laboratory away from campus, he or she may petition to register in absentia. The petition should include information on the nature and location of the research planned, available facilities, and the amount of credit desired. A student is eligible to register in absentia if he or she is located at least 50 miles away from campus. A petition for registration in absentia will ordinarily be approved for a degree candidate who has not exceeded the time limit for the degree and who has satisfied his or her department that the circumstances warrant recommending approval to the Graduate College. In absentia registration is less likely to be approved for a doctoral student who has not passed the preliminary examination.*

## 10. Verifying Registration

*Occasionally a student may discover that he or she has not actually been registered for intended courses, or that he or she is still registered for a course that should have been dropped. Students can check U of I Direct at any time. Shortly before the beginning of the semester, students receive a printed schedule in the mail. **Students are responsible for checking their schedules.** Students who find errors in their schedules should immediately use U of I Direct to correct these errors. **This process must be completed before the deadline for adding or dropping a course.***

## 11. Changing Departments or Programs

*To transfer from one major department to another, the student must submit to the current major department a petition requesting transfer. If the department approves the transfer, approval is noted on the petition form, which is then forwarded to the department into which the student wants to transfer. The second department adds its decision on the petition and forwards it to the Graduate College for approval. If the student and the new department want to count courses taken in the former department and not previously applied to another degree, this request should also be included in the petition requesting the transfer. Student GPAs reflect only courses that count toward the current degree program. **International students who change graduate degree programs are required to obtain new immigration documents from the Office of International Student Affairs.***

## 12. Leaves of Absence

*The Graduate College does not grant formal leaves of absence, although many graduate programs do have policies governing such leaves. A student who must interrupt his or her graduate program for an acceptable reason may normally do so, however students are strongly advised to make arrangements with their departments prior to departure. With departmental approval, the student may reenter any time within two years of last registration, provided the time limit for the degree has not been exceeded. The student may use U of I Direct to register for courses for the term in which he or she returns.*

*Graduate students who must interrupt their graduate program for more than two years must petition the Graduate College for reentry, securing appropriate departmental approval before*

*submission of the petition. Students wishing to reenter are advised to consult with the department or unit in which they plan to reenroll. Students are warned that any lapse of registration, excluding summer terms, will result in the loss of the full tuition-waiver privileges that may have previously accompanied their assistantships. Returning students in base-rate tuition waiver programs will have access only to the base-rate waiver privileges that began in Fall 1996.*

*Whether leaving for one or more terms, a student holding educational loans should consult the lender before terminating his or her student status. International students leaving campus are required to secure clearance from the Office of International Student Affairs.*

### **13. *Withdrawing from the University***

*In order to withdraw from the University, a graduate student should obtain a Withdrawal form from his or her department office. In addition to the student, the executive officer or graduate program director of the student's department must sign the form. An international student wishing to withdraw must secure the signature of an officer of the Office of International Student Affairs. The completed form should be returned to the Records Service Center, 140 Admissions and Records Building.*

# V. Tuition and Fees

Tuition and fees are assessed on the basis of whether a student is a resident or nonresident of Illinois, college and curriculum of enrollment, and the amount of credit for which he or she registers. An up-to-date schedule of fees is available from the Records Service Center, 901 West Illinois Street, Urbana, IL 61801, or [www.oar.uiuc.edu/](http://www.oar.uiuc.edu/). A student who registers for fewer than 1.50 units for fall and spring terms (and fewer than .75 units for summer terms 1 and 2) will not be charged the service fee, health service fee, transportation fee, or SEAL, SORF, ISG, and KCPA fees. A student may have access to these services by paying for them. See the current *Timetable* for details.

## 1. Service Fee

The service fee supports the programs and some operating costs of the Illini Union, the Assembly Hall, the Turner Student Services Building, the Career Center, and the recreation facilities—the Intramural-Physical Education Building, the Ice Arena, and the playing fields and satellite recreation buildings. The service fee is waived for a student who holds a qualifying assistantship, fellowship, or tuition and fee waiver.

## 2. Health Insurance

The University Board of Trustees requires all students to be covered by health insurance, either through a program provided by the University or one determined to be equivalent to that offered by the University. The fee for the plan is assessed along with other tuition and fees. A tuition and fee waiver does not include the student health insurance fee.

A student presenting evidence of continuing equivalent medical insurance coverage may be exempted from paying the fee for the University insurance by completing an exemption petition during the enrollment change period. For information concerning deadlines to exempt, purchase dependent coverage, or extend coverage, see [Section XIII.2](#).

## 3. Health Service Fee

This fee supports the campus McKinley Health Center and Counseling Center, which provide medical and counseling services and limited prescription service without further cost to students, as explained in Section XIII—Health Service and Insurance. All students who register for and pay the health service fee for any term—fall, spring, or summer—will have access to the McKinley Health Center during that term. All students who register and/or pay the health service fee during the spring semester will also have access to McKinley throughout summer term 1.

## 4. General Fee

The nonwaivable general fee is assessed to all students and pays for the cost of debt service, facility renewals and replacements, campus administrative charges, and general University

charges for Assembly Hall, athletic facilities, campus recreation facilities, Career Center, Counseling Center, Illini Union, Turner Student Services Building, and McKinley Health Center.

## **5. Transportation Fee**

This fee partially supports the intracampus bus system, which operates throughout the months that classes are in session. In addition, payment of this fee entitles any student with a valid student ID to unlimited use of the Champaign-Urbana Mass Transit System buses.

## **6. Student Organization Resource Fund (SORF) Fee**

Students registered on campus pay a Student Organization Resource Fund fee each term to support the Student Legal Service and to help fund programs or services of registered student organizations. There is no SORF fee during summer term 1. A student who does not wish to support SORF programs may receive a refund of the SORF fee by presenting his or her validated ID card to the cashiers at 100A Henry Administration Building during the refund period. See the current *Timetable* for further details.

## **7. Illinois Student Government (ISG) Fee**

Students registered on campus pay an Illinois Student Government Fee each term to support the activities of student government. A student who does not wish to support ISG programs may receive a refund of the ISG fee by presenting his or her validated ID card to the cashiers at 100A Henry Administration Building during the refund period. See the current *Timetable* for further details.

## **8. Students for Equal Access to Learning (SEAL) Fund**

Each semester, all students registered on campus are assessed the student-initiated SEAL fee. SEAL fees collected from graduate students are used to provide funds for conference travel grants and emergency grants to meet acute, nonrecurring financial needs.

The SEAL fee is refundable during the seventh week of instruction in a semester to those students who do not want to participate. To obtain a refund, the student must present his or her validated ID card to the cashiers at 100A Henry Administration Building during the refund period. Students who have received refunds of their SEAL fees will not be eligible for Graduate College grants funded by these fees.

## **9. Krannert (KCPA) Fee**

This student fee is used to support productions at the Krannert Center for the Performing Arts and will not be used for instructional purposes.

Students who have paid the fee will receive a \$5 discount for any Krannert performance in the Marquee Series, by the Illinois Repertory Theatre, by the Illinois Opera Theatre, and by the Illinois Dance Theatre. Students who choose a refund will be ineligible for the special discount.



The Krannert fee is refundable during one week in each semester to those who do not wish to participate. To obtain a refund, the student must present his or her ID card to the cashiers at 100A Henry Administration Building during the refund period. See the current *Timetable* for further details.

## **10. Instructional Fees**

Certain curricula require a fee in addition to graduate tuition rates to cover instructional costs. These fees may apply to computer equipment and usage, laboratory equipment and supplies, musical instruments for practice, and similar instructional costs.

## **11. Installment Plan for Payment of Tuition, Fees and Housing Charges**

Students enrolled on campus may arrange to pay tuition and fees, flight instruction fees, and University residence hall charges (single student housing only) in installments. This plan does not apply to registration in extramural and correspondence courses.

The installment plan requires that charges for each semester be paid in three installments, the first payable by the due date shown on the Registration Statement of Charges and Aid and the remainder payable in each of the two following months. Approximately one-half of the summer term 2 charges is payable by the due date shown on the Registration Statement of Charges and Aid, with the remainder payable during the following month. Students who do not make full or first-installment payment by the scheduled due date shown on the statement will be assessed a \$25 (amount subject to change) registration late payment charge that will be billed to their student accounts.

Students electing the installment plan are assessed a finance charge of 1 percent of the amount deferred or a minimum charge of \$2, whichever is greater. This finance charge must accompany the initial payment. An installment payment is delinquent on the first day of the month following the date that payment is due. A delinquent service charge of 1.5 percent per month on any amount not paid when due or a minimum monthly charge of \$2, whichever is greater, is added to delinquent student accounts.

A student who owes money to the University at the end of any term for registration charges, parking tickets, library fines, emergency loans, or any other charges is not permitted to register again and will not receive a diploma or transcript of grades until he or she either pays the debts or makes suitable arrangements for deferring payment.

In order to ensure proper delivery of tuition and fee bills, student statements, and other important documents, students must use U of I Direct to update their local addresses before the first day of instruction. Any address changes should be immediately recorded in U of I Direct.

## 12. Refunds

In order for refund checks to be mailed, students must insure that their correct local addresses have been entered in U of I Direct before the first day of instruction. Consult the current *Timetable* for specific dates.

*a. Cancellation of Registration:* Before the end of the first day of instruction, students may cancel their registration and be relieved of all tuition and fee charges via U of I Direct or by submitting a request for cancellation of registration to the Office of Admissions and Records. Registration must be canceled no later than 5:00 p.m. on the first day of instruction. Requests by mail should be addressed to the Office of Admissions and Records, 901 West Illinois Street, Urbana, IL 61801. The request by mail must be received no later than 5:00 p.m. on the first day of instruction. Requests in person should be made at the Records Service Center, 140 Admissions and Records Building, 901 West Illinois Street, no later than the first day of instruction.

Students may cancel their registration provided they have neither attended any classes nor received any related student services.

If a student either attends a class or uses campus services and then wishes to leave the University, the student must officially withdraw.

*b. Withdrawal from the University:* To withdraw, the student must follow established withdrawal procedures, beginning with the completion of a clearance form available from the department office.

To obtain a partial refund of registration charges, a student must notify his or her department office of the intent to withdraw during the first 60 percent of the term. No refund is available thereafter, except in extenuating circumstances such as medically documented serious illness or injury. Such exceptions may be made by the director of the Office of Admissions and Records, acting on a petition for refund submitted by the student. Petition forms for this purpose are available at the Records Service Center. Assessed tuition, the service fee, the general fee, and the transportation fee are refunded on a prorated basis, less 5 percent of the assessed amount or \$100, whichever is less. The health insurance and health service fees are nonrefundable.

Students who withdraw continue to be covered by health insurance and are eligible to receive health services (if these fees were paid) until the first day of instruction for the next term. Before a refund is made, the University must make a refund to the appropriate financial aid programs providing assistance to the student. If the student is indebted to the University at the time of withdrawal, the amount owed is deducted from the amount of any refund available. If a student is permitted to pay tuition and fees on the installment plan, or if the student made no payment at all and then withdraws from the University, the student is liable for the full amount of tuition and fees originally assessed, less applicable refunds. Special refund policies apply to those who withdraw to enter active duty in the armed forces or other approved national defense service.

*c. Reduction of Program Range:* If a student reduces course enrollments to a lower assessment range (e.g., from Range I to Range II), the student receives a refund of the full difference between the two ranges, provided the change is made by the deadline shown in the *Timetable*. No refund is available thereafter except by petition, as described above.

In all cases, a student who is enrolled in only one course and who wishes to discontinue enrollment must withdraw from the University by completing the withdrawal process.

### **13. Residence for Tuition Assessment**

Tuition is assessed in part on the basis of whether a student is a resident or nonresident of the state of Illinois in accordance with the *University of Illinois Residency Status Regulations for Admission and Assessment of Student Tuition*. These regulations are published in the *Code of Policies and Regulations Applying to All Students*, available at the Records Service Center, 140 Admissions and Records Building; the Dean of Students Office, 300 Turner Student Services Building; the Student Organization Complex, 280 Illini Union; or at [www.uiuc.edu/admin\\_manual/code/](http://www.uiuc.edu/admin_manual/code/). The residence regulations and petitions for changing a student's status are available on request from the Office of Admissions and Records, University of Illinois at Urbana-Champaign, 901 West Illinois Street, Urbana, IL 61801, or from [www.uoapa.uillinois.edu/residency.html](http://www.uoapa.uillinois.edu/residency.html).

Generally, in order to be considered a resident for the assessment of tuition, a person must have been a bona fide resident of the state of Illinois for at least one year before initial registration. If an adult student has at least one parent who is a bona fide resident of Illinois, this one-year rule is waived as long as the student resides in Illinois during the period of registration at the University.

Academic staff and employees of the University and certain specifically identified related agencies on appointment for at least 25 percent of full-time services for not less than three-fourths of the term, as well as their spouses and dependent children, are treated as residents for tuition assessment purposes as long as they hold their appointments. Professional staff members and teachers in private or public elementary and secondary schools in Illinois are also eligible for in-state tuition charges. Persons who are serving on active duty in one of the armed forces of the United States and who are stationed and present in the state of Illinois, their spouses, and their dependent children may qualify upon petition for the in-state tuition rate. A student who is a U.S. citizen may also qualify upon petition for resident status if he or she is married to a resident of Illinois who meets all the requirements of the residence regulations. A non-U.S. citizen who meets and complies with all other applicable requirements may establish residence status (by petition) unless he or she holds a visa that on its face precludes an intent to reside in the United States.

Students are advised to read the residence regulations carefully and contact the Records Service Center, 140 Admissions and Records Building, if they have further questions.

# VI. Financial Aid

Financial aid is available in the form of fellowships, assistantships, tuition and service fee waivers, federal work-study programs, and loans.

## 1. Application Procedure for Fellowships, Assistantships, and Tuition and Service Fee Waivers

When a student submits the application for admission to the Graduate College, the student will be considered for a fellowship (except those awarded in national competitions), a tuition and service fee waiver, and a departmental assistantship if he or she checks the appropriate boxes. Financial need is usually not a factor in awarding fellowships, waivers, or assistantships administered by the University. Application for Graduate Appointment forms for continuing students can be obtained from the Graduate College (204 Coble Hall) or from any graduate department.

To be considered for most types of financial aid, students must file applications with their major departments no later than February 15 and preferably earlier. (Some departments have deadlines before February 15.) Although departments may accept applications at a later date, most financial aid decisions are usually made in February or March. A late application may preclude the chances of receiving an award.

Departmental committees recommend students for fellowships to the Graduate College, which makes the final selections. Only students who have been recommended for admission or are enrolled as degree candidates may be considered for financial aid from the Graduate College. Unless restricted by the granting agencies, fellows may carry assistantships or other appointments up to 50 percent time (or 20 hours).

Each department awards its own assistantships, with final approval made by the Office of Academic Human Resources and the Board of Trustees.

## 2. Fellowships

*a. University Fellowships:* Students in all fields of graduate study are eligible to compete for University fellowships, which are awarded on the basis of academic and scholarly achievement. A student need not be a U.S. citizen to apply. Departments (with Graduate College approval) may combine University fellowship stipends with teaching, graduate or research assistantship appointments. Students should consult their departments about available support.

*b. Graduate College Fellowships:* These fellowships are part of the Graduate College's effort to increase the enrollment of minority students in those academic areas where they have traditionally been underrepresented. Graduate College Fellowships are generally awarded to students who are beginning graduate work so that they can devote their first year entirely to study. Some multi-year awards are made to entering doctoral students whose records are

outstanding. The stipend is \$8,000 to \$15,000 for 10 months plus a tuition and service fee waiver.

Most Graduate College Fellows are given support in the form of other fellowships and assistantships to continue their studies in subsequent years, provided that their progress is satisfactory; Graduate College permission is required for concurrent employment of any type.

*c. Minority Academic Partnership Plan (MAPP) Fellowships:* Since 1990, African American, Hispanic, and Native American students who have graduated from one of the three campuses of the University of Illinois, are admitted to doctoral programs, and intend to pursue an academic career are entitled to support for the duration of their graduate programs. This support typically takes the form of a MAPP Fellowship of \$8,000 to \$15,000 and a tuition and service fee waiver for the first year of study, and departmental assistantships and fellowships thereafter.

*d. Illinois Distinguished Fellowships:* These 12-month fellowships provide \$17,000 for three years and a tuition waiver to truly exceptional students who have been newly admitted to the Graduate College.

*e. Dissertation Completion Fellowships:* Students in the final (write-up) year of their dissertations are eligible to be nominated for these fellowships, which pay \$17,000 per year for 12 months and provide a tuition and service fee waiver. Nominees must have completed the preliminary exam and all other requirements for the doctoral degree except the dissertation. No employment of any kind will be allowed to holders of these fellowships.

*f. Industrial, Endowed, and Special Fellowships:* A number of firms, foundations, and individuals support fellowship awards for graduate students. The stipends and supplemental allowances for these fellowships vary, and most of them are restricted to students in particular areas of study. In most cases, students on these fellowships also receive a waiver of tuition and the service fee. Students should consult their departments about the availability of these fellowships.

*g. Federal Fellowships and Traineeships:* These fellowships, such as the U.S. Public Health Service traineeships in the biomedical sciences and the Foreign Language and Area Studies Fellowships, are awarded as grants to institutions, which then select the recipients. Students should consult their departments as to the availability of these awards. Applicants for most federal fellowships must be U.S. citizens or permanent resident aliens; some programs are restricted to U.S. citizens. In most cases, students supported on these fellowships also receive a waiver of tuition and the service fee.

