



graduate education

GRADUATE EDUCATION – MASTER'S

STATEMENT OF PURPOSE

A graduate student should develop intellectual autonomy within a chosen field and demonstrate the ability to analyze, synthesize, and evaluate relevant knowledge in that field. The graduate student, furthermore, assumes some responsibility for increasing knowledge within the chosen field.

Graduate education assumes the acquisition of specific content knowledge, including recognition of the significant terminology, facts, theories, issues, findings, and generalizations within the field of study. Graduate study also encompasses comprehension of the intellectual history, methods of inquiry, and standards of judgment used in a given field. Students should also grasp the ethical meanings of research in a discipline or a profession. A student receiving a master's degree will be able to –

1. Analyze in a logical manner ideas in a field of study by breaking down material into constituent parts, organizing ideas and relationships between ideas, expressing these relationships, recognizing un-

stated assumptions, distinguishing facts from hypotheses, and distinguishing statements of cause from statements of effect;

2. Synthesize diverse ideas to form an integrated whole relevant to a field of study by arranging and combining elements and parts into patterns or structures. The parts to be integrated may, to the extent necessary, come from a variety of disciplines;

3. Make judgments about the value of relevant material, including the appropriateness and adequacy of any qualitative and quantitative methods used in its compilation, by employing a standard of internal or external appraisal. In evaluating the accuracy of a communication, a student will use an integration of theories, works of recognized excellence, facts and generalizations germane to a field; and


4. Convey ideas, feelings, and experiences through scholarly writing and discussion with others. The student will be able to develop a proposal or plan of work that includes ways of testing hypotheses, analyzing the factors involved, modifying the hypotheses

based on new factors or considerations, and then making generalizations based on findings. The student will then have the ability to communicate both this process and subsequent findings to others.

GRADUATE ADMISSION – MASTER'S

You are eligible to apply for admission to master's-level study at the University of Illinois at Springfield once you have earned a bachelor's degree from a regionally accredited college or university. You may be granted full admission to master's studies if you earned a baccalaureate degree with a minimum undergraduate grade-point average of 2.50 on a 4.00 scale. You must also have met all entrance requirements specific to the UIS program of your choice. For example, some programs require higher grade-point averages and/or prerequisites. Refer to the individual program sections of this catalog for information on specific program requirements.

You could be granted conditional admission by a



program when your GPA is less than required. When this happens, you must complete a certain number of semester hours at UIS (exclusive of prerequisites) with a grade-point average of no less than 3.00. If you are granted conditional admission, the program will specify the courses you must complete.

As part of the admission process, you must submit all college/university transcripts, including verification of your bachelor's degree as well as transcripts of all graduate work you took beyond your bachelor's degree. For further information, see registration procedures, pages 47-50.

To receive maximum consideration for graduate admission, your application should arrive at least three months before the beginning of the term in which you plan to begin course work. Some academic programs have earlier deadlines for applications. Refer to individual sections in this catalog for specific program requirements.

Write to the Office of Admissions and Records, University of Illinois at Springfield, One University Plaza, MS SAB 20, Springfield, Illinois 62703-5407 to request an application form, or download one from the website at www.uis.edu. Call (217) 206-4847 or toll free (888) 977-4847.

ADMISSION TO A SPECIFIC MASTER'S PROGRAM

Admission to graduate study is granted by the academic program. Each program has established admission requirements that comply with campus policy. These requirements are outlined in the program statements in this catalog and may exceed the general minimum requirements for admission. To apply for admission to a specific degree program, indicate your intended major on the UIS application form and include any specific materials required for admission to that program. The application will be processed by both the degree program and UIS. Notice of acceptance or non-acceptance by the program will be forwarded to you. Scores from the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT) are required by some graduate programs.

ADMISSION FOR INTERNATIONAL GRADUATE STUDENTS

The campus seeks to maintain a cosmopolitan atmosphere consistent with its focus on literacy, public affairs, problem solving, and lifelong learning. To that end, the University of Illinois at Springfield admits international students whose academic preparation and

educational and personal goals indicate they will be successful in completing a graduate curriculum.

To apply for graduate admission as an international student, you must have completed the equivalent of a bachelor's degree earned in the United States. A bachelor's degree earned abroad may not be equivalent to a bachelor's degree earned in the United States.

