ENGINEERING AT ILLINOIS

Graduate, Professional, and Online Programs

College of Engineering Graduate Student Handbook

2018-2019

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Purpose of Graduate Student Handbook

The Engineering Graduate Student handbook collects College of Engineering policies for degree-seeking graduate students enrolled in engineering graduate programs. This version of the handbook is effective July 1, 2018 through June 30, 2019. In exceptional circumstances, changes may occur to this document during this period. Such changes are documented in an addendum at the end of this handbook.

Graduate Students' Responsibilities

Graduate students in the College of Engineering are responsible for fulfilling all the requirements for their graduate degree as outlined by their home department, while complying with the regulations of the Graduate College, the College of Engineering, and their home department. Students should seek guidance from their faculty advisor, their home departments' graduate academic staff, and the College of Engineering Office of Graduate, Professional and Online Programs to help them successfully reach their educational goals in a timely fashion. Students should refer to the Graduate College Handbook (http://www.grad.illinois.edu/gradhandbook) regarding Graduate College policies, the Engineering Graduate Student Handbook regarding College of Engineering policies, and their home department's website regarding departmental policies and procedures. All graduate programs in the university must follow Graduate College policies and procedures. Each college may implement additional requirements for its graduate students beyond those of the Graduate College. Similarly, each department in a college may implement additional requirements for its graduate students beyond those of the college. Therefore, it is very important for graduate students to be aware of the policies of their home department and college, in addition to those of the Graduate College.

Background

Mission and Vision

Affiliated with one of the world's top ranked engineering programs, the students, faculty, and alumni of the College of Engineering at the University of Illinois at Urbana-Champaign set the standard for excellence. We drive the economy, reimagine engineering education, and bring revolutionary ideas to the world. We solve the world's greatest challenges. We look toward the future and find ways to make it a reality. We do the impossible every day: leading the innovation of virtual reality, designing electronic tattoos to treat seizures, building safer global water systems, converting algae to biofuel, exploring fusion energy.

Reputation

The College of Engineering was established in 1868 as one of the original colleges of the University of Illinois at Urbana-Champaign, and is consistently ranked among the top ten engineering colleges in the U.S. by U.S. News and World Report, and among the top five in the world in Academic Rankings of World Universities. The graduate programs in the twelve engineering departments are all highly ranked in the nation: Civil Engineering (2), Electrical and Computer Engineering (CE-2/EE-3), Agricultural and Biological Engineering (5), Mechanical Science and Engineering (7), Materials Science and Engineering (6), Computer Science (5), Aerospace Engineering (8), Nuclear, Plasma & Radiological Engineering (5), and Physics (9).

The college is well known for its ground breaking research efforts, and ranks third highest per dollar research expenditure in the nation - over $220 million spent every year. The college has over 30 research centers (http://engineering.illinois.edu/research/interdisciplinary-research-themes/index.html), major labs, and affiliated programs. The faculty in the college have earned many honors over the years and are leaders in their fields of research: over 80 hold named chairs or professorships, over 30 are members of the National Academy of

Engineering, over 14 are members of the National Academic Sciences, over 14 are members of the American Academy of Arts and Sciences, two are Nobel Laureates, one is a National Medal of Science recipient, and one is a National Medal of Technology recipient.

Interdisciplinary Research

Engineering at Illinois takes great pride in creating a fertile environment for interdisciplinary research. Research centers and labs have been established to foster interdisciplinary research and to drive innovation and ideas in important technological areas. They provide graduate students with exciting research opportunities in the fundamental engineering sciences in collaborations with other units on campus, other universities outside of Illinois, as well as industrial partners and governmental agencies. To learn more about such opportunities and connect with relevant faculty, visit http://engineering.illinois.edu/research/interdisciplinary-research-themes/index.html.

Community and Culture

The Engineering campus is located north of Green Street on two different quads – Bardeen Quad and Beckman Quad. The Grainger Engineering Library, located in Bardeen Quad, is one of the largest engineering libraries in the world with 135,000 square feet and over 260,000 physical and electronic books/journals/articles. In addition, several engineering student workstation labs throughout the engineering campus, as well as cloud-based services, give students access to software and networks needed for their coursework and research.

The Engineering Graduate programs enroll over 4,000 graduate students in Professional Master's programs, Thesis-based Master's programs, and PhD programs. Based on fall 2017 statistics, the engineering graduate student community is 33% domestic, 67% international, 23% female, 77% male, and 12% under-represented minorities (based on domestic enrollment only). Graduate students in engineering have the best of both worlds – small research groups with lots of interactions with their advisor, as well as a large network of talented colleagues to collaborate with on various projects and initiatives. In addition, students have many opportunities to engage in leadership activities, student organizations, and intramural sports/clubs to balance their graduate studies with personal interests.

College Administration

Tamer Başar is the current Interim Dean of the College of Engineering. The college administration is housed in Engineering Hall (1308 West Green Street), which serves as the primary anchor point for the College of Engineering. To learn more about the administrators that serve the college, please visit the College of Engineering Administration Directory (http://engineering.illinois.edu/directory/administration).

Contact Information

The Office of Graduate, Professional & Online Programs

The College of Engineering Office of Graduate, Professional and Online Programs (GPO) coordinates graduate, professional and online training in the college. It assists engineering departments with providing excellence in graduate education, facilitates college-wide graduate scholarship and fellowship programs, and organizes general seminars for all engineering graduate students. Importantly, it is a resource for all engineering graduate students. If students are unable to find an answer to a question in their home department, have concerns about their home department, or have general questions about the College of Engineering graduate student policies and procedures, they should contact GPO staff. Staff is located in 400, 401, 402, and 403B2 Engineering Hall and can also be reached by e-mail or phone per the contact information below.

- Harry Dankowicz (danko@illinois.edu), Associate Dean for Graduate, Professional & Online Programs (217) 244-1231
- Rhonda McElroy (rmcelroy@illinois.edu), Executive Director of Graduate Programs, (217) 244-2745
- Frank Hoskinson (fhoskins@illinois.edu), Director of Online & Professional Engineering Programs, (217) 244-2042
- Abigail Dillingham (dilling1@illinois.edu), Administrative Aide, (217) 300-3091
- Amy Clay-Moore (amyclay@illinois.edu), Marketing and Recruitment Coordinator, (217) 300-2172
- Amy McCullough (ammcul2@illinois.edu), Senior Coordinator for MEng Programs, (217) 300-2378
- Kim Sgarbossa (ksgarb17@illinois.edu), MEng Academic Advisor, (217) 300-7141
- Stephen Zahos (szahos@illinois.edu), MEng Internship & Capstone Project Coordinator, (217) 333-0511

Individual Home Departments

Each graduate program in the college is housed within a home department. Each department has a faculty/staff team with primary oversight of its graduate programs. Students with concerns regarding their thesis advisor or performance in a particular course, or with questions about program requirements, degree milestones, department policies and procedures, or degree progress should contact a member of this team from their home department (see the list below).

Aerospace Engineering

- Gregory Elliott (elliottg@illinois.edu), Director of Graduate Studies
- Staci McDannel (tank@illinois.edu), Coordinator of Academic Programs

Agricultural & Biological Engineering

- Xinlei Wang (xwang2@illinois.edu), Director of Graduate Studies
- Heather Crump (hcrump@illinois.edu), Office Support Specialist

Bioengineering

- Joseph Maria Kumar Irudayaraj (jirudaya@illinois.edu), Director of Graduate Studies
- Krista Smith (kristasm@illinois.edu), Coordinator of Graduate Programs
- Dipanjan Pan (dipanjan@illinois.edu), Program Director of MEng in Bioengineering
- Liezl Bowman (liezlb@illinois.edu), Program Coordinator of MEng in Bioengineering

Chemical and Biomolecular Engineering

- Mary Kraft (mlkraft@illinois.edu), Director of Graduate Studies
- Cynthia Dodds (dodds@illinois.edu), Coordinator of Graduate Programs

Civil and Environmental Engineering

- Jeff Roesler (jroesler@illinois.edu), Associate Head for Graduate Affairs
- Joan Christian (jchristn@illinois.edu), Graduate Program Coordinator
- Maxine (Mickey) Peyton (mpeyton@illinois.edu), Graduate Admission Coordinator

Computer Science

- Brian Bailey (bpbailey@illinois.edu), Director of Graduate Studies
- Viveka Perera Kudaligama (kudaliga@illinois.edu), Coordinator of Graduate Programs
- Kara MacGregor (kmacgreg@illinois.edu), Academic Advisor
- Maggie Metzger Chappell (mmetz2@illinois.edu), Academic Advisor

Electrical and Computer Engineering

- Michael Oelze (oelze@illinois.edu), Associate Head of Graduate Affairs

- Jennifer Carlson (merry@illinois.edu), Assistant Director of Academic Programs
- Stacy Walker (slwalker@illinois.edu), Academic Advisor

Industrial and Enterprise Systems Engineering

- R. S. Sreenivas (rsree@illinois.edu), Associate Head Graduate Studies
- Aleta Lynch (crook2@illinois.edu), Coordinator of Graduate Programs
- Morton Lane (mnlane@illinois.edu), Program Director of Financial Engineering
- Emily Ziegler (ekrickl@illinois.edu), Associate Director of Financial Engineering

Materials Science and Engineering

- Moonsub Shim (mshim@illinois.edu), Director of Graduate Studies
- Ashley Phillips Smith (aphilli5@illinois.edu), Graduate Admissions & Records/Office Specialist
- Allison Sutton (alsutton@illinois.edu), Assistant Director of Business Operations

Mechanical Science and Engineering

- Taher Saif (saif@illinois.edu), Associate Head of Graduate Programs
- Amy Cates (acate2@illinois.edu), Graduate Admission Coordinator
- Jessica Dalhaus (redden1@illinois.edu), Graduate Admission Coordinator
- Kathy Smith (smith15@illinois.edu), Admissions and Records Supervisor
- Amy McCullough (amccul2@illinois.edu), Coordinator of MEng in Computational Engineering

Nuclear, Plasma and Radiological Engineering

- Rizwan Uddin (rizwan@illinois.edu), Director of Graduate Studies
- Becky Meline (bmeline@illinois.edu), Coordinator of Academic Programs
- Amy McCullough (amccul2@illinois.edu), Coordinator of MEng in Energy Systems

Physics

- Lance Cooper (slcooper@illinois.edu), Associate Head of Graduate Programs
- Wendy Wimmer (wwimmer@illinois.edu), Graduate Admissions & Records/Administrative Aide

When to Visit Home Department's Graduate Programs Office

Students should see the Graduate Programs Office in their home department for all academic matters, including but not limited to those listed below.

- Academic progress
- Graduate petitions
- Degree time extensions
- Degree audits
- Scheduling of PhD exams
- Thesis format checks
- I-20 extensions or changes
- Optional Practical Training (OPT) or Curricular Practical Training (CPT) (for international students only)
- Submitting forms

A useful publication regarding academic matters for graduate students is the Graduate College Handbook (http://www.grad.illinois.edu/gradhandbook).

Graduate Degree Programs

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Summary of Degree Options

Graduate students in the College of Engineering earn one of the advanced degrees described below.

Professional Master's Degree

A Professional Master's degree program is a non-thesis, professionally-oriented program of study that is usually completed in one year. Students complete coursework and, typically, a professional development activity. Professional Master's programs in the College of Engineering are designed to prepare students for industry employment at a higher level than available to students with only a bachelor's degree.

Thesis-based Master's Degree

A Thesis-based Master's degree program is a research-oriented program of study that is usually completed in two years. Students complete coursework, research, and a thesis. Thesis-based Master's programs in the College of Engineering are designed to prepare students for industry employment with an R&D focus or for pursuing a PhD degree.

PhD Degree

A PhD degree program is a research-oriented program of study that is usually completed within 5 to 6 years. Students complete coursework, research, and a dissertation.

More information about the degree options and requirements are located on the corresponding department websites (http://engineering.illinois.edu/academics/graduate/programs.html).

Professional Master's Programs

Purpose

Professional Master's programs are designed to allow students to gain the advanced skills they will need for an industry position. Some Professional Master's programs require students to complete business courses to help round out their technical skills and prepare them for management-level positions. The skills gained in the program help graduates compete for higher salaries and leadership positions with greater responsibility and recognition.

Professional Master's programs are non-thesis, non-research, coursework-based programs designed for students who do **not** plan to pursue the PhD Student in these programs are highly recommended to utilize the services of the Center for Professional and Executive Training and Education – https://professionalmasters.engineering.illinois.edu/. This center provides additional resources for Professional Master's students and programming outside of the required degree curriculum.

Importance of Academic Planning

Professional Master's programs allow on-campus students to complete graduation requirements in as little as one year or within three semesters. Students usually register for 12+ credit hours per semester, depending on departmental requirements.

A student in a Professional Master's program **must** develop a plan for their entire two or three semesters to ensure all courses will be completed within this timeframe. It is very important for students to determine when courses are offered—either fall, spring, or summer term—and build a schedule from there. Course offerings can be found at

http://catalog.illinois.edu/courses-of-instruction/. Students should work closely with the Graduate Programs Office in their department to ensure they are completing all the degree requirements to graduate in a timely fashion.

Career Planning Resources

Students in Professional Master's programs should utilize the College of Engineering Career Services or the Graduate College Career Services during their first semester to learn how to explore employment opportunities and how best to network with companies when they visit campus. Students should attend the Engineering Career Fair both in the fall and spring terms, as this may lead to a summer internship or potential employment opportunities upon completion of the degree. In addition, it is highly recommended that students attend the various career seminars that are held by both Career Service offices, for example, on interview tips, how to successfully negotiate a competitive salary, and how to build a strong resume.

Professional Development

The Graduate College, the College of Engineering, or individual departments hold various professional development seminars that focus on building soft skills that are not taught in regular courses. Topics include networking, importance of joining professional organizations in one's field of study, career planning, communication skills, and so on. Seminars are advertised through emails or postings on departmental bulletin boards or video screens.

Be Involved and Network

Students in Professional Master's programs are encouraged to find a few clubs or student organizations to participate in during their time on campus. It is important to have some activities to provide a work-life balance. The academic experience can be intense as students are completing the degree requirements in a short period of time, and it is important to have a way to release stress.

Students should network with their program peers. This will provide a great network of support and friendships that can last a lifetime. Such a network may also lead to job opportunities in a student's later career. In addition, when alumni are on campus, students should take the time to interact with them as such connections can lead to potential job opportunities or great career advice.

