



# Kinesiology Undergraduate Handbook

Program Descriptions

Degree Requirements

Academic Policies and Procedures

Undergraduate Research

## Table of Contents

1. Welcome Message	1
2. Mission Statement	2
3. Career Options in Kinesiology	2
4. Bachelor of Science Degree Program	3
a. Degree Requirements	4
b. Movement Science 4-Year Schedule	6
c. Exercise Science and Health Promotion 4-Year Schedule	7
d. Double Degrees	8
6. Policies and Advising	8
a. NetID, Enterprise ID, my.UIC and email	8
b. Academic Advising	9
c. Declaring a Concentration	10
d. Credit hours to Complete the Major	10
e. Grade Point Average (GPA) Requirement	10
f. Grading and Grade Point Systems	11
g. Registration	11
h. Wait Lists	12
i. Prerequisite Courses	12
j. Add and Drop Policies	13
i. Adding and Dropping Courses	13
ii. Repeating a Course and Grade Recalculation	14
k. Satisfactory/Unsatisfactory Option	15
l. Academic Support and Advising Program (ASAP)	16
m. Academic Status	17
i. Probation Rules	17
ii. Dismissal Rules	18
iii. Readmission Policy	18
n. Withdrawing from the University	18
i. Withdrawal Deadlines	18
ii. Continuity of Enrollment	19
iii. Withdrawal to Enter Military Service	19
o. Appeal/Grievance Procedures	19
p. Transcripts	19
q. Graduation Policies and Procedures	20
i. Declaring the Intent to Graduate	20
ii. Graduation Review (credit check)	20
iii. Graduating with Honors	21
7. Scholarships	21
8. Undergraduate Research	22
a. Independent Study	22
b. Senior Research Seminar and Project	22
c. Summer Research Fellowship	22

## Welcome Message from the Department Head

This handbook is designed to help undergraduate students majoring in Kinesiology understand the academic requirements, policies, and procedures of the department. The intended use of this handbook is that of a supplement to, and not a substitute for, the UIC Undergraduate Catalog and personal advising sessions with academic advisors and faculty members.

The Department of Kinesiology and Nutrition is proud of its faculty and staff. Our faculty have been honored with numerous prestigious awards for teaching excellence. In addition to teaching of the highest quality, the department is home to internationally recognized researchers who offer qualified undergraduate students the opportunity to gain laboratory experience in state-of-the-art laboratory facilities. We encourage you to interact with and get to know the faculty. Borrowing a Tom Hanks line from the movie *Cast Away*, "You never know what the tide will bring in."

On behalf of all the faculty and staff of the Department of Kinesiology and Nutrition, I wish you the best of luck in your future endeavors!

Charles Walter, Ph.D.

### **University of Illinois Nondiscrimination Statement**-Revised June 24, 2010

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

For the Chicago campus, Caryn A. Bills, Director of Access and Equity (Title IX, ADA and 504 Coordinator), 717 Marshfield Building, M/C 602, 809 South Marshfield Avenue, Chicago, Illinois 60612-7297, (312) 996-8670, cabw@uic.edu.

*For additional information or assistance with the equal opportunity, affirmative action, and harassment policies and procedures of the University of Illinois at Chicago, please contact: Office for Access and Equity (M/C 602), 717 Marshfield Avenue Building 809 South Marshfield Avenue, Chicago, IL 60612-7207 (312) 996-8670*

To view additional UIC official statements and policies regarding access to all persons, please refer to the following website: <http://www.uic.edu/depts/oaef>

**Disclaimer:** This handbook provides simple and easy-to-follow explanations of formal rules and regulations that are often complex. Any statement contained herein will not supersede the original rules and regulations described in the current Undergraduate Catalog or other applicable formal documents, and all are subject to change.

## Mission Statement

The mission of the Department of Kinesiology and Nutrition is:

- To generate and advance knowledge in kinesiology and nutrition through research.
- To afford translation of knowledge by providing scholarship-based community service and by offering academic programs of the highest quality that educate students to serve as innovative practitioners.
- To prepare students to be lifelong learners and to serve as scholars and leaders in the fields of kinesiology and nutrition.

## Career Options in Kinesiology

Careers for graduates with BS degrees in Kinesiology exist everywhere, from medical to recreational settings: hospitals, research laboratories, rehabilitation agencies, nursing homes, performance centers, schools, sports facilities and teams, corporations, fitness centers, community recreation centers, camps and park districts, hotels, and spas.

The **Movement Science concentration** prepares students for many graduate and professional programs, such as:

- Research
- Medicine
- Dentistry
- Chiropractic Medicine
- Podiatry
- Nursing
- Pharmacy
- Physical Therapy
- Occupational Therapy
- Physician's Assistant

The **Exercise Science and Health Promotion concentration** prepares students for immediate entry into a career in the fitness and exercise industry working in various settings (e.g., fitness centers, hospitals, performance centers, corporations, community centers) and with various populations such as youth, middle-age, older adults, recreational and elite athletes, as well as those with disease and disability. The exercise and fitness concentration can also provide a solid foundation for postgraduate work in physical therapy, occupational therapy, exercise physiology, and other clinically-related graduate programs; however, additional course-work and/or practical training will be required. Examples of jobs include:

- Personal trainer (with options to specialize in areas such as corrective exercise, post-rehabilitative exercise, clinical services, public health, and more)
- Strength and Conditioning Specialist

- Performance Enhancement Specialist
- Group Fitness Instructor
- Weight Management Consultant
- Health Fitness Specialist for Special Populations
- Clinical Exercise Specialist
- Pharmaceutical or Medical Sales
- Laboratory Technician/Project Manager

## Bachelor of Science Degree in Kinesiology

The Bachelor of Science (B.S.) program offers two areas of concentration: (1) Movement Science and (2) Exercise Science and Health Promotion.

