



ILLINOIS

Grainger College of Engineering



Graduate Student Handbook

2020-2021

Graduate, Professional & Online Programs

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TABLE OF CONTENTS

INTRODUCTION	3
GRAINGER ENGINEERING GRADUATE DEGREES	3
DOCTORAL PROGRAMS.....	3
THESIS-BASED MASTER’S PROGRAMS	4
PROFESSIONAL MASTER’S PROGRAMS	4
GRADUATE STUDENT FUNDING	4
DOCTORAL PROGRAMS.....	4
THESIS-BASED MASTER’S PROGRAMS	4
PROFESSIONAL MASTER’S PROGRAMS	5
GRADUATE ASSISTANTSHIPS	5
FELLOWSHIPS.....	7
GRAINGER ENGINEERING FUNDING LIMIT POLICY.....	7
POLICIES & PROCEDURES	7
STUDENT RIGHTS AND RESPONSIBILITIES	7
ENGLISH PROFICIENCY REQUIREMENT.....	8
LIMITED STATUS	8
REGISTRATION	8
GRADING SYSTEM.....	9
ACADEMIC STANDING.....	11
ACADEMIC LEAVE & RE-ENTRY INTO PROGRAM	12
GRADUATE COLLEGE PETITIONS.....	13
THESIS DEPOSIT	13
GRADUATION PROCESS & CONVOCATION	14
CURRICULAR & OPTIONAL PRACTICAL TRAINING PROCESS	14
CURRICULAR PRACTICAL TRAINING (CPT).....	14
OPTIONAL PRACTICAL TRAINING (OPT)	17
IMPORTANT RESOURCES	17
KEY DATES	17
STUDENT DIRECTORY INFORMATION	17
GRAINGER ENGINEERING IT SUPPORT, EWS LABS & PRINTERS	17
CAREER SERVICES	18
DISABILITY RESOURCES & EDUCATIONAL SERVICES (DRES)	18
COUNSELING SERVICES	19
INSTITUTE FOR INCLUSION, DIVERSITY, EQUITY AND ACCESS.....	19
STUDENT HEALTH INSURANCE.....	19
THE OFFICE OF GRADUATE, PROFESSIONAL & ONLINE PROGRAMS.....	20
ACADEMIC DEPARTMENTS.....	20
CAMPUS WEBSITES.....	22
NEW GRADUATE STUDENT CHECKLIST	24

INTRODUCTION

This handbook provides an overview of key information and resources as well as relevant campus and college-level policies and procedures for graduate students enrolled in PhD and master's degree programs in The Grainger College of Engineering (Grainger Engineering). This version of the handbook is effective August 2020.

The [Graduate College](#) establishes campus academic and administrative policies and requirements governing graduate education at the University of Illinois. These policies and procedures are detailed in the [Graduate College Handbook](#), though many are referenced throughout this document. In addition, colleges and individual academic departments may implement additional policies specific to graduate students enrolled in their units. Students are responsible for knowing and abiding by all policies set forth by the Graduate College, Grainger Engineering, and their home department.

This handbook seeks to provide Grainger Engineering graduate students with an overview of campus and college-level policies and procedures, as well as useful information, important resources, and key campus, college, and department contacts.

GRAINGER ENGINEERING ADMINISTRATION

Rashid Bashir is the Dean of The Grainger College of Engineering. The Deans' office is housed in Engineering Hall, the primary anchor point for the college. To learn more about the administrators that serve the college, please visit the college administration directory at <https://grainger.illinois.edu/about/directory/administration>.

GRAINGER ENGINEERING OFFICE OF GRADUATE, PROFESSIONAL & ONLINE PROGRAMS

Led by Harry Dankowicz, the Associate Dean for Graduate Professional and Online Programs, the Office of Graduate Professional & Online Programs (GPO) coordinates graduate, professional and online education in The Grainger College of Engineering. GPO staff members work with engineering departments to support excellence in graduate education, facilitate college-wide graduate scholarship and fellowship programs, and organize programs and events for engineering graduate students. Importantly, GPO is a resource for all engineering graduate students and works closely with the Graduate College and Grainger Engineering departments to provide students with valuable information and opportunities throughout their time at Illinois. As a student, your primary point of contact should be the Graduate Programs or Graduate Advising Office in your home department. You are welcome to reach out to GPO with any questions or concerns regarding your Grainger Engineering graduate experience.

GRAINGER ENGINEERING GRADUATE DEGREES

Grainger Engineering offers both doctoral, as well as thesis and non-thesis master's degree programs. An overview of Grainger Engineering degree options is provided below.

Doctoral Programs

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 innovators by creating new theories, technologies, or paradigms that advance the state of the art; and
3. to become effective communicators by learning how to express ideas clearly in writing, individual meetings, and public seminars.

