



## **School of Public Health**

# ***Academic Policies and Procedures Handbook for Graduate Programs***

***2014-2015***

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## INTRODUCTION

The SPH Academic Policies and Procedures Handbook contains information that is useful to all students in the School of Public Health throughout their program of study. Students should refer to this handbook first whenever they have a question about their program's requirements, SPH policies, educational and research opportunities, or SPH resources, among a variety of other things.

Each student will be held responsible for its content and the policies and regulations that apply, regardless of whether the student is informed of these points through other means.

### MISSION STATEMENT

The UIC School of Public Health is dedicated to excellence in protecting and improving the health and well-being of the people of the metropolitan Chicago area, the State of Illinois, and the nation, and of others throughout the world. The School achieves this mission by: educating scientists, professionals and the public; conducting research to develop solutions to public health problems; providing public health service; and formulating public health policy.

### STATEMENT OF VALUES

We are a community of scholars, students and staff dedicated to creating a healthy society. In achieving this goal, we are committed to:

**COMMUNITY** the basic unit of analysis for public health, enabling communities to address their own problems, sharing skills, lowering barriers to action, and acting as a catalyst for progress.

**KNOWLEDGE** the pursuit, development and dissemination of which will improve the health of the public.

**PROFESSIONALISM** acting with integrity and collegiality in learning, teaching, research and public service.

**STEWARDSHIP** of natural, human and financial resources.

**IDEALISM** whether secularly or spiritually motivated.

**CARING** promoting compassion for and action on behalf of others.

**JUSTICE** whereby everyone is given access to the resources necessary to live a humane life and necessary to fulfill his or her full potential.

**DIVERSITY** celebrating unique contributions to the fabric of our community.

**RESPECT** for the members of this community and for those whom our efforts are intended to serve.

**HUMILITY** as we set our goals, as we work together to achieve them, and as we address the inevitable conflicts produced by those joint efforts.

### MUTUAL TOLERANCE AND RESPECT STATEMENT

Public health deals with controversial issues from multiple perspectives and consideration of these issues may cause disagreements among us or may evoke strong personal feelings, depending on our individual experience, histories, identities and worldviews. Therefore,

in all of our interactions and communications, it is important that we strive to have mutual respect and tolerance for one another and for any course guests and members of the community with whom we come into contact. If you feel you have been offended by any content or interactions, you are encouraged to discuss this with the instructor or another faculty member.

## NONDISCRIMINATION POLICY

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

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and

affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

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

For the Chicago campus, the Office for Access and Equity, 717 Marshfield Building, M/C 602, 809 South Marshfield Avenue, Chicago, Illinois 60612-7297, (312) 996-8670, [cabw@uic.edu](mailto:cabw@uic.edu).

For the University Administration, Equal Opportunity and Human Resources, 807 South Wright Street, Suite 440, MC-312, Champaign, Illinois 61820-6219, 217-333-7925, [eas@uillinois.edu](mailto:eas@uillinois.edu).

Policy Council  
Revised June 24, 2010

## ACADEMIC POLICIES AND STANDARDS

### HUMAN RESEARCH SUBJECTS TRAINING

**All incoming SPH matriculated students are required to receive training in initial human research subjects protection and the protection of health information.** Training must be completed within the student's **first two** academic semesters of entering the School of Public Health.

The two mandatory sessions are:

**Investigator Training 101** - This training session on human subjects protection introduces the participant to a historical perspective, ethical principles and regulatory requirements, applicable Illinois State Laws, UIC institutional policies and procedures, investigator's responsibility when conducting research with human subjects, IRB's role and responsibility and the institution's responsibility, among other topics.

**HIPAA Research Training** - This training session focuses on the policies and procedures with respect to protected health information as necessary and appropriate for the members of the workforce to carry out their function within the covered entity.

Both training sessions are offered by the Office of the Vice Chancellor for Research, Office for the Protection of Research Subjects (OPRS). Training dates for both sessions are listed on the [OPRS website](#). In addition, both sessions are offered online as an alternative to attending a classroom session. Upon completion, students receive a certificate of completion.

Students who have received prior human research subjects protection and health

information privacy training must contact OPRS to have their prior training evaluated on a case-by-case basis before they are considered exempt from the University's offerings and have met the College's requirement.

### ACADEMIC INTEGRITY TUTORIAL

All students entering the School of Public Health are also required to complete the School's online [Academic Integrity Tutorial](#) during their first semester of enrollment. Course instructors may also specify completion of the tutorial as a class requirement.

### STUDENT HONOR CODE

#### **PREAMBLE**

The UIC School of Public Health is dedicated to excellence in protecting and improving the health and well-being of the people of the metropolitan Chicago area, the State of Illinois, the nation, and others throughout the world. We achieve this mission through education, research and public health service. Truth and accuracy are essential to achieving our goals. Integrity and intellectual honesty in scholarship, scientific investigation and service are, therefore, of paramount importance. A breach committed by an individual member of our community, is a violation committed against the whole and undermines our mission.

#### **PLEDGE**

We, students of the University of Illinois at Chicago School of Public Health are committed to promoting the ideals of the public health profession, and to the values embodied in our School's Statement of Values relating to

Community, Knowledge, Professionalism, Stewardship, Idealism, Caring, Justice, Diversity, Respect and Humility.

As an integral part of this commitment we pledge to act with truth and integrity in our academic work; recognizing that cheating, plagiarism and other forms of unethical conduct, represent an assault on our community and society.

We further pledge not to be party to any misconduct, and agree to report any acts of unethical behavior of which we have knowledge to an advisor, course faculty, or Office of the Dean representative.

### ACADEMIC DISHONESTY DISCIPLINARY PROCESS

All faculty, students, staff, administrators, field site preceptors and others who are involved with academic training of our students, have an obligation to report witnessed violations of the Honor Code.

The UIC School of Public Health firmly believes that all members of the academic community are responsible for the academic integrity of our programs. Faculty and students have a joint responsibility to maintain the high standards of honor and values of this institution by reporting any instances of academic dishonesty to the Associate Dean for Academic Affairs, Babette Neuberger.

Academic dishonesty falls within the following categories:

- Plagiarism - using another's work without giving credit. The words of others must be put in quotation marks and cited as one's source(s). One must also give citations when using others' ideas, even if those ideas are paraphrased in one's own words.