### Movement Science

The Movement Science concentration places significant emphasis on scientific learning through a series of rich content courses with some emphasis on the application of scientific principles. These courses are taught by expert faculty in their respective fields in the United States and beyond. Students develop critical thinking, analytical skills and qualities preparing them for graduate study or professional training.

### Exercise Science and Health Promotion

The Exercise Science and Health Promotion concentration prepares students for careers in fitness, medicine, sport, workplace and public health settings. Students learn how to use and evaluate scientific evidence-based principles in real-world settings. Students develop skills to assess, design, develop, deliver and evaluate service programs for individuals, groups and populations. Expert teaching faculty emphasizes translating science into practice through hands-on learning, independent study and internship experiences.

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To earn the degree of Bachelor of Science in Kinesiology, students are responsible for fulfilling the graduation requirements of the University and Department that are in effect at the time of initial registration. It is essential for students to become familiar with the graduation requirements stated in the Undergraduate Catalog and to keep up-to-date with any published changes. If requirements change, continuing students and those whose attendance at UIC has been interrupted for no more than two years may elect to complete the new graduation requirements or may continue to fulfill those requirements in effect at the time of initial registration. Students who return to UIC after an absence of more than two years are responsible for meeting the requirements of the University and Department as well as those in the major or curriculum in effect at the time of reenrollment. If courses originally required are no longer offered, the department will specify substitutes.

All students are required to satisfactorily complete the courses listed below in the categories of English Composition, General Education Requirements, and the Kinesiology Common Core as well as the Required Concentration Coursework for their chosen area. For the General Education requirements, all students

must complete one course in each of the following categories: Understanding the Past, Understanding Creative Arts, Exploring World Cultures, and Understanding U.S. Society. Courses listed in these categories can be found in the UIC Undergraduate Catalog – [www.uic.edu/ucat/catalog](http://www.uic.edu/ucat/catalog).

## Degree Requirements

Students pursuing a Bachelor of Science degree in Kinesiology will complete the following requirements:

### Both Concentrations:

University Writing Requirement:	6 semester hours
Kinesiology Common Core:	42 semester hours

### Concentration in Movement Science:

General Education Core Requirements:	21 semester hours <sup>a</sup>
Concentration Coursework Plus Electives:	51 semester hours

### Concentration in Exercise and Fitness:

General Education Core Requirements:	24-26 semester hours <sup>a</sup>
Concentration Coursework Plus Electives:	46-48 semester hours

**Total: 120 semester hours**

The four content areas are distributed as follows:

### University Writing Requirement - 6 semester hours

ENGL 160 Academic Writing I: Writing in Academic and Public Contexts	3
ENGL 161 Academic Writing II: Writing for Inquiry and Research	3

### Kinesiology Common Core - 42 semester hours

KN 100—Kinesiology and Nutrition: First-year Seminar	2
KN 136—Techniques & Principles of Resistance Training	2
KN 152—Introduction to Exercise Science & Health	3
KN 200—Statistical Methods	3
KN 251—Human Physiological Anatomy I	5
KN 252—Human Physiological Anatomy II	5
KN 261—Applied Musculoskeletal Anatomy	3
KN 335—Exercise Psychology	3
KN 352—Physiology of Exercise	4
KN 361—Biomechanics: Intro. to the Human Machine	3
KN 372—Motor Control and Learning	3
KN 410—Aging and the Motor System	3
HN 196—Nutrition	3

### Concentration in Movement Science:

### General Education Core Requirements - 21 semester hours<sup>a</sup>

BIOS 100—Biology of Cells and Organisms <sup>a</sup>	5
PSCH 100—Introduction to Psychology <sup>b</sup>	4

Exploring World Cultures course <sub>c</sub>	3
Understanding the Creative Arts course <sub>c</sub>	3
Understanding the Past course <sub>c</sub>	3
Understanding U.S. Society course <sub>c</sub>	3

a This course is approved for the Analyzing the Natural World General Education category.

b This course is approved for the Understanding the Individual and Society General Education category.

c Students should consult the General Education section of the catalog for a list of approved courses in this category.

d Some of the Concentration Required Courses count toward the University minimum of 24 semester hours in General Education Core courses. Please see the course list that follows.

#### Concentration Coursework – 38 semester hrs.

BIOS 101 Biology of Populations and Communities	5
BIOS 220 Mendelian Genetics	3
CHEM 112 General College Chemistry I	5
CHEM114 General College Chemistry II	5
CHEM 232 Organic Chemistry I	4
MATH 180 Calculus I	5
PHYS 105 Introductory Physics I	4
and PHYS 106 Introductory Physics I Laboratory	1
or	
141 General Physics I	4
and PHYS 144 Problem-Solving Workshop for General Physics I	1
KN 465 Biomech. of the Neuromusculoskeletal Systems	3
KN 472 Movement Neuroscience	3

**Electives** – 13 semester hours 13

#### Concentration in Exercise Science and Health Promotion

##### General Education Core Requirements - 24-26 semester hours

BIOS 100—Biology of Cells and Organisms <sub>a</sub>	5
PSCH 100—Introduction to Psychology <sub>a</sub>	4
Exploring World Cultures course <sub>c</sub>	3
Understanding the Creative Arts course <sub>c</sub>	3
Understanding the Past course <sub>c</sub>	3
Understanding U.S. Society course <sub>c</sub>	3
One additional Analyzing the Natural World course <sub>d</sub>	3–5

a This course is approved for the Analyzing the Natural World General Education category.

b This course is approved for the Understanding the Individual and Society General Education category.

c Students should consult the General Education section of the catalog for a

list of approved courses in this category.  
d A laboratory course is recommended.

