

Basic Course Information

Title of Course: Senior Engineering Project I & II

Course Rubric and Number: SE 494 & SE495

Course Term and Year: Fall 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: titone@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/join/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
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- 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

Fall 2025 Semester Calendar						
Legend: Student Blue Lecture/Green Assignment, Orange Advisor or Grader Actions, Red Company Involvement						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Aug 24	Aug 25	Aug 26	Aug 27	Aug 28	Aug 29	Aug 30
- 1 -	Instruction Begins	*9:00 am Lecture - Attendance Required ADVISOR & STUDENT Project Vote by Noon		*9:00 – 10:30am - Attendance Required Call Company to Schedule Site Visit	Upload Combined Schedules to Canvas	
Aug 31	Sep 1	Sep 2	Sep 3	Sep 4	Sep 5	Sep 6
- 2 -	***** All Groups & Advisors travel to Companies during this week *****					
Sep 7	Sep 8	Sep 9	Sep 10	Sep 11	Sep 12	Sep 13
- 3 -		*10:00 am Lecture Abstract Assignment	Company contacts, team photo, visit checklist, CPA A&B to Canvas, Schedule Dr Titone meeting	*10:00 am Lecture Abstract Feedback		
Sep 14	Sep 15	Sep 16	Sep 17	Sep 18	Sep 19	Sep 20
- 4 -		*10:00 am Lecture		*10:00 am Lecture Pre-Report to Advisor	Company Feedback	
Sep 21	Sep 22	Sep 23	Sep 24	Sep 25	Sep 26	Sep 27
- 5 -		*10:00 AM Lecture ADVISOR Pre- Report Feedback Due		9:00 am Attendance Required Presentation #1	Pre-Report & signed P.S. to Canvas & Box (GRADER)	
Sep 28	Sep 29	Sep 30	Oct 1	Oct 2	Oct 3	Oct 4
- 6 -		*10:00 AM Lecture GRADER Pre-Report Feedback				
Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11
- 7 -		*10:00 am Lecture		Outline & Midterm Draft to Advisor (ADVISOR)		
Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18
- 8 -		*10:00 AM Lecture ADVISOR Midterm Feedback Due	EOH Poster DUE	Midterm to Canvas & Box Colleague Eval Form to Advisor (GRADER) & Canvas	Company Feedback	
Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25
- 9 -		*10:00 AM Lecture GRADER Midterm Feedback Due		Revised Midterm to Canvas and Company	EOH Poster Vote Due	
Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31	Nov 1
- 10 -		*10:00 am Lecture		Attendance Required Presentation #2		
Nov 2	Nov 3	Nov 4	Nov 5	Nov 6	Nov 7	Nov 8
- 11 -	***** All Groups give Presentations at Companies during this week *****					
Nov 9	Nov 10	Nov 11	Nov 12	Nov 13	Nov 14	Nov 15
- 12 -		*10:00 am Lecture Attendance Required at Ethics Lecture		Draft Report to (ADVISOR)		
Nov 16	Nov 17	Nov 18	Nov 19	Nov 20	Nov 21	Nov 22
- 13 -		*10:00 AM Lecture Attendance Required at Ethics Lecture ADVISOR Draft Feedback Due	Invite Company to Final Presentation	Draft to Canvas & Box (GRADER)	Company Feedback	
Nov 23	Nov 24	Nov 25	Nov 26	Nov 27	Nov 28	Nov 29
- 14 -	----- Thanksgiving Break -----					
Nov 30	Dec 1	Dec 2	Dec 3	Dec 4	Dec 5	Dec 6
- 15 -		*10:00 am Lecture GRADER Draft Feedback Due			Capstone Competition Submission Deadline	
Dec 7	Dec 8	Dec 9	Dec 10	Dec 11	Dec 12	Dec 13
- 16 -		No Lecture	Final Report Due to Canvas & Box	Reading Day	Final Presentations & Reception with Advisors and Company 8:00am-1:00pm	
Dec 14	Dec 15	Dec 16	Dec 17	Dec 18	Dec 19	Dec 20
- 17 -		GRADER Final Report Feedback Due	Final Graded Reports, Colleague Eval, Exit Procedures, all deliverables per Checklist	GRADER Larson Award Voting Due	GRADER ADVISOR student/ 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 Submitted Complete and On-Time. (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 -	Aug 26	Tue	103 TB	9-11 AM	Attendance Required #1: Course orientation and project descriptions. <u>Student pictures may be taken if needed. Read the course handbook chapters 1-5.</u>	Project Preferences
	Aug 28	Thu	103 TB	9-11 AM	Attendance Required #2: Course Details & Project assignments. Meet with Advisor, combine team schedules, Call company before 11 AM to schedule 1st site visit, plan research for 1st visit. Make travel arrangements in TB306.	Meeting Agenda & Minutes
	Aug 29	Fri		5 PM	Submit combined team schedules to Canvas. The schedule shows free times for students to meet daily and weekly.	Team Schedule
- 2 -	Aug 30-Sep 3	Arr			Trip to company with Advisor	Complete Trip Check List & Collect Team Picture
- 3 -	Sep 9	Tue	103 TB	10 AM	<u>10 AM Lecture:</u> Abstract Assignment in class	Abstract
	Sep 10	Wed			Submit on Canvas, the company contact information, onsite team photo, CAP A&B and completed 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, Trip Checklist , CAP A&B schedule meeting with Dr Titone through Tracey TB 306
	Sep 11	Thu	103 TB	10 AM	<u>10 AM Lecture:</u> peer review abstract in class	peer review abstract
- 4 -	Sep 16	Tue	103 TB	10 AM	<u>10 AM Lecture:</u>	
	Sep 18	Thu	103 TB	10 AM	<u>10 AM Lecture:</u>	
- 5 -	Sep 23	Tue	103 TB	10 AM	<u>10 AM Lecture:</u>	
	Sep 25	Thu	To Be Assigned	9-noon	Presentation #1: Attendance Required 1st Peer Presentation Written meeting brief and project schedule to Advisor & Project Grading Committee (PGC), upload to Canvas. Send meeting brief and project schedule to company.	Presentation & meeting brief
	Sep 26	Fri			Submit Problem Statement and 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.	Problem statement, Pre-Report
- 6 -	Sep 30	Tue	103 TB	10 AM	<u>10 AM Lecture: See Pre-Report Feedback from PGC in Box folders</u>	
- 7 -	Oct 7	Tue	103 TB	10 AM	<u>10 AM Lecture:</u>	
	Oct 9	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 to Canvas - this is between you and your advisor.)	
- 8 -	Oct 14	Tue	103 TB	10 AM	10 AM Lecture: Midterm Advisor Feedback to students.	
	Oct 15	Wed			EOH poster due to 117 TB. Get poster board & supplies from 117.	
	Oct 16	Thu			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
	Oct 21	Tue	103 TB	10 AM	10 AM Lecture: Midterm PGC Feedback. Make required changes in cooperation with (PGC). <i>(Students make appt. w/PGC if necessary.)</i>	
	Oct 23	Thu	103 TB		Submit revised Midterm Report to Canvas and to Company Technical and Admin Contacts.	Revised Midterm
	Oct 24	Fri	103 TB		EOH poster voting due. Assignment on Canvas with voting web link	EOH voting due
- 10 -	Oct 28	Tue	103 TB	10 AM	<u>10 AM Lecture:</u>	
	Oct 30	Thu	To Be Assigned	9-noon	Presentation #2: Attendance Required , 2nd Peer Presentation. Written meeting brief and project schedule to Advisor & Project Grading Committee (PGC), upload to Canvas. Send meeting brief and project schedule to company.	Meeting Brief
- 11 -	Nov 3-7	M-F			Team Presentations on-site at company location	