- Cheating - giving and/or receiving unauthorized assistance in the completion of one's academic work.
- Fabrication - intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Dishonesty - making false or fraudulent statements (verbal or written) with the intent to deceive; acting with intent to do the same. Dishonesty includes making intentionally false accusations against another under the Honor Code.
- Bribes, favors, threats - (1) Threatening, bribing, or attempting to bribe any person with the intention of affecting an evaluation of academic performance; (2) conspiring to bribe or threaten a person with the intention of affecting an evaluation of academic performance.
- Examination by proxy - Impersonating another student during an exam, or intentionally allowing such an impersonation.
- False authorship - claiming papers and other academic products authored by others to be one's own (for example, claiming work downloaded from a website as one's own; and/or presenting the downloaded material without proper citation).

Campus guidelines regarding academic integrity can be found at the [UIC Office of the Vice Chancellor for Student Affairs website](#).

#### ***Penalties for Academic Dishonesty***

Students suspected of academic dishonesty will be referred to the Campus Office of the Dean of Students for further action. See the [Student Disciplinary Policy](#) for more information.

Students may be subject to one or more of the following penalties:

- Expulsion
- Dismissal
- Suspension
- Probation
- Failure or Grade Modification
- Loss of Financial Support
- Recommended Counseling
- Developmental Sanction
- Reprimand
- Warning

## STUDENT ACADEMIC GRIEVANCE PROCEDURES

The Student Academic Grievance Procedures define the administrative process through which students may seek resolution of complaints or grievances regarding academic standing and/or other decisions of an academic nature made about them by an agent of UIC during their enrollment at UIC. The SPH procedures implement the Student Academic Grievance Procedures adopted by the University of Illinois at Chicago eff. March 1, 2007.

The School of Public Health Student Academic Grievance Procedures may be found in their entirety [here](#).

- Section I defines eligibility to use these Procedures.

- Section II describes informal processes which must be pursued before initiating a formal Grievance.
- Sections III through V outline the formal Grievance procedure itself.
- Section VI contains information that is essential to the proper interpretation and use of these Procedures and should be read carefully by any person involved in the handling of a Grievance.

These Procedures may only be used by Students:

1. With a Complaint or Grievance regarding academic standing during their enrollment at UIC.
2. About an academic decision made about them by an agent (e.g., faculty or staff member, administrator, and committee) of the University of Illinois at Chicago that directly and adversely affects the Student. Absent compelling evidence of arbitrary and capricious behavior or discriminatory intent, the Grievance Officer will not substitute its judgment for that of an instructor.

These Procedures may not be used:

1. In deciding or appealing issues relating to student discipline under the purview of the Senate Student Judiciary Committee;
2. In resolving any complaint, request, or question involving student records subject to campus procedures established under the Family Educational Rights and Privacy Act (FERPA) and contained in the [Guidelines and Procedures Governing Student Records](#);
3. By applicants for admission;
4. In review of any decision by any university administrator or properly constituted board



or committee relating to allocation of resources to support any unit's projects or programs.

## OMBUDSPERSON

For non-academic grievance resolution, students may contact Dr. Nadine Peacock, Ombudsperson for SPH, [here](#). The Ombudsperson advises students regarding procedures and methods available to resolve problems, provides dispute resolution services to resolve conflicts, and directs students to available resources.

## ADVISEMENT\*

*\*DrPH students should refer to the DrPH Student Handbook for discussion of advisement.*

### **Advisor Assignments for Degree Students**

Upon admission, each degree student is assigned an individual faculty advisor, based on his/her educational background, experience, and career goals as indicated in the application for admission.

### **Role of the Advisor – All Students**

A continuing relationship between the student and faculty advisor is considered to be an integral part of the educational experience of the School of Public Health. In most effective relationships between student and advisor, the latter is a general counselor. As a person with experience and with broad knowledge of the School and the University, the advisor has specific responsibility to:

- Participate in the orientation program for the entering class in the Fall Semester.

- Provide information and guidance to advisees on a continuing basis.
- Assist advisees in understanding the curriculum and in developing an appropriate program of study.
- Ensure that advisees are acquainted with and correctly follow academic policies and procedures, with particular reference to grading practices, standards of performance, graduation requirements, registration and change in registration, prerequisites, waivers, transfers of credit, and timely submission of the program proposal.
- Provide continued surveillance of the academic progress of advisees and counsel those experiencing academic problems.
- Be actively involved in the selection and carrying out of independent studies, independent research, the field practicum, or internship, as appropriate.
- Refer advisees, as indicated and appropriate, to other faculty, to the Office of the Dean or to other points of assistance for student needs.

### **Advisors for Credit Non-Degree Students**

General SPH Credit Non-Degree:

Students participating in SPH courses through Credit Non-Degree status are advised by Brandon Sieglaff, Assistant Director of Admissions and Recruitment, at (312) 996-6628 or [sieglaff@uic.edu](mailto:sieglaff@uic.edu).

Students enrolled in division specific Credit Non-Degree programs, or those with strong interest in a specific division should contact the appropriate academic coordinator:

**Biostatistics or Epidemiology:** Liliana Aceves, Academic Coordinator, (312) 996-4795; [laceves@uic.edu](mailto:laceves@uic.edu).

**Community Health Sciences:** David Brand, Academic Coordinator, (312) 996-8940; [dbrand@uic.edu](mailto:dbrand@uic.edu).

**Environmental and Occupational Health Sciences:** Edward Zordani, Academic Advisor, (312) 996-8856, [zordani@uic.edu](mailto:zordani@uic.edu).

**Health Policy and Administration:** Aimee Wiebel, Academic Coordinator, (312) 996-7816; [aimee@uic.edu](mailto:aimee@uic.edu).

### **Change of Advisor**

A request for change of advisor should be submitted to the Academic Coordinator of the division to which the student has been assigned.

## RESEARCH INVOLVING HUMAN SUBJECTS

Review of research protocol involving human subjects is a federally mandated, legal responsibility of the University of Illinois at Chicago. It is undertaken to ensure that the rights and welfare of human subjects involved in research are protected. Research protocols involving human subjects must be reviewed and approved before human subjects can participate in the research. Anyone conducting research that involves human subjects must comply with these rules.

Generally, projects that may require Institutional Review Board (IRB) approval include doctoral dissertations, master's theses, and field research. Most research will take place within four contexts:

- (1) Non-independent/non-original research activity within a faculty member's project;
- (2) Research activity conducted as an original independent study
- (3) Dissertation research; and
- (4) Field research to satisfy the MPH field practicum requirement or field projects in classes in the UIC-SPH graduate or undergraduate programs.

**In the case of (1), students DO NOT need independent IRB review.** Rather, IRB procedures must be followed by the faculty member as appropriate to the scope of the student's involvement, namely adding him/her to Appendix P as key personnel.

