

made in writing by the chairperson and approved by the College of Education Associate Dean for Academic Affairs and the Dean of the Graduate College. For committee members outside of UIUC, a letter of justification and a resumé must be submitted by the adviser to the College of Education Associate Dean for Academic Affairs. In appointing the committee, the adviser nominates members through a *Request for Appointment of Prelim Exam Committee* form. This form requires the departmental chair/head's review and approval and should be returned to the Student Academic Affairs Office at least three weeks before the examination.

After the committee is appointed, the preliminary oral examination takes place. The adviser obtains the *Certificate of Results of Preliminary Examination* form from the department office before the examination and returns the form immediately after the examination. All appointed members must sign the *Certificate of Results of Preliminary Examination* form.

The *Certificate of Results of Preliminary Examination* form may indicate positive or negative actions, but it is also possible to "adjourn" the committee and reconvene it at a later date. The committee may be adjourned for a period of no longer than six months.

The student does not need to be registered at the time of the preliminary oral examination if 96 hours of graduate work (including the master's degree) have been completed, unless university facilities are being used. However, the examination must be retaken if the doctoral program is not completed within five years of the original examination.

Dissertation

The Ed.D. dissertation is intended to demonstrate the Ed.D. candidate's ability to relate academic knowledge to the problems of professional practice. The dissertation should be characterized by the kind of synthesis of experiences that is the hallmark of a highly qualified professional. The demonstration of these qualities may take a variety of forms such as: (a) a field study; (b) a scholarly, original paper dealing with the interpretation and evaluation of the work of a particular writer whose findings have a significant bearing on any aspect of the educational enterprise where the significance has not been clearly indicated by earlier studies; or, (c) an analytic report demonstrating the student's ability to carry a project through from conceptualization to evaluation. (Graduate Faculty Action, February 15, 1973)

The dissertation usually requires a year or more of study. Registration in thesis research hours for on-campus students, or by petition for credit in absentia, after the completion of the required 64 hours beyond the master's degree is optional. This registration typically comes after the course work is completed and before the time limits are reached. The College of Education does not limit the number of thesis research hours a student can take, however, no more than 16 can be counted toward the Ed.D. credit requirements and at least 4 hours is expected.

At the time of deposit, students will need at least three copies of the dissertation in its final form. In addition to the two copies required by the Graduate College, one copy of the dissertation in final form should be prepared for the adviser.

Dissertation Editorial Style and Format Approval

The dissertation must be prepared using one of the following commonly accepted editorial styles:

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

Harvard Law Review Association. (1991). *A uniform system of citation* (15th ed.). Cambridge, MA: Author.

Modern Language Association. (1988). *MLA handbook for writers of research papers* (3rd ed.). New York: Author.

Turabian, K. L. (1987). *A manual for writers of term papers, theses, and dissertations* (5th ed.). Chicago: The University of Chicago Press.

University of Chicago. (1993). *The Chicago manual of style* (14th ed.). Chicago: The University of Chicago.

The student will consult with the adviser and thesis committee members to choose the style to be used. In exceptional circumstances, style manuals not listed above may be used with prior approval of the Associate Dean for Academic Affairs. In addition, the [Thesis Handbook](#) issued by the Graduate College must be followed. In the case of explicit differences between the Graduate College instructions and the style manual selected, the Graduate College instructions take precedence. For example, students choosing the APA style manual should follow the Graduate College instructions rather than those included in the APA manual for insertion of tables and figures. Every dissertation in final manuscript form must be reviewed and approved by the [College of Education Thesis Format Office](#). It is highly recommended that students turn in a draft for a *preliminary* format after completion of the preliminary oral exam. The student must specify which editorial style has been selected for use. A submission [deadline](#) date for the final format review is set before each graduation date. The student should allow a minimum of three to four weeks for the final format review and approval.

Dissertation Abstract

Abstracts for dissertations in the College of Education must include a synopsis of the following information to describe fully the completed study:

1. The problem and its theoretical and educational significance.
2. The research design and/or approach employed (include here appropriate descriptions of subjects and methods).
3. An overview of the results.
4. Conclusions, recommendations, and/or implications.

