

Handbook for Graduate Students and Advisers

(revised September, 2004)

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This handbook contains policies set forth by the Graduate College at the University of Illinois at Urbana-Champaign and is current as of August 2004. Individual graduate programs or departments may have additional policies. Please consult those when appropriate. A list of Graduate Programs is available at www.oar.uiuc.edu/prospective/grad/depts.asp. The policies set by other units, but which are referred to in this handbook because of their relevance to graduate students and advisers, are provided for informational purposes. Please consult the Web sites and contacts given throughout this handbook or at the University of Illinois homepage at www.uiuc.edu for current policies in other units

Chapter I: The Graduate College

Administration and Governance

The Graduate College of the University of Illinois at Urbana-Champaign has statutory jurisdiction over programs leading to post baccalaureate degrees on the Urbana-Champaign campus of the University of Illinois. The only post-baccalaureate programs on the Urbana-Champaign campus that are not under the jurisdiction of the Graduate College 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 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 Executive Committee is the Graduate College's primary policy-making body. The committee advises the dean on matters of policy, courses and curricula, appointments to the graduate faculty, and degree programs and requirements. It is chaired by the dean and meets regularly during the academic year. 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 Program Subcommittee of the Graduate College Executive Committee.

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. For more details on graduate faculty membership, see the Graduate College Policy on Graduate Faculty Membership adopted October 24, 1999 (online at www.grad.uiuc.edu/Policies/polgradfac.html). For more details on graduate faculty and doctoral committees, see section III.6.b of this handbook.

Services and Information for Graduate Students

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; degree requirements; career services; and student problems including grievances, petitions, and academic progress. The Graduate College offices are housed on the second floor of Coble Hall. More information regarding special programs and services for graduate students can be found in section X of this handbook.

Every graduate student should read the publication entitled *Code of Policies and Regulations Applying to All Students* (online at www.uiuc.edu/admin_manual/code) 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. 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 to University of Illinois computer systems, data, or resources is prohibited by University policy and may constitute a violation of Illinois state law. Copies of the *Code of Policies and Regulations Applying to All Students* are also 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.

The *Programs of Study* catalog (online at courses.uiuc.edu/cis/programs/urbana) provides a description of graduate programs. The *Courses Catalog* (online at www.uiuc.edu/admin_manual/Courses/course.top.latest.html) contains information about all courses available to University students. (Courses available during a particular semester are listed in the *Class Schedule*.)

Advisers and Academic Units

When graduate students first register, they are generally 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 (for more information see section VII.2. of this handbook). 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.

Because graduate programs and requirements tend to change, 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 individual graduate units. 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.

In this handbook "department" or "unit" 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. Because these differing units have much autonomy with regard to admissions, graduate programs, and assistantships, it is difficult to generalize about them. A detailed description of departmental structure is included in the University of Illinois *Statutes*, www.uillinois.edu/university/policies/statutes.php

II. Admission, Registration, and Change of Program

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 the official verification that admission has been approved for a specific term. If the applicant does not register for that term, the Notice of Admission becomes null and void. There are two exceptions. Unless a summer Notice of Admission is marked "Summers Only," it is also valid for the following fall semester and a Notice of Admission for a fall term is also valid for the preceding summer sessions. Please note that departments must recode fall admits to summer.

With the recommendation of their department, an applicant may request that their term of entry be changed. The Graduate and Professional Admissions and Support Unit of the Office of Admissions and Records will only consider requests if the new term of entry is within one year of the original term of entry.

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, and whether full graduate standing or limited status admission has been approved. 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 department.

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. Students admitted on limited status because of incomplete academic transcripts (including official transcripts for all post-high school courses and confirmation of baccalaureate and higher degrees) generally must supply such documents to continue past the first semester. 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. No advanced degree will be awarded to a student who has not qualified for, and been granted, full graduate standing.

Students who have not presented proof of immunity to certain vaccine-preventable diseases, and international students who have not completed tuberculosis screening, will not be allowed to register (see sections II.8. and II.9 for more details).

The University of Illinois does not generally allow admission to a graduate degree program if the applicant has already earned a similar degree at an equivalent level (see [section III.2.e](#) for more details).

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 semesters (not including summer) 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 one year, the student must submit a graduate student petition to request reentry. See [section II.15](#) for more details. International students must petition for re-entry after one missed semester (not including summer).

Nondegree Status

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

- Is not eligible to register early.
- Cannot register until the fourth day of instruction for the fall or spring semester, and can only register if classroom space is available. 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.
- Is limited to taking **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.
- Is not eligible for financial aid administered by the Graduate College, such as fellowships, and conference travel grants.
- 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 any additional supporting credentials are 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 twelve hours of graded 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 and Professional Admissions and Support Unit of the Office of Admissions and Records. Students with no advising department should seek advice from the department to which they plan to apply for degree status in future terms.

As with degree students, either the major department or the Graduate College may block 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.

Social Security Numbers

Federal law 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.

i-Cards

All University of Illinois students, faculty, and staff are required to have an *i-card*, the official University photo identification card. At the start of fall and spring terms *i-cards* are issued in the Illini Union. During the rest of the year, *i-cards* are issued in the ID Center, located on the second floor of the Illini Union Bookstore at 809 S. Wright Street, Champaign.

The *i-card* is used to access certain services and facilities, such as library borrowing, computer labs, printing and copying, campus recreation facilities, health care, residence halls and dining facilities, and student elections. It also serves as a bus pass on local MTD busses. Depending on the service, students may be asked to present the actual *i-card*, enter the University ID number (UIN) located on the front of the card, or scan the barcode or the magnetic stripe.

To log on to secure University Web sites, students need to use the UIN, a PIN number, and a password. More information, including how to set a PIN number and password, is available at www.icard.uillinois.edu.

Registration Procedures

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. It is the student's responsibility to confirm that they have registered correctly. Access to registration will be terminated if a student is found to be making excessive unsuccessful registration attempts.

The current *Class Schedule*, including registration instructions and course offerings, is available online at www.uiuc.edu/academics/index.html.

See section IV.12 for information on withdrawal and cancellation procedures.

a. Earliest Registration Time—Time Ticket: All eligible continuing and reentry students are assigned an earliest registration time or Time Ticket, according to priorities established by campus policy. The earliest registration time is the first time a student can access registration for the term. Currently enrolled students are informed of the Time Ticket on the self-service web registration system approximately two weeks before the start of the Early Registration Period.

Students should register as close to the Time Ticket as possible. Students can make course adjustments subject to campus and college policies and deadlines after the earliest registration time 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. Holds: Academic and administrative offices may place holds 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 holds on record, they must be resolved with the appropriate campus office as soon as possible. A hold will prohibit a student from participating in early registration. Students are informed of any holds on the Web Self-Service registration system. 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 registering. 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.

Failure to resolve holds prior to 5:00 p.m. on the last working day prior to the first day of instruction may result in cancellation of course registrations for the term and loss of financial assistance.

d. 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 *Class Schedule* 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.

e. “Authorization Only” Courses: Some courses require departmental authorization prior to registration. Students interested in an “authorization only” course listed in the *Class Schedule* should consult the teaching department prior to the Early Registration Period. Students who believe they meet the course enrollment requirements should contact the teaching department for authorization. The students, in turn, must register for the course.

NetID and Password

All Urbana-Champaign students are assigned a NetID and temporary password when they are admitted to the University. The NetID and password provide access to sites and services specific to the Champaign-Urbana campus, such as computer labs and e-mail. As with any computerized system, security of the data is a primary concern. For this reason, students are required to change their passwords periodically. The importance of the password is much like that of a bankcard PIN—**always** protect the privacy and security of the password. For more information about NetIDs, contact the Campus Information Technologies and Educational Services Offices (CITES) at 244-7000 or consult@uiuc.edu or visit the Web at www.cites.uiuc.edu/passwords.

EnterpriseID and Password

Registration is done using an online system called UI-Integrate Self-Service. To access this system students need to establish an EnterpriseID and password at apps.uillinois.edu/selfservice. The EnterpriseID allows access to the statewide University of Illinois administrative system for official records in Student Services, Financial Aid, and Billing. For problems or questions, regarding the EnterpriseID, contact the AITS Help Desk at 333-3102 or Helpdesk2@uillinois.edu. To consult the Class Schedule online, go to courses.uiuc.edu/cis/index.html.

Late Registration and Course Changes

Graduate students can use Web Self-Service to register or add classes until the tenth day of instruction in the fall and spring semesters. International students must register by the tenth day of instruction because of SEVIS requirements. Other students are encouraged to register by the tenth day for many reasons including financial aid and insurance. Until the end of the sixth week of instruction, graduate students may complete registration or add classes at the Office of Admissions and Records, without special permission, although they may be asked to complete a Late Registration Form. If a class carries departmental restrictions, departmental personnel should complete these approvals before students go to OAR. After the sixth week of instruction, Late Registration Forms will be required to add classes, and the forms must be stamped to indicate departmental approval.