**In the case of (2) and (3), the research activity is independent and original, and thus likely requires IRB review.** Students should check with their advisors or faculty mentor about the type of review (e.g., expedited, full, etc.).

**In the case of (4), there are TWO considerations regarding UIC IRB approval:**

- (a) If the student carries out the activity as a student, employee, intern of the preceptor, or other of the practicum site/outside agency, AND
- (b) The results of the activity will NOT be published as generalizable knowledge in a scientific/peer-reviewed journal or presented at a professional conference or similar, **UIC IRB approval is NOT required.** The agency is responsible for the research activity. Each agency typically has its own procedures for conducting applied research (and some have their own IRB) and students must follow these guidelines.

**NOTE:** The timing of the research activity may also impact the need for UIC IRB approval as follows. If the student conducts the fieldwork during the practicum or class project, s/he is as

an “agent” of the organization and does NOT need UIC IRB approval. **However, if after the student completes the field project, s/he intends or decides to publish the data as generalizable knowledge in a scientific/peer-reviewed journal or present the findings at a professional conference or similar, s/he becomes an agent of UIC, and UIC IRB approval IS required.**

**A Capstone presentation of the data solely within the School of Public Health does NOT require IRB approval.**

**If a student decides to publish the data as ‘generalizable knowledge’ as described above AFTER the fieldwork is complete, s/he should request access to the organization’s data as “already collected” (regardless of whether the student was involved in the collection as part of their fieldwork).** Then, when applying to the UIC IRB for approval, the student should indicate that s/he is requesting approval for previously collected data by the outside agency.

**If you are unsure whether UIC IRB approval is required, please speak with your advisor and review these guidelines together.** Your advisor should be able to help you determine if your project will require approval by the Institutional Review Board (IRB). If you are still unsure, you have two choices:

- (a) Telephone the IRB and ask at (312) 996-1711
- (b) Complete a “determination form” describing the project and turn it into the IRB.

**If UIC IRB approval is required, the research may not be carried out until review or exemption is received.**

The review process begins with submission of a protocol with the appropriate IRB forms to the Office for the Protection of Research Subjects. Reviews are completed based on the type of protocol submitted: exempt, expedited, or full.

You can obtain forms online on the OPRS website. For questions related to policies conducting human subjects research, contact OPRS at (312) 996-1711.

1. Link to excellent on-line SPH capstone project guidance:  
<http://www.uic.edu/sph/downloads/studentreference06.pdf>
2. Link to the following OPRS FAQs regarding capstone projects:  
<http://research.uic.edu/irb/investigators-research-staff/preparation-submission>

Please see the following page for more information on the IRB submission process:

- [Student Reference Guide](#)

## DISABILITIES REQUIRING ACCOMMODATION

Students with disabilities requiring accommodation are responsible for obtaining timely documentation of their disability and their accommodation needs from the UIC Disability Resource Center.

The student must provide notice of special needs to their instructors before the semester begins or at the beginning of each term and provide instructors with a Letter of Accommodations (LOA) to verify eligibility. Students that will be completing their field practicum must also provide a LOA to their division field practicum advisor. Services, access, and reasonable accommodations can be

arranged for students with various types of documented disabilities. The campus [Disability Resource Center](#), (312) 413-2183 (Voice/TT), [drc@uic.edu](mailto:drc@uic.edu), is available to assist students with obtaining documentation and accommodation.

Additional questions may be directed to the SPH Associate Dean for Academic Affairs, Babette Neuberger, [bjn@uic.edu](mailto:bjn@uic.edu).

For more information on how to use an alternative way of communication, go to the DRC Web site [www.drc.uic.edu](http://www.drc.uic.edu) and click on "Contact Us." You are welcome to visit the DRC

located at the Student Services Building (SSB), 1200 West Harrison Street, Suite 1190. The DRC office hours are from Monday through Friday from 8:30 a.m. to 5:00 p.m.

## ACADEMIC PROCEDURES

### REGISTRATION

#### ***Deadlines***

The registration period for all students, degree and non-degree, generally begins in the 12th

week of the preceding academic semester. Students will receive an email providing a time ticket window for them to complete registration. The registration of continuing students who have encumbrances from the preceding term will be prohibited until their debt to the university has been satisfied.

**Students should consult with their advisors before registering for classes.** Certain courses, for example, Independent Study (IPHS 596), require consent of the instructor and on-campus registration through the SPH Office of the Registrar.

### **Late Registration**

All students unable to enroll during advance registration must register during the Late Registration and Drop/Add period which extends until the second Friday of fall, spring or summer full term; the first Wednesday of Summer Session 1; the first Friday of Summer Session 2, and the first Friday of Parts-of-Term A and B. NOTE: Students may not add EPID 400, EPID 403 or BSTT 400 after the end of the first week of a semester.

### **Dropping Courses**

Students will use the Student Self-Service system to drop courses. Complete instructions can be found at the UIC Admissions and Records website under [Dropping Courses](#).

#### **How to Register for Classes:**

1. To see what SPH courses are being offered, go to the [SPH Course Schedules](#) page, and click on the SPH course schedule for the appropriate semester.
2. **Register for Classes via [Student Self-Service](#).** For detailed information on registration, visit the [UIC Admissions and Records website](#).
3. If you need help registering, call the Registration Help Line at (312) 996-8600 Mon-Fri: 8:30 am - 5:00 pm.

### **Modular Courses - Registration and Dropping**

Modular courses are full-length courses that are offered within a compressed 8 week period during a semester. In the UIC Timetable, modular courses are indicated by the start and end dates, if available before print deadline. Regardless of what half of the semester the modular course is offered, a student must register for all modular courses during the regular registration period. **The same Late Registration and Add/Drop policies also apply to all modular courses.**

### **Auditing Courses**

Undergraduate and graduate students as well as persons not registered at the University of Illinois at Chicago are permitted to attend on-site courses other than laboratory, military, or physical education classes as auditors. To do so a Visitor's Permit bearing the approval of the class instructor and the Dean of the college concerned must be placed on file at the UIC Office of Admissions and Records. Forms are available at the UIC Office of Admissions and Records (Student Services Building, 1200 W. Harrison Street) and can be processed from the 2nd day to the 10th day of the semester. Auditors need not apply for admission to the University. No credit is awarded for audited courses.

An auditor is a listener in the class, **not** a participant. A person attending class as an auditor is not allowed to take an examination

(including a proficiency exam) for credit, nor are computer facilities available. The names of auditors do not appear on class rosters. No instructor should admit auditors to any class unless the approved form is presented showing compliance with the conditions stated above. An auditor must pay the Course Auditors Fee if not registered as a full-time student. The fee is refunded if the person withdraws during the first 10 days of class. No refund is given for a later withdrawal. A student registered on a full-fee (Range I) schedule does not pay an auditor fee. University employees may audit courses without paying the fees if the following conditions are met: 1. recommendation by the head of the employing unit; 2. consent of the instructor; 3. approval of the Dean of the appropriate college; 4. approval of the Personnel Service Office.

