

UIC

College of Applied Health Sciences

Student Handbook

PhD in Rehabilitation Sciences

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PhD in Rehabilitation Science Program

Program Administration

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Please contact Dr. Aruin and Joelle Lantz regarding any questions or concerns regarding the program. In addition, Dr. Aruin would like to hear about your successes (e.g., grants, publications, presentations, etc.).

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1. Program Overview

Welcome to the PhD in Rehabilitation Science program at the University of Illinois Chicago. We are pleased that you have chosen to join our degree program. This handbook was developed to guide admitted students and program faculty in meeting program requirements as aligned with the UIC Graduate College. This handbook was developed in collaboration with program faculty and students but is not intended to replace information available from other resources (e.g., Graduate College website).

1.1. Overview of Rehabilitation Science

This program provides doctoral training to future rehabilitation scientists. Rehabilitation science is a highly interdisciplinary field of study that aims to enhance the function, activity performance, and participation of persons with, or at risk for, disability and chronic health conditions. Rehabilitation science spans the life course and invites the integration of knowledge from diverse fields.

1.2. Program Mission and Goals

This interdisciplinary doctoral program is offered through the College of Applied Health Sciences and includes program faculty across all departments within the College.

The College of Applied Health Sciences envisions a world in which every person can live a healthy and self-determined life. The mission of the UIC PhD in Rehabilitation Science program is to provide rigorous training to future rehabilitation scientists who are equipped with the knowledge and skills to successfully advance the evidence base to deliver rehabilitation practices that optimize the functional abilities, activity performance, and participation of persons with, or at risk for, disability and chronic health conditions.

The primary goals of the program include: 1) train students in core theories and models that are central to conducting and communicating their rehabilitation research to an interdisciplinary audience; 2) provide mentored research training to prepare students in designing, conducting, and disseminating original research that advances rehabilitation science and practice; 3) prepare students for functioning effectively as a research team member; 4) promote knowledge, skills, and behaviors that are consistent with the responsible conduct of research; and 5) provide opportunities for acquiring knowledge and skills to effectively teach and mentor students, both in the classroom and in the research lab/group context.

Our graduates typically secure employment in academia and industry, with many graduates choosing postdoctoral and faculty positions at major research universities.

2. Program Philosophy and Approach

2.1. Mentorship Model

This program adheres to a mentorship model for research training to prepare our students for successful research and academic careers. This approach reflects our belief that students are best prepared for independent research careers through guided immersion in research activities. In a rewarding mentor-mentee

relationship, a faculty mentor and student mentee combine talents and efforts to advance knowledge in a specific area that is congruent with the mentor's larger programmatic research program.

A primary mentor is recognized as an accomplished scholar and graduate faculty member of the UIC Graduate College. Each student is admitted into our program with a primary mentor assignment to guide them in completing their program of study. In your first year, you will collaborate with your primary mentor to develop a plan that outlines your learning goals and tasks, performance expectations, and work schedule. We celebrate the diversity of mentor styles for effectively guiding a student towards degree completion. Therefore, the specific research activities undertaken by students in our program are expected to differ.

While your primary mentor is committed to provide guidance and opportunities for your scientific and professional development, you are expected to take initiative when scheduling and preparing for mentorship meetings, and for implementing plans to facilitate your progress in achieving your learning goals.

2.2. Monitoring of Progress Towards Degree

To monitor the academic progress of all students in the program, each student prepares a semester study plan each semester and participates in an annual review.

2.2.1. Semester Study Plan

Semester study plans are required to ensure students are on track with their studies. Each student discusses the plan of study for each semester with their primary mentor who also serves as their academic advisor. The study plan form (Appendix 1) should be completed in a cumulative manner, by documenting completed coursework (mentioning semester/year when the course was taken and grade) and describe planned coursework for the next semester. The study plan approved by the primary mentor, should be submitted to the program coordinator no later than the second week of each semester.

2.2.2. Annual Review

Annual reviews are conducted to evaluate and monitor each student's performance and progress. The program coordinator initiates this review in the Spring semester via email with a stated deadline. Each student completes their portion of the form and submits their draft of annual review form to their primary mentor (Appendix 2). The primary mentor then completes their section of the form and submits the annual review form via email to the program coordinator by the stated deadline, for review by the Curriculum Committee. Following committee review, each student is informed in writing about their progress, performance, and concerns if any. If the review establishes that there are serious concerns, the program director communicates them with the Graduate College regarding dismissals for violation of program rules or about putting a student on academic probation or limited standing. Annual reviews are conducted to maintain student records within the program.