Graduate students can use Web Self-Service to drop courses until the end of the eighth week of instruction. International students cannot drop below full-time unless they have prior approval

from OISA. After the eighth week and until the end of the twelfth week of instruction, graduate students can process drops at the Office of Admissions and Records, without special permission. After the twelfth week, graduate students wishing to drop a class will need to complete the Late Program Change Form with departmental approval, and will receive a grade of “W” for the class.

After the last day of finals, graduate students must complete a graduate student petition to add or drop a class.

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 form, which he or she must use to report proof of immunity as defined by Illinois state law and required by University regulations. Students who fail to comply with immunization requirements may be prohibited from registration until the requirements are met.

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.

Auditing Privileges

A student wanting to audit a course must first complete an Auditor'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 Auditor'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.

Registration *in Absentia*

A domestic student need not 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 or faculty/staff time; and (3) has left campus. If a student must do research in the field or in a library or laboratory at least 50 miles 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 (including the off-campus address if possible), available facilities, the term(s) and year during which *in absentia* registration is being requested, and the course number (usually thesis credit) and amount of credit desired. A petition for registration *in absentia* will ordinarily be approved for a degree candidate, either master's or doctoral, 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.

Petitions requesting *in absentia* registration under other circumstances will be evaluated on their merits. The only fee assessed to students registered *in absentia* is the general fee. Students must realize that if a certain fee is not assessed they are not eligible to receive the benefits of the services provided by the fee. If, for example, students registered *in absentia* wish to have health insurance they must make alternative arrangements. The general fee does provide students with e-mail but does not provide access to services covered by the service fee such as IMPE and the Illini Union. See Rule 54 of the *Code of Policies and Regulations Applying to All Students* (online at www.uiuc.edu/admin_manual/code) for details regarding fee assessments. Tuition for *in absentia* registration is based on the student's college and curriculum of enrollment, and the number of hours for which the student is registered.

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 their registration online at any time on the Web Self-Service registration system and print their schedules as needed. **Students are responsible for checking their schedules.** Students who find errors in their schedules should immediately correct these errors. **This process must be completed before the deadline for adding or dropping a course.**

Changing Departments or Programs

Current graduate students may use the petition process to transfer from one academic program to another. This means that they don't have to pay a new application fee, provide additional copies of transcripts already on file, or fill out a duplicate application. Generally departments will ask for additional information such as a new statement of purpose or possibly new letters of reference. Departments with special application requirements will request that these requirements be completed. Both the current department and the anticipated department must comment on the transfer and sign the petition. The anticipated department must clearly indicate whether or not they accept the student, and the date when they wish the acceptance to be valid. The student's current adviser must also sign the petition. When all signatures are obtained, the petition is forwarded to Graduate and Professional Admissions and Support Unit of the Office of Admissions and Records for consideration.

If the student and the new department want to count towards the new degree 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. **International students who change graduate degree programs are required to obtain new immigration documents from the Office of International Student Affairs.**

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 and advisers prior to departure. With departmental approval, the student may reenter any time within one year of last registration, provided the time limit for the degree has not been exceeded. The student may register for courses for the term in which he or she returns.

Graduate students who must interrupt their graduate program for more than two semesters (not including summer) 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. International students must petition for re-entry after one missed semester (not including summer).

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.

III. The Academic Record, Academic Standing and Degree Requirements

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-	0.67
B-	2.67		F (failure, including courses dropped for academic irregularities) 0.00	
C+	2.33			

Symbols used by the University include:

- W— Authorized withdrawal from a course. No grade is given.
- I— Incomplete (formerly Ex). An Incomplete grade is assigned when a final grade is temporarily excused. An extension of time to complete course work is a privilege that 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 Incomplete grade given in the fall term must be replaced by a letter grade no later than the reading day of the spring term. An Incomplete 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. If the student does not maintain continuous enrollment, the Incomplete grade becomes an F after one calendar year.

- DFR— Grade temporarily deferred. Used only in research courses and in other approved courses that usually extend beyond one semester. For many courses approved for DFR grading, the time limit for the DFR grade to revert to F is the same as for the Incomplete grade. The grade for thesis research course (599) remains DFR until thesis research has been passed or failed.
- S or U— Satisfactory or Unsatisfactory. Used as final grades only in the thesis research course (599) and in certain other approved courses; not included in the GPA computation. A grade may not be given for thesis research until the thesis work is completed and the thesis deposited.
- CR or NC— Credit or No Credit. Used only if a student has registered for a course under the Credit/No Credit Option, before the published deadline, with the approval of their major department. A form requesting this option may be obtained from the student's department.
- ABS— 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 hours of graded (A-D) course work for each hour of credit/no credit course work. In any one semester, a student may take no more than four semester hours on a credit/no credit basis. Credit 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 departmental minimum GPA and the student is placed on probation, 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 probation 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 on the Web Self-Service registration system. The GPA includes all hours of course work with grades of A through F and ABS but not those with grades of CR, NC, I, DFR, S, and U. The Institutional Graduate GPA includes all coursework for which a student is enrolled while a graduate student at the University of Illinois at Urbana-Champaign. The Transfer GPA includes course work transferred from other universities or colleges.

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 department requires that the course be repeated to achieve a certain minimum grade. (A student may also choose to repeat a course.) In the computation of a graduate student's GPA and accumulated hours toward a degree, the grade for the course when first taken is the grade that counts; the grade and credit for the repeated course are ignored.

e. Minimum Grade Point Averages (GPAs): A student is required by the Graduate College to maintain a minimum graduate GPA of 2.75 in order to continue in an advanced degree program, and must have a cumulative graduate 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. The student's degree GPA must also be at or above this minimum in order to graduate.

Effective Fall 2004, a new Graduate College Probation Policy will be in effect. This new policy will significantly affect how soon graduate students are placed on probation. Please refer to the complete policy online at www.grad.uiuc.edu/Policies/probation.html.

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.

Credit

a. Graduate Credit: Beginning Fall 2004, graduate credit at the University of Illinois at Urbana-Champaign will be measured using semester hours. Previously graduate credit was measured in units, with one unit being equivalent to four semester hours. For approved transfer credit, four semester hours equal six quarter-hours. Each course description indicates the credit available.

b. Residence Credit: Residence requirements are outlined in rule 89 of the *Code of Policies and Regulations Applying to All Students*, www.uiuc.edu/admin_manual/code. Specific residency requirements for master's and doctoral degrees are found in [sections III.5](#) and [III.6](#). The following are accepted as residence credit: (1) graduate credit transferred from the University of Illinois at Chicago or from the University of Illinois at Springfield; (2) graduate credit earned through the 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 Off-campus course or program.

c. 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.

d. Credit for Work Completed Outside the Graduate College: Work completed outside the Graduate College is defined as work taken at another university or under non-degree status. It

does not apply to work taken at this University while in another graduate program and not applied to another degree. A student who has completed graduate-level course work at an accredited institution 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. This course work will need to be no more than five years old at the time of graduation, or an explanation will be expected from the department, at the time the student is placed on the degree list, regarding how the student's knowledge in the area covered by the course(s) meets current standards. Generally, a maximum of 12 semester hours 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 12 semester hours on transfer credit does not apply to students in the CIC Traveling Scholar program.

Only after the student has successfully completed at least 8 semester hours of graded 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 through the 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 Off-campus 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. Except in unusual circumstances such credit may not be transferred to count toward Stage II or Stage III of a doctoral 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 64 hours of residence credit out of the total of 96 hours required for the doctoral degree.

e. Similar Degree: The Graduate College will generally not allow the award of a graduate degree in an area in which a graduate degree at an equivalent level (master's, doctoral) has already been earned. This applies to cases where the first degree is from the University or from another domestic or international institution. The basis for this policy is that an individual should not receive a second degree for work that is substantially similar to the work used to complete the

first degree. However, a second degree may be allowed in cases where it is clear that the student's degree programs differ significantly. The petition process is used for such requests.

f. Research Credit and 599: The time devoted to research is recorded by registration in 599 (thesis credit) or in 500-level courses with such titles as "Independent Study," "Individual Topics," or "Special Problems." Registration in 599 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 599 should do so only with full departmental and adviser approval. Registration for 599 credit is required if a thesis is being completed as a degree requirement. The grade of DFR (deferred) is reported for 599 hours until the thesis has been completed, defended if required, and successfully deposited in the Graduate College, at which point the grade becomes S (satisfactory). If the student fails the final defense the grade becomes U (unsatisfactory). A thesis cannot be deposited in the Graduate College unless the student has been registered for thesis credit. **If 599 credit is taken but thesis work is not completed, the 599 credit will remain as deferred (DFR).**

Advanced doctoral students also have the option of registering for GC 599 under certain circumstances. To register for GC 599, 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 599; 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 599 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 599 should complete the appropriate form, found on the Graduate College Web site at www.grad.uiuc.edu/forms/gc499.pdf and forward this form to the Graduate College. Students who are enrolled in GC 599 are not eligible for additional educational loans.

g. Off-campus and Online Courses: Graduate courses are offered by the University at various sites throughout the state as well as through online instructional delivery methods. Information about these courses is available from the Division of Academic Outreach, Office of Continuing Education, or www.continuinged.uiuc.edu/outreach.