A \$15 fee is charged for the privilege of visiting/auditing a class. A full-time registered student or a person who is a permanent support staff employee of the University does not pay the visitor fee.

NOTE: Students, even currently registered SPH students, may not “just sit-in” on a course. UIC policy requires all students attending a course to have some official status as a registered student or as an auditor. Faculty are instructed to ask persons who cannot prove that they hold an approved student or auditor status (for that specific term) to leave their classroom.

### ***Students with Assistantships***

Students with an assistantship must register for a minimum of eight semester hours in the Fall and Spring semesters. International students on a visa must be registered for twelve semester hours if assistantship is 25 percent time. To receive a summer tuition waiver based on an assistantship, students must register for a minimum of three semester hours. For some

fellowships, Summer registration for a minimum of six (6) semester hours may be required. Failure to register for the minimum number of semester hours will result in the assessment of full tuition by the University. For more information on registration policies, visit the [UIC Graduate College](#).

### ***Other Types of Registration***

#### **Registration for Courses in Other Colleges and Departments within the University System:**

SPH students may concurrently take courses at SPH and at other colleges or departments at UIC. Students may also register for courses at the Urbana or Springfield Campuses. The following should be noted:

Students who wish to take non-SPH courses must have the approval of their faculty advisors, and all students must have included such courses in their Program Proposals (or amend the proposal accordingly).

Registration for non-SPH courses should be made at the time of registration for SPH classes. The adding and dropping of courses may be made simultaneously. Please check with the Office of Student Affairs regarding complete withdrawals.

**Registration for Zero Hours (PhD):** After passing the preliminary examination, PhD candidates must register each semester (excluding summer). Except in highly unusual circumstances, leaves of absence will not be approved. PhD students who do not hold a fellowship, assistantship, or tuition-and-fee waiver, and who have completed all degree requirements except the dissertation, must either: A. Register for zero hours of credit in thesis research (any 599 course) each semester until the degree is awarded (excluding summer, unless defending dissertation); or B. Pay a non-refundable dissertation fee each academic year in lieu of further registration. This fee is equal to

two times the amount for tuition alone required for zero credit (Range IV) at the time of payment. Students who elect this option are ineligible for student health insurance, library and laboratory privileges, computer facilities, an ID card, and loan deferment. Students who hold a fellowship, assistantship, or tuition and fee waiver must register each semester for the number of hours required by their award, even if they have completed all degree requirements except the dissertation.

Permission to use either option A or B will be considered by the Graduate College for PhD students, upon petition supported by the graduate program. For option B, the department must certify that no use of University facilities will be made. Students must re-file a petition each academic year for Option B. All students must complete and defend the dissertation by the degree deadline, regardless of which option is chosen.

## COURSE DESCRIPTIONS

For a comprehensive list of course descriptions, please visit the [Course Descriptions website](#).

## PROGRAM PROPOSALS

Students in all public health degree programs are required to submit a program proposal early in their program of study. The form must be signed by the student, his or her advisor, the Division Director, and the division's Academic Coordinator.

Program proposal forms are located [here](#). CHS students are required to complete different program proposals, available [here](#).

### ***Deadlines for First Submission of the Program Proposal***

MPH and DrPH Students: end of the first semester of study (some divisions may require an earlier submission).

MS, MS CTS, MHA, and PhD Students: End of the 2nd semester of study.

The program proposal must be approved at the division level and a copy submitted to the Office of Student Affairs. The division's Academic Coordinator will assist students with processing this and all other student forms.

Failure to meet these deadlines may delay the student's progression through the program.

**NOTE:** Requests to waive a course or transfer credit must be processed with initial submission of the program proposal. See below.

### ***Deadlines for Submission of Revised Program Proposal***

A final program proposal must be submitted to the division's Academic Coordinator, no later than the end of the semester prior to the expected semester of graduation. Whenever major changes in the program of study are made (for example, a change in specialization, concentration, or division), a revised program proposal must be submitted to the division's Academic Coordinator. A copy of all revised program proposals must also be sent to the Office of Student Affairs.

It is strongly recommended (and may be required in some divisions) that students submit a revised program proposal form to the academic advisor and Division Director for minor changes in the program of study. These forms are identical to the original program proposals, but must be marked as "revised."

## TRANSFER OF CREDIT

The prime consideration for transfer of credit is whether the previous course work meaningfully contributes to a cohesive, goal-oriented, graduate program of study. Request for transfer of credit must be submitted with the initial submission of the program proposal.

All degree programs permit transfer of credit for courses taken before and during enrollment in the School, subject to the following criteria, limitations and procedures.

Consideration is given to the transfer of graduate work completed in accredited institutions, either those approved by one of the regional accreditation associations or those approved by the agencies recognized by the Council on Post-Secondary Education. The credit hours that may be transferred are determined on an individual basis. Only graduate work that meets the quality and content of courses offered at the University of Illinois is eligible for transfer. Consideration is given to the transfer of credit in three categories:

1. Graduate work for which a degree was NOT awarded.
2. Graduate work completed elsewhere after admission to the School and for which a degree was not awarded. Such courses should be an integral part of the student's degree curriculum, taken on the advice of the student's faculty advisor and with the concurrence of the Dean.
3. Graduate work completed in the senior year at UIC that was not applied to the baccalaureate.

In the case of competency-based or pass-fail systems, the student must submit a letter from the instructor of record assigning a letter grade for the course to be transferred.

When there is partial overlap between a course proposed for transfer and a course to be taken at SPH, credit hours transferred may be reduced or disallowed.

*Transfer of credit does not imply waiver of courses required for the degree program. The division may require that specific courses be taken which could increase the credit hours required for completion of the program beyond the minimum hours.*

#### **DEADLINE FOR SUBMITTING PETITION FOR TRANSFER OF CREDIT**

Petitions for Transfer of Credit must be submitted with the first submission of the program proposal (i.e., end of the first semester of study for MPH and DrPH students and end of the second semester of study for MS, MS CTS, MHA, and PhD students).

Failure to comply with the deadline may delay the student's progress in the program.

#### **PROCEDURES FOR TRANSFER OF CREDIT**

The request for transfer of courses and the program proposal must first be approved at the division level. One of two forms must be used: the [SPH Petition](#) for MPH and DrPH students; and the Graduate College Petition for Transfer of Credit for MS, MS CTS, MHA, and PhD students (available through your Academic Coordinator).

