



2023-2024

STUDENT HANDBOOK

Biomedical Visualization Graduate Program

Department of Biomedical and Health Information Sciences

College of Applied Health Sciences
University of Illinois at Chicago

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Academic Calendar

This calendar can also be viewed at: <https://catalog.uic.edu/gcat/academic-calendar/>

Summer Session 2023 (Session 2)

June 12	M	Instruction begins.
June 16	F	Last day to complete late registration for Summer Session 2; last day to drop or add a course(s) online or make section changes for Summer Session 2; last day to drop individual Summer Session 2 courses via XE Registration without receiving W (Withdrawn) grade on academic record. Last day to Web Drop courses via XE Registration and receive 100% cancellation of tuition and fees if registered only for Summer Session 2.
June 19	M	Juneteenth holiday. No classes
June 23	F	Last day to file for graduation this term.
July 4	M	Independence Day holiday. No classes.
July 21	F	Last day to submit approved thesis/dissertation to Graduate College for graduation this term.
August 2	W	Instruction ends.
August 3-4	Th-F	Final examinations
August 4	F	Last day for Graduate College to receive certificates for approval for master's and professional doctorate project for graduation this term.

Fall Semester 2023

August 21	M	Instruction begins.
September 1	F	Last day to complete late registration; last day to add a course(s) or make section changes; last day to drop individual courses via XE Registration without receiving W (Withdrawn) grade on academic record. Last day to Web Drop courses via XE Registration and receive 100% cancellation of tuition and fees.
September 4	M	Labor Day holiday. No classes.
September 8	F	Last day to file for graduation this term.
November 3	F	Last day to submit approved thesis/dissertation to Graduate College for graduation this term.
November 23-24	Th- F	Thanksgiving holiday. No classes.
December 1	F	Instruction ends.
December 4-8	M-F	Final examinations
December 5-6	T-W	BVIS Final Presentations
December 8	F	Last day for Graduate College to receive certificates for approval for master's and professional doctorate project for graduation this term.

Spring Semester 2024

January 8	M	Instruction begins.
January 15	M	Martin Luther King, Jr. holiday. No classes.

January 19	F	Last day to complete late registration; last day to add a course(s) or make section changes; last day to drop individual courses via XE Registration without receiving W (Withdrawn) grade on academic record. Last day to Web Drop courses via XE Registration and receive 100% cancellation of tuition and fees.
January 26	F	Last day to file for graduation this term.
March 15	F	Last day to submit approved thesis/dissertation to Graduate College for graduation this term.
March 18-22	M-F	Spring vacation. No classes.
April 22-April 26	M-F	BVIS research defenses
Apr. 26	F	Instruction ends.
Apr. 29- May 3	M-F	Final Examinations.
Apr. 30-May 1	T-W	BVIS final presentations
TBD	TBD	AHS commencement
May 3	F	Last day for Graduate College to receive certificates for approval for master's and professional doctorate project for graduation this term.

Summer Session 2024 (Session 2)

June 10	M	Instruction begins.
June 14	F	Last day to complete late registration for Summer Session 2; last day to drop or add a course(s) online or make section changes for Summer Session 2; last day to drop individual Summer Session 2 courses via XE Registration without receiving W (Withdrawn) grade on academic record. Last day to Web Drop courses via XE Registration and receive 100% cancellation of tuition and fees if registered only for Summer Session 2.
June 19	W	Juneteenth holiday. No classes
June 21	F	Last day to file for graduation this term.
July 4	Th	Independence Day holiday. No classes.
July 19	F	Last day to submit approved thesis/dissertation to Graduate College for graduation this term.
July 31	W	Instruction ends.
August 1-2	Th-F	Final examinations
August 2	F	Last day for Graduate College to receive certificates for approval for master's and professional doctorate project for graduation this term.

Welcome: Dr. Kalyan Pasupathy, Department Head

Dear student:

The management and visualization of information, along with knowledge of information technology, have become significant and influential forces that assist and facilitate the delivery of health care. One of the fastest growing areas of employment for the disciplines in our department is in roles that combine graduates' information technology skills with a clear understanding of their application to each discipline. These roles serve to expand each individual profession to new horizons within the health care industry.

No matter what program within the Department you have chosen for your academic career, your professional career will be affected by how you practice, how you collaborate, how you apply information technology, and how you conduct real world research. The Department takes a distinct integrated view to educating students about their disciplines and fostering creative approaches to teaching and research. These life-long learning skills will prepare you for the future changes in health care that are now only on the horizon.

Along with our dedicated faculty and staff committed to excellence and the support high quality education, I welcome you to the Department of Biomedical and Health Information Sciences in the College of Applied Health Sciences at the University of Illinois at Chicago and wish you much success in your academic pursuit.

Kal Pasupathy, PhD
Professor and Head

[Department of Biomedical Health and Information Sciences](#)
[College of Applied Health Sciences](#)
[University of Illinois at Chicago](#)

Section I

Program Information: Biomedical Visualization (BVIS)

OVERVIEW

Program History

The academic program in Biomedical Visualization traces its origin at the University of Illinois to the founding of the medical illustration service unit, "Illustration Studios," by Tom Jones in 1913. Jones began taking on apprentices and in 1921 established the second training program in medical illustration in the country. Jones later went on to incorporate the Association of Medical Illustrators (AMI) in 1945 and served as the first President of the AMI. The academic program developed over time from apprenticeship training (1921 to 1944) to a postgraduate certificate program (1945 to 1962) to a Bachelor of Science degree program (1963 to 1983), the Master of Associated Medical Sciences degree (1984 to 2001), and finally the Master of Science degree (2002).

The title of the program has changed over time, as well, to reflect the evolving professional identity. The program acquired its current name, Biomedical Visualization in 1989, becoming the first such unit in the country. While maintaining Tom Jones' vision to educate "artist scientists," the program has emerged as a leader in interdisciplinary training of life science visualization specialists who become highly skilled, professional illustrators, medical animators, web and media specialists, and anaplastologists.

Opportunity

Because the Biomedical Visualization graduate program integrates life science, communication technology, learning science, research, and artistic training, it utilizes the academic resources of multiple departments throughout the UIC campus, one of the leading health research universities in the United States. In addition, close relationships and unique internships with local professional medical organizations, the pharmaceutical industry, local museums, animation studios, software companies, medical advertising agencies, and other local prestigious universities and medical centers provide an unequalled program of research opportunity and professional experiences.