After the student has been admitted as a degree candidate, credit earned in off-campus/online 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. With departmental approval, a student may petition to transfer for degree credit up to, but no more than, 12 hours of course work earned prior to admission as a degree candidate. This course work must have earned grades of A or B and have been completed no more than five years prior to admission to the Graduate College.

h. Guided Individual Study Courses: Credit for guided individual study courses may be applied toward an advanced degree and to help fulfill residence requirements. With departmental approval, guided individual study courses may be used to fulfill prerequisites or remove deficiencies. A list of guided

individual study courses is available from the Division of Academic Outreach, Office of Continuing Education or www.continuinged.uiuc.edu/outreach.

Credit Loads

a. Full-time Student Status: Normally, full-time status is established by enrollment in twelve credit hours; graduate students are able to establish full-time status with fewer than twelve credits in some circumstances. On March 20, 2003, The Graduate College Executive Committee approved a change in policy regarding full-time course of study for graduate students. The complete policy is available online at www.grad.uiuc.edu/Policies/FullTimeStudent.html.

Graduate students may be required to maintain full-time enrollment for several reasons. Many academic programs require registered students to maintain a full-time load. Full-time status may also be required for certification related to student loans, fellowship and traineeship appointments, and certain types of non-University medical insurance policies. (See section III.3.c for more information regarding fellows and trainees.) Certification for full-time status is obtained from the Registrar's Office, Transcript Section, and may be ordered at the Records Service Center, 140 Admissions and Records Building, or www.oar.uiuc.edu/current/trans.html. International students on an F-1 or J-1 visa are required to maintain full-time status for purposes of Student Exchange and Visitor Information System (SEVIS) reporting.

b. Maximum and Minimum Enrollment: The maximum amount of credit in which a graduate student can enroll without special overload approval from the Graduate College is:

Fall and Spring terms 20 hours

Summer Term 12 hours

Registration above the established maximum will not be permitted unless a Graduate College petition is approved. The petition requesting an exception must first be approved by the department and adviser and must explain the factors that justify the exception.

The Graduate College places no restriction on the minimum amount of credit for which a student may register, although enrollment below a full course of study may jeopardize financial aid, progress toward a degree, loan deferment, or the visa status of an international student. Some departments, however, do require students to be registered for a minimum amount of credit. International students have specific requirements for maintenance of status. See www.grad.uiuc.edu/Policies/FullTimeStudent.html for details.

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.

c. Fellows and Trainees (see also policy adopted March 20, 2003 at www.grad.uiuc.edu/Policies/FullTimeStudent.html): The purpose of fellowships and traineeships is to permit their holders to pursue graduate study full-time. A student who holds such an award is expected to carry a full credit load of 12 semester hours during the fall and spring semesters. Graduate students with summer fellowship appointments are considered to be full-time during the summer if they are registered for 4 hours. One of the 500 or 501 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, fellowship@grad.uiuc.edu

Some fellows require Graduate College permission to hold any concurrent appointment. Otherwise, unless restricted by the funding agency, all fellows may at the discretion of their departments carry additional hourly or assistantship appointments of up to 50 percent time (20 hours/week), providing they conform to the minimum registration requirement. Acceptance of an assistantship to be held concurrently with a fellowship does not entitle a fellowship holder to a reduced credit load.

General Degree Requirements

In addition to the M.A., 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 are listed in the appropriate sections of the *Programs of Study* catalog (online at www.courses.uiuc.edu) and in departmental handbooks. The Graduate College will not permit a student to earn a graduate degree similar to one obtained elsewhere (see [section III.2.e](#)). In order to receive a degree from any department or program, a student must be registered in that department or program for at least 12 semester hours for at least one term.

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:

- The point in a student's program when the examinations should be scheduled.
- The nature and purpose of the examinations.
- 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 the examinations 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.
- Selection procedures for committee members, and the student's role and responsibilities in their selection.
- Appeal procedures if the student feels that he or she has been unfairly treated.

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 requirements 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.

A person on the 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.

Graduate degrees at the University have residence requirements. See [section III.2.b.](#) for more information on residence credit.

Requirements for the Master's Degree

a. Credit and Residence (see also policy changes of March 20, 2003 at www.grad.uiuc.edu/Policies/FullTimeStudent.html): The Graduate College requires a minimum of 32 semester hours of graduate credit for the master's degree. All hours must be at the 400-level or greater. At least 12 hours must be in 500-level courses, and 8 of these 12 hours must be in the major field. Half or more of the hours applied to a master's degree must be earned in courses counted for residence credit. See [section III.2.b](#) for more details on residence 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 have such requirements determine their own rules for committee membership and administration of the examination. The Graduate College does require that a master's candidate depositing a thesis have an adviser who is a member of the graduate faculty. When beginning a degree program, a student should determine whether or not 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. Degree Conferral: Master's degrees are conferred in May, August, October, and December. In order to receive a degree, a student must be on the graduation list for the appropriate graduation date. This is done by completing an Application for Degree form at the Records Service Center, 140 Admissions and Records Building, or the Graduate College Thesis Office, 206 Coble Hall. Students also may use the Web Self-Service system to complete an Application for Degree. The deadline for placing a name on the list for each graduation date is noted in the Graduate College Calendar.

d. 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. With the approval of the Graduate College, a department may set a time limit for earning a master's degree that is different from the campus' general time limit. A student who has reached or exceeded the time limit for the graduate degree will not be able to continue to register without Graduate

College approval of a Graduate Student Petition for an extension of time. See [section VII.2](#) and www.grad.uiuc.edu/Policies/petitions.html for further details.

A master's degree candidate who will be using **course work that is more than five years old** at the time of graduation must petition the Graduate College asking that the course work be accepted for the degree. The petition must include an explanation from the department regarding how the student's knowledge in the field meets current standards. This justification is needed for degree certification and is required when the student is placed on the degree list.

Requirements for the Doctoral Degree

a. *Credit and Residence* (see also policy changes of March 20, 2003 at www.grad.uiuc.edu/Policies/FullTimeStudent.html): Doctoral degree programs are divided into three stages, as described below, and must include the successful completion of a minimum of 96 semester hours of graduate credit as well as the preliminary and final examinations. At least 64 of the hours, which may include thesis credit, must be earned as residence credit. See [section III.2.b.](#) for more details on residence credit. Courses taken in the College of Medicine are counted as residence credit toward the graduate degree for Medical Scholars Program students only.

Stage I: Completion of the master's degree or its equivalent. The equivalent is at least 32 semester hours of acceptable graduate work at this University or at another university (or 48 quarter hours). Students who apply for a doctoral degree and have already completed a master's degree equivalent to that awarded by the department to which they are applying are considered to have completed the first stage of the doctoral program unless the department stipulates otherwise. Each department should have a procedure for evaluating a student's progress at this early stage of their doctoral work. An important part of 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 about whether the 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, or other examination or series of examinations, 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. A student who has completed Stage II is often referred to as being "ABD" (all but dissertation).

Stage III: Research and other activities culminating in the final oral examination (final defense) and deposit of an approved thesis. Normally, continuous registration, which need not include 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 hours of 599 before all credit requirements have been met. Registration in 599 is also required for the entire term in which a student takes the final defense, regardless of when the thesis will

be deposited in the Graduate College or when the degree will be conferred. Students in the Medical Scholars program are considered registered if they are enrolled in the College of Medicine. Dual degree or joint degree students may be enrolled in either program when they defend. For this purpose only, "term" is defined as extending through the day prior to the first day of the following term. See section III.6.e for further details.

International students should refer to [section XII](#) for further information regarding enrollment as it pertains to visa status.

b. Doctoral Committees and Examinations: Committees may be formed and examinations may be given at various stages of graduate study in order to monitor and ensure the quality of graduate work.

Qualifying examinations are not required by the Graduate College, but are required by some departments. Qualifying exams are generally given at the end of Stage I of the doctoral work (see section III.6.a). Departments may internally appoint committees to conduct these exams.

The **preliminary examination** is required by the Graduate College, and is required for completion of Stage II of graduate study. Preliminary examinations may be oral or written or both, depending on the unit's policy. Preliminary examinations generally evaluate the student's overall and specific knowledge in the field. Preliminary examinations usually also include an oral presentation to review the feasibility and appropriateness of a student's dissertation research proposal. The unit 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. In order to prepare appropriately, the student may wish to discuss the examination with each member of the preliminary examination committee before scheduling the preliminary examination. The Graduate College does not require that students be registered to take preliminary examinations, however individual departments may have such a requirement.

The **preliminary examination committee** is appointed by the dean of the Graduate College, upon recommendation of the executive officer of the unit. In some units the same committee acts for all students taking preliminary exams in a given year. In other units the preliminary examination committee may be comprised at least in part of those who will serve on the student's dissertation or final examination committee. In any case, the committee must include at least four voting members. At least three of these voting members must be members of the Graduate Faculty and at least two must also be tenured. A revision to the Policy on Doctoral Committees, January 28, 2004 allows this last requirement to be met by term members of the Graduate Faculty who retired or resigned with tenure for a period of three years following their resignation or retirement; that period may be extended at the request of the unit, so long as the faculty member remains actively involved in the graduate program. Non-voting members may be appointed but are rare on preliminary examination committees.