Online Master's Programs

Purpose

Online Master's programs are designed to allow working professionals to complete a master's degree without having to attend classes in person on campus. Six departments within the College of Engineering offer master's programs in an online format: Aerospace Engineering, Bioengineering, Civil and Environmental Engineering, Computer Science, Industrial and Enterprise Systems Engineering, and Mechanical Science and Engineering. The skills gained in the program help students develop knowledge for a potential promotion within their company, change career focus, or succeed in their current position.

Format of the Online Program

The Online Master's degrees have identical requirements to the equivalent on-campus degrees. Students complete the exact same assignments, projects, and exams as the on-campus students, at the same level of rigor. The online classes are *not* self-paced. Students must meet the deadlines as stated in the course syllabi. Live-recorded lectures are available to students no later than roughly 4 hours after the class occurs on campus. Students will need to set aside time each week to watch the lectures and complete the required assignments. Faculty and course teaching

assistants hold office hours at different times throughout the week to allow online students an opportunity to ask questions and receive clarification. Each course has a course site where students can participate in various class discussions, collaborate with their peers, and access the lectures. For more information, visit http://www.engineering.illinois.edu/online.

Importance of Academic Planning

Students in Online Master's programs typically complete the degree on a part-time basis, usually taking one course per semester with degree completion in 2.5 to 3 years. Students are given a **maximum** of 5 years to complete all degree requirements.   An example of a 3-4 year timeline for a 36-hour degree is shown below.

Year	Semester	3 Credit Hour Course Per Semester	4 Credit Hour Course Per Semester
1	Fall Spring Summer	9 Hours	12 Hours
2	Fall Spring Summer	9 Hours	12 Hours
3	Fall Spring Summer	9 Hours	12 Hours
4	Fall Spring Summer	9 Hours	

Not all courses that are offered on-campus will be offered online. A student in an Online Master's program **must** work with their home department's Graduate Programs Office to understand which courses are offered in the online format. This information helps students develop a plan for which courses they will complete during each academic year. Online course offerings can be found at http://engineering.illinois.edu/online/courses/. Students should work closely with their home department's Graduate Programs Office to ensure they are completing all degree requirements for timely graduation.

Online Student Resources

Communication is key to the success of online students. It is important for students to understand where to find the information that is important for their course and degree completion. The College of Engineering has developed a one-stop website to provide guidance to students. Online students are required to meet the same deadlines throughout the semester as on-campus students, including adding/dropping of courses, withdrawing from the semester, and payment of tuition bills. The links below provide information about processes, resources, and policies for the engineering online programs.

• Online Student Portal (access to course lectures) (http://www.engineering.illinois.edu/online/current-students/engineering-online-student-portal.html)
• Troubleshooting Video Lectures (http://www.engineering.illinois.edu/online/current-students/trouble-shooting-lectures.html)

- Forms and Policies (http://www.engineering.illinois.edu/online/current-students/policies.html)
- Student Resources (http://www.engineering.illinois.edu/online/current-students/student-resources.html)
- Registration (http://www.engineering.illinois.edu/online/registration)
- Tuition and Fees (http://www.engineering.illinois.edu/online/tuition-and-fees)

Thesis-based Master's Programs

Purpose

Thesis-based Master's programs are designed to allow students to gain the advanced technical and research skills they will need for an R&D type industry position or to pursue a PhD degree. The skills gained in the program help graduates compete for higher salaries and leadership positions with greater responsibility and recognition within industry or government labs. Alternatively, the experience provides an opportunity to explore interest in pursuing a PhD degree.

Importance of Academic Planning

Thesis-based Master's programs require a total of 32 credit hours, through a combination of coursework and thesis research. The average time to complete a Thesis-based Master's degree in the College of Engineering is two years. Students complete research under the direction of a thesis advisor and must deposit a master's thesis in order to earn their degree.

Students **must** actively meet with faculty during their first semester to start the process of securing a thesis advisor. Students **are responsible** for securing a thesis advisor and completing the thesis advisor agreement form within 12 months of enrolling in the program. Students work closely with their thesis advisor on course selection, research for their thesis, and writing of their thesis.

Students should work closely with the Graduate Programs Office in their home department to ensure that coursework requirements are met. They should develop a coursework plan to ensure they are able to fit all the courses required within two years.

Career Planning

Students should work with their thesis advisor to explore different career opportunities in industry or government labs, or the possibility of continuing on with their education to earn a PhD degree. Thesis advisors have many contacts and can be a great resource for their advisees. In addition, students should also utilize the services provided by Engineering Career Services and the Graduate College Career Services to explore opportunities in industry. Students are recommended to attend the Engineering Career Fair, as this may lead to a summer internship or potential employment opportunities upon completion of the degree. In addition, it is highly recommended that students attend the various career seminars that are held by both Career Service offices, for example, on interview tips, how to successfully negotiate a competitive salary, and how to build a strong resume.

Networking

Networking with colleagues within a research group and within the program is important. Senior graduate students can provide mentoring to incoming students to help them navigate the research experience. In addition, such networks can build lifetime friendships and lead to potential job opportunities.

Doctoral Program

Purpose

PhD programs are designed to guide students through the process of becoming an independent researcher and educator. The goals of PhD students should be

1) to become scholars by absorbing large bodies of research literature and critically analyzing the state-of-the-art, including its shortcomings;

2) to become effective communicators by learning how to express ideas clearly in writing, individual meetings, and public seminars; and

3) to become innovators by creating new theories, technologies, or paradigms that advance the state-of-the-art.

By the end of the PhD program, students are experts in a research field and intellectual peers of the faculty. Successful students are driven by a passion to develop creative ideas and make an impact through their intellectual contributions.

Academic Planning

The average time to complete a PhD degree in the College of Engineering is 4-6 years. Students who enter the program with

*   an approved master's degree should plan to complete all degree requirements within 4 years;
*   a bachelor's degree should plan to complete all degree requirements within 5 years.

Individual variations in the time to degree may be due to many factors, such as prior experience, career goals, and type of research. Students who are interested in a faculty position may take longer because of the substantial time required to develop a solid publication record and become known by others in the research community.

Students **must** actively meet with faculty during their first semester to start the process of securing a thesis advisor. Students **are responsible** for securing a thesis advisor and completing the thesis advisor agreement form within 12 months of enrolling in the program. Students work closely with their thesis advisor on course selection, research for their dissertation, and writing of their dissertation. Students should determine the appropriate pace for completing the PhD degree together with their advisor.

Students should work closely with the Graduate Programs Office in their home department to ensure that coursework requirements are met. An example of a 5-year timeline for a PhD student entering with a bachelor's degree is shown below. This timeline assumes that coursework is being completed during years 1-3 and that research is conducted throughout the duration of the program.

Year	Semester	Milestone
1	1	Explore potential PhD advisors
	2	Select PhD advisor
2	3	
	4	Take Qualifying Exam (if one is required)
3	5	
	6	
4	7	
	8	Take Preliminary Exam
5	9	
	10	Take Final Exam and deposit doctoral dissertation

PhD Milestones

Qualifying Exam

Most PhD programs in the College of Engineering require students to complete a qualifying exam in order to be considered a PhD candidate. The purpose of the qualifying exam is to assess the student's potential for completing PhD-level research. As part of the qualifying exam, department faculty evaluate whether the student has the knowledge, experience, perspective, and determination to complete the PhD program. In addition, faculty may evaluate the student's presentation and communications skills to ensure that mastery of English, sufficient to teach in a U.S. institution, can be achieved by the end of the program.

Guidance on How to Prepare for the Qualifying Exam

The format and content covered in the qualifying exam will vary by department; therefore, it is important for students to

- seek guidance from their advisor on how to prepare;
- visit with faculty in their research area;
- attend any study sessions or seminars offered by the department or research group;
- talk with students who have already taken the exam;
- study with other students taking the exam; and
- complete a practice exam with either senior-level PhD students or faculty.

In addition, it is highly recommended that students, especially international students, start to focus on their presentation and communication skills. PhD students want to work toward a mastery of English that leads to excellence in presentation skills and effective communication, as this will play an important role in the Preliminary and Final exams as well as their profession.   Start to master these skills now and make a plan toward improving them before the Preliminary exam.

PhD Committee

The role of the PhD committee is to provide frequent feedback and advice to the student. The committee shares the responsibility of guiding the student's research to successful completion. PhD students should not view the committee members as obstacles, but rather as additional mentors and possible promoters of their thesis research. When applying for jobs, committee members are often the first choice for seeking recommendation letters. It is expected that the PhD advisor work closely with the student in determining the most appropriate committee members. Usually the PhD committee is formed after students pass the Qualifying Exam. The minimum guidelines that must be met when establishing a PhD committee are available on the Graduate College website (http://www.grad.illinois.edu/forms/appointdec.htm). It is important for students to check with their department to see if there are any departmental guidelines that also must be met.

Preliminary Exam

Writing a good research proposal is an important part of being a successful researcher. The preliminary exam is viewed as an important milestone that helps students develop the skill of writing research proposals. PhD students write a proposal for their dissertation research that is submitted to their PhD committee prior to the exam. The preliminary exam presentation gives the PhD committee a formal opportunity to evaluate the research progress and goals of the student. Thus, the two main purposes of the preliminary exam are to develop proposal-writing skills and to obtain feedback on the dissertation research plan from the PhD committee. Students *must* be registered in the semester they complete their preliminary exam.

Guidance on How to Write the Proposal

- A balance must be struck between satisfying severe space limitations and providing the most critical details. The proposal is not a binding agreement between the student and the PhD committee on the precise tasks that must be accomplished for the dissertation. Through frequent interactions with PhD committee members, the student can modify the target objectives as necessary.

- The thesis proposal should be between 15 and 25 pages (when in single-column, single-spaced format). Bibliographic references are not included in this page count (having more references is encouraged). There are no explicit page limits or formatting requirements. If proposals are much shorter or longer than the norm, the PhD committee will question the reasons for this. If the proposal is too long, the committee may recommend rescheduling the exam after the proposal is rewritten.

- Three main criteria are usually applied in evaluating a proposal. The first two are similar to the National Science Foundation's guidelines for evaluating research proposals.
  1. Intellectual merit: What is the importance of the activity to advancing knowledge or understanding?
  2. Expected impact: What impact can be expected on particular research communities and on society in general?
  3. Feasibility: How likely are the stated goals to be achieved by the student?

- Based on these criteria, the thesis proposal should contain:
  - An overview of the state-of-the-art, which helps to show that the student has a good grasp of the relevant research fields.
  - A brief summary of research results obtained so far by the student. This includes citing prior publications and current submissions produced by the student.
  - A clear description of the remaining problems and goals.
  - Some details of the proposed technical approach.
  - Clear arguments as to why the work is interesting in terms of intellectual merit and expected impact.
  - An explanation of how the goals can be accomplished within the expected amount of time.

- The thesis proposal should *not* be
  - A preliminary draft of the dissertation.
  - Particular chapters or parts of the dissertation.
  - A survey of the student's research field.
  - An existing publication or technical report.

Final Exam

The final exam represents the last significant opportunity for the PhD committee to ask questions and provide comments on the dissertation research. It also serves to disseminate the work to the public (including faculty, students, colleagues, friends, and family). In many ways, it represents a celebration of the completion of the work. Unlike the preliminary exam, which is closed, the final exam is open to the public and announced along with other public seminars. Students *must* be registered in the semester they complete their final exam.

Guidance on How to Prepare for the Final Exam

- A student *should not* rush to schedule a final exam if the work is not completely finished or the dissertation is not completely written. The scheduling of the exam should be determined in consultation with the thesis advisor and the PhD committee.

- It is common for the committee to suggest some minor improvements or corrections to the dissertation; however, it is usually not the case that substantial new work is expected. If there is any risk of the committee requesting further work, take this into account when scheduling the final exam and be prepared to allot the time necessary to make the recommended changes or enhancements to the dissertation. Students should consult with their thesis advisor on this point.

- It is important to attend other defenses to understand the whole PhD process and to learn valuable skills from other students' final exams.

Graduate Student Annual Evaluation Process

All graduate students in a degree-seeking program who remain enrolled for longer than one academic year must have an annual evaluation administered by their home department. Students should complete a self-evaluation first, which is then used by the department to complete its evaluation, with input from a thesis advisor as applicable, of their overall degree progress. Students should receive detailed written feedback on strengths and weaknesses from their home department in either electronic or paper format. In addition, students should have an opportunity to discuss their review in person with their advisor and/or administrators in their home department.

In the event that a student does not receive a satisfactory review, the home department will develop, in consultation with the student and advisor, an academic plan to help gauge progress over the next six months toward timely degree completion. This plan will also address possible outcomes if progress is not made within the outlined time frame.

Graduate students should consult with their home department to learn more about the annual evaluation process and when this is completed each year.

Finding a Thesis Advisor

Choosing a thesis advisor is one of the most critical decisions for a graduate student in a Thesis-based Master's or PhD program. The advisor-student relationship is fundamental to the success of both the student and advisor. The thesis advisor has great influence not only on the research direction, but also on promoting the career of the student. Most of the time, the student-thesis advisor relationship is one that will last a lifetime. It is important for students to find a thesis advisor that matches their research interests, work style, career goals, and even personality. Some students may find a thesis advisor within the first few weeks, while others may carefully explore and evaluate multiple options over the first year. Both scenarios are considered "normal". Students *must* secure their advisor and complete their department's thesis advisor agreement form no later than by the end of their first 12 months of enrollment.

If research interests change or the advisor-student relationship is not good, graduate students can seek to change thesis advisor. This is more common for graduate students in a PhD program, and is a reasonable response to changing circumstances. Students that need to change their thesis advisor should visit the Graduate Programs Office in their home department.

Importance of Excellent Communication Skills

Communication is an essential part of graduate engineering programs. Students have opportunities to communicate in courses, group projects and presentations, during seminars, while attending conferences (poster sessions, presentation on research), at job interviews, and during their PhD exams.

The ability of a researcher to communicate well is as important as developing research results. Students need to learn how to effectively persuade others of the value of their work by keeping the attention of the audience, arguing effectively, and explaining difficult concepts clearly.

Communication can be divided into oral and written forms. The most important form of written communication is an article published in a conference proceeding or journal. Students need to develop good technical writing techniques, which can be learned by working closely with their advisor and other faculty, reading many research articles, obtaining feedback from fellow students, and by seeking outside help from the Internet, books, and writing workshops.

Several opportunities exist to develop good oral communication skills. Students should observe and evaluate presentation styles by attending research seminars in their home department and around the university. Students have opportunities to give presentations or seminars as part of research group meetings or colloquia within the department.

