

- 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)

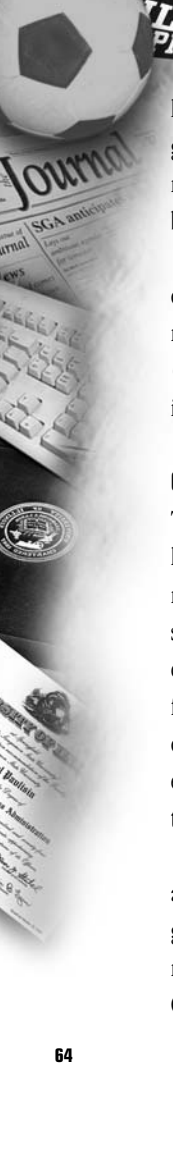
The University of Illinois at Springfield features a unique series of courses designated as public affairs colloquia. Each semester several different colloquia are offered. There are no prerequisites for any PAC.

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