Basic Course Information

Title of Course: Senior Engineering Project I & II

Course Rubric and Number: SE 494 & SE495

Course Term and Year: Spring 2025

Course Duration: Full Semester

Contact Hours: Tuesday & Thursday 9-11:50am; two 170-minute lecture/lab periods each week to accommodate for 15 lectures, 4 presentations, weekly advisor meetings, plant visits for initial meeting, on-site presentation about week 11 or 12, and others on an "as needed" basis.

Course Format: in-person

Course Location: Transportation Building Room 103 and LAB TB306/307

Weekly Hours of Expected Student Work, apart from instruction time: 12 hours outside of class per week

Number of Credit Hours: SE 494 – 3 credit hours, SE495 - 2 credit hours

Instructor Information

Name of Instructor: Thomas A. Titone, PhD, Senior Director of Project Design Activity

Instructor contact information: ttitone@illinois.edu, 217-971-9827

Instructor office hour(s): by appointment only, Tuesday and Thursday 12-3pm or

Monday, Wednesday & Friday 9am-2pm

Instructor office hour(s) location: https://illinois.zoom.us/meeting/81744689331 Transportation Building RM306

Teaching Assistant Information (if any)

Name of Teaching Assistant: Approximately 15-20 faculty and adjunct advisors each semester.

Teaching Assistant contact information: Provided in class upon project assignment.

Teaching Assistant office hour(s) time: Provided by project advisor upon project assignment.

Teaching Assistant office hour(s) location: Provided by project advisor upon project assignment.

Name of Teaching Assistant: Tracey Rich

Teaching Assistant contact information: (217) 300-7637, twhit@illinois.edu

Teaching Assistant office hour(s) time: T & TH 8-3

Teaching Assistant office hour(s) location: 306 Transportation Building

Name of Teaching Assistant: Lucas Osborne

Teaching Assistant contact information: (217)-244-7427, lucaso@illinois.edu

Teaching Assistant office hour(s) time: T & TH 8-3

Teaching Assistant office hour(s) location: 306 Transportation Building

Learning Outcomes

a. specific outcomes of instruction:
   - Define a project scope with technical engineering and economic goals to be met [1a, 1b, 2, 4b]
   - Develop and define specifications to be achieved in a design [1a, 1b, 2, 4b]
   - Identify and use the governing equations for the engineering project [1a, 1b]
   - Work in a team to analyze, solve, develop, present, write project/problem solutions [5]
   - Communicate effectively with industry partner personnel through written & oral communication [3, 5]
   - Develop, design tests and/or experiments for solution development & evaluation, [4a, 4b, 6, 7]
   - Use applicable engineering standards and practices in solution development and evaluation, [2, 7]
   - Develop presentations and reports to demonstrate and motivate solution adoption, supported by economic analysis, [3, 5]
   - Use applicable software (CAD, FEA, CFD, simulation, etc.) in solution development, [1b, 2, 6, 7]

b. Student outcomes listed in ABET Criterion 3 and other outcomes addressed by the course:

   1a. an ability to identify, formulate, and solve complex engineering problems
   1b. an ability to apply principles of engineering, science, and mathematics in complex engineering problems
   2. an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
   3. an ability to communicate effectively with a range of audiences
   4a. an ability to recognize ethical and professional responsibilities in engineering situations
   4b. an ability to make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
   5. an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
   6. an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
   7. an ability to acquire and apply new knowledge as needed, using appropriate learning strategies

Absence Policy

Attendance and team lab/meeting participation is required and necessary for successful project and educational outcome. In-class attendance is taken and recorded. Any pre-planned absences

must be approved in writing by the course instructor and coordinated with the assigned project team members. Any unplanned absences must be communicated to both the course instructor and team members as soon as possible. Repeated or chronic absences or tardiness will be considered prior to issuing final course grades at the course instructor's discretion.

Prerequisites

Prerequisites or co-requisites: SE 261, SE 290, IE 300, and IE 310; SE 311, TAM 335, and credit or concurrent registration in a SE Design Elective; or IE Technical Elective. Must enroll concurrently in SE 495.