*h. Fellowships Awarded in National Competitions:* The National Science Foundation awards approximately 900 fellowships nationwide each year to exceptional students in science and engineering, the social sciences, and the history and philosophy of science. Applicants must be U.S. citizens or nationals, or permanent resident aliens of the United States. Fellowships are intended for individuals in the early stages of their graduate study. In most cases, an individual has three opportunities to apply: during the senior year of college, the first year of graduate school, and the beginning of the second year of graduate school. 2001-02 NSF fellows will be

provided stipends of \$18,000. These fellowships may extend as long as three years and provide a cost of education allowance. Applications are available in the early fall from the Graduate College Fellowship Office or from [www.ora.u.org/nsf/nsffel.htm](http://www.ora.u.org/nsf/nsffel.htm).

The Mellon Fellowships for Humanistic Studies are awarded to top-level, beginning graduate students who plan careers of teaching and scholarship in the humanities. A Mellon Fellowship provides a one-year stipend, as well as complete waiver of tuition and fees, and may be utilized at any accredited graduate program in the United States or Canada. A prospective applicant must be nominated by a faculty member. The nomination deadline is November 4 of each year. For information, write the Woodrow Wilson National Foundation, CN 5329, Princeton, NJ 08543-5329; contact the Foundation by e-mail ([mellon@woodrow.org](mailto:mellon@woodrow.org)); or visit its Web site ([www.woodrow.org/mellon](http://www.woodrow.org/mellon)).

The Department of Defense awards three-year fellowships to outstanding students in certain fields in the sciences and engineering. U.S. citizens studying at Ph.D.-granting institutions are eligible. Applications are available at [www.asee.org/ndseg](http://www.asee.org/ndseg).

A few other foundations and agencies also hold fellowship competitions, but these are on a smaller scale and usually restricted to specific groups. Examples are the Ford Foundation fellowships for minority students and the American Association of University Women fellowships. Information on these and other fellowships is available early each fall in the Graduate College Fellowship Office.

*i. Taxability of Fellowships:* Under current tax laws, fellowship income is subject to income taxes, after subtraction of tuition, fees, and the cost of books and supplies required for course work. However, in accord with a U.S. Internal Revenue Service ruling, the University neither withholds income taxes from stipend checks nor reports the income to the federal government. The reporting of the income and payment of any taxes are left to the student who holds the fellowship.

### 3. Assistantships

*a. General Information:* The various departments of the University appoint graduate students as teaching, research, or graduate assistants. Application should be made directly to the appropriate department. To receive and hold an assistantship, a student must be registered for the semesters of appointment. For an assistantship in the period between May 21 and August 20, a student is not required to register if the student was registered for the immediately preceding spring semester or has registered for the fall semester. Some departments may require students with assistantships during this period to register. Students whose assistantships require classroom teaching must be proficient in oral English as determined by current University verification standards. The appointment will be in effect only while the student remains in good academic standing.

Assistantship appointments ranging from 25 percent through 67 percent time for three-quarters of the semester provide waivers of either the full tuition or the base-rate tuition, depending on the graduate program of the student's enrollment. Such appointments also carry exemption from the

service fee, but insurance, health service, and other nonwaivable fees must be paid. For students holding these or fellowship appointments covering tuition and the service fee through the spring semester, the exemption extends through summer terms 1 and/or 2 unless the student holds summer appointment(s) of more than 67 percent time. Spouses and dependent children of staff members who have appointments of at least 25 percent time are treated as residents for purposes of tuition assessment. Students may also apply for assistantships outside their major departments, including in one of the nonteaching units of the University.

**Students who have been told that they will receive an appointment for a future term should select item F, "Assistantship pending," from the U of I Direct main menu as soon as they learn of the appointment. This is important for proper billing of tuition.**

*b. Resignations:* A student who resigns an assistantship appointment or whose appointment is canceled before service is rendered for at least three-fourths of the term (91 days during the regular semester or 41 days during summer term 2) is required to pay the full amount of appropriate tuition and fees for that term. Payment for tuition is not required if the student withdraws from the University (see Section IV.13) on the same date or before the last day of the assistantship, or if degree requirements for graduation are completed (i.e., a thesis is deposited) within seven calendar days after the resignation date.

*c. Taxability of Assistantships:* Under current tax laws, the tuition waivers that accompany assistantships are not taxable. Because assistantship stipends are taxable, however, state and federal taxes are withheld from stipends. Assistants whose enrollment is deemed to be less than half time will also have Federal Insurance Contributions Act tax (i.e., the Social Security and Medicare deductions) withheld from their stipends. For information about what constitutes half-time status, consult with the Graduate College Fellowship Office.

Additional information about assistantships may be found in Section VIII.

## 4. Tuition and Service Fee Waivers

At their discretion, departments or colleges may waive payment of the tuition and service fee for certain students. Applicants are advised to check with their prospective departments for further information.

## 5. Research Grants

*a. Dissertation Travel Grants:* Doctoral students may apply for these grants to subsidize travel and other costs associated with dissertation research, whether for exploring a potential dissertation topic, conducting dissertation research, or making a return trip to gather additional data. Competitions are held during the fall and spring semesters; at least 20 awards are made, with \$5,000 being the maximum grant awarded.

*b. On-Campus Dissertation Research Grants:* These are for the expenses related to dissertation research that do not involve travel, such as postage, videotapes, laboratory supplies, and similar

expenses. Competitions are held during the fall and spring semesters. Students awarded Dissertation Travel Grants are not likely to receive funding from this competition.

*c. Conference Travel Grants:* A separate program of very small grants of \$60 to \$300 for expenses connected with travel to conferences to present papers or creative works is open to both master's and doctoral students. Support for this program is provided by SEAL fees. To be eligible, a graduate student must be registered during the term in which the grant is received and may not have received a refund of the SEAL fee during that term. Students may be awarded only one grant per semester. Further information is available in 206 Coble Hall.

*d. Master's Theses/Projects Grants:* Master's degree students may apply for up to \$250 to defray expenses connected with master's degree theses or projects. Competitions are held in the fall and spring semesters.

*e. Other Research Grants:* Many organizations and foundations offer grants to support research in specialized fields. Information on these grants can be obtained from the Graduate College Fellowship Office; the Illinois Researcher Information Service (IRIS), Room 128, Observatory, 901 South Mathews Avenue, Urbana, IL 61801, (217) 333-0284, or [www.library.uiuc.edu/iris](http://www.library.uiuc.edu/iris); and departmental offices. Some schools and colleges publish additional materials concerning research grants and contracts. IRIS compiles information on research grants; staff members will assist researchers in their search for funding.

## **6. Need-Based Financial Aid**

The Office of Student Financial Aid awards scholarships, federal work-study, and loans to graduate and professional students. To apply for this need-based assistance, a student must complete and file the Free Application for Federal Student Aid (FAFSA) . To ensure priority consideration, the FAFSA should be filed with the processor between January 2 and March 15.

Additional information about need-based assistance and application packets containing the FAFSA are available from the Office of Student Financial Aid, 620 East John Street, Champaign, IL 61820.

If certification of full-time status is required (for example, for loan deferments, immigration, or fellowships), a student must be registered for at least three units or the equivalent, no matter what percent assistantship is held.

## **7. Veterans' Assistance**

Veterans who believe they may be eligible for educational benefits should contact the veterans' counselor in the Office of Student Financial Aid. Application for benefits should be made annually.



## **8. Employment**

Part-time job opportunities, both on and off campus, are posted on the Office of Student Financial Aid Web site at [www.osfa.uiuc.edu/](http://www.osfa.uiuc.edu/). Students are not required to apply for need-based assistance to use employment staff services. The Graduate Student Advisory Council (GSAC) maintains the Assistantship Clearinghouse ([www.grad.uiuc.edu/gsac/clearinghouse/](http://www.grad.uiuc.edu/gsac/clearinghouse/)).

## **9. Emergency Loans**

In addition to major educational loans, the University makes special funds available for use in emergencies. Graduate students with financial problems should go to the Office of Student Financial Aid. Staff members in that office can determine the eligibility of these students for emergency loans.

## **10. Emergency Grants**

A limited number of SEAL grants for emergency financial aid to meet acute needs are sometimes available for registered full-time students who are candidates for graduate degrees. These grants vary from \$35 to \$200; applications are available in the Graduate College, Room 201 Coble Hall. International students may qualify for emergency funding from the Office of International Student Affairs, 400 Turner Student Services Building, 610 East John Street, Champaign.

# VII. Grades, Credit, and Degree Requirements

## 1. Grading System

### a. Final Grades:

Final grades for courses are recorded as follows: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F (fail). Credit for a course in which a student has received an F cannot be counted toward the degree. Some departments may not count courses with grades below B- toward the degree. Points in the computation of grade-point averages are as follows:

A+	4.00	C	2.00
A	4.00	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	.67
B-	2.67	F	0.00
C+	2.33	(no plus or minus for F)	

Symbols used by the University include:

W— Officially withdrawn from a course. No grade is given.

Ex— Temporarily excused. An extension of time may be granted by the instructor, if permitted by departmental policy, to a student who has not completed the final examination or other requirements for the course. An excused grade given in the fall term must be replaced by a letter grade no later than the reading day of the spring term. An excused grade given in the spring or summer term must be replaced by a letter grade no later than the reading day of the fall term. Failure to complete the work within this time automatically results in a grade of "F by rule." If the student does not maintain continuous enrollment, the excused grade becomes an "F by rule" after one calendar year. An "F by rule" is distinguished from an "F" on the transcript, but counts as an "F" in computing the GPA.

Df— Grade temporarily deferred. Used only in research courses and in other approved courses that usually extend beyond one semester. The time limit for the Df grade to revert to "F by rule" is the same as for the Ex grade except in regard to the thesis research course (499) and certain other deferred courses.

S or U— Satisfactory or Unsatisfactory. Used as final grades only in the thesis research course (499) and in certain other approved courses; not included in the GPA computation.

CR or NC— Credit or No Credit. Used only if a student has registered for a course under the Credit-No Credit Option with the approval of their major department. A form requesting this option may be obtained from the student's department. No letter grade is given and none appears on the transcript.

Ab— Absent from the final examination without an acceptable excuse; counts as a failure (F) in the GPA.

*b. Credit-No Credit Option:* Subject to the restrictions of the student's major department and with his or her adviser's approval, a student may register for graduate credit under the Credit-No Credit Option. Over the entire course of a degree program, a student must earn at least two units of graded (A-D) course work for each unit of credit-no credit course work. In any one semester, a student may take no more than one unit on a credit-no credit basis. Units transferred from another university cannot be used as part of the "graded course work." If a student is admitted on limited status, or if a student's GPA falls below the Graduate College minimum of 2.75 (or below the department minimum GPA) and the student is placed on limited status, he or she will not be allowed to register for credit-no credit course work until the GPA has been raised to the minimum and the limited status designation has been removed. The Credit-No Credit Option may be chosen during early registration through the last day allowed for dropping a course without academic penalty. A student may elect to return a course to graded basis by filing an amended request by the deadline date for dropping a course without academic penalty as indicated in the Graduate College Calendar. To be valid, the Credit-No Credit Option form must be properly approved and deposited in the Office of Admissions and Records.

*c. Grade Point Average (GPA) Computation:* A registered student's GPA is computed at the end of every term and reported in the semester grade report, which is made available to the student about 10 days after the final day of examinations. Grades are also available to the student on the web. The GPA includes all units of course work with grades of A through F and Ab but not those with grades of CR, NC, Ex, Df, S, and U. The GPA does not include course work transferred from other universities or colleges. Exceptions are courses taken at the other two campuses of the University, Committee on Institutional Cooperation (CIC) Traveling Scholar credit, and courses taken while registered in GC 399.

*d. Repeated Courses:* If a grade below C is received, a student should check with his or her adviser or department to see if the course must be repeated. (A student may also choose to repeat a course.) In the computation of a graduate student's GPA and accumulated units toward a degree, the grade for the course when first taken is the grade that counts; the grade for the repeated course is ignored.

*e. Minimum Grade Point Averages (GPAs):*

A student is required by the Graduate College to maintain a minimum GPA of 2.75 in order to continue in an advanced degree program, and must have a cumulative GPA of at least 2.75 to graduate. Many departments, however, require a minimum of 3.0 or higher, and if this is the case, their minimum becomes the minimum enforced by the Graduate College.

A student who completes a minimum of three units of graded course work with a GPA below the enforced minimum will receive a warning letter. If after completion of three additional units of graded course work a student's cumulative GPA has not been raised to the minimum or if it falls below thereafter, the student will be placed on limited status. If, at the end of the first term (excluding summer terms) on limited status, the student's cumulative GPA still does not meet the minimum required, the student will be prohibited from further registration.

Advisers and departments take factors other than satisfactory grades into consideration in determining qualifications for advanced degrees. An adequate GPA does not in itself ensure continuation in an advanced degree program. Many departments keep records of deferred grades, as well as written evaluations by instructors. These factors, along with other skills and aptitudes, are considered by departments in determining satisfactory progress and in decisions to permit students to continue in master's and doctoral degree programs.

## 2. Credit

*a. Graduate Credit:* Graduate credit at the University of Illinois at Urbana-Champaign is measured in terms of units. For approved transfer credit, one unit equals four semester hours or six quarter hours. Almost all courses in the 300 series carry graduate credit (units) as well as undergraduate credit (hours). Each course description indicates the credit available. Courses in the 400 series, with the exception of some courses such as the 400 and 401 foreign language courses, carry graduate credit and are restricted to graduate students except under special circumstances.

*b. Proficiency Examinations:* Credit earned by passing proficiency examinations cannot be applied to the requirements for advanced degrees, but such examinations may be taken to fulfill prerequisites for more advanced courses or to demonstrate competence in areas considered important to a student's program. Proficiency examinations will be recorded only if the student is registered at the time of examination. These examinations are usually given without cost to the student, but a fee may be charged to defray the cost of examinations prepared by agencies outside the University. Because requirements vary among departments, students should consult their advisers before applying for proficiency examinations.

*c. Credit for Work Completed Outside the Graduate College:* A student who has completed graduate-level course work at an accredited institution within the past five years with grades of A or B may request, with department approval, that the credits be applied to a degree at the University of Illinois at Urbana-Champaign. Generally, a maximum of three units of transfer credit may be counted toward a graduate degree. Credit will not be transferred if it has been applied to another degree. The limit of three units on transfer credit does not apply to students in the CIC Traveling Scholar program or to the CIC Common Market of Courses and Institutes.

Only after the student has successfully completed at least two units of graduate work on the Urbana-Champaign campus can such a request for transfer of credit be made. The request should be submitted on the Graduate Student Petition form, should be accompanied by official transcripts if such are not already available in the student's file, and should be validated by appropriate specialists in the area of the course work and by the student's department.

Only the following credit for work completed outside the Urbana-Champaign Graduate College will be accepted with grades and course titles: (1) graduate credit transferred from the University of Illinois at Chicago or from the University of Illinois at Springfield; (2) graduate credit earned as part of an official CIC Traveling Scholar Program; (3) credit earned in the Illinois College of Medicine that is approved for application to the student's graduate program for students in the Medical Scholars Program; and (4) graduate credit earned through an Urbana-Champaign Extramural course or program. All four are also accepted as residence credit.

Credit for a master's degree completed at the University of Illinois or at another institution cannot be used as partial fulfillment of the requirements for a second master's degree. If a student has earned a master's degree at another university and then completed additional course work at that university before enrolling at the University of Illinois, the student may petition to transfer credit for that additional work to apply toward an Urbana-Champaign master's degree.

A student who has a master's degree is considered to have completed the first stage of the doctoral program unless the department stipulates otherwise. It should be stressed, however, that any doctoral degree candidate, regardless of transfer credits or a master's degree completed elsewhere, must complete 16 units in residence at the Urbana-Champaign, Chicago, or Springfield campus of the University of Illinois, or in University of Illinois courses meeting in other locations that have been approved by the Graduate College. A petition requesting transfer of credit that will not help meet Graduate College degree requirements will not be considered.

*d. Research Credit and 499:* The time devoted to research is recorded by registration in 499 (thesis credit) or in 400-level courses with such titles as "Independent Study," "Individual Topics," or "Special Problems." Registration in 499 indicates that the student's research is expected to result in a thesis in partial fulfillment of the requirements for a master's or doctoral degree. Therefore, all students registering in 499 should do so only with full departmental approval. Registration for 499 credit is required if a thesis is being completed as a degree requirement. The grade of Df (deferred) is reported for 499 units until the thesis has been completed and, if required, defended, at which point the grade becomes S (satisfactory) or U (unsatisfactory).

Advanced doctoral students also have the option of registering for GC 499 under certain circumstances. To register for GC 499, a student must: (1) have a guaranteed student loan that would require immediate repayment if the student were not registered for the minimum credit required by the lender to defer the loan; (2) not have any financial assistance that would cover tuition and fees; (3) have passed the preliminary examination prior to the term in which he or she wishes to register for GC 499; and (4) have completed all Graduate College and departmental requirements for the degree except for completing the dissertation, defending and depositing. Students who are required to complete a mandatory internship as part of their degree requirements may also register for GC 499 provided they comply with items 1,2, and 3 as stated above; in some cases these students will have deposited their theses prior to the internship period. Students wishing to enroll in GC 499 should complete the appropriate form, found on the Graduate College web site at [www.grad.uiuc.edu/forms/gc499.pdf](http://www.grad.uiuc.edu/forms/gc499.pdf) and forward this form to the Graduate College. Students who are enrolled in GC 499 are not eligible for additional educational loans.