Full admission to graduate study requires a minimum undergraduate grade-point average equivalent to a U.S. GPA of 2.50 on a 4.00 scale. You must also have met all entrance requirements specific to the UIS graduate degree program of your choice. Refer to the individual program sections of this catalog to determine if your intended program has special requirements for admission. An I-20 AB or DS 2019 (formerly called IAP 66) certificate of eligibility cannot be issued until you have been accepted by a degree program and all required documents have been received.

For maximum consideration, you should plan to have your application to UIS by the following dates: June 1 for fall semester, November 1 for spring semester, and April 1 for summer session.

For further information, contact the Office of Admissions and Records.

ENGLISH LANGUAGE PROFICIENCY

Applicants whose native language is not English must submit official international TOEFL scores. A score of not less than 550 (paper based) or 213 (computer based) will fulfill the English proficiency requirement for admission to master's-level study at UIS. If you hold a U.S. bachelor's degree with a GPA of 2.50 on a 4.00 scale or higher, you are not required to submit TOEFL scores. *Note:* Some programs require a GPA of 3.00 to waive TOEFL. See individual program statements for any additional proficiency requirements.

If your native language is not English, you will also be required to take an English proficiency test on campus the week before registration. This requirement applies to all students – U.S. citizens, resident aliens, and nonresident aliens alike. Test results do not affect your admission to UIS, but will be used to determine your need for an English as a Second Language (ESL) class. If you fail to meet UIS' English language requirement, you may enroll at an ESL Language Center. Proficiency certification by ESL meets this requirement.

GRADUATE NON-DEGREE ADMISSION

If you have a bachelor's degree, you may enroll for courses at UIS as a non-degree seeking graduate stu-

dent. You will be asked to define your educational goals before exceeding 12 semester hours. If you then choose to become a degree candidate, you must complete regular admissions procedures, including acceptance into your chosen degree program.

When formal admission is granted, the course work you completed as a non-degree seeking student is evaluated by your intended academic program and may or may not apply toward that program's graduation requirements. UIS accepts a maximum of 12 semester hours of such credit toward a graduate degree. A non-degree declaration form must be on file for you to continue enrollment as a non-degree student beyond 12 hours.

Non-degree students typically are not eligible for financial assistance.

For more information, see page 34.

ACADEMIC ADVISING

Following admission to UIS, each fully admitted student is assigned a faculty adviser from the appropriate academic program. Faculty advisers work with you to ensure satisfactory progress toward graduation and toward your personal and career goals. You may change advisers at any time by completing a Request for Change of Graduate Degree Program and/or Aca-

ademic Adviser.

Recognizing the maturity of graduate 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. It is especially important for you to meet with your faculty adviser before your final term of study to ensure that all graduation requirements will be met.

MASTER'S DEGREE GENERAL INFORMATION

MASTER'S DEGREE PROGRAMS AND AREAS OF STUDY

The University of Illinois at Springfield offers 18 master's degree programs. These range from traditional disciplines such as history and biology to more career-oriented concentrations such as human development counseling and business administration, or interdisciplinary programs such as environmental studies or communication. In addition, UIS offers an alternative called the individual option program.



Degree Programs

The University of Illinois at Springfield awards the following master's degrees:

Accountancy (M.A.)	Environmental Studies (M.A.)	Management Information Systems (M.S.)
Biology (M.S.)	History (M.A.)	Political Studies (M.A.)
Business Administration (M.B.A.)	Human Development	Public Administration (M.P.A.)
Communication (M.A.)	Counseling (M.A.)	Public Affairs Reporting (M.A.)
Computer Science (M.S.)	Human Services (M.A.)	Public Health (M.P.H.)
Educational Leadership (M.A.)	Individual Option (M.A.)	
English (M.A.)	Legal Studies (M.A.)	

Individual Option Program is aimed at students who want to combine areas of study rather than pursue a traditional discipline or those who want to focus on an area of study not covered in established programs at UIS, but for which faculty competencies and other resources are available.

Generally, individual option master's degrees are based on broad topics or problems that reflect particular student needs and interests. Students work with an advising committee of faculty and peers in preparing personal degree programs.