#### Concentration Coursework - 30-33 semester hours

CHEM 101 Preparatory Chemistry	4
Or Placement into CHEM 112	
MATH 121—Precalculus Mathematics	5
KN 240—Instructional Techniques in Fitness	3
KN 243—Basic Fitness Assessment	3
KN 436—Health Coaching	3

#### Selective Courses—Choose three of the following:

KN 331—Sport and Exercise Injury Management	3
KN 345—Exercise Assessment and Programming	3
KN 400—Business Principles for the Fitness Professional	3
KN 401—Clinical Skills in Kinesiology	3
KN 402 – Worksite Wellness	3
KN 441—Muscle Physiology	3
KN 442—Principles of ECG Interpretation	3
KN 448—Modifications in Exercise Programming	3
KN 465—Biomechanics of Neuromuscular Systems	3
KN 472—Movement Neuroscience	3

#### Experiential Learning—Choose one of the following:

KN 393—Undergraduate Internship in Kinesiology	6
KN 396—Independent Study in Kinesiology	3-6
KN 398/399—Senior Research Seminar & Project	6 (3hrs. each)

**Electives** – 13-18 semester hours 13-18

Students in both concentrations with a cumulative GPA of 3.25 or greater are encouraged to complete KN 398 Senior Research Seminar (3 hrs) and KN 399 Senior Research Project (3 hrs) as part of their elective coursework.

#### Sample 4-Year Schedule; Concentration in Movement Science

		1st Year	
		Fall - 16 Hrs.	Spring - 16 Hrs.
English 160	3	BIOS 100	5
KN 100	2	English 161	3
KN 136	2	KN 152	3
MATH 121	5	MATH 180	5
PSCH 100	4		
		2nd Year	
		Fall—16 Hrs.	Spring-16 Hrs.
CHEM 112	5	CHEM 114	5
KN 251	5	KN 200	3
KN 335	3	KN 252	5
Expl World Cult	3	KN 261	3

### 3rd Year

#### Fall-16 Hrs.

BIOS 101	5
CHEM 232	4
KN 352	4
KN 372	3

#### Spring-14 Hrs.

HN 196	3
KN 361	3
KN 410	3
PHYS 105/106	
<b>OR</b>	5
PHYS 141/144	

### 4th Year

#### Fall-12 Hrs.

KN 465	3
KN 472	3
Creat. Arts	3
Elective	3

#### Spring-14 Hrs.

BIOS 220	3
The Past	3
US Society	3
Electives	5

## Sample 4-Year Schedule; Concentration in Exercise Science and Health Promotion

### 1st Year

#### Fall-16 Hrs.

BIOS 100	5
English 160	3
KN 100	2
KN 136	2
PSCH 100	4

#### Spring-15 Hrs.

ENGL 161	3
CHEM 101	4
KN 152	3
MATH 121	5

### 2nd Year

#### Fall-14 Hrs.

KN 200	3
KN 243	3
KN 251	5
KN 335	3

#### Spring-17 Hrs.

KN 240	3
KN 252	5
KN 261	3
World Culture	3
Elective	3

### 3rd Year

#### Fall-16 Hrs.

KN 352	4
KN 361	3
KN 372	3
KN Select.	3
Elective	3

#### Spring-15 Hrs.

HN 196	3
KN 436	3
Creative Arts	3
The Past	3
KN Selective	3

### 4th Year

#### Fall-12-15 Hrs.

KN Select.	3
Natrl World	5
Elective	4
Elective	3

#### Spring-12-15 Hrs.

KN 410	3
Exp. Learning	3-6
US Society	3
Elective	3

## Double Degree Option

Double degrees consist of two baccalaureate degrees completed concurrently. Students seeking two baccalaureate degrees concurrently must formally request acceptance into the second degree program. Students must complete a minimum of 30 semester hours beyond those required for the first degree and all requirements for each of the degree programs as specified by the college and major department. All students interested in a double degree should discuss this option with an advisor. A double degree is not permitted when there is substantial course overlap between the first and second degrees.

Students who plan to earn two degrees concurrently in separate colleges must choose a primary college (the college of record) and enroll at the University through that college. Non-AHS students who want to complete a second degree in Kinesiology must obtain admittance into the Kinesiology program by requesting to add a major through the Change of College and Major form found here: <http://www.ahs.uic.edu/currentstudents/forms/>. Kinesiology students who want to complete a second degree in another college should consult that college to determine the options available and applicable rules.

Students who obtain double degrees receive a diploma for each degree. No more than two baccalaureate degrees may be awarded concurrently.

## Policies and Advising:

### Net ID and Enterprise ID

Students will need two primary IDs during their time at UIC: a Net ID and an Enterprise ID. The two IDs may appear the same depending on how the IDs and passwords were established, but they have very different purposes. Campus-specific services are managed separately from University-wide services and require unique authentication scripts. The first one (Net ID) allows students to access campus specific sites and services - such as email and Blackboard (usually these sites are designated by campus domains — uic.edu; uis.edu or uiuc.edu). The second (Enterprise ID) allows students to access the University-wide administrative system for official records, for example Student Services, Financial Aid or Billing (usually these sites are designated with the uillinois.edu domain). Students who need help with their Net ID should visit: <http://www.uic.edu/depts/accc/accts/netids.html>. Students who need help with their Enterprise ID should visit: <https://ossswebcs.admin.uillinois.edu/webforstudent/newstudententerpriseidinfo3.asp>.

### University of Illinois Web Portal – my.UIC

The University of Illinois web portal, **my.UIC**, unifies a vast amount of information into a series of easily navigable pages. From admissions to enrollment to registration, academic resources, communication tools, and customizable pages, **my.UIC** provides students with an extensive series of personalized resources to help guide them through their academic career at UIC. To access **my.UIC**, students should visit UIC's home page ([www.uic.edu](http://www.uic.edu)), click on the right hand corner "Login", then click on "**my.UIC**". For help on how

to use and customize your portal, see: [https://ossswebcs.admin.uillinois.edu/PORTAL\\_UIC/learninghub.html](https://ossswebcs.admin.uillinois.edu/PORTAL_UIC/learninghub.html).

