



Academic Policies and Procedures

Handbook for SPH Graduate Programs
AY 2017-2018

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INTRODUCTION

The SPH Academic Policies and Procedures Handbook contains information that is useful to graduate-level 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 programs 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, 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

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, the SPH [Ombudsperson](#) or the Assistant Dean for Student Affairs.

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, 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.

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.

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.

Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

Policy Council

Revised June 24, 2010

ACADEMIC POLICIES AND STANDARDS

Human Subjects Research 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, investigators 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, Susan Altfeld.

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 UIC Office of the Vice Chancellor for Student Affairs –Office of the Dean of Students webpage.

Penalties for Academic Dishonesty

Students suspected of academic dishonesty may 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, and revised April 2017. The UIC Student Academic Grievance Procedure can be found at <https://grad.uic.edu/grievance-procedures>. Please contact Susan Altfeld, Associate Dean of Academic Affairs at saltfeld@uic.edu regarding SPH grievance procedures.

Ombudsperson

The Ombudsperson works closely with students in conflict situations and recommends possible solutions or steps to take toward solutions. The Ombudsperson is an impartial and trustworthy source that helps students think about and exercise their voice and rights. This person also educates students on UIC and SPH policies and procedures, and directs them to the appropriate resource regarding faculty,

staff, and students. For grievance resolution, students may contact Dr. Lisa Brosseau, Ombudsperson for SPH [here](#).

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. Students should make an appointment to meet with their faculty advisor at least once per semester.

Role of the Advisor – All Students

A continuing relationship between the students and faculty advisor is considered to be an integral part of the educational experience of the School of Public Health. 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 and regular basis.
- Guide 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, the field practicum experience if appropriate, and graduation requirements. In conjunction with the divisions' academic coordinators, faculty advisors also provide guidance on registration and change in registration, prerequisites, waivers, transfers of credit, and timely submission of the program proposal.
- Provide continued monitoring 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, and the culminating experience (MPH capstone, M.S. thesis or dissertation), 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.

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.

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.

- **Academic Certificate Programs:** Students enrolled in Academic Certificate 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:lanceves@uic.edu).

Community Health Sciences: Stuart Robinson, Academic Coordinator, (312) 996-8940;
stuartr@uic.edu@uic.edu.

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

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

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 MPH capstone. Research that is conducted as part of the MPH field practicum experience may be considered "human subjects research" UNLESS:

1. The student is carrying out the activities as an employee or under the auspices of the preceptor site AND
2. The student does not intend to use the results for publication or a presentation at a meeting open to the public.

If the MPH student capstone involves a UIC faculty project, IRB procedures must be followed by the faculty member as appropriate to the scope of the student's involvement. MPH students who are planning to submit their capstone paper for publication or for presentation at meetings open to the public (for example, a regional conference) **must** seek the appropriate level of review through the [Office for the Protection of Research Subjects](#) (OPRS) and the IRB as they may be conducting "human subjects research." The research may not be carried out until review or exemption is received. Your advisor will help you determine if your project will require approval by the Institutional Review Board (IRB).

The review process begins with submission of a protocol with the appropriate IRB forms to the [Office for the Protection of Research Subjects](#).

Review of human subject research protocol is done according to the type of protocol submission: exempt, expedited, or full.

How to Obtain IRB Forms

Information on the IRB submission process and access to online IRB forms may be found on the [Office for Protection of Research Subjects \(OPRS\)](#) website.

Students may contact Associate Dean for Research, Dr. Geri Donenberg, at gerid@uic.edu or 312-996-8602.

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. This can include need for time limited accommodation due to illness and injury as well as longer term disability. The campus Disability Resource Center, (312) 413-2183 (Voice/TT), 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, Susan Altfeld, saltfeld@uic.edu.

For more information on how to use an alternative way of communication, go to the DRC Web site <https://drc.uic.edu/current-drc-students/> 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

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.

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 submission of registration forms 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 BSTT 400, IPHS 402, IPHS 404 or IPHS 405 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](#).

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 is 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). 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.

Program Proposals

Students in all degree programs (except the DrPH program) 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](#).

Deadlines for First Submission of the Program Proposal

MPH Students: End of the first semester of study or completion of 12 SH of credit, whichever occurs later (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 should 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 Rules

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, EMHA, 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, for MPH students 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, EMHA 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 - submit the petition to transfer courses to CAP for approval.
- For Graduate College students - submit the 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.

Only credit hours and grades of "A" or "B" earned as a credit non-degree (CND) student at UIC SPH will be applied toward the MPH degree up to the limits stated below. No transfer of credit petition for these courses is necessary.

Limitations on the Transfer of Credit

- Graduate College students (MS, MS CTS, MHA, EMHA, PhD) may only transfer credits in which the student earned a grade of "A" or "B".
- 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 master's students in a Graduate College program (MS, MHA, and 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 master's students in a Graduate College program (MS, MHA, and 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% 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.