If you wish to pursue a master's degree in areas such as African-American studies, women's studies, energy studies, or international studies, you will find the individual option program well suited to your needs.

Graduate Certificate and Professional Development Sequences A graduate certificate is a sequence of courses that constitutes less than a full graduate degree and provides specialized knowledge and skills for the professional. UIS currently offers certificates in public sector labor relations, environmental risk assessment, management of nonprofit organizations, educational leadership advanced certificate, career specialist studies, and alcohol and substance abuse. A related curricular option if you are seeking to enhance your professional skills at the graduate level is the professional development sequence in gerontology.

To be admitted to certificate and professional sequence study, you must have a bachelor's degree (in

any major) and complete an application. It is also possible to pursue a certificate as a post-master's option. Admission, advising, and certification of completion are provided by the faculty members who supervise the certificates.

Course prerequisites may be waived if you can present evidence of advanced career experience. The waiver review process requires the approval of both the supervisor of the certificate program and the dean of the college offering the certificate or graduate development sequence. Proficiency examination, transfer, and credit for prior learning experience may not be permitted because of the limited number of courses required and the need for the content of the courses to logically integrate. See the appropriate program sections for detailed information.

COURSE NUMBERING SYSTEM

Refer to page 39.

GENERAL REQUIREMENTS: MASTER'S DEGREE

To earn a master's degree from the University of Illinois at Springfield, you must fulfill the following requirements:

- Meet program matriculation requirements.
- Earn the amount of graduate credit required by the chosen academic program, all but 12 semester hours of which must be earned at the University of Illinois at Springfield.
- When applicable, earn a minimum of four semester hours credit in public affairs colloquia (see individual program information).
- Complete course work with a cumulative UIS grade-point average of at least 3.00.
- Complete the program closure requirements.
- Complete the graduation contract.
- Pay a graduation fee of \$25 (subject to change).

TRANSFER CREDIT AT THE MASTER'S LEVEL

Residency Requirement The University of Illinois at Springfield may accept up to 12 semester hours of graduate-level work you completed at other accredited institutions. However, only credit hours with a grade of B or better that are accepted for transfer by your program will be accepted by UIS. Request to transfer credit for courses bearing a grade such as P (pass) or CR (credit) must be supported by certification from the institution or instructor that your work was of at least B quality.

Time Limit on Transfer Credit All transfer credit to be applied to your master's degree must have been earned within five years of the first graduate course you took at UIS in pursuit of that degree. Exceptions to the provisions of this policy may be granted by programs on a case-by-case basis.

TIME LIMITATION

All graduate credit earned at UIS to be applied toward the completion of your master's degree must be taken within six consecutive years of the first graduate course you took at UIS in pursuit of that degree. This does not include transfer credit you earned before your first term of graduate enrollment, credit granted for prior learning, and prerequisites. However, this time limit does include closure requirements. Exceptions to the provisions of this policy may be granted by degree programs on a case-by-case basis. Your program may also grant you a leave of absence.

PUBLIC AFFAIRS COLLOQUIA (PAC)

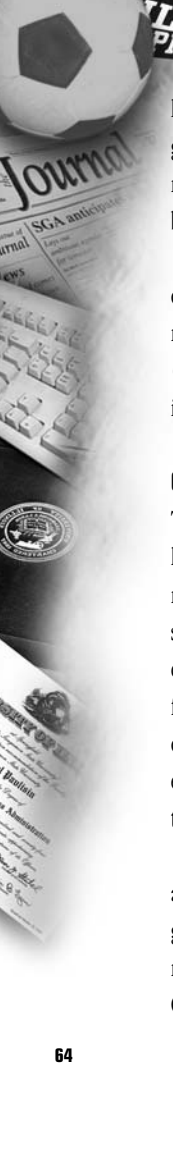
The University of Illinois at Springfield features a unique series of courses designated as public affairs colloquia. Each semester several different colloquia are offered. There are no prerequisites for any PAC.

Some master's programs require degree candidates to complete a public affairs colloquium. The choice of a PAC is your prerogative; however, you are encouraged to select PACs with a focus outside your major program. Descriptions of PACs are published each semester in the course schedule. You should check with your program to determine PAC requirements.

