

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**

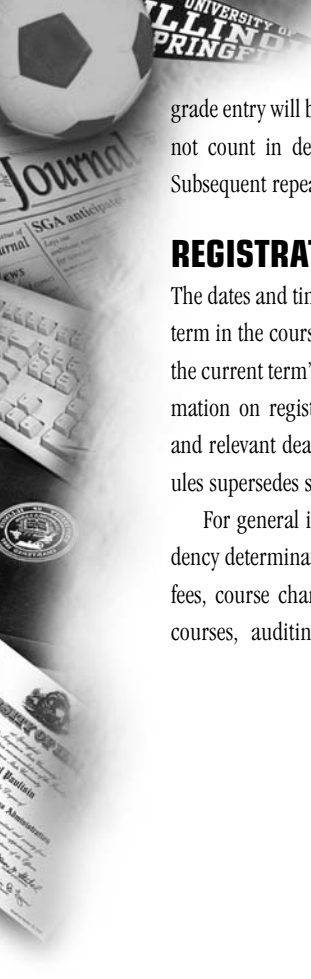
If your UIS cumulative grade-point average is less than 3.00, you will be placed on academic probation.

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



grade entry will be deleted from the transcript and will not count in determining the grade-point average. Subsequent repeats are not permitted.

## **REGISTRATION PROCEDURES**

The dates and times of registration are published each term in the course schedule. The course schedule lists the current term's courses and gives up-to-date information on registration procedures, tuition and fees, and relevant deadlines. Information in course schedules supersedes similar information in this catalog.

For general information on tuition and fees, residency determination for tuition, mandatory and other fees, course charges, late registration fee, change of courses, auditing courses, veteran students, tran-

scripts, and withdrawal from courses, see pages 47-51.

## **FINANCIAL ASSISTANCE**

The University of Illinois at Springfield provides or coordinates a number of federal and state financial assistance programs; DPA students are eligible for some of them. For more information, see pages 50-55.

## **DOCTORAL RESEARCH ASSISTANTS**

A limited number of doctoral research assistant positions may be available each year to students who are pursuing the D.P.A. degree full time. Doctoral research assistants participate in research projects with faculty members individually and through the Abraham Lincoln Presidential Center for Governmental Studies.

The application deadline to ensure full consideration is March 1 for an appointment beginning with the following fall semester. Applicants must simultaneously apply for admission to the DPA program or must already have been admitted. Doctoral research assistants receive a stipend of \$18,000 for the nine-month academic year (\$2,000 per month), plus a tuition waiver for up to 12 hours during each regular semester and up to eight hours in the summer session. For information on doctoral research fellowships, please contact the DPA Program, University of Illinois at Springfield, One University Plaza, PAC 422, Springfield, Illinois 62703-5407; phone (217) 206-6076; fax (217) 206-7807; or visit the webpage at [www.uis.edu/dpa/](http://www.uis.edu/dpa/).