3. Program Requirements

Prospective students are expected to have backgrounds in physical therapy, occupational therapy, kinesiology, speech and language pathology, prosthetics and orthotics, nursing, medicine, engineering, mental health, or other fields related to rehabilitation science. The ideal applicant should have a strong interest in rehabilitation research, completed preparatory coursework in biology, physiology, anatomy, physics and mathematics, psychology, and statistics as well as a master's degree in an area related to rehabilitation science. The exceptional applicant with a bachelor's degree, a sufficient number of credits of relevant graduate coursework, and/or compelling clinical/research experience in rehabilitation science will be considered. For other applicants, conditional acceptance may be granted with the understanding that by enrolling in appropriate prerequisite courses missing areas will be addressed before PhD program courses may commence.

3.1. Credit Requirements

The student is expected to register for credits in consultation with their primary mentor. The PhD program requires 96 semester credits of study at the doctoral level beyond the bachelor's degree. Up to 32 credits taken at the graduate level towards a master's degree may be accepted for transfer. Credit transfer requests are evaluated by the Director of Graduate Studies after matriculation. Only 400- and 500-level courses can be applied to the degree. Excluding dissertation hours, credit toward this graduate degree is only given for courses in which a student earned a grade of A, B, C, CR, or S. Students must earn at least 32 hours using the AHS 599 rubric (PhD Thesis Research). The student has opportunities to earn required, selective, elective, and dissertation course credits as outlined below, inclusive of offerings from all AHS departments.

3.2. Coursework

3.2.1. Required courses. A student completes required courses, as outlined below.

A student selects a minimum of two of the following courses in consultation with the advisor

- PT 505 Advances in Rehabilitation Sciences I
- PT 506 Advances in Rehabilitation Sciences II
- OT 528 Race, Culture and Health Disparities

A student also selects at least one statistical course from the following course options:

- AHS 511 Biostatistics I
- AHS 512 Biostatistics II

A student selects one course on Responsible Conduct in Research from these options:

- KN 503 Responsible Conduct of and Ethical Decision Making in Research
- GC 501 Scientific Integrity and Responsible Research

3.2.2. Selective courses

A student chooses a minimum of one additional course from these options:

- DHD 546 Qualitative Methods in Disability Research
- BHIS 598 Q Research Methodology in Qualitative Research
- BHIS 509 Informatics for the Clinical Investigator
- DHD 510 Concepts in Interdisciplinary Research on Disability
- OT 553 Program Evaluation: Documenting the Impact of Human Services
- OT 570 Health Outcomes Assessments
- PT 563 Research Methods in Rehabilitation Sciences

A student can choose a course outside the list in consultation with their primary mentor and with approval from the Director of Graduate Studies.

3.2.3. Elective courses

A student earns a minimum of 18 semester hours of study in content area(s) in consultation with their primary mentor.

3.2.4. Dissertation credit hours

Students must earn at least 32 hours in AHS 599 PhD Thesis Research. Students are allowed to register for AHS599 Thesis Research after passing the preliminary exam.

3. 3. Preliminary Examination

The preliminary examination is generally administered during or near the end of the time the student has completed most of their coursework but has not made a major investment of time and effort towards the dissertation research project. The preliminary examination usually takes place toward the end of the 2nd year in the program, although it can occur earlier or later as judged appropriate by the primary mentor and student. However, it is highly recommended that the exam is taken by the end of the 3rd year at the latest.

Only students in good academic standing are permitted to take this examination. Doctoral students must be registered for credit the term when they take the preliminary exam. Students must also register each semester (excluding summer) after passing the preliminary examination and until successfully defending the dissertation. Students must register for the summer term if taking the preliminary exam or defending the dissertation during that term. Students who do not complete the degree requirements within five (5) years of passing the preliminary examination must retake this examination.

The committee for the preliminary examination consists of at least five (5) members, of whom at least three (3) are UIC Graduate Faculty with full membership, and two (2) of whom must be tenured. The chair of the committee must be a full member of the UIC Graduate Faculty. An outside member is recommended but not required.

Students are asked to complete a committee recommendation form, which can be found here: <https://uofi.app.box.com/s/lqoh181bm8ihv0thg8cbb9f1ozdspn1f>

The form should be turned to the program coordinator in 3+ weeks ahead of the preliminary exam. The committee for the preliminary examination is appointed by the Dean of the Graduate College upon the recommendation of the department or program.