MASTER'S CLOSURE REQUIREMENT

As a master's degree candidate, you are required to complete a closure exercise demonstrating mastery of some area within your major field of study. The exact nature and format of these exercises are determined by individual programs. All closure exercises must have an identifiable academic focus and must include a written component. Closure exercises can take many forms – theses, projects, and capstone courses are the most common.

UIS has a *continuing enrollment policy* for closure exercises. This policy states that once you begin your closure exercise, you must continue to enroll for at least one semester hour of closure exercise credit *each* fall and spring semester until you complete your exercise, including semesters in which you have “stopped out” of other courses. You may request a



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.

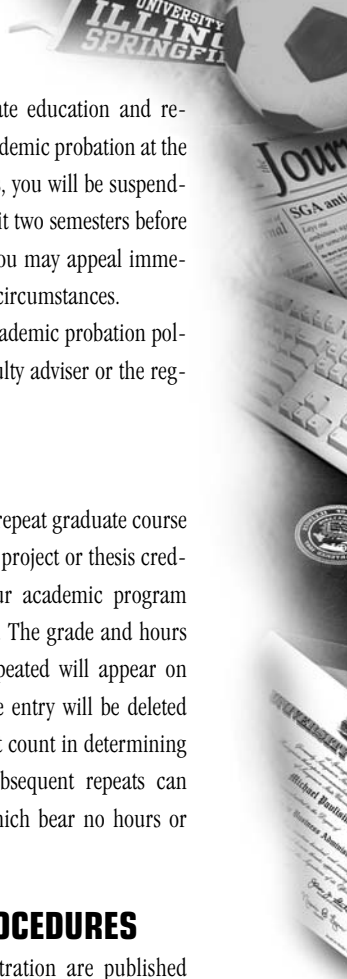
Complete details on UIS' academic probation policy are available from your faculty adviser or the registrar.


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-





ule 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.

Refer to pages 50-52 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, transcripts, and withdrawal from courses.

FINANCIAL ASSISTANCE

The University of Illinois at Springfield provides or coordinates many paid internship opportunities and scholarships for graduate students. Some of these are described below. For additional information on merit and need-based financial assistance for graduate and undergraduate students, see pages 50-52.

GENERAL GRADUATE ASSISTANTSHIPS

Graduate assistantships provide relevant educational experiences in UIS' academic or public affairs programs. These on-campus internships offer you opportunities to develop and apply skills in research, curriculum development, data analysis, editing, program evaluation, and coordination of special events. Prefer-

ence will be given to students who have not received a master's degree within four years of beginning a graduate assistantship. Application deadline is March 15.

Graduate assistants receive a monthly stipend (taxable income) and work 20 hours per week during the academic year. During each regular semester GAs receive a tuition waiver of 8 to 12 semester hours, for an academic-year total of 16 to 24. GAs who served at least one full semester during the regular academic year are eligible for a tuition waiver for six semester hours in the subsequent summer term. The maximum tuition waiver for the academic year is 30 hours.

For complete information, contact the Graduate Assistantship Office in the Office of Graduate Studies, University of Illinois at Springfield, One University Plaza, PAC 524, Springfield, IL 62703-5407, phone (217) 206-6544; e-mail gaprog@uis.edu; or fax (217) 206-7623.

ILLINOIS LEGISLATIVE STAFF INTERNSHIP PROGRAM

Within the Abraham Lincoln Presidential Center for Governmental Studies, the Institute for Legislative Studies operates the Illinois Legislative Staff Internship program. This program provides outstanding master's students with firsthand experience in the op-

erations of the Illinois General Assembly and opportunities for academic studies and research in legislative politics and policy analysis.

Twenty legislative staff interns are assigned either to the Illinois Legislative Research Unit or to one of four leadership staffs of the General Assembly. The program lasts 10 1/2 months and requires full-time work in the assigned office. Interns are required to participate in an academic seminar specifically designed for legislative interns. Interns receive graduate credit for the seminar, tuition and fees for eight hours of graduate courses, and \$2,026 a month in compensation.