### UIC Email Account

There will be numerous occasions throughout a given semester when instructors, advisors, or the department administration will need to contact their students. Possible messages would include alerting students of a cancelled class or change of schedule, disseminating course information, and notifying students of special events. The primary means for this contact is via student's UIC Email Account. Every UIC student will have an email account consisting of his/her netid + "@uic.edu." Students are strongly encouraged to check their UIC Email Account on a regular basis, or at the very least, make sure their UIC Email is forwarded to an address that they use frequently. In addition to Departmental messages, there will also be numerous communications from the College of AHS and UIC that will be sent to your UIC email account.

### From the Undergraduate Catalog:

#### E-Mail Is the Official Method of Campus Communication

All students are responsible for maintaining a valid University e-mail address and/or forwarding University e-mails to their preferred non-University e-mail address. If you choose to forward e-mails or change your service, you are still responsible for this information. [OFFICIAL] campus announcements will be sent out via mass e-mail to students for all official information students must be aware of. Colleges and/or departments maintain separate e-mail listservs, which may be used to convey specific information to their own students.

Crucial messages, such as the availability of your tuition E-Bill, will be sent directly to your UIC e-mail account. You can create an e-mail account after activating the Network ID (netid) that was assigned to you upon admission. For additional information on creating a UIC e-mail account or forwarding your UIC e-mail, visit the Academic Computing and Communications Center (ACCC) E-mail Web Page <http://www.uic.edu/depts/accc/index.html/EMAIL.html>.

### Access to Blackboard

The Blackboard system – a web-based supplement to classroom instruction used by most UIC faculty – relies heavily on the Net ID to identify students. The UIC email address is the only means of communication within the Blackboard system.

### Academic Advising

The Academic Advisors for the Kinesiology students in the Department of Kinesiology and Nutrition are Ms. Emily C. Walker (312) 996-5923, [ecwalker@uic.edu](mailto:ecwalker@uic.edu), Rm. 347; and Mr. Jerome Balfour (312) 996-8661, [jbalfour@uic.edu](mailto:jbalfour@uic.edu), Rm. 345. To schedule an appointment, visit [www.graceschedules.com/uic/](http://www.graceschedules.com/uic/) and make an appointment\_with Ms. Walker if your last name begins with A-L or Mr. Balfour if your last name begins with M-Z.

Students in the Department of Kinesiology and Nutrition should make regular contact with their academic advisor. The advisor is available to assist students with program planning and course selection and is able to discuss the feasibility of various career paths based on a student's interests and academic strengths.

It is highly recommended that students see their advisor **at least once a year** for a detailed record of their academic status and progress toward their degree requirement completion. **It is absolutely essential that students in their junior year schedule a graduation check with their advisor to review exactly what requirements must be fulfilled in order to graduate as planned.** The best way to schedule an appointment with Ms. Walker or Mr. Balfour is by using [www.graceschedules.com/uic/](http://www.graceschedules.com/uic/).

Although students meet with their advisor once a year, questions and problems do not always follow a fixed timetable. Questions can arise at any time during the semester. Do not hesitate to contact your advisor with any concerns you may have.

**The advisors are available to assist students, but the primary responsibility for selecting courses and meeting graduation requirements rests with each student.**

### Declaring a Concentration

Students are required to declare a concentration by the end of the sophomore year, or by the time they reach 60 credit hours. However, **it is strongly recommended that students declare their concentration as early as possible so the department can have an accurate assessment of how many seats/sections it needs to offer each semester.** It is customary for students to devote much of their junior and senior years to advanced courses, independent study, and research in the field of Kinesiology and Nutrition. Students can view the courses in each concentration at <http://www.ahs.uic.edu/kn/currentstudents/worksheets/>. Students can declare a concentration online at: <http://www.ahs.uic.edu/kn/currentstudents/forms/>. Please note that it is always important to share that information along with any educational goals you may have in an advising session.

### Credit Hours to Complete the Major

Students must complete at least one-half of the total hours required for their major in residence at UIC and at least 12 advanced hours in the required major courses in residence. Advanced credit courses in Kinesiology and Nutrition are those numbered 300 and above. Additionally, students must complete their first 90 credit hours or their last 30 credit hours of UIC education uninterrupted with that of another institution.

### Grade Point Average (GPA) Required to Maintain Good Academic Standing

Students must earn a grade point average of at least 2.00 (A=4.0) in all course work taken at UIC each term. In addition, a student's transfer work and work taken at UIC must average to a cumulative GPA of at least 2.00 (A=4.0).

A minimum grade point average of 2.00 (C) is required in all courses in the major field, including courses taken at UIC and transfer credit from other colleges/universities.

Failure to attain a 2.00 will result in academic probation and possible dismissal from the University (see Academic Status section).

## Grading and Grade Point Systems

Each student seeking a degree should thoroughly understand the meaning of grades and their grade point values.

Grades	Equivalent	Grade Pts/Hr (weight)
A	Excellent	4
B	Good	3
C	Average	2
D	Minimum requirements met	1
F	Failure	0

Multiply the number of credit hours for each course by the grade weight, add the products, and divide by the total number of hours. Example: A student takes three courses, receives an A in a 3-hour course, a B in a 2-hour course, and a C in a 5-hour course. The computation would be as follows:

$$4(A) \times 3 \text{ hrs.} = 12 \text{ grade pts.}$$

$$3(B) \times 2 \text{ hrs.} = 6 \text{ grade pts.}$$

$$2(C) \times 5 \text{ hrs.} = 10 \text{ grade pts.}$$

$$\text{Totals: } 10 \text{ hrs.} \quad 28 \text{ grade pts.} \quad > \quad 28 \text{ pts./}10 \text{ hrs.} = 2.8 \text{ GPA (A=4.0)}$$

**Note:** Courses numbered 001-099 do not carry academic credit. Grades for these courses are not calculated in the grade point average and do not carry credit towards graduation.