Final Examination

Final examinations are oral and open to the public. The final examination committee chair is responsible for convening the committee, conducting the examination, and submitting the Certificate of Result of Final Examination to the department.

Appointment of the Preliminary Oral Examination Committee

The committee must meet the [final exam committee requirements](#) of the Graduate College. In addition to these requirements, at least one member must be from outside the student's field of specialization and the budgetary department of the student and adviser. A request for an exception to these rules must be made in writing by the chairperson and approved by the College of Education Associate Dean for Academic Affairs and the Dean of the Graduate College. For committee members outside of UIUC, a letter of justification and a resumé must be submitted by the adviser to the College of Education Associate Dean for Academic Affairs. In appointing the committee, the adviser nominates members through a *Request for Appointment of Final Exam Committee* form. This form requires the departmental chair/head's review and approval and should be returned to the Student Academic Affairs Office at least three weeks before the examination.

The final oral examination will be conducted in a room that will accommodate at least ten people, although a larger room will be reserved if the committee is aware that more people will attend the oral.

The student must present the dissertation to the final examination committee for reading two weeks before the examination; in some cases it may be more reasonable to allow three weeks.

After the committee is appointed, the final examination takes place. The adviser obtains the *Certificate of Results of Final Examination* form from the department before the examination and returns the form

immediately after the examination. The committee should meet in private before beginning the exam. The public cannot ask questions or give input during the exam. At the conclusion of the exam, the committee will meet in private to discuss the results and then inform the candidate of the decision.

All committee members' signatures are required on three copies of the *Certificate of Committee Approval* form (two for the Graduate College and one for the department) and one *Certificate of Results of Final Examination* form (for the Graduate College). Committee members have the right to review the final copy of the dissertation before signing the forms. Only approved committee members may sign these forms. The student may request their signatures on additional approval forms.

Registration for Final Examination for Doctoral Degree

Information on registration requirements can be found on the Graduate College Web site under [Requirements for Doctoral Degree](#).

Dissertation Deposit

After the final examination and format check, two copies of the dissertation and one extra copy of the dissertation abstract are deposited in the Graduate College Office. Students should note the [deadline dates](#) for each degree-granting period. At any time after degree requirements have been satisfied and the thesis has been deposited, the student may request a [Verification of Degree](#).

Students are not eligible to participate in commencement unless they have both defended and deposited the dissertation.

CONVOCATION PARTICIPATION

All students are invited to participate in the College of Education Convocation upon completion of their graduate degrees. The College of Education follows the campus policy on participation. All graduate students must have deposited their theses or dissertations with the Graduate College prior to the May deadline to be eligible to participate in the May ceremony. Candidates who completed their work for the previous August, October, or December conferral dates are also eligible to participate in the ceremony the following May. ***Requests for exceptions must be based upon extenuating circumstances, have the adviser's endorsement, approved by department head/chair, and be presented in writing to the Associate Dean for Academic Affairs Office by April 1 of each year. Approval of exceptions will be rare*** (Graduate Programs Committee, May, 2001).

PETITIONS, APPEALS, AND OTHER ACTIONS

GRADUATE STUDENT PETITIONS

The student should complete the [Graduate Student Petition](#) in consultation with the adviser to request any exceptions to Graduate College rules, regulations, and requirements. Common petition requests include transferring credit, changing departments, adding or dropping courses, registering for an overload, registering in absentia, continuing from a master's degree to a doctorate degree, and time extensions.

Petitions require a minimum of two signatures (adviser and department head) but may require additional signatures. A petition approved at one level may be denied at another level. Upon receipt of the department head's signature, the department will forward it to the Graduate College for final approval.

Exceptions to College of Education rules may be petitioned by the same process. However, the department will forward the petition to the Student Academic Affairs Office for final approval by the Associate Dean. The petition will not go forward to the Graduate College.