The preliminary examination consists of a written and if needed, an oral portion. A student can select to take a closed or open book written exam. Typically, the closed book format is conducted in one day (9-10 hours) or split the exam into two days. The duration of the open book format is at the discretion of the preliminary exam committee, but cannot exceed 5 days. For both exam formats, no advanced information about the questions should be shared with a student. The exam questions should be based on a student's self-study of the literature that is foundational to a student's potential dissertation research topic. The primary mentor serves as the committee chair and provides oversight to the preliminary exam committee to prepare 3-5 questions. A student's responses to each question are submitted to the committee via email and then each question is graded by committee member(s) independently (for example, Q1-pass, Q2-fail, etc.). Committee members for the preliminary examination submit their grades for the student's answer directly to the chair of the committee who lets the committee and student know the outcome. If there are answers to a particular question that got "fail" or committee members passed it "with reservation", the committee can decide to convene an oral portion to ask the student for clarifications, etc.

Each member of the examining committee assigns a grade of "pass" or "fail" on the Examination Report. A candidate cannot be passed with more than one "fail" vote. The results of the examination must be submitted to the Graduate College within two (2) days of the completion of the exam. Students are allowed a second chance to take the exam should this be deemed necessary by the committee. The format of the second attempt is decided by the committee and may consist of a whole retake of the exam (written and/or oral) or just the portions judged unsatisfactory during the first attempt. The second attempt of the Preliminary Examination should take place one year after the first attempt at the latest. A third examination is not permitted.

3.4. Dissertation Proposal

The Proposal defense consists of a written proposal of the dissertation project and its oral defense in front of the dissertation committee. This should be scheduled after the Preliminary Examination, but before the research work has progressed beyond exploratory data collection, so as to allow meaningful changes in the research program based on input from the student's dissertation committee. The committee to which the proposal is presented should be the same as the committee for the final defense of the dissertation (see section 3.5. below), unless there are circumstances that necessitate a change.

The written proposal may be in the form of a grant application (F31 NIH format is recommended) or in thesis format, as decided in concert by the primary mentor and student. Irrespective of the format chosen, the proposal should include an introductory section detailing the background and significance of the proposed work, specific aims as well as a methods section.

The dissertation committee should be provided with the written proposal at least two weeks before the scheduled date of the oral presentation.

The oral presentation is open to the public and the committee may then decide to proceed further in closed session with the student.

3.5. Dissertation defense

A minimum of one year has to elapse before the defense of the dissertation after passing the preliminary examination. The defense must be open to the academic community of the University and be publicly announced one week prior to its occurrence. A text of the announcement should be prepared by the student in consultation with the primary mentor and submitted to the program coordinator at least two weeks in advance (Appendix 3).

The dissertation committee consists of at least five persons. The chair of the committee must be a full member of the UIC graduate faculty. At least two members of the committee must be tenured faculty at UIC; at least one must be from outside the degree-granting program, which may include graduate faculty from UIC departments outside of the AHS college. The outside member can also be from outside the university, in which case the member must demonstrate equivalent academic standards; the members' curriculum vitae must accompany the Committee Recommendation Form.

Students are asked to complete a committee recommendation form, which can be found here:

<https://uofi.app.box.com/s/lqoh181bm8ihv0thg8cbb9f1ozdspn1f>

The committee for the Dissertation defense is appointed by the Dean of the Graduate College upon the recommendation of the department or program.

The form should be submitted to the program coordinator in 3+ weeks ahead of the defense.

A candidate cannot be passed if more than one vote of "fail" is reported by the student's dissertation committee members. If the vote is "fail", the committee may recommend that the Dean permit a second defense. This second examination must be initiated by submission of a new Committee Recommendation form, even if there is no change in membership. A third defense will not be permitted.

The core of the dissertation in the PhD program in Rehabilitation Sciences consists in original research work. The research may take any form (or a combination of forms), including laboratory or clinical approaches. The research must be creative and original, advancing a field of Rehabilitation Sciences by adding significant new knowledge, testing current theory or leading to a new theory. The dissertation may be presented in the traditional thesis format or may consist of manuscripts (typically, three, though not necessarily) of publishable quality in peer-reviewed journals. The specific requirements for both are to be established by the dissertation committee in accordance with Graduate College requirements. Publication of all or part of the research work prior to the dissertation defense is expected.

