

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.

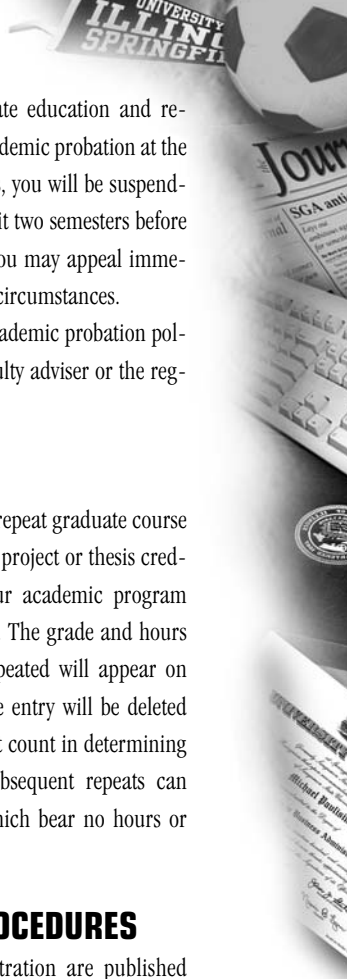
Complete details on UIS' academic probation policy are available from your faculty adviser or the registrar.


### **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](mailto: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-