While participating in conferences, workshops, and other research meetings, students need to learn how to network and express ideas effectively. Most experienced researchers can give an impromptu explanation of their research in any time length (1 minute, 5 minutes, 12 minutes), while even customizing it for a particular audience. Networking may also have positive implications to students' career opportunities. Hiring committees are much more enthusiastic when some of their members know the candidate. It often takes years to build a good social network, so students should start early.

Teaching experience is another way to develop good communication skills. Teaching is a valuable art that can serve PhD students well if mastered before taking a position in academia, a government lab, or industry. For students who seek careers in academia, acquiring good teaching experiences—with the responsibility for an entire course or at least the development and delivery of a substantial number of lectures for the course—is highly recommended.

For some international students, development of oral communication and social skills may appear daunting. It is critical to seek advice and feedback on presentations. In addition, it is strongly advised to socialize with others students who are not of the same nationality to help improve communication skills and obtain a broader cultural perspective.

Graduating PhD Students: Market Yourself

The College of Engineering has a website for graduating PhD students (must be graduating within 12 months) who are looking for academic positions. The site allows students to market themselves to peer institutions and government research labs, in addition to the services provided by the Engineering Career Services and the Graduate College Career Services. Engineering PhD students can complete a profile that is advertised on the College of Engineering's main website (http://engineering.illinois.edu/recruit) by creating their profile in the My.Engineering Portal (https://my.engr.illinois.edu/phdprofile). The profile information is as follows:

- Name
- Department
- Photo (must upload and must be a professional photo)
- Contact Information (email and phone number)
- Thesis title and short abstract
- Thesis advisor name
- Areas of expertise (there are interdisciplinary fields to select as well)
- Link to resume (must upload resume in PDF format)

- Link to personal website (optional)
- Anticipated graduation date (must be 12 months or less)

The College of Engineering Office of Graduate, Professional and Online Programs monitors this site along with Engineering Communications to ensure all content is professional. This site is public and is marketed to peer institutions by the College of Engineering Communications team.

Fellowships/Scholarships

Policies

Fellowships Opportunities

Scholarship Opportunities

Policies

Fellowships

A fellowship is defined as an award that provides students with a stipend for living expenses and demands no services or other obligations in return. Fellowship awards count against student loan eligibility. Fellowship stipends may be subject to income tax. For U.S. citizens, permanent residents, and foreign national resident aliens, the IRS has ruled that the university is not responsible for withholding or reporting income taxes on fellowship payments. Taxability of fellowship payments is a matter between the Fellow and the IRS. The award period for an academic year fellowship is August 16 through May 15. The standard award period for a fall fellowship is August 16 through December 15, and for a spring fellowship the period is January 16 through May 15.

Graduate students who are on a fellowship *must* sign the Graduate College Form for Fellowships, Traineeships and Courtesy Waivers (known as the Rating Form), to be subsequently submitted to the Graduate College by their home department. This form allows the Fellow to receive the monthly stipend and any applicable tuition waiver. Fellowship rating forms *must* be submitted before the start of the semester.

A Fellow *must* be registered as a full-time student during the semester(s) of the fellowship. Some fellowships require students to register as full-time students also during the summer term.

Visit the Graduate College Fellowship Policies and Tuition Coverage website (http://www.grad.illinois.edu/fellowship/fellows) to learn more. Email the Graduate College Fellowship Office at GradFellowships@illinois.edu with any questions.

Scholarships

A scholarship is defined as an award given to a student to help with their educational expenses. Scholarships may have requirements that students must complete in order to initially obtain or continue to receive the scholarship funding. A scholarship recipient must be registered as a full-time student during the semester(s) the scholarship is awarded.

Fellowships Opportunities

SURGE Fellowship

The Support for Underrepresented Groups in Engineering (SURGE) Fellowship was implemented by the College of Engineering in the early 1990s to help increase the diversity of the engineering student body. SURGE Fellows draw fellowship support from the College of Engineering, in addition to an assistantship provided by their home department, ensuring financial support for a maximum of five years pending satisfactory academic progress toward the doctoral degree and satisfactory performance in the assistantship. In the first year, Fellows are on a full fellowship of $22,000, which is paid monthly over 9 months and provides a tuition waiver. In each of years 2-5, Fellows receive a 9-month, 50% assistantship from their home department that provides a tuition waiver, as well as a $4,000 supplementary fellowship from the college.

Selection Criteria

The SURGE Fellowship is awarded to a subset of incoming students who are U.S. citizens or permanent residents, plan to obtain a doctoral degree on a full-time basis, and are from one of the following underrepresented groups: African Americans, Hispanic or Latino/as, Native Americans, Alaskan Natives, women, or persons with disabilities, or

Native Pacific Islanders. The home department will nominate potential SURGE Fellows during the graduate program application process. To learn more about the SURGE Fellowship, visit http://publish.illinois.edu/engr-surge/.

GEM Fellowship

The GEM Fellowship is an external fellowship administered by the National GEM Consortium. Many universities and companies participate actively in this program. The University of Illinois at Urbana-Champaign is a member of the GEM Consortium and the College of Engineering Office of Graduate, Professional and Online Programs (GPO) is the primary contact and administrator on our campus. The GPO works with the engineering departments and incoming GEM Fellows to confirm the terms and conditions of their fellowship.

For PhD students, the GEM Fellowship is a one-year fellowship with a stipend of $16,000, as well as a tuition and partial fee waiver. In year 1, the home department must provide a supplemental fellowship or assistantship to raise the student's total monthly stipend to that of students receiving a 50% assistantship. In years 2-5 of the PhD degree, the home department must offer the Fellow at least a 25% RA or TA assistantship with a tuition and partial fee waiver. For M.S. students, the GEM Fellowship is a two-year fellowship, totaling a stipend of $8,000 per year, supplemented by a 25% or more research or teaching assistantship with a tuition and partial fee waiver provided by the home department.

Selection Criteria

The GEM Fellowship is for incoming M.S. and PhD students. In order to be eligible for a GEM Fellowship, prospective students must apply to at least three universities that are members of the GEM Consortium. To apply, visit http://www.gemfellowship.org/students/gem-fellowship-program/application-instructions/.

GEM Fellowship applicants are eligible for a graduate program application fee waiver at Illinois. For more information on the GEM Fellowship, please contact either Rhonda McElroy (rmcelroy@illinois.edu) or Abby Dillingham (dilling1@illinois.edu) in the GPO.

Carver Fellowship

The Carver Fellowships in Engineering at the University of Illinois at Urbana-Champaign were established in 1999 by a gift from the Roy J. Carver Charitable Trust in memory of Roy J. Carver Sr., a 1934 graduate of the university. The first class of Carver Fellows was named in fall 2000. A Carver Fellowship is the most competitive and sought after honor open to incoming graduate students in the College of Engineering. Students named as Carver Fellows are not only viewed as top scholars and researchers in both academia and industry, but also carry with them the legacy of a distinguished University of Illinois alumnus.

Roy J. Carver Sr. graduated from the University of Illinois in 1934 with a bachelor's degree in general engineering. He founded Carver Pump Company, launching this successful business enterprise during the depression. In 1942, he established Carver Foundry Products. While visiting Europe in 1956, he noted unusual-looking retreaded tires on a car. The following year, he purchased the North American rights to a method of top capping tires and founded Bandag, Incorporated. Today, Bandag is the world's largest producer of tire retread materials and equipment for the transportation industry.

Representatives of the Carver Foundation typically meet with Fellows in the spring. It is important that current Fellows know the nature of the Carver Fellowship program, including information about Roy Carver.

The Carver Fellowship is a $30,000 one-year fellowship.

<u>Selection Criteria</u>

The Carver Fellowship is for incoming graduate students in the following engineering departments: Aerospace Engineering, Bioengineering, Civil and Environmental Engineering, Computer Science, Electrical and Computer Engineering, Industrial & Enterprise Systems Engineering, Materials Science and Engineering, Mechanical Science and Engineering, Nuclear, Plasma, & Radiological Engineering, and Physics. Departments nominate incoming graduate students for this fellowship based on their graduate program application materials. Students receiving this fellowship may not receive other support, including summer jobs, internships, or assistantships. An exception will be made for prizes awarded for academic achievement.

Yee Fellowship

The Yee Fellowship was made possible by a generous endowment of Drs. Warren and Ming Ting Yee. Dr. Warren Yee received his PhD degree in Civil Engineering from the University of Illinois in 1943. He was a partner in the Detroit firm of Harley, Ellington, Pierce & Yee Associates and later founded Bio-Tech Research Laboratory, Inc. in Washington, D.C. He died in 1984.

Dr. Warren Yee was known for thinking of others, especially relatives in China, before he thought of himself. His wife has requested that income from the endowment funds be used to support Chinese graduate students in the College of Engineering. Special consideration will be given to students from inner provinces or inner province universities (not coastal) in China, as well as to those students who intend to return to China and become a faculty member. Fellows must be current students in one of the following departments: Aerospace Engineering, Bioengineering, Civil and Environmental Engineering, Computer Science, Electrical and Computer Engineering, Industrial & Enterprise Systems Engineering, Materials Science and Engineering, Mechanical Science and Engineering, Nuclear, Plasma & Radiological Engineering, and Physics.

The Yee Fellowship is a $5,000 one-year fellowship.

<u>Selection Criteria</u>

Students applying for this fellowship must meet the following criteria:

- Must be a confirmed incoming or continuing graduate student who is a Chinese national in one of the engineering programs listed above.
- Must be enrolled as a full-time graduate student at the University of Illinois at Urbana-Champaign.

The Yee Fellowship nominations are evaluated using the following criteria:

- Academic performance.
- Demonstrated interest in engineering education - teaching experience (TA or tutoring) or outreach teaching (K-12 schools, activities promoting technical awareness in the community or engineering education).
- Research accomplishments, publications, presentations, letters of recommendation, and the student's essay.
- Assessment of the student's commitment to and potential for contributing to engineering education based on the student's essay, letters of recommendation, and previous performance.
- Preference will be given to students who are from an inner province or attended an inner province university in China.

Application Process

Graduate students must work through their home department to submit an application. Each department may nominate up to two students. For each nominee, departments must submit the following application materials to the College of Engineering Office of Graduate, Professional and Online Programs:

- Application cover sheet.
- Student's resume that outlines previous education, work experience, research experience, publications, presentations, and relevant service.
- Student's unofficial transcript with current GPA.
- One-page essay completed by the student that describes their career goals and the intended impact on education, research, and service to the field of engineering, as well as how the doctoral program will help to accomplish these goals. If a department nominates an incoming graduate student, the student must supply the department with a separate one-page essay in addition to their graduate program application materials.
- Two letters of recommendation that address the student's demonstrated and/or potential contributions for making an impact in engineering education, research, and service. Letters should address how the Yee Fellowship will help the student meet his/her career goals. For an incoming graduate student, the letters of recommendation submitted with their graduate program application may be used.

Yunni and Maxine Pao Memorial Fellowship

The Yunni and Maxine Pao Memorial Fellowship was a gift from Frank and Eleanor Pao in honor of the memory of their parents. This gift provides for fellowships to students enrolled in a Thesis-based Master's program or PhD program in the Departments of Electrical and Computer Engineering and Computer Science. The College of Engineering Office of Graduate, Professional and Online Programs will award up to seven $5,000 fellowships to be paid on a monthly basis over 9 months (Fall / Spring terms). Students must be registered as full-time students during both semesters.

Selection Criteria

- Preference will be given to high-achieving students from the United States or Hong Kong who have at least one parent from China.
- Preference will be given to Thesis-based Master's or PhD students.
- Nominees must hold at least a 3.75 or higher overall GPA in their graduate program.
- Nominees must be registered as full-time students for the entire academic year in which the fellowship is awarded (fall and spring term).
- Nominees will be evaluated on their research accomplishments, as well as outreach and leadership activities.

Application Process

Graduate students must work through their home department to submit an application. For each nominee, departments must submit the following application materials to the College of Engineering Office of Graduate, Professional and Online Programs:

- Application Form completed by student.
- Student's unofficial transcript.
- Student's resume/CV.
- Letter of recommendation from thesis advisor.

• Letter of support from department's Director of Graduate Study.

Graduate College Fellowships

The Graduate College offers fellowships for incoming and current graduate students. For incoming graduate students, departments usually submit the fellowship application on behalf of the student. Application deadlines usually occur in January and February. Current graduate students should work directly with the Graduate College and their home department to submit an application. To learn more about Engineering Fellowships offered through the Graduate College, visit http://www.grad.illinois.edu/fellowship.

In addition to internal fellowships, there are several external fellowship opportunities for engineering graduate students (http://www.grad.illinois.edu/extfellowships). The Graduate College Fellowship Office is available to assist students with exploring these opportunities and providing guidance through the application process. Email the Graduate College Fellowship Office at GradFellowships@illinois.edu to learn more.

Scholarships Opportunities

LAM Graduate Student Scholarship

Lam Research Corporation in Fremont, CA (http://lamrc.com/index.htm) started the Lam Outstanding Graduate Student Scholarship in fall of 2013. This award is for Thesis-based Master's or PhD students in the departments of Chemical and Biomolecular Engineering, Electrical and Computer Engineering, Materials Science and Engineering, Mechanical Science and Engineering, Nuclear, Plasma & Radiological Engineering, and Physics. The amount of this scholarship can be up to $5,000, and up to six students may receive this award each year.

Graduate students applying for this scholarship must be enrolled as full-time students at the University of Illinois at Urbana-Champaign. Students must work through their home department to submit an application. Each department may nominate up to two students. For each nominee, departments must submit the following application materials to the College of Engineering Office of Graduate, Professional and Online Programs:

• Student's unofficial transcript (including current GPA).

• Student's resume.

• Student's one-page statement describing their research thesis or dissertation topic.

Sloan Scholarship

The College of Engineering participates in the Sloan Scholars and Illinois Sloan Scholars scholarship programs. This scholarship is for incoming doctoral students from the following underrepresented groups: African Americans, Hispanic or Latino/as, or Native Americans. The Sloan Scholarship is a $40,000 scholarship that is paid over the duration of a student's PhD program as milestones are accomplished. The Illinois Sloan Scholarship is a $10,000 scholarship that is paid in the first year, with funds to be used only for professional development activities related to the student's PhD degree. In addition to receiving the scholarship, Scholars receive mentoring to guide them toward successful completion of their PhD degree and job placement. Scholars participate in a series of professional development opportunities. To learn more about the Sloan Scholarship requirements, visit https://grad.illinois.edu/diversity/sloan.