## Registration

All registration is conducted via UIC's portal: **my.UIC**

### How do I register for classes?

To access on-line registration, students should go to the UIC Home page, [www.uic.edu](http://www.uic.edu), click on the "Login" arrow in the upper right corner to access "my.UIC". Students will need their Net ID and password to sign into the portal. After doing so, click on the "Academics" tab and then the "Registration" tab. The "Class Scheduling" portion of the portal allows students to look at various potential schedules for their upcoming semester prior to registering. Once they are ready to register, they should click on "my.UIC". The "my.UIC" web page will

automatically open in a new window. Once on "my.UIC, students should click on "Registration and Records" to register.

### What if a class is full or requires departmental approval?

## Wait Lists

If you want to register for a KN class and it is closed or listed as "Department Approval Required"

- 1) during the registration period, go to the Kinesiology and Nutrition Homepage - <http://www.ahs.uic.edu/kn/>
- 2) on the right side of the page click on the wait list link in the blue box titled "News and Events"
- 3) read the relevant guidelines and policies and then click on the link for the secure web form
- 4) log in using your full UIC email address ([netid@uic.edu](mailto:netid@uic.edu)) and ACCC common password
- 5) add your information as requested and "submit form"

The waitlist is managed by the K&N Department and your request will be processed if there is room available in the course. Seniors get priority. You will be notified by email when you are authorized to register for the course. However, you may, if needed, due to time constraints or special circumstances, send an email to Ms. Emily Walker ([ecwalker@uic.edu](mailto:ecwalker@uic.edu)) or Mr. Jerome Balfour ([jbalfour@uic.edu](mailto:jbalfour@uic.edu)) indicating that you have added your name to the waitlist and/or to check the status of your place on the waiting list.

**Students with a registration hold (advising hold, financial hold, immunization hold, etc.), will not be allowed to register, drop classes or make any registration changes.** Students will be able to view a description and reason for the hold, as well as instructions on how to remove the hold in the View Holds screen in my.UIC.edu. For questions about registration, students should contact the UIC Registration Help Line at (312) 996-4350 or TDD: (312) 355-0379, Monday through Friday, 8:30 a.m. to 5:00 p.m.

## Prerequisite Courses

**It is the student's responsibility to ensure they have the listed prerequisite(s) for a course, either through transfer or UIC credit.** Registering for a course for which a student does not have a prerequisite is strongly discouraged. Instructors will likely ask students to drop the course if they do not have the proper prerequisites. If a student fails a course (or receives a grade he or she finds unsatisfactory) because a prerequisite was skipped, it is entirely the responsibility of the student; not that of the instructor nor the department.

## Add and Drop Policies

### Adding a Course

Continuing students register for the subsequent term during the advance registration period. If a student wants to add a course to their schedule before the term begins, they may do so up until the Friday before the term begins depending on availability. After the term has begun, adding a course is subject to space availability, instructor approval, and meeting the deadlines cited below. Adds can be done using the my.UIC self service registration links.

#### Deadlines for Adding a course:

Fall Semester Deadline:	Friday of Week 2
Spring Semester Deadline:	Friday of Week 2
Summer Session 1:	Wednesday of Week 1
Summer Session 2:	Friday of Week 1

Beginning the Monday of the second week of the Fall and Spring Semesters, it is advisable for students to seek the instructor's approval for admittance into the class. **In general, while adding a course after the term has begun is permitted, it is not recommended.**

Exceptions to these deadlines are sometimes approved, provided that the student has the written approval of the instructor and the approval of the Director of Undergraduate Studies. The Director makes the final decision whether to allow a student to add a course after the deadline.

### Dropping a Course

Students may drop a course from their schedule before the term begins up until the Friday before the term begins. After the term has begun, dropping a course can be done based on the deadlines cited below. Drops should be done using the my.UIC self service registration links.

#### Deadlines for Dropping a course:

Fall Semester Deadline:	Friday of Week 2
Spring Semester Deadline:	Friday of Week 2
Summer Session 1:	Wednesday of Week 1
Summer Session 2:	Friday of Week 1

Students who drop a course within these periods do not receive a grade for a course or a "W" on their grade report.

#### Dropping a Course after the Deadline

Students may drop a course after the deadlines listed above and during the weeks cited below.

Fall Semester:	Weeks 3 through 10
Spring Semester:	Weeks 3 through 10
Summer Session 1:	Thurs. of week 1 through Wed. of week 2
Summer Session 2:	Weeks 2 through 5

Students may drop a maximum of 4 individual UIC courses during their entire undergraduate degree program.

Students may initiate a request to drop a course from their registration between weeks 3 and 10 either in person with an Advisor or through the online "Request to Drop/Add/Change Class Hours" form found at this link: <http://www.ahs.uic.edu/kn/currentstudents/forms/>. Once the student submits the request online, an automatic email notification is generated and sent to the Academic Advisor who will submit the request to change the registration.

A "W" (withdrawal) is noted on the transcript, but the GPA is not affected. In some cases, students request to drop a course after the deadline because they registered for too many hours and then struggle to do well. The Department of Kinesiology and Nutrition strongly recommends that students register for fewer courses and finish all of them rather than register for an overwhelming number of courses and then drop classes when the workload becomes unmanageable. The recommended course load for completion of the B.S. degree in four years is 12-16 hours per semester (excluding summers).