*e. Extramural Courses:* Graduate courses are offered by the University at various centers throughout the state. Information about these courses is available from the Office of Continuing Education or [www.conted.uiuc.edu/](http://www.conted.uiuc.edu/).

After the student has been admitted as a degree candidate, credit earned in extramural courses is counted toward an advanced degree and counted as credit earned in residence in the same way as credit earned in on-campus courses. A student may petition to include in his or her degree program graduate courses that he or she completed prior to admission as a degree candidate. If this request is granted, generally a maximum of three such units may be counted toward the degree.

*f. Correspondence Courses:* Credit for correspondence courses may be applied toward an advanced degree but will not help fulfill residence requirements. With departmental approval, correspondence courses may be used to fulfill prerequisites or remove deficiencies. A list of correspondence courses is available from the Office of Continuing Education or [www.outreach.uiuc.edu/](http://www.outreach.uiuc.edu/).

### 3. Credit Loads

*a. Full-time Student Status:* If certification for full-time status is required (for example, for loans, immigration, or fellowships), the University requires that registration must be for at least three units or twelve hours or an equivalent combination. However, in some cases, the U.S. Immigration and Naturalization Service considers a student to be full time at a reduced enrollment. International students should check with the Office of International Student Affairs for details. The amount required for full-time student status is not reduced for a student holding an assistantship. Certification for full-time status is obtained from the Registrar's Office, Transcript Section, and may be ordered at the Records and Service Center, 140 Admissions and Records Building, or [www.oar.uiuc.edu/current/trans.html](http://www.oar.uiuc.edu/current/trans.html).

*b. Maximum Credit Load Limits:* The maximums below represent the heaviest credit loads recommended per term and should also be taken into consideration in approving the credit load of a student employed outside the University.

University Appointment (Percent)	Maximum Credit Loads (Units)		
	Semester	Summer 1	Summer 2
0-10	6	1 1/2	3
11-25	4 1/2	1 1/2	2 1/2
26-40	4	1	2
41-60	3 1/2	1	2
61-74	3	1	1 1/2
75-90	2 1/2	3/4	1 1/2
91-100	2	3/4	1

Registration for more than six units will not be permitted unless the department head submits a written request for an exception explaining the factors that justify the exception. The request must be approved by the Graduate College. [See Section IV.1.g.](#)

*c. Minimum Credit Load Limits:*

The Graduate College places no restriction on the minimum amount of credit for which a student may register in a given semester, although a student who has an assistantship must be registered during the period for which he or she is appointed, except, with the department's permission, during a summer term. However, some departments do require students to be registered for a minimum amount of credit while holding assistantships in their departments. Students should also keep in mind any regulations concerning repayment of their student loans.

Loan deferment provisions are strictly defined by federal law. Students with specific loan repayment questions should consult their lenders (school, bank, or loan agency). Students with unusual circumstances may contact a counselor at the Office of Student Financial Aid, 620 East John Street. Financial aid counselors may be able to offer some advice or provide a referral to the appropriate office or agency.

*d. Fellows and Trainees:* The purpose of fellowships and traineeships is to permit their holders to devote full time to graduate study. A student who holds such an award is expected to carry a full credit load of three units or the equivalent. One of the 400 or 401 language courses, as well as courses taken for semester hours to meet deficiencies, may be counted as part of the credit load. If a student's individual circumstances indicate that a lighter load would be advisable, the student's department may request that an exception be made. In such a case, the request, including an explanation of the circumstances, should be directed to the Graduate College Fellowship Office, 209 Coble Hall.

Unless otherwise restricted by the granting agency, all fellows may at the discretion of their departments carry additional hourly or assistantship appointments of up to 50% time, providing they conform to the minimum registration requirement of three units. Acceptance of an assistantship to be held concurrently with a fellowship does not entitle a fellowship holder to a reduced credit load.

## 4. General Degree Requirements

In addition to the A.M., M.S., and Ph.D. degrees, several departments offer other degrees and certificates, such as Master of Business Administration, Master of Fine Arts, Certificate of Advanced Study, or Doctor of Education. Requirements for these degrees and certificates can be found in the appropriate sections of the *Programs of Study* catalog.

All departments should distribute a statement to their graduate students listing the requirements for the graduate degrees that are offered. This statement usually contains the following information about the required examinations for each degree:

- a. The point in a student's program when the examinations should be scheduled.
- b. The nature and purpose of the examinations.
- c. The possible results, such as *pass*, *partial pass*, *fail*, or *partial fail*. If the result is *partial pass* or *partial fail*, and retaking is permitted, the number of times the examinations or segments of them may be repeated and within what time limits should be stated. If the result is *fail*, the conditions under which the student might be allowed to continue in the program should be included.
- d. Selection procedures for committee members, and the student's role and responsibilities in their selection.
- e. Appeal procedures if the student feels that he or she has been unfairly treated.

A person on tenure track with the rank of assistant professor or higher may take graduate courses, but he or she may not continue in or be admitted to advanced degree candidacy in the unit of the appointment, or in any other



unit except with the special approval of the executive officer of each unit involved and of the Executive Committee of the Graduate College.

## 5. Requirements for the Master's Degree

a. *Credit and Residence:* The Graduate College requires a minimum of eight units of credit for the master's degree. At least three units must be in 400-level courses, and two of these three units must be in the major field. Half or more of the units applied to a master's degree must be earned in courses counted for residence credit. Residence credit is awarded for courses meeting on the Urbana-Champaign campus, on the Chicago or Springfield campuses, or in other locations approved by the Graduate College for graduate credit. A number of departments have degree requirements more extensive than the Graduate College minimum.

b. *Examinations:* The Graduate College does not require examinations or thesis committees for the master's degree. Departments that do require such committees determine their own rules for committee membership and administration of the examination. When beginning a degree program, a student should determine whether or not such a comprehensive examination is required in order to plan his or her course of study. Departments may have other examination requirements, such as foreign language proficiency.

c. *Theses:* Individual departments determine master's degree thesis requirements. Some departments require or recommend a thesis, while others ask for a "substantial research paper" or only the minimum eight units of course work. No more than three units of 499 (thesis credit), and only one or two units in some departments, can be applied to the master's degree. Registration for credit in 499 is required if the thesis is being accepted as a degree requirement. The thesis must be deposited in the Graduate College Thesis Office before the degree is conferred. Before preparing a thesis, a student should consult the appropriate person in his or her department for advice and instruction on format, types of paper, and other requirements. A booklet, *Instructions for Preparation of Theses*, provides students with essential information and is available in the Graduate College Thesis Office, 218 Coble Hall and at [www.grad.uiuc.edu/thesis/thesis\\_booklet/intro.html](http://www.grad.uiuc.edu/thesis/thesis_booklet/intro.html).

d. *Degrees Conferred:* Master's degrees are conferred in May, August, October, and January. In order to receive a degree, a student must be on the graduation list for the appropriate graduation date. To place his or her name on the list, a student must select the "Graduation expected" item from the U of I Direct main menu. Access to this menu item is suspended after the first two weeks of the fall or spring term (after one week of summer term 2). A student may also complete an Application for Degree form at the Records Service Center, 140 Admissions and Records Building, or the Graduate College Thesis Office, 218 Coble Hall. The deadline for placing a name on the list for each graduation date is noted in the Graduate College calendar.

e. *Time Limits:* A master's degree candidate must complete all degree requirements, under normal circumstances, within five years of first registering

in the Graduate College. In the case of a master's degree candidate who will be using for the degree course work that is more than five years old at the time of graduation, an explanation will be expected from the department regarding how the student's knowledge in the field meets current standards.

f. *Registration:* Master's degree candidates may petition for registration *in absentia* if they have completed the residence credit required and not exceeded the time limit for the degree.

## 6. Requirements for the Doctoral Degree

a. *Credit and Residence:* Doctoral degree programs are divided into three stages, as described below, and must include the successful completion of a minimum of 24 units of credit as well as the preliminary and final examinations. At least 16 of the units, which may include thesis credit, must be earned as residence credit in courses meeting on the Urbana-Champaign, Chicago, or Springfield campus, or in courses meeting in other locations that have been approved by the Graduate College.

Stage I: The master's degree or its equivalent. The equivalent is at least eight units at this University or thirty-two semester hours (or forty-eight quarter hours) of acceptable graduate work at another university. Each department has a procedure for evaluating a student's progress toward the doctoral degree. This evaluation, whether by examination or other formal review, should take place no later than the end of the second year after a student enters the doctoral program. The evaluation results in a decision as to whether or not a student is making satisfactory progress, and should be communicated in writing to the student. In some departments, this evaluation may take the form of a qualifying examination, which a student must pass before entering Stage II of the doctoral degree program.

Stage II: One or more additional years devoted to course work and research in preparation for the preliminary examination and fulfillment of any special departmental requirements not yet satisfied. Passing the preliminary examination and completing any special departmental requirements mark the end of Stage II.

Stage III: Research and other activities culminating in the deposit of an approved thesis and final oral examination. Continuous registration, excluding summer terms, should be maintained until a student has completed the credit requirement for the doctoral degree. Only under exceptional circumstances is a student permitted to register for zero units of 499 before he or she has met all credit requirements. Registration in 499 is also required for the term in which a student takes the final examination, regardless of when the thesis will be deposited in the Graduate College or when the degree will be conferred. For this purpose only, "term" is defined as extending through the day prior to the first day of the following term.

U.S. immigration law requires that international students register for fall and spring semesters. Therefore, after completing the required units, international students should register for zero or more units of 499 until the thesis is deposited.

*b. Foreign Language Requirement:* Each department establishes its own foreign language requirement. Many have no foreign language requirement; some require either foreign language proficiency or a research skill such as computer programming or statistical analysis. Departments that have a foreign language requirement generally will allow a student at least two options for fulfilling it: completing a language course numbered 400 or 401 or taking a test prescribed by the department.

*c. Degrees Conferred:* Doctoral degrees are conferred in May, October, and January, but not in August. In order to receive a degree, a student must be on the graduation list. To place his or her name on the list, a student must select the "Graduation expected" item from the U of I Direct main menu when registering. This must be done by the second week of the term. If the deadline has passed for indicating via U of I Direct that a degree is expected, the student must complete an Application for Degree form at the Records Service Center, 140 Admissions and Records Building, or at the Graduate College Thesis Office, 218 Coble Hall. The deadline for placing a name on the list is noted in the Graduate College calendar.

A student who has fulfilled all of the requirements for an advanced degree, but will not actually receive the degree for some time, can obtain a letter of certification from the Graduate College that all requirements have been met and that the degree will be awarded at the next conferral date. Requests for obtaining the letter of certification should be addressed to the Office of Admissions and Records, 901 West Illinois Street, Urbana, Illinois 61801. **A student may not receive certification if he or she owes money to the University.**

*d. Time Limits:* A doctoral candidate normally must complete all requirements within seven years of first registering in the Graduate College. A candidate for the doctoral degree who has received a master's degree elsewhere, however, must complete the requirements within six years of first registration in the doctoral degree program on this campus. If a candidate's program of study has been significantly interrupted after receiving a master's degree from this University, and if the candidate later returns to work on a doctoral degree, he or she is allowed six years after the return to complete all degree requirements. An interruption is significant only if it lasts three years or longer.

If more than five years elapse between a student's preliminary and final examinations, the student will be required to demonstrate that his or her knowledge is current by passing a second preliminary examination, which is a prerequisite for admission to the final examination. The form of the second preliminary examination need not be identical to that of the first. Scholarly publications and college-level teaching assignments may be used as partial evidence of the student's current knowledge of his or her field, but a prelimi-

nary examination committee must be appointed, an examination given, and its result reported to the Graduate College.

In the case of a doctoral candidate who will be using for the degree course work that will be more than seven years old at the time of graduation, a statement by the department regarding how the student's knowledge meets current standards for the degree will be expected.

If more than one year elapses between the student's final examination and the deposit of the dissertation in the Graduate College, the dissertation must be accompanied by a statement from the executive officer of the student's major department to the dean of the Graduate College and must be submitted to the Graduate College, 204 Coble Hall. The statement should recommend accepting the thesis on the basis that it is essentially the one previously defended and should also state that the late award of the degree is appropriate.

*e. Registration:* A student is not required to be registered if he or she (1) has passed the preliminary examination and completed the credit requirement for the doctoral degree; (2) is making no use of University facilities; and (3) has left campus. A student not on campus might wish to register *in absentia*. A petition for registration *in absentia* will ordinarily be granted if the student has passed the preliminary examination and has not exceeded the time limit for the degree.

A student must be registered during the term in which the final examination is taken. There are two exceptions to this rule. First, a student who was registered for 499 in the spring semester need not register for summer term 1 if the final examination precedes the first day of summer term 2. Second, a student who was registered for 499 in summer term 2 need not register for the fall semester if the final examination occurs on or before the last day to take the final examination for the doctoral degree in October. This date is published in the Graduate College calendar.

A student who has reached or exceeded the time limit for the doctoral degree will not be able to continue to register without express permission from the Graduate College. To obtain such permission, the student must be on campus using University facilities and faculty time (unless the student has scheduled his or her final examination and is registering *in absentia* for the term); and the student's adviser and the executive officer of the student's major department must certify on a petition form or in a letter that the student is making satisfactory progress toward the degree, must indicate extenuating circumstances for the delay, and must indicate an expected completion date. A petition for registration *in absentia* from a student who has exceeded his or her time limit will be approved only in highly unusual circumstances, except during the term in which the final examination is scheduled.

All international students are required to maintain registration for both fall and spring semesters up to the completion of graduate studies. In addition, those who finish in the summer must register for the summer term.

## 7. Doctoral Committees and Examinations

Doctoral committees are formed at different stages of graduate study in order to monitor and ensure the quality of graduate work.

The Graduate College does not require a qualifying examination. However, some departments appoint committees to conduct qualifying examinations. The preliminary examination or some other review of progress toward the doctorate is required by the Graduate College to be taken at the completion of Stage II of graduate study. Preliminary examinations may be oral or written or both, depending on the department's policy. The department awarding the doctoral degree prescribes the scope of the examination or other procedure, and the result of the evaluation is communicated to the student and to the Graduate College. The preliminary examination committee is appointed by the dean of the Graduate College, upon recommendation of the executive officer of the department. It must include at least four voting members, three of whom must be members of the graduate faculty and two of whom must be tenured.

The Graduate College encourages appointment of the dissertation committee as early as possible after the successful completion of the preliminary examination. There is no time limit on the duration of service of the dissertation committee, other than the length of time that the student is allowed to complete the degree. The intention is that the committee be appointed early in the student's dissertation research work so that the committee can most effectively monitor the student's progress toward completion. In departments whose preliminary examination includes the presentation of a proposal for the doctoral research, a department may decide to have the dissertation committee be substantially the same as the preliminary examination committee. Normally, the dissertation committee also serves as the final examination committee.

The chair of the dissertation committee must be a member of the graduate faculty and may or may not be the thesis adviser, according to department policy. A contingent chair may be designated to serve as the chair of the dissertation committee should the original chair be unable to serve for any reason. The dissertation committee must be composed of at least four voting members, at least three of whom must be members of the graduate faculty; at least two members must be tenured. If there are more than four voting members on the committee, at least half of the voting members should be members of the graduate faculty. Committee members should be chosen for their expertise in the student's research area, but may also be chosen to give diversity in viewpoint, methodology, or academic discipline. Such diversity may be achieved by including members from more than one sub-discipline within the department, from other departments, or from other campuses. The faculty of a department may establish procedures or requirements for introducing diversity in the membership of the dissertation committee.

A student who passed the preliminary examination before August 21, 1997, may request that the final examination be conducted under the policy in effect prior to that date. Under the previous policy, the committee must be composed of at least three members of the graduate faculty, with at least one member being tenured. The previous policy also requires that a majority of the voting members of the committee be members of the graduate faculty.

Final examinations are oral and public. The dissertation committee chair is responsible for convening the committee, conducting the examination, and submitting the Certificate of Result to the department in which the student is enrolled and to the Graduate College. All voting members of the committee

must be present in person or via appropriate electronic communication media at the preliminary and final examinations. Upon departmental request, the dean may also appoint non-voting members of doctoral committees, such as an external reader, an Urbana-Champaign faculty member who is on leave off campus, or others who have made a significant contribution to the dissertation. Non-voting members need not be present at the final examination. Both voting and non-voting committee members may sign the red-bordered sheet that becomes a part of the thesis document. Only the voting members of the dissertation committee sign the Certificate of Result.

Decisions of the committees for both preliminary and final examinations must be unanimous. In the case of a final examination, each committee member must also indicate that the thesis has been read and approved. If a student does not pass a preliminary or final examination, the committee may make one of three decisions:

- a. The committee may adjourn with its decision deferred for a period of time not exceeding six months.
- b. The committee may record a failure but grant the student another opportunity to take the examination after completing additional course work, independent study, or research. In this case, the Graduate College will be informed of the failure, and the committee chair will indicate that the student should be given a second examination.
- c. Failure can be final.

The result of the examination should be reported to the Graduate College immediately; if the Graduate College is not informed of the result of the examination within six months after the scheduled examination date, the committee is considered to be dissolved. If the examination is scheduled to be held within two months after the committee dissolution date, the department can extend the committee's lifetime by sending a memorandum to the Graduate College giving the scheduled examination date and certifying that all original committee members have agreed to meet at that time.