Mavis Future Faculty Fellows Scholarship

The Mavis Future Faculty Fellows (MF3) Academy is made possible by a generous bequest by Frederic T. and Edith F.

Mavis. Dr. Mavis received his B.S., M.S., and PhD degrees in civil engineering from the University of Illinois. He was a professor of civil engineering at several universities, and Dean of Engineering at the University of Maryland from 1957 until 1967. He died in 1983. The fund document directs that income from the fund shall be used for scholarships for PhD students in the College of Engineering. It is the donors' desire that preference be given to students who plan to pursue a career in academia.

The MF3 Academy has been established to provide PhD students in the College of Engineering, who are interested in a faculty/teaching position, the opportunity to gain experience in research, teaching, and mentoring, and to receive financial support to enhance their professional development. To learn more, visit the Mavis Future Faculty Fellow website (http://publish.illinois.edu/engr-mavis).

Selection Process and Eligibility

Each year, the college selects up to 30 students for this program.   Students selected to participate receive up to a $2,000 scholarship and are eligible to receive this award only once during their doctoral studies. MF3 Fellows participate in a 9-month seminar course (ENG 591) and complete activities designed to improve their knowledge of faculty responsibilities.

To be eligible for the MF3 Academy, students must have passed their qualifying examination and must be enrolled as full-time students for the entire academic year. Please review the application process (http://publish.illinois.edu/engr-mavis/application-process/) to learn how to submit an application.   All application materials *must be* submitted in a single PDF document.

Graduate Employment

Funding Overview by Program

Employment at Illinois

Graduate Assistantship Assignments

Graduate Hourly Employment

Graduate Assistantship Benefit Overview

Student Health Insurance

Funding Overview by Program

Professional Master's Programs (Non-Thesis) – On Campus

The Professional Master's programs (non-thesis) in the College of Engineering are generally designated as *self-funded*, which means students are responsible for paying their tuition and fees. Students in a self-funded program are not eligible for Board of Trustee (BOT) tuition-waiver-generating assistantships at the University of Illinois, but are eligible for graduate hourly positions on campus. A few Professional Master's programs are designated as *seek-reimbursement*. This means that students in these programs may hold an assistantship on campus and that their home department may seek tuition reimbursement from the hiring department. Please be sure to visit with your home department to learn more about the possible forms of financial assistance.

Professional Master's Programs (Non-Thesis) – Online

The Engineering Online Professional Master's programs are generally self-funded programs, since students are not on campus and many already hold a full-time job while completing school on a part-time basis. Students in the online programs often receive financial assistance from their current employer.

Thesis-based Master's Programs

Graduate students in a Thesis-based Master's program are usually not guaranteed financial assistance. Students who wish to be considered for a research or teaching assistantship should contact their home department to learn more about assistantship opportunities.

Doctoral Programs

Many PhD students will receive financial assistance at the time of admission in the following forms: fellowship, research assistantship, or a teaching assistantship. The number of financial aid offers depends on the department's available financial resources. Given such resources, financial aid is awarded on a competitive basis. In most cases, renewal of an assistantship or fellowship is based on the academic progress of the student, work performance of the student, and obligation by the department as determined by the original letter of admission recommendation. If students change degree program or transfer to another department, the original funding in the letter of admission recommendation is no longer in effect and funding under the new degree program is not guaranteed. Please visit with the relevant departments to learn more.

Employment at Illinois

Form I-9 and E-Verify Compliance

Graduate students may seek various employment opportunities at the University of Illinois at Urbana-Champaign. Departments must comply with all federal and state laws regarding employment eligibility verification that includes completion of the I-9 Form and, in relevant cases, the E-Verify process.

There are no exceptions to these processes. Students must also contact the HR office **PRIOR** to working to complete the I-9 Form. Per University policy, employees are also required to present their Social Security Number (SSN) Card to the HR official for name verification and IRS purposes. The name entered into the system must match that which is printed on the SSN card.

Both students and hiring managers who fail to contact HR to complete these procedures may cause delays in start dates and paychecks, as well as risk fines and penalties against the University.

Graduate Assistantship Assignments

There are four types of graduate assistantship opportunities per the Illinois Human Resources (IHR) website (http://humanresources.illinois.edu/hr-professionals/hiring-employees/index.html).

Research Assistant (RA)

The duties of a Graduate Research Assistant (RA) primarily involve applying and mastering research concepts, practices, or methods of scholarship. Examples of typical responsibilities include: Conducting Experiments, Organizing or Analyzing Data; Presenting Findings in a Publication or Dissertation, Collaborating with Faculty in Preparing Publications, Overseeing Work of Other RA's, Other Research Activities.

Faculty members are responsible for confirming RA appointments with their appropriate HR office. Graduate students must contact faculty directly to inquire about any RA opportunities available to them.

Pre-Professional Graduate Assistant (PGA)

Pre-Professional Graduate Assistants (PGA) are appointed to non-TA/non-RA assistantship positions, in which they primarily gain experience, practice, or guidance that is significantly connected to their fields of study and career preparation. Graduate students must contact the Business Office in their department to inquire about PGA opportunities.

Teaching Assistant (TA)

The duties of a Graduate Teaching Assistant (TA) primarily involve the support of instruction and include responsibilities such as: Teaching Classes, Grading Student Assignments, Leading Lab or Discussion Groups in a Course Setting, Developing Academic Instructional Materials, Accompanying/Coaching Musical or Vocal Performances, Providing Artistic Instruction, Proctoring Exams, Overseeing/Coordinating the Work of Other TAs, Holding Office Hours, Tutoring students. Teaching assistant positions are covered by a collective bargaining agreement with the Graduate Employee Organization (GEO).

TA appointments are made at the discretion of each academic department in the College of Engineering. Graduate students must contact the department's Academic or Business Office to inquire about available teaching assistantships. The College is committed to maintaining a high level of quality in the TA appointments. Students have to meet the following requirements in order to be eligible for a TA appointment:

• Must have a passing SPEAK score: 24+ TOEFL iBT; 8+ IELTS; 5+ on EPI (University's SPEAK Exam).

• Must be in good academic standing in their graduate program.

• Strong past work performance in applicable circumstances.

All first-time TAs at the University of Illinois Urbana-Champaign **must complete** the Center for Innovation in Teaching & Learning (CITL) TA Orientation the week prior to start of the semester.   Visit CITL's website (http://citl.illinois.edu/) for more information on this training, including dates.

Graduate Assistant (Administrative) (GA)

The duties of a Graduate Assistant (GA) are primarily in support of administrative functions and include such general functions and typical duties as providing technical/support services, advising students, etc. Graduate Assistants (Administrative) are covered by a collective bargaining agreement with the Graduate Employees Organization (GEO).

These positions are considered non-exempt per the Fair Labor Standards Act (FLSA) and must keep record of actual hours worked via timesheets. Graduate students must contact the Business Office in their department to inquire about GA opportunities.

Graduate Assistantships in the College of Engineering

Graduate students in the College of Engineering are most commonly offered research or teaching assistantships through individual departments and research institutes or centers. These appointments are <u>typically</u> awarded on a semester-by-semester basis with standard appointment dates of August 16-December 31 (fall semester) and January 1-May15 (spring semester). Contingent upon the degree program in which a student is enrolled, students must be appointed between 25% and 67% full-time equivalent (FTE) for at least 91 days during the semester to receive a tuition waiver. All graduate assistants must have an accepted offer letter on file.

The acceptance of an appointment requires students to be present and available to their supervisor during the appointment dates outlined in the accepted offer letter. If students must be away from their responsibilities, they must receive prior approval from their supervisor and their home department. Failure to report to work may result in disciplinary action, termination, and/or non-reappointment of an assistantship. Additional information regarding the Graduate College and University guidelines on graduate assistantships is available at http://www.grad.illinois.edu/gradhandbook/2/chapter8/assistantships.

For International Students Only: Prior to international students securing a social security number (SSN), the university issued Temporary Control Number (TCN) will be needed to process the assistantship or graduate hourly appointments. International students who are on a fellowship will just need the TCN number to process their paperwork. They can secure their TCN number at the ID Production Office at the Illini Union Bookstore.

Graduate Hourly Employment

Graduate students may also seek Graduate Hourly appointments. These positions are appointed on an hourly basis for temporary, special projects. The positions do not carry tuition waivers and may not to be used as substitutions for waiver-generating assistantships. The hours are typically sporadic in nature and less than ten hours/week. Students must be registered in the Graduate College for the semester(s) of the hourly appointment.

Graduate Assistant Benefit Overview

Below is a high-level overview of the types of benefits available to graduate assistants. Applicable University benefits for graduate assistants are outlined in the "Summary of Benefits by Employment Category" on the Illinois Human Resources (IHR) website (http://humanresources.illinois.edu/employees/new-hires/benefits.html).

Insurance and Health Care

Students on an assistantship are eligible to participate in the University Graduate Student health insurance plan. The university provides services at McKinley Health Center and Counseling Center. To review the student insurance policy and premiums, visit http://www.si.illinois.edu/ or call 333-0165.

Tuition and Fee Waiver

Students who hold an assistantship appointment between 25% and 67% time for at least three-fourths of a term are

eligible for a tuition and fee waiver. Students must be enrolled and in good academic standing during their appointment. For questions regarding this benefit, contact the department's HR office. For questions regarding a student's bill, contact OBFS at 217-265-6363.

Child Care Resources

Child Care resources are available to graduate students through a website currently accessible at https://www.odos.illinois.edu/student-parents/.

University Holidays

The following holidays will be observed by the university, which means students on an assistantship or hourly appointment are not required to work on these days.

- Christmas Eve & Day
- Memorial Day
- Thanksgiving & day after
- New Year's Day
- Labor Day
- Other days determined by the President of the University
- Martin Luther King Jr.'s Birthday
- Fourth of July

Student Health Insurance

All graduate students at the University of Illinois Urbana-Champaign are required to carry health insurance coverage. This health insurance coverage is meant to assist with costs of health care whenever a student needs medical attention through a medical facility other than McKinley Health Center on campus. To learn more about the health insurance offered to students through the university, please visit http://www.uhcsr.com/illinois. International students should visit the ISSS website (http://www.isss.illinois.edu/publications/guides/healthcare_guide.html) for help on establishing health insurance.

The Health Service Fee that graduate students pay each semester allows them to use the McKinley Health Center for office visits with doctors, nurse practitioners, mental health therapists and health educators, as well as for most x-rays and laboratory tests at no additional out-of-pocket expense. However, this fee does not pay for any care received outside the McKinley Health Center, immunizations required by law prior to entrance to the university, travel immunizations, referrals, etc. To learn more about the coverage of the Health Service Fee, please visit McKinley's website (http://www.mckinley.illinois.edu/).

The Health Care and Wellness website (http://www.grad.illinois.edu/current/health) is an excellent resource for students to get answers to their health and wellness related questions.

Summer Health Coverage

It is very important for graduate students who are not registered during the summer term to ensure that they have health coverage from mid-May to mid-August. When a student is not enrolled or does not hold an assistantship in the summer, their health insurance and access to McKinley is not active. To learn more about summer health insurance, please visit http://www.grad.illinois.edu/fellowship/healthins.

International Students

SPEAK Requirement

Limited Status

Curricular & Occupational Practical Training Process

SPEAK Requirement

For PhD students whose native language is not English, most engineering departments will require a passing SPEAK score before graduation, even if the student is a permanent resident of the United States (green card holder). Some departments will require this before completion of the qualifying exam. It is important to check with the department regarding their policies. In addition, any graduate students (Master's or PhD) must have a passing SPEAK score to hold a TA appointment. Check http://www.grad.illinois.edu/admissions/apply/exemptcountries for exemptions from this requirement based on country of citizenship.

Students who do not have a passing SPEAK score on the TOEFL iBT (24 or higher) or IELTS (8 or higher) must complete the University of Illinois EPI exam or retake the TOEFL iBT or IELTS SPEAK exam. The University of Illinois EPI exam is administered by the Center for Innovation in Teaching & Learning (CITL) per the following general guidelines:

- Students are allowed only three chances to pass (score of 5 or higher) the exam. The exam cannot be taken twice in the same semester.

- Students must register for the EPI exam through their home department. Students cannot register for this exam on their own. If students do not show up for their scheduled appointment, this counts as one of their three chances to pass this exam.

- For any incoming student who have a TOEFL iBT speaking section score below 22 or an IELTS speaking section score below 6, CITL highly recommends that the student, prior to taking the exam, complete either 1) 10 hours of approved tutoring sessions or 2) ESL 504, 506, or 510.

- For any student who fails the first attempt at the EPI exam, he/she must complete either 1) 10 hours of approved tutoring sessions or 2) ESL 504, 506, or 510 before they will be eligible to take the EPI a second time.

- For students who receive a "Conditional Pass" on the EPI exam, they must complete ESL 508 and receive a passing grade "S" in the course to earn a passing EPI score.

EPI Exam Procedure

The EPI is an English oral proficiency interview. The format is conversational and not exam-like. The interviewer will ask questions on topics of interest to the student and/or related to university life in general. In addition, the student will be asked to explain or define some terms that are common in freshman level courses in their department.

EPI Scoring Process

The EPI assesses test takers' speaking ability in terms of five features: Fluency, Linguistic Accuracy, Discourse Management, Question Handling and Listening, and Listener Effort.

- Fluency: smoothness in delivery and amount of hesitations and re-starts.
- Linguistic Accuracy: includes clear pronunciation, grammar without noticeable errors and sophisticated vocabulary.
- Discourse Management: the ability to develop ideas, rhetorical organization, and quantity of disclosure.
- Question Handling and Listening: the ability to give appropriate answers and negotiation skills for communication.
- Listener Effort: the ease or difficulty in understanding the test taker's speech.

Description of Scoring Levels

Level	Description	Result
6	Communication is always effective; speaker has sophisticated language skills appropriate for a teaching context.	Pass; student is permitted to be a TA with no restrictions.
5	Communication is generally effective; speaker has satisfactory language skills at ranges appropriate for a teaching context.	
4CP	Communication is generally effective; however, due to isolated weakness, communication is occasionally difficult. Further ESL coursework is required before the first semester of teaching in order to refine the speaker's language skills for a teaching context. (They can teach concurrently while taking the ESL course)	Conditional Pass; student is required to successfully complete ESL 508 before they can hold a TA appointment.
4	Communication is somewhat effective. Inconsistent performance indicates speaker is not ready to be a classroom instructor.	Non-passing; student is NOT permitted to be a TA and must retake the exam.
3	Communication is somewhat effective. Inconsistent performance indicates speaker is not ready to be a classroom instructor.	
2	Communication is marginally effective; speaker has limited language skills for a teaching context.	
1	Communication is generally not effective; speaker has unsatisfactory language for teaching context.	