Under exceptional circumstances, it is possible for a student to drop a class after the 10th week of the fall and spring semesters, after the second Wednesday of Summer Session 1, or after week 5 of Summer Session 2. Special petition requests must be made before finals week and in writing to the petition committee. A "Petition to Withdraw from a Course After Week 10" is available at this website: <http://www.ahs.uic.edu/kn/currentstudents/forms/>. **Under no circumstances will poor academic performance be considered a legitimate reason for dropping a course after the withdrawal deadline.** Severe illness, hospitalization, death of an immediate family member or other comparable circumstances that cause sustained absence from class are petitionable circumstances that will be considered on a case-by-case basis. Evidence supporting a student's petition is necessary and should be filed with the petition. If the petition is granted, dropping the course will result in a grade of "W" on the student's transcript.

#### Repeating a Course with Grade Point Average Recalculation Policy Repeat Policy

Students may repeat a course with a D or F grade to increase their knowledge of the subject matter. An F grade must always be repeated for required courses. Courses with A, B, or C grades may not be repeated.

- A course may only be repeated once for GPA recalculation.
- The course must be repeated within three semesters of the receipt of the original grade, and it must be taken at UIC.
- A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite.
- Only one registration for the course counts toward the total number of credits required for graduation.



- Students who have been dismissed from UIC may not appeal on the grounds of intention to repeat courses.
- Students may only repeat a course within 3 semesters (excluding summer sessions) after the course was taken.

### Recalculation Policy

Grade point average recalculation for a repeated course is not automatic. The student must complete the Petition to Repeat a Course with Grade Recalculation.

- The deadline to petition to repeat a course with grade recalculation is the 10th day of instruction of the term in which you are requesting to repeat the course.
- In all cases, both the original grade for the course and the repeat grade will appear on the transcript.
- When the GPA is recalculated, even if the second grade is lower than the first, the second grade stands.
- If a course is repeated more than once, the original grade is not counted in the GPA, but all other grades for that course are calculated in the cumulative GPA.
- Undergraduate students are allowed grade point average recalculation in up to four different repeated courses.

There are circumstances under which repeating a course is advisable and to a student's advantage. There are also circumstances where repeating a course may disadvantage a student and narrow a student's options. The original grade will be calculated into the grade point average, unless the student initiates petition to Repeating a Course with Grade Point Average Recalculation by the official end of the add/drop period (Fall/Spring: Friday of Week 2; Summer 4-Week: Wednesday of Week 1; Summer 8-Week: Friday of Week 1).

The petition to request repeating a course and for GPA recalculation may be found online at: <http://www.ahs.uic.edu/kn/currentstudents/forms/>

### Satisfactory/Unsatisfactory Option

Students in the Department of Kinesiology and Nutrition may choose to take any **free elective** course on a Satisfactory/Unsatisfactory basis. All English Composition, General Education, KN Common Core\*, Concentration, and required Upper-Level KN electives must be taken for a letter grade.

The following guidelines apply:

1. No more than one course per term may be taken under this option.
2. The satisfactory/unsatisfactory option in a course must be elected by the end of the tenth day of instruction of the term.
3. The satisfactory/unsatisfactory option in a course cannot be revoked after the close of the tenth day of instruction in the term.
4. Instructors are not informed that the option has been elected but assign a letter grade in the usual manner. The Office of Admissions and

Records retains a record of that letter grade, but it is not entered on the student transcript except as hereafter provided.

5. For courses taken under the satisfactory/unsatisfactory option, a grade of "S" is recorded on the transcript if a letter grade of "A," "B," "C," or "D" is earned. If the letter grade "F" is assigned, a "U" is entered on the transcript. "IN" (incomplete) and "DF" (deferred) grades are replaced by "S" or "U" upon completion of the courses or converted to "U" if the course completion deadline for an "IN" is not met.
6. The grades of "S" and "U" are not used in the computation of the grade point average.

Students must submit a request with an Academic Advisor no later than the 10th day of the fall or spring terms, 1st day of Summer Session 1, and 5th day of Summer Session 2 to have a course designated for the satisfactory/unsatisfactory grading option.

### Academic Support and Advising Program (ASAP)

The College of Applied Health Sciences developed the ASAP Center to assist students with academic services, time management and academic success and career counseling. The center provides students with a great place to study and interact with other students, faculty and staff in the department.

ASAP provides the following services for Kinesiology and Nutrition students:

- peer tutoring in KN and basic science courses
- mentoring
- academic support seminars - test-taking strategies, study skills, and stress reduction
- computer availability

The ASAP center is located in room 356 PEB. The hours of operation are 8:30 a.m. - 5:00 p.m., Monday-Thursday; 8:30 a.m. - 2:30 p.m., Friday. Appointments are best for tutoring services, but walk-in services are available.

#### Additional Tutoring Resources Available at UIC

*Academic Center for Excellence:* The Academic Center for Excellence (ACE) is a multifaceted academic support program open to all UIC students, from freshman through graduate level. For further information, please contact the center at <http://www.uic.edu/depts/ace/index.shtml>, or at (312) 413-0031.

*African American Academic Network (AAAN):* Call to schedule a tutoring appointment or visit their services at: <http://www.uic.edu/depts/aaan/>, or (312) 996-5040.

*Latin American Recruitment and Educational Services (L.A.R.E.S.):* Visit the L.A.R.E.S website for useful information on tutoring services: <http://www.lares.uic.edu/>

*Learning Resource Center:* Visit the center's website for useful information on the center's services: <http://www.housing.uic.edu/current/lrc/>

*Mathematical Sciences Learning Center:* Visit the center's website for useful information on their services: <http://www.math.uic.edu/undergrad/mslc/?sid=main>

*Writing Center:* Visit the Writing Center website for useful information on tutoring services: <http://www.uic.edu/depts/engl/writing/>

## Academic Status

At the conclusion of each term, the College determines the academic status of every undergraduate student enrolled based on the individual's academic record and progress. Students are classified as clear (good) standing, probationary standing, or dismissed from the University. In addition, students who achieve an excellent semester record can be placed on the Dean's List (3.50-4.00 GPA) or Academic Achievement List (3.00-3.49 GPA). At the time of graduation, students can graduate *Summa Cum Laude*, *Magna Cum Laude*, or *Cum Laude*. Definitions and standards for these honors can be found in the "Graduation" section of this chapter.