Each student should be familiar with departmental policies regarding preliminary and final examinations. To help avoid being confronted with questions in unexpected areas, the student should discuss the examination with each member of the committee before scheduling it.

## 8. Theses

a. *Requirements:* A thesis is an original, significant contribution to the scholarly literature of an academic discipline. All candidates for the Ph.D. degree and candidates for most other doctoral degrees are required to submit theses. Each department is responsible for approving the general format of the thesis, including the style to be followed in footnotes, bibliographies, tables, chapter headings, and similar matters. The final examination committee will hold the student responsible for spelling, grammar, organization, stylistic consistency, correct sequence of pages, and agreement between the table of contents and the body of the thesis, as well as content. The department will check to see that these requirements have been met. The student should know

the department's requirements before the thesis is typed and should consult the department's own thesis style sheet if one is available. In addition, every candidate should obtain *Instructions for Preparation of Theses* from the Graduate College Thesis Office, 218 Coble Hall. This document is also available on the World Wide Web at [www.grad.uiuc.edu/thesis/thesis\\_booklet/intro.html](http://www.grad.uiuc.edu/thesis/thesis_booklet/intro.html). The booklet contains detailed directions for preparing and depositing theses.

All completed theses must be acceptable for deposit in the Graduate College Thesis Office. This office has primary responsibility for processing, microfilming, binding, and storing theses as well as for maintaining some uniformity in thesis format and organization. The Graduate College Thesis Office will reject any thesis that fails to meet Graduate College standards. It is therefore recommended that the student consult with this office before the final draft is prepared.

The Graduate College Thesis Office has a number of forms that must be completed and submitted when the thesis is deposited. The student's name and list of past degrees appearing on the thesis title page must agree exactly with the information in the candidate's permanent University of Illinois records. Any discrepancy will delay the official acceptance of the thesis. The student is therefore advised to check with the Graduate College Thesis Office to see how his or her name and degrees are listed before having the thesis title page prepared.

Every doctoral candidate is required to publish the completed work either by assigning certain rights to University Microfilms, Inc. (now owned by Bell and Howell), and paying the thesis microfilming fee, or by providing the Graduate College Thesis Office appropriate evidence that the work is to be issued by another publisher in book form.

*b. Publication of Findings before Degree Conferral:* Before the degree is conferred, a student may find it desirable or expedient to publish some of the findings that will later be incorporated in the thesis. If this is done, an appropriate acknowledgment of the earlier publication should be included in the thesis. The Graduate College encourages such publication, but the thesis may not be published in its entirety before all degree requirements have been met.

*c. Classified and Patentable Information:* Because all theses are made available to the public, a thesis containing classified material, i.e., material deemed nonpublishable under federal security regulations, cannot be accepted. It is, however, occasionally necessary for the Graduate College to temporarily delay release of a thesis that contains potentially patentable information. In such a case, a student's degree requirements can still be fulfilled even though publication of the thesis is postponed. Guidelines describing the procedure for processing requests to withhold a thesis from publication may be obtained from the Office of the Vice Chancellor for Research, 417 Swanlund Administration Building, 601 East John Street, Champaign.

*d. Deadlines:* The student should consult the Graduate College calendar and the department about deadlines for taking final oral examinations and depositing the thesis with the Graduate College. The thesis deposit deadline cannot be extended beyond the date published.

e. *Copyrights:* Copyright is a legal protection of a person's work that is recorded with the U.S. Copyright Office in the Library of Congress. The booklet, *Instructions for Preparation of Theses*, describes copyright more fully.

Students may register for copyright on their own, by completing an application form, paying the basic fee, and submitting an extra copy of their thesis to the U.S. Copyright Office. Doctoral candidates may choose to ask University Microfilms, Inc. (now owned by Bell and Howell), to complete these steps for them for a slightly higher fee.

f. *Compliance with Research Policies:* If thesis research involves the use of human subjects, warm-blooded animals, or hazardous materials or procedures, the student must comply with the University's policies and procedures governing such work. Doctoral degree candidates should ask their department offices for up-to-date information on the relevant policies and procedures pertaining to their research.

## 9. Application of New Requirements to Continuing Graduate Students

Departmental and Graduate College policies and requirements change from time to time and may not be immediately reflected in handbooks and other publications. New degree requirements, however, may not be imposed retroactively on continuing graduate students. If degree requirements are changed, continuing students may complete their degree programs under the regulations in effect at the time of their initial enrollment in the Graduate College. They have the option, however, of electing to be governed by the new requirements if they so desire.

## 10. Joint Degree Programs

It is possible, with the prior approval of both departments, to pursue two postbaccalaureate degrees simultaneously. In certain approved combinations, the total time for the two degrees may be decreased by the acceptance of required courses in one degree program as electives in the other. However, the minimum credit requirement for each degree must be completed. Both degrees must be awarded simultaneously. A student interested in pursuing such joint degrees should consult the department about approved joint degree programs.

A student in a joint degree program, undergraduate and graduate or professional and graduate, is required to register in the Graduate College for at least one semester for a full program (at least three units) of graduate work in order to fulfill the residence requirement.

Further information about these joint and special programs may be obtained from the appropriate departmental offices.

## 11. Medical Scholars Program

The Medical Scholars Program at Urbana-Champaign enables students to combine the study of medicine with graduate study to prepare for careers as



leaders uniquely qualified to address the compelling problems of medicine, health care, and medical research.

An integrated program of study leads to the M.D. and the Ph.D. in one of a number of disciplines in the physical or biological sciences, engineering, social sciences, or humanities. Combined M.D./J.D. or M.D./M.B.A. studies are also offered. The College of Medicine at Urbana-Champaign offers the combined degree program in cooperation with the Graduate College. To enter the Medical Scholars Program, an applicant must apply to and be accepted by both the Medical Scholars Program and the University of Illinois College of Medicine, as well as by the academic unit on the Urbana-Champaign campus in which he or she wishes to pursue a graduate degree. Students enrolled in the University of Illinois College of Medicine and those enrolled in graduate programs at the University of Illinois or elsewhere also may apply to the program.

The time limit within which students in the M.D./Ph.D. program must complete the Ph.D. is 10 years after their first registration in the Graduate College. Students in the Medical Scholars Program pursuing the M.D. and the Ph.D. in a program that requires a master's degree must complete the master's degree requirements, under normal circumstances, within eight years after their first registration in the Graduate College. Students in the Medical Scholars Program pursuing the M.D. and the Ph.D. who have received the master's degree elsewhere must complete the requirements for the Ph.D. within nine years after their first registration in the doctoral degree program on this campus.

Further information may be obtained from the coordinator of the Medical Scholars Program, University of Illinois College of Medicine at Urbana-Champaign, 125 Medical Sciences Building, 506 South Mathews Avenue, Urbana, IL 61801, (217) 333-8146; by e-mail at [mosp@uiuc.edu](mailto:mosp@uiuc.edu); or at [soma.npa.uiuc.edu/mfp/](http://soma.npa.uiuc.edu/mfp/).

## 12. Certificate of Advanced Study

Some departments, such as those in the College of Education and the Graduate School of Library and Information Science, offer Certificates of Advanced Study for those students who are interested in additional professional training beyond the master's degree but who are not planning to obtain the doctoral degree. These programs usually require completion of at least eight units of course work beyond the master's degree. Information concerning specific advanced certificate programs is available from departmental offices.

# VIII. Graduate Assistants

## 1. Stipend

The University establishes the minimum stipend for assistants, but the stipends paid to assistants are set by the departments and vary from department to department. Many beginning assistants are paid at the campus minimum rate, but some may be paid more. Assistantship appointments between 25 percent and 67 percent, inclusive, for three-quarters of the semester provide waivers of either the full tuition or the base-rate tuition, depending on the student's graduate program of enrollment. Such appointments also carry exemption from the entire service fee. Assistants who have tuition and service fee waivers for the spring semester are granted comparable waivers for the succeeding summer term(s) if they do not carry summer appointments above 67 percent. Recipients of assistantships must be registered during the term they are appointed, with one exception. For an assistantship in the period between May 21 and August 20, a student is not required to register if the student was registered for the immediately preceding spring semester or has registered for the fall semester. Some departments may require students with assistantships during this period to register. Additional information may be found in Section VI.3.

## 2. Sick Leave

Assistants are eligible for 13 noncumulative and noncompensable work days of sick leave at the percentage of their appointment for each appointment year, whether they are appointed on a nine-month or a twelve-month basis. Graduate students appointed to one-semester assistantships earn 6.5 days of sick leave at the percentage of their appointment.

## 3. Parental Leave

Eligible research, teaching, and graduate assistants will be entitled to up to two weeks of parental leave without loss of stipend immediately following the birth of a child, or upon either the initial placement or the legal adoption of a child under 18 years of age. Eligible graduate assistants are those graduate students with a current assistantship appointment for at least one semester and who hold an active appointment at the time the parental leave is taken. The requirement that academic staff members must have six months of service to receive this benefit does not apply to graduate assistants. Graduate students who hold only an hourly appointment are not eligible for parental leave. A graduate assistant who resigns the appointment before or at the expiration of the parental leave normally will be required to reimburse the University for the cost of the stipend paid during the leave.

Parental leave for graduate assistants will be counted as part of the twelve-week entitlement accorded by the Family and Medical Leave Act (FMLA) for FMLA-eligible individuals and may be used in conjunction with other paid or unpaid leaves for which the individual is eligible. Consult the *Campus Administrative Manual*, Section IX/A-10, for more information about the FMLA policy.

There is no application form for parental leave other than that used for FMLA leave. As with any leave, graduate assistants should communicate as soon as is practical with their units regarding the timing of the proposed leave. Arrangements for the leave are coordinated with the unit. Consistent with the FMLA policy, units may request documentation of the birth or adoption. Parental leave should be taken in full at the time of birth or adoption and not on an intermittent or reduced leave schedule for a period lasting longer than two weeks.

Questions regarding this policy should be directed to the Office of Academic Human Resources (333-6747 or 807 South Wright Street, Room 420).

#### **4. Vacation**

Assistantships typically require services on a 9-month or semester-by-semester basis ("E" service), and some students will have separate summer appointments for part or all of the summer. Students appointed in this way are not eligible for vacation benefits except for the official University holidays. Students who are appointed on a 12-month basis ("Y" service) are entitled to official University holidays and are eligible for vacations of 24 work days each year at the percentage they are appointed, with a maximum accumulation of 48 work days at the percentage of their appointment. The scheduling of vacation time is determined with the supervisor.

#### **5. Work Hours and Conditions**

It is not possible to determine absolutely the number of hours each week expected of most assistants—as, for instance, when the time devoted to a research assistantship is tied to thesis research. However, hours for work not related to the student's thesis are figured roughly on the basis of a 40-hour week. For example, a teaching assistant with a one-half time appointment should expect to spend about 20 hours per week on class preparation, teaching, and grading papers. In addition to their teaching duties, teaching assistants are generally expected to schedule time for office hours each week for each class or section taught. Considerable flexibility is needed in interpreting this time commitment. Assistants and their supervisors should work together to develop a plan, based on reasonable expectations of student productivity, to involve an amount of effort commensurate with the percentage time of the appointment. The appointing department is expected to provide assistants with offices and equipment necessary for their work.

#### **6. Teaching Assistants and Courses at the 300/400 Level**

Teaching assistants may participate in instruction in courses offering graduate credit, but they may only assist the responsible instructor in grading, laboratory supervision, and similar activities. Infrequent lecturing is permissible. Teaching assistants may not, either intentionally or by default, be given sole responsibility for instruction of courses or sections of courses carrying graduate credit or for the assignment of final grades in such courses (except 300-level course sections in which enrollment is limited to undergraduates). Exceptions are granted infrequently. Departments requesting an exception must provide the Graduate College with a letter explaining the special circumstances which justify the exception, including the qualifications (expertise in subject, nearness of date on which Ph.D. is expected, and so forth) of the graduate student who is

proposed as the teacher. Sometimes it is possible for the department to appoint the student as lecturer or instructor. A graduate student is not allowed to enroll in a course in which he or she is a teaching assistant.

## 7. Teaching Assignments

If practical, the department will notify students of their teaching assignment at least 30 days before the start of any term during their tenure as graduate students and teaching assistants. This notification will include information on the nature of the work, the name of the course supervisor, the texts to be used, and other relevant material. When a specific assignment cannot be made, the assistant will be informed of the possible alternatives. Departments either conduct orientation programs for all new appointees or require attendance at the All-Campus Teaching Assistant (TA) Orientation before the start of class and follow-up workshops during or before the beginning of classes. The purpose of the orientations is twofold: (1) to acquaint the assistants with the department, the campus, and what will be expected of them during their tenure as graduate students and teaching assistants; and (2) to acquaint prospective teaching assistants with appropriate potential or required instructional strategies.

Some departments or programs that provide appointments for assistants maintain and distribute lists of courses requiring the services of teaching assistants. Such a list, containing a brief description of the duties associated with various courses, gives students an idea of available teaching assignments and the qualifications required of potential applicants for these positions.

## 8. Oral English Language Proficiency and International Teaching Assistants

Illinois state law requires that all instructors at the University of Illinois be orally proficient in English to be eligible to teach. Exceptions can be made for persons providing classroom instruction in foreign language classes when they are teaching their own native language. Graduate students or prospective graduate students for whom English is not their native language, and who wish to provide classroom instruction, are required to achieve a score of 50 or higher on the Test of Spoken English (TSE) or the Speaking Proficiency English Assessment Kit (SPEAK). Some campus units may require higher scores. In addition, campus policy requires those who pass the assessment to: (1) attend *both* the All-Campus International Teaching Assistants Orientation *and* the All-Campus Teaching Assistants Orientation; (2) participate in microteaching; and (3) have their classroom teaching monitored closely by their departments during the semesters in which they subsequently teach. Additional information may be obtained from the Division of Instructional Development, Office of Instructional Resources, 249 Armory Building, 505 East Armory Avenue, Champaign, IL 61820, (217) 333-3370.

## 9. Employment Eligibility Verification Form (Form I-9)

All students must complete a Form I-9 (Employment Eligibility Verification Form) before beginning their appointments. Students must show proof of valid work status and have a permanent Social Security Number in order to complete the I-9 and begin work. New international students, or those who receive their first appointments after having been on campus for some time, complete the I-9 at the Office of International Student Affairs, 400 Student

Services Building, 610 East John Street. All other students complete the I-9 form in the appointing department.

## **10. Resources for Teaching Assistants**

In addition to being supervised by faculty in the department in which they teach, teaching assistants can obtain help from the Division of Instructional Development, Office of Instructional Resources (333-3370), a campus-wide unit responsible for assisting colleges, departments, faculty, and teaching assistants in improving and facilitating instruction.

The staff works closely with colleges and departments but may also work solely with teaching assistants upon request. The staff also invites consultation and discussion on a wide variety of instructional issues including classroom pedagogy, classroom management, student achievement, assessment on issues related to instruction, teaching portfolios, academic integrity, creating an optimal learning environment, and active learning. The division coordinates the All-Campus Teaching Assistants (TA) and International Teaching Assistants (ITA) Orientations twice annually, the corresponding micro-teaching sessions, the follow-up workshops, informal early feedback for TAs during the semesters in which they teach, and the Graduate Teaching Certificate (GTC) and Advanced Graduate Teaching Certificate (AGTC) programs. All of these activities and programs provide teaching assistants with many opportunities for follow-up consultation. Walk-ins are encouraged. The division also provides formal and informal programs and workshops on these and other topics for faculty, staff, and student groups. The Division of Instructional Development is located in the northeast corner of the Armory: 249 Armory Building, 505 East Armory Avenue, Champaign, IL 61820 (217) 333-3370.

## **11. Graduate Teacher Certificate Programs**

In order to encourage graduate students to develop their teaching skills while simultaneously documenting their teaching experience, the University has created the Graduate Teacher Certificate (GTC) and the Advanced Graduate Teacher Certificate (AGTC) programs. These certificates provide documentation of a graduate student's involvement in teacher development and hands-on teaching activities such as instructional orientations, workshops, classroom teaching, and visitation or videotaping of the classroom teaching followed by consultative and student feedback. In addition, the graduate student provides a reflective analysis of the teaching experience. Further information and descriptions of the specific requirements for the GTC and the AGTC can be obtained from the Division of Instructional Development, 249 Armory Building, 505 East Armory Avenue, Champaign, IL 61820, or by phone at (217) 333-3370.

## **12. Renewal, Resignation, and Termination of Appointments**

Each teaching and research assistant should be informed as early as possible of a department's intentions about renewing the assistant's appointment. If, because of enrollment or budget uncertainties, a department cannot make a firm commitment to a student about reappointment, a letter of intent should be sent to the assistant stating that these uncertainties exist and explicitly defining the department's plans once the situation is clarified.

Assistantships are ordinarily assigned on a semester-by-semester or year-to-year basis. Renewal is at the discretion of the department. Departments have differing policies on the length of time students may hold assistantships and sometimes limit the total number of semesters or course sections an assistant can teach. Many departments require that teaching assistants obtain and maintain certain teaching standards in order for their assistantships to be renewed. It is essential for the graduate student to be aware of his or her department's policy and to plan accordingly.

An appointment remains in effect only if the student maintains good academic standing, makes satisfactory academic progress, and provides satisfactory service.