To be eligible for the ILSIP, you must have a baccalaureate degree in any academic discipline, with a high-quality undergraduate academic record. Applications are due February 1 each year. For materials and further information, contact the Director, Illinois Legislative Staff Intern Program, University of Illinois at Springfield, PAC 476, One University Plaza, MS PAC 476, Springfield, IL 62703-5407.

GRADUATE PUBLIC SERVICE INTERNSHIP PROGRAM

The Graduate Public Service Internship program is designed to provide a professional development experience during a 21-month period for graduate stu-

dents interested in pursuing careers in Illinois government. (Any student who has already completed an advanced degree is not eligible for a GPSI internship.) Interns enroll in an appropriate UIS graduate program and work 20 hours per week in a sponsoring state agency during the regular academic year (full time during summer months). Interns receive a stipend of \$850 per month during the academic year (\$1,700 per month during the summer) and an allowance for professional development travel. Interns also receive a waiver for nine credit hours of tuition per semester during the regular academic year. During the intervening summer, interns receive a waiver for four credit hours.

Applications must be received by March 15 and are first screened by a faculty/staff committee and then forwarded to sponsoring agencies, which make the final selections. Placements are completed in the spring and summer for agency assignments that typically begin August 16.

There are other scholarship awards specifically designated for GPSI interns: the Nelson Howarth Scholarship (former mayor of Springfield) and the W. Williams Stevens Jr. Scholarship (former director of the GPSI program). For complete information, contact the director, Graduate Public Service Internship program,

University of Illinois at Springfield, PAC 476, One University Plaza, MS PAC 476, Springfield, IL 62703-5407.

WHITNEY M. YOUNG FELLOWSHIP PROGRAM

This program is a memorial to the late Whitney M. Young, Jr., former executive director of the National Urban League, educator, and social activist. The program is aimed at increasing opportunities in graduate education for highly motivated underrepresented minority students. The program is designed to complement full-time graduate work with research and scholarship in the area of public policy and public affairs.

African-American, Hispanic-American, and American Indian students who have completed undergraduate degrees with a minimum GPA of 3.00 (on a scale of 4.00) and who are accepted into a graduate program at the University of Illinois at Springfield are eligible for Whitney M. Young, Jr., fellowships. The application deadline is March 1.

Fellows are paid a monthly financial stipend of \$775 for the nine-month contract period, payable monthly (total annual amount \$6,975), and a waiver of tuition (minimum of 12 graduate credit hours) during the fall and spring terms. Although students are not required to register for summer terms, a tuition waiver for up to six credit hours will be granted

for summer school attendance, with the director's approval. Fellows must maintain a GPA of 3.00 (on a 4.00 scale) in all 400-500 level courses taken and must meet all requirements of the Whitney M. Young Jr. Fellowship Program. All academic work for the master's degree must be completed within two years from the date of entry into the program.


For complete information, contact the Whitney M. Young Fellowship Program/Graduate Program Office, in the Office of Graduate Studies, University of Illinois at Springfield, PAC 524, One University Plaza, MS PAC 524, Springfield, Illinois 62703-5407, phone (217) 206-6544, or visit the website at www.uis.edu/~wmyfp.

PUBLIC AFFAIRS REPORTING SCHOLARSHIPS

Several scholarship programs are earmarked for graduate students in the public affairs reporting program. The annual awards are based on academic achievement, financial need, and potential for a career in journalism. They are:

James E. Armstrong Scholarships, established in memory of the late publisher of the *Illinois State Register* and the *Illinois State Journal*, predecessors of *The State Journal-Register* in Springfield.

Milton D. Friedland Scholarship, established in memory of the late founder and general manager of



WICS-TV, NewsChannel 20 in Springfield, and former community relations associate for the campus.

Steven B. Hahn Reporting Scholarship, established by his parents in his memory. Hahn was a legislative correspondent for *The State Journal-Register* and United Press International.

Robert P. Howard Scholarships, established by friends in memory of the late capital correspondent for the *Chicago Tribune*.

Illinois Legislative Correspondents Association Scholarships honor Burnell Heinecke, former *Chicago Sun-Times* Statehouse correspondent and former

president of the ILCA; Bill Miller, former director of the public affairs reporting program and a founding member of the Illinois News Broadcasters Association; and deceased ILCA members.

If you are interested, contact the director of the public affairs reporting program, (217) 206-7494.