For scores of 2, 3, 4, and 4CP (conditional pass): The raters determined that the following aspect(s) of the student's oral English proficiency were of critical concern.

• Fluency (flow and smoothness of speech)

• Language form accuracy

    ✓ Pronunciation

    ✓ Grammar

    ✓ Vocabulary

• Idea development and organization

• Question handling and listening skills

• All of the above factors were salient in the decision.

Visit the EPI exam website (http://citl.illinois.edu/services/for-instructors/english-proficiency-interview) for more information. Visit the SPEAK policy for TAs website (http://www.grad.illinois.edu/admissions/taengprof.htm) for additional information.

Limited Status

An international student who does not meet one or more of the Graduate College or home department's admission requirements may be approved for admission with "Limited Status". Some of the most common reasons for limited status are

• course deficiencies, as determined by the department,

• low undergraduate GPA (below a 3.0),

• no comparable bachelor's degree, or

• a lack of demonstrated English language proficiencies.

Students admitted with limited status must address deficiencies usually within the first year in the program in order to continue.

English Deficiency

International students who have English deficiency may be placed on "Limited Status" by the Graduate College at the time of admission. International students who are on limited status are required to take the ESL Placement Test (EPT) when they arrive on campus. The Department of Linguistics administers the test. The results of the EPT will determine whether the student will be required to enroll in English as a Second Language (ESL) course(s), which may reduce the number of academic courses for that given term. Enrollment in an ESL course can only take place after the results of the EPT are received. Students must meet all conditions of their limited status, including passing all ESL coursework, within the first year of their graduate studies. Students are required to complete these requirements in order to earn a degree from the University of Illinois at Urbana-Champaign. Please note that online students cannot be admitted on "Limited Status" for English deficiency.

Check out the EPT Test policy (https://linguistics.illinois.edu/languages/english-placement-test) for more information and the test schedule (http://www.linguistics.illinois.edu/students/placement/grreg.html) to learn about the testing dates. Visit the ESL Courses website (http://www.linguistics.illinois.edu/students/esl/) to learn more about the courses offered.

Curricular & Occupational Practical Training Process

All international graduate students must follow the rules and regulations outlined by the Office of International Student and Scholar Services (ISSS). This includes I-20 extensions, requests for Curricular Practical Training (CPT) or Occupational Practical Training (OPT), employment during the academic year, registration, etc. It is recommended that international students work with the Graduate Programs Office in their home department to ensure all policies are followed. If an international student violates any of the policies or regulations, he/she may be asked to leave the country.

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is for international graduate students
- who are on an F-1 visa,
- have completed one year of academic coursework, and
- for whom temporary off-campus employment during the course of their university enrollment is directly related to their major field of study and an integral or important part of their program of study.

Part-time CPT is 20 hours a week or less, while full-time CPT is more that 20 hours per week. Full-time CPT during the fall or spring term is approved in exceptional cases. For more information on CPT rules and regulations, visit http://www.isss.illinois.edu/students/employment/f1cpt.html.

In order to pursue CPT, international students are required to complete the CPT application and have it approved at each level – department, college*, and ISSS (*international students only need college approval if registering for ENG 510). International students **cannot formally accept an internship** without having their CPT approved at each level. In addition, international students are required to register for the appropriate CPT course. Per federal policy, **failure to register** for the course by the stated deadline may **result in the student's F-1 visa being terminated**.

- Professional and Non-thesis Master's students pursuing CPT must register for ENG 510.

- Thesis-based Master's and PhD students pursuing full- or part-time CPT during the summer term or part-time CPT during the fall or spring term may register for thesis research, 599, or ENG 510. These students pursuing full-time CPT during the fall or spring term must register for ENG 510. Please note that students pursuing part-time CPT are limited to 20 hours per week of work authorization, including on campus (assistantships or hourly)

employment.

NOTE: Students who register for thesis credits must have their thesis topic and/or title on the CPT application form and must include an explanation for why the CPT training is necessary for their research. In addition, students must work with their home department regarding their registration policies for 599 credit hours being used for CPT.

In addition, the following policies are enforced with CPT.

• CPT **cannot be backdated** and **cannot start** until all approvals at each level are granted and course registration is completed.

• Students can only work on CPT for the dates listed on their new I-20 and cannot start their employment without having the I-20 in hand. The employment must also end on the date specified on the CPT I-20.

• Students cannot change employers without completing a new CPT application form.

• CPT authorization can only be given for one year at a time. Students who complete more than 12 months of full-time CPT will not be eligible for OPT.

ENG 510 Course Policies

Students must seek approval from the College of Engineering Office of Graduate, Professional and Online Programs to register for ENG 510 for their CPT by completing the ENG 510 Registration Request Form (https://engineering.illinois.edu/academics/graduate/ENG%20510%20Registration%20Request%20Form.pdf) and uploading this form and the offer letter, including start and end dates, to https://illinois.edu/fb/sec/6852663. Students who are approved to register for ENG 510 **must** adhere to the course policies below. **No exceptions** will be given.

• CPT must be directly related to their major field of study and an integral or important part of their program of study. CPT must be either full-time or part-time for the **entire semester** for fall and spring term (10th day through reading day) to be approved for ENG 510.

• Students must be approved for ENG 510 prior to the start of each semester.

• ENG 510 approval will only be given one semester at a time.

• Students who complete a part-time CPT during the fall and spring term need to be located within the Champaign-Urbana area and be registered as a full-time student (on top of registration in ENG 510).

• No full-time CPT will be approved for ENG 510 in **the student's last semester**. Exceptions will be made for the following programs with an internship/practicum option for their professional development degree requirement:
   o Master of Engineering in Bioengineering
   o Master of Engineering in Engineering with a Concentration in Energy Systems

• Internship dates must fall within the dates of the given semester as outlined below.
   o Fall term – August 16 through December 31
   o Spring term – January 1 through May 15
   o Summer term – May 16 (or the first day of summer term) through August 15

• Students approved for part-time CPT during the fall or spring term must remain in Champaign-Urbana and must use their local address on ENG 510 Request form.

• Students who fail to register prior to the start of the semester will be charged all on-campus fees for the semester. Students located in the Champaign-Urbana area will be charged on-campus fees for the semester.

• Students must be approved and registered prior to 10th day of term for fall and spring term. Students must be approved and registered prior to July 1 for summer term.

- Students must check their Illinois email account on a regular basis for any course announcements. In addition, students must complete one required assignment by "Reading Day" of the semester. Failure to complete the assignment by the deadline will result in an unsatisfactory (U) grade.

Step-by-Step CPT Checklist

Below is a step-by-step checklist for pursuing and completing CPT. Students must complete the steps in the indicated order.

Summer Term

Step	Yes	No
1. On an F-1 Visa.		
2. Completed one year of academic coursework.		
3. Off-campus employment during the summer term is directly related to major field of study and an integral or important part of program of study.		
If the answer is "Yes" to all three steps, please continue. If any step is "No", then CPT is not an option.		
Master's or PhD Student registering for ENG 510		
1. Approval from department.		
2. Approval from College of Engineering Office of Graduate, Professional and Online Programs to register for ENG 510. Complete ENG 510 Registration Request form and upload this form and the offer letter including start and end dates to https://illinois.edu/fb/sec/6852663. Reminder: CPT dates must fall within the required dates for ENG 510.		
3. Approval from ISSS.		
4. Registration for ENG 510 is completed prior to start of semester. Failure to complete this step before the start of semester will result in being charged all on-campus fees.		
5. ENG 510 required assignment is completed by "Reading Day". Failure to complete this step will result in student receiving an unsatisfactory grade.		
Note: No extensions will be given to ENG 510 students to lengthen their CPT training.		
Thesis-based Master's or PhD Student registering for 599 Thesis Credit		
1. Approval from department.		
2. Approval from ISSS.		
3. Registration for 599 thesis credits.		

Fall / Spring Term

Step	Yes	No
1. On an F-1 Visa.		
2. Completed one year of academic coursework.		
3. Off-campus employment during the fall or spring term is directly related to major field of study and an integral or important part of program of study.		
If the answer is "Yes" to all three steps, please continue. If any step is "No", then CPT is not an option.		
Master's or PhD Students		
1. Approval from department.		

2.	Approval from College of Engineering Office of Graduate, Professional and Online Programs to register for ENG 510. Complete ENG 510 Registration Request form and upload this form and the offer letter including start and end dates to https://illinois.edu/fb/sec/6852663. Reminder: CPT dates must fall within the required dates for ENG 510 and CPT must be for the entire semester.		
3.	Approval from ISSS.		
4.	Part-time CPT: Professional and Non-thesis Master's student – registration for ENG 510 is completed prior to the start of the semester. Thesis-based Master's or PhD student – registration for ENG 510 or thesis credit, 599, is completed prior to the start of the semester. Students will remain in the Champaign-Urbana area for part-time CPT and must use their local address for CPT.		
5.	Full-time CPT: Registration for ENG 510 is completed prior to start of semester. Failure to complete this step before the start of semester will result in being charged all on-campus fees.		
6.	ENG 510 required assignment is completed by "Reading Day". Failure to complete this step will result in student receiving an unsatisfactory grade.		

Note: Failure to register for the required CPT course by the deadline to add a course for the semester may result in the student's F-1 visa being terminated.

Occupational Practical Training (OPT)

International students who are ready to graduate may apply for Occupational Practical Training, which allows them to work in the U.S. up to one year after graduation. STEM students also have the opportunity to apply for an OPT STEM extension, which allows students more time on OPT (http://isss.illinois.edu/students/employment/f1_optext.html). To apply, students must attend one of ISSS's workshops or meet with one of ISSS advisors. Students must meet the following conditions to be eligible for OPT:

- Completed their degree.
- Completed at least two semesters at the University of Illinois Urbana-Champaign campus.
- Current F-1 visa status.
- Complied with all registration requirements for previous CPT(s).
- Valid passport.

For more information and to attend a workshop, visit OPT Requirements and Application Process website (http://isss.illinois.edu/students/employment/f1opt.html).

Graduate Student Experience

Engineering Graduate Student Advisory Committee (EGSAC)

EGSAC Diversity Student Advocates

Leadership Opportunities within the University

Engineering & University Student Organizations

Engineering Graduate Student Advisory Committee (EGSAC)

The purpose of the Engineering Graduate Student Advisory Committee (EGSAC) is to advise the College of Engineering on topics that are important to graduate education and impact the engineering graduate student experience on campus. The EGSAC meets regularly with the Office of Graduate, Professional and Online Programs and at least once a semester with the Dean of Engineering to bring forward ideas and concerns facing engineering graduate students. To learn more about EGSAC initiatives, visit http://publish.illinois.edu/engr-egsac/.

Membership

The committee consists of up to 16 engineering graduate students along with the Dean of Engineering, the Associate Dean of Graduate, Professional and Online Programs, and the Director of Graduate Programs. Members of EGSAC should represent a mixture of departments and disciplines, as well as students at various stages of graduate education, and should be involved in both academic and extracurricular activities. Members will be expected to serve one-year, renewable terms that run August 16-August 15.   Members for the new academic year are selected by the end of April of each year to allow current members to meet with new members at the May meeting before summer break.

Qualifications

To be a member of EGSAC, a graduate student must

- be a current, full-time graduate student during the academic year they are serving;
- have interest in representing the engineering graduate student voice;
- have a strong record of academic achievement (Graduate GPA 3.2 or above); and
- be involved in academic and extracurricular activities.

Time Commitment / Meetings

Members are required to attend all scheduled meetings. EGSAC requires a minimum time commitment of 1-3 hours per week for general members and 3-5 hours per week for members in leadership roles. EGSAC meets once a month during the academic year.

Application Process

To learn about the application process and the deadline, visit http://publish.illinois.edu/engr-egsac/application-process/. The application process runs from Feb 15 to March 15.

EGSAC Diversity Student Advocates

The EGSAC Graduate Student Diversity Advocate team is a joint initiative of EGSAC and the College Administration. A diversity advocate is an engineering graduate student who works with their home department's Graduate Programs Office and EGSAC to build a more inclusive community among engineering graduate students.

Responsibilities of a Diversity Advocate

- Attend the monthly EGSAC meetings to discuss efforts in various departments to foster an inclusive environment.
- Meet with their home department's Graduate Program office at least twice a semester (fall and spring) to discuss the diversity initiatives for the department (e.g., seminar speakers, graduate recruitment, incoming faculty).

- Assist their home department's Graduate Program office with organization of events around inclusion, and assist the EGSAC team with targeted diversity initiatives approved by the Dean of Engineering and the Office of Graduate, Professional and Online programs.

Application Process

Students must submit an online application and include the following information:

- Why they value diversity.
- Why they want to serve as a diversity advocate.
- Examples of relevant personal experiences.
- Initiatives they would like to see within their home department and how they will work to implement these.
- Their leadership experience.
- Current resume, which should demonstrate leadership experience, level of engagement in the campus community at Illinois, and home department or college.

EGSAC and the student's home department leadership team will review applications. Advocates will be chosen based on these reviews. The goal is to recruit at least one diversity advocate for each department in the College of Engineering. Applicants should have completed at least one year of graduate school and can be in either a master's or doctoral program. The application process runs from Feb 15 to March 15.

Leadership Opportunities within the University

Illinois Student Government (ISG)

The Illinois Student Government works with faculty and staff to address issues important to all students, including tuition, career readiness, prestige of the university, recreational facilities, and many other initiatives. To learn more about how to become involved, visit http://isg.illinois.edu/.

Graduate College Student Advisory Committee on Graduate Education (SAGE)

Members of the Student Advisory Committee on Graduate Education assist the Graduate College and Provost with reviewing and providing feedback regarding academic policies and processes for graduate programs at Illinois. To learn more, contact the Graduate College at (217) 333-0035. To review the current membership, visit http://www.grad.illinois.edu/committees/sage.

Engineering & University Student Organizations

There are several student organizations in the College of Engineering for both undergraduate and graduate students. Some key organizations are Grad SWE (http://societyofwomenengineers.illinois.edu/about-gradswe), GEDI (https://publish.illinois.edu/gedi-uiuc), NSBE (http://nsbe.ec.uiuc.edu), and SHPE (http://www.shpe-uiuc.org). To learn about the 70+ professional and honorary engineering societies/organizations students and to become involved, visit http://ec.illinois.edu/societies.