3.6. Time Limits

Students admitted to the program with a master's degree or who continue in the Graduate College after completing the master's degree at UIC must complete the degree requirements within seven consecutive calendar years after initial registration as a doctoral student. Students admitted to the Graduate College without a master's degree who proceed directly to the doctorate must complete degree requirements within nine consecutive calendar years of initial registration as a doctoral student.

Graduate College policies could be found here: <https://grad.uic.edu/academic-support/graduate-college-policies/>
Students who do not graduate by these deadlines will be dismissed for failure to progress.

Graduate students may take one semester and an adjoining summer session off (i.e. Spring and Summer, or, Summer and Fall) without formal leave approval from the Graduate College, and still hold "continuing student status" from the university.

Degree students who desire to take another continuous semester off (in addition to the semester and summer session described above), for a total maximum of three consecutive terms, including summer, must file a Graduate Petition for Leave of Absence. The completed petition should arrive in the Graduate College by the tenth-day of the semester for which formal leave is requested (i.e., the third consecutive term to be taken off). Time spent on a leave of absence approved by the program and the Graduate College is not counted toward the degree time limit.

For more details see: <https://grad.uic.edu/academic-support/graduate-college-policies/>

3.7. Academic Calendar

Important dates could be found here: <https://catalog.uic.edu/qcat/academic-calendar/>

4. Funding and travel awards

There are several opportunities available for PhD students. Among them are BOT tuition waivers, graduate assistantships, fellowships, and travel awards. Although financial assistance in the form of graduate student assistantships is not guaranteed, the program makes every effort to identify faculty research grants and projects within the program that may provide student financial support. The program also facilitates funding opportunities through tuition waivers, as well as two research assistant positions.

4.1. Scholarships and fellowships

There are a number of Scholarships and fellowships offered by the Graduate College. The list could be found here: <https://grad.uic.edu/funding-awards/graduate-funding-overview/>

4.2. Tuition waivers

Two full time and one part time Board of Trustees (BOT) tuition waivers are available for PhD students each semester. To receive a tuition waiver, a student prepares an application (Appendix 4) and submits it to the program before the start of a semester.

4.3. Graduate assistantships

The program facilitates funding opportunities through two research assistant positions based on current availability. Details regarding this position will be sent out at the start of the academic year.

4.4 Travel awards

Travel Award through the Graduate College: The Graduate College offers funds to deserving students to defray expenses associated with travel to present original research or scholarly work. Information about the travel awards could be found here: <https://grad.uic.edu/funding-awards/graduate-college-fellowships/student-presenter-awards/>

Travel Award through the Graduate Student Council: The UIC Graduate Student Council (GSC) travel award is available to students actively participating in academic or professional meetings. To eligible applicants, the GSC gives awards of up to \$300, which may be used for transportation, lodging, registration, and meal costs. Information about GSC travel awards could be found here: <https://gradstudentcouncil.uic.edu/awards/travel-awards-2/>

4.5. College awards

AHS Achievement Award: Award presented at Convocation by each AHS program to outstanding graduating students who are recognized for overall performance and leadership in the College. Awarded to only one student unless there is a tie.

Van Doren Award: An award given in the spring and fall semesters to students in good standing who demonstrate financial need. The W.E. Van Doren Scholarship Fund in the University of Illinois Foundation provides income for scholarship in the field of medicine and related healing arts. The selection of the Van Doren Award is performed at the AHS level. Graduate students can apply. May be given to more than one student.

Lillian B. Torrance award: A gift from an alumnae and benefactor for which use is restricted to scholarships that must be applied to cover tuition and fees for students in the Departments of Biomedical Visualization, Occupational Therapy, and Physical Therapy, who have expressed an interest in rehabilitative activities or studies. Graduate students can apply for this award. May be given to more than one student.

5. Teaching skills development

A student has to take a series of core courses designed to teach the fundamentals of rehabilitation science and courses to enhance teaching skills. A PhD student is also expected to participate on some level in the teaching programs at AHS and works with their primary mentor to tailor this type of training as part of their program of study.