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.

Thesis-based Master's Programs

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.

Professional Master's Programs

Professional master's programs (e.g., MEng and MSFE) are non-thesis, coursework-based programs designed for students who do not plan to pursue a PhD. These programs seek to prepare students for career advancement in industry through coursework that encourages technical depth and professional development. All Master of Engineering (MEng) programs and the MSFE program include professional development coursework in the required curriculum.

GRADUATE STUDENT FUNDING

Grainger Engineering students may receive financial assistance during their studies in the form of fellowships or assistantships.

Doctoral Programs

Grainger Engineering PhD students are guaranteed funding for their first five years of PhD enrollment, provided they continue to meet eligibility criteria. This funding is provided in the form of a tuition-waiver-generating appointment in the fall and spring semesters. To remain eligible, students are required to be enrolled in their original degree program, make satisfactory academic progress, maintain good academic standing (see the [Graduate College Handbook](#), Part I, Chapter 3.2), as well as perform satisfactorily and meet the obligations of any assistantships.

Additionally, all students whose native language is not English must obtain a passing score on the oral English proficiency test (IELTS, TOEFL, or Illinois' EPI Exam). Failure to obtain a passing score automatically disqualifies students from this guaranteed funding offer until the semester after a passing score has been obtained.

The guaranteed funding will be in the form of some combination of an assistantship (e.g., a research, teaching, or other appointment) and/or a fellowship and will include a full tuition waiver, as well as a partial fee waiver covering service fees, library technology fees, the academic facilities maintenance fund assessment, and health services fees including vision insurance, dental insurance, and partial payment of the health insurance fee. Students are responsible for paying other assessed fees.

Students are eligible for summer support and funding beyond the first five years of enrollment, contingent on the availability of funding.

Thesis-based Master's Programs

Graduate students in a thesis-based master's program who wish to be considered for a research or teaching assistantship should contact their home department to learn about available assistantship opportunities.

Professional Master's Programs

Most professional master's degree programs (e.g., M.Eng. and MSFE) are designated as self-supporting programs: students in these programs are not eligible for tuition-waiver-generating assistantships. For more information regarding tuition waiver designation categories, please refer to the [Graduate College Handbook](#) (Part I, Chapter 7.4).

Graduate Assistantships

Graduate assistantships provide graduate students with financial resources that help defray the expenses associated with completing a graduate degree. The four types of graduate assistantships include teaching assistant (TA), research assistant (RA), graduate assistant (administrative), and pre-professional graduate assistant (PGA).

Assistantship appointments typically are awarded on a semester-by-semester basis with standard appointment dates of August 16-December 31 (fall semester) and January 1-May 15 (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. Additional information and resources related to graduate assistantships is provided by the Graduate College here: <https://grad.illinois.edu/assistantships>.

The acceptance of an appointment requires students to be available to their supervisor during the appointment dates outlined in the accepted offer letter. If students will be unable to complete 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 assistantship policies is available in the [Graduate College Handbook](#) (Part I, Chapter 8.1).

For International Students Only: Students who do not have a Social Security Number (SSN) will need to request a university-issued Temporary Control Number (TCN) from the [Urbana ID Center \(also called the I-Card office\)](#). You will need to provide your hiring department with the TCN to process your employing paperwork. This is a temporary number and will be replaced with your SSN once it is obtained.

Grainger Engineering graduate students are most commonly offered research assistantships (RA) or teaching assistantships (TA). Descriptions of each are provided by Illinois Human Resources here: <https://humanresources.illinois.edu/employees/current-employees/graduate-employees/graduate-assistant/index.html>.

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 Grainger 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 speaking subscore of 24+ TOEFL iBT; 8+ on the IELTS; or 4CP+ on the campus-based EPI;
- 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) Graduate Academy the week prior to start of the semester. Please visit CITL's website (<https://citl.illinois.edu/citl-101/teaching-learning/conferences-workshops/grad-academy-for-college-teaching>) for more information on this training, including dates.

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.

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, including completion of the I-9 Form. Students must contact the appropriate HR office and complete the I-9 form PRIOR to working.

GRADUATE ASSISTANTSHIP BENEFIT OVERVIEW

Below is a high-level overview of the types of benefits available to graduate assistants. Applicable University benefits for graduate assistants are provided by Illinois Human Resources here:

<https://humanresources.illinois.edu/employees/current-employees/graduate-employees/graduate-assistant/payroll&benefits.html>.

Insurance and Health Care

Health Care Services available for Graduate Students are listed here: <https://grad.illinois.edu/gradmap/health-care>. Additionally, most tuition-waiver generating appointments subsidize the cost of [Graduate Student Health Insurance](#) plan.