If the Graduate College is not informed of the result of the preliminary examination within six months after the scheduled examination date, the committee is considered dissolved. The Graduate College may reinstate the committee if a preliminary examination date is scheduled within two months after the committee dissolution date, and the department sends 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. Decisions of the preliminary examination committee must be unanimous. The result of the examination or other evaluation should be communicated to the student and to the Graduate College as soon as possible.

The Graduate College encourages formation of a **dissertation committee** as early as possible after the successful completion of the preliminary examination. This committee does not need to be formally appointed or approved. The purpose of this committee is to assist the student with their research work, often before a student is ready to form their final examination committee. In units whose preliminary examination includes the presentation of a proposal for the doctoral research, the dissertation committee may be substantially the same as the preliminary examination committee. In other cases the dissertation committee may be the same or essentially the same as the final examination committee. 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.

The **final examination committee** is appointed by the dean of the Graduate College, upon recommendation of the unit executive officer. The chair of the final examination committee must be a member of the graduate faculty (see www.grad.uiuc.edu/Policies/polgradfac.html). The committee chair and the defending student must be physically present at the final examination (e.g. presence by teleconference is not acceptable), which must be oral and open to the public. A contingent chair, who must also be a member of the graduate faculty, may be designated to serve as the chair of the final examination committee should the original chair be unable to serve for any reason. The student's thesis adviser need not be the chair of the committee. The final examination committee must include at least four voting members. At least three of these voting members must be members of the Graduate Faculty and at least two must also be tenured. A revision to the Policy on Doctoral Committees, January 28, 2004 allows this last requirement to be met by term members of the Graduate Faculty who retired or resigned with tenure for a period of three years following their resignation or retirement; that period may be extended at the request of the unit, so long as the faculty member remains actively involved in the graduate program. 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. Upon departmental request, the dean of the Graduate College may also appoint non-voting members of doctoral committees, such as an external reader, an Urbana-Champaign faculty member who is on leave, or others who have made a significant contribution to the dissertation.

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 final examination committee. Students must adhere to these procedures or requirements.

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

All voting members of the committee must be present at and participate in final examinations. In exceptional circumstances the Graduate College will allow up to two voting members to be present and participate via electronic communication media such as speaker phone or video conference link. The committee chair and the defending student, however, must be physically present at the final examination (e.g. presence by teleconference is not acceptable). Students wishing to take advantage of this option should also seek approval from the department. Non-voting members do not need to be present at the final examination.

Both voting and non-voting committee members may sign the Certificate of Committee Approval (previously known as 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. Only original signatures are acceptable on the Certificate of Committee Approval and the Certificate of Result. It is not acceptable to have someone else sign for a committee member.

Students must be registered for the entire term in which they defend. See [III.6.a](#) for more details.

Decisions of the committees for 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 his or her final examination with a satisfactory thesis, the committee may make one of three decisions:

- The committee may pass the candidate pending revision of the thesis. The candidate will receive the signed Certificate of Committee Approval when the prescribed revisions have been completed.
- The committee may defer its decision and adjourn temporarily. This category should be used only if the committee intends to hold another defense. A date for the second defense must be within six months of the first defense date. Registration is required during the semester when a second defense is held.
- The committee may fail the candidate. Students who fail the first defense attempt may, at the discretion of the committee and according to departmental rules, be granted another opportunity to take the examination after completing additional work. The chair will inform the Graduate College if the student should be given a second examination.

The result of the final examination should be reported to the Graduate College immediately.

c. Degree Conferral: Doctoral degrees are conferred in May, October, and December, but not in August. In order to receive a degree, a student must be on the graduation list for the appropriate graduation date. This is done by completing an Application for Degree form at the Records Service Center, 140 Admissions and Records Building, or the Graduate College Thesis Office, 206 Coble Hall. Students may also use the Web Self-Service system to complete an Application for Degree. The deadline for placing a name on the list for each graduation date is noted in the Graduate College Calendar (online at www.grad.uiuc.edu/calendar.html).

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, or a form can be obtained from the Graduate College Thesis Office. **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, unless the student is enrolled in a department for which the Graduate College has approved a different time limit for earning a doctoral degree. 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, unless the department has received Graduate College approval for a different time limit. 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. See [section III.10](#) for time limits for students in the Medical Scholars Program.

A student who has reached or exceeded the time limit for the graduate degree will not be able to continue to register without Graduate College approval of a Graduate Student Petition for an extension of time. To obtain such permission, the student's adviser and the executive officer of the student's major department must certify on a petition form or in a letter accompanying a petition form that the student is making satisfactory progress toward the degree, must indicate extenuating circumstances for the delay, and must indicate an expected completion date. Second and subsequent time extensions will be granted only in exceptional circumstances and with extensive justification. See [section VII.2](#) and www.grad.uiuc.edu/Policies/petitions.html for further details.

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 preliminary examination committee must be appointed, an examination given, and its result reported to the Graduate College. It is not adequate to demonstrate that the student has sufficient current knowledge in the area of the thesis; rather, current knowledge in the field is defined broadly.

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, c/o the Thesis Office, 206 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.

A doctoral candidate who will be using **course work that is more than seven years old** at the time of graduation must petition the Graduate College asking that the course work be accepted for the degree. The petition must include an explanation from the department regarding how the student's knowledge in the field meets current standards. This justification is required when the student is placed on the degree list.

e. Registration: A domestic student need not 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 or faculty/staff time; 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. See [section II.12](#) for more details on registration *in absentia*. See [section II.15](#) for information on leaves of absence.

Neither master's degree students nor doctoral degree students are required by the Graduate College to be registered at the time of deposit. Currently, the department of Electrical and Computer Engineering requires that their graduate students be registered at the time of deposit. All doctoral candidates, however, must be registered at the time of the final examination. The Graduate College requires that doctoral candidates be registered for dissertation hours for the entire semester or term during which they take the final examination. If enough thesis credits have already been accumulated, registration for 0 hours is acceptable. Beginning in Fall 2004 dissertation hours will be numbered 599 (previously 499) and will be measured in hours rather than units.

There is one exception to the registration requirement. A student who was registered during summer session need not register for the fall semester if the final examination occurs on or before the final October examination deadline for the doctoral degree students. This date is published at www.grad.uiuc.edu/thesis/thesisGC.html. This exception provides a grace period at the beginning of the fall semester for students who are unable to assemble their dissertation committees over the summer. For example, in Fall 2004, a doctoral student who wants to defend but does not want to register for the fall term must: (a) have been registered for Summer 2004 and (b) defend by September 17, 2004, the deadline for holding the final examination for October 2004 graduation.

f. 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 500 or 501 or taking a test prescribed by the department.

Theses and Dissertations

For information on theses and dissertations, see the Graduate College publication, *Handbook for Graduate Students Preparing to Deposit* (revised August 2004), online at www.grad.uiuc.edu/thesis/thesisGC.html

Certificate of Advanced Study

Some academic units, such as the Graduate School of Library and Information Science and some departments in the College of Education, 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 32 semester hours of course work beyond the master's degree. Information concerning specific advanced certificate programs is available from departmental offices.

Joint Degree and Dual Degree Programs

It is possible, with the prior approval of both departments, to pursue two post-baccalaureate degrees simultaneously. Such dual degree programs require students to complete all requirements for each degree, however with the approval of both departments, students will have the opportunity to integrate their studies rather than completing the degrees in series. A student pursuing two post-baccalaureate degrees simultaneously also must be registered in each department or program for at least 12 hours for at least one term in order to obtain both degrees.

Joint degree programs require an extensive multi-level approval process. Joint degree programs are special cases where students pursue two post-baccalaureate degrees simultaneously and the total time for the two degrees may be decreased, by a predetermined maximum, through the acceptance of required courses in one program as electives in the other. The minimum credit requirement for each degree must be completed, and both degrees must be awarded simultaneously. Joint Degree programs may involve one graduate degree and one professional degree. Students are required to register in each graduate program for at least one semester for at least 12 hours of graduate work. Approved joint degree programs can be found in the *Programs of Study*. A student interested in pursuing such joint degrees should consult the department about approved joint degree programs.

Medical Scholars Program

The Medical Scholars Program at Urbana-Champaign enables students to combine the study of medicine through the University of Illinois with graduate study from the University of Illinois at Urbana-Champaign 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. and M.D./M.B.A. studies are also offered. The University of Illinois College of Medicine offers the combined degree program in cooperation with the Graduate College of the University of Illinois at Urbana-Champaign. 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 already enrolled in the University of Illinois College of Medicine or in a graduate program may also apply.

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 mspo@uiuc.edu; or at www.med.uiuc.edu/msp.

Chapter IV: 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. A student who registers for fewer than 6 course credits for fall and spring terms will not be charged the service fee, transportation fee, or CET, SORF, CP, SEAL and KCPA fees. In this case, a student may have access to these services by paying for them. See the current *Class Schedule* for details or on the web at www.oar.uiuc.edu/current/fee_descr.html

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 service fee waiver.

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 service 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 VIII.2](#)

Health Service Fee

This fee, distinct from the health insurance 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 VIII—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.