The following documentation must accompany each petition:

- 1) An official transcript showing the grade earned, if such a transcript was not submitted as part of the admission application.
- 2) Documentation that the course was a graduate level course: i.e., a copy of the



relevant parts of the course catalog. If such documentation is unavailable or unclear, the student may submit a letter to the Division Director from the registrar of the university where the course was taken certifying that the course was at the graduate level and taken for graduate credit. Additional documentation may include course outlines, projects and reports.

The student is responsible for assembling all documentation and submitting it to the advisor and Division Director.

Once approved at the division level, the division's Academic Coordinator will assist with further processing, by doing one of the following:

- For MPH and DrPH students - simultaneously submit the program proposal and petition to transfer courses to CAP for approval.
- For Graduate College students - simultaneously submit the program proposal and petition to transfer courses to the Director of Graduate Studies (DGS) for approval. Following the DGS approval, the petition will be sent to the Graduate College for final approval.

**Note to MPH and DrPH Students:** Credit hours and grades of "A" or "B" earned as a credit non-degree (CND) student at UIC SPH will automatically be applied toward the MPH or DrPH degree up to the limits stated below. No transfer of credit petition for these courses is necessary. However, if an MPH or DrPH student would like to transfer a UIC SPH CND course in which the student earned a C grade or a course taken in another UIC college while in CND status, the student must submit a formal transfer of credit petition within the first six weeks of their semester of matriculation. Please note that this policy only applies to students in a MPH or DrPH degree program. Graduate College students (MS, MS CTS, MHA, and PhD)

must petition to transfer CND course work using the Graduate College Petition for Transfer of Credit.

#### LIMITATIONS ON THE TRANSFER OF CREDIT

- Graduate College students (MS, MS CTS, MHA, PhD) may only transfer credits in which the student earned a grade of "A" or "B".
- "Except for credit non-degree courses, MPH and DrPH students may only transfer credits in which the student earned a grade of "A" or "B".

#### TRANSFER RULES PERTAINING TO MASTERS DEGREES

- For master's programs of 47 or fewer semester hours, no more than 25% of the hours required for the degree may be transferred. Credit hours earned as a credit non-degree student at UIC do not count toward this limit for MPH students. Credit hours earned as a CND student at UIC do count toward this limit for masters students in a Graduate College program (MS, MHA, MS CTS).
- For master's programs of 48 or more semester hours, no more than 50% of the hours required for the degree may be transferred. Credit hours earned as a credit non-degree student at UIC do not count toward this limit for MPH students. Credit hours earned as a CND student at UIC do count toward this limit for masters students in a Graduate College program (MS, MHA, MS CTS).

#### TRANSFER RULES PERTAINING TO DOCTORAL PROGRAMS

A doctoral student who has received a relevant master's degree may receive 32 hours of credit toward the minimum 96 semester requirement for the doctoral degree. In unusual circumstances, the student may petition for transfer of additional credit hours beyond these 32 hours (up to a maximum of 16 credit hours).

Students seeking to transfer more than 32 semester hours of credit toward the PhD degree will be required to demonstrate that the additional hours were not taken in fulfillment of their master's requirements. For UIC students such documentation would include a letter from the student's advisor and the Division Director and the student's program proposal for the master's degree. Where the relevant course work was completed at another institution, the Graduate College requires certification from the registrar or college dean of the applicable institution stating that the courses are graduate level and were not used toward fulfillment of the requirements for a degree.

Example: a student is given 32 semester hours of master's credit toward the PhD. The student is allowed to transfer an additional 16 semester hours of credit toward the PhD ( $96 - 32 = 64$ ) ( $25\% \text{ of } 64 = 16$ ), if not counted toward the master's degree.

Similarly, for PhD students with a prior master's degree, a total of 16 SH of additional course work from other universities or other programs at UIC can also be transferred if the courses were not used for degree credit. (Grades of A and B are required for these courses.)

For example, a PhD student who has taken 8 semester hours of credit non-degree course work at SPH and 16 semester hours at another university may transfer all 8 hours of CND work and only 8 hours of the course work taken at the other university.

DrPH students with a master's degree can transfer 12 SH of SPH credit non-degree course work (4 courses). Such students may transfer an additional 16 SH of course work taken elsewhere - as long as such credits were not obtained as part of another program of study for which a degree was granted.

Doctoral students without a prior master's degree can transfer 24 SH of course work not previously used for any degree (25% of total 96 SH required for the doctoral degree). For PhD students, CND credit is included in the 24 SH; for DrPH students, CND credit is in addition to the 24 SH.

#### **TRANSFERRING CREDITS EARNED IN CREDIT NON-DEGREE STATUS**

Between 12 and 13 semester hours of credit (a maximum of 4 courses) earned at UIC SPH in credit non-degree status may be transferred upon the student's matriculation into an MPH or DrPH degree program.

These credit hour limitations do not apply to students who were officially admitted into a credit-bearing Academic Certificate Program.

#### **TRANSFER OF CREDIT HOURS EARNED IN SPH CERTIFICATE PROGRAMS**

Students who are formally admitted into one of the School's academic certificate programs may transfer the full amount of credit hours earned in the program into a School of Public Health degree program (MPH or DrPH). Successful completion of a certificate program does not guarantee admission into a degree program.

#### **TIME LIMITATIONS FOR TRANSFER OF CREDIT**

Ordinarily, credit earned more than six calendar years before admission to the School of Public Health is not transferred (except in the case of doctoral students where credit hours are awarded for a completed master's degree).

### **SPECIAL TRANSFER RULES WHEN CHANGING UIC DEGREE PROGRAMS**

#### ***Transferring Into a Graduate College Program***

Generally speaking, when transferring from a UIC SPH degree program (MPH or DrPH) into a Graduate College degree program (MS, MS CTS, MHA or PhD) the Graduate College will count semester hours earned in the UIC SPH degree program the same as credit hours earned in any other university, limiting the number eligible to transfer as follows:

Master's degree students may transfer up to 25% of credits required for the Graduate College master's degree of 47 or fewer semester hours; and no more than 50% of the credits required for the Graduate College master's program of 48 or more semester hours.

PhD students may transfer 32 semester hours of credit for a prior master's degree and a combined total of 16 additional credit hours earned; whether earned in credit on-degree status, in a DrPH program at UIC SPH or at another university.

PhD students without a prior master's degree may transfer a maximum of 24 SH of course work not previously used for any degree.