Course Description

The senior engineering project provides senior engineering students with real-world engineering project experience with an external industry partnering company in a commercial engineering environment. Each project includes a faculty advisor dedicated to the project team of three to four students. Trips to the client site are made on an as-needed basis and will vary from project to project. Each student team must work with the industry partner to understand the project description, scope of work and deliverables, and then perform an initial analysis with metrics to determine the current status of the design, product, process, or system being analyzed. A preliminary economic analysis determines the maximum budget for eventual recommendations. The project team develops solutions, along with deliverables such as drawings, prototypes, software, etc. Project team support solutions through both engineering and economic analysis, including net cash flow diagram(s), IRR, Present Worth, and simple payback period. Project teams deliver four presentations, including an on-site presentation at the industry partner site during weeks eleven or twelve. Students generate several written documents reviewed by peers, advisors and graders who provide feedback. The documents which build upon the previous documents and feedback include.

- Abstract - 1 page
- Pre-Report 7-10 pages
- 1st Presentation 20-30 slides
- Mid-term Report 15-20 pages
- Story Board Poster 30"X40" for EOH
- 2nd Presentation 20-30 slides
- Company on-site Presentation 30-40 slides
- Draft Report 50+ pages
- Final Report 50+ pages
- Final Presentation 20-30 slides

There is one-advisor and a two-faculty grading committee for each student team of 3-4 students. The Advisors and Graders provide feedback on each phase of the written reports as well as on-campus presentations. Graders grade the reports which include the complete final report. Students receive feedback then edit the final graded report prior to delivering the report to the industry partner as the primary project deliverable.

Brief list of topics to be covered: Note: due to the custom nature of each project, the items below may vary somewhat in content and duration.

- Project initiation, working with company client, communication
- Problem scoping and definition of specifications
- Development of technical presentations
- Technical writing and report structure
    - Abstract and Keywords
    - Acknowledgements
    - Table of Contents
    - List of Tables
    - Introduction
    - Problem Statement
    - Objectives
    - Main Body
    - Economic Analysis
    - Conclusions
    - Recommendations
    - Reference and Citation Forma
    - Appendices
- Write Techniques for Clear and Concise Style
    - Avoid using
        - forms of the word "to be"
        - pronouns
        - nominalizations
    - Sentence flow
        - receiver - action - subject
        - action - subject within 7 words of the sentence
        -
- Personal and organizational safety and liability with applicable standards
- Develop, compare and select engineering solutions
- Economic analysis
- Giving presentations (initial, midterm, on-site, final)
- Write reports (Pre-report, midterm, draft, final)
- Development of prototypes or simulations in applicable projects
- Engineering ethics, life-long learning, engineering standards
    - Contributors
        - Mother Teresa, Dalai Lama – Ethical Altruism
        - Jock Locke – Rights Ethics
        - Hannah Arendt, Immanuel Kant – Duty Ethics
        - John Stuart Mill, Jeremy Bentham- Utilitarianism
    - Society of Professional Engineers

- Diversity of thought and inclusion of ideas including but not limited to
    - Significance of Women and Gender within the context of;
        - Team membership & member contribution
        - Ethics formation, foundations, sources, contributions and influencers
            - Mother Teresa - Ethical Altruism

        - Hannah Arendt – Duty Ethics
    - Personal Protective Equipment (PPE)
        - sizing, selection, and considerations for design and application