## Probation Rules

Academic probation designates the status of a student who has failed to attain the acceptable level of academic achievement as defined below:

1. An overall grade point average of 2.00/4.00 in all courses designated as professional course work or an academic major offered by the department in which the student is enrolled;
2. A grade point average of 2.00/4.00 for each semester completed in the College of Applied Health Sciences;
3. A cumulative grade point average of 2.00/4.00 following matriculation into the College of Applied Health Sciences;
4. Satisfactory attainment of competencies prescribed and published for any particular course.

Academic probation at UIC cannot be removed by course work from other colleges or universities, including programs of the Springfield and Urbana-Champaign campuses. Removal from probationary status is dependent upon earning a minimum 2.00 grade point average (GPA) during the probation semester, and in subsequent terms achieving a grade point average that is sufficiently above 2.00 to maintain a GPA of 2.00 or above for all work in the College of Applied Health Sciences.

Students who are placed on probation are invited to participate in the Probation Advising Program (Pro-AP).

Pro-AP is a program to assist probation students stay on track and work successfully toward their goals and degree. The Academic Advisors implements the program at the start of the student's probation term with a contract outlining the student's awareness of the probation standards and the agreement to an identified number of one-on-one advising sessions throughout the probation semester; the completion of academic progress reports; development of goals; and a self assessment of academic difficulties that may have led to the probation status.

## Dismissal Rules

A student on academic probation *will be dismissed* in any term in which the student fails to meet the term grade point average required by the probation condition. In addition, such action will be initiated when the faculty/staff deem a student is not making progress toward their degree.

## Readmission Policy

UIC students who leave the University due to academic probation or dismissal must submit a petition with an application to the University when applying for readmission. Admission is considered if the student has taken coursework to increase their GPA to a minimum of a 2.5/4.0 and the coursework is considered sufficiently rigorous, such as science and math classes. Final admission is granted upon the approval of the College. Students should contact the Department of Kinesiology and Nutrition's academic advisors for assistance in selecting appropriate coursework to qualify them for readmission.

## Withdrawing from the University

A University Withdrawal is a process by which all courses in a given semester are dropped and an entry of 'W' is made for each course on the transcript. Failure to withdraw properly will result in a grade of "F" (failure) in each course in which the student is registered. Undergraduate students should initiate an official withdrawal from the University in their department office in person or by written request to the Director of Undergraduate Studies.

Students who withdraw from all courses for which they are enrolled are considered withdrawn from the University. Students who withdraw from the University are eligible to register for a subsequent term unless they lose their continuing student status. (See below under "Continuity of Enrollment.")

A student who has been charged with an offense that may result in disciplinary action may not officially withdraw from the University until the hearing of the case has been conducted by the appropriate disciplinary committee.

## Withdrawal Deadlines

You may withdraw from the University at any time from the first day of instruction through the last day of instruction in each term conditional on not

having earned a final grade in any course. Students contemplating a university withdrawal are strongly recommended to meet with the academic advisor.

### Continuity of Enrollment

Students lose their continuing student status when they have not attended UIC for **two or more semesters in succession** (excluding summer session).

For instance, if a student takes classes during the Fall semester then does not register for the Spring or Summer terms, that student is still eligible to register for the following Fall. However, if the student did not register by the tenth day of the subsequent Fall semester, that student will be dropped from the University and will have to reapply in order to regain admission.

### Withdrawal to Enter Military Service

There are special guidelines that apply to withdrawals to enter military service. Please consult the Office of Admissions and Records a detailed description of these guidelines: [http://www.uic.edu/depts/oar/registration/withdrawal\\_military\\_undergrad.html](http://www.uic.edu/depts/oar/registration/withdrawal_military_undergrad.html)

### Appeal/Grievance Procedures

A student having a complaint is expected to initially attempt to resolve the issue informally. This effort should first include discussions with the specific faculty member, teaching assistant or staff member involved, if appropriate. If the situation cannot be resolved at this informal level, students should bring the issue to the attention of the Director of Undergraduate Studies. In issues that continue to be unresolved, or in which the results are not satisfactory, the student may choose to initiate a formal grievance, which will then be referred to the Department Head.

Written procedures for filing a formal grievance may be obtained from the Office of the Dean of Student Affairs, 3030 SSB, (312) 996-4857 or found here: [http://www.uic.edu/depts/oa/faculty/FINAL\\_VERSION\\_STUDENT\\_PROCEDURES.pdf](http://www.uic.edu/depts/oa/faculty/FINAL_VERSION_STUDENT_PROCEDURES.pdf). Keep in mind that a demonstrated lack of cooperation, by any party, in attempts to resolve complaints informally may be considered with all other factors in reaching an ultimate decision on the merits of a grievance.

### Transcripts

Students may request copies of their official transcripts from the Office of Records and Registration by mail, in person, or online through the university webpage. Students who are in debt to the University or who have been admitted to the University pending the receipt of credentials are not eligible to receive transcripts until these obligations are cleared. Students should allow at least two weeks from the date of their request for their transcripts to be processed. There is a charge for each transcript. Please contact the Office of Records and Registration for the current charges (312-996-9575).