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

Student-Parent Resources

A collection of resources for Student-Parents, including childcare information and wellness resources, is available here: <https://www.odos.illinois.edu/student-parents/>.

University Holidays

The university holiday schedule is posted here: <https://humanresources.illinois.edu/employees/resources/info-about-your-employment/campus-holiday-schedule.html>. Students employees are not required to work on campus holidays.

Fellowships

For Grainger Engineering fellowships (SURGE, Carver, GEM, Kuck, Yee, Loh Kwan Chen, and Yunni and Maxine Pao), please contact Liz Johnson (emj4@illinois.edu) to complete a rating form. The rating form allows the Fellow to receive the monthly stipend and any applicable tuition waiver. Fellowship rating forms *must* be completed before the start of the semester. For more information, please see <http://www.grad.illinois.edu/fellowship/fellows>.

All students who are on a fellowship *must* sign the Graduate College Notice of Appointment (NOA) for Fellowships, Traineeships, and Courtesy Waivers, to be subsequently submitted to the Graduate College by their home department before each semester.

Grainger Engineering Funding Limit Policy

Grainger Engineering students who receive external fellowships must work with their academic department to ensure that funding from Grainger Engineering to the student does not exceed set limits.

For information about holding concurrent awards or appointments, see the [Graduate College Handbook](#), Part I, Chapter 8.2.

POLICIES & PROCEDURES

Student Rights and Responsibilities

“The University of Illinois at Urbana-Champaign expects its faculty, staff, students and guests to conduct themselves in accordance with the community values of civility, respect, and honesty; to maintain the highest level of integrity and exercise critical judgment in all dealings, decisions and encounters; and to maintain and strengthen the public’s trust and confidence in our institution,” (Campus Integrity Statement, <http://studentcode.illinois.edu>). As members of the campus community, students have both rights and responsibilities, including but not limited to, complying with the regulations of the University, the Graduate College, and their home department. The Student Code (<http://studentcode.illinois.edu>) describes both general policies and regulations as well as academic policies and regulations. *Each student is responsible for knowing and understanding campus policies and potential consequences of violating policies.*

ACADEMIC INTEGRITY

Grainger Engineering holds graduate students to the highest ethical standards. Students found to have committed infractions of [academic integrity](#) including but not limited to cheating, plagiarism, fabrication, and facilitating infractions of academic integrity (e.g. helping someone else cheat), will be held accountable. Students accused of violations *must* respond to their instructor in writing within ten (10) days and in accordance with their home department’s policies and procedures. A student guide regarding academic integrity, can be found here: <https://provost.illinois.edu/policies/policies/academic-integrity/students-quick-reference-guide-to-academic-integrity/>.

PROBLEM SOLVING

The Graduate College provides a number of resources for graduate students challenging situations here: <https://grad.illinois.edu/ombuds/problem-solving> and in the [Graduate Student Handbook](#), Part I, Chapter 9. Additionally, students are encouraged to work closely with the [graduate programs staff](#) in their home department to address problems. Additional resources include the [Graduate College Ombudsperson](#) and the Grainger Engineering [Associate Director for Graduate Student Success](#).

GRIEVANCES & APPEALS

The faculty, staff, and students in Grainger 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 Handbook](#), Part I, Chapter 9, for more information.

English Proficiency Requirement

Most Grainger Engineering departments will require students who are non-native English speakers to provide evidence of spoken English Proficiency 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. Students are encouraged to check with their home department regarding their policies. Additionally, all non-native English speakers, including master's and PhD students, who wish to be considered for a teaching assistantship must provide evidence of spoken English Proficiency.

Students who have not earned a minimum score on the TOEFL iBT (24 or higher) or IELTS (8 or higher) within two years of the first day of class must complete an Oral English Assessment (EPI) or retake the English Proficiency Test and achieve a passing score. More information regarding this requirement is provided by the Graduate College: <https://grad.illinois.edu/admissions/taengprof.htm>. EPI is administered by the Center for Innovation in Teaching & Learning (CITL). To learn more about EPI, please visit: <https://citl.illinois.edu/citl-101/measurement-evaluation/english-proficiency-interview>.

In addition, in order to be eligible for the Grainger Engineering PhD Funding Guarantee, for AY 2020/21, all students whose native language is not English must receive a passing score on the oral English proficiency test (IELTS, TOEFL, or Illinois' EPI Exam) by July 1, 2020. Failure to obtain a passing score automatically disqualifies students from this guaranteed funding offer until the semester after a passing score has been obtained.

Limited Status

Students who do not meet one or more of the admissions requirements may be approved for admission with Limited Status, and typically must address deficiencies within the first year of enrollment in order to continue. Limited Status is described in the [Graduate College Handbook](#), Part I, Chapter 1.4.