General Education Categories: Advanced Composition

Course Schedule

Spring 2025 Semester Calendar						
Legend: Blue Lecture, Green Assignment, Orange Advisor or Grader Actions, Red Company Involvement						
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
Jan 19 - 1 -	*Jan 20* Instruction Begins	*Jan 21* *9:00 am Lecture - Attendance Required ADVISOR & Student Project Vote by Noon	*Jan 22*	*Jan 23* *9:00 – 10:30am - Attendance Required Call Company to Schedule Site Visit	*Jan 24* Upload Combined Schedules to Canvas	*Jan 25*
Jan 26 - 2 -	*Jan 27*	*Jan 28*	*Jan 29*	*Jan 30*	*Jan 31*	*Feb 1*
---------- All Groups & Advisors travel to Companies during this week ----------						
Feb 2 - 3 -	*Feb 3*	*Feb 4* *10:00 am Lecture Abstract Assginment	*Feb 5* Company contacts, team photo, visit checklist, CPA A&B to Canvas, Schedule Dr Titone meeting	*Feb 6* *10:00 am Lecture Abstract Feedback	*Feb 7* Company Feedback	*Feb 8*
Feb 9 - 4 -	*Feb 10*	*Feb 11* *10:00 am Lecture	*Feb 12*	*Feb 13* *10:00 am Lecture	*Feb 14*	*Feb 15*
Feb 16 - 5 -	*Feb 17*	*Feb 18* *10:00 am Lecture	*Feb 19*	*Feb 20* 9:00 am Presentation #1 (GRADER)	*Feb 21* Pre-Report & signed P.D. to Canvas & Box (GRADER)	*Feb 22*
Feb 23 - 6 -	*Feb 24*	*Feb 25* *10:00 AM Lecture GRADER Pre-Report Feedback	*Feb 26*	*Feb 27*	*Feb 28* Company Feedback	*Mar 1*
Mar 2 - 7 -	*Mar 3*	*Mar 4* *10:00 am Lecture	*Mar 5*	*Mar 6* Outline & Midterm Draft to Advisor (ADVISOR)	*Mar 7*	*Mar 8*
Mar 9 - 8 -	*Mar 10*	*Mar 11* *10:00 AM Lecture ADVISOR Midterm Feedback Due	*Mar 12* EOH Poster DUE	*Mar 13* Midterm to Canvas & Box Colleague Eval Form to Advisor (GRADER)	*Mar 14*	*Mar 15*
Mar 16 - 9 -	*Mar 17*	*Mar 18*	*Mar 19*	*Mar 20*	*Mar 21*	*Mar 22*
---------- !!!!!!!!!!!!!!!SPRING BREAK!!!!!!!!!!!!!!!!! ----------						
Mar 23 - 10 -	*Mar 24*	*Mar 25* *10:00 AM Lecture GRADER Midterm Feedback Due	*Mar 26*	*Mar 27* Revised Midterm to Canvas and Company	*Mar 28* Company Feedback EOH Poster Vote Due	*Mar 29*
Mar 30 - 11 -	*Mar 31*	*Apr 1* *10:00 am Lecture	*Apr 2*	*Apr 3* Presentation #2 (GRADER)	*Apr 4*	*Apr 5*
Apr 6 - 12 -	*Apr 7*	*Apr 8*	*Apr 9*	*Apr 10*	*Apr 11*	*Apr 12*
---------- All Groups give Presentations at Companies during this week ----------						
Apr 13 - 13 -	*Apr 14*	*Apr 15* *10:00 am Lecture - Attendance Required at Ethics Lecture	*Apr 16*	*Apr 17* Draft Report to Advisor (ADVISOR)	*Apr 18* Company Feedback	*Apr 19*
Apr 20 - 14 -	*Apr 21*	*Apr 22* *10:00 AM Lecture - Attendance Required at Ethics Lecture ADVISOR Draft Feedback Due	*Apr 23*	*Apr 24* Draft to Canvas & Box (GRADER)	*Apr 25* Invite Company to Final Presentation	*Apr 26*
Apr 27 - 15 -	*Apr 28*	*Apr 29* *10:00 am Lecture GRADER Draft Feedback Due	*Apr 30*	*May 1*	*May 2* Capstone Competition Submission Deadline	*May 3*
May 4 - 16 -	*May 5* Final Report Due to Canvas & Box	*May 6* No Lecture	*May 7*	*May 8* Reading Day	*May 9* GRADER Final Report Feedback Due	*May 10*
May 11 - 17 -	*May 12*	*May 13* Final Graded Reports, Exit Procedures, all deliverables per Checklist	*May 14*	*May 15* Final Presentations & Reception with Advisors and Company 8:00am-1:00pm	*May 16*	*May 17* GRADER ADVISOR student and project grades due

Learning Management System

This course uses Canvas: https://canvas.illinois.edu

Required and Recommended Course Readings

No purchased textbook is required. A course handbook, and other supplemental materials, e.g. lecture notes, sample reports and presentations are provided to the students electronically.

Required and Recommended Materials

Required - an updated resume.
Recommended - References to previous course work notes or textbooks. Especially SE261 and those from your SFO or TO coursework.

Required Equipment

Required - Scientific Calculator.
Recommended – US based cell phone with data, talk and text.

Required Software

Required – Access to MS Office Suite of products.
Recommended - Engineering CAD or simulation software but most are available on Senior Design LAB computers.