An assistantship appointment may be terminated during the term of the appointment if the assistant is no longer a student, is no longer making satisfactory progress, or substantially fails to perform assigned responsibilities. The assistant will be provided with written notice and an opportunity to respond to the department head prior to termination. For additional information, [see Section XI](#).

A student who resigns a staff appointment or whose appointment is canceled before service is rendered for at least three-fourths of the term (91 days during the regular semester or 41 days during summer term 2) is required to pay the full amount of appropriate tuition and fees for that term. Payment for tuition is not required if the student withdraws from the University on the same date or before the last day of the assistantship, or if degree requirements for graduation are completed within seven calendar days after the resignation date.

# **IX. Information for International Students**

## **1. Definition**

Technically, an international or foreign student is a person who is a citizen or permanent resident alien of a country or political area other than the United States; 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. For admission purposes, refugees and parolees are classified as international and must meet all requirements imposed upon international students except for the certification of financial resources.

## **2. English Language Proficiency Requirements**

All students whose native language is not English are required to have the Educational Testing Service (ETS) submit the results of the Test of English as a Foreign Language (TOEFL) before they can be admitted to the University of Illinois at Urbana-Champaign. A graduate applicant is exempt from this testing if, within five years of the proposed term of enrollment, he or she has completed at least two academic years of full-time study as defined by the home institution, or completed a graduate degree, in a country where English is the primary language and in a school where English is the primary language of instruction.

The University requires a minimum score of at least 550 on the paper-based version of the TOEFL examination or 213 on the computer-based TOEFL for admission. Many departments require higher scores. In some cases an applicant who scores 610 or lower on the paper-based TOEFL (253 or lower on the computer-based version) or fails to submit a required TOEFL score may be admitted, however such a student would be admitted on limited status and would be required to take the English as a Second Language Placement Test (EPT) offered by the Division of English as an International Language upon arrival. Students cannot receive a degree while on limited status. To become eligible for full status the student must meet one of the following criteria: (1) achieve an acceptable score on the EPT; or (2) successfully complete the course or courses prescribed on the basis of that test. Everyone providing classroom instruction is required to demonstrate proficiency in English. (See Section VIII.8.)

## **3. Financial Requirements**

Before being admitted to the University, international students must show proof of their ability to support themselves during their course of study, including the summer months, whether or not they enroll for classes. After beginning their studies, international students with dependents may be issued documents allowing them to bring family members to the United States, contingent upon adequate financial resources. These documents are issued by the Office of International Student Affairs or the student's J-1 program sponsor. It is important to note that international students who have not been offered financial aid by the University before arriving on campus should not expect it to be available. Students who have received a commitment of financial assistance for one year must realize that continued support may not be awarded.

Ordinarily, students admitted on J-1 and F-1 status are not permitted to work outside the University. Under current immigration laws, international students must obtain permission either from the United States Immigration and Naturalization Service or their J-1 program sponsor before they can obtain off-campus employment, and they must demonstrate that the necessity for such employment was unexpected and arose after they arrived in the United States. In addition, some students may request work authorization to take a job directly related to the field of study and commensurate with their educational level. In most cases, total employment cannot exceed 20 hours per week during the academic year.

International students are assessed nonresident tuition and fees. Transcripts or diplomas will not be released until all financial obligations to the University have been met.

The International Admissions Office has more specific information concerning financial requirements for international students.

#### **4. Maintenance of Status**

An international student is required to maintain his or her nonimmigrant status while enrolled at the University. Usually students enter the country on either an F-1 or J-1 student visa. In some cases, the spouse of a student with an F-1 or J-1 visa may enroll as a student without changing to F-1 or J-1 visa status. Spouses may change to full-time student status if admitted to the University.

An international student must enroll in a full program of study each term (except summer) and work toward an educational objective unless it is the first or last semester of enrollment. International students must keep the Office of International Student Affairs informed of their status and work through the staff of that office to make changes in their nonimmigrant status or extend their permission to stay in the United States.

#### **5. The Office of International Student Affairs**

The Office of International Student Affairs (OISA) provides international students with a wide range of services, including advice and information on federal regulations applying to international students, health care, insurance and housing problems, payroll clearances, social security numbers, English language problems, personal problems, and other matters. The office is located on the fourth floor of the Turner Student Services Building, 610 East John Street, Champaign. Information is also available at [www.uiuc.edu/providers/oisa/](http://www.uiuc.edu/providers/oisa/).

#### **6. Health Insurance for International Students**

Under federal regulations, international students in J-1 status and their J-2 dependents are required to have health insurance while in the United States. Failure to maintain health insurance coverage is grounds for terminating a student's permission to remain in the United States. The student insurance plan provided by the University of Illinois Urbana-Champaign meets all requirements. The required coverage must include the following features:



- a. Medical benefits of at least \$50,000 per accident or illness;
- b. Cost of repatriation of remains in the amount of \$7,500;
- c. Expenses associated with medical evacuation to home country in the amount of \$10,000;
- d. A deductible not to exceed \$500 per accident or illness;
- e. Coverage must be in effect from the first day of instruction.

It is advisable to check with OISA on a regular basis concerning these and any new requirements.

## **7. Employment Eligibility**

International students in F-1 or J-1 student status are generally permitted to work at the University of Illinois for a maximum of 20 hours per week during the academic year. All international students must complete a Form I-9 (Employment Eligibility Verification Form) in the Office of International Student Affairs before beginning employment. Students must show proof of valid work status and have a permanent Social Security Number in order to complete the I-9.

In some instances, international students may receive authorization to accept employment pursuant to an internship, practicum, or after completion of studies. Students should consult with a staff member at the Office of International Student Affairs to determine their eligibility for these benefits.

# **X. Information for Minority Students**

To serve the needs of students from ethnic and racial groups that are underrepresented in graduate studies, the Graduate College Office of Minority Affairs provides services in four major areas: recruitment, advising, information, and support services. The office is located at 201 Coble Hall, 801 South Wright Street, Champaign, IL 61820, (217) 333-4860 and the website may be viewed at [www.grad.uiuc.edu/minorityaffairs/](http://www.grad.uiuc.edu/minorityaffairs/).

## **1. Recruitment**

The Graduate College Office of Minority Affairs aims to increase enrollment levels of qualified students from underrepresented groups. Recruiting representatives are sent throughout the nation to colleges and universities with large populations of minority students to discuss opportunities for graduate study at the University of Illinois at Urbana-Champaign. The office may assist academic departments, where the actual admission and financial aid decisions rest, in evaluating the credentials and potential of minority applicants and in ensuring that they receive equal access to admission and financial aid.

## **2. Advising and Support Services**

Advising is offered to students from underrepresented groups who have concerns about financial aid, academic matters, race relations, or personal and social problems. With the assistance of other divisions, offices, organizations, and departments within the University, the Graduate College Office of Minority Affairs attempts to arrive at prompt alternatives or solutions. If necessary, the office also uses agencies and groups in the Urbana-Champaign community.

The Office of Minority Affairs supports the activities and goals of many University organizations and groups involved with graduate students from underrepresented groups, including the Black Graduate Student Association, the Native American Student Organization, the Latino Graduate Student Association, La Casa Cultural Latina, and the African-American Culture Center. These groups, in turn, assist the office in meeting its responsibilities to disseminate information and assist students.

## **3. Information Services**

The Graduate College Office of Minority Affairs collects and disseminates information on trends, policies, and statistics related to the University's effort to provide opportunities for graduate education to minority students. The office also makes information available to minority students about resources at the University and elsewhere. For more information, contact the office.

# XI. Problem Solving

Students and faculty at the University of Illinois are a diverse group whose personalities, experiences, activities, and personal goals vary widely. Most conflicts and problems that arise in this environment can be resolved without invoking formal grievance procedures; such informal resolution, where possible, is generally best for all concerned. At times, however, formal grievance procedures are necessary. This section explains informal and formal means by which graduate students may pursue resolution of their grievances.

## 1. Informal Resolution

*a. Generally:* A student who believes he or she has a legitimate grievance should first discuss it with his or her adviser. In most cases the problem can be solved at this level. If discussion with an adviser is inappropriate or unfruitful, discussion with a senior faculty member or a department or unit head may solve the problem. The campus Ombuds Officer is also available for consultation and assistance and can direct students to others who can help, including the Office of the Dean of Students, the Office of International Student Affairs, or other sources.

*b. Special Procedures for Teaching and Research Assistants:* Many conflicts between a teaching or research assistant and a faculty supervisor can be prevented if the student is given a clear description of responsibilities and receives regular supervision and evaluation. When a conflict does arise, the Graduate College encourages and supports all efforts toward informal resolution within the department, beginning at the supervisor-student level.

A Graduate College policy dealing with these matters, entitled *Graduate Student Assistantship Conflict Mediation and Appointment Termination Policies and Procedures* ([www.grad.uiuc.edu/ConflictMediation.html](http://www.grad.uiuc.edu/ConflictMediation.html)), provides guidelines for resolving and mediating conflicts informally and formally. The procedures prescribed by the policy include oral and written communications among the supervisor, the graduate assistant, the executive officer of the academic unit, and in some cases, the dean of the Graduate College. Timely decisions are mandated, and an appeal process is available.

## 2. Formal Resolution

*a. Generally:* A student may elect to file a formal grievance within the unit in which a problem has arisen, if the department has a written grievance procedure approved by the dean of the Graduate College, or the grievance may be filed directly with the Graduate College. Students should be aware of differences between the Graduate College and departmental grievance policies. The Graduate College grievance policy can be found at [www.grad.uiuc.edu/grievpolicies/Tfpolicy.html](http://www.grad.uiuc.edu/grievpolicies/Tfpolicy.html).

*b. Discrimination and Harassment:* The University of Illinois *Code of Policies and Regulations Applying to All Students* ([www.uiuc.edu/admin\\_manual/code/code\\_contents.html](http://www.uiuc.edu/admin_manual/code/code_contents.html)) contains specific procedures for student grievances alleging discrimination, including harassment, by reasons 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 veteran of the Vietnam era, and other forms of invidious discrimination not prohibited by law. The procedures in the *Code* contain certain time limits for initiating the process and for completing each of its steps.

*c. Sexual Harassment:* The *Code of Policies and Regulations Applying to All Students* contains procedures for resolving complaints of sexual harassment. The information and procedures outlined in the *Code* ([www.uiuc.edu/admin\\_manual/code/rule\\_2.html](http://www.uiuc.edu/admin_manual/code/rule_2.html) and [www.uiuc.edu/admin\\_manual/code/rule\\_25.html](http://www.uiuc.edu/admin_manual/code/rule_25.html)) include consultation with any of the designated "intake specialists" prior to formal grievance procedures. For more information, see the Policy and Procedures for Addressing Discrimination and Harassment at the University of Illinois at Urbana-Champaign ([www.admin.uiuc.edu/cam/CAM/ix/ix-b/ix-b-3.html](http://www.admin.uiuc.edu/cam/CAM/ix/ix-b/ix-b-3.html)). The Office of the Dean of Students (333-0050 or [www.odos.uiuc.edu/help\\_dean/](http://www.odos.uiuc.edu/help_dean/)) can also provide further information.

*d. Capricious Grading:* Capricious grading is the assignment of grades on the basis of some standard other than a student's performance in a course, on the basis of more exacting standards than were applied to other students in the course, or by a substantial departure from the instructor's previously announced standards.

Each department has a committee that reviews charges of capricious grading brought by students. These committees are made up of elected faculty members and, in some departments, teaching assistant representatives. A student wishing to file a capricious grading complaint should read carefully and follow the procedures given in the appropriate sections of the *Code of Policies and Regulations Applying to All Students*, including [www.uiuc.edu/admin\\_manual/code/rule\\_26.html](http://www.uiuc.edu/admin_manual/code/rule_26.html)

*e. Religious Accommodation:* Under University policy, as published in the *Code of Policies and Regulations Applying to All Students*, (see [www.uiuc.edu/admin\\_manual/code/](http://www.uiuc.edu/admin_manual/code/) especially section 1, rule 24, and rule 34) the University must reasonably accommodate students' religious beliefs, observances, and practices in regard to admissions, class attendance, and the scheduling of examinations and work requirements. A graduate student desiring accommodation of religious beliefs, observances, or practices should request it in writing from the instructor. The student may appeal any adverse decision by the instructor to the dean of the Graduate College. The student's appeal must be in writing.

### 3. Graduate College Petitions

Graduate College petitions are used for two general purposes: (1) to record information on a student's permanent record in the Graduate College; and (2) to request a waiver or approval to change a particular Graduate College requirement or regulation. All petitions must have clearly expressed justification and full departmental support. Before initiating a petition, therefore, a student should discuss the matter with his or her adviser. Further guidelines for completing petitions can be found on the Web at [www.grad.uiuc.edu/Policy/petitions.html](http://www.grad.uiuc.edu/Policy/petitions.html).

Petition forms are available in the Graduate College, from the Office of Admissions and Records, on the Web ([www.grad.uiuc.edu/forms/petition.pdf](http://www.grad.uiuc.edu/forms/petition.pdf)), and in departmental offices. A student justifies the request on the petition form, obtains the adviser's recommendation, and submits the form to the major department, which adds its recommendation and sends the form to the Office of Admissions and Records. The Graduate College then takes action on the petition and notifies the student and the departments involved of the decision.

#### 4. The University Discipline System

*a. Scope:* The University discipline system accepts jurisdiction in those instances in which the interests of the University community appear to be substantially affected, but recognizes that not all violations of local, state, and federal law require University action. Disciplinary action may be taken in the following cases:

- Actions that occur on University premises or property and result in the violation of local, state, or federal law, Board of Trustees' action, or University rules of conduct.
- Actions that violate any of the laws or regulations cited above and substantially affect the interests of the University community, even though such actions do not occur on University property or premises.
- Cases referred to the discipline system following summary suspension by the chancellor.
- Academic violations.
- Appeals and referrals from student judiciaries arising from violations or regulations.M

The University reserves the right to deny admission to any person because of previous misconduct that may substantially affect the interests of the University or to admit or readmit such person on an appropriate disciplinary status. The admission or readmission of such a person will not be approved or denied until the case has been heard by the appropriate disciplinary committee.

The University reserves the right to withhold authority to register to any student or former student because of previous misconduct that may substantially affect the interests of the University or to assign appropriate disciplinary status to the student or former student. Permission to register will not be approved or denied until the case has been heard by the appropriate disciplinary committee. A favorable action by the appropriate disciplinary committee does not abrogate the right of any dean or director to deny the authority to register on the basis of scholarship.

*b. Disciplinary Proceedings:* Complaints that may require disciplinary action are sent to the Office of the Senate Committee on Student Discipline, which refers them to the dean of the Graduate College. The dean or a designee acting as disciplinary officer for the Graduate College may take administrative action or may prepare formal charges and send them to the Subcommittee on Student Conduct for Graduate Students. Appeals of decisions of this subcommittee are made to the Senate Committee on Student Discipline. Detailed information concerning the University discipline system is available from the Office for Student Conflict Resolution and in the *Code of Policies and Regulations Applying to All Students*. Exceptions to this procedure are those cases involving academic integrity (see *c* and *d* below).

*c. Infractions of Academic Integrity Not Involving Research and Publication:* Charges of academic integrity infractions against graduate students that do not involve research or publication will be handled according to applicable procedures in the *Code of Policies and Regulations Applying to All Students*. More detailed information concerning the operation of the procedures in the *Code* may be obtained from the Office for Student Conflict Resolution at 333-3680 or by sending e-mail to [conflictresolution@uiuc.edu](mailto:conflictresolution@uiuc.edu).

*d. Infractions of Academic Integrity in Research and Publication:* In cases of graduate student academic misconduct involving research and/or publication (see Section XII below), different procedures apply. Those procedures, contained in the *Bylaws of the Graduate College* ([www.grad.uiuc.edu/Policy/BylawsMay2002.htm](http://www.grad.uiuc.edu/Policy/BylawsMay2002.htm)) and the *University of Illinois Policy and Procedures on Academic Integrity in Research and Publication*, ([www.uiuc.edu/unit/vcres/ai/procedures.html](http://www.uiuc.edu/unit/vcres/ai/procedures.html)) prescribe a two-stage fact-finding and adjudication process that may culminate in a recommendation of suspension or dismissal by the dean of the Graduate College. Such a recommendation is transmitted with the report of the fact-finding panel to the Senate Committee on Student Discipline to decide the sole question of whether the breach of integrity in question warrants suspension or dismissal from the University.

# XII. Academic Integrity and Intellectual Property

Integrity and intellectual honesty in teaching and scholarship are of paramount importance. The University of Illinois at Urbana-Champaign is committed to principles of academic integrity and responsible scholarly conduct. Campus policies outline ethical and professional standards applying to faculty, students, and staff, and prescribe procedures to be followed when unethical conduct may have occurred.

## 1. Responsible Professional Conduct: Guidelines for Teaching, Research, and Service

Members of the Urbana-Champaign campus community are expected to adhere to the highest standards of professional conduct in carrying out their teaching, research, and service responsibilities. Such conduct is subject to norms and ethical codes that vary somewhat among disciplines, as well as to differing individual perceptions and interpretations; but certain general ethical guidelines reflecting the commitment of the campus to these standards are applicable to all faculty, staff, and graduate assistants.

