



leave of absence from your degree program and, if granted, you will be exempt from the continuing enrollment requirement on a semester-by-semester basis.

You should obtain information from your program on closure exercises and the program's particular method of handling the continuing enrollment policy. (See individual graduate program listings for further information.)

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 complete your degree requirements. 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 administrator. 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 MASTER'S DEGREE

All program and campus requirements for the master's 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. However, any public affairs colloquium requirement is waived for those who have previously completed that requirement at the graduate level.

GRADUATE INTERNSHIPS AND EXPERIENTIAL LEARNING

Experiential learning is an integral part of your graduate education at the University of Illinois at Springfield. In addition to internships offered through the Institute for Public Affairs, internship/practicum opportunities are offered by many academic programs. Additional information may be obtained from program faculty and from individual program statements in this catalog.

UIS also provides a variety of paid internship opportunities in Illinois government agencies and on campus. (See page 66.)

RESEARCH AT THE UNIVERSITY OF ILLINOIS AT SPRINGFIELD

Conventional research opportunities are available to stu-

dents in most academic programs. In addition, UIS offers you unique opportunities for applied research through its public affairs centers where emphasis is on coordinated, interdisciplinary approaches to problem solving, training, and communication. Many of the UIS internship/fellowship programs are also coordinated by the centers.

UIS cooperates with neighboring universities in meeting their doctoral students' needs for research and residency in the Springfield area.

ACADEMIC STANDARDS

For general information on grading, credit/no credit, incomplete work, grade-point average, and plagiarism see pages 44-46.

ACADEMIC LOAD

For purposes of tuition and fees, you are considered a full-time student if you are enrolled for 12 or more semester hours of course work during the fall or spring semesters or six semester hours of course work in the summer term. Fewer hours of enrollment is considered part-time.

If you wish to enroll for more than 18 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 Office of Admissions and Records.

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 *graduate assistant's* normal load is 16 to 24 hours for an academic year, usually eight to 12 hours per semester. As a graduate assistant, you may register for four to six hours during the summer term, tuition free. Graduate assistants who wish to enroll for more than 24 hours in any academic year must have the approval of the adviser, a program representative, and the appropriate dean.

GRADUATION GRADE-POINT AVERAGE

Graduate students must achieve a UIS cumulative grade-point average of at least 3.00 to receive the master's degree.

GRADES ACCEPTABLE TOWARD GRADUATE DEGREES

As a master's degree student, you may apply a maximum

of eight hours of C grades toward a degree, provided that each hour of C is balanced by an hour of A. Individual academic programs, however, may determine whether C grades are acceptable toward their degrees. See program statements in this catalog for details.

Under the credit/no credit option, CR represents work equivalent to a letter grade of B or better for master's students.

ACADEMIC PROBATION AND SUSPENSION

If you are a master's student with a UIS cumulative grade-point average of less than 3.00, you will be placed on academic probation. Courses taken for credit/no credit do not count in calculating this average. Non-degree seeking students are not exempt from this policy. In addition, if you accumulate 12 hours or more of incompletes you are subject to probation.

If you are on academic probation, you may enroll for up to 12 hours credit in the subsequent semester (six hours in the summer term) with approval of your adviser. Non-degree-seeking students on probation must meet with the designated adviser in the Office of Admissions and Records. They may also be required to meet with a representative from the academic programs in which they are taking classes or the associ-

ate vice chancellor for graduate education and research. 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. You may appeal immediately if you have exceptional circumstances.

Complete details on UIS' academic probation policy are available from your faculty adviser or the registrar.

REPEATING COURSES

As a master's student you may repeat graduate course work once (excluding master's project or thesis credit) without penalty unless your academic program does not permit course repeats. 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 your grade-point average. Subsequent repeats can only be recorded as audits, which bear no hours or grade points.

REGISTRATION PROCEDURES

The dates and times of registration are published each term in the course schedule. The course sched-