LIMITED STATUS DUE TO A LACK OF DEMONSTRATED ENGLISH LANGUAGE PROFICIENCY. Students admitted with limited status due to lack of demonstrated English language proficiency will be required to take the English Placement Test (EPT) at the beginning of their first term of enrollment. The results of this test may satisfy this requirement, or the results of this test may require that the student complete additional English as a Second Language courses. The student must complete those required courses during their first year following enrollment at the University. The EPT is administered by the Department of Linguistics. More information regarding the EPT and ESL courses is available on their website at: <https://linguistics.illinois.edu/languages/english-placement-test-ept>. Please note that online students cannot be admitted on "Limited Status" for English deficiency.

LIMITED STATUS DUE TO LOW UNDERGRADUATE GPA OR NO COMPARABLE BACHELOR'S DEGREE. Students admitted with limited status due to a low undergraduate GPA (below 3.0) or no comparable bachelor's degree are admitted on probation, described in the [Graduate College Handbook](#), Part I, Chapter 3.2.

LIMITED STATUS DUE COURSE DEFICIENCIES. Students should consult with their home department to develop a plan to address these deficiencies.

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 the Registrar's 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.

SUMMER REGISTRATION

Some students may need to register full-time due to student loans, fellowships, etc. Assistants with waiver-generating appointments are considered by the Graduate College to be enrolled full-time when they meet the following requirements:

- Fall and/or spring term appointments: a minimum of 8 hours; individual programs may set higher requirements.
- Summer term appointment: a minimum of 4 hours for at least the eight-week portion of the summer term (enrollment during the four-week portion of the summer term will not qualify as full-time 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 is 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.iss.illinois.edu/students/f1j1/>).

A summer tuition and partial 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 (see the [Graduate College Handbook](#), Part I, Chapter 7.4).

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 (<https://campusrec.illinois.edu/member-services/member-eligibility/>) 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.

Grading System

The grading system at the University of Illinois at Urbana-Champaign is listed in the chart below. This 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 allows 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 toward 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 “CR” (credit). 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.

DEGREE AUDITS

Grainger 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 the Grainger Engineering [Associate Director for Graduate Student Success](#).

Academic Standing

PROBATION DUE TO GPA

Campus policy requires a student to maintain a minimum cumulative graduate GPA of 2.75 and a semester GPA of 2.75 in order to continue in an advanced degree program, and to have a cumulative graduate GPA of at least 2.75 to graduate. Many departments, however, require a minimum of 3.0 or higher for the cumulative graduate GPA (see the [Graduate College Handbook](#), Part I, Chapter 3.2). For departments with higher minima, the Graduate College enforces the department's minimum based on the calculated graduate cumulative GPA. Students enrolled in joint degree programs must meet the minimum GPA requirements of both degree programs in order to maintain satisfactory academic progress and to graduate.

Minimum GPA Requirements by Program. All graduate students must meet the minimum degree GPA specified by the degree program in order to have the degree certified and to graduate. Students admitted in an earlier term may have a different requirement. See the [Academic Catalog](#) for the term of entry to determine minimum required GPA.

PROBATION DUE TO EXCEEDED TIME LIMIT

The Graduate College can also place students on probation for exceeding time limits within their degree program.

For MS students, all degree requirements must be completed in 5 years. Students who reach this time limit may petition for a maximum of a one-year time extension to complete the degree requirements. All petitions must have an Academic Plan attached. If the petition is approved by the Graduate College, the student will be required to achieve the milestones in their Academic Plan by the stated deadlines or they may not be permitted to continue in the program. In addition, beginning in Fall 2021, students will be placed on probation for the duration of the time extension.

For PhD students matriculating Fall 2019 or later, Stage II of the doctoral degree must be completed by the end of the 4th year if entering with an approved MS or 5th year if an approved MS has not been obtained at the time of admission. PhD students who are placed on probation for not meeting this deadline must complete this requirement by the subsequent semester, fall or spring, or they will not be permitted to continue in the program.

For all Stage II PhD students who are within one semester of the end of the 4th year if entering with an approved MS or 5th year if an approved MS has not been obtained at the time of admission, Grainger Engineering requires an Academic Plan. Students must achieve all milestones in their Academic Plan by the stated deadlines or they may not be permitted to continue in their program.

PhD students must complete all degree requirements by the end of the 6th year if they entered with an approved MS or 7th year if an approved MS has not been obtained at the time of admission. Students who reach this time limit may petition for a time extension. All petitions must have an Academic Plan attached. If the petition is approved by the Graduate College, the student will be required to achieve the milestones in their Academic Plan by the stated deadlines or they may not be permitted to continue in their program. In addition, beginning in Fall 2021, students will be placed on probation for the duration of the time extension.