#### ***Transferring Into a UIC SPH Program***

Generally speaking, when transferring from a Graduate College degree program (MS, MS CTS, MHA or PhD) into a UIC SPH degree program (MPH or DrPH) students may transfer all

semester hours, except research hours; subject to relevancy of the course work.

### **TRANSFER OF CREDIT FOR COURSES TAKEN AFTER MATRICULATION AT SPH**

Procedures and regulations concerning transfer of credit for courses taken at other institutions as part of the student's program of study are the same as for courses taken before matriculation, and are detailed above.

### **TRANSFER OF CREDIT FOR COURSES TAKEN WITHIN THE UNIVERSITY OF ILLINOIS**

Courses taken within other schools or colleges of the University of Illinois prior to matriculation may also be used to satisfy requirements for the degree program, subject to the same credit hour limitations detailed above for transfer of credit from other institutions. The primary criterion for transfer of credit is relevance of course work to the academic program in SPH. There are no limits for course work taken in other schools or colleges within the University of Illinois while the student is enrolled in an SPH degree program. The defining criteria are relevance to the student's academic program, and that it be a graduate level course. Approval is required only of the student's major advisor and division director as indicated on the program proposal.

## **WAIVERS**

### ***Waiver of Courses***

A student may petition for waiver of one or more required courses in any of the degree programs if justified on the basis of the student's having taken prior course work of equivalent level and course content. Judgment on equivalency of course work will be made by the course instructor and the Division Director of the

division offering the course, who will base a decision evidence of equivalency supplied by the student.

Approval of a course waiver does not reduce the total number of credit hours required to earn the degree; rather, the student will have to take an equivalent number of credit hours, normally in the same division for which course waiver has been granted.

**Procedure to Waive Courses:** The petition for waiver form may be obtained from the division's Academic Coordinator, or online [here](#). Request for waiver of a School-wide core course or divisional requirement must be submitted with the initial submission of the program proposal. The request for waiver of any school-wide core course or a divisional requirement, and the program proposal, must be approved at the division level. For waiver of School-wide core courses, the waiver request must be submitted through the division's Academic Coordinator to the Committee on Academic Progress \*(CAP) Chair for approval. The student must attach to the waiver petition a transcript showing evidence of having completed the prior course with a grade of A or B and a description of the course. A course description may include a copy of the course syllabus and/or a description from the college catalogue.

### ***Waiver of Field Practicum Experience (MPH)***

A waiver of the MPH field experience is seldom permitted. However, under exceptional circumstances the experience may be waived upon a student's demonstration of a Bachelor's or advanced degree in a health or health related profession plus three years of full-time public health experience, or the equivalent. A prior professional degree, without public health experience, or prior work experience that is not closely related to the academic objectives of the

student's degree program, are not sufficient reason for waiving the practice requirement.

**Procedure to Waive Field Practicum:** The petition for waiver form may be obtained from the division's Academic Coordinator or online [here](#) and must first be approved by the student's division before being submitted to CAP for review. Students must attach a resume outlining their three years of public health experience, or the equivalent, as well as a written statement addressing the items below:

- Identify your academic and career objectives/goals and how your prior public health experience contributes toward those goals.
- Describe how the knowledge and experiences gained from your prior public health experience demonstrates attainment of each of the field practicum learning objectives below.

### **Field Practicum Learning Objectives**

Through the Field Experience, MPH students will be able to:

1. Apply public health theory, knowledge and skills in a practice setting.
2. Complete a defined project(s) in an area of public health practice including core public health functions such as needs assessment, program planning, program evaluation, policy development, educational campaign or applied research.
3. Relate the "realities" of public health practice - organizational structure, local and organizational politics, program administration, community relationships, program coordination - to their defined project(s).
4. Demonstrate skills and knowledge in an area of interest not covered in depth elsewhere in their educational plan.
5. Demonstrate competence in a public health practice area(s).

6. Demonstrate leadership, teamwork, communication skills and creativity in the development of a public health practice activity.

Students may appeal the denial of a waiver through the [Student Academic Grievance process](#). Failure to submit a petition for waiver of a course or the field practicum with the initial Program Proposal may delay the student's progression through the program.

### INDEPENDENT STUDY

Students may use Independent Study (IPHS 596) to satisfy elective hours. Up to 5 SH of independent study may be credited for graduation for programs of study requiring 42 SH. For degree programs requiring greater than 42 SH, 1 SH of independent study may be credited toward graduation for each additional 5 SH of formal course work taken, to a maximum of 9 SH.

### ACADEMIC PROGRESS: TIME LIMITS

#### *Student Status*

**Degree Students:** Degree candidates are students accepted under prevailing standards of admission and registered in one of the following programs: Master of Public Health degree, Master of Science degree, Master of Science in Clinical and Translational Science degree, Master of Healthcare Administration degree, Doctor of Philosophy degree, or the Doctor of Public Health degree.

Master of Public Health (MPH) students must complete all of the requirements within five consecutive calendar years after their initial registration in the degree program. Students pursuing more than one degree at the same

time will be given an additional two years. Students who do not graduate by these deadlines will be dismissed from the School of Public Health for failure to progress.

For other master's programs requiring 41 to 64 semester hours of graduate work (MS, MS CTS and MHA), candidates must complete all of the requirements within six consecutive calendar years after their initial registration in the degree program. Students pursuing more than one degree at the same time will be given an additional two years. Students who do not graduate by these deadlines will be dismissed from the School of Public Health or Graduate College for failure to progress.

Doctoral students admitted to the PhD or DrPH program with a master's degree or who continue in the Graduate College after completing the master's degree at UIC must complete the degree requirements within seven consecutive calendar years after initial registration as a doctoral student.

Doctoral students admitted without a prior master's degree must complete degree requirements within nine consecutive calendar years of initial registration as a doctoral student. Students who do not graduate by these deadlines will be dismissed from the program for failure to progress.

Time spent on a leave of absence approved by the program and the School of Public Health (for MPH and DrPH students ) or Graduate College (for MS, MS CTS, MHA and PhD students) is not counted toward the degree time limit.

### STANDARDS OF STUDENT PERFORMANCE FOR GRADUATE COLLEGE DEGREES (MHA, MS, MS CTS, PHD)

**Grade Point Average (GPA):** As a minimum academic criterion, a student must maintain a cumulative GPA of at least 3.0 (on a 4.0 scale) in all UIC 400- and 500-level courses. General transfer credit taken at other institutions is not computed in the cumulative grade point average. Grades of A or B earned as a Credit Non-Degree student within the UIC School of Public Health are automatically included in the GPA calculation. Other CND courses taken at UIC (or courses taken at UIC SPH with an earned grade of “C” or below) will only be included in the GPA if the courses are formally transferred through a Petition. See Transfer of Credits section above.