BVIS graduates are unique individuals with diverse skill sets of artistic problem solving and scholarly scientific knowledge, standing at the pivotal intersection of biomedical discovery and visualization technologies. Graduates leave the program prepared for entry-level practice in the profession of medical illustration as well as related opportunities in visual communication of life science, medicine, healthcare, medical technology and education. Continued expansive growth in these fields provides opportunities for BVIS graduates to meet demands for knowledge in medical education, patient care, and personal health empowerment.

Entry-Level Competencies

1. Basic Science Competencies

Graduates must demonstrate an advanced level of knowledge in the biomedical sciences, including the ability to:

- Understand, interpret, visualize, and depict scientific content,
- Access, interpret, and critically assess biomedical research,
- Understand the scientific method and principles of research,

- Recognize the difference between theoretical and hypothetical proposals, and established or well-supported science,
- Create accurate and effective visual representations of biomedical science.

2. Cognitive Competencies

Graduates must demonstrate visualization skills, including the ability to:

- Visualize biological structures and processes, as well as abstract scientific concepts,
- Visually interpret objects in 2-d and 3-d media (real or virtual), including the use of perspective, cross-section, cut-aways, sequences, and/or varying viewpoints,
- Create effective visual images from verbal or written description,
- Demonstrate effective visual problem-solving and conceptualization skills; e.g. through concept sketches,
- Apply knowledge of relevant graphic conventions, visual symbols, and other standards of effective communication.

Graduates must demonstrate conceptual skills, including the ability to:

- Identify key messages in complex communication situations,
- Identify relevant analogies, metaphors, or other communications strategies that may help solve a visual communication problem,
- Use appropriate methods to generate solutions for visual communication problems, such as sketching, brainstorming, concept mapping, or inductive reasoning.

Graduates must demonstrate analytical skills, including the ability to:

- Analyze, prioritize, and define goals and objectives of a communication problem,
- Analyze the strengths and weaknesses of alternative communication approaches,
- Use strategies for implementing the solution to complex communication problems via the appropriate application of visual approach (realistic, schematic, symbolic, etc.), format (still, motion, interactive, etc.), and media platform (print, network, mobile, etc.)

Graduates must demonstrate organizational skills, including the ability to:

- Break down problems or complex tasks into manageable parts,
- Analyze relationships among the parts of a problem or situation,
- Set priorities for tasks in order of importance,
- Anticipate obstacles, plan solutions, and project future actions.

3. Research Competencies

Graduates must demonstrate competency in the academic research process through a graduate research project or thesis. Competency is evidenced by a graduate's knowledge and ability to:

- Review and critically appraise the literature on a topic,
- Formulate meaningful questions,
- Formulate a statement of purpose, research question, and/or hypothesis for a proposed visual research project,
- Apply critical thinking, time management, and organizational skills in the conduct of a visual research project,
- Collect and organize data and resource information,
- Utilize appropriate research methods e.g. focus groups and audience testing, where indicated,
- Assess data and evaluate resources,
- Report the research findings in writing using accepted scientific style and in an oral presentation.

4. Applied Visual Communication Competencies

Graduates must be able to draw and accurately record biomedical subject matter, including the ability to:

- Create accurate and effective visual media that satisfy communication goals,
- Integrate and synthesize information from a variety of reference sources and original research.

- Aesthetically apply principles of effective visual presentation, including scale, proportion, perspective, lighting, texture, etc.,
- Apply theories and methods of color, design, composition, and storyboarding.

Graduates must be able to organize and graphically design information to facilitate effective communication in educational, commercial, and legal environments, including the ability to:

- Design information and a visual approach appropriate to a defined audience or audiences, taking into consideration issues of literacy, disability, educational background, and cultural or linguistic context,
- Orient the viewer with graphic devices,
- Direct the viewer's focus via the manipulation of pictorial qualities, such as contrast, luminance, scale, sequence, color, placement, etc.
- Combine and order pictorial and textural information into a coherent message or story,
- Use appropriate media and visual approach to communicate structure-function relationships, mechanisms of action, physiology, or pathology.

Graduates must be able to design and produce effective educational materials that satisfy the needs of the learner as well as a client/content expert, including the ability to:

- Elicit client and learner needs through written and verbal communication,
- Analyze and define goals and objectives of educational materials,
- Select an appropriate medium, style, and method of delivery,
- Apply relevant research findings from education, communication, and visual perception,
- Produce effective educational materials,
- Evaluate the effectiveness of the finished project.

Graduates must utilize a variety of media and production techniques in appropriate applications and understand production processes sufficiently to communicate with pre-press companies, art directors, etc., including the ability to:

- Create didactic illustration for print media: books, journals, posters, brochures,
- Create didactic illustration for projection and electronic media,
- Produce digital images at correct resolution for print, presentation and electronic media,
- Demonstrate familiarity with current forms of visual data storage and delivery,
- Demonstrate basic competence in scripting or programming languages,
- Apply layout and graphic design skills to print and electronic media,
- Create medical-legal illustration for demonstrative evidence,
- Demonstrate content knowledge, organization, and storyboarding skills for motion media,
- Create a professional portfolio or presentation of work,
- *Demonstrate sculpting, mold making, and casting techniques as they apply to models, museum techniques, facial and somato prosthetics, and forensic reconstruction.*

5. Communication Competencies

Graduates must be able to communicate effectively with clients, subject matter experts, co-workers, supervisors, and vendors in oral and written form, including the ability to:

- Determine the communication needs of a client,
- Use a process of formative feedback (i.e. consultation followed by modification and revision),
- Consult with subject matter experts to achieve an effective result,
- Work cooperatively with supervisor(s) and other team members,
- Make oral presentations to clients and colleagues,
- Apply appropriate writing skills to business correspondence, contracts, proposals, reports, scripts and/or articles for publication.

6. Professional and Ethical Competencies

Graduates must demonstrate professional practice and ethical conduct, including the ability to:

- Use professional practices with clients, business partners, and colleagues,

- Use appropriate professional conduct in special situations, such as the operating room, autopsy, dissection, patient examination, hiring, interviewing, et cetera,
- Maintain confidentiality as it applies to protected patient health information, clients, business partners, and colleagues,
- Create original imagery, and credit others' ideas and imagery when appropriate,
- Be informed of artists' rights and advocate for fair practice,
- Maintain integrity when creating legal exhibits that can unfairly sway a jury.