Changing Graduate College Departments

A graduate student may petition to transfer into a department in the College of Education from another graduate department at the University of Illinois at Urbana-Champaign, or transfer from the College of Education to another graduate department. The *Graduate Student Petition* must be accompanied by departmental recommendations, transcripts, and computed grade-point averages and then sent to the appropriate department.

Changing Time Limits and Progression Beyond Time Limits

A student who has reached or exceeded the “Time to Degree” limits will be encumbered by the Graduate College and will not be allowed to register. However, a student may submit a *Graduate Student Petition* requesting an extension of the final authorized term. The petition should explain delays; attest to current active degree progress; and, request permission for continued registration to a reasonable but definite graduation date (May, August, October, or December).

GRADUATE STUDENT APPEALS

Grievance and Policy Procedural Appeals

The student has the right to appeal any requirement or rule established by the College of Education. Procedures for appealing such policies, as well as graduate student grievances, are generally the same. The [Student Code](#) contains a complete list of policies and regulations pertaining to students.

Alleged Capricious Grading Procedures

More information on the appeal process can be found in [Article 3](#) of the *Student Code*.

A written appeal, together with supporting documentation, shall be presented to the Associate Dean for Academic Affairs. The Associate Dean may consult with the Graduate Programs Committee to determine if the grievance has merit. If the Associate Dean, or a majority of the committee, determines that the appeal has merit, a hearing body shall be constituted.

The hearing body shall consist of: (a) three members of the graduate faculty; (b) appointed by the Associate Dean; and, (c) who, if the aggrieved student desires, shall be joined in all deliberations by a nonvoting graduate student representative. The student representatives shall be selected by the Associate Dean.

The hearing will be treated confidentially by the involved parties. This does not exclude their seeking advice prior to the hearing or seeking advice on a confidential basis after the hearing has begun. Counsel for parties can be present at the hearing.

The hearing body will review all appropriate evidence, develop a record of relevant exhibits and notes taken on oral testimony and write a recommendation based on the evidence presented. This record and recommendation will accompany future appeals.

The finding(s) and recommendation(s) of the hearing body will be reported to the Associate Dean. The Associate Dean has the discretion to use the recommendation(s) as he/she sees fit in the capacity of the office.

If the student is dissatisfied with the disposition of the matter made by the Associate Dean, an appeal may be made to the Graduate College. The Student Academic Affairs Office shall acquaint the student with details as to the most expeditious manner of making an appeal when it informs the student in writing of the decision reached (Graduate Faculty Action, October 11, 1977).

Graduate Student Grievance Procedures at the College of Education

I. Introduction

All members of the University community are expected to observe high standards of professional conduct and ethical behavior in graduate education and in the supervision of graduate research and teaching (*Guiding Standards for Faculty Supervision of Graduate Students*, March 31, 1997). In a large and heterogeneous scholarly community however, problems arise. Thus the University articulates its policies and provides effective informal and formal procedures for resolving these problems involving graduate students. (The policies and procedures described in this document do not override or supersede any other policies as established in the University statutes and campus policies. For more information, see the [Graduate College Handbook](#).)

The purpose of this policy is to protect the interests of graduate students in the College of Education by providing informal and formal means of seeking resolution in case of an inappropriate action of a member of the faculty or administrative staff or an inappropriate application of a department or college policy. Any graduate student in the College of Education may informally pursue or formally file a grievance when he/she believes that a decision or behavior adversely affects his/her status as a graduate student.

This Policy and Procedures on Grievances by Graduate Students in the College of Education **specifies** the policy and **describes** the procedures to be employed to resolve grievances by graduate students in this College. It was approved by the Graduate College on May 19, 2000. This policy does not apply in cases of academic misconduct. Breaches of academic integrity in research and publication are handled under the campus's [Policy and Procedures on Academic Integrity in Research and Publication](#). Similarly, this policy does not apply to cases that arise under the [Student Code](#) ("CODE"), such as capricious grading in a course (Section 26) or academic integrity (Section 33).