PhD students without a prior master's degree may transfer 24 SH of course work not previously used for any degree (25% of total 96 SH required for the doctoral degree). CND credit hours are included in the 24 SH.

Transferring Credit 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 the MPH program*. These credit hour limitations do not apply to students who were officially admitted into a credit-bearing Academic Certificate Program.

* Because of recent revisions to the MPH core curriculum, students who completed one or more of the following courses as a credit non-degree student may transfer the credit hours into the MPH program provided the student completes the entire course sequence by the end of Spring 2017. The School cannot guarantee that credit hours will be approved for transfer if a student fails to complete the full course sequence by the end of Spring 2017. The relevant courses are: BSTT 400, CHSC 400, CHSC 401, EPID 403, EOHS 400, and HPA 400.

Transferring Credit 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 MPH program*.

* Because of recent revisions to the MPH core curriculum, students who completed one or more of the following courses in an academic certificate program may transfer the credit hours into the MPH

program provided the student completes the entire course sequence by the end of Spring 2017. The School cannot guarantee that credit hours will be approved for transfer if a student fails to complete the full course sequence by the end of Spring 2017. The relevant courses are: BSTT 400, CHSC 400, CHSC 401, EPID 403, EOHS 400, and HPA 400.

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 may not be 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

Special rules apply when transferring from a UIC SPH degree program (MPH or DrPH) into a Graduate College degree program (MS, MS CTS, MHA, EMHA or PhD.) The Graduate College limits the number of credit hours 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 non-degree status or 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

When transferring from a Graduate College degree program (MS, MS CTS, MHA, EMHA 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 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.

Rules Pertaining to Course Waivers

Waiving a Course

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 also 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.

Waiving the Field Practicum Experience (MPH)

A waiver of the MPH field experience is seldom permitted. However, under some circumstances the experience may be waived upon a student's demonstration of 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 subject to dismissal 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, MHA and EMHA), 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 subject to dismissal 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 Performance for Graduate College Degrees (MHA, EMHA, 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).

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: Repeating a course does not replace a previously earned grade. In calculating a Grade Point Average, all grades obtained 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 Procedures for Graduate College Degrees: 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 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 as described under the Procedures for Transfer of Credit section of this Handbook.

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 including the MPH field practicum (IPHS 650).

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: Repeating a course does not replace a previously earned grade. In calculating a Grade Point Average, all grades obtained 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 Procedures for SPH Degrees: 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 10th 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, MS CTS, MHA, EMHA and PhD degree candidates must complete the relevant Graduate College form. 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, and submit it to the Assistant Dean for Student Affairs. (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, and the MPH field practicum experience. At the end of the continuing course sequence, the deferred grade for all terms must be converted 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

Graduation Declaration

Students declare their intent to graduate online using *my.UIC*. The deadline to submit intent to graduate is the Friday of the third week (fall and spring) or second week (Summer Session 2) of the term in which graduation is sought. Failure to submit the request by these deadlines may delay the awarding of the degree. Please note that if you submit an intent to graduate for one term and do not graduate

that term, you must submit another intent to graduate for the new term in which you are attempting to graduate.

Graduation Review/Certification

A final review will be made following the close of the term. If a student has satisfactorily completed all the degree requirements (course work, credit hours, GPA requirements, residency, etc.), the student's name will be placed on the official degree list for that term. The degree earned will be posted to the transcript approximately 3 to 4 weeks after the end of the term and diplomas are mailed to graduates 3 to 4 months following the date of graduation. More information regarding diplomas is available on the UIC Registrar's website (www.uic.edu/depts/oar/student_records/diplomas.html).

Graduate Exit Survey

An 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 Assistant Dean for Undergraduate Public Health and other relevant program staff/faculty.

Commencement

The School of Public Health holds its Commencement Ceremonies each year in May for spring graduates. Summer and fall graduates participate in the campus-wide commencement ceremony in December. Commencement is the occasion for the recognition of graduates by the school and conferring of the degree.

Students who will officially graduate in the summer term following the Spring Commencement Ceremony may be allowed to participate in the Spring Commencement Ceremony by seeking permission from their academic program. To be eligible students must meet the following conditions:

1. The student must be in good academic standing.
2. The student must notify their Advisor of their request to participate by March of the spring term.
3. The student must be able to complete their course work and all other degree requirements by the end of the summer term. This must be evidenced by the program's documentation of the student's progress based on their course history and current registration.
4. Names of summer graduates will not appear in the Commencement Ceremony program's list of graduates until the Commencement Ceremony following their official term of graduation. Students may request a copy of the following year's program through the Office of Student Affairs, while supplies last.

Please note: Participation in the Commencement Ceremony does not imply that a student has graduated and earned the degree. Students are not awarded a degree until all degree requirements are met and certified by SPH administration.