General Fee

The general fee is non-waive able and is assessed to all students. It 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.

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.

Cleaner Energy Technologies Fee

Each semester, enrolled students are assessed a Cleaner Energy Technologies Fee that is used to purchase cleaner energy technologies for campus including solar, wind, hydrogen and geothermal projects, energy efficiency purchases, and renewable energy from non-University producers.

Student Organization Resource Fund (SORF)

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. 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 *Class Schedule* for further details at www.oar.uiuc.edu/current/fee_descr.html.

Cultural Programming (CP) Fee

Students registered on campus pay a Cultural Programming Fee each term. This is a refundable fee that supports cultural programming sponsored by the African Cultural Program, La Casa Cultural Latina, and the Native American House. A student who does not wish to support ISG programs may receive a refund of the CP fee by presenting his or her validated ID card to the cashiers at 100A Henry Administration Building during the refund period. See the current *Class Schedule* for further details at www.oar.uiuc.edu/current/fee_descr.html

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.

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 *Class Schedule* for further details at www.oar.uiuc.edu/current/fee_descr.html

Instructional Fees

Certain courses 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.

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 off-campus and guided individual study 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 assessment 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 one 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 debt 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 update their local addresses electronically before the first day of instruction. Any address changes should be immediately recorded.

Refunds

a. Cancellation of Registration or Withdrawal from the University: If a student wishes to **cancel** registration, and thus avoid payment of tuition and fee charges, the student must do so on the last working day **before** the first day of instruction of the term. This must be done by completing the Withdrawal/Cancellation form obtained from the student's departmental office, and depositing the form at the Records Services Center, 140 Admissions and Records Building, 901 West Illinois Street. Requests by mail must be received no later than 5:00 p.m. on the last business day before the first day of instruction.

A student who leaves the University during any term must officially **withdraw** from the University. A student who is enrolled in only one course and wishes to drop that course must withdraw from the University for that semester. This must be done by completing the Withdrawal/Cancellation form obtained from the student's departmental office, and depositing the form at the Records Services Center, 140 Admissions and Records Building, 901 West Illinois Street. Reimbursement will be pro-rated.

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, 140 Admissions and Records Building, 901 West Illinois Street. Assessed tuition, the service fee, the general fee, and the transportation fee are refunded on a prorated basis, less five 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.

In order for refund checks to be mailed, students must insure that their correct local addresses have been entered electronically before the first day of instruction. Consult the current *Class Schedule* at www.oar.uiuc.edu/current/fee_descr.html for specific dates.

b. Military Withdrawal from the University: Special refund policies apply to those who withdraw to enter active duty in the armed forces or other approved national defense service. See the complete policy, Rule 49 of the *Code of Policies and Regulations Applying to All Students*, www.uiuc.edu/admin_manual/code/rule_49.html .

c. Reduction of Program Range : If a student reduces course enrollments to a lower assessment range (e.g., from Range I to Range II; see www.oar.uiuc.edu), the student receives a refund of the full difference between the two ranges, provided the change is made by the deadline shown in the *Class Schedule* (www.oar.uiuc.edu/current/fee_descr.html). No refund is available thereafter except by petition, as described above.

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 . 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.usp.uillinois.edu/residency.asp .

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 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.

V. Financial Aid

Application Procedure for Fellowships, Assistantships, and Tuition and Service Fee Waivers

Students receive fellowships or traineeships from a variety of sources – department, school or center; disciplinary college or Graduate College; external sources (government; endowment). The Graduate College provides administrative support and review for all fellowships and traineeships. The support can include: receiving the application and providing the initial review before forwarding to the funding organization, including providing certification of eligibility and/or need; processing the fellowship appointment, certifying progress necessary for renewal of the award, and monitoring compliance with the terms of the award. In most cases, the fellowship either pays the student's tuition and fees or the Graduate College provides a tuition and service fee waiver.

To be considered for most types of financial aid, students should apply for admission as early as possible, preferably during the fall semester. While departments have different application deadlines, most financial aid decisions are made from January to March. A late application may preclude the chances of receiving an award.

Campus Fellowship Policies

a. Tuition waivers: Students on fellowships, defined as awards providing a living allowance of at least \$3,000 per semester and requiring no services in return, will receive a full tuition and service fee waiver regardless of the fellow's academic program. This applies to fellowships originating on- and off-campus. For individual students who receive fellowships from agencies outside the University system, departments select those who receive accompanying tuition waivers. In cases of dispute, the Graduate College will decide whether an award is a fellowship. Tuition waiver income lost due to fellowships is not reimbursable. It is not possible to combine a base-rate only graduate assistant tuition waiver with other partial tuition waivers (such as a waiver of non-resident tuition) to obtain a more complete waiver of tuition.

b. Service: Service is not required of students with fellowships, although it is required of students with assistantships.

c. Enrollment: Acceptance of a fellowship or traineeship appointment carries with it the agreement that the student will pursue a full program of study while on appointment. Stipends paid during the fall and/or spring semester require registration of at least 12 hours during the semester of the appointment. A student with a twelve-month fellowship or traineeship appointment is also required to register for at least 4 hours during the summer.

d. Concurrent appointments: Fellows are prohibited from holding two major awards concurrently (fellowship, traineeship, grant, tuition payment award or comparable support from any government agency, state, federal or foreign, or from any foundation, corporation or similar organization). Any award offer should be reported immediately to the Graduate College

Fellowship Office, where the determination will be made whether the two awards may be held concurrently.

Unless otherwise restricted by the granting agency or unit, all fellows may at the discretion of their department and the Graduate College carry additional appointments as assistants of up to 50 percent time, providing they conform to the minimum registration requirements of twelve hours. Questions about concurrent appointments should be directed to both the department and the Graduate College Fellowship Office.

e. Taxability of Fellowships: Although fellowship stipends are taxable income, the Internal Revenue Service (IRS) does not require that universities report fellowship income or withhold income taxes on such income for U.S. citizens and permanent residents. Taxability of the stipend is a matter between the fellow and the IRS. Therefore, no income taxes are withheld from the stipend payments, no Form W-2 is issued on fellowship income, and fellowship income is not reported to either the state or federal governments. For more information on the taxation of fellowships, consult IRS Publication 520: Scholarships and Fellowships, which is available online at www.irs.gov/pub/irs-pdf/p520. International students on temporary visas from countries without a tax treaty with the U.S. with fellowships must have income taxes withheld. International students should go to the Payroll Office, 100 Henry Administration Building, 506 S. Wright Street, soon after their arrival on campus to have their tax residence status and eligibility for tax treaty benefits determined. For more information on taxation for international Fellows, consult IRS Publication 519: Tax Guide for Aliens, which can be downloaded from www.irs.gov/pub/irs-pdf/p519.pdf.

f. Thesis deposit: Students with fellowship appointments must notify the Graduate College in advance of thesis deposit as it may result in a change in the terms of the fellowship award, including termination.

Assistantships

Information about assistantships may be found in [section VI](#).

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.

Other Funding Opportunities

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; 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.

Need-Based Financial Aid

The Office of Student Financial Aid awards scholarships, federal work-study funds, 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, or online at www.osfa.uiuc.edu.

Certification of full-time status may be required for loan deferments, immigration, or fellowships. For more information please see section III.3.a.

Veteran's 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.

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. Students are not required to apply for need-based assistance to use employment staff services. The Graduate College maintains the Assistantship Clearinghouse, which lists some hourly positions and assistantships available to graduate students at the University (www.grad.uiuc.edu/gsac/clearinghouse).

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 eligibility for emergency loans.

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. International students may qualify for emergency funding from the Office of International Student Affairs, 400 Turner Student Services Building, 610 East John Street, Champaign.

VI. Graduate Assistants

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 16 and August 15 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 (see [section](#)

[VI.11](#)). 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 nonwaivable fees must be paid. International students can receive a maximum of 50% assistantship per government regulations. For students holding these or fellowship appointments covering tuition and the service fee through the spring semester, the exemption extends through the summer term 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.

Union Representation

In December 2002, eligible graduate assistants at the University of Illinois at Urbana-Champaign chose the Graduate Employees' Organization (GEO/IFT/AFT/AFL-CIO) as their representative in contract negotiations. The GEO is now officially recognized as the exclusive bargaining unit for all graduate assistants (GAs) and most teaching assistants (TAs). Those graduate students who hold appointments as a research assistants (RAs) or as pre-professional graduate assistants (PGAs), and teaching assistants who are teaching for the first time in one of the following units, which have required teaching for degree completion since before 1996, the year the GEO first petitioned for an election, are not represented in the bargaining unit: Animal Biology, Biochemistry, Cell and Structural Biology, Chemistry, Germanic Languages and Literatures, Microbiology, Plant Biology, and Psychology.

The first agreement by and between The Board of Trustees of the University of Illinois and Graduate Employees' Organization, effective August 16, 2003 through August 15, 2006 can be viewed at <http://www.shout.net/~geo/resources/contractfull.html>.

For more information about the GEO, contact the organization at 1001 S. Wright St., C, 344-8283 , geo@shout.net, or visit the Web at www.shout.net/~geo.