II. Scope and Coverage

A. Definition of a Grievance

A grievance may arise when a graduate student believes that his/her status as a graduate student, or university appointment based on student status, has been adversely affected by an incorrect or inappropriate decision or behavior. Examples include, but are not limited to the following:

1. Inappropriate application of a department, College, or University policy;
2. Being unfairly assessed on a preliminary committee;
3. Being required to engage in excessive effort on assistantships;
4. Being improperly terminated from student-based University appointment (teaching or research assistantships, etc.);
5. Being improperly terminated from a program;
6. Being required to perform personal services unrelated to academic or assistantship duties;
7. Being required to meet unreasonable requirements for a graduate degree that extend the normal requirements established by the campus or by the department/College and are inconsistent with the scholarly standards in the discipline;
8. Being the subject of retaliation for exercising his/her rights under this policy; or
9. Being the subject of professional misconduct by a student's graduate supervisor or other faculty or staff member.

Practices or actions by a student's supervisor, other faculty member, or other member of the University community that seriously deviate from ethical or responsible professional standards in the supervision of graduate student work may constitute professional misconduct in violation of University policy.

III. Informal Procedures

University policy strongly encourages all students who believe they have a grievance to use all appropriate avenues for informal resolution before initiating a formal grievance. Students in Education are encouraged to discuss the issue with the faculty or staff member with whom the problem has arisen. If a satisfactory solution is not forthcoming, the student should discuss the issue with his or her adviser, the departmental director of graduate studies, the head/chair of the department and/or the Associate Dean for Academic Affairs, who shall attempt to find a resolution acceptable to both parties. Students are strongly encouraged to pursue informal procedures that have been established at the departmental levels to resolve any conflicts before pursuing formal procedures at the college level. The student may also consult with the [Graduate College](#), the [Office of the Dean of Students](#), the Ombuds Office, the [Office of International Student and Scholars Services](#), or other sources.

IV. Formal Procedures

A. Identification of the Grievance Committee

The faculty shall elect annually three members of the College of Education faculty, and graduate students shall annually elect two graduate students to serve on a College Grievance Committee. The faculty member and graduate student receiving the next highest number of votes shall be designated as alternates to serve in case an elected member cannot serve or is determined to have a conflict of interest. In the event of further vacancies, the Associate Dean for Academic Affairs shall appoint appropriate replacements. Any other conflicts shall be referred to the Associate Dean for Academic Affairs.

The committee shall elect a chair from among its members. The chair is responsible for assuring that a record of the committee's investigations, deliberations, and recommendations is forwarded to the Associate Dean for Academic Affairs.

B. Procedures

1. A student in the College of Education may file a formal grievance with either the College of Education Associate Dean for Academic Affairs or directly with the Graduate College. A formal grievance should be filed promptly and must be filed in writing within 180 days of the decision or behavior resulting in the grievance, regardless of whether the college procedure or Graduate College procedure is used. The written grievance should indicate: the parties involved; the action or decision being contested; any applicable university, campus or unit policy; an explanation of why the action or decision is inappropriate; and, the remedy sought.
2. The Associate Dean for Academic Affairs shall define the subject matter and scope of the issues related to the grievance in a written charge to the grievance committee. The primary involved parties shall receive a copy of the charge.
3. Any participant to the grievance may challenge any member of the grievance committee if there is a perceived conflict of interest. The challenge should be made in writing to the College of Education Associate Dean for Academic Affairs. If the objection is prompt and reasonable, the Associate Dean for Academic Affairs shall replace the person with one who meets the stated criteria. The decision of the Associate Dean as to whether the challenge is prompt and reasonable, and to the acceptability of the replacement selected, may be a basis for appeal of the grievance committee's recommendation.
4. The grievance committee's investigation shall include a review of written materials presented. In addition, the committee will seek information from the primary involved parties in writing or in person. During a hearing, each of the primary involved parties may make a brief opening statement, and then respond to questions from the committee. The primary involved parties may not question each other directly, but may pose questions through the committee chair. At the end of the hearing, each primary involved party may make a closing statement.
5. Within 30 calendar days of the filing of the grievance, the chair of the grievance committee shall report its recommendations in writing to the Associate Dean for Academic Affairs. The Associate