Late Assignment Policy

Both individual and team assignments are expected to be **S**ubmitted **C**omplete and **O**n-**T**ime. (S.C.O.T.). Assignments not meeting this criterion receive a grade of zero (0) and cannot be made up; unless a request for a late or incomplete assignment is communicated to the instructor and approved by the instructor in writing in advance of the due date.

Assignments

Week	Date	Day	Location	Time	Activity	Canvas Assignment
- 1 -	**Jan 21**	Tue	103 TB	9-11 AM	**Mandatory Meeting #1:** Orientation and project descriptions. Read the course handbook chapters 1-5. project preferences due by noon	project preferences
	Jan 23	Thu	103 TB	9-11 AM	**Mandatory Meeting #2:** Course Details & Project assignments. Meet with Advisor, combine team schedules, **call company by 11 AM to schedule 1st site visit,** plan research for 1st visit. Make travel arrangements in 117 TB.	self assign to assigned group in canvas
	Jan 24	Fri		5 PM	Upload combined team schedules to Canvas. Place combined team schedule on first page of project notebook.	Team Calendar Schedule
- 2 -	**Jan 24-29**	Arr	Various	TBD	**Trip to company with Advisor**	
- 3 -	**Feb 4**	Tue	103 TB	10 AM	**10 AM Lecture**	Abstract
	Feb 5	Wed			Submit on **Canvas**, the company contact information, onsite team photo, CPA A&B and competed plant visit check list. (Contact names, titles, emails, phone). Schedule a meeting with Dr Titone which must take place before 1st Presentation.	company contact information, photo, Trip Checklist, CPA A&B schedule meeting with Dr Titone through Tracey TB 117
	Feb 6	Thu	103 TB	10 AM	**10 AM Lecture**	Peer Review Abstract
- 4 -	**Feb 11**	Tue	103 TB	10 AM	**10 AM Lecture**	
	Feb 13	Thu	103 TB	10 AM	**10 AM Lecture**	
- 5 -	**Feb 18**	Tue	103 TB	10 AM	**10 AM Lecture -** working team photo to canvas	team actively working on project
	Feb 20	Thu	To Be Assigned	9-Noon	**Presentation #1: 1st Peer Presentation Written meeting brief and project schedule to attendees, Project Grading Committee (PGC), upload to Canvas. Send meeting brief and project schedule to company.**	
	Feb 21	Fri			**Submit Pre-Report with outline to Canvas, Box folders. (See Handbook for formats, etc.) One copy of company-signed, scanned problem statement is also due to Canvas.**	Pre-Report
- 6 -	**Feb 25**	Tue	103 TB	10 AM	**10 AM Lecture,** See Pre-Report Feedback from PGC in Box folders	
- 7 -	**Mar 4**	Tue	103 TB	10 AM	**10 AM Lecture**	
	Mar 6	Thu	103 TB		Submit Outline and Draft of Midterm written report to get your advisor's editing feedback before you submit your Midterm to the grading committee the following week. (DO NOT submit this copy to 117 - this is between you and your advisor.)	
- 8 -	**Mar 11**	Tue	103 TB	10 AM	**10 AM Lecture,** Midterm Advisor Feedback to students.	
	Mar 12	Wed			**EOH poster due to 117 TB**. Get poster board & supplies from 117.	
	Mar 13	Thu	103 TB		**Submit Midterm Report with outline on Canvas, Box folders. (Include grading form from pre-report.) Submit Midterm Colleague Evaluation Forms (MCEF) to Canvas as individual assignment**	Midterm, Colleague Evaluation Form
- 9 -	**16-20**	16-20	103 TB	10 AM	**SPRING BREAK**	
- 10 -	**Mar 18**	Tue	103 TB		**10 AM Lecture,** Midterm PGC Feedback. Make required changes in cooperation with PGC. (Students make appt. w/PGC if necessary.)	
	Mar 13	Thu	103 TB		**Submit revised Midterm Report to Canvas and to Company Technical and Admin Contacts.**	Revised Midterm
	Mar 28	Fri	103 TB		**EOH poster voting due web link to voting on Canvas**	
- 11 -	**Apr 1**	Tue	103 TB	10 AM	**10 AM Lecture**	
	Apr 3	Thu	103 TB	9-noon	**Presentation #2: 2nd Peer Presentation. Written brief to attendees, PGC and upload to Canvas. Send meeting brief to company.**	Meeting Brief