In addition, there are 100+ student organizations within the university. To view a complete list of all such opportunities, visit https://union.illinois.edu/get-involved/office-of-registered-organizations.

Resources

Student Directory Information

Engineering IT Support, EWS Labs & Printers

Career Services

Disability Resources & Educational Services (DRES)

Counseling Services

Important Websites

Student Directory Information

Graduate students are automatically added to the University Student/Staff Directory. Students who wish to include their personal webpage should visit the Technology Services at Illinois (TSI) Electronic Directory Editor (http://illinois.edu/ds/search) to enter their personal homepage URL in the WWW field. Graduate students may opt to withhold their home address and phone number from the University Student/Staff Directory. To suppress this information and learn more about the directory system, visit the Technology Services website (https://techservices.illinois.edu). For additional information, contact Technology Services Helpdesk (consult@illinois.edu) or call 333-7500.

Engineering IT Support, EWS Labs & Printers

Engineering IT provides all departments and graduate students in the College of Engineering with basic and advanced IT services necessary to support the educational and research missions of the college.   To learn more about the support services for graduate students, visit https://it.engineering.illinois.edu/services-support-students. If students need technical support, they can submit a helpdesk ticket by emailing engrit-help@illinois.edu. It is important that students outline their problem in the email and include their contact information.

Printers

Graduate students can print within their department or research group. In addition to using departmental printers, graduate students are able to use the EWS lab and the Grainger Library computer lab printers. Students sign in with their NetID and password when using the EWS and library computers, which will automatically charge a student's account for each page that is printed from the computer. Students **should not** to share their NetID and password with other students and should log off the computer when done.

Career Services

College of Engineering Career Services

The College of Engineering Career Services offers a variety of services to help prepare graduate students for the job market. They offer assistance with identifying internships, resume writing, mock interviews, employment searches and much more. To learn about all the services available, visit http://ecs.engineering.illinois.edu or stop by their office at Suite 3270 in the Digital Computer Laboratory (DCL). In addition, the University Career Center (http://www.careercenter.illinois.edu/) holds various events and workshops.

Graduate College Career Development Services

The Graduate College Career Development Services provides another resource for career development that caters to graduate students, fostering personal growth and professional development. This office assists students with exploring careers, applying for jobs, faculty hiring, interviewing, negotiating offers, and much more. To learn more about their services and seminars that are held throughout the year, visit http://www.grad.illinois.edu/careerdevelopment.

Disability Resources & Educational Services (DRES)

Students who have a medically documented disability may obtain disability-related academic adjustments and/or auxiliary aids through the Disability Resource and Educational Services (DRES). Students are responsible for contacting their course instructors and providing them with a letter from DRES to receive academic adjustments. To

contact DRES, visit http://www.disability.illinois.edu, or their office on 1207 S. Oak Street in Champaign, call 333-4603, or email disability@illinois.edu.

Counseling Services

All students at the University of Illinois at Urbana-Champaign have access to the Counseling Center to assist them with achieving a balanced Illinois experience. Services range from various forms of counseling, educational programming initiatives, training programs, outreach and consultation activities, and self-help materials. Counseling Center staff has extensive training and experience with assisting graduate students. Visits with a counselor are confidential and are not shared with the student's home department or faculty advisor. To learn more about the Counseling Center's services, visit http://www.counselingcenter.illinois.edu/ or call (217) 333-3704.

Important Websites

- Illinois Human Resources (IHR) (http://www.humanresources.illinois.edu)
- Assistantship Clearinghouse (http://www.grad.illinois.edu/clearinghouse)
- Campus Police (http://www.dps.illinois.edu/)
- Campus Registered Student Organizations (https://union.illinois.edu/get-involved/office-of-registered-organizations)
- Campus Recreation (ARC) (http://campusrec.illinois.edu/facilities/arc)
- Campus Technology Services (https://techservices.illinois.edu)
- Center for Teaching Excellence (CITL) (http://citl.illinois.edu/)
- Code of Policies and Regulations Applying to All Students (http://studentcode.illinois.edu)
- Counseling Center (https://counselingcenter.illinois.edu)
- Course Catalog/Course Offerings (http://catalog.illinois.edu/courses-of-instruction)
- Disability Resource and Educational Services (DRES) (http://www.disability.illinois.edu)
- Engineering Administration Directory (http://www.engineering.illinois.edu/directory/administration)
- Engineering Career Services (http://ecs.engineering.illinois.edu)
- Engineering Convocation (http://engineering.illinois.edu/graduation)
- Engineering GEDI Student Organization (https://publish.illinois.edu/gedi-uiuc)
- Engineering Grad SWE Organization (http://societyofwomenengineers.illinois.edu/about-gradswe)
- Engineering Graduate Student Advisory Committee (EGSAC) (http://publish.illinois.edu/engr-egsac)
- Engineering Graduate Programs (http://engineering.illinois.edu/academics/graduate)
- Engineering IT Shared Services (http://it.engineering.illinois.edu/services-support-students)
- Engineering Mavis Fellows Program (http://publish.illinois.edu/engr-mavis)
- Engineering NSBE Student Organization (http://nsbe.ec.uiuc.edu)
- Engineering Online Programs (http://www.engineering.illinois.edu/online)
- Engineering PhD & Post Doc Hiring Portal (https://my.engr.illinois.edu/phdprofile)
- Engineering SHPE Student Organization (http://www.shpe-uiuc.org)
- Engineering Student Societies/Organizations (http://ec.illinois.edu/societies)

- English Placement Test (EPT) (http://www.linguistics.illinois.edu/students/placement)
- Getting Started-Graduate College Quick Guide (http://www.grad.illinois.edu/quick-guide)
- Graduate College (http://www.grad.illinois.edu/)
- Graduate College Career Services (http://www.grad.illinois.edu/careerdevelopment)
- Graduate College Exam and Committee Policies (http://www.grad.illinois.edu/exams-committees)
- Graduate College Fellowship Office (http://www.grad.illinois.edu/fellowship)
- Graduate College Handbook (http://www.grad.illinois.edu/gradhandbook)
- Graduate College Student Advisory Committee (SAGE) (http://www.grad.illinois.edu/committees/sage)
- Graduate College Thesis Office (http://www.grad.illinois.edu/thesis)
- Graduate Employee Organization (GEO) (http://humanresources.illinois.edu/employees/current-employees/graduate-employees/graduate-assistant/index.html)
- Graduate Programs Catalog (http://catalog.illinois.edu/graduate/)
- Graduate Student Petitions and Instructions (http://www.grad.illinois.edu/academic-support)
- Graduate Student Senate (https://isg.illinois.edu/view/7038)
- Grainger Engineering Library (http://search.grainger.illinois.edu/top)
- Grievance Policies (http://www.grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict)
- Housing Information (http://www.housing.illinois.edu)
- Illinois' Code of Student Conduct (http://studentcode.illinois.edu)
- International Student and Scholar Services (ISSS) (http://www.isss.illinois.edu/)
- Krannert Center for the Performing Arts (https://krannertcenter.com/)
- McKinley Health Center (http://www.mckinley.illinois.edu)
- MBA Program (https://mba.illinois.edu)
- NESSIE (University HR Employee Website) (https://nessie.uihr.uillinois.edu/cf/index.cfm)
- Office of Admissions and Records (http://registrar.illinois.edu)
- Office of Equal Opportunity and Access (http://diversity.illinois.edu)
- Office of Minority Student Affairs (http://www.omsa.illinois.edu)
- Office of Student Financial Aid (http://osfa.illinois.edu)
- Office of Student Health Insurance (http://si.illinois.edu)
- Office of the Registrar (http://www.registrar.illinois.edu/)
- Office of the Vice Chancellor for Research (http://research.illinois.edu)
- Thesis Handbook (http://www.grad.illinois.edu/thesis)
- The Office of Student Conflict Resolution (http://www.osja.illinois.edu)
- University of Illinois main website (http://www.illinois.edu/)
- University of Illinois Career Center (http://www.careercenter.illinois.edu/)
- University of Illinois Convocation (http://commencement.illinois.edu)

Academic Policies and Procedures

Code of Conduct Policy

Student Ethics

Registration

Summer Registration

Graduate Programs Grading System

Special Grades (I, DFR, ABS, NR)

Web-based Degree Audits

Probation (GPA)

Transfer of Coursework

Online Course-Program Policies

Academic Leave & Re-Entry into Program

Graduate Petitions

Grievance & Policy Procedural Appeals

Thesis Deposit

Graduation Process & Convocation

Important Dates for 2017-2018 the Academic Year

New Graduate Student Checklist

Code of Conduct Policy

The College of Engineering requires all students to act in a professional manner. This includes all written and verbal communications with faculty, staff, students, outside vendors, or research partners. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes, or sexual preferences are permitted. In addition, students are held accountable to the University of Illinois Code of Student Conduct (http://studentcode.illinois.edu). Violations of these policies may result in disciplinary action, which may include dismissal from the university.

Students who are accused of a violation have 8 days to appeal to their home department's Grievance Committee. Failure to appeal within this time frame or denial of appeal means that charges will stand and disciplinary action will be enforced.

Student Ethics

The College of Engineering is strict about enforcing student ethics and will not tolerate cheating in a course or plagiarism on course related papers, published papers, or theses. The College uses section 1-402 (http://studentcode.illinois.edu/article1_part4_1-402.html) of the Student Code to define cheating/plagiarism. It is the student's responsibility to carefully read through this section. Students who are accused of such a violation may face some or all of the following consequences: receive a grade of zero on the assignment or exam, receive a failing grade for the course, or dismissal from their program.

Steps to Follow Per University Student Code

1. Given a suspected infraction, an instructor may ask to speak to the student(s) either separately or together, explain his/her concerns, and hear the student(s) justification. The instructor may find that there wasn't really a breach of academic integrity and choose not to penalize the student(s), or may conclude that something more serious has occurred.

2. If the instructor concludes that something serious has occurred in step 1, he/she should indicate to the student that he/she will be receiving an *allegation* through the FAIR (faculty academic integrity reporting) system and that all responses should be sent via that system. In particular, if the student wants to include anything said to the instructor in step 1, he/she should document this through the FAIR system. The FAIR system is the definitive record of student responses to allegations. If the instructor does not complete step 1, the instructor can simply make the allegation through the FAIR system and the first contact with the student about the allegation will be through the FAIR portal. The allegation usually is something like "Based on x, y, z, I believe you may have copied/plagiarized…. on homework n / exam m / your paper / etc." The allegation is formatted into a letter, which includes information about the student code, how /when the student should respond, etc.

3. After the student has had a chance to respond through the portal, or after the time to do so has expired, the instructor will be prompted to make a finding. If the finding is that an infraction has occurred, the instructor will select one or more penalties.   One of the available penalties is "warning only", which is still recorded as a breach of academic integrity. The infraction is part of the student's record for six years after graduation. However, nobody will have access to that information unless via a court order, or if the student voluntarily releases the information (as might be required on an application to law school or for government security clearance).

4. The student has an opportunity to appeal, and the appeal is heard via a departmental committee if the penalty was less than a failing grade, or at the college level if the penalty was a failing grade.

For more details, visit http://studentcode.illinois.edu/article1_part4_1-401.html.

Registration

Registration begins in late October for the spring term and early April for the summer and fall terms. Students can find their earliest registration time at the Office of Admissions and Records (OAR) website (http://www.registrar.illinois.edu/). Graduate students begin registering after several other student groups (e.g., graduating seniors, honors students, and band members have first priority registration times). The UI Integrate Self-Service is used for registration and for any modifications to course schedules through the 10th day of instruction. Students can also use this system to print an unofficial transcript or add their name to the appropriate graduation list.

IMPORTANT NOTICE: All graduate students must be **REGISTERED** for fall and spring term **BY** the 10th day of classes.   Failure to do so may result in late fees, loss of valid visa status for international students, loss of assistantship, and unapproved leave of absence. All graduate students, except those on an approved leave of absence, must be registered for each fall and spring term until they graduate.

Full-time Status

- Graduate students with no assistantship need to register for a minimum of 12 graduate credit hours to be considered full-time students for fall and spring semesters. Students on an assistantship of 25% or more need to register for a minimum of 8 graduate credit hours to be considered full-time. Students with outstanding student loans may be required to be registered full-time to avoid having the loan called.

- All students awarded fellowships and/or tuition and fee waivers not associated with an assistantship are required to be registered for a minimum of 12 graduate credit hours.

- During fall and spring term, students can register for no more than 20 credit hours. For summer term, the maximum is 12 credit hours. Any overloads require submission and approval of a Graduate College petition.

- Students are not required to register for summer term unless they are on CPT or a fellowship that continues into the summer term. Summer registration for students on a fellowship is 4 graduate hours in an 8-week course. Students who hold a 25% or more assistantship need to register for 4 credit hours to be considered full-time.

- Students who have less than 12 hours left to complete their degree program only need to register for the number of hours required to graduate. However, students with undergraduate loans in deferment are strongly encouraged to consult with the Office of Admissions and Records to determine whether or not their enrollment constitutes full-time status for the purpose of keeping their loans from going into repayment. International students will need to complete a reduced course load form and have it approved in order to be below full-time status.

- Credit hours can be in the form of traditional coursework, independent study (under supervision of a faculty member), thesis research, or seminars.

- International students must register as full-time students no later than 10 calendar days into the semester. ISSS monitors all international students' registration to ensure they are registered as full-time students. ISSS is obligated by law to terminate the F-1 or J-1 immigration status for all students who are not registered.

- Graduate students on an assistantship that provides a tuition waiver need to be registered by the 10th day of the term or they may lose their assistantship.

Late Registration

Late registration begins at 5 p.m. of the first day of the semester. Students who are not registered by the 10th day of class lose the ability to register themselves and must use the Late Registration and Late Course Change form

(http://www.grad.illinois.edu/sites/default/files/pdfs/late_crs_change.pdf).   The student's advisor and home department must approve such a request prior to final approval by the Graduate College. There is a penalty fee for late registration, which will be added to the student's bill.

Adding/Dropping Courses

- Each semester has add/drop course deadlines for registered students. Students can find these deadlines by checking the OAR website (http://www.registrar.illinois.edu/).

- The College of Engineering Office of Graduate, Professional, and Online Programs maintain an Academic Calendar (http://illinois.edu/calendar/list/5081) with these deadlines.

