



TRANSFER CREDIT

No more than 12 hours of approved course credit may be transferred to UIS for doctoral credit. You must earn a B or better in any course considered for transfer. All transfer credit to be applied must have been earned within five years of the first graduate course you took at UIS in pursuit of your doctoral degree. Exceptions to the provisions of this policy may be granted on a case-by-case basis.

TIME LIMITATION

All pre-dissertation credit earned at UIS that is to be applied toward the completion of your doctorate must be taken within eight consecutive years from your first doctoral course at UIS. This does not include prerequisites or closure requirements. Exceptions to the provisions of this policy may be granted on a case-by-case basis.

ACADEMIC ADVISING

Following admission to UIS as a fully admitted student, you will be assigned a temporary faculty adviser who will work with you until you have selected your permanent adviser and Plan of Study Committee. You may change advisers at any time by completing a Request for Change of Graduate Degree Program and/or Academic Adviser form.

Recognizing the maturity of doctoral students, UIS entrusts you with substantial initiative in the academic advising process. You should arrange an appointment with your adviser before each registration, particularly your first, and you should maintain contact with him or her throughout your academic studies. Written permission of your adviser is required before you can enroll in any DPA core, research, or concentration course.

DOCTORAL CLOSURE REQUIREMENT

Progress toward the Doctoral Degree

Once you have completed the core public administration and research courses with a B or better, you complete a concentration plan of study for a minimum of 20 credit hours in a specialized area, which must be approved by your Plan of Study Committee and the DPA director. Once these courses are successfully completed, you will be required to take and pass a comprehensive examination.

Doctoral Closure Requirements

On passing the comprehensive examination, you will be allowed to enroll in DPA 687 Dissertation Proposal Preparation Seminar. Preparation and defense of the dissertation proposal constitutes the beginning of the

closure requirement, which includes preparation and successful defense of the dissertation.

GRADUATION CONTRACT

The commencement ceremony to award degrees is held at the end of the spring semester. However, you may file a graduation contract during any semester or summer term in which you successfully defend your dissertation. You should submit the contract to the Office of Admissions and Records no later than the end of the fourth week of classes during a semester or the end of the third week of classes during a summer term.

The contract must be approved by your adviser and the program director. You may submit graduation contracts for early evaluation during your next-to-last term. Contract forms are available in the Office of Admissions and Records.

SECOND GRADUATE DEGREE

All program and campus requirements for the doctoral degree are in effect even if you have previously earned an advanced degree. Credit from a previous degree may not be used for the degree in process.

COURSE NUMBERING SYSTEM

Courses numbered 500 through 599 are open to doc-

toral students with the permission of their advisers. Courses numbered 600-699 are open to doctoral students if they have satisfied any applicable prerequisites. Courses numbered 599 and 699 are tutorials. Additional work and permission of instructor may be required for doctoral students enrolled in 500-level courses to count the course toward their concentrations.

ACADEMIC STANDARDS

For general information on grading, incomplete work, grade-point average, and plagiarism see pages 44-46.

ACADEMIC LOAD

For purposes of tuition and fees, a student enrolled for eight or more semester hours of doctoral course work during the fall or spring semesters or six semester hours of course work in the summer term is considered a full-time student. Students enrolled for fewer hours are considered part-time.

If you wish to enroll for more than 12 semester hours during the fall or spring semesters or more than eight semester hours during the summer term, you must submit a student petition form to the DPA office.

One of the academic load requirements that you must meet to qualify for financial assistance is to be

enrolled for at least six credit hours each semester. Additional information on the financial aid process can be obtained in the Financial Assistance section of this catalog, or by contacting the Office of Financial Assistance at 206-6724.

A *doctoral research assistant's* normal load is 16 to 24 hours for an academic year, usually eight to 12 hours per semester. Doctoral research assistants who wish to enroll for more than 24 hours in any academic year must have the approval of the adviser, the DPA director, and the appropriate dean.

GRADUATION GRADE-POINT AVERAGE

Doctoral students must earn a B or better in each core doctoral, required research, and concentration class.

GRADES ACCEPTABLE TOWARD THE DOCTORAL DEGREE

Doctoral students are expected to do scholarly work of high caliber. The DPA requires at least 54 doctoral level hours of course credit with a grade-point average of at least 3.00 and a grade no lower than B in any core, research, or concentration doctoral course. Students must earn a grade of B or better in any course considered for transfer.

Prerequisite courses do not count toward the 54 required doctoral hours. Credit/no credit will be allowed for prerequisite courses only. All DPA core, research, or specialization courses must be taken for letter grades.

ACADEMIC PROBATION AND SUSPENSION

If your UIS cumulative grade-point average is less than 3.00, you will be placed on academic probation.

If you are on academic probation, you may enroll for up to eight hours credit in the subsequent semester (four hours in the summer term) with the approval of your adviser. If you are placed on academic probation at the end of two successive semesters, you will be suspended from UIS and must then wait two semesters before petitioning for re-admission. Students with exceptional circumstances may appeal immediately.

You can get complete details on UIS' academic probation policy from your faculty adviser or the registrar.

REPEATING COURSES

As a doctoral student you may repeat doctoral course work once (excluding dissertation credit) without penalty. The grade and hours earned when the course is repeated will appear on your transcript. The first