Assignments Continued

Week	Date	Day	Location	Time	Activity	
- 12 -	**Apr 6**	M-F			Team Presentations on-site at company location	
- 13 -	**Apr 15**	Tue	103 TB		**10 AM Lecture - Attendance Required at Ethics Lecture**	
	Apr 17	Thu			Submit Outline and Draft Report to advisor for editing feedback. (This is between you and your advisor. **DO NOT** submit this copy to 117.)	
- 14 -	**Apr 22**	Tue	103 TB		**10 AM Lecture - Attendance Required at Ethics Lecture**	
	Apr 22	Tue			Advisor Draft Report Feedback	
	Apr 24	Thu			**Submit Draft Report with outline to Canvas, Box folders**	
	Apr 25	Fri			**Invite Industry Partner personnel to final presentations.** Give a list of attendees to SE 494 staff in 117.	
- 15 -	**Apr 29**	Tue	103 TB		**10 AM Lecture PGC Draft report Feedback** - make sure you thoroughly understand grader edits and requirements of the final report.	Draft Report and Outline
	Apr 30	Wed			Final Report Due to Canvas and Box folders for grading committee	
	May 2	Fri			Submit Capstone to Competitions due	
- 16 -	**May 5**	Mon			**Submit Final Report to Canvas, Box folders. Make sure the cover page text fits of the die cut opening in the report binding cover.**	Final Report for grading
- 17 -	**May 15**	Thu			**Final Presentations. Interview attire required. Presentations will be on Campus**. Attend all presentations possible. Senior Design Luncheon immediately following with industry partners.	Final Report with all Edits from Grading Committee
	May-16	Fri	TBD	8am-1pm	Project Grading Committee (PGC) Feedback Meeting, if needed, w/students to clarify required edits and other requirements for project completion, also Submit: (1) Final, graded, edited, report WORD file - Canvas (2) Final, graded, edited, report PDF file - Canvas (3) Report abstract and keywords in a WORD file - Canvas (4) Senior Capstone Competition report WORD file - Canvas. (5) Senior Capstone Competition entry form online submission verification (6) Final Report Checklist from handbook pdf - Canvas (7) Complete the online exit survey (link on Canvas) (8) Colleague Evaluation forms pdf (link on Canvas) (9) Project Notes, paper or electronic. (10) Create Project Archive Folder in Team BOX Folder (11) Upload ALL work product files in. ZIP to Team Box Final Files Archive, and to the shared drive that you created to share access with your company contacts. Final report must be in one .docx file and one .pdf file. Upload all project work, including notes, presentations, videos, EOH poster, reports in PDF and MS word, spreadsheets, drawing files, references, vendor information, software written and developed, items bought; in other words, the entire work product of the project. (12) Provide Zip File in (11) and all materials to Company sponsor (13) Clean up your work areas / Lab Spaces and throw away anything that is not valuable for future projects. *** All these items must be completed or grades will be withheld.	Final Report with all Edits from Grading Committee

Grading Breakdown

a. SE 494 grades are determined by a grading committee of two faculty who review four reports and three presentations during the semester and give feedback to the student team. The fourth and final report is assigned a letter grade by the grading committee which becomes the course grade shared by all team members who significantly contribute to the project deliverables, otherwise one or more students may receive a different grade or an incomplete for the course. – 40%

b. SE 495 grades are individual grades to each team member and are assigned by the project advisor with regards to student project attendance, participation, peer evaluations, etc. – 40%

c. Overall performance is determined by the course director based on student attendance, class participation, assignments submitted complete and on-time as well as advisor, grader, peer and industrial partner feedback. – 20%

Final Letter Grades

Excellent, A+ = 99 and above	Good, B: 83-86	Fair, C-: 70-72
Excellent, A = 94-98	Good, B-: 80-82	Poor, D+: 67-69
Excellent, A- = 90-93	Fair, C+:77-79	Poor, D: 60-66
Good, B+ = 87-89	Fair, C: 73-76	Unacceptable F: 59 and below

Academic Integrity

Academic Honesty: Fabrication and plagiarism or the use of artificial intelligence that is includes but is not limited to ChatGPT, will constitute grounds of University Sanctions including immediate failure in course for reason of academic dishonesty; see https://studentcode.illinois.edu/article1/part4/1-402/

Family Educational Rights and Privacy Act (FERPA)

Any student who has suppressed their directory information pursuant to *Family Educational Rights and Privacy Act* (FERPA) should self-identify to the instructor to ensure protection of the privacy of their attendance in this course. See http://registrar.illinois.edu/ferpa for more information on FERPA.