Dean for Academic Affairs may grant an extension of the time limit for good cause. The grievance committee's report shall contain:

- a. A summary of the grievant's contentions and relief sought;
 - b. The response of the individual or college/department against whom/which the grievance was filed;
 - c. A general description of the investigative process;
 - d. A citation of relevant policies;
 - e. An explicit finding of fact based on the preponderance of the evidence with respect to each grievance included in the grievance committee's charge;
 - f. A listing of the evidence relevant to each finding;
 - g. An indication of whether there was a reasonable basis in fact and honest belief for the allegations in the investigated grievance;
 - h. A recommendation of appropriate redress for the grievant(s); and,
 - i. Any recommended changes in policies and procedures to minimize the probability of recurrence.
6. Within 7 calendar days of receipt of the committee's report, the Associate Dean for Academic Affairs shall determine the disposition of the case and communicate the decision to the primary involved individuals.

If the Associate Dean for Academic Affairs determines that the grievance has not been proved or has no merit, the Associate Dean for Academic Affairs will notify all involved parties and all persons who have been interviewed or otherwise informed that grievance has been dismissed.

If the Associate Dean for Academic Affairs concurs with the committee's conclusion that the grievance has been sustained and has merit, the Associate Dean for Academic Affairs will proceed in accordance with the university statutes and relevant university rules and regulations. The Associate Dean for Academic Affairs may, after consultation with appropriate campus officers, prescribe redress for the grievant. In addition, the Associate Dean for Academic Affairs may initiate modifications of department or college policies or procedures. The Associate Dean for Academic Affairs shall notify the relevant primary involved individuals (grievant, respondent, grievance committee members) of actions taken.

7. Within 10 calendar days of receipt of written notification of the Associate Dean for Academic Affairs' determination, appeals may be made to the Graduate College as specified in the Graduate College grievance policy. This appeal can be based only upon demonstrated specific deficiencies in the application of this college's grievance procedure to the student's grievance.
8. After completion of a grievance review and all ensuing related actions, the Associate Dean for Academic Affairs shall return all original documents and materials to the persons who furnished them. The Associate Dean for Academic Affairs shall destroy the grievance file on a date 5 years beyond the grievant's time limit for completion of the degree. A report of the nature of the grievance and the primary involved parties shall be forwarded to the Graduate College.

V. General Provisions

A. Coverage

This policy and these procedures apply to all graduate students and members of the academic and administrative staffs in the College of Education. This policy also applies to former graduate students, provided they meet the timeliness requirements specified in the procedures above.

B Oversight Authority and Responsibility

1. The Associate Dean for Academic Affairs has responsibility, under the policies and procedures of the Graduate College, for the management of College of Education graduate programs and related policies and procedures.
2. The Associate Dean for Academic Affairs shall have the primary responsibility for administering the campus procedures detailed herein. All information and items furnished will be made available to the grievance committee. During the course of an investigation, the Associate Dean for Academic Affairs will provide information about the status of proceedings to the primary involved individuals. Subsequent to the grievance committee's reporting, the Associate Dean for Academic Affairs will maintain a file of all documents and evidence, and is responsible for the confidentiality and the security of the file. The Associate Dean for Academic Affairs shall make the complete file available to the Dean of the Graduate College and on the appeal of a grievance outcome to the Graduate College.

C. Confidentiality

All persons involved in administering these procedures will make diligent efforts to protect the reputations, privacy, and positions of all involved persons. These persons include those who file grievances, persons who are alleged in a grievance to have taken inappropriate actions or activities, and college/department administrators. All of the procedures and the identity of those involved should be kept confidential to the extent permitted by law. However, confidentiality regarding information other than the identity of the grievant need not be maintained if the grievance is found to be false and in particular if dissemination is necessary to protect the reputation of individuals or units falsely accused. Making public the fact that a grievance has been deemed false or unproved is not considered retaliation against the grievant. Protection of confidentiality does not preclude disclosures necessary to redress actions leading to a grievance.