- The Late Registration and Late Course Change form (http://www.grad.illinois.edu/sites/default/files/pdfs/late_crs_change.pdf) is required to add or drop a course past the deadline. The Instructor, advisor, and home department must approve the request prior to submission of the form to the Graduate College. **NOTE:** Students must maintain full-time status throughout the semester.

- Courses cannot be dropped after a final exam has been completed.

Class Attendance

Regular class attendance is expected of all students at the university. The authority for an excused absence rests with the course instructor, subject to the requirement to reasonably accommodate class absence as described in the Student Code of Conduct section 1.501. Students who are absent due to a medical or family emergency need to follow the policy and procedure set forth in 1.501 of the Student Code of Conduct (http://studentcode.illinois.edu/article1_part5_1-501.html).

Withdrawing

Students should make sure they completely understand their home department's policy and any consequences of withdrawing from the university prior to completing this process. The UI Integrate Self-Service system will not allow students to drop all courses, as this constitutes a withdrawal. Students must complete the Withdrawal-Cancellation form (http://www.registrar.illinois.edu/Media/Default/RGSTRNS/Withdrawal_Form.pdf) to do a complete withdrawal from the semester. International students must have approval from the Office of International Student and Scholar Services (ISSS) to withdraw.

Summer Registration

Students are not required to register during the summer in order to hold an assistantship. However, students should check with their department about departmental policies and with their thesis advisor.   International students must register during the summer if it's their first semester, last semester, or if they are on Curricular Practical Training (CPT). To learn more, visit the ISSS website on registration policies (http://www.isss.illinois.edu/students/f1j1/).

Some students may need to register full-time due to student loans, fellowships, etc. If a graduate student holds a 25-67% grad assistantship, 4 graduate-credit hours is considered full-time. If a student holds a less than 25% assistantship, 6 graduate-credit hours is considered full-time. A summer tuition and fee waiver will cover the following fees: service fee, half of the health insurance fee, health service fee, AFMFA fee (if assessed), and half of the Library/IT fee (if assessed).   Students who held a waiver-generating appointment during the spring term are eligible to receive a summer tuition waiver if they enroll in the summer term (http://www.grad.illinois.edu/gradhandbook/2/chapter7/tuition-waivers).

Summer registration affects a student's ability to use campus services. If a student does not register for summer term or registers for less than 3 hours, this affects the following benefits:

- Student Health Insurance (see the "Student Health Insurance" section of handbook for more information).
- McKinley Health Center (http://www.mckinley.illinois.edu) will require students to pay a fee to use McKinley.
- Campus Recreation Facilities (http://www.campusrec.illinois.edu/membership/eligibility.html) will require students to pay a fee to use their facilities.
- Additional taxes of 5.65% (Medicare – 1.45% and Social Security – 4.2%) will be charged to a student working on campus.

Graduate Programs Grading System

The grading system at the University of Illinois at Urbana-Champaign is listed below. The chart outlines the points associated with a course grade, which is used in the computation of grade point averages for the semester and overall GPA.

A+	4.00	C-	1.67
A	4.00	D+	1.33
A-	3.67	D	1.00
B+	3.33	D-	.67
B	3.00	F	0.00
B-	2.67	F by Rule	0.00
C+	2.33	ABS	0.00
C	2.00		

The Graduate College will allow any grade of D or higher to be counted as a passing grade for all graduate program degree requirements. Departments may require graduate students to earn a higher grade in their coursework for it to count towards their degree. Students must consult with their home department to learn about the grade policy for their degree program.

When a graduate student repeats a course, all hours and grades count toward the cumulative graduate GPA. There is no mechanism for grade replacement at the graduate level.

Credit/No-Credit

Electing credit/no-credit registration allows students to enroll in a course for a simple pass/fail grade, rather than the conventional letter grade. If a C- or higher is earned, the grade that is entered on the transcript is "S" (satisfactory). Graduate students must consult with their home department about any department policy on allowing credit/no-credit courses to count toward degree requirements.

Special Grades (I, DFR, ABS, NR)

- "DFR" (Deferred) grades are issued at the end of the term only for thesis credit (599). "DFR" grades will only be changed to an "S" grade once the thesis is deposited. The Graduate Programs Office in each department usually completes the grade changes for the 599 credit hours once the thesis is deposited.

- "I" (Incomplete) grades are issued at the end of the term when students have not completed the required work for the course. The time limit for students to complete the work is no later than the last day of instruction for the term following the issuance of an "I" grade;

- The last day of fall term for an "I" grade issued in either spring or summer.
- The last day of spring term for an "I" grade issued in fall.

After the deadline, the Graduate College will automatically change an "I" grade to an "F by Rule". This failing grade will be reflected in the student's GPA until the instructor changes it.

- If a student fails to appear for the final exam in a course, the instructor must issue an "ABS" (Absent) grade, no matter how well or poorly the student has done in the course. An "ABS" grade is a failing grade. In some cases, as approved by the instructor, the student may be allowed to take a special exam and the "ABS" grade can then be changed.

- "NR" (no record) is the automatically assigned grade if an instructor enters no grade before the grade submission deadline.

Web-based Degree Audits

Engineering graduate students can check their coursework progress for their degree program through the Degree Audit Reporting System (DARS). Students can access this system using their NetID and password at https://uachieve.apps.uillinois.edu/uachieve_uiuc/general/selectinstitution.html?src=institutionrequired. DARS audits are unofficial degree audits to help guide students with their coursework progress. For an official degree audit, students must contact their home department's Graduate Programs Office. Students who have questions about their DARS audit should contact Rhonda McElroy at rmcelroy@illinois.edu.

Probation (GPA)

A minimum 3.0 grade point average (GPA), corresponding to a grade of B, must be maintained to remain in all graduate programs and to graduate, unless a department has made a special arrangement with the Graduate College. Students whose GPA falls below 3.0 will receive a warning letter from the Graduate College stating that unless the GPA is raised to 3.0 after the subsequent semester, they will not be permitted to continue in the program. All courses taken while at University of Illinois as a graduate student affect the graduate GPA. Students who are on probation will need to complete a Graduate College petition to hold an assistantship during that semester.

Transfer of Coursework

Transfer of Courses Between Illinois Graduate Programs

Students are allowed to transfer graduate credit from one graduate degree to another graduate degree within the Graduate College at the University of Illinois at Urbana-Champaign. The Graduate College does not set a maximum on the number of credit hours that can be transferred between the two programs. However, each department can set a maximum number of credit hours that it allows to be transferred into their graduate programs. Therefore, it is important for students to check with the department to understand their policy on internal transfer of graduate credit hours.

Transfer of Courses Outside of Illinois Graduate Programs

A graduate student may wish to transfer graduate credit completed at another accredited institution. A maximum of 12 credit hours of graduate coursework completed outside the University of Illinois at Urbana-Champaign may be counted toward a graduate degree. Coursework completed outside the University of Illinois Graduate College that can be transferred includes these three types:

1. Graduate level work taken as an undergraduate at the University of Illinois at Urbana-Champaign, but not used

toward a degree.

2. Graduate level work taken at another accredited institution, but not used toward a degree.
3. Graduate level work done while enrolled as a non-degree student at the University of Illinois at Urbana-Champaign.

Up to 12 credit hours of graduate coursework taken while enrolled as a non-degree student, as described in point 3 above, may be petitioned to apply toward a student's graduate degree, in addition to 12 hours of credit taken at another institution as described in point 2. Please note that transfer credit may only be applied to the M.S. degree or Stage I of a direct PhD program. Stage II (before the prelim) and Stage III (after prelim) of the PhD degree requires 64 hours of residence credit on the University of Illinois at Urbana-Champaign campus. Therefore, credit from outside the Graduate College may not be transferred to count toward Stage II or Stage III of a PhD program. For more information, please see the Student Code (http://studentcode.illinois.edu/article3_part8_3-801.html) and the Graduate College website (http://www.grad.illinois.edu/).

Transfer coursework must be less than 5 years old, equivalent to courses offered by the student's home department at Illinois, received a grade of B or higher, and not applied to another degree. Students must complete a Graduate College Petition to request courses to be transferred and must submit an official transcript (which can be sent to the student's home department's Graduate Coordinator) as well as a letter from the appropriate authority at the previous institution stating that the credit hours have not been used towards a prior degree. Student must complete one semester (at least 8 hours) at Illinois in their graduate program before petitioning to request the transfer of coursework. A student requesting to transfer courses under point 3 above can do so at the start of their program. Student requesting to transfer any other courses must wait until they have completed 8 credit hours within their program.

NOTE: All transfer of graduate credit is subject to the approval of the home department and the Graduate College.

Online Course-Program Policies

Who Can Enroll in Online Courses

Online engineering courses are for students who are in the Online Master's degree program. In addition, engineering departments who offer online degree programs may allow their on-campus students to register for an online course depending on availability in the course during the 2017-2018 pilot of blending learning in the College of Engineering. University employees are not eligible for engineering online courses at this time, but are welcome to complete the courses on campus.

Who Can Access Recorded Lectures

All class recordings are password protected. Only online students registered for the course may access the recorded lecture during the semester they are registered. Once a semester has ended, the recorded lectures are no longer available to students. This access can only be provided during the time that the student is enrolled in the course.

Online Students Policies and Procedures

Online degree-seeking students are held to the same policies and procedures as the on-campus degree-seeking students. Therefore, all policies and procedures that are outlined in the student's home department handbook, the College of Engineering Graduate Student Handbook, and the Graduate College Student handbook must be followed.

Academic Leave & Re-Entry into a Graduate Program

For complete details, visit the Graduate College's Academic Leave Policy
(https://grad.illinois.edu/gradhandbook/2/chapter2/registration#LeaveofAbsence).

Graduate students in degree-seeking programs are entitled to a total of **2 terms** (fall and/or spring term) of academic leave in the course of a single degree program. Students must document their request for a leave and meet the eligibility requirements. All leave requests must be made and approved prior to the start of the semester by the student's home department and the Graduate College by completing the Request for Academic Leave of Absence form (http://www.grad.illinois.edu/sites/default/files/pdfs/leaveofabsence-form.pdf). Students who are enrolled in summer only programs must apply for a Leave of Absence before taking a summer term off. There are two categories of Academic Leave of Absence.

1. **Personal Academic Leave of Absence** may be requested for a variety of reasons such as health reasons, personal reasons, active military service, or for taking care of dependents or family members. Students who are on an approved Personal Academic Leave of Absence should use the leave for personal reasons and not to make progress on the degree. In addition, students on Personal Academic Leave of Absence should not expect faculty to provide feedback on academic work, including proposals or drafts of a thesis.

2. **Academic Progress Leave of Absence** may be requested for instances of academic activity such as Study Abroad when the student registers at another institution or for fieldwork when the student is not using university resources including faculty time, nor receiving financial support paid through the university. Students who are on an approved Academic Progress Leave of Absence use it to make progress toward completion of the degree, but must not use campus resources. Expectations of progress to be made during the leave should be documented in the student's academic file.

A student's status does not change during the period of an approved leave of absence. The standing that is in place at the time of leave will not change when the student returns. Students are responsible for knowing the potential consequences of taking an approved academic leave of absence on benefits and services that require enrollment. For example, a student's NetID will be deactivated and the student will not have access to university email or the university library. Other examples include loss of health insurance, loss of graduate assistantships, potential fellowships, and loss of loan deferment, etc.

Procedures to Request an Academic Leave

Students must request a formal leave of absence by completing the process below. All requests must be approved by the department and then by the Graduate College prior to the start of the term.

*   Complete the written Request for Academic Leave of Absence form (http://www.grad.illinois.edu/sites/default/files/pdfs/leaveofabsence-form.pdf).
*   If necessary, complete a petition to request an extension of time to degree.
*   International students must meet with an ISSS advisor and obtain a signature on the Request for Academic Leave of Absence form.
*   Submit the written Request for Academic Leave of Absence form to student's home department. It is important to meet with thesis advisor to review the request before turning the form into home department's Graduate Programs Office.

The department reviews the Request for Academic Leave of Absence form and completes the following steps:
*   Review and document the student's current academic progress in the program by recording the academic requirements that have been completed as well as the student's academic status.

- Document the student's remaining requirements for degree completion upon return.
- Document the length of the approved period of non-enrollment to be not more than 2 terms (spring or fall) during a student's degree program. These may be consecutive terms or single terms approved individually.
- Document the potential financial support that may be available to the student upon return to the degree program, including current department policies on financial support that exist at the time the leave is approved.
- Place the original approved Request for Academic Leave of Absence form in student's academic file and give the student a copy.
- An advising hold is placed on the student's record until he/she returns from approved academic leave.
- A copy of the approved form is forwarded to the Graduate College for inclusion in the student's academic record within the Graduate College.

Return from approved Academic Leave of Absence

Domestic Students

Domestic students must notify their home department of their intent to return so the department may review and confirm their academic status at the time of return. The department should remove any advising holds from the student's record. If a domestic student has not been enrolled for three consecutive terms including summer, the student must complete the Application for Re-Entry form (http://www.grad.illinois.edu/sites/default/files/pdfs/re-entry.pdf) and receive approval from the Graduate College. The Approved Academic Leave of Absence form must be attached to the Application for Re-entry form to document the approved leave terms and for the return to enrolled student status.

International Students

International students must notify their home department of their intent to return so the department may review and confirm their academic status at the time of return. The department should remove any advising holds from the student's record. In addition, all international students must submit the International Student Verification form (http://www.grad.illinois.edu/sites/default/files/pdfs/intlverifform.pdf) and the Declaration & Certification of Finances Form (http://www.grad.illinois.edu/sites/default/files/pdfs/certoffinances.pdf) or a letter from the department confirming any funding by the department. The Approved Academic Leave of Absence form must be attached to the Application for Re-entry form to document the approved leave terms and for the return to enrolled student status. International students should begin the re-entry process at least 3 months in advance to allow the time required to process all visa documentation.

Non-Approved Leave of Absence

Graduate students in a degree-seeking program that do not request a formal leave of absence (fall and spring terms, not summer unless they are in a summer only program) may be subject to potentially negative consequences for failing to request a formal Academic Leave of Absence. Students who do not enroll and do not meet with their home department to document their status with an approved Academic Leave of Absence before the start of a term are considered Absent without Leave. The department will place an advising hold on the student's record. A student who is Absent without Leave may be prevented from re-enrolling, may have additional degree requirements to complete if allowed to return, or may be subject to new degree requirements.