Mental Health

Significant stress, mood changes, excessive worry, substance/alcohol misuse or interferences in eating or sleep can have an impact on academic performance, social development, and emotional wellbeing. The University of Illinois offers a variety of confidential services including individual and group counseling, crisis intervention, psychiatric services, and specialized screenings which are covered through the Student Health Fee. If you or someone you know experiences any of the above mental health concerns, it is strongly encouraged to contact or visit any of the University's resources provided below. Getting help is a smart and courageous thing to do for yourself and for those who care about you.

- Counseling Center (217) 333-3704
- McKinley Health Center (217) 333-2700
- National Suicide Prevention Lifeline (800) 273-8255
- Rosecrance Crisis Line (217) 359-4141 (available 24/7, 365 days a year)

If you are in immediate danger, call 911.

*This statement is approved by the University of Illinois Counseling Center

Community of Care

As members of the Illinois community, we each have a responsibility to express care and concern for one another. If you come across a classmate whose behavior concerns you, whether in regards to their well-being or yours, we encourage you to refer this behavior to the Student Assistance Center (217-333-0050 or http://odos.illinois.edu/community-of-care/referral/). Based on your report, the staff in the Student Assistance Center reaches out to students to make sure they have the support they need to be healthy and safe.

Further, as a Community of Care, we want to support you in your overall wellness. We know that students sometimes face challenges that can impact academic performance (examples include mental health concerns, food insecurity, homelessness, personal emergencies). Should you find that you are managing such a challenge and that it is interfering with your coursework, you are encouraged to contact the Student Assistance Center (SAC) in the Office of the Dean of Students for support and referrals to campus and/or community resources.

Students with Disabilities

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor as soon as possible and provide the instructor with a Letter of Academic Accommodations from Disability Resources and Educational Services (DRES). To ensure that disability-related concerns are properly addressed from the beginning, students with disabilities who require assistance to participate in this class should apply for services with DRES and see the instructor as soon as possible. If you need accommodations for any sort of disability, please make an appointment to see me. DRES provides students with academic accommodations, access, and support services. To contact DRES, you may visit 1207 S. Oak St., Champaign, call 217-333-1970, e-mail disability@illinois.edu or visit the DRES website at https://dres.illinois.edu/. Here is the link for information to apply for services at DRES, https://dres.illinois.edu/information-before-you-apply/application-process/ .

Disruptive Behavior

Behavior that persistently or grossly interferes with classroom activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students' ability to learn and an instructor's ability to teach. A student responsible for disruptive behavior may be required to leave class pending discussion and resolution of the problem and may be reported to the Office for Student Conflict Resolution (https://conflictresolution.illinois.edu; conflictresolution@illinois.edu; 333-3680) for disciplinary action.

Emergency Response Recommendations

Emergency response recommendations and campus building floor plans can be found at the following website: https://police.illinois.edu/em/run-hide-fight/. I encourage you to review this website within the first 10 days of class.

Religious Observances

Illinois law requires the University to reasonably accommodate its students' religious beliefs, observances, and practices in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Students should complete the Request for Accommodation for Religious Observances form should any instructors require an absence letter in order to manage the absence. In order to best facilitate planning and communication between students and faculty, students should make requests for absence letters as early as possible in the semester in which the request applies.

Sexual Misconduct Reporting Obligation

The University of Illinois is committed to combating sexual misconduct. Faculty and staff members are required to report any instances of sexual misconduct to the University's Title IX Office. In turn, an individual with the Title IX Office will provide information about rights and options, including accommodations, support services, the campus disciplinary process, and law enforcement options.

A list of the designated University employees who, as counselors, confidential advisors, and medical professionals, do not have this reporting responsibility and can maintain confidentiality, can be found here: wecare.illinois.edu/resources/students/#confidential.

Other information about resources and reporting is available here: wecare.illinois.edu.