D. Standards of Evidence

The grievance committee's decision shall be made on the "preponderance of evidence" standard. Any finding against an individual or department on the subject of the grievance must be supported by a preponderance of the evidence.

E. Academic Freedoms and Rights of the Parties

1. It shall be a prime concern of all persons who implement this policy and these procedures to protect the academic freedoms fundamental to the academic enterprise. Among other things, this includes the professional judgments of student performance that are an essential part of the graduate education process. Academic freedom, however, affords no license for the mistreatment of graduate students.
2. The rights of the primary involved individuals shall be specified in the form of a written notice or letter from the Associate Dean for Academic Affairs. The primary involved individuals have the following rights:
 - a. To receive notice of the identity of the members of the grievance committee;
 - b. To receive a written statement of the charge including the subject matter being considered by the grievance committee. If additional information emerges during the committee's evaluation that substantially changes the subject matter, the parties shall be informed promptly in writing;
 - c. To submit statements in writing and to meet with the committee to present information;
 - d. To consult private legal counsel, or another person who may provide advice at the meeting with the committee. Prior notice of the absence of an adviser must be given and any other primary involved party may request a delay of up to 5 calendar days to arrange for the presence of an adviser; and,
 - e. To review and respond to the grievance committee's final report.

3. Any of the parties responsible for the implementation of this policy may consult University Legal Counsel at any time during the informal processing of a grievance.

F. Conflict of Interest

A conflict of interest is a significant professional or personal involvement with the facts or the parties to a dispute. Any participant, who has a conflict of interest in a dispute under this procedure, or a concern about a conflict on the part of another, shall report it to the Associate Dean for Academic Affairs who shall take appropriate action. If the Associate Dean for Academic Affairs has such a conflict, the Associate Dean for Academic Affairs will inform the Dean of the Graduate College who will, in consultation with the Dean of the College of Education, decide how to address the situation.

G. Timeliness and Procedural Changes

All procedures prescribed in this document should be conducted expeditiously. The Associate Dean for Academic Affairs with good cause may extend any of the time periods and may make other reasonable alterations of these procedures, provided that the alteration does not impair the ability of a grievant to pursue a grievance or the respondent(s) named in the grievance to defend him/herself. Any alterations of these procedures must be communicated to all pertinent parties.

H. Withdrawal of a Grievance

The grievant may submit a written request to withdraw the grievance at any time. The Associate Dean for Academic Affairs shall decide whether to approve the request. A request to withdraw shall be approved only if both parties to the action agree to terminate the proceedings. If the withdrawal request is approved, the Associate Dean for Academic Affairs shall notify the primary involved parties and the files shall be destroyed. If the withdrawal request is denied, the grievance shall continue to be processed to a conclusion according to the above procedures.

I. Termination of University Employment

After the initiation of grievance procedures under this policy, the grievance proceedings will not automatically terminate due to the termination of university employment, by resignation or otherwise, of any of the primary involved individuals in the grievance.

J. Malicious Charges

Bringing unfounded charges in bad faith is a violation of this and the Graduate College grievance policy. If the grievance committee determines that the allegation(s) in the grievance or the testimony of any person was unfounded and motivated by bad faith, that finding shall be communicated by the Associate Dean for Academic Affairs to the Dean of the Graduate College and the Dean of the academic college. After consultation with the Provost, the deans may inform the Associate Dean for Academic Affairs of such a finding. Such a finding may be the basis for disciplinary action or other personnel decisions in accordance with University rules and regulations.

OTHER ACTIONS

Changing From Nondegree to Degree Status

A nondegree student wishing to change status to a degree candidate is required to apply for readmission as a degree candidate, and to compete with others applying for degree status that term.

Changing from Limited Status to Full Standing

When conditions originally limiting a student's status are satisfied, the student is automatically changed to full standing by the Graduate College.

Changing Advisers within a Department

A change of advisers is handled within the student's department.