Stipend

Minimum stipend levels for TAs and GAs represented by the GEO are set by the contract (see www.shout.net/~geo/resources/contractfull.html).

The University establishes the minimum stipend for other 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 16 and August 15, 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.

Taxability of Assistantships

The tuition waivers that accompany research and teaching assistantships are not taxable. Some students holding graduate assistantships (GAs) or pre-professional graduate assistantships (PGAs) **may** be required to pay taxes on tuition and fee waivers that exceed a value of \$5,250. See www.grad.uiuc.edu/Policies/TaxabilityOfTuitionWaivers.html. Assistantship stipends are taxable, and 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.

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. (For example, an assistant with a 50% assistantship would receive 13 50% days of sick leave.) Graduate students appointed to one-semester assistantships earn 6.5 days of sick leave at the percentage of their appointment.

Parental Leave

Eligible research, teaching, graduate, and professional 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 for academic staff members that they 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).

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.

Work Hours and Conditions

It is not possible to determine absolutely the number of hours expected of most assistants each week; 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 fifty percent 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.

Teaching Assistants and Courses at the 400/500 Level

Teaching assistants may participate in instruction in courses at the 400 and 500 levels, 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 at the 400 or 500 levels or for the assignment of final grades in such courses (except 400-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.

Teaching Assignments

If practical, the department will notify students of their teaching assignment at least 60 days before the start of any term during their tenure as graduate students and teaching assistants. This notification will include appointment title, the major components of their assignments, stipend amount, dates (duration) of service (including any mandatory or optional orientation sessions), the supervising official in the department, and the full time equivalency (FTE) of the

appointment. 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.

Oral English Language Proficiency and International Teaching Assistants

Illinois Senate Bill 1516 requires that all instructors at the University of Illinois be orally proficient in English to be eligible to teach. All non-native speakers of English 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). There are no exceptions. This means that students applying for teaching assistantships in foreign language programs are not eligible to seek an exemption from the TSE. 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 Center for Teaching Excellence (www.oir.uiuc.edu).

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 in order to complete the I-9 and begin work. All students complete the I-9 form in the appointing department.

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 Center for Teaching Excellence (www.oir.uiuc.edu), a campus-wide service unit responsible for assisting faculty, academic units, and teaching assistants in improving 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 center 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 (see below). All of these activities and programs provide teaching assistants with many opportunities for

follow-up consultation. Walk-ins are encouraged. The center also provides formal and informal programs and workshops on these and other topics for faculty, staff, and student groups.

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 Instructional Development in the Center for Teaching Excellence (www.oir.uiuc.edu).

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-by-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 may 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 must be provided with written notice and an opportunity to respond to the department head prior to termination. For additional information, see [section VII](#) and www.shout.net/~geo/resources/contractfull.html

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 a spring or fall semester) 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.12](#)) on the same date or before the last day of the assistantship, or if degree requirements for graduation are completed (including deposit of thesis) within seven calendar days after the resignation date.

VII. Problem Solving

Student Rights and Standards of Conduct

The Graduate College and the University of Illinois at Urbana-Champaign have implemented policies and standards applying to academic, professional, and personal conduct. Some of these policies are in place specifically to protect the rights of students. Graduate students are responsible for being familiar with these policies and standards (see www.research.uiuc.edu; and www.provost.uiuc.edu/campusconduct/educate.html; www.uiuc.edu/admin_manual/code). Admission to the Graduate College is a privilege, not a right. Conduct that violates these policies and standards may result in serious consequences including dismissal. See also section XIII of this handbook.

Graduate Student Petitions

Graduate College policies and requirements have been put into practice to uphold the Graduate College's responsibility for developing and safeguarding high academic standards and promoting research in all academic disciplines. Extenuating circumstances will occasionally arise in which exceptions to these policies and requirements may be warranted. Graduate students may petition the Graduate College for a waiver of any Graduate College policy or requirement. This should be done using the graduate student petition process.

Graduate student petition forms are available online at www.grad.uiuc.edu/forms/petition.pdf. Before completing a petition, a student should read the guidelines and instructions at www.grad.uiuc.edu/Policies/petitions.html, and should discuss the petition with his or her adviser.

Conflict Resolution

Students and faculty at the University of Illinois are a diverse group whose personalities, experiences, activities, and 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.

Graduate assistants covered by the Agreement by and between The Board of Trustees of the University of Illinois and the Graduate Employees' Organization should refer to the grievance procedures outlined in that Agreement with respect to any complaint alleging a violation of the Agreement (www.shout.net/~geo).

a. Informal Resolution: 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, director of graduate study, or a department or unit head may solve the problem. Campus offices such as the Office of the Dean of Students, the Office of International Student Affairs, the Office of Equal Opportunity and Access, or the Graduate College may also be able to help.

Many conflicts between a graduate 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), 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.

b. Formal Resolution: 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/grievepolicies/Tfpolicy.html .

The University of Illinois *Code of Policies and Regulations Applying to All Students* (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.

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 and 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.fs.uiuc.edu/cam/CAM/ix/ix-b/ix-b-3.html). Students may find assistance at www.provost.uiuc.edu/campusconduct . The Office of the Dean of Students (333-0050 or www.odos.uiuc.edu/help_dean/) can also provide further information.

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. Capricious grading is dealt with at the departmental level. 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

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Under University policy, as published in the *Code of Policies and Regulations Applying to All Students*, (see 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.

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 of regulations.

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 appropriate disciplinary committee has heard the case.

The University reserves the right to withhold authority to register from 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 appropriate disciplinary committee has heard the case. 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. 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.

d. Infractions of Academic Integrity in Research and Publication: In cases of graduate student academic misconduct involving research and/or publication (see section XIII below), different procedures apply. Those procedures, contained in the *Bylaws of the Graduate College* (www.grad.uiuc.edu/Policy/BylawsMay2002.htm) and the *University of Illinois Policy and Procedures on Academic Integrity in Research and Publication*, (www.research.uiuc.edu/ai) 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.

VIII. Health Service and Information

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.

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, however, 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, immunization and travel 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; an immunization and travel clinic; a wellness promotion unit; a mental health unit; and a

pharmacy. Laboratory and radiological services are also available. The pharmacy at McKinley provides some medications at no additional cost to students and some at reduced cost.

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 the winter break and over the summer are from 8:00 a.m. to 4:30 p.m. Monday through Saturday. The Dial-A-Nurse is available at 333-2700 twenty-four 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
Immunization and Travel Clinic	333-2702
Men's Health Clinic	333-2715
Mental Health Department	333-2705

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 (available 24 hours a day, seven days a week).

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 X.10](#).

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 tuition and other fees. Tuition and fee waivers do not apply to the Student Insurance fee. Each semester during the Enrollment/Change Period, students can apply for an exemption from the Student Insurance fee, purchase dependent coverage, apply for dental and/or vision coverage, request an extension of prior coverage and apply for Open Enrollment Reinstatement. Forms can be downloaded from our website at www.si.uiuc.edu or done in person at the Student Insurance office during the Enrollment/Change Period. All forms must be mailed to the Student Insurance office and postmarked by the deadline. For deadlines; consult the *Class Schedule, Student Insurance*

booklet or contact the Student Insurance Office at (217) 333-0165. Benefits and deadlines are detailed in the Student Health Insurance Plan booklet, which is available at the Student Insurance Office located at 807 South Wright Street, Suite 480, Champaign, IL 61820, (217) 333-0165. The booklet can also be viewed on our website. Students may request a booklet by sending e-mail to 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 date of application and receipt of premium, or the beginning date of the semester for which coverage is being purchased; whichever is later. Dependents who were insured the prior semester would 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. Application forms can be downloaded from our web site at www.si.uiuc.edu or done in person at the Student Insurance office during the Enrollment/Change Period. All forms must be mailed to the Student Insurance office and postmarked by the deadline. For deadlines, consult the *Class Schedule*, *Student Insurance booklet* or contact the Student Insurance Office at (217) 333-0165.

b. Extension of Coverage for Non-registered semester (summer, fall or spring) Insured students who do not plan to enroll for classes for the next consecutive semester (including summer) may elect to extend their coverage for themselves and for their dependents for one semester beyond the last enrolled semester. Students graduating from the university may elect to extend coverage for two semesters: premiums for both semesters must be paid at time of application. Extension forms can be downloaded from our web site at www.si.uiuc.edu or done in person at the Student Insurance office during the Enrollment/Change Period. All forms must be mailed to the Student Insurance office and postmarked by the deadline. Coverage for eligible dependents may also be extended for this period. For deadlines, consult the *Class Schedule*, *Student Insurance booklet* or contact the Student Insurance Office at (217) 333-0165.

c. Exemption from the Student Insurance Fee: Exemption from the insurance fee is granted when a student completes an Exemption form and provides evidence of other health insurance coverage, which is in effect on or before the first day of a semester and deemed equivalent coverage to the University Plan. Equivalent coverage can have no more than a \$500.00 deductible per plan year (the Student Insurance Plan has a \$200.00 deductible), at least 80/20 benefits with no less than \$200,000.00 in benefits per injury or illness, and have inpatient/outpatient and surgical coverage. Exemption forms must be completed during the Enrollment/Change Period; see the U of I *Class Schedule*, *Student Insurance booklet* or call the Student Insurance Office for Enrollment/Change Period deadlines. An exemption will continue until such time as the student requests reinstatement into the plan, *which is NOT guaranteed*, or does not respond to a periodic request to confirm that he or she continues to be covered by another equivalent health insurance plan.

d. Reinstatement to the Health Insurance Plan: There are two ways to reinstate into the Student Health Insurance Plan. While we do try to allow all students to reinstate, it is not always possible. (1). Change of Status Reinstatement. Students may apply for Change of Status Reinstatement any time during the semester. Full premium is required. Enrollment is guaranteed only if reinstatement is requested within 45 days of the loss of other insurance and a notice of such coverage termination from the prior insurance company is provided; student must also be registered in a fashion that he/she are eligible to be assessed the fee. (2). Open Enrollment Reinstatement. This reinstatement application is for students who have not lost their other coverage, or if it has been more than 45 days since the termination of other coverage. Application is only accepted during the Enrollment/Change Period of any given semester. Full premium is required. Unlike a Change of Status Reinstatement, Open Enrollment Reinstatement carries a 12-month pre-existing clause. Student must be registered in a fashion that he/she are eligible to be assessed the fee. Coverage is effective from the date of application.