The document, *Responsible Professional Conduct: Guidelines for Teaching, Research, and Service* ([webster.uihr.uiuc.edu/ahrhandbook/chap5](http://webster.uihr.uiuc.edu/ahrhandbook/chap5)), sets forth a variety of these guidelines. They deal with matters of differing orders of magnitude and in many cases may seem obvious, but all of these matters can be—and many have in fact been—the occasion of serious problems. Such problems can best be avoided if all members of our community are made clearly aware and mindful of the standards of conduct expected of them.

Some types of conduct mentioned, expressly forbidden by University rules and regulations, may have severe consequences. Others, not formally proscribed, are nonetheless properly included among the matters to which campus standards of professional conduct apply. Some are addressed in the formalized codes of ethics some disciplines have adopted or are reflected in prevailing practices in various disciplines. Where our standards surpass such other norms, it is our standard to which members of our campus community are expected to adhere.

The following guidelines relate to activities involved in fulfilling instructional responsibilities, in acquiring and using data in the course of conducting research, in authoring scholarly publications, and in interacting professionally with other individuals on this campus and elsewhere. No set of guidelines can cover all of the kinds of cases to which professional ethical considerations apply. Moreover, the interpretation of specific guidelines in actual situations may be uncertain, and the assessment of complex situations to which a number of different standards and other important considerations apply may be difficult. Those who find themselves faced with such further problems in these areas of academic life should seek the advice and counsel of campus and professional colleagues and appropriate administrators.

*a. Instructional Responsibilities:* Members of academic units have a fundamental obligation to respect the dignity of all students and to foster their intellectual growth and development.

- Instructors should explain at the beginning of each course the grading criteria to be used and the requirements for successful completion of the course work. Such criteria and requirements should be clear and should be applied consistently and fairly.
- Faculty members should ensure that students are provided feedback and guidance to facilitate their academic progress.
- Instructors should acknowledge sources of and observe copyright for materials prepared for course distribution.
- In any student-faculty collaboration, the intellectual contributions of the student should be fully and appropriately acknowledged.

*b. Handling of Data:* Individuals conducting research are obligated to record and preserve data in a manner that accurately reflects the work done, and that allows appropriate scrutiny and evaluation of those data.

- Falsification of data, fabrication of data, and unacknowledged appropriation of the data of others are unethical; they are also violations of the University's academic integrity policy.
- Data (including source materials) should be retained for an appropriate length of time after publication so that they are available for inspection by collaborators or, when appropriate, by other qualified individuals.
- Data should never be withheld from collaborators except for purposes integral to the project.
- Individuals conducting research should consider carefully all results, including those that do not fit research expectations.

*c. Authorship, Attribution of Credit, and Other Publication Practices:* Authors should conform to formally promulgated and/or generally observed standards and practices for authorship and attribution of credit in their disciplines.

- Plagiarism is unethical and is a violation of the University's academic integrity policy.
- Authorship should be accorded to those who contribute both actively and meaningfully to a study.
- Authors (including co-authors) have responsibility for their publications and should respond in an appropriate forum to legitimate inquiries about their data, methods, or interpretations.
- Authors should adhere to the standards and requirements of journals to which they submit manuscripts, particularly with respect to simultaneous submissions and originality of research.
- Authors should acknowledge funding sources that support their research.
- Authors should publish only those findings that result from careful consideration of the materials under study and, when appropriate, replication or verification of the study.
- Authors should present in publications of experimental research sufficient information about methodology to permit others to repeat or extend the work.

*d. Professional Conduct:* Members of an academic unit must honor contractual obligations in teaching, research, and public service. They should further conduct themselves in a professional and collegial manner in all dealings with each other.



- Members of academic units should provide an environment for professional development of all staff.
- Individuals assessing the work of others should base their assessments on appropriate professional criteria.
- Members of academic units should seek collegial resolution of professional disputes.
- Individuals engaged in teaching, research, or public service should respect and abide by legitimate and reasonable requests for confidentiality.
- Individuals conducting research have an obligation to follow procedures that assure the ethical treatment of human subjects and animals, as well as applicable regulations.
- Individuals engaged in research and teaching should understand and comply with pertinent regulations for health and safety in the workplace; should see to it that students and collaborators in learning or research projects understand and comply with these regulations; and should work to minimize risks to health and safety in the learning or research environment.
- Individuals conducting research should spend research monies in ways consistent with the goals stated in contract documents.
- Individuals conducting research and/or the officials of their administrative units have an obligation to keep clear records of expenditures and to make these records available to qualified parties.

## 2. Academic Integrity in Course Work

The University has the responsibility for maintaining academic integrity to protect the quality of education and research on the Urbana-Champaign campus and to protect those who depend upon its integrity. Students have the responsibility to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Infractions of academic integrity, as well as the penalties and the procedures for dealing with them are defined in Rule 33 of the *Code of Policies and Regulations Applying to All Students*. Rule 33 ([www.uiuc.edu/admin\\_manual/code/rule\\_33.html](http://www.uiuc.edu/admin_manual/code/rule_33.html)) applies to course-based infractions by both undergraduate and graduate students. It does not apply to infractions of academic integrity in organized research (including funded research, research intended for publication, work performed as a research assistant, or theses and dissertations). More detailed information concerning the operation of the procedures in the *Code of Policies and Regulations Applying to All Students* may be obtained from the Office of Student Conflict Resolution, 300 Student Services Building, 610 East John Street, Champaign, IL 61820, (217) 333-3680.

## 3. Academic Integrity in Research and Publication

In addition to the *Responsible Professional Conduct* guidelines ([webster.uihr.uiuc.edu/ahrhandbook/chap5/academic\\_integrity.html](http://webster.uihr.uiuc.edu/ahrhandbook/chap5/academic_integrity.html)), the *University of Illinois Policy and Procedures on Academic Integrity in Research and Publication* ([www.vpaa.uillinois.edu/policies/acad\\_integrity.htm](http://www.vpaa.uillinois.edu/policies/acad_integrity.htm)) sets forth University-wide procedures for addressing particular instances of unethical conduct in research and publication. Under this policy, all members of the University community are expected to observe high standards of academic integrity and ethical behavior in research and publication. Any practice or conduct by a member of the University community that seriously deviates from those ethical standards for proposing, conducting, and publishing research that are commonly accepted within the professional community constitutes academic misconduct in violation of University policy.

"Academic misconduct includes, but is not limited to:

- a. "Fabrication or falsification of data, including intentionally misleading, selective, or deliberately false reporting of credentials or other academically related information;
- b. "Unacknowledged appropriation of the work of others, including plagiarism, the abuse of confidentiality with respect to unpublished materials, or misappropriation of physical materials;
- c. "Evasion of or intentional failure after notice by the University or federal, state, or another appropriate agency to comply with research regulations or requirements, including but not limited to those applying to human subjects, laboratory animals, new drugs, radioactive materials, genetically altered organisms, and to safety; and
- d. "Other conduct which seriously deviates from accepted ethical standards in scholarship."

Differences of interpretation or judgment or honest error do not constitute academic misconduct.

A student or faculty member who believes that academic misconduct has occurred has several options for pursuing the matter informally. Most such problems can and should be resolved without resort to formal procedures, through consultation with an adviser, department or unit head, or the campus Research Standards Officer.

Where informal resolution is unsuccessful or inappropriate to attempt, the *Policy and Procedures* provides a process for fact-finding and adjudication of academic misconduct issues involving faculty members and academic professionals.

Portions of the *Policy and Procedures* also apply to certain academic integrity infractions charged against graduate students. Under the *Bylaws of the Graduate College*, all charges of academic integrity infractions against graduate students involving research and/or publication will be dealt with as prescribed in the *Policy and Procedures*, with certain procedural modifications. The *Bylaws* contain a complete discussion of the modifications, and both the *Bylaws* and the *Policy and Procedures* should be consulted in the event that formal proceedings are necessary. Copies of the *Policy and Procedures* may be obtained from departmental offices and from the campus Research Standards Officer, 417 Swanlund, 601 East John Street, 333-0034. This document is also available at [www.uiuc.edu/unit/vcres/ai/index.html](http://www.uiuc.edu/unit/vcres/ai/index.html).

#### **4. Intellectual Property**

The term "intellectual property" refers to a category of intangible property which includes patents, copyrights, trade secrets, and trademarks. University employees and other persons using University facilities, equipment, funds, or resources need to be aware of University policies and procedures related to sponsored research and intellectual property issues, including rights to inventions and copyrightable works developed at the University. For additional information about intellectual property, consult the Office of Technology Management, 404 Swanlund, 601 East John Street, 333-7862, or [www.otm.uiuc.edu/Policies.html](http://www.otm.uiuc.edu/Policies.html).

# XIII. Health Service and Insurance

Students enrolled in credit courses and in attendance on the Urbana-Champaign campus are assessed two health fees: one covers health service at the McKinley Health Center and the Counseling Center, and the other provides group health insurance.

## 1. Health Service

The Health Service fee supports services available at the McKinley Health Center and the Counseling Center on campus. Dependents are not eligible for care at McKinley or at the Counseling Center unless they are also enrolled as students at the Urbana-Champaign campus.

There is one exception to this policy. Spouses of Urbana-Champaign graduate and professional students who can document that they have current health insurance that would cover medical care that McKinley does not provide (such as hospitalization, specialty health care, and emergency department visits) and who also meet the University's immunization requirements may pay a fee allowing them to use the services of McKinley Health Center. The fee provides access to the primary outpatient medical care, psychiatric services, and preventive programs provided by McKinley.

Fully accredited as an outpatient health care facility, McKinley provides general medical care, mental health counseling, preventive health information and services, and a comprehensive program of health education and wellness promotion.

The staff at the health center includes physicians, nurse practitioners, nurses, psychologists, medical social workers, health educators, pharmacists, and laboratory and radiological technicians. Service units include a medical clinic; a women's health clinic; a men's health clinic; a preventive medicine clinic for immunizations, allergy desensitizations, tuberculosis screenings, meningitis vaccinations, and blood pressure and cholesterol screenings; a wellness promotion unit; a mental health unit; and a pharmacy. Laboratory and radiological services are also available. The pharmacy at McKinley provides most medications at no additional cost to students.

Located at 1109 South Lincoln Avenue, Urbana, McKinley Health Center is open during the academic year from 8:00 a.m. to 5:30 p.m. Monday through Friday, and 8:00 a.m. to 4:30 p.m. on Saturday. Hours during breaks and over the summer are from 8:00 a.m. to 4:30 p.m. Monday through Saturday. Dial-A-Nurse is on telephone duty at 333-2700 24 hours a day, seven days a week, to answer health-related questions and to give advice. For non-emergency health problems, appointments can be made by using the following numbers:

Medical Clinic	333-2700
Women's Health Clinic	333-2700
Preventive Medicine Clinic	333-2702
Men's Health Clinic	333-2715

To cancel an appointment, call the appropriate unit at least an hour prior to the appointment to avoid being assessed a fee. After hours or when the unit cannot be reached, call 244-6066.

Although the health center provides care for the great majority of student health needs, it is not intended to be a total medical care service for every student. Students with health problems requiring care beyond McKinley services will be referred to community health care providers or hospitals. Responsibility for the cost of care not provided at McKinley remains with the student, or it may be covered by the student's health insurance.

For a description of services offered by the Counseling Center, see Section XV.12.

## **2. Group Health Insurance**

The University Student Health Insurance plan provides worldwide coverage. The plan is independent of McKinley Health Center and benefits are not contingent upon McKinley Health Center referrals. The fee for the plan is automatically assessed along with other tuition and fees. Tuition and fee waivers do not normally apply to the student insurance fee. All adjustments to the student health insurance fee must be requested in person or by downloading and returning the necessary form from the Web at [webster.uihr.uiuc.edu/students/Ifirms2000.htm](http://webster.uihr.uiuc.edu/students/Ifirms2000.htm) during the enrollment change period. Benefits and enrollment change deadlines are detailed in the Student Health Insurance Plan booklet, which is available at the Student Insurance Office, 807 South Wright Street, Suite 480, Champaign, IL 61820, (217) 333-0165, or at [webster.uihr.uiuc.edu/students/mainpage.asp](http://webster.uihr.uiuc.edu/students/mainpage.asp). Students may request a booklet by sending e-mail to [insure@uiuc.edu](mailto:insure@uiuc.edu).

*a. Dependent Coverage:* In order to purchase dependent coverage, the student must be insured under the Student Insurance Plan. Dependent insurance must be applied for each semester during the enrollment change period. Dependent coverage becomes effective on the later of the date of application and receipt of premium or the beginning date of the semester for which coverage is being purchased. Dependents who were insured the prior semester will have no lapse in coverage provided the application and premium are received by the close of the enrollment change period. Dependents acquired (through marriage, birth, adoption, or entry into U.S.) after the enrollment period may be added to coverage provided application is made and premium paid within 31 days of the eligibility date (date of marriage, birth, adoption, or entry into U.S.). Coverage becomes effective on the date of eligibility. Payment of a full semester's premium for the semester in which the eligibility date occurred is required.

*b. Summer Coverage:* Students enrolled for the spring semester who do not register for summer term 2 may elect to extend their insurance for the term by applying and paying the insurance premium to the Student Insurance Office. This must be done in person prior to leaving campus or by downloading the form from the Web ([webster.uihr.uiuc.edu/students/mainpage.asp](http://webster.uihr.uiuc.edu/students/mainpage.asp) and click on 'forms' then 'extension') and mailing it to the Student Insurance Office. All forms must be postmarked by the deadline. Coverage of the insured's eligible dependents may also be extended

for this period. For deadlines, consult the *Timetable* or contact the Student Insurance Office at (217) 333-0165.

*c. Extending Coverage Beyond the Last Term of Enrollment:* Insured students who will not be enrolled for the next term may elect to continue coverage for the next subsequent term. This must be done in the same manner as summer coverage. Upon graduation, a student may continue coverage for the two subsequent terms. This must be applied for at the time of graduation. If the second term of coverage is not needed, it may be refunded upon request. Such requests must be made before the last day of coverage. Contact the Student Insurance Office concerning procedures and deadlines.

*d. Exemption from the Group Health Insurance Fee:* A student presenting evidence of continuing equivalent medical insurance coverage may be exempted from paying the fee for the University insurance by completing an exemption petition during the enrollment change period; see the U of I *Timetable* or call the Student Insurance Office for deadline dates. Other insurance must be in effect by the first day of instruction for the semester the exemption is requested. An exemption will continue until such time as the student requests reinstatement to the plan; does not respond to a periodic request to confirm that he or she continues to be covered by another health insurance plan; or is not registered for three consecutive terms. Summer 2 is considered a semester.

*e. Reinstatement to the Health Insurance Plan:* Students may apply for reinstatement to the Student Health Insurance Plan at any time. Enrollment is guaranteed if reinstatement is requested within 31 days of the loss of other insurance and a notice of such coverage termination from the insurance company or employer is provided; coverage is effective from the date of loss of the prior coverage if reinstatement is requested prior to the date of loss or the date of application when within the 31-day period. Reinstatement requests when there is no loss of other coverage, or if the request is more than 31 days after termination of other coverage, will be subject to approval of evidence of good health. Pre-existing condition limitations will be applicable for the first 120 days of coverage. There is no proration of the fee for partial semester coverage.

### **3. Dental and Vision Insurance**

The University of Illinois at Urbana-Champaign provides dental and vision insurance for graduate assistants and fellows whose appointments include tuition waivers in the fall and/or spring terms. Students in this group will be automatically enrolled in the plan upon the completion of their appointment papers. All other graduate students, as well as dependents of graduate students and assistants, are eligible to enroll in the same basic dental and vision insurance programs by paying the annual premium. Students must enroll during the enrollment change period. Information about benefits may be obtained at the Student Insurance Office, Suite 480, 807 South Wright Street, Champaign, IL 61820, (217) 333-0165 ([webster.uihr.uiuc.edu/students/mainpage.asp](http://webster.uihr.uiuc.edu/students/mainpage.asp)), or e-mail [insure@uiuc.edu](mailto:insure@uiuc.edu).

#### **4. Illinois Workers' Compensation Act and On-the-Job Accidents**

Graduate assistants and student workers are covered by the Illinois Workers' Compensation Act. Failure to follow existing University policies or the provisions of the Act may affect the worker's right to compensation for lost wages or reimbursement for expenses incurred.

Staff and students injured during the course of work duties are requested to report promptly to either the Carle Occupational Medicine Department or the Christie Occupational Medicine Department, or to the respective emergency rooms when the occupational medicine units are closed. Although workers may see their personal physicians, the University will only pay "usual and customary" charges in these situations. Those who go first to the occupational medicine department at Christie or Carle will have all charges paid (including referrals) for compensable on-the-job injuries. Anyone who receives a work deferral for more than three days that is not issued by either of the occupational medicine departments must schedule a follow-up appointment with one of the two departments as soon as practical. It is the sole responsibility of injured workers to keep their departments and the Claims Management Office (810 South Sixth Street, 333-1080) informed of any work deferrals. Hours of operation for the two occupational medicine departments are:

Carle Occupational Medicine  
Carle Foundation Hospital  
7:00 a.m.-5:00 p.m., weekdays  
Telephone: 383-3077

Christie Occupational Health Service  
1801 West Windsor Road, Champaign  
8:00 a.m.-5:00 p.m., weekdays  
Telephone: 366-1310

# XIV. Housing

## 1. University Housing

The University of Illinois offers housing for single graduate students in two residence halls within walking distance of the campus. Furnished single and double rooms are available. Cooking is not allowed in student rooms, but a contract for food service in campus dining rooms can be arranged. The residence halls have a variety of facilities, including computer labs, lounges, laundry rooms, television rooms, and vending machine rooms.