Applying Certificate of Advanced Study Credits in Doctoral Programs

A student who has completed course work taken as a part of the requirements for the Certificate of Advanced Study in Education at the University of Illinois may petition for not more than 24 hours of such work and dissertation hours combined toward the program leading to the Ed.D., provided that the course work was taken within five years of the date of the petition. Credit earned in the Certificate of Advanced Study degree may not be applied toward a Ph.D. degree. If an individual is pursuing a Certificate of Advanced Study and decides to seek a Ph.D. instead, the usual *Graduate Student Petition* procedures should be followed without receiving the Certificate of Advanced Study degree. If this change is effected and the Certificate of Advanced Study degree is not awarded, previous course work intended to apply to the Certificate of Advanced Study can be counted toward the Ph.D. degree, subject to other policies governing the Ph.D. program.

When considering a Certificate of Advanced Study program or a change of status from Certificate of Advanced Study to a doctoral degree program one issue to consider is that doctoral degree time limit begins with the first course used to meet doctoral requirements, even if this course was originally taken as part of a Certificate of Advanced Study program.

Two-Year Rule

Under the conditions of this rule, which assumes full-time enrollment, a student is evaluated no later than the second year after entry into the department. The intent of this rule is to better inform the doctoral student of degree progress prior to the preliminary oral examination. The result of this evaluation is to be reported to the student, the adviser, and the Student Academic Affairs Office. This “two-year rule” does not apply to master’s degree students. In addition, the Student Academic Affairs Office will routinely monitor student records to identify students who are failing to meet important milestones (qualifying exams, preliminary exams, etc.) in a timely fashion. Students and advisers will be notified and asked to respond to the perceived lack of progress.

Certification and Licensure

Some Ed.M. programs require teacher certification for admission and/or graduation. Information concerning these certification requirements may be obtained through the student’s department or the [Council on Teacher Education](#).

Teacher, administrative, and other certifications for public schools are awarded by the Illinois State Board of Education. In most cases, certification may be awarded after completing an approved program at a university. The College of Education has approved programs for most certifications, including various teaching fields, Library Media Specialist, Learning Behavior Specialist, School Service (School Social Worker, Speech/Language Pathologist), and Administrative (General Administrative and Superintendent). Most of the approved administrative programs require completion of a graduate degree at the University of Illinois. Since requirements change, it is important that anyone desiring to obtain certification discuss the matter with his or her adviser and the Council of Teacher Education at the start of the program.

All persons seeking admission to a certification program in educational administration must respond to a separate application procedure. For details, contact the Department of Educational Organization and Leadership.

The Ph.D. program in Counseling Psychology offered by the Department of Educational Psychology is designed to meet American Psychological Association (APA) requirements for eligibility for licensure.

Satisfying Required Courses by using a Course Waiver Application or Graduate Student Petition

Required foundation courses for Master’s and Certificate of Advanced Study degrees may be satisfied by completing the *Course Waiver Application* form administered by the Department of Educational Psychology and completing a *Graduate Student Petition* administered by the Department of Educational Policy Studies. These

required courses may also be satisfied by a waiver from the Departments of Educational Psychology and Educational Policy Studies when a similar graduate level course has been completed elsewhere. Copies of official transcripts from the institution where the graduate credit was earned must be submitted with one of the above forms.

In each of the above instances, the Student Academic Affairs Office must receive a copy of the approval from both departments. If course credit to meet requirements is approved by petition and there is a request for transfer of credit, the course waiver application form is not necessary.

Auditing Courses

A student wanting to audit a course must first complete a [Visitor's Permit](#). More information on [auditing a course](#) can be found in the *Graduate College Handbook*.

Temporary Discontinuation of Degree Progress

Temporary discontinuation of degree progress is appropriate only if time limits permit. Under justifiable conditions, a leave of absence may also be appropriate. (See [Leaves](#) section in *Graduate College*).

Graduate Student Leave of Absence

Graduate students and advisers should be guided by the Graduate College policy on [Leaves](#).