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. For students beginning in the fall term dental and vision coverage begins on September 1 or the first day of a student's appointment, whichever is later, but not earlier than September 1. For students beginning in the spring term, coverage begins February 1 or the first day of a student's appointment, whichever is later, but not earlier than February 1. Coverage, in all instances, ends August 31.

All other graduate students, as well as dependents of graduate students, can voluntarily enroll in the same basic dental and vision insurance plans by paying the annual premium. Students, who are not automatically enrolled, and any dependents must enroll during the Enrollment/Change Period. Information about benefits and specific dates for the Enrollment/Change Period can be obtained online at www.si.uiuc.edu or at the Student Insurance Office, Suite 480, 807 South Wright Street, Champaign, IL 61820, (217) 333-0165 or e-mail insure@uiuc.edu.

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

IX. Housing

University Housing

Housing for graduate students at the University is available in the form of on-campus graduate student residence halls and apartments, all of which are located close to campus.

The University 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 residents may use the University Dining Services through a meal plan contract or by purchasing individual items. A contract for food service in campus dining rooms can also be arranged. The residence halls have a variety of facilities, including computer labs, lounges, laundry rooms, television rooms, and vending machine rooms.

Two University apartment complexes are available for married graduate students, graduate students with children or partners, and single graduate students. Apartment options include efficiency, one-bedroom (furnished and unfurnished), or two-bedroom (furnished and unfurnished) units. An unfurnished unit includes a stove and refrigerator. Television lounges, computer centers and convenient laundry facilities are available. Many cultural, social, educational, and recreational programs are available for residents of all ages.

Students must be admitted before they can sign housing contracts. Priority in assignment is determined by the date the completed contract is received.

Information and application materials for either of the above options, is available online at www.housing.uiuc.edu. Students may also contact the Housing Information Contracts and Assignments Office at 100 Clark Hall, 1203 South Fourth Street, Champaign, IL 61820, by e-mail at housing@uiuc.edu; or by fax at (217) 244-0394. For information specifically about University apartments, contact Family & Graduate Housing Office at the Family Housing Office, 1841 Orchard Place, Urbana, IL 61801; by e-mail at famhous@uiuc.edu; or by fax at (217) 244-1200.

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 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.

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.

X. Special Programs and Services

Graduate College Career Services Office

The Graduate College Career Services Office (GCCSO) assists University graduate students and alumni with decision making and planning for career paths both within and beyond the academy. The Office is a centralized resource for graduate students from all disciplines, with services focused especially on the needs of graduate students in the humanities, the social sciences, the fine arts, and other areas in which students are not presently served by dedicated, discipline-based career services offices. GCCSO staff provides advising, special programs, resources, and referrals to help students with career choices and with the job search itself.

The GCCSO staff works with directors of graduate studies to develop programs that supplement the academic program's role in the professional development of students pursuing academic careers. The Office also serves graduate students who wish to pursue career paths outside of the academy. National initiatives reflect a growing awareness that graduate students acquire sophisticated skills in research, problem solving, project management, and communicating complex ideas, all of which are of great potential value beyond academia. The GCCSO helps students understand how their transferable skills can be valuable assets in pursuing diverse career possibilities.

Appointment and walk-in hours for the GCCSO are posted online at www.grad.uiuc.edu/CareerServices. To make a one-on-one advising appointment, contact the Graduate College at 333-0035 or at CareerServices@grad.uiuc.edu. Workshops on such topics as transferable skills, resume and C.V. writing, job search strategies, and interviewing skills are offered each semester. Check www.grad.uiuc.edu/CareerServices for the workshop schedule, as well as many other useful resources.

CIC Traveling Scholar Program

The Committee on Institutional Cooperation (CIC, www.cic.uiuc.edu), a consortium of the Big Ten universities and the University of Chicago, has established the Traveling Scholar Program (www.cic.uiuc.edu/programs/TravelingScholars) 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:

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.

After the executive officer of the student's department approves the application, it should be forwarded to the Graduate College Traveling Scholar liaison officer.

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 500 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 500 listing.

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, East European and Eurasian Center; Program in South Asia and the Middle Eastern Studies; Arms Control, Disarmament and International Security; Women and Gender in Global Perspectives Program; Center for Global Studies, and Center for International Business Education and Research.

International Programs and Studies (IPS) provides several grants for graduate student research and study 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.ips.uiuc.edu. The Study Abroad Office's direct link is www.ips.uiuc.edu/sao. Curricula with overseas options are described in the *Programs of Study* catalog at courses.uiuc.edu/cis/programs/urbana. Graduate students who plan to take courses overseas for which they wish to receive credit at Illinois should enroll in GC 499, 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.

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 forty-three 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 graduate students. 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. Current hours are posted on the web and 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.

Campus Information Technologies and Educational Services (CITES)

The University of Illinois at Urbana-Champaign offers a rich and diverse computing environment. Campus Information Technologies and Educational Services (CITES) provides computing, networking, telephone, and instructional technology services in support of academic activities on the Urbana-Champaign campus. Computing services include Express Email, the campus e-mail system that can be used with a Web-based interface, and NetFiles, an online storage and Web publishing system. CITES supports the campus network, UIUCnet, which is available through Ethenet and dialup connections. There are many locations around campus to connect to UIUCnet Wireless. CITES EdTech offers courseware, training and consultation for

those who want to incorporate computer and Web-based technologies into their teaching, while CITES ClassTech provides instructional media support.

More information about CITES services are available on the Web at www.cites.uiuc.edu. The CITES Help Desk is located at 1420 Digital Computer Laboratory, 1304 W. Springfield Ave., Urbana, IL 61801 and is available by phone at 244-7000 or e-mail at consult@uiuc.edu.

Senate of the Urbana-Champaign Campus

The Senate of the Urbana-Champaign Campus is composed of elected faculty and student representatives. With the assistance of 20 standing committees, the Senate 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, visit www.senate.uiuc.edu or 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.

Illinois Student Senate

The Illinois Student Senate was created in Spring 2004 as the official voice of the student body at the University of Illinois at Urbana-Champaign. The Senate also lobbies on behalf of students in local, state, and Federal government, and works to promote health, safety, and tolerance on campus.

Senators have a dual role, as they also represent students in their colleges in the Urbana-Champaign Senate (see above). Not all members of the ISS are senators. Many members are students who serve on ISS committees or events. Membership is open to all students at the University. More information is available at www.iss.uiuc.edu.

Dean of Students

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. Units serving graduate students include Asian Pacific American Affairs; La Casa Cultural Latina; Lesbian, Gay, Bisexual and Transgender Concerns; and Women's Programs. The counseling, advocacy and referral services handle harassment, discrimination, relationship violence, date rape and sexual assault cases, and can be reached at HELPdean@uiuc.edu. The Emergency Dean (333-0050) offers assistance to students and their families in emergencies 24 hours a day, 365 days a year. For more information call 333-0050 or visit the Web at www.odos.uiuc.edu/.

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 Turner Student Services Building, 610 East John Street, Champaign, 333-3680. Inquiries may be submitted electronically to justice@uiuc.edu or via the office's Web site at www.conflictresolution.uiuc.edu.

Counseling Services

a. The Counseling Center is located at 110 Turner Student Services Building, 610 East John Street, Champaign, 333-3704, www.couns.uiuc.edu. Counseling Center services are designed to help students address many of the academic, relational, and emotional concerns they face, such as: academic problems (e.g., motivation, anxiety, procrastination, learning difficulties); relationship problems; dual-career issues; transitions and life skills; eating and body image concerns; alcohol/substance abuse; depressed and anxious mood; loss or grief; family difficulties; lesbian, gay, bisexual, or transgendered concerns; diversity and cultural differences; recovering from trauma (physical, emotional, sexual). Counseling Center services are confidential in accordance with state mental health law.