7. Business and Management Competencies

Graduates must demonstrate established business and management practices, including the ability to:

- Estimate and manage project costs, time, and resources,
- Understand intellectual property laws, and reflect that understanding in professional practice (i.e. copyright registration of creative work),
- Be aware of legal hiring practices,
- Recognize various business models e.g., a salaried position, sole proprietorship, and partnership,
- Negotiate equitable employment, contracts, and agreements,
- Keep accurate business records,
- Use word processing, spreadsheets, data management software, and the Internet in managing a professional practice,
- Market and promote one's own skills/work and that of a department/business, institution, and profession,
- Understand the role of professional organizations in our profession.

STUDENT RESOURCES

Student Council

The BVIS Student Council gives students an opportunity to develop leadership by organizing and carrying out school activities and service projects and serving as a connection between BVIS students and the faculty.

If you have any questions, please contact Clara Baumgarten (clararb2@uic.edu) and Riley Cutler (rcutle2@uic.edu)

Student Association of Medical Artists (SAMA)

The Student Association of Medical Artists is a UIC student organization designed to encourage networking between its members and outside entities, introduce members to techniques used in biomedical imaging, and promote the field of biomedical visualization to the general public.

If you are interested in SAMA and would like more information, contact Khorizon Dunn (kdunn9@uic.edu)

BVIS Computer Labs

There are two computer labs in the BVIS program. One is the graduate BVIS lab, Room 216 and the other is the undergraduate Life Science Visualization (LVIS) lab, Room 210. BVIS graduate students should not use the undergraduate LVIS lab unless they receive special permission from the BVIS program director. Both laboratories are designed and configured to support and facilitate computer illustration and design, 3-D models, animation, and multimedia projects. This laboratory is equipped with Apple Macintosh and Dell personal computers, flatbed scanners, and Wacom digitizing tablets. Computer software for web design, illustration, graphic design/layout, modeling/animation, and basic Internet access is available in the lab.

Both of these labs are managed by the University. Students do not have the permissions necessary to install software. If you do need a program or plug-in, please contact the lab manager and assistant. There

are several different groups responsible for various aspects of the computer lab:

Lab Assistant

Contact the BVIS Lab assistant, Clara Baumgarten (clararb2@uic.edu) with any questions or concerns regarding the lab. She can address many software and hardware issues, check on licenses, and install or repair programs. In most cases, the issue will need to be submitted to the AHS-Helpdesk in order to more quickly address the problem. The BVIS program director is responsible for evaluating requests for purchases of new software and hardware or upgrades to either.

AHS-Helpdesk

The IT staff provide technology support for the entire College including hardware installation, software installation, and updating software licenses and programs. They can help troubleshoot software problems and hardware issues. When contacting the AHS-Helpdesk (ahs-help@helpdesk.uic.edu), make sure to use the Ticket Template when submitting an error and CC the Lab Assistant, Clara Baumgarten (clararb2@uic.edu)

Technology Solutions

Based at UIC, Technology Solutions is responsible for helping with email, educational software acquired through the Technology Solutions website and installed on personal computers, and some licensing issues. Technology Solutions is also responsible for access to any servers you may use (e.g. people.uic.edu).

Best Practices for Reporting Computer Problems

Prior to contacting anyone, please use the following guidelines.

1. If you are using a program (3ds Max, Maya, ZBrush, Photoshop, etc), try to save the file (with a different name or compatible extension), close the program and re-launch.
2. Reboot. If the problem is resolved, you do not need to report anything.
3. When sending a ticket, use the Ticket Template located on BOX and in the lab.
4. Answer any follow up emails from the IT group as they troubleshoot. This is very important. If you do not answer their questions, they cannot troubleshoot and fix the problem.

BVIS Lab Policy

Access to the BVIS computer lab should only be through the middle door (Room 216) via iCard swipe. The two end doors of the lab should never be unlocked, and a doorstop should never be used to prop open the 216 door, even during the day. Likewise, doorstops should never be used in the Student Studio. This is a campus security concern with which we must all comply. If you are working in the lab after hours, please make certain that windows are closed and locked, lights and air conditioning units are turned off, and the doors are locked behind you when you leave. All monitors should be turned off, but unless otherwise instructed, leave the computers on as there are updates pushed to the lab each evening.

Consumption or storage of food (or beverages in open containers) is not permitted in the lab. Please use the Student Studio (Room 213) for eating and drinking. Beverages in closed containers are permitted in the lab as long as the container lid is securely fastened at all times.

All students must comply with this policy in order to keep lab privileges.

Student Studio

Mailboxes are provided for each student in the Student Studio, Room 213. Check the box periodically for messages, corrected papers, handouts, etc.

The student studio is also equipped with a refrigerator, microwave, coffeemaker, lockers, coat hooks, a large display screen and comfortable furniture for student use while studying or working on projects in the Department.

The student studio may not be used by persons who are not BVIS students.

BVIS Lab Equipment Checkout Policy

iPad/Android Checkout

Procedure

You may view availability and reserve times on the shared BVIS LAB CHECKOUT Google Calendar.

In order to reserve a spot, you must make an entry into the calendar. The entry should cover from the time you plan on picking up the device to when you will be returning it (see policy below). If you delete someone else's reservation on the calendar, your privileges for checking out equipment will be revoked.

Policies

Only the person who has signed up to check out the equipment can pick it up. You may not send someone else in your place. You will be required to sign out the equipment.

Reservations can be made for 2 nights at a time.

All items must be returned by 3:30pm on the 3rd day. For example, if you check out a device on Tuesday, regardless of the time that it was picked up, it must be returned by Thursday at 3:30.

Reservations over the weekend must be returned the following Monday by 3:30pm. Late returns will be penalized and your checkout privileges may be modified or revoked.

Devices should be returned in a charged state (as much as possible) and with all cords and any peripherals included.

Prior to checking out the device, look it over and ensure that it is in good condition. You are responsible for returning the equipment in the same condition as it was checked out. You are responsible for any and all damages. Once you leave with it, the device is your responsibility.

Do not update any software on the devices (e.g. Operating System Version). Updating the apps is acceptable.

Log-in

Each device has a common username and password. These will be provided when you check out the hardware.

You have two options:

1. Do all of your work under this common username.
2. Sign out of the common username and sign in to your own account. Do this at your own risk; however, this may be the best way to use the tablets if you are going to be purchasing any apps. The app will be associated with your personal account, but you can still access it under the common username.

Suggestions:

Do not use facebook, twitter, tumblr, etc, or set up your personal email on the devices under the common username. Remember that anyone else who uses the device will have access to the information you save on it.

If you use your own profile, be sure to sign out prior to returning the device. Even if you use your own profile/username, do not access any social media sites.