ACADEMIC PLAN

An Academic Plan provides clear communication on the milestones that must be achieved during a set time period to help the student move toward the completion of their degree. The Grainger Engineering Office of Graduate,

Professional and Online Programs works with the Director of Graduate Studies in the student's home department, the student's advisor, and the student to develop and implement the plan and monitor the student's progress. A typical Academic Plan takes roughly one week to develop.

THESIS ADVISOR AGREEMENT

Grainger Engineering students are responsible for securing a thesis advisor and submitting the thesis advisor agreement form to their department within 12 months of enrolling in their program. If this agreement is terminated by either party, the student should work with their academic department to identify a new advisor.

Academic Leave & Re-Entry into Program

The Graduate College's Academic Leave Policy is outlined in the [Graduate College Handbook](#), Part I, Chapter 2.5.

Graduate students in degree-seeking programs are entitled to a total of two 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](#). 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. Lastly, degree time limits are not automatically extended for students who are on an approved leave of absence.

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](#)
- 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.

RETURN FROM APPROVED ACADEMIC LEAVE OF ABSENCE

To learn how to re-enter to the same graduate program or to a new graduate program after previous enrollment, please see <https://grad.illinois.edu/admissions/apply/reentry>.

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 College 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 are 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, or 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 three 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.

Thesis Deposit

Thesis deposits are required for the MS thesis and PhD dissertation. It is important for students to understand the Graduate College thesis requirements to prepare their document in the correct format. In addition, students need to be aware and follow the thesis deposit 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's, 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 Grainger 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 Grainger Engineering Convocation website (<https://grainger.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 preliminary and final exams. 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.

CURRICULAR & OPTIONAL 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 Optional Practical Training (OPT), employment during the academic year, registration, etc. It is recommended that international students work with the Graduate Programs Office in their academic 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 than 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.iss.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 required 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. Such 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 academic department regarding their registration policies for 599 credit hours being used for CPT

ENG 510 COURSE POLICIES

Students must seek approval from The Grainger 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://illinois.edu/fb/sec/6852663>) and uploading the offer letter, including start and end dates. 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.
- Fall/Spring full-time CPT must be at least 10-weeks at more than 20 hours per week.
- 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).
- ENG 510 approval will only be given one semester at a time.
- No full-time CPT will be approved for ENG 510 in the student’s last semester. Exceptions will be made for programs with an internship/practicum option for their professional development degree requirement.
- Internship dates must fall within the dates of the given semester as outlined below.
 - Fall term – August 16 through December 31
 - Spring term – January 1 through May 15
 - 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.

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 by discussing CPT opportunity with advisor.		
2. Approval from Grainger College of Engineering Office of Graduate, Professional and Online Programs to register for ENG 510. Complete ENG 510 Registration Request form (https://illinois.edu/fb/sec/6852663) and upload the offer letter including start and end dates. Reminder: CPT dates must fall within the required dates for ENG 510.		
3. Approval from the Department and ISSS. Submit CPT application to ISSS through i-Start.		
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 by discussing CPT opportunity with advisor.		
2. Approval from the Department and ISSS. Submit CPT application to ISSS through i-Start.		
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 by discussing CPT opportunity with advisor.		
2. Approval from Grainger Engineering Office of Graduate, Professional and Online Programs to register for ENG 510. Complete ENG 510 Registration Request form (https://illinois.edu/fb/sec/6852663) and upload the offer letter including start and end dates. Reminder: CPT dates must fall within the required dates for ENG 510.		
3. Approval from the Department and ISSS. Submit CPT application to ISSS through i-Start.		
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.

Optional Practical Training (OPT)

International students who are ready to graduate may apply for Optional 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 (<https://iss.illinois.edu/students/employment/f1opt.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 the OPT requirements and application website at <https://iss.illinois.edu/students/employment/f1opt.html>.

IMPORTANT RESOURCES

Key Dates

- Graduate College Dates/Deadlines Calendar <https://calendars.illinois.edu/list/3284>
- Grainger Engineering Calendars <https://grainger.illinois.edu/news/calendars>
- Office of the Registrar Master Calendar <https://calendars.illinois.edu/list/4175>

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 <https://techservices.illinois.edu/services/central-registry/details> to enter their personal academic page URL in the WWW field. Graduate students may opt to withhold their academic 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.

Grainger Engineering IT Support, EWS Labs & Printers

Engineering IT provides all departments and graduate students in Grainger 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.

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* share their NetID and password with other students and should log off the computer when done. For additional information

visit it.engineering.illinois.edu/ews/ews-printing.