Assignments Continued

Week	Date	Day	Location	Time	Activity	
- 12 -	Nov 11	Tue	103 TB		10 AM Lecture: - Attendance Required at Ethics Lecture	
	Nov 13	Thu	103 TB		Submit Outline and Draft Report to advisor for editing feedback. (DO NOT submit to Canvas - this is between you and your advisor.)	
- 13 -	Nov 18	Tue	103 TB		10 AM Lecture - Attendance Required at Ethics Lecture	
	Nov 18	Tue			Advisor Draft Report Feedback	
	Nov 19	Wed			Invite Industry Partner personnel to final presentations. Give a list of attendees to SE 494 staff in 117.	
	Nov 20	Thu			Submit Draft Report with outline to Canvas, Box folders	Draft Report and Outline
- 14 -	Nov 21-28				Thanksgiving Break	
- 15 -	Dec 2	Tue	103 TB		10 AM Lecture:	
	Dec 2	Tue			PGC Draft report Feedback - make sure you thoroughly understand grader edits and requirements for the final report.	
- 16 -	Dec 10	Wed			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
	Dec 12	Fri	TBD	8am-1pm	Final Presentations. Interview attire required. Presentations will be on Campus. Attend all presentations possible. Senior Design Luncheon immediately following with industry partners.	
- 17 -	Dec 17	Wed			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

- 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%
- 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

Artificial Intelligence

The use of Artificial Intelligence (A.I.) such as ChatGPT is permitted only if used for learning, research or general inquiry and properly attributed as a cited source along with affirming secondary cited sources regarding the information obtained. However, A.I. is not permitted to write in whole or in part any portion of the project paper. Any violation of A.I. rules is considered academically dishonest. Please refer to the link below for additional guidance.

https://www.vpaa.uillinois.edu/digital_risk_management/generative_ai/students

Academic Integrity

Academic Honesty: Fabrication and plagiarism or the use of artificial intelligence that 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.