**Graduation:** In order to graduate, the student must have a cumulative GPA of 3.00 or better (on a 4.0 scale).

**Academic Probation:** If the cumulative degree GPA is below 3.0 (on a 4.0 scale), the student is placed on probationary status. Students on probation then have two terms (including summer term, if registered) to raise their cumulative degree GPA to at least a 3.0 (on a 4.0 scale). The Graduate College sends warning letters to students on probationary status explaining that the student must raise his or her cumulative GPA to at least a 3.0 (on a 4.0 scale) within the two term deadline (copies of the letter are sent to the student’s program as well).

If a student on probation registers for only non-letter graded courses (i.e., courses graded S/U) during a term, the term still counts toward the two term limit for raising the cumulative GPA to at least a 3.0 (on a 4.0 scale).

**Disqualification from further study:** The Graduate College reviews students on probation status each term. Students who do not raise their cumulative GPA to at least 3.0 (on a 4.0 scale) after two terms on probation will be dismissed from the University. A student can petition for a one semester extension of probation through the Graduate College. For

additional information on Graduate College probation and dismissal policies, visit the [UIC Graduate College](#).

A division may establish a higher standard of performance for courses in the major discipline. Division standards are published in the SPH Student Handbooks and elsewhere as appropriate.

**Repeating Courses:** In calculating a Grade Point Average, all grades obtained that have been repeated are included in the average and appear on the student’s transcript, although the credit hours of a repeated course are counted only once in satisfying graduation requirements. No course may be repeated more than one time, with the exception of courses described in the SPH Handbook or catalog as repeatable or continuing activities. Courses taken at other campuses which duplicate completed SPH course work cannot be counted toward graduation requirements.

### ACADEMIC DISMISSAL PROCESS FOR GRADUATE COLLEGE DEGREES (MHA, MS, MS CTS, PhD)

Students who fail to raise their cumulative degree GPA to a 3.0 (on a 4.0 scale) within the two term deadline are dismissed from the University. The Graduate College notifies students and their respective programs of the dismissal status via letter. However, even if notification is not received by the student, the dismissal still stands as students are expected to be aware of their own academic status.

If a student who is dismissed feels he or she has extenuating circumstances which might warrant an extension of probationary status,

the student must complete a Graduate Student Petition and obtain the signatures of both their advisor and Director of Graduate Studies (DGS). The DGS must explain why an extension of probation is warranted and also list any conditions that would be required of the student if the extension is granted. The petition must be submitted to the Graduate College by the first day of the next term, including summer (even if the student does not intend to enroll in summer classes). If the probation extension is granted, the student must register for enough 400- or 500-level classes to enable him or her to raise their cumulative GPA to at least a 3.0 (on a 4.0 scale) by the end of the extension term (unless otherwise permitted by the Graduate College). Extensions of probation are only granted for one term. Granting of further extensions is not guaranteed and will only be considered for special circumstances with approval of the DGS. For more information, visit the [UIC Graduate College](#).

### STANDARDS OF STUDENT PERFORMANCE FOR SPH DEGREES (MPH, DrPH)

**Grade Point Average (GPA):** As a minimum academic criterion, a student must maintain a cumulative GPA of at least 3.0 (on a 4.0 scale) in all UIC 400- and 500-level courses. General transfer credit taken at other institutions is not computed in the cumulative grade point average. Grades earned in School of Public Health Courses that were taken as a Credit Non-Degree student are included in the GPA calculation.

**Graduation:** In order to graduate, the student must have a cumulative GPA of 3.00 or better (on a 4.0 scale).

**Academic Probation:** If the cumulative degree GPA is below 3.0 (on a 4.0 scale), the student is placed on probationary status. Students on probation then have two terms (including summer term, if registered) to raise their cumulative degree GPA to at least a 3.0 (on a 4.0 scale). The School of Public Health, Office of Student Affairs sends warning letters to students on probationary status explaining that the student must raise his or her cumulative GPA to at least a 3.0 (on a 4.0 scale) within the two term deadline (copies of the letter are sent to the student's faculty advisor and to the division Academic Coordinator).

Students on probation are not permitted to register for any course that is graded on an S/U basis. If a student on probation registers for only non-letter graded courses (i.e., courses graded S/U) during a term, the term will still count toward the two term limit for raising the cumulative GPA to at least a 3.0 (on a 4.0 scale).

**Disqualification from further study:** The School of Public Health's Committee on Academic Progress (CAP) reviews students on probation each term. Students who do not raise their cumulative GPA to at least 3.0 (on a 4.0 scale) after two terms on probation will be dismissed from the School.

A division may establish a higher standard of performance for courses in the major discipline. Division standards are published in the SPH Handbook and elsewhere as appropriate.

**Repeating Courses:** In calculating a Grade Point Average, all grades obtained that have been repeated are included in the average and appear on the student's transcript, although the credit hours of a repeated course are counted only once in satisfying graduation requirements.

No course may be repeated more than one time, with the exception of courses described in the SPH Handbook or catalog as repeatable or

continuing activities. Courses taken at other campuses which duplicate completed SPH course work cannot be counted toward graduation requirements.

### ACADEMIC DISMISSAL PROCESS FOR SPH DEGREES (MPH, DrPH)

Students who fail to raise their cumulative degree GPA to a 3.0 (on a 4.0 scale) within the two term deadline are dismissed from the School. The SPH Office of Student Affairs will notify students and their respective programs of the dismissal status via e-mail and letter. However, even if notification is not received by the student, the dismissal still stands as students are expected to be aware of their own academic status.

If a student who has been dismissed feels he or she has extenuating circumstances which might warrant an extension of probationary status rather than a dismissal, the student must submit a petition to the Committee on Academic Progress (CAP) detailing his/her extenuating circumstances and requesting that the committee rescind the dismissal and extend the probationary period for an agreed upon timeframe. The petition should be accompanied by a letter from the student's Academic Advisor supporting the student's request. The Academic Advisor must explain why an extension of probation is warranted and also list any conditions that would be required of the student if the extension is granted. This action is the first step of a two-part academic grievance process.

While the SPH Academic Grievance Procedures allow students 60 days from the time of the decision being grieved to file a formal

grievance, it is strongly recommended that the petition be submitted to CAP by the first day of the next term, including summer (even if the student does not intend to enroll in summer classes). Please note that students are not permitted to be reinstated into the current term after the 10<sup>th</sup> day of the term.