Graduate Petitions

To request exceptions to the Graduate College policies or deadlines, students are required to complete a Graduate Student Request form (http://www.grad.illinois.edu/gsas/gradpetition). Below some examples of when students would request an exception.

• Transfer of credit
• A time extension
• In absentia registration
• A curriculum change

Graduate students should complete the online form at the link above after seeking advice from either their thesis advisor, academic advisor, of home department's Graduate Programs Office. A Graduate College petition requires a minimum of two signatures (usually an advisor and authorized signatory in the student's home department's Graduate Programs Office). Sometimes certain petitions, like a change in curriculum, may require more signatures if the request involves units other than the student's home department. Petitions are sent to the Graduate College by the student's home department for final review. The student and the department are notified via email of the Graduate College's final decision on the petition. Petitions can take up to 3 weeks once received by the Graduate College. It is important to note that just because the department has approved the exception, this does not mean that it will automatically be approved by the Graduate College.

Grievance & Policy Procedural Appeals

The faculty, staff, and students in the College of Engineering are a diverse community and from time to time conflicts or problems may arise. Most of these conflicts or problems can be resolved informally between the two parties. However, there may be times that these conflicts cannot be resolved in this way. In these cases, students can either elect to file a formal grievance with their home department's Graduate Programs Office or directly with the Graduate College. Consult the Graduate College's process (http://www.grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict) for more information.

Thesis Deposit

Thesis deposits are required for the M.S. thesis and PhD dissertation. It is important for students to understand the Graduate College thesis requirements (http://www.grad.illinois.edu/thesis), which will help them prepare their document in the correct format. In addition, students need to be aware and follow the thesis deposit process (http://www.grad.illinois.edu/thesis/process) to help ensure that everything is completed in the necessary order and all the correct forms are signed and submitted before the deadline.   Please note that it is the student's, not the department, responsibility to ensure all required forms are completed and signed.

Each semester has a hard deadline by which all thesis deposits must be made to the Graduate College. This means that the Graduate College Thesis Office must receive all corrections and all required deposit materials by 5 p.m. on the day of the deadline. If the deadline is missed, then graduation will be delayed until the next graduation date. Therefore, it is highly recommended that all students begin the electronic deposit of their thesis **at least** three days prior to the Thesis Office deadline. Students who wait until the last minute to deposit their thesis may not make the deadline. A thesis submitted electronically to the Thesis Office database is placed in a queue and will be processed in the order received. Any theses that are still in the queue at 5 p.m. on the day of the deadline or need additional changes will not be accepted for deposit. Students will then need to add their name to the next semester's degree conferral list. For more information, please visit the Graduate College Thesis Office website (http://www.grad.illinois.edu/thesis).

Graduation Process & Convocation

Students who are ready to receive their degree must place their name on the degree conferral list using the UI Integrate Self-Service before the deadline for that term. This alerts the student's home department and the Graduate College that the student plans to graduate that semester. Students who fail to add their name by the deadline will have to wait until the next semester to graduate.

All graduate students are invited to participate in the College of Engineering and University convocations upon completion of their graduate degree. It is important that students sign up before the deadlines. To learn more and to sign up, visit the College of Engineering Convocation website (http://engineering.illinois.edu/graduation) and the University's Convocation website (http://commencement.illinois.edu).
REMINDER: PhD students must be registered for the term in which they complete their final exam. International master's students on an F-1 visa must be registered for the term in which they deposit their thesis if they have a valid I-20. In addition, master's students with 8 hours or less to complete in the summer term may choose to participate in the May Commencement. However, their name will not appear in the printed commencement program.

Important Dates for the 2018-2019 Academic Year

Below are important academic deadlines set by the Graduate College and important deadlines/events that are internal to the College of Engineering. In addition to these dates, check out the Graduate Student Seminars and workshops (http://www.grad.illinois.edu/pubs/gradlinks) hosted by the Graduate College for the academic year. Please also view the College of Engineering Office of Graduate, Professional and Online Program academic calendar (http://illinois.edu/calendar/list/5081) for seminar dates and additional event information.

Fall 2018 Term

August 16, 2018	Fall TA and RA appointments begin
August 15-17, 2018	ISSS New International Graduate Student Orientation Fall 2018 (register at http://isss.illinois.edu/students/incoming/orientation/grad_orientation.html)
August 20-21, 2018	Graduate Academy for College Teaching Workshop (All brand new TA need to complete this training)
August 23, 2018	GradFest 2018 (event only for new engineering graduate students)
August 24, 2018	Deadline to cancel fall registration
	SURGE Fellows Welcome/Networking Event
August 27, 2018	First Day of fall term
	Welcome Reception for New Graduate Students (4 to 6 pm at Illini Union, A, B, C and South Lounge)
September 3, 2018	Campus Closed – Labor Day
September 4, 2018	Lam Research Award Announcement sent to qualifying Departments (applications due September 28, 2018)
September 6, 2018	Fall Graduate Assistant Employee Orientation (TA, RA, GA, PGAs) sponsored by Academic Human Resources and the Graduate College (3:00 pm at Illini Union, 404)
September 10, 2018	ALL Graduate Students Should be registered as full-time for fall term
	Last day to add a semester course on Web Self-Services
	Deadline for Graduate Students to submit form to elect to audit a semester course
September 11, 2018	Fall Graduate Assistant Employee Orientation (TA, RA, GA, PGAs) sponsored by

	Academic Human Resources and the Graduate College (9 am at Illini Union, 314A)
September 27-29, 2018	2018 MERGE Program
September 28, 2018	Lam Research Award Application Due – 5 pm
October 19, 2018	Last day to drop a semester course on Web Self-Service
October 26, 2018	Last day to submit a change of curriculum request for the current term (includes changing your degree program or adding/dropping a minor or concentration)
October 28, 2018	Last day to add name to December degree conferral list through Web Self-Services
October 29, 2018	Registration for spring term begins
November 16, 2018	Last day to withdraw from fall term without a "W" grade Last day to drop a semester course without a "W" grade Last day to elect credit-no credit option for a semester course or to change from credit-no-credit to a regular grade Last day to take the final exam for December doctoral degree
November 17-25, 2018	Fall Break
November 22-23, 2018	Campus Closed – Thanksgiving Break
November 26, 2018	Classes resume
December 7, 2018	Last day to deposit December doctoral thesis
December 12, 2018	Instruction ends
December 13, 2018	Reading day Last day to add/drop a semester course with instructor and departmental approval (a "W" is recorded) Last day to change a grade of DFR or I for the previous term to prevent it from being changed to an F by rule (this does not apply to 599 hours)
December 14, 2018	Last day to deposit December master's thesis
December 14-20, 2018	Final exams
December 24, 2018	December degree conferral (no commencement)

Spring 2019 Term

January 9-10, 2019	Graduate Academy for College Teaching Workshop (All brand new TA need to complete this training)
January 11, 2019	Deadline to cancel spring registration
January 14, 2019	First day of spring term
January 21, 2019	Campus Closed – Martin Luther King Day
January 28, 2019	ALL Graduate Students Should be registered as full-time for spring term Last day to add a semester course without permission Deadline to submit form to elect to audit a semester course
February 1, 2019	Yee Fellowship Announcement sent to Departments (due date Feb. 22)
February 15, 2019	EGSAC Announcement sent to Grad Students (due date March 15)
February 22, 2019	Yee Application Deadline – 5 pm
March 1, 2019	Mavis Fellows Application Announcement sent to Departments and Grad Students (due date March 29)
March 15, 2019	Last day to drop a semester course on Web Self-Services

March 15, 2019	EGSAC Application Deadline – 5 pm
March 16-24, 2019	Spring break
March 25, 2019	Classes resume
March 29, 2019	Mavis Fellows Application Deadline – 5 pm Last day to submit a change of curriculum request for the current term (includes changing your degree program or adding/dropping a minor or concentration)
March 31, 2019	Last day to add name to the May degree conferral list (must use Web Self-Services)
April 1, 2019	Registration for summer and fall terms begin
April 5, 2019	Last day to take final exam for May doctoral degree
April 12, 2019	Last day to withdraw from spring term without a "W" grade Last day to drop a semester course without a "W" grade Last day to elect credit-no credit option for a semester course or to change from credit-no-credit to a regular grade
April 19, 2019	Last day to deposit May doctoral thesis
April 22, 2019	Announcement for EGSAC Members
April 26, 2019	Last day to deposit May master's thesis
April 30, 2019	Announcement of Mavis Fellows
May 1, 2019	Last day of instruction
May 2, 2019	Reading Day Last day to add/drop a semester course with instructor and departmental approval (a "W" is recorded) Last day to change a grade of DFR or I for the previous term to prevent it from being changed to an F by rule (this does not apply to 599 hours)
May 3-10, 2019	Final exams
May 11, 2019	May degree conferral (commencement)

Summer 2019 Term

Please see the Summer 2019 Academic Calendar (http://calendars.illinois.edu/list/3284/) for the complete list of deadlines for both summer 1 and summer 2 sessions. For online students, please see the Online Summer 2019 Calendar (http://illinois.edu/calendar/list/4328).

May 27, 2019	Campus closed – Memorial Day
May 28, 2019	First day of summer 10 week term (online courses)
June 28, 2019	Last day to take final exam for August doctoral degree
July 4, 2019	Campus closed – Fourth of July
July 5, 2019	Last day to add name to August degree conferral list (must use Web Self-Services)
July 12, 2019	Last day to deposit August doctoral thesis
July 19, 2019	Last day to deposit August master's thesis
August 1, 2019	Instructions end at noon Reading day begins at 1 p.m.
August 2-3, 2019	Final exams
August 5, 2019	August degree conferral (no commencement) Last day for any Graduate Petitions related to August degree conferrals

New Graduate Student Checklist

Welcome to the College of Engineering Graduate Programs. Now that you have arrived safely to campus, we highly recommend that you complete the following items prior to the start of the term on August 27, 2018.

International Students Only

Office of International Student and Scholar Services – As soon as possible upon arrival to campus, all international students should check in with the Office of International Student and Scholar Services (ISSS). Between August 1 and August 17, you can check in at 610 E. John Street, Room 400 Student Services Building. Between August 19 and August 23, you can check in at the Illini Union Ballroom (2nd Floor). For a complete schedule, visit http://isss.illinois.edu/students/incoming/. A "hold" is placed on international students' accounts until they check in. Students are prevented from registering for classes until the "hold" is removed.

Social Security Number – Students who hold an RA or TA **MUST** apply for a social security number as soon as possible. Instructions for this are given when students check in with ISSS.   This only applies to new students with departmental financial aid offers.

All Graduate Students

Grad Academic Office – As soon as possible upon arrival to campus, all new students should check in with the Grad Academic Office in their home department.

Payroll – Students who have been awarded an assistantship should visit their home department's Business Office to fill out an I-9 Employment Eligibility Form. Under federal law, students may not perform any duties associated with their assistantship appointment or be paid by the University until these forms have been completed. Failure to complete these steps in a timely manner may result in reduction of salary and could possibly affect any tuition waiver benefits received from the appointment.

Other required employment forms will be completed on-line in a program called NESSIE. Once the Business Office has entered the student's name into the payroll system, he/she will receive an email with further instructions. When completing these forms, please make sure to hit the "submit" button.

McKinley Health Center – Submit health forms (by mail or in person upon arrival) to 1109 S. Lincoln Avenue, Urbana, IL 61801.

I-Card – Each student is issued a permanent photo identification card, which must be retained by the student while registered at the university. The i-Card Office (http://www.icardnet.uillinois.edu/public) is located on the first floor of the Illini Union Bookstore, 809 S. Wright Street (corner of Wright and John Street).

Parking – Students should register their car or bicycle if applicable with the Parking Office, 1201 W. University Avenue, Urbana. Metered parking cost 75 cents or more and can be difficult to find at certain times. Note that student semester fees include a bus pass. Riding the bus is highly recommended.

UI-Integrate – Register for classes. Students must complete the Quick Guide (http://www.grad.illinois.edu/quick-guide) in order to register. The Quick Guide includes instructions on creating student NetIDs and Enterprise IDs needed for registration. Make sure to register before the university deadline: 5:00 p.m. on the first day of classes. After this date, students are charged a late fee.

Course Catalog – Students can view the upcoming semester course offerings and course catalog at https://courses.illinois.edu/schedule/DEFAULT/DEFAULT.

Housing – Check out the Champaign News-Gazette on-line (http://www.news-gazette.com/classified). For on-campus housing, visit the University Housing Office (http://www.housing.illinois.edu/).

Fall Teaching Assistant Orientation – Students who have a teaching assistantship are required to attend the Graduate Academy for College Teaching run by the Center for Innovation in Teaching & Learning and usually scheduled for the week before the start of the fall term. Please see the "Important Dates for the 2018-2019 Academic Year" section for exact dates. Attendance at this orientation is mandatory for anyone holding a teaching assistantship on this campus.

Final Credentials – Students must ensure that the Graduate College Admissions Office (2nd Floor of Coble Hall) has a final, original transcript as outlined in the admission offer letter. If a student hand delivers the transcript, it must be in a sealed envelope.

New Grad Orientation/Welcome – Students must attend their home department's new Grad Orientation/Welcome that usually takes place the week before classes or the week classes start.

Engineering GradFest 2018 - Attend the Engineering GradFest 2108 on August 23 from 3 to 6:30 pm to meet other new engineering graduate students and learn more about the college's vision and resources.

Who to Contact

Quick Reference Guide

Name	Title	Email	Phone Number
Harry Dankowicz	Associate Dean for Graduate, Professional & Online Programs	danko@illinois.edu	244-1231
Abby Dillingham	Office Administrator	dilling1@illinois.edu	265-4560
Rhonda McElroy	Executive Director of Graduate Programs	rmcelroy@illinois.edu	244-2745
Amy Clay-Moore	Marketing and Recruitment Coordinator	amyclay@illinois.edu	300-2172
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Frequently Contacted Departments Quick Reference Guide

Department	Email Address	Phone Number
Graduate College	grad@illinois.edu	333-0035
International Student & Scholar Services (ISSS)	isss@illinois.edu	333-1303
Student Health Insurance	www.si.illinois.edu	333-0165
Financial Services – Cashier Office	usfscohelp@uillinois.edu	333-1280
University Police Department	dpscomments@illinois.edu	333-1216 (911 for emergencies)
Counseling Center	www.counselingcenter.illinois.edu	333-3704
Office of Admission & Records	www.registrar.illinois.edu	333-0210