These policies may be adjusted as the semester progresses. You will be notified if/when it happens.

Tom Jones Memorial Library

The Tom Jones Memorial Library is located in Room 201. It contains a large anatomy and medical textbook collection and other resources, some of which are rare and difficult to find. The library is available to BVIS students at all times unless there is a previously scheduled meeting or conference. Students may use any of the books for study in the library or in the student studio.

Students may browse the book catalog by accessing www.librarything.com/catalog/bvislab/yourlibrary. If a student wishes to check out a book from the library, please contact the BVIS Lab Assistant, who will sign out the book for the student for a period of two weeks with a check-out code and a date. When the book is returned, the check-in date will be recorded along with the Lab Assistant's signature. Textbooks and other materials should be returned promptly after use. After two weeks, books may be renewed as long as there is no one waiting for the book. Failure to return materials within two weeks of checkout may be cause for forfeiture of library use privileges.

Model Closet

The model closet, located in Room 245, contains a large selection of anatomical materials, models and surgical instruments. The model closet is only accessible by key, opened by a faculty member or by the BVIS Lab Assistant. Students may contact the Lab Assistant to browse the collection. Students may also browse the inventory by searching the closet inventory list, which includes the name, check-out code and photo of each item.

If a student wishes to check out an item from the model closet, please contact the BVIS Lab Assistant, who will sign out the item for the student for a period of two weeks with a check-out code and a date. When the item is returned, the check-in date will be recorded along with the Lab Assistant's signature. Materials should be returned promptly after use. After two weeks, materials may be renewed as long as there is no one waiting for them. Failure to return materials within two weeks of checkout may be cause for forfeiture of model closet use privileges.

BVIS Google Group

New students should activate their university e-mail account before the first day of class in the fall semester. E-mail and the BVIS google group are the major methods of communication among the University, faculty and students. It is therefore important that you report any changes in your email address to your advisor. Students will automatically be placed on the BVIS google group.

To post a message to the group, email bvis@uic.edu

For information on how to activate an email account: <https://it.uic.edu/services-support/student-resources/email/>

Advisors

Amami Antia-Obong, Sam Bond, Kelly Cloninger, and Leah Lebowicz serve as BVIS program academic advisors. The advisor is a resource person for information about the curriculum, department, college, etc. The advisor will provide assistance or an appropriate referral of assistance. The academic advisor is not necessarily your project/thesis advisor.

Professional Associations

Association of Medical Illustrators (AMI)

www.ami.org

Guild of Natural Science Illustrators, Inc. (GNSI)
<http://www.gnsi.org>

Association for Computer Manufacturing/Special Interest Group in Graphics
(ACM/SIGGRAPH)
<http://www.siggraph.org>

CURRICULUM

Master of Science Degree Program in Biomedical Visualization Curriculum
(Required courses in **bold**)

Year 1 Summer Semester 1

BVIS 518	Web Development	2
BVIS 552	Graphic Design	2
BVIS 501	Professional Practices in Biomedical Visualization	1
BVIS 500	Biomedical Visualization Techniques	2
BVIS 504	Visual Storytelling in Biomedical Visualization	2

Fall Semester 1

ANAT 441	Gross Human Anatomy	5
BHIS 499	Information Sources in BHIS	1
BVIS 510	Anatomical Visualization	3
BVIS 595	Seminar in Biomedical Visualization	1
BVIS 505	Visual Learning & Visual Thinking I	2
BVIS 519	Modeling I	3

Spring Semester 1

BVIS 503	Strategic Inquiry in Biomedical Visualization	3
BVIS 508	Pathophysiology for Biomedical Visualization	3

At least one of the following: **

ANAT 544/OSCI 544	Advanced Craniofacial Anatomy	3
NEUS 403	Human Neuroanatomy	3
BVIS 560	Molecular Pharmacology for BVIS	3

BVIS 522	Illustration Techniques	3
BVIS 536	Serious Game Development	3
BVIS 541	Animation I	2
BVIS 551	3D Printing with Data Segmentation for Medicine (Term B)	2
BVIS 594	Special Topics in Biomedical Visualization	1-3
BVIS 596	Independent Study	1-4

Year 2 Summer Semester

BHIS 595	Seminar in BHIS	1
BVIS 520	Modeling II	3
BVIS 538	Medical Legal Visualization	2
BVIS 542	Animation II	3
BVIS 535	Visual Learning & Visual Thinking II	2
BVIS 537	Advanced Serious Game Development	2
BVIS 594	Special Topics in Biomedical Visualization	1-3
BVIS 596	Independent Study	1-4

Fall Semester 2

BVIS 502	Clinical Sciences for Biomedical Visualization	3
BVIS 597/598	Project Research/Thesis	2/3

At least one of the following: **

GEMS 521	Foundations of Biomedical Science I	3
NEUS 501	Foundations of Neuroscience I	3
ART 454	3D Space I Modeling	4
BVIS 523	Haptics I	2
BVIS 539	Immersive Interactive Visualization	3
BVIS 543	Animation III	4
BVIS 548	Advanced Illustration Techniques	3
BVIS 562	Advanced Graphic Design	3
BVIS 580	Practicum in Biomedical Visualization	6-12
BVIS 594	Special Topics in Biomedical Visualization	1-3
BVIS 596	Independent Study	1-4

Spring Semester 2

BVIS 575	Business Practices in Biomedical Visualization	2
BVIS 597/598	Project Research/Thesis	2/4
ANAT 544/OSCI 544	Advanced Craniofacial Anatomy	3
ART 455	3D Space II Animation	4
BVIS 508	Pathophysiology for Biomedical Visualization	3
BVIS 521	Modeling III	2
BVIS 530	Surgical Illustration	4
BVIS 544	Animation IV	4
BVIS 547	360 Animation	1
BVIS 560	Molecular Pharmacology for BVIS	3
BVIS 580	Practicum in Biomedical Visualization	6-12
BVIS 594	Special Topics in Biomedical Visualization	1-3
BVIS 596	Independent Study	1-4
GEMS 515	Receptor Pharmacology and Cell Signaling	3
NEUS 502	Foundations of Neuroscience II	3
NEUS 403	Human Neuroanatomy	3

**Required:

At least **one** of the following courses:

ANAT 544/OSCI 544: Advanced Craniofacial Anatomy

NEUS 403: Human Neuroanatomy

BVIS 560: Molecular Pharmacology for Biomedical Visualization

GEMS 515: Receptor Pharmacology and Cell Signaling
NEUS 502: Foundations of Neuroscience II

At least **one** of the following courses:

GEMS 521: Foundations in Biomedical Science I
NEUS 501: Foundations of Neuroscience I

Course Descriptions

Biomedical Science

Required:

ANAT 441 Gross Human Anatomy

5 hours. Functional and structural anatomy of the body. For allied health students. Prerequisite(s): Graduate standing and consent of the instructor; or enrollment in the Doctor of Physical Therapy program or M.S. in Biomedical Visualization program.