If the probation extension is granted, the student must register for enough 400- or 500-level classes to enable him or her to raise their cumulative GPA to at least a 3.0 (on a 4.0 scale) by the end of the extension term (unless otherwise permitted by the CAP). Granting of further extensions is not guaranteed and will only be considered for special circumstances with approval of the CAP.

If the probation extension is not granted by the CAP, students may continue to the second step of the two-part academic grievance process by submitting a petition to the Dean of the School of Public Health within 14 days of the denial of their petition. For more information, please see the [Academic Grievance Procedures](#).

### LEAVE OF ABSENCE

A Leave of Absence may be granted when a student wants to withdraw temporarily from the School because of illness or special circumstances which the student is unable to control. A request for Leave of Absence must be received prior to the beginning of the semester for which the leave is desired. It must be submitted by the student in writing, and must carry the signature of the faculty advisor and Division Director. MS, MHA, and PhD degree candidates must complete forms from the Graduate College, located [here](#). Forms for MPH and DrPH degree candidates are located [here](#).



If an extension of the Leave of Absence is needed, the extension must also be requested in writing. A request for Leave of Absence must be filed whenever the student plans to not register for more than one semester (Fall or Spring) plus the Summer term. Time spent on a Leave of Absence approved by the program and the Graduate College (for Graduate College students) is not counted toward the degree time limit. PhD candidates will generally not be granted leaves of absence after passing the preliminary examination.

## WITHDRAWAL

Students who wish to discontinue studies without prejudice and in good standing, permanently or for some indefinite period of time, should address a letter to that effect to the Dean. (For temporary withdrawal, follow procedures for Leave of Absence as discussed in the previous section.) If a student withdraws within ten (10) days after the beginning of instruction, all fees except a non-refundable portion are refunded. A student who has withdrawn from the School of Public Health (and the Graduate College) in good standing, and who subsequently wishes to resume studies, must reapply to the program.

**Readmission is not guaranteed.**

If a student is readmitted after withdrawing from the School of Public Health, the curriculum and course requirements that are in effect at the time of his/her readmission must be adhered to and will remain in effect until the student graduates.

## GRADING PROCEDURES

**Grade Points Interpretation** - UIC uses a 4.0 (A) grading scale.

A	4.0	Excellent; outstanding performance.
B	3.0	Good; completely satisfactory performance.
C	2.0	Fair; some problem with course material, but satisfactory performance.
D	1.0	Poor; unsatisfactory performance; cannot be used toward graduation, but is calculated in the GPA.
F	0.0	Failure; unacceptable performance; cannot be used toward graduation, but is calculated in the GPA.
DFR	0.0	Deferred; may be used for thesis courses, continuing seminar and sequential courses. At the end of the continuing course sequence, the deferred grade for all terms must be converted either to a specific letter grade (A-F), to an Incomplete (IN), or to a Satisfactory (S) or Unsatisfactory (U) in thesis research courses or specifically approved courses. When a student terminates a project in Independent Study, Internship, or Research (e.g., by change of topic or advisor), outstanding DFR grades must be converted immediately, even if registration in IPHS 596, IPHS 661, IPHS 598, IPHS 599, or IPHS 699 is continued.
S	0.0	Satisfactory; to be used as grade in thesis research courses, in zero-credit courses, and in specifically approved courses. No grade points are earned and the grade is not computed in the cumulative GPA. The S or U grades are used for IPHS 598, IPHS 599, IPHS 650, IPHS 661, IPHS 698, IPHS 699, and most seminar courses.
I	0.0	Incomplete; may be given only if, for reasons beyond the students' control, required work has not been completed by the end of the term. An IN must be converted to a letter grade (A-F) by the end of the students' first term in residence subsequent to that in which it was received or, if the student is not in residence, by the end of the twelve consecutive months subsequent to that in which the IN was received. An IN that is not removed by the deadline will remain on the records as an IN. NO EXTENSION BEYOND THE DEADLINE WILL BE PERMITTED. A course in which an IN was received and not removed by the deadline may be repeated for credit only once.
U	0.0	Unsatisfactory.

### **Changing Grades after Official Notification**

Unless dictated by the terms of a formal grievance decision, no grade except I or DFR may be changed on the basis of additional or replacement work completed after the end of the semester, or by a change in the standards for grading.

## GRADUATION PROCEDURES

***Graduating students must comply with the following:***

**1. Intent to Graduate:** The *Intent to Graduate* must be submitted for the term you intend to graduate. The on-line form is available from the time when registration for that term begins through the Friday of the third week of fall and spring semesters, or through the second week of the summer semester. If you complete an *Intent to Graduate* for one term and do not graduate that term, you must complete another *Intent to Graduate* for the new term in which you are attempting to graduate. Please visit [this website](#) for information on how to declare your intent to graduate.

**2. Program Proposal:** A revised program proposal, reflecting the completed program of study, and signed by the student, advisor, and Division Director must be submitted to the division's Academic Coordinator and to the Office of Student Affairs.

**3. Graduation Exit Evaluation Survey:** An online Exit Survey must be completed near the end of the student's graduating semester. Failure to do so may delay certification of graduation. The surveys are reviewed by the Associate Dean for Academic Affairs. Once the semester is over and the student has graduated survey feedback is given to the Division Director and to the relevant faculty advisors.

**4. Exit Interview:** Some divisions may require their graduating students to complete an exit interview. The interview should occur at the end of the last semester of enrollment before graduation. Results of the interview will be transcribed and submitted to the Associate Dean for Academic Affairs.

### ***Commencement***

The Commencement Ceremony at the University occurs only once a year. The School of Public Health holds its annual Commencement ceremony each year in May. Commencement is the occasion for the recognition of graduates by the School and conferring of the degree.

Since SPH students may complete all requirements for their degrees in any of the semesters of the year, those who finish their work in Summer or Fall semester cannot participate in Commencement until the following May. Note: master's and doctoral students who have successfully defended their theses but missed the official deadline for final format approval by Spring Commencement may petition the School to participate in Commencement exercises in the Spring prior to their graduation, although their names will not appear in the list of graduates until the Spring Commencement Ceremony following their official term of graduation.

### ***Degree Certification and Availability of Diplomas***

The degree earned is posted to the transcript approximately 2-4 weeks after the end of the term. Diplomas are available for distribution 8 to 10 weeks following the date of graduation.

### ***Official Transcripts***

Official transcripts for all degree programs are only available from the University's Office of Admissions and Records (M/C 018), Box 5220, Chicago, Illinois 60680. There is a charge for a transcript. Transcripts requests may be submitted in writing or online through [my.UIC](#).

For more information, please visit the [UIC Admissions and Records website](#).