6. Concentration in Neuroscience

PhD students in Rehabilitation Sciences could pursue a *Concentration in Neuroscience*. Those who selected to take part in the concentration must take NEUS 501 and 502 and at least 6 additional hours of neuroscience courses at the 400- or 500-level, outside student's major department. Students are required to attend at least one semester of Journal Clubs from GPN. Neuroscience electives will be assessed and approved by the Director of Graduate Studies (DGS) of the Graduate Program in Neuroscience (GPN). Research, departmental seminars (journal clubs), and independent study cannot be included in these 6 hours of course credit. Students must submit the topic of their doctoral dissertation and a list of the courses in neuroscience that they have successfully completed (a grade of B or better) to the DGS of the GPN for approval.

Additional information could be found here: <https://gpn.uic.edu/curriculum/concentration-in-neuroscience/>

PhD students in Rehabilitation Sciences who wish to add a concentration must complete a Request for Change of Graduate Program Form. The form could be found here: <https://uofi.app.box.com/s/3zo755l9t7kg8juspqkijuu9oek1754f>

7. Student resources

A comprehensive list of UIC Student Resources can be found at: <https://today.uic.edu/uic-resource-guide>

7.1. Bookstore

www.uicbookstore.org Student Center West, 828 S. Wolcott, (312) 413-5550

7.2. Libraries

7.2.1. Library of Health Sciences

1750 W. Polk 312-413-0403 <https://library.uic.edu/libraries/lhs-chicago>

7.2.2. Richard J. Daley Library

801 S. Morgan 312-996-2726 <https://library.uic.edu/libraries/daley>

7.3. Information Services Liaison to the AHS

Amelia Brunskill - Assistant Professor and College Students and Faculty Abrunsk2@uic.edu

7.4. Campus Security

<https://police.uic.edu/> 5-5555 (from a campus phone) or (312) 355-5555 (from your cell phone).

The telephone number of the University Police Department is 996-2830.

7.5. Counseling Center

<https://counseling.uic.edu/>

Appendix 1

Rehabilitation Sciences PhD Program Study Plan

this form should be completed each semester of enrollment
please type

Name:	Semester & Year:	Semester & Year First Enrolled:

Required Courses	Course(s) Rubric & Number	Credit Hours	Semester/Year	Grade(s)
Theoretical Courses: PT 505, PT 506, OT 528 must take a minimum of two (6-8 hours)				
Statistical & Methodological Courses: AHS 511, AHS 512 must take at least one				
Statistical & Methodological Selectives: DHD 546, BHIS 504, BHIS 508, BHIS 509, DHD 510, OT 553, OT 570, PT 563 must take at least one				
Responsible Conduct in Research Courses KN 503, GC 501 must take one				

Subtotal of Completed Required Course Credit Hours

Elective Courses

a minimum of 18 credit hours in a content area

**Course(s) Rubric &
Number**

Credit Hours

Semester/Year

Grade(s)

Subtotal of **Completed Elective** Course Credit Hours _____

Comprehensive Examination Date (planned or completed) **circle one:** _____

Dissertation Courses

must earn at least 32 credit hours in AHS 599

**Course(s) Rubric &
Number**

Credit Hours

Semester/Year

Subtotal of **Completed** Dissertation Credit Hours _____

TOTAL OF ALL COMPLETED HOURS (from above sections):

Teaching Experience _____

Course Plan Approved: _____
Adviser Signature _____ Date _____

Appendix 2

Rehabilitation Sciences PhD
Annual Doctoral Student Review Form

***please type responses

1. Date:

2. Name:

3. Current Year in Program (circle one): 1st 2nd 3rd 4th 5th (other ____)

4. Accepted into Program as (circle one): Full-time Student Part-time Student

5. Name of Adviser:

6. a. Semester GPA _____ b. Cumulative GPA _____

c. Total Credits Earned to Date _____

7. List all courses and grades completed or being taken for this degree

***please also attach unofficial copy of transcript

1 st Year Courses Course Rubric & Number	Grade	400-level Credit Hours	500-level Credit Hours

	GPA:	Total h:	Total h:
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2nd Year Courses Course Rubric & Number	Grade	400-level Credit Hours	500-level Credit Hours
	GPA:	Total h:	Total h:

3rd Year Courses Course Rubric & Number	Grade	400-level Credit Hours	500-level Credit Hours
	GPA:	Total h:	Total h:

4th Year Courses Course Rubric & Number	Grade	400-level Credit Hours	500-level Credit Hours

	GPA:	Total h:	Total h:
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8. List courses planned for next year:

Course Rubric & Number	Semester	400-level Credit Hours	500-level Credit Hours
	GPA:	Total h:	Total h:

9. Have you taken your prelims yet?

Yes or No _____

If yes....date: _____

If No...anticipated Field Exam Date: _____

Question Subject Area	Format	Time Frame
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10. Field Exam Committee Members*:

_____ (Adviser as Chair – UIC Full Member Graduate Faculty)

_____ (First Reader – UIC Full Member Graduate Faculty)

_____ (Second Reader – UIC Full Member Graduate Faculty)

_____ (Third Reader - _____)

_____ (Fourth Reader - _____)

11. Field Exam Passed (circle one) yes no not yet attempted

12. Dissertation Subject Matter: _____

13. Dissertation Committee Members*:

_____ (Adviser as chair – UIC Full Member Graduate Faculty)

_____ (First Reader – UIC Full Member Graduate Faculty)

_____ (Second Reader – UIC Full Member Graduate Faculty)

_____ (Third Reader - _____)

_____ (Fourth Reader - _____)

**The dissertation and field exam committees are appointed by the Dean of the Graduate College on the recommendation of the student's department or program. The defense committee consists of at least five persons, one of whom must be from outside their program. The chair of the committee must be a full member of the UIC graduate faculty. At least two members of the committee must be tenured faculty at UIC; at least one must be from outside the degree-granting program which may include graduate faculty from other UIC departments or colleges. The outside member can also be from outside the University, in which case the member must demonstrate equivalent academic standards; the member's curriculum vitae must accompany the Committee Recommendation form.*

14. Scientific meetings or conferences attended. Include ALL, not just those in past academic year

Conference Name	Date	Poster or Oral Presentation	Abstract Competition

15. Publications (abstracts, & full manuscripts). Include ALL, not just those from the past academic year. Indicate whether publications are based on U of I work.

***please use full citation formatting

_____ check here if none

16. On and off-campus honors, awards, and recognitions. Include **ALL**, not just those from the past academic year.

17. Student Self-Rating of Progress in the PhD Program this Review Year (check one):

Exceeding my own expectations _____
On track _____
Some concerns _____
Significant concerns _____

17a. If there are concerns or mitigating factors, please explain here:

17b. Student's plan to address concerns/mitigating factors:

Student's Signature and Date: _____

****As a student you have the opportunity to respond further to this evaluation in writing if you wish*

Rehabilitation Sciences PhD Annual Doctoral Student Review Form

THIS SECTION TO BE COMPLETED BY ADVISER ONLY & CONFIDENTIAL

***Advisor should submit annual review to Joelle Lantz via scanned email jclantz@uic.edu or via campus mail
M/C 518***

16. Adviser Rating of Student's Progress in the PhD Program this year (check one):

Superior performance	_____
On track	_____
Some concerns	_____
Significant concerns	_____

16a. If there are concerns or mitigating factors, please explain here:

16b. Adviser's plan to address concerns/mitigating factors:

17. Adviser's Recommendation to the PhD Program Evaluation Committee

Form Letter Praising Student	_____
***brief explanation on why such high praise	

Form Letter On Track Performance	_____
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Custom Letter Noting that Mitigating Factors are Understood	_____
Custom Letter Noting Warning Student of Possible Probation	_____
Custom Letter Placing Student on Probation	_____

Adviser Signature and Date: _____

Appendix 3

Sample of the Dissertation Defense Announcement



College of Applied Health Sciences, Dean's Office

Dissertation Defense

Artificial Intelligence to Customize Participation-Focused Pediatric Re/habilitation Interventions

Vera Kaelin

PhD in Rehabilitation Sciences Candidate

Research Advisor: Dr. Mary Khetani

Tuesday, October 25, 2022

8:00 am - 10:00 am

Room #

Appendix 4

UIC
College of Applied Health Sciences
Rehabilitation Sciences PhD

BOT Tuition Waiver Application

The Board of Trustee waiver covers all tuition (including differential, if any), the service fee, the health service fee, the AFMFA (if assessed), and the LITA (if assessed). The student understands that the waiver does not cover the general fee, CTA fee, Student-to-Student fee, and Campus Care health insurance, if enrolled.

Name of graduate student applying for BOT waiver _____

Signature of student _____ Date _____

Attached to this document, please provide up to a page description of your special circumstances related to this application for the BOT waiver and your field of study.

Name of Advisor _____

Signature of Adviser _____ Date _____

Additional Adviser Information (if applicable): _____