Students must be admitted before they can sign housing contracts. Priority in assignment is determined by the date the completed contract is received. For information, write to the Contracts and Assignments Office, 200 Clark Hall, 1203 South Fourth Street, Champaign, IL 61820; send e-mail to [housing@uiuc.edu](mailto:housing@uiuc.edu); or send a fax to (217) 244-0394.

Two housing complexes are also available for single graduate students, married graduate students, and graduate students with children. Apartment options include efficiency, one-bedroom (furnished), or two-bedroom (furnished and unfurnished) units. An unfurnished unit includes a stove and refrigerator. Television lounges and convenient laundry facilities are available. Many cultural, social, educational, and recreational programs are available for residents of all ages. For information, a fee brochure, and a free application, write to the Family Housing Office, 1841 Orchard Place, Urbana, IL 61801; send e-mail to [famhous@uiuc.edu](mailto:famhous@uiuc.edu); or send a fax to (217) 244-1200. Also see [www.housing.uiuc.edu/index.html](http://www.housing.uiuc.edu/index.html).

## 2. Privately Owned Housing

The Housing Information Office maintains a current list of community-owned apartments and rooms available in Urbana-Champaign. Students seeking privately owned housing are urged to visit the campus as early as possible, because arrangements for this type of accommodation usually are made in person. Anyone not familiar with standard leasing practices may ask a consultant at the Housing Information Office for assistance in reviewing the terms of a lease. For information, see [www.housing.uiuc.edu/administrative/certhous/](http://www.housing.uiuc.edu/administrative/certhous/) or write to the Housing Information Office, 400 Clark Hall, 1203 South Fourth Street, Champaign, IL 61820. Assistance with lease arrangements is also available from the Tenant Union, 326 Illini Union, 1401 West Green Street, Urbana, IL 61801.

## 3. Discrimination in Housing

University housing and the privately owned housing listed in the Housing Information Office are committed to a policy of nondiscrimination with respect to race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era.

# XV. Special Programs and Services

## 1. CIC Traveling Scholar Program

The Committee on Institutional Cooperation (CIC), a consortium of the Big Ten universities and the University of Chicago, has established the Traveling Scholar Program ([www.cic.uiuc.edu/programs/trvlscholar/travelbr.html](http://www.cic.uiuc.edu/programs/trvlscholar/travelbr.html)) as part of its effort to increase cooperative use of the resources of its member institutions. The program enables the doctoral-level student to attend another CIC institution for a maximum of one year in order to take advantage of special course offerings, laboratory facilities, independent study with an expert in a particular field, or library collections that are not available on the student's own campus. Traveling Scholars register and pay fees as if they were in residence at their home universities. Some host universities may have additional special fees. Credit earned while in this program is automatically accepted by the Graduate College and considered to carry "in residence" credit. Application forms are available from the Graduate College, 202 Coble Hall, 801 South Wright Street, Champaign, IL 61820.

The procedure for applying to this program is as follows:

- a. The student's adviser discusses the proposed visit with a colleague at the host university, and both faculty members agree that the student is qualified to take advantage of the visit and that the work will be advantageous to the student's educational goals. The adviser should obtain course numbers and titles from the host university for the application at this time.
- b. After the executive officer of the student's department approves the application, it should be forwarded to the Graduate College Traveling Scholar liaison officer.
- c. When the liaison officer has approved the visit, the application is sent to the liaison officer of the host campus, who will obtain the signatures of the adviser and executive officer on that campus and approve and return the application to the student's home liaison officer.

The graduate student must register on the University of Illinois campus for CIC 400 for the term(s) for which he or she plans to be a Traveling Scholar. If the student wants to take the course work for Credit-No Credit, the appropriate paperwork must be completed on the home campus. The student must also keep in mind that a course taken for less than two quarter-hours cannot be transferred.

When the student has completed the courses at the host institution and grades have been assigned, the liaison at the host university will supply the liaison at the home university with transcripts from which the courses taken may be transferred to the student's transcript in place of the CIC 400 listing.



## 2. CIC Common Market of Courses and Institutes

To expand access to and subscription of specialized or accelerated academic offerings at CIC member campuses, in 1998 the CIC established the Common Market of Courses and Institutes ([http://www.cic.uiuc.edu/cmci/cmci\\_homepage.htm](http://www.cic.uiuc.edu/cmci/cmci_homepage.htm)). This CIC program enables graduate students to take, without extra charge, credit-granting courses available in distance-learning formats and intensive institutes at any of the CIC member campuses. Information on courses and procedures is available from the Office of the Provost, 601 East John Street, Champaign, IL 61820.

## 3. International Programs and Studies

The University of Illinois at Urbana-Champaign offers a number of opportunities for graduate students to pursue international studies and research, both on campus and abroad. Research opportunities are available through departments and several area centers and international units, such as Center for African Studies; Center for East Asian and Pacific Studies; European Union Center; Center for Latin American and Caribbean Studies; Russian and East European Center; Program on South Asia and the Middle East; Program in Arms Control, Disarmament and International Security; Office on Women in International Development; and Center for International Research and Education in Business.

International Programs and Studies (IPS) provides several grants for graduate student research abroad, mostly from private donors. The Study Abroad Scholarship coordinator provides advising and support for students interested in national fellowships such as: SSRC's International Pre-dissertation Fellowship Program; Fulbright, Marshall, and Churchill Scholarships; and the Rhodes, Luce, and Jean Monnet programs.

For full information on these opportunities as well as other graduate study abroad programs and a wide range of courses and seminars in international studies, students should consult information available at the Office of International Programs and Studies and at various area centers, as well as at [www.uiuc.edu/providers/ips/](http://www.uiuc.edu/providers/ips/). Curricula with overseas options are described in the *Programs of Study* catalog. Graduate students who plan to take courses overseas for which they wish to receive credit at Illinois should enroll in GC 399, Graduate Study Abroad, after obtaining approval from their departments. On their return they should petition to transfer credit, using the general Graduate Student Petition form, attaching an official record of the courses taken overseas and grades assigned.

## 4. University of Illinois Library

The holdings of the University of Illinois Library at Urbana-Champaign are housed in the central book stacks in the main library and in 44 library units, area studies centers, and special collections throughout the library system. While some units are in the main library building, others are located on campus near the departments or colleges whose study, teaching, and research needs they serve. All locations permit open access to their holdings for all library users. Each maintains reference materials in its particular subject areas and offers a full range of reference services geared toward assisting library users who need specialized information.

The library's online catalog connects to a network of more than 40 academic libraries in Illinois, which also makes it possible for users in Urbana-Champaign to search for items that are not available on the campus. Public terminals for searching the library's online catalog are located at the Information Desk area on the second floor of the main library, in the Undergraduate Library, and in all departmental and special collection libraries.

Hours vary for individual libraries. For current hours, consult the schedule available at the Information Desk at the main library as well as at other libraries.

The library publishes a guide and other pamphlets explaining the collections and services. These are available near the Reference Room desk and the Information Desk in the main circulation area. Information is also available at [www.library.uiuc.edu](http://www.library.uiuc.edu).

## 5. Computing Services

The University of Illinois at Urbana-Champaign offers a rich and diverse computing environment, providing access to the most recent technologies. All new students at the Urbana-Champaign campus receive a free account on the student computers operated by the Computing and Communications Services Office (CCSO). They are assigned a login name and password to use for registration. The free student account is currently on a computer running the popular operating system UNIX. In addition to the powerful computing resources at the student's disposal, the free account provides the opportunity to learn about computing systems and networking as well as access to many computer systems around the world via the Internet. An individualized information packet is available from June 1 to September 1 at the Information Desk of the Illini Union, 1401 West Green, Urbana, IL 61801. Additional information and support are available to all students through the CCSO Resource Center, 1420 Digital Computer Laboratory, 1304 West Springfield Avenue, Urbana, IL 61801, (217) 244-1258. Students may also visit the CCSO Web site at [www.uiuc.edu/ccso](http://www.uiuc.edu/ccso) or send e-mail to [ccso@uiuc.edu](mailto:ccso@uiuc.edu).

## 6. The Graduate Student Advisory Council (GSAC)

The Graduate Student Advisory Council (GSAC) is a graduate student organization comprised of students from a wide array of disciplines at the University of Illinois at Urbana-Champaign. GSAC's primary goals are to participate in decision making that affects graduate students; to represent the graduate students of the University of Illinois in a unified voice to the administration, faculty, and staff; to improve communications between graduate students and the University administration; and to develop and maintain stronger interactions among the graduate student body as a whole. In recent years GSAC has brought a number of graduate student concerns to the attention of the University administration, advocated the adoption of dental and vision insurance coverage and improvements in health insurance.

GSAC maintains the Assistantship Clearinghouse Web site ([www.grad.uiuc.edu/gsac/clearinghouse/index.html](http://www.grad.uiuc.edu/gsac/clearinghouse/index.html)), where students can look for graduate assistantships and graduate hourly positions across campus. GSAC also provides a listserv for those students interested in receiving notices via e-mail when new positions become available.

GSAC also sponsors a new graduate student orientation at the beginning of the fall semester as a chance for students to gather information regarding various campus departments and programs. GSAC organizes and sponsors town meetings based on current University events and needs. These meetings are held throughout the academic year.

GSAC encourages students to participate on campus committees and to voice concerns regarding graduate student life. GSAC holds several social hours during the fall and spring semesters as a chance for students to interact with others from around campus.

The AFTER FIVE LINE (244-2234) allows graduate students to express concerns or look for answers to their questions regarding graduate school. Messages are recorded 24 hours a day, seven days a week. Callers do not need to leave their names, unless they need a response, in which case a name, phone number or campus address, and details regarding the nature of the problem are necessary in order for GSAC to help.

Students interested in becoming involved in GSAC should contact GSAC at 244-2234 or e-mail the coordinator at [gsac@uiuc.edu](mailto:gsac@uiuc.edu). This address can also be used by students who are interested in receiving the latest GSAC news on events and issues of concern. The GSAC office is located at 204 Coble Hall, 801 South Wright Street, Champaign, IL 61820. GSAC can also be reached at [www.grad.uiuc.edu/gsac](http://www.grad.uiuc.edu/gsac). Students may write in with questions, problems, or suggestions. GSAC welcomes input and participation.

## 7. The Urbana-Champaign Senate

The Urbana-Champaign Senate, composed of elected faculty and student representatives, with the assistance of 20 standing committees, exercises legislative functions in campus matters involving, among other things, educational policy, academic freedom and tenure, admission policies, student conduct governance and discipline, continuing education and public service, budget, equal opportunity, and the University libraries. Graduate students interested in Senate activities may obtain a self-nominating petition when they become available at the Illini Union Information Desk early in the spring semester; elections take place in late February or early March. For more information, contact the Student Elections Commission, 115 Illini Union, 1401 West Green Street, Urbana IL 61801, (217) 244-4195, or send e-mail to [senate@uiuc.edu](mailto:senate@uiuc.edu).

## 8. Illinois Student Government (ISG)

The Illinois Student Government officially represents the student body at the University of Illinois at Urbana-Champaign. ISG provides services and projects to enhance student life on campus. The goal of the organization is to maintain effective communication with the campus administration, government officials, representatives of the news media, and others to ensure that the views and interests of the students are understood.

All students—undergraduate, graduate, and professional—can become involved in ISG through the Elected Assembly and/or the committee system. The Elected Assembly is the representative body of the ISG. Fifteen members, with a minimum of three graduate students, elected each spring by the student body, represent student views in weekly ISG meetings. Students can also

become involved through participation in one of the six permanent ISG committees where all proposed ideas, services, and actions are studied and carried out. These committees include Academic Affairs, Campus Affairs, Cultural Affairs, Governmental Affairs, Graduate Affairs, and Campus Safety.

The Graduate Affairs Committee is responsible for serving the unique needs and interests of graduate and professional students. It provides a channel for communication among graduate students, professional students, and the University community.

Additional information can be obtained from the Illinois Student Government, 297 Illini Union, 1401 West Green Street, Urbana, IL 61801, (217) 333-6543; by sending e-mail to [isg@uiuc.edu](mailto:isg@uiuc.edu); or by visiting the ISG Web site at [www.isg.uiuc.edu](http://www.isg.uiuc.edu).

## **9. Volunteer Illini Projects (VIP)**

VIP is a student-run, student-staffed volunteer service organization operating primarily in the Urbana-Champaign area. Through VIP, students contribute more than 60,000 volunteer hours annually to 13 projects: Tutoring, Friendship, Senior Citizens, Hunger and Homelessness, Day Care, Health Needs, Recreation, the Blood Drive, Community Justice, Best Buddies, Special Projects, Urban Development, and Project Vote.

VIP is the largest student volunteer organization on campus. Volunteer Illini Projects supplies training, transportation, and materials. The need always exceeds the number of volunteers that VIP can supply to local agencies, schools, and institutions. From their experiences in the projects, volunteers discover new insights into community problems and, at the same time, gain field experience and a chance to put ambition and knowledge to practical use.

For more information, contact the VIP Office, 270 Illini Union; call 333-1020; send e-mail to [vip@uiuc.edu](mailto:vip@uiuc.edu); or visit [vip.union.uiuc.edu/](http://vip.union.uiuc.edu/).

## **10. Student Services**

The Office of the Dean of Students is located at 300 Turner Student Services Building, 610 East John Street, Champaign, IL 61820, (217) 333-0050. Services include general counseling, advocacy, assistance with sexual harassment and discrimination complaints, the Verdell Frazier Young Scholarship (for women), and various special programs. An Emergency Dean is available 24 hours a day and can be reached at 333-0050 if assistance is needed for emergency situations. The office can be reached by e-mail at [helpdean@uiuc.edu](mailto:helpdean@uiuc.edu). For more information see [www.odos.uiuc.edu](http://www.odos.uiuc.edu).

## **11. Student Conflict Resolution**

The Office for Student Conflict Resolution offers a wide range of services for students involved in disputes or interpersonal conflicts, or those who are experiencing harassment, charges of violation of the student conduct code, or similar problems. The services include student mediation services, referral services, and student discipline. The office is located at 409 Student

Services Building, 610 East John Street, Champaign, 333-3680. Inquiries may be submitted electronically to [justice@uiuc.edu](mailto:justice@uiuc.edu) or via the office's Web site at [www.conflictresolution.uiuc.edu](http://www.conflictresolution.uiuc.edu).

## 12. Counseling Services

*a. The Counseling Center* is located at 110 Turner Student Services Building, 610 East John Street, Champaign, 333-3704. Clinical and counseling psychologists, a reading and study skills specialist, multicultural educators, pre-doctoral interns, social workers, graduate assistants, and paraprofessionals provide a variety of services to help students with academic, personal, relationship, and vocational problems. Among the services offered are workshops on specific topics, such as completing the dissertation, identifying and referring troubled students, test anxiety, time management, survivors of child sexual abuse and acquaintance rape, long-distance relationships, and dual-career issues. Also offered are reading and study classes; individual, couple, and group counseling (short- and intermediate-term), and thorough referral services for long-term counseling; and consultative services to University departments and staff members.

The Counseling Center seeks to be aware of and sensitive to both the regular and special needs of minority students, international students, students with disabilities, and gay, lesbian, and bisexual students. Fees for the services of the Counseling Center have been prepaid through the student health fee. All counseling is completely confidential.

*b. McKinley Health Center Mental Health Unit*, 333-2705, provides counseling and psychiatric services for all students registered on the Urbana-Champaign campus who have paid the Health Service fee. There is no charge for visits. Services offered include individual, couple, and group counseling and psychotherapy and, when indicated, pharmacological treatment. Students who require prolonged or intensive services will be assisted in arranging private mental health care if desired.

*c. The Psychological Services Center* (505 East Green Street, Champaign, 333-0041) is a professional service center for residents and organizations in the Urbana-Champaign area. Various therapeutic, assessment, consultative, and educational services are offered for adults, adolescents, and children, including individual and group therapy, marital and family therapy, and psychological assessments. Clinical services are provided by clinical interns and faculty members in the clinical psychology program in the Department of Psychology and the Counseling Psychology Program.

*d. Centerpoint*, a division of the *Mental Health Center of Champaign County* (1801 Fox Drive, Champaign, 398-8080) offers counseling and crisis services for persons of all ages in Champaign County. Fees are charged on a sliding fee scale. Crisis telephone counseling is available 24 hours a day at 359-4141.

## 13. Specialized Services

*a. The Writers' Workshop*, administered by the Center for Writing Studies, is located in Room 251 of the Undergraduate Library. The Workshop provides one-on-one tutoring and assistance to

individuals from all disciplines and backgrounds, and features a staff of 18 trained writing instructors. The services of the Workshop are free (with valid ID) to students, faculty, and staff. Call 333-8796 for more information or an appointment.

*b. The Speech-Language and Audiology Clinic* offers evaluation, consultation, and therapy for students, staff members, and persons from the general public who have speech and language problems or who are hearing impaired. There is no charge for an audiological evaluation for full-time students registered at the University of Illinois. However, there are charges for additional audiological services and products or devices. There are nominal charges for speech therapy, speech evaluations, and aural rehabilitation therapy. Appointments can be made by calling 333-2230 or 244-9073 (TTY). Information can also be obtained by e-mail at [shs@uiuc.edu](mailto:shs@uiuc.edu) or at [www.shs.uiuc.edu](http://www.shs.uiuc.edu). The clinic is located at 901 South Sixth Street, Champaign.

