

- 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