Career Services

GRAINGER COLLEGE OF ENGINEERING CAREER SERVICES

Grainger 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, writing resumes, giving mock interviews, and much more. To learn about all the services available, visit <http://ecs.engineering.illinois.edu> or stop by their office at Suite 3300 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>.

GRADUATING PHD STUDENTS: MARKET YOURSELF

Grainger 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's main website (<https://grainger.illinois.edu/academics/graduate/hire-an-illini>) 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)

Grainger 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 Grainger Engineering Communications team.

Disability Resources & Educational Services (DRES)

Students who have a medically documented disability may qualify for accommodations through the Disability Resource and Educational Services (DRES) at no additional cost. DRES also provides neuropsychological testing for degree-seeking students who do not have a prior diagnosis but are experiencing significant academic stress.

Students who receive a Letter of Academic Accommodations are responsible for providing a copy of the letter to their instructors. More information about the suite of services provided by DRES is available on their website (<https://www.disability.illinois.edu/>).

Counseling Services

THE COUNSELING CENTER

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. The 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 academic department or faculty advisor. To learn more about the Counseling Center's services, visit <http://www.counselingcenter.illinois.edu/> or call (217) 333-3704.

MCKINLEY MENTAL HEALTH PROGRAM

The McKinley Health Center provides assessment and recommendations for continuing treatment for a variety of emotional and behavioral difficulties. <https://www.mckinley.illinois.edu/medical-services/mental-health>

PSYCHOLOGICAL SERVICES CENTER (PSC)

The PSC provides services on a sliding scale for community members, including student and their families. <https://psc.illinois.edu/>

Institute for Inclusion, Diversity, Equity and Access

The mission of the Grainger Engineering Institute for Inclusion, Diversity, Equity and Access (the IDEA Institute) is to support scholarship, innovation, collaboration, and leadership in the areas of inclusion, diversity, equity, and access at all levels: faculty, staff, students, and K-12 outreach/public engagement. The Institute also offers anti-racism resources and events. Learn more at <https://idea.illinois.edu/index.asp>.

Student Health Insurance

All students at the University of Illinois Urbana-Champaign are required to carry health insurance coverage in addition to the Health Service Fee that graduate students pay each semester. The Health Service Fee allows students to utilize McKinley Health Center for office visits with doctors, nurse practitioners, mental health counselors and health educators. However, this fee does not pay for any care received outside the McKinley Health Center, immunizations required by law prior for entrance to the university, travel immunizations, etc.

To learn more, please visit the Student Health Insurance website at <https://si.illinois.edu/>.

SUMMER HEALTH INSURANCE 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 and/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>.

CONTACT INFORMATION

The Office of Graduate, Professional & Online Programs

- Harry Dankowicz (danko@illinois.edu), Associate Dean for Graduate, Professional & Online Programs, 244-1231
- Liz Johnson (emj4@illinois.edu), Administrative Aide, 300-3835

GRADUATE & PROFESSIONAL PROGRAMS

- Diana Gonzalez (dgonzal2@illinois.edu), Associate Director for Graduate Student Success, 300-8484
- Rachel Chartoff (reweber@illinois.edu), Marketing and Data Management Coordinator, 244-4217
- Keri Carter Pipkins (kcp@illinois.edu), Associate Director for External Workforce Development, 333-9630
- Amy McCullough (ammcul2@illinois.edu), Senior Coordinator for MEng Programs, 300-2378
- Laura Pew (laurapew@illinois.edu), MEng Capstone Project Coordinator, 300-8339
- Jenna Russell (jennar@illinois.edu), MEng Academic Advisor, 300-9774
- Kim Sgarbossa (ksgarb17@illinois.edu), MEng Academic Advisor, 300-7141

ONLINE PROGRAMS & INITIATIVES

- Frank Hoskinson (fhoskins@illinois.edu), Executive Director of Online Programs and Initiatives, 244-2042
- Ken Jenkins (kekenkin@illinois.edu), Creative Specialist, Broadcasting, 244-1629
- Bryan Kieft (kieft@illinois.edu), Online Program Specialist, 300-3265
- Sara Smith (ssmith19@illinois.edu), Office Support Associate, 244-3611, or 333-6634 (main office line)
- Ritch Strom (rstrom@illinois.edu), Senior Video Coordinator, 244-8565
- Wendy Yahnke (wYahnke@illinois.edu), Senior Testing Coordinator, 244-2037

Academic Departments

AEROSPACE ENGINEERING

- Daniel Bodony (bodony@illinois.edu), Director of Graduate Studies
- Jason Merret (merret@illinois.edu), MEng in Aerospace Systems Engineering Program Director
- Staci McDannel (tank@illinois.edu), Coordinator of Academic Programs
- Jenna Russell (jennar@illinois.edu), MEng Academic Advisor for Aerospace Systems Engineering