BVIS 502 Clinical Sciences for Biomedical Visualization

3 hours. Students experience the clinical setting under supervision of UIC medical residents and attending physicians. Includes an introduction to surgical specialties, surgical techniques and surgical sketching.

BVIS 508 Pathophysiology for Biomedical Visualization

3 hours. Building on basic anatomy and physiology, this course focuses on pathophysiology and visualization methods of common human diseases and disorders including etiology and symptoms.

At least **one** of the following courses:

ANAT 544/OSCI 544: Advanced Craniofacial Anatomy

3 hours. Functional and clinical aspects of head and neck anatomy, based on detailed laboratory dissection, original readings, and project work. Prerequisite(s): Any human gross anatomy course or the equivalent.

NEUS 403: Human Neuroanatomy

3 hours. Morphological organization of the nervous system. Functional correlations of neural structures. Same as NEUS 403. Meets eight weeks of the semester. *Prerequisite(s):* Graduate standing and consent of the instructor. Must be in a degree program.

BVIS 560: Molecular Pharmacology for Biomedical Visualization

3 hours. Foundation in molecular pharmacology with advanced research and visual communication skills to solve scientific communication problems for all audiences: scientist, investor, business and medical professional.

GEMS 515: Receptor Pharmacology and Cell Signaling

3 hours. Advanced course on cell-surface and nuclear receptors and mechanisms of signaling through receptors. Provides an overview of receptor theory, hands-on data analysis and lectures and discussions on various signaling mechanisms. Credit is not given for GCLS 515 if the student has credit in PCOL 505 or PHYB 505. *Prerequisite(s):* GCLS 501 or approval of the department. Restricted to students enrolled in a graduate program offered through the Colleges of Medicine or Pharmacy or the departments of Bioengineering or Biological Sciences or consent of the instructor.

NEUS 502: Foundations of Neuroscience II

3 hours. A core understanding of modern neuroscience. Focus is on topics in systems, cognitive and behavioral neuroscience. Will be taught by faculty from multiple units. Continuation of NEUS 501. Same as BIOS 585. *Prerequisite(s):* NEUS 501 or BIOS 584. Recommended background: Credit or concurrent registration in NEUS 403.

At least **one** of the following courses:

GEMS 521: Foundations in Biomedical Science I

3 hours. A general class to introduce students to advanced concepts in biochemistry and molecular biology. This course is aimed at training graduate students who wish to apply principles of biochemistry and molecular biology to answering biomedical questions.

NEUS 501: Foundations of Neuroscience I

3 hours. Provides a core understanding of modern neuroscience. Focuses on topics in cell and molecular neuroscience. Taught by faculty from multiple units. Same as BIOS 584. Recommended background: Credit or concurrent registration in GCLS 503.

Visual Learning and Design

Required:

BVIS 505 Visual Learning & Visual Thinking I

2 hours. This course will provide students with the foundation of visual thinking and learning as it applies to life science, healthcare, and medicine

BVIS 552 Graphic Design

2 hours. Core concepts of graphic design in relation to the health sciences.

Selective:

BVIS 504 Visual Storytelling in Biomedical Visualization

2 hours. Provides students with a foundation in visual storytelling, supporting exploration of the fundamental tools of visualization, including storyboarding for digital media, composition, as well as visual literacies. Course Information: Meets eight weeks of the semester. Class Schedule Information: To be properly registered, students must enroll in one lecture-discussion and one laboratory.

BVIS 535 Visual Learning & Visual Thinking II

2 hours. Provides students with advanced skills in visual learning and thinking, including information hierarchy, information graphics, visual message(s) evaluation methods and advanced paper prototyping.

BVIS 562 Advanced Graphic Design

3 hours. Advanced concepts of graphic design communication including symbolic graphic translation, logo mark design with a focus on concept development, and branding for the health sciences.

Visualization Techniques

Required:

BVIS 510 Anatomical Visualization

3 hours. Graphic manipulation and representation of human morphology and gross anatomy. Graphic construction skills, visual standards and conventions for biomedical illustration, data collection and research methods, and personal sketch style development.

BVIS 518 Web Development

2 hours. Design and development of web-based applications for healthcare, marketing communications, and social media including interface design, usability, information architecture and Search Engine Optimization (SEO) services

Selective:**ART 454 3D Space I Modeling**

4 hours. Introduction to 3D modeling, texturing, lighting and rendering. Students develop a cross-media skill set that can be used for visualizing sculptural and/or architectural installations, filmic animation and compositing, gaming and object design.

BVIS 500 Biomedical Visualization Techniques

2 hours. Introduction to methods and techniques for biomedical visualization. Includes illustration, 3D modeling, animation, interactive and mobile media, computer programming, gaming, haptics, augmented and virtual reality.

BVIS 519 Modeling I

3 hours. An introduction to the aesthetic and technical aspects of digital modeling, texturing, lighting, rendering and compositing techniques used in biomedical images and visualization.

BVIS 520 Modeling II

3 hours. Advanced instruction in the aesthetic and technical aspects of digital modeling, including model optimization, advanced modifiers, and application of advanced concepts in several modeling programs.

BVIS 521 Modeling III

2 hours. Advanced instruction in the aesthetic/technical aspects of digital modeling, including advanced sculpting/painting techniques, material manipulation, lighting, model optimization, and application of advanced concepts in several 3D modeling programs.

BVIS 522 Illustration Techniques

3 hours. Introduction to line, continuous tone and color rendering techniques. Other topics include digital image creation and manipulation, color theory and design, print and electronic publication issues.

BVIS 523. Haptics.

4 hours. Hands-on course on fundamental concepts of haptics technology applied to medical visualization, simulation, and training.

BVIS 530 Surgical Illustration

4 hours. Students attend surgery, research surgical procedures and prepare illustrations for educational and commercial use. Students integrate knowledge of anatomy, illustration techniques, graphic design and visual communication for education of all audiences.

BVIS 536 Serious Game Development.