## Graduation Policies and Procedures

**Students are eligible to receive a UIC undergraduate degree on the recommendation of the Department of Kinesiology and Nutrition to the UIC College of Applied Health Sciences and then to the Board of Trustees when they have met all of the following conditions:**

- complete the Basic Graduation Course Requirements
- complete all other UIC and Kinesiology and Nutrition graduation requirements
- earn a minimum of 120 hours that apply toward the degree
- complete all major requirements in their major field
- have at least a 2.00(C) average in their UIC course work and, if they have transfer course work, a 2.00 (C) average in the combined average of their UIC and transfer work
- meet the GPA requirements in their major field (GPA  $\geq$  2.0)
- meet the residency requirements – **Important: to earn a Bachelor's degree from UIC, either the first 90 or last 30 hours must be completed at UIC during periods of uninterrupted enrollment. If students need clarification, they should contact an Academic Advisor.**

### Declaring the Intent to Graduate

Students must declare your intent to graduate via my.UIC.edu by the deadlines indicated below:

Fall Semester: Friday of the third week of the Fall Semester.

Spring Semester: Friday of the third week of the Spring Semester.

Summer Session: Friday of the second week of the Summer Session 2.

To declare their intent to graduate, students must complete the form titled "Pending Degree List" provided on Student Self-Service. It is **highly recommended** that each student meet with their academic advisor the **semester before** they wish to graduate so that a **degree audit** can be performed.

### Graduation Review

In the last semester, a Department of Kinesiology and Nutrition Academic Advisor reviews the student's academic record to evaluate his/her status in meeting all major degree requirements.

On completion of the term in which you plan to graduate, the department advisor will evaluate final grades, final GPA, and all other requirements. This process generally takes about three weeks, after which the department will forward the final list of certified degree recipients to the College of Applied Health Sciences. The College will forward this final list the Registrar's Office and the degree is then posted to the student's transcript (diplomas are mailed to graduates within approximately three months thereafter). **Appearance of a name in the AHS Commencement Program is not an assurance that the**

degree has been awarded since commencement is held before all evaluations have been completed.

**Please note:** Once you graduate you will not be able to continue taking courses that may be required for graduate school. Students who would like to continue taking courses after graduation must apply as a non-degree seeking student.

### Commencement Ceremony

The College of Applied Health Sciences holds its commencement ceremony at the UIC Forum during finals week of the Spring Semester. Graduates of the preceding Summer, Fall, and current Spring term are eligible to participate. Students planning on graduating at the end of the following Summer term may also participate in the ceremony, but their names will not be listed in the current commencement booklet (their names will be listed in the subsequent year's booklet). Details regarding commencement will be made available early in the Spring of each academic year.

### Graduation with Honors

The University of Illinois at Chicago honors system recognizes three separate distinctions for scholastic excellence in the cumulative grade point average (4.00 system), according to range of cumulative grade point averages, as follows:

Summa cum laude	3.9 and above
Magna cum laude	3.75 to 3.89
Cum laude	3.50 to 3.74

Transfer students must have completed a minimum of 60 semester hours at UIC as well as meet the cumulative GPA requirements above to be considered for University Honors.

## Scholarships

**Helen Barton Summer Research Scholarship - \$1,500.00 – 1-3 per year**  
Open to all Kinesiology undergraduate students. A competitive selection process that is based on GPA and personal statement of intent. Application process may also involve an interview with the potential research mentor. For more information, consult "Undergraduate Research" section of this handbook.

**Martin Luther King, Jr. Scholarship - \$2, 000 per year**  
For African-American, Latino(a), and Native-American UIC students who have demonstrated high academic achievement in the many fields where they have traditionally been underrepresented and who have shown commitment through community and campus service. Students will be notified via the undergraduate listserv in January, which is when the application becomes available.

**Van Doren Scholarship – up to \$2,000 per year**  
Based on student financial need, open to all students in the College of Applied Health Sciences. Awards are given twice a year during Fall and Spring semester.

## Undergraduate Research

Undergraduate students are strongly encouraged to participate in the research programs of their chosen area of concentration. A guided research project in either concentration can be one of the most valuable experiences of a college education. The Department of Kinesiology and Nutrition and the University offers the following opportunities:

### Independent Study

Kinesiology 396 - Independent Study is designed to be a flexible course allowing juniors and seniors to gain experience in Kinesiology and Nutrition-related research. Taken for 1-3 hours, KN 396 requires close interaction with one or more faculty members over the course of one semester.

### The Senior Research Seminar and Project

The Senior Research Seminar and Project is offered as a capstone experience to students in both concentrations who have achieved a grade point average of 3.25 (A=4.0) by their senior year of study. Eligible students complete the two-semester sequence by taking KN 398 Senior Research Seminar and KN 399 Senior Research Project. Typically, the first semester is devoted to developing and proposing a topic and obtaining any necessary approvals for the study (e.g., Institutional Review Board approval to work with human subjects). The second semester consists of executing the research plan and presenting the research project. Students earn six semester hours of graduation credit. In addition to the grade point average requirement, all Senior Research Seminars and Projects require a faculty mentor. KN 398 and KN 399 can be completed to fulfill the Honor's College Capstone requirement.

### The Helen Barton Summer Research Scholarship

Promising students of sophomore standing or above who have demonstrated an interest in the research of Kinesiology faculty may apply for the Helen Barton Summer Research Scholarship. Recipients of the award will work closely with a principal investigator and graduate students in a Kinesiology and Nutrition laboratory on a project designed by the student and faculty member. If the student and faculty member desire, the work accomplished during this experience may be later developed into the student's Senior Research Seminar and Project.

### UIC Undergraduate Research Experience

The Undergraduate Research Experience (URE) is a university-wide program dedicated to fostering scholarly engagement and intellectual growth. The URE mission is to make research an integral part of the undergraduate academic experience at UIC by creating mutually beneficial research relationships between students and faculty researchers. Students interested in obtaining a research experience within or outside of the department should read more about how to do so here: <http://tigger.uic.edu/htbin/codewrap/bin/orgs/ura/cgi-bin/>.