AGRICULTURAL & BIOLOGICAL ENGINEERING

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

BIOENGINEERING

- Gregory Underhill (gunderhi@illinois.edu), Associate Head of Graduate Programs
- Wawrzyniec Dobrucki (dobrucki@illinois.edu), Director of Master of Engineering Program
- Liezl Bowman (liezlb@illinois.edu), Assistant Director, Bioengineering Master of Engineering Program

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

- Jeffery Roesler (jroesler@illinois.edu), Associate Head for Graduate Affairs
- Mindy Calcagno (mindyc@illinois.edu), Graduate Admission Coordinator
- Joan Christian (ichristn@illinois.edu), Graduate Program Coordinator
- Meg Griffin (mgriffn@illinois.edu), Online Graduate Program Coordinator

COMPUTER SCIENCE

- Robin Kravets (rhk@illinois.edu), Director of Graduate Studies
- Viveka Perera Kudaligama (kudaliga@illinois.edu), Assistant Director of Graduate Programs
- Kara MacGregor (kmacgreg@illinois.edu), Senior Academic Advisor
- Desiree Marmon (dmarmon@illinois.edu), Specialist & Academic Advisor
- Christine Martinez (cmartinz@illinois.edu), Specialist & Academic Advisor
- Maggie Metzger Chappell (mmetz2@illinois.edu), Academic Advisor

ELECTRICAL AND COMPUTER ENGINEERING

- Michael Oelze (oeuze@illinois.edu), Associate Head for Graduate Affairs
- Jennifer Merry (merry@illinois.edu), Assistant Director of Academic Programs
- Stacy Walker (slwalker@illinois.edu), MEng Academic Advisor
- Kim Sgarbossa (ksgarb17@illinois.edu), MEng Admission Advisor

INDUSTRIAL AND ENTERPRISE SYSTEMS ENGINEERING

- R. S. Sreenivas (rsree@illinois.edu), Associate Head for Graduate Studies
- Lauren Redman (lredman@illinois.edu), Assistant Director for Graduate Programs
- Morton Lane (mnlane@illinois.edu), Program Director of Financial Engineering
- Marsha Hatchel (hatchel@illinois.edu), Program Coordinator of Financial Engineering

MATERIALS SCIENCE AND ENGINEERING

- Moonsub Shim (mshim@illinois.edu), Director of Graduate Studies
- Ashley Phillips Smith (aphilli5@illinois.edu), Graduate Programs Coordinator

MECHANICAL SCIENCE AND ENGINEERING

- Petros Sofronis (sofronis@illinois.edu), Associate Head for Graduate Programs
- Amy Cates (acate2@illinois.edu), MS-PhD Graduate Admission Coordinator
- Susan Roughton (roughton@illinois.edu), MEng Graduate Admission Coordinator
- Kathy Smith (smith15@illinois.edu), Admissions and Records Supervisor

NUCLEAR, PLASMA AND RADIOLOGICAL ENGINEERING

- Yang Zhang (zhyang@illinois.edu), Associate Head for Graduate Programs
- Becky Meline (bmeline@illinois.edu), Coordinator of Academic Programs
- Amy McCullough (amccul2@illinois.edu), Coordinator of MEng in Energy Systems and Plasma Engineering
- Kristie Stramaski (kstram20@illinois.edu), Graduate Programs Specialist and Academic Advisor

PHYSICS

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

Campus Websites

- Assistantship Clearinghouse <http://www.grad.illinois.edu/clearinghouse>
- Campus Police <https://police.illinois.edu/>
- Campus Registered Student Organizations <https://union.illinois.edu/get-involved/office-of-registered-organizations>
- Campus Recreation (ARC) <https://campusrec.illinois.edu/facilities/activities-and-recreation-center-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 <https://courses.illinois.edu/>
- COVID-19 Information from Illinois <https://covid19.illinois.edu/>
- COVID-19 Information from International Student and Scholar Services (ISSS) <https://iss.illinois.edu/updates/coronavirus.html>
- COVID-19 Updates from the Graduate College <https://grad.illinois.edu/covid-19-updates>
- Disability Resource and Educational Services (DRES) <http://www.disability.illinois.edu>
- English Placement Test (EPT) <https://linguistics.illinois.edu/languages/english-placement-test-ept>
- Getting Started-Graduate College Quick Guide <https://grad.illinois.edu/current/quick-guide-on-campus>
- Graduate College <https://grad.illinois.edu/>
- Graduate College Career Services <https://grad.illinois.edu/careerdevelopment>
- Graduate College Exam and Committee Policies <https://grad.illinois.edu/exams-committees>
- Graduate College Fellowship Office <https://grad.illinois.edu/fellowships/about>
- Graduate College Handbook <https://grad.illinois.edu/handbooks-policies>
- Graduate College Student Advisory Committee (SAGE) <https://grad.illinois.edu/committees/sage>
- Graduate College Thesis Office <https://grad.illinois.edu/thesis>
- Graduate Employee Organization (GEO) <https://humanresources.illinois.edu/employees/current-employees/Grad-Asst-Resources.html>
- Graduate Programs Catalog <http://catalog.illinois.edu/graduate/>
- Graduate Student Petitions and Instructions <https://grad.illinois.edu/academic-support>
- Graduate Student Senate <https://isg.illinois.edu/view/7038>
- Grainger Engineering Administration Directory <https://grainger.illinois.edu/about/directory/administration>
- Grainger Engineering Career Services <https://ecs.engineering.illinois.edu/>
- Grainger Engineering Convocation <https://grainger.illinois.edu/graduation>
- Grainger Engineering GEDI Student Organization <https://publish.illinois.edu/gedi-uiuc/>
- Grainger Engineering Grad SWE Organization <https://www.societyofwomenengineers.illinois.edu/>
- Grainger Engineering Graduate Student Advisory Committee (EGSAC) <http://publish.illinois.edu/engr-egsac/>