3 hours. Design and develop games and educational tools using techniques and principles essential to interactive program development in the Unity game engine. This includes game-based learning and gamification, user interface wireframing, and an introduction to programming languages

BVIS 537 Advanced Serious Game Development.

2 hours. Design and develop games and educational tools using advanced techniques and principles in the Unity game engine. This includes an advanced exploration of C# programming principles.

BVIS 539 Immersive Interactive Visualization

3 hours. Discuss the advanced concepts within interactivity production with a focus on Virtual Reality and Augmented Reality. The course will provide experience with various project builds for the HTC Vive, the Oculus Rift, and mobile VR applications.

BVIS 541 Animation I

2 hours. Introduces principles of the animation production pipeline (e.g. choosing a specific target audience, script, storyboard, audio, motion, lighting, rendering, compositing).

BVIS 542 Animation II

3 hours. This intermediate course explores lighting, basic special effects, in-camera visual effects, basic particle systems, motion modifiers, production management and use of a render farm.

BVIS 543 Animation III

4 hours. Advanced course focusing on molecular visualization; rigging; camera mapping; advanced camera moves, lighting and materials. Introduction to node-based particle systems (PFlow) and dynamic simulations (MassFX).

BVIS 544 Animation IV

4 hours. Instruction in advanced lighting, advanced special effects, Maxscript, rigging, particle systems, morph targets, compositing, development of a demo reel, and optimization/exporting assets for game engines.

BVIS 547 360 Animation

1 hour. Animating in 360 degrees for immersive storytelling in virtual reality for biomedical topics.

BVIS 548 Advanced Illustration Techniques

3 hours. An investigation of advanced biomedical illustration techniques through the process of topic research, goal analysis, concept and sketch development, and technique and style exploration.

BVIS 551 3D Printing with Data Segmentation for Medicine

An introduction to 3D printing and digital segmentation/modeling of medical imaging data as applied to biomedical visualization and medicine.

Professional Practice

Required:

BVIS 501 Professional Practices in Biomedical Visualization

1 hour. Designed to introduce the BVIS graduate program, professional practices including history of the profession, professional communications, application of metadata to digital files, and an introduction to copyright.

BVIS 575 Business Practices

2 hours. Business practices for biomedical visualization including communication, negotiation, ethics, copyright, licensing, proposals, contracts, business structure, project management, finance, branding, marketing, portfolio, and presentations.

BVIS 595 Seminar in Biomedical Visualization

1 hour. Discussion of topics of interest in Biomedical Visualization. Also includes HIPAA training and completion of Foundations of Statistics modules (BHIS 999).

Selective:

BVIS 538 Medical Legal Visualization

2 hours. Advanced visualization and application of radiographic imaging data for effective communication of both complex and sequential concepts used in the medical legal and courtroom environment.

BVIS 580 Practicum in Biomedical Visualization

6-12 hours. Field experience under supervision of a professional expert in a biomedical communication setting that is consistent with a student's area of interest and career goals.

Research

Required:

BHIS 499 Information Sources in BHIS

1 hour. Prepares students to locate, interpret and evaluate pertinent research information sources. Meets eight weeks of the semester. Extensive computer use required. Taught fully online. Students must have an active UIC netid with valid password and access to a computer and the internet. Prerequisite(s): Junior standing or above required; or consent of the instructor.

BVIS 503 Strategic Inquiry in Biomedical Visualization

3 hours. Overview of research in BVIS includes IRB; statistics; research ethics; research proposal development including background and justification; literature review; research questions, arguments and methods; and discussion of anticipated results.

BHIS 595 Seminar in BHIS

1 hour. Presentations by invited speakers, as well as student presentations for critique by faculty and peers. Satisfactory/Unsatisfactory grading only. May be repeated. Prerequisite(s): BHIS 499 and BHIS 500; and satisfactory completion of 1 hour of BHIS 597, BHIS 598, BVIS 597 or BVIS 598; and consent of the instructor.

BVIS 597 Project Research

4 hours. Independent investigation that draws upon the experience and knowledge of the student. Students investigate a topic/problem in their field, document a visualization project or write a paper, and deliver an oral presentation.

BVIS 598 Thesis

7 hours. Independent investigation that draws upon the experience and knowledge of the student. Students investigate a topic/problem in their field, formulate a hypothesis and test the hypothesis. Results of the investigation are summarized in a written paper and delivered in an oral presentation.

Selective:

BVIS 596 Independent Study

1-4 hours. For graduate students who wish to pursue independent study of special problems in the student's area of interest not related to their project/thesis research.

Practicum

The clinical practicum (or internship) is a learning experience that takes place within an actual work setting. It is offered for credit as an elective course, BVIS 580: Practicum in Biomedical Visualization. The experience serves as a bridge between the academic learning environment and the student's first entry-level position enabling the student to test out his/her knowledge and skills in a mentored environment. Students are expected to perform as fully functioning professionals working with domain experts, analyzing their visual communication needs, designing and producing visual communications, interacting with coworkers, and following established business procedures for that work site.

Students have the option of enrolling for 12 credit hours and spending 40 hours per week at a clinical site for the 16-week semester, or enrolling for 6 credit hours and spending 20 hours per week at one or more clinical sites for the 16-week semester. A student wanting fewer than the 6 hours of credit would be advised to take BVIS 596: Independent Study. Students are eligible to enroll in the clinical practicum experience in the spring semester or summer session of their second year. In some cases, students may have to complete specific electives prior to being eligible for a particular clinical experience. Early planning for the clinical experience and counseling with a faculty advisor will help to determine the additional courses that may be needed.

Purpose: The purpose of the practicum is to provide a structured field experience that is a valuable educational component and link between the didactic education and a student's career. The practicum provides the student with a foundation for professional development and assists in refining skills and

behaviors necessary for successful practice in the complex health care environment. As such, it is best taken after the majority of core and area of study courses are complete.

Goals: The goals of the practicum encompass three broad areas: the mentoring relationship, observation, and application.

Mentoring Relationship: Through a mentoring relationship between the preceptor and the student, the student is able to develop a personal philosophy of leadership that exploits new opportunities for managing technology and organizational transformation in a continuous environment of change. Through the mentoring relationship, the student is able to enhance understanding of organizational behavior and skills in interpersonal relationships, communication, negotiation, and strategic thinking.

Observation: Through observation and selected participation, the student is able to develop an appreciation of the relationships between organization culture, structure, and behavior and how these enhance the effectiveness of the health care system.

Application: The practicum experience should provide the student with an opportunity to develop confidence in the application of acquired knowledge and skills. Furthermore, the student should gain enhanced project planning and management skills.