*c. The Division of English as an International Language (DEIL) LinguaCenter* in G-52 Foreign Languages Building provides 20 Macintosh computers that run multimedia programs to help international students improve their English skills. Also available are audio cassette decks and VCRs. The LinguaCenter is open for walk-in use 20 to 30 hours per week each semester. Online resources can be accessed at [www.deil.uiuc.edu/](http://www.deil.uiuc.edu/). For more information, contact the DEIL/Intensive English Institute (IEI) Computer-Assisted Language Learning Coordinator at 333-6598 or via e-mail at [bouton@uiuc.edu](mailto:bouton@uiuc.edu).

*d. Disability Services* are coordinated by the *Division of Rehabilitation-Education Services (DRES)*. DRES is the designated office of the University of Illinois at Urbana-Champaign charged with responsibility for ensuring that students with disabilities are afforded equivalent access to the programs, services, and facilities of the campus. DRES obtains and files disability-related documents, certifies eligibility for disability services, and coordinates the provision of auxiliary aids and services, as well as the implementation of modifications and adjustments in academic rules, policies, and procedures to accommodate disability access. DRES works with students and faculty to determine effective aids, services, and/or adjustments, and develops plans for the provision of such support services for students and guests with disabilities. Services offered by DRES include study skills consultation and training, academic and disability counseling, auxiliary aides (e.g., notetakers, lab or library assistants, readers, interpreters, etc.), document conversion to alternative formats (e.g., Braille, tape, enlarged print, etc.), assistive listening devices, modified testing services, assistive computer technology, priority registration, time extensions, and numerous other services. For example, DRES offers physical therapy and functional training, housing for students requiring assistance in the performance of activities of daily living, accessible campus transportation, wheelchair and equipment repair, financial aid assistance, and an internationally acclaimed adapted sports program. The Division also works closely with Campus Parking and the Housing Division to arrange appropriate housing and parking for students with disabilities.

Prospective students are urged to contact DRES to request information about services and resources, and are strongly encouraged to visit the campus and the Division well in advance of enrollment to plan for their needs. The Division is located at 1207 South Oak Street, Champaign, IL 61820. To phone or fax queries regarding the Division's student services, call (217) 333-4603

(V/TDD) or (217) 333-0248 (fax). E-mail may be sent to [disability@uiuc.edu](mailto:disability@uiuc.edu) and information is also available at [www.rehab.uiuc.edu](http://www.rehab.uiuc.edu).

## 14. Child Care

The Child Care Resource Service is a resource and referral agency that helps parents locate and select quality child care in Champaign, Vermilion, Macon, Piatt, Douglas, and Iroquois counties. It offers professional assistance in evaluating child care needs, provides detailed information on child care options, and sponsors workshops and seminars for child care providers and employees. For more information or help in locating child care, call 333-3252.

## 15. Student Legal Service

Students who have paid the SORF fee and have not requested a refund may obtain assistance from Student Legal Service attorneys. In addition to defending students accused of traffic offenses, they also handle landlord-tenant disputes, misdemeanors, consumer disputes, and a variety of miscellaneous matters. The attorneys will not handle cases involving one student against another, or a student against the University or the state of Illinois, or felony cases. They cannot go outside Champaign County, but will give the accused person counsel.

Students needing an attorney should make an appointment by going to the Student Legal Service office at 324 Illini Union, 1401 West Green Street, Urbana, IL 61801.

## 16. Sports

The Division of Campus Recreation (DCR) offers many recreational opportunities for graduate students, such as informal use of recreational facilities, special events, outdoor recreation programs, sports clubs, intramural sports, exercise and fitness programs, as well as student employment opportunities.

The Division of Campus Recreation's World Wide Web site can be accessed at [www.dcr.uiuc.edu](http://www.dcr.uiuc.edu). The e-mail address is [dcr@uiuc.edu](mailto:dcr@uiuc.edu).

*a. Intramural-Physical Education (IMPE) Building:* The IMPE Building, 201 East Peabody Drive, Champaign, contains multipurpose areas for basketball, volleyball, handball, squash, racquetball, tennis, swimming, martial arts, weight training, and many other activities. Provided that the appropriate fees have been paid, graduate students may use their current ID cards to enter the building, reserve courts, obtain locker and towel service, and check out equipment. Schedules listing hours are available in the DCR office, 140 IMPE Building. For further information, call 333-3806.

*b. The SportWell Center:* The SportWell Center is housed in Room 100 of the IMPE Building, and is a cooperative effort between the Division of Campus Recreation and McKinley Health Center. The SportWell staff includes a certified athletic trainer, exercise physiologist, and a registered dietitian. SportWell services are available only to students who have paid the McKinley Health Center fee. For further information, call 244-0261.

*c. Campus Recreation Center East (CRCE):* The CRCE Building, 1102 West Gregory, Urbana, contains three basketball/volleyball courts and a comprehensive aerobic training/weight room facility. Graduate students may use their current ID cards to enter the building, provided they have paid the appropriate service fee. Schedules are available at the CRCE facility or in the DCR office, 140 IMPE Building. For further information, call 244-3603.

*d. Campus Recreation Outdoor Center (C-ROC):* Located at 51 East Gregory Drive just west of the tennis courts, C-ROC combines outdoor equipment rental with clinics and adventure trips ranging from horseback riding and in-line skating to cross-country skiing in Canada. For more information, call 333-7250.

*e. The Ice Arena:* The Ice Arena, 406 East Armory Avenue, Champaign, is open for such ice-related activities as free skating, hockey, broomball, skating lessons, and social functions. For further information, call 333-2081.

*f. Special Events:* Throughout the year, DCR offers diverse programs with free admission to graduate students. Programs are designed to appeal to a wide range of interests and include Quad Day, Wellness Expo, and Cardboard Boat Regatta. For further information, call 333-3806.

*g. Sport Clubs:* More than 50 different clubs provide a variety of sports activities, ranging from martial arts and synchronized swimming to rugby and ice hockey. Sport clubs provide the University community with a recreational alternative. Clubs are organized for recreational, competitive, or instructional purposes. Club meeting times, days, and locations can be obtained in 172 IMPE Building. For further information, call 333-3510.

*h. Intramural Sports:* Graduate students are eligible to participate individually or on teams in more than 30 activities in intramurals, such as volleyball, soccer, badminton, softball, and basketball. Men's, women's, and co-rec leagues are offered each semester. Schedules are available in the IMPE Building. For further information, call 333-3510.

*i. Exercise and Fitness Programs:* Over 70 fitness activities are offered each week at various times through the year. Activities include aerobics, step aerobics, dance fitness, water exercise, and much more. For further information, call 333-3510.

*j. Student Employment:* Graduate students may apply to work with DCR as officials, supervisors, life guards, and designers. For further information, call 333-3806.



## XVI. Contact Information for Campus Units

[A](#)|[B](#)|[C](#)|[D](#)|[E](#)|[F](#)|[G](#)|[H](#)|[I](#)|[J](#)|[K](#)|[L](#)|[M](#)|[N](#)|[O](#)|[P](#)|[Q](#)|[R](#)|[S](#)|[T](#)|[U](#)|[V](#)|[W](#)|[X](#)|[Y](#)|[Z](#)

### **Admissions and Records, Office of**

Admissions and Records Building  
901 West Illinois  
Urbana, IL 61801-3028  
[www.oar.uiuc.edu](http://www.oar.uiuc.edu)

Graduate Domestic Admissions  
(217) 333-3048

Graduate International Admissions  
(217) 333-0413

Graduate Records  
(217) 333-2364

Records Service Center  
140 Admissions and Records Building  
(217) 244-3216

### **Assistantship Appointments**

Academic Human Resources  
807 South Wright Street, Suite 420  
Champaign, IL 61820  
(217) 333-8836  
[ahrgeneral@uillinois.edu](mailto:ahrgeneral@uillinois.edu)  
[webster.uihr.uiuc.edu/ahr/default.asp](http://webster.uihr.uiuc.edu/ahr/default.asp)

### **Certification of Enrollment and Degrees**

See entry under Admissions and Records, Records Service Center

### **Child Care Resource Service**

166 Bevier Hall  
905 South Goodwin Avenue  
Urbana, IL 61801  
(217) 333-3252  
[ccrs@uiuc.edu](mailto:ccrs@uiuc.edu)  
[www.oc.uiuc.edu/oc/childcare.html](http://www.oc.uiuc.edu/oc/childcare.html)

### **Computing and Communications Service**

CCSO Resource Center  
1420 Digital Computer Laboratory  
1304 West Springfield Avenue

Urbana, IL 61801  
(217) 244-1258  
[ccso@uiuc.edu](mailto:ccso@uiuc.edu)  
[www.uiuc.edu/ccso](http://www.uiuc.edu/ccso)

### **Conference Travel Grants**

See entry under Graduate College, [Information Office](#)

### **Conflict Resolution**

Office for Student Conflict Resolution  
409 Turner Student Services Building  
610 East John Street  
Champaign, IL 61820  
(217) 333-3680  
[conflictresolution@uiuc.edu](mailto:conflictresolution@uiuc.edu)  
[www.conflictresolution.uiuc.edu](http://www.conflictresolution.uiuc.edu)

### **Continuing Education, Office of**

302 East John Street, Suite 202  
Champaign, IL 61820  
(217) 333-1462  
[www.conted.uiuc.edu](http://www.conted.uiuc.edu)

### **Counseling Center**

110 Turner Student Services Building  
610 East John Street  
Champaign, IL 61820  
(217) 333-3704  
[www.odos.uiuc.edu/counseling\\_center](http://www.odos.uiuc.edu/counseling_center)

### **Dean of Students**

300 Turner Student Services Building  
610 East John Street  
Champaign, IL 61820  
(217) 333-0050  
[www.odos.uiuc.edu](http://www.odos.uiuc.edu)

### **Disability Services**

Division of Rehabilitation-Education Services  
1207 South Oak Street  
Champaign, IL 61820  
(217) 333-4603 (V/TDD)  
[disability@uiuc.edu](mailto:disability@uiuc.edu)  
[www.rehab.uiuc.edu/](http://www.rehab.uiuc.edu/)

**Division of Measurement and Evaluation**

247 Armory  
505 East Armory Avenue  
Champaign, IL 61820  
(217) 333-3490  
[www.oir.uiuc.edu/dme](http://www.oir.uiuc.edu/dme)

**Financial Aid, Office of Student**

620 East John Street  
Champaign, IL 61820  
(217) 333-0100  
[www.odos.uiuc.edu/osfa](http://www.odos.uiuc.edu/osfa)

**Graduate College**

2nd floor, Coble Hall  
801 South Wright Street  
Champaign, IL 61820  
[www.grad.uiuc.edu/](http://www.grad.uiuc.edu/)

## Information Office

204 Coble Hall  
(217) 333-0035

## Fellowship Office

209 Coble Hall  
(217) 333-0036

## Minority Affairs

201 Coble Hall  
(217) 333-4860

## Thesis Office

218 Coble Hall  
(217) 333-6278

## Tuition Waivers

209 Coble Hall  
(217) 333-0036

**Health Center, McKinley**

1109 South Lincoln Avenue  
Urbana, IL 61801  
(217) 333-2701  
[www.mckinley.uiuc.edu](http://www.mckinley.uiuc.edu)

**Housing, Graduate and Family**

Goodwin-Green Apartments  
300 South Goodwin Avenue and  
1107-1113-1115 West Green Street  
Urbana, IL 61801  
(217) 33-8213

Orchard Downs Apartments  
1841 Orchard Place  
Urbana, IL 61801  
(217) 333-5656

Housing Contracts and Assignments  
200 Clark Hall  
1203 South Fourth Street  
Champaign, IL 61820  
(217) 333-7111  
Fax: (217) 244-0394  
[housing@uiuc.edu](mailto:housing@uiuc.edu)  
[www.housing.uiuc.edu](http://www.housing.uiuc.edu)

Sherman Hall  
107 Sherman Hall  
910 South Fifth Street  
Champaign, IL 61820  
(217) 333-2250

Daniels Hall  
160 Daniels Hall  
1010 West Green Street  
Urbana, IL 61801  
(217) 333-0464

Housing, Privately Owned  
Housing Information Office  
431 Clark Hall  
1203 South Fourth Street  
Champaign, IL 61820  
(217) 333-1420  
Fax: (217) 244-7073  
[certhsg@uiuc.edu](mailto:certhsg@uiuc.edu)  
[www.housing.uiuc.edu/administrative/certhous/index.html](http://www.housing.uiuc.edu/administrative/certhous/index.html)

**Housing, University Residence Halls**  
See entry under [Housing, Graduate and Family](#)

**Illinois Researcher Information Service (IRIS)**

128 Observatory  
901 South Mathews Avenue  
Urbana, IL 61801  
(217) 333-0284  
[a-trehub@uiuc.edu](mailto:a-trehub@uiuc.edu)  
[www.librry.uiuc.edu/iris/](http://www.librry.uiuc.edu/iris/)

**Instructional Development, Division of**

Office of Instructional Resources  
249 Armory Building  
505 East Armory Building  
Champaign, IL 61820  
(217) 33-3370  
[www.oir.uiuc.edu/](http://www.oir.uiuc.edu/)

**Insurance, Student**

c/o Benefits Center  
807 South Wright Street, Suite 480  
Champaign, IL 61820  
(217) 333-0165  
[webster.uihr.uiuc.edu/students/mainpae.asp](http://webster.uihr.uiuc.edu/students/mainpae.asp)

**Intellectual Property**

Office of Technology Management  
4th floor, Swanlund Administration Building  
601 East John Street  
Champaign, IL 61820  
(217) 33-7862  
[www.otm.uiuc.edu/](http://www.otm.uiuc.edu/)

**Intensive English Institute**

1205 West Nevada  
Urbana, IL 61801  
(217) 333-6598  
[iei@uiuc.edu](mailto:iei@uiuc.edu)  
[www.iei.uiuc.edu/iei/](http://www.iei.uiuc.edu/iei/)

**International Programs and Studies**

303 International Studies Building  
910 South Fifth Street  
Champaign, IL 61820  
(217) 333-6104  
[www.uiuc.edu/providers/ips/](http://www.uiuc.edu/providers/ips/)

**Scholarships for International Students (SIS)**

Julia Goldberg  
306 International Studies Building  
(217) 244-0254  
[juliag@uiuc.edu](mailto:juliag@uiuc.edu)

**Study Abroad Office**

Joan D. Solaun  
910 South Fifth Street  
Champaign, IL 61820  
(217) 333-7741  
Fax: (217) 244-0249  
[j-solaun@uiuc.edu](mailto:j-solaun@uiuc.edu)

**International Student Affairs, Office of**

510 East Daniel Street  
Champaign, IL 61820  
(217) 333-1303  
[www.uiuc.edu/providers/oisa/](http://www.uiuc.edu/providers/oisa/)

**Loan Deferral**

Records Service Center  
140 Admissions and Records Building  
901 West Illinois Street  
Urbana, IL 61801-3028  
(217) 333-9809

**Mental Health Department, McKinley Health Center**

313 McKinley Health Center  
1109 South Lincoln Avenue  
Urbana, IL 61801  
(217) 333-4860

**Minority Affairs**

See entry under Graduate College

**Psychological Services Center**

505 East Green Street, Third Floor  
Champaign, IL 61820  
(217) 333-0041

**Recreation, Division of Campus**

170 Intramural-Physical Education Building  
201 East Peabody Drive  
Champaign, IL 61820

(217) 333-3806  
[www.dcr.uiuc.edu](http://www.dcr.uiuc.edu)

**Registrar's Office**

See main entry under Admissions and Records

**Rehabilitation-Education Services, Division of**

1207 South Oak Street  
Champaign, IL 61820  
(217) 333-4603  
(217) 333-1970 (V/TDD)  
Fax: (217) 333-0248  
<http://www.rehab.uiuc.edu/services/default.html>

**Residence Halls, Graduate**

See entry under Housing, Graduate and Family

**Residency Determination**

See entry under Admissions and Records, Records Service Center  
[www.uoapa.uillinois.edu/residency.html](http://www.uoapa.uillinois.edu/residency.html)

**Senate Committee on Student Discipline**

c/o Office of Student Conflict Resolution  
Turner Student Services Building  
610 East John Street  
Champaign, IL 61820  
(217) 333-3680

**Speech-Language and Audiology Clinic**

901 South Sixth Street  
Champaign, IL 61820  
(217) 333-2230  
TTY: 217) 244-9073

**Student Insurance Office**

c/o Benefits Center  
807 South Wright Street, Suite 480  
Champaign, IL 61820  
(217) 333-0165  
[insure@uiuc.edu](mailto:insure@uiuc.edu)

**Transcript Office**

See entry under Admissions and Records, Records Service Center

**Tuition and Fee Assessment**

See entry under Admissions and Records, Records Service Center

**Tuition Waivers**

See entry under Graduate College, Fellowship Office

**Veterans Affairs**

620 East John Street  
Champaign, IL 61820  
(217) 333-9283

**Women's Programs, Office of**

Turner Student Services Building  
610 East John Street  
Champaign, IL 61820  
(217) 333-3137

[www.odos.uiuc.edu/women/index.htm](http://www.odos.uiuc.edu/women/index.htm)

**Writers' Workshop**

1402 West Gregory Drive  
Urbana, IL 61801  
(217) 333-8796

[www.english.uiuc.edu/cws/wworkshop](http://www.english.uiuc.edu/cws/wworkshop)