- Grainger Engineering Graduate Programs <https://grainger.illinois.edu/academics/graduate>
- Grainger Engineering IT Shared Services <http://it.engineering.illinois.edu/information/students>
- Grainger Engineering Library <https://www.library.illinois.edu/enx/>
- Grainger Engineering Mavis Fellows Program <http://publish.illinois.edu/engr-mavis/>
- Grainger Engineering NSBE Student Organization <https://students.grainger.illinois.edu/nsbe/home/>
- Grainger Engineering Online Programs <https://grainger.illinois.edu/academics/online>
- Grainger Engineering PhD & Post Doc Hiring Portal <https://my.engr.illinois.edu/phdprofile/>
- Grainger Engineering SHPE Student Organization <http://www.shpe-uiuc.org/>
- Grainger Engineering Student Societies/Organizations <https://grainger.illinois.edu/students/student-organizations>
- Health Care Services & Wellness Resources <https://grad.illinois.edu/current/health>
- Housing Information <https://housing.illinois.edu/>
- Illinois' Code of Student Conduct <https://studentcode.illinois.edu/>
- Illinois Human Resources (IHR) <https://humanresources.illinois.edu/>
- International Student Career Services <https://www.careercenter.illinois.edu/INTLconnect>
- International Student and Scholar Services (ISSS) <https://iss.illinois.edu/>
- Krannert Center for the Performing Arts <https://krannertcenter.com/>
- McKinley Health Center <https://www.mckinley.illinois.edu/>
- Office of Inclusion & Intercultural Relations <https://oiir.illinois.edu/>
- Office of Minority Student Affairs <https://www.omsa.illinois.edu/>
- Office of Student Financial Aid <https://osfa.illinois.edu/>
- Office of Student Health Insurance <https://si.illinois.edu/>
- Office of the Registrar <https://registrar.illinois.edu/>
- Office of the Vice Chancellor for Diversity, Equity & Inclusion <https://diversity.illinois.edu/>
- Office of the Vice Chancellor for Research (<http://research.illinois.edu>)
- System Human Resources Services <https://www.hr.uillinois.edu/>
- Thesis Handbook <https://grad.illinois.edu/thesis>
- The Office of Student Conflict Resolution <https://conflictresolution.illinois.edu/>
- University Bursar <https://paymybill.uillinois.edu/>
- University of Illinois main website <https://illinois.edu/>
- University of Illinois Career Center <https://www.careercenter.illinois.edu/>
- University of Illinois Convocation <https://commencement.illinois.edu/>.

NEW GRADUATE STUDENT CHECKLIST

*****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). Please note that for the safety of our students and staff, New International Student Check-In will be held virtually for Fall 2020. For instructions visit <http://iss.illinois.edu/students/incoming/checkin>.
- 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*****

Graduate Program Office – As soon as possible upon arrival to campus, all new students should check in with the Graduate Program Office in their academic department.

Payroll – Students who have been awarded an assistantship should visit their academic 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 on Student Human Resources Services. Once the Business Office has entered the student's name into the payroll system, the student 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 <https://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 <https://grad.illinois.edu/current/quick-guide-on-campus> 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 <https://courses.illinois.edu/>.

Housing – Check the Off-Campus Community Living <https://occl.illinois.edu/>. For on-campus housing, visit the University Housing Office <https://housing.illinois.edu/>.

New 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 fall and spring terms. 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 (1st 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 academic department's new Grad Orientation/Welcome that usually takes place the week before classes or the week classes start.