Members of the Counseling Center staff have extensive training and experience. In addition, staff members reflect much of the diversity that is found on campus and are committed to meeting the special needs of individuals from a variety of backgrounds whenever possible.

Each student who has paid the student health service fee is eligible for an Initial Appointment, which provides the opportunity for a student to talk confidentially with a counselor about immediate concerns. Initial Appointments are made on a same-day basis by calling the Counseling Center any time after 7:50 a.m. Because appointment times each day are limited and generally fill quickly, students are encouraged to call early. Counseling Center services are confidential (in accordance with state mental health law).

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.

Specialized Services

a. The Writers' Workshop is part of the Center for Writing Studies and provides free writing assistance for University of Illinois students, faculty and staff from all disciplines and levels.

Consultations are available with experienced writers and teachers of writing at four Workshop locations. Further information is available at www.english.uiuc.edu/cws/wworkshop.

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. Appointments can be made by calling 333-2230 or 244-9073 (TTY). Information can also be obtained by e-mail at shs@uiuc.edu or at www.shs.uiuc.edu. The clinic is located at 901 South Sixth Street, Champaign.

c. Disability Services are coordinated by the *Disability Resources and Educational 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. 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 and information is also available at www.disability.uiuc.edu.

Child Care

The mission of the Child Care Resource Service, online at www.aces.uiuc.edu/~CCRSCare is to make the child care delivery system in local communities responsive to the needs of children, families, providers, employers, and communities at large; and to generate new knowledge about the child care system and contribute to the professional development of students. 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.

Student Legal Service

Students who have paid the SORF fee and have not requested a refund may obtain assistance from Student Legal Service attorneys. They handle a range of matters including traffic offenses, landlord-tenant disputes, misdemeanors, and consumer disputes. 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. For more information see www2.uiuc.edu/unit/SLS.

Sports and Recreation

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 Web site is www.campusrec.uiuc.edu. The e-mail address is campusrec@uiuc.edu. The Web site contains information on the Intramural-physical Education (IMPE) Building, the SportWell Center, Campus Recreation Center East (CRCE), the Campus Recreation Outdoor Center (C-ROC), the Ice Arena, special events, sport clubs, intramural sports, exercise and fitness programs, and student employment.

XI. Information for Minority Students

To serve the needs of students from groups that are underrepresented in graduate studies at the University of Illinois, the Graduate College Office of Minority Affairs provides services in four major areas: recruitment, advising, information, and support services. The office is located at 203 Coble Hall, 801 South Wright Street, Champaign, IL 61820, (217) 333-4860 and the Web site may be viewed at www.grad.uiuc.edu/minorityaffairs.

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.

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 House, 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.

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.

XII. Information for International Students

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.

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 post-secondary institution 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. TOEFL scores are valid for only two years before the proposed term of entry. Applicants who score 610 or lower on the paper-based TOEFL (253 or lower on the computer-based version) or fail to submit a required TOEFL score may be admitted; however such students will be admitted on limited status and will 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 additional proficiency in spoken English. (See [section VI.11](#)).

Financial Requirements

Before being admitted to the University, international students requesting an I-20 or DS-2019 (F-1 or J-1) must show proof of their ability to support themselves and any accompanying dependents during their course of study, including the summer months, whether or not they enroll for classes. 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 Citizenship and Immigration Services 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 Graduate and Professional Admissions Office (www.oar.uiuc.edu/prospective/grad/int_grad.html) has more specific information concerning financial requirements for international students.

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 J-1 status may enroll as a student without changing to J-1 visa status ; F-2 dependents are not allowed to study. Those in F-2 status wishing to study should consult with the Office of International Student Affairs upon admission to the UIUC.

An international student must be working toward an educational objective in order to maintain his or her nonimmigrant status. Unless it is the last semester of enrollment, an international student must be enrolled full-time each term (except summer). International students must keep the Office of International Student Affairs informed of their status and any change of address, 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.

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, social security numbers, English language problems, personal problems, and other matters. OISA also maintains SEVIS data. International students must report all changes of educational status to OISA. 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.

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:

- Medical benefits of at least \$50,000 per accident or illness
- Cost of repatriation of remains in the amount of \$7,500
- Expenses associated with medical evacuation to home country in the amount of \$10,000
- A deductible not to exceed \$500 per accident or illness
- 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.

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 hiring unit before beginning employment. Students must show proof of valid work status 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 a degree. Students should consult with a staff member at the Office of International Student Affairs to determine their eligibility for these benefits.

XIII. 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.

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* (www.ahr.uiuc.edu/ahrhandbook/Chap5/Default.htm), sets forth a variety of these guidelines. The guidelines address matters that 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, expressly forbidden by University rules and regulations, may have severe consequences. Others, not formally proscribed, are nonetheless properly noted in the Guidelines to outline campus standards of professional conduct. Some guidelines are addressed in formalized codes of ethics adopted by some disciplines or are reflected in prevailing practices within a discipline. Where University standards surpass such other norms, it is the University 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 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.

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) 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 Turner Student Services Building, 610 East John Street, Champaign, IL 61820, (217) 333-3680.

Academic Integrity in Research and Publication

In addition to the *Responsible Professional Conduct* guidelines (www.ahr.uiuc.edu/ahrhandbook/Chap5/Default.htm), the *University of Illinois Policy and Procedures on Academic Integrity in Research and Publication* (www.vpaa.uillinois.edu/policies/ai_toc.asp) 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:

- Fabrication or falsification of data, including intentionally misleading, selective, or deliberately false reporting of credentials or other academically related information;
- Unacknowledged appropriation of the work of others, including plagiarism, the abuse of confidentiality with respect to unpublished materials, or misappropriation of physical materials;
- 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
- 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 problems of this type 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.research.uiuc.edu/ai/index.asp.

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.

XIV. Campus Resources

This handbook contains policies set forth by the Graduate College at the University of Illinois at Urbana-Champaign and is current as of August 2004. Individual graduate programs or departments may have additional policies. Please consult those when appropriate. A list of Graduate Programs is available at www.oar.uiuc.edu/prospective/grad/depts.asp. The policies set by other units, but which are referred to in this handbook because of their relevance to graduate students and advisers, are provided for informational purposes. Please consult the Web sites and contacts given throughout this handbook or at the University of Illinois homepage at www.uiuc.edu for current policies in other units

The following list provides contact information for several campus offices. For additional campus resources and services, please consult the University of Illinois homepage at www.uiuc.edu.

Academic Human Resources

807 S. Wright Street, suite 420
Champaign, IL 61820
(217) 244-2400
www.ahr.uiuc.edu

Admissions and Records, Office of

901 W. Illinois Street
Urbana, IL 61801
Admissions: (217) 244-4637
Records: (217) 333-9768
Registration assistance: (217) 333-6565
www.oar.uiuc.edu

Campus Information Technologies and Educational Services (CITES)

CITES Help Desk
1420 Digital Computer Lab
1304 W. Springfield Avenue
Urbana, IL 61801

8:30 a.m.-5:00 p.m. Monday-Friday
(217) 244-7000 or consult@uiuc.edu
www.cites.uiuc.edu/help

CITES on-campus computer labs:

--English Building - room 8
--Illini Union - first floor
--1203 1/2 W. Nevada
--901 W. Oregon, room 105
--Undergraduate Library
--Wohlers Hall - rooms 70A and 70B

Certified (Off-Campus) Housing

100 Clark Hall
1203 S. Fourth Street
(217) 333-1420 or <mailto:certsg@uiuc.edu>
<http://certified.housing.uiuc.edu/>

Graduate College

204 Coble Hall
801 S. Wright Street
Champaign, IL 61820
(217) 333-0035
www.grad.uiuc.edu

International Student Affairs, Office of

400 Turner Student Services Building
610 E. John Street
Champaign, IL 61820
(217) 333-1303
www.uiuc.edu/providers/oisa

Main Library

1408 W. Gregory Drive

Urbana, IL 61801
(217) 333-2290
www.library.uiuc.edu

McKinley Health Center
1109 S. Lincoln Avenue
Urbana, IL 61801
(217) 333-2701
www.mckinley.uiuc.edu

Student Accounts and Cashiers, Office of
100 Henry Administration Building
506 S. Wright Street
Urbana, IL 61801-3633
www.oba.uiuc.edu/osac

Student Financial Aid, Office of
620 E. John Street
Champaign, IL 61820
(217) 333-0100
www.osfa.uiuc.edu

Student Insurance Office
807 S. Wright Street, suite 480
Champaign, IL 61820
(217) 333-0165
www.si.uiuc.edu

University Housing
100 Clark Hall
1203 S. Fourth Street
Champaign, IL 61820
(217) 333-1766
www.housing.uiuc.edu

A list of campus resources can be found in the Guide to Graduate Life at Illinois
www.grad.uiuc.edu/survivalGuide

Copies of campus maps:
www.uiuc.edu/ricker/CampusMap

University events calendar:
www.uiuc.edu/ricker/CampusCalendar

Academic calendar:
www2.uiuc.edu/unit/senate/calendar.html

List of student resources:
www.uiuc.edu/usergroups/students.html