Objectives and Activities

The following are activities normally expected to occur during the practicum:

The Mentoring Relationship

A mentoring relationship should be established between the preceptor and the student in which the preceptor assumes a role of professional guide or counselor. The relationship should provide opportunities for guiding student's professional development and provide for periods of dialog between the student and the preceptor on critical issues in the discipline. Techniques for fostering the mentoring relationship may include, but are not limited to, formal and informal discussions or debriefings, "shadowing" the preceptor, critique of student affective and professional behavior or presentation, or appraisal of application of student's knowledge and skill set.

Among general activities that can foster the mentoring relationship are:

Working with the preceptor on assignments, projects, or assuming a role of "assistant to" the preceptor;
Attending organizational meetings with the preceptor; and
Defining regular periods of time for formal or informal discussions and/or evaluations.

Observation

Through observational activities, the student should gain an understanding of the organization, its mission, goals, objectives, structure, and culture. The student should be able to observe and assess complex interrelationships within the organization, gaining an understanding of the organization, management, scope of responsibilities, functions, and strategic planning.

General activities may include:

Review of mission, goals, and organizational strategic plan;
Review of mission, goals, and operational plan of the unit to which the student is assigned;
Review of enterprise organizational chart, information systems or the unit organizational chart and job descriptions;
Review of organizational policies and procedures;
Tour of organization's facilities;
Attending meetings internal to the organization and to function in the following ways: observation, active participation in discussion if appropriate, presentation of reports if appropriate;
Observe information system activities and/or project management;
Observe activities relating to human resources management including planning for human resources, hiring, interaction with employees; and

Observe team-building processes/activities.

Application

Through projects or studies, knowledge and skills in planning, management, design, integration, implementation or evaluation should be enhanced. The project or study should be appropriately focused so that a deliverable product can be achieved within the practicum period.

Examples of areas for projects or studies include but are not limited to the following:

Management
Design
Integration
Implementation
Evaluation

Students should also have the opportunity of developing affective behaviors through interaction with employees, delivering formal and informal presentations, and participating in meetings as appropriate.

Practicum Format

The practicum is a structured field experience with oversight provided by a BHIS faculty member and conducted under the supervision of a preceptor. Practicum sites are established based on the goals of the individual student.

The practicum is usually 15 weeks in length. Credit hours are related to the amount of time expended by the student and are determined by the preceptor, the student and the practicum coordinator. The student is expected to maintain regular working hours consistent with the facility's policy and the nature of the project(s) and responsibilities assigned.

Practicum Site

The organization must provide the following in order to serve as a practicum site:

Offer opportunities that will give the student a productive experience and assist the student in continued professional development;
Provide a preceptor who is a recognized expert in the field and who is committed to providing a valuable educational experience to the student;
Provide mentoring and evaluation to help the student develop a personal philosophy of leadership that exploits new opportunities in the field of study; and
Agrees to the purpose, goals, and philosophy of the BHIS graduate practicum experience.

Stipend

Students are permitted to accept a suitable stipend; however this issue is negotiated between the student and the preceptor. Preceptor sites are not required to pay a stipend.

Roles and Responsibilities

Preceptor

It is the preceptor's responsibility to provide the University of Illinois at Chicago practicum coordinator with the preceptor's own resume. In those cases in which the direct supervisor is not the preceptor, the resume of the direct supervisor should be submitted.

The preceptor is responsible for facilitating the continuing educational development of the student during the practicum. An initial task for the preceptor is to assist the student in planning the internship experience through the development of a Practicum Plan (PP). This is done during the beginning of the practicum and will clarify expectations on the part of the involved parties.

Second, the preceptor is expected to provide supervision, guidance and counseling. This is accomplished by conducting regular conferences with the student. These meetings are used to share the preceptor's understanding of the ethics, philosophies, management, and leadership practices required of an informatics professional.

Finally, the preceptor reviews the progress of the practicum experience with the student and other key staff members and evaluates the student's performance. Along with specific written evaluations that reflect the performance of the student, the preceptor reports to the University of Illinois at Chicago a letter grade.

Practicum Coordinator

The responsibility of the practicum coordinator is to facilitate the practicum planning and implementation through site development and assessment, identification and development of preceptors, and overall coordination of the practicum process.

The coordinator is available to provide assistance in the development of the Practicum Plan (PP). The coordinator will be kept informed of the student's progress during the practicum. The coordinator is responsible for review of preceptor and student evaluations and for assigning and submitting the final grade. The final grade is composed of grades for the practicum plan, the preceptor's evaluations, assessment of any professional activities checklists, and the student's evaluation of the practicum experience.

Intern

The intern is a student enrolled in one of the BHIS practicum courses to accomplish the learning objectives outlined in this manual and more specifically what has been defined in the Practicum Plan (PP). In addition, the student is an ambassador and a representative of the Department of Biomedical and Health Information Sciences at the University of Illinois at Chicago.

The intern is responsible for taking the initiative to complete the PP with the consultation and approval of the preceptor. The intern is also responsible for the completion and submission of the Student Evaluation of Practicum Experience, due at the end of the semester.

The student is expected to always act in a professional manner; comply with all standards and regulations, policies and procedures of the practicum site.

Practicum Procedures

Practicum Initiation: A Student Placement Agreement (SPA) must be in place between any practicum site and the University of Illinois. If such an agreement does not exist, students should be aware that the minimum lead-time to establish an SPA is six months.

The practicum placement is an on-going activity. Potential sites and preceptors are identified and contacted as to their interest in practicum placement throughout the year. Students preparing for practicum compile a resume and summary of goals and career objectives at least one semester prior to the anticipated practicum. Potential practicum sites can be contacted directly by the student through letters and follow-up phone calls.

When a student has identified a practicum site, willing to accept the student, the student notifies the practicum coordinator. Preceptor guidelines and a written letter to confirm participation are sent to the preceptor from the Director of Graduate Studies.

Practicum Plan (PP): The student is responsible for initiating and completing the PP with the assistance and approval of the preceptor. The plan should be completed by the end of the first week of the practicum and one copy submitted to the University of Illinois at Chicago practicum coordinator. The PP provides documentation of the practicum goals and objectives, describes the activities to be performed,

identifies the project or study to be conducted, describes the deliverable(s), and provides a structure by which the student will be evaluated.

The PP should be based upon the overall objectives of the practicum program as noted in this manual, and the specific needs, interest and professional goals of the student. The plan should provide a clear understanding and specification of what the student expects to obtain from the practicum. The PP must be approved in writing by the preceptor, student, and practicum coordinator.

The PP is composed of a Statement of Objectives and an Action Plan.

Statement of Objectives: The Statement of Objectives should address the general goals of the Mentoring Relationship, Observation and Application. Objectives should be measurable and quantifiable.

Action Plan: The Action Plan should specify what the student will do in terms of defined tasks and activities relating to each of the stated objectives. For each objective, the Action Plan should describe:

The activities for achievement of the objective (e.g., attendance at meetings, special assignments, projects);

Schedule of time frame for completion of activities; and

The person responsible for reviewing and evaluating the student's performance of each activity.

The PP is a planning tool to enhance the practicum experience and may be changed and re-negotiated based on the changing needs of the preceptor site.

Preceptor Evaluation of the Intern

Each preceptor will be evaluating the intern by completing a Professional Behaviors Evaluation. The preceptor also reports a letter grade, based on the progress of the student in attaining the goals and objectives delineated in the PP and the quality of work on projects or studies performed. The final grade for the practicum is calculated by the practicum coordinator, based on the following:

Practicum Plan (20%)

Professional Behavior Evaluation (30%)

Professional Activities Evaluation (40%)

Student Evaluation of Practicum Experience (10%)

Student Evaluation

The student is required to submit the Student Evaluation of Practicum Experience at the end of the practicum experience. The coordinator will share the evaluation with the preceptor.

This evaluation provides the student the opportunity to reflect on the internship activities and review and evaluate progress in attaining the educational goals and objectives of the practicum.

Practicum Termination

If the preceptor or the student determines that the association of the intern with the institution should be terminated, the practicum coordinator must be notified by the most expeditious method and provided the reasons for making such a recommendation. If the recommendation ends in termination, the event(s) must be documented by the practicum coordinator and placed in the student's file.

Independent Study

The following BVIS program guidelines are used in implementing the requirements for BVIS 596 Independent Study Learning Agreement.

1. A student may elect to perform individually arranged activities designated as Independent Study.

Such activities may include the following projects:

- a. A research project
 - b. An in-depth study of a biomedical visualization related topic
 - c. Participation in various community institutions
2. In arranging such activities, the student is responsible for the following tasks:
 - a. Identifying a topic and organizing a preliminary outline of activities for that topic
 - b. Meeting with the instructor to discuss the feasibility of the topic, its scope and depth, and available resources
 3. After a mutually acceptable "project/activity" has been agreed upon, the Independent Study Learning Agreement form will be drafted by the student containing the following elements:
 - a. A brief summary of the project/activity
 - b. The time frame for the independent study
 4. The completed Independent Study Learning Agreement is to be signed and dated by all involved parties by the second week of the term (first week summer semester) in order to enroll in BVIS 596.
 5. The signed Independent Study Learning Agreement is placed in the student's file until the project is completed.
 6. The Independent Study Learning Agreement must be prepared prior to undertaking the project.
 7. Submission of a completed agreement form is required before a student may register for credit in BVIS 596 Independent Study.
 8. The student is responsible for completing all Independent Study requirements. The instructor will act in an advising/consulting role and will monitor the student's progress. It is the student's responsibility to communicate regularly with the instructor.
 9. After completion of the project, the final portion of the Independent Study Learning Agreement form must be completed and signed by the instructor, and submitted with the Grade Report.

Project Research

As professionals, graduates are expected to contribute to the field by disseminating information that will benefit their colleagues. This information sharing traditionally occurs in written and oral presentation formats. Therefore, the department requires a written paper and an oral presentation of students' project research. A wide variety of topic/models are appropriate for fulfilling the requirement.

Please refer to the BVIS research guide for more information

Thesis

A student may elect to substitute project research instead of a thesis, following Graduate College Guidelines.

Please refer to the BVIS research guide for more information

Final Presentations

At the end of each semester, (except summer term) the department schedules time for the students to present the work they have produced that term. Final Presentations are a requirement of the BVIS program, and attendance is mandatory. This long-standing tradition in the curriculum not only

allows students to share work and accomplishments with classmates, faculty and guests, but it helps prepare students for future presentations (research presentations, employment situations, professional meetings, etc).

Graduation Declaration (Applying to Graduate/Pending Degree List)

Each student is responsible for notifying the Graduate College that they have met all the program requirements and are ready to graduate.

To declare your intention to graduate for a certain term you must complete the steps listed in the Student Access System (UIC Web for Student) for the Pending Degree List. The Pending Degree List form may be submitted from the start of registration for your graduation semester until the Friday of the third week of fall and spring semester or second week of the summer semester.

Students cannot be cleared for graduation until they have filed their declaration and have had their academic records reviewed for progress in completing degree requirements.

For more information, visit the Graduate College website:

https://registrar.uic.edu/student_records/graduation

For instructions on how to apply for graduation visit the website:

http://www.uic.edu/depts/oar/student_records/intent_to_graduate.html

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FINANCIAL SUPPORT/EMPLOYMENT

Graduate students in Biomedical Visualization are eligible for financial support from a variety of sources: Board of Trustee waivers, assistantships, the Martin Luther King, Jr. Scholarship, the Van Doren Scholarship, the Laurette Kirsten Scholarship, the Graduate Award for Research and other fellowships. An attempt is made to see that all students benefit from available funds at some time during their two years of study. A description of each financial award is listed below along with their eligibility requirements.

Board of Trustees Waiver (BOT)

The BVIS program has two Board of Trustee (BOT) Tuition and Service Fee Waivers to award each term. In order to be eligible, students must be enrolled in a minimum of 12 credit hours per semester or 6 credit hours for the summer term. Under no circumstances are non-degree or undergraduate students eligible for this award. Waiver recipients may accept part-time employment, not to exceed twenty hours a week either within or outside the university.

- The student has the award for the term specified
- The waiver covers tuition and service fee only. General and other fees including HMO insurance are payable by the student.
- The student must register for and maintain registration in 12 or more hours (6 in summer) throughout the term. If a student drops below 12 hours of registration at any time during the semester (or 6 hours in the summer term) the waiver is rescinded and the student is billed the tuition and service fee.

- The student must contact the BVIS Program Director immediately if given another type of waiver or assistantship.
- The waiver will not be reflected in the student's first monthly statement. The student should subtract the amount of tuition and service fee from the amount listed on the first monthly statement, and pay the remainder. The waiver will be reflected in the second monthly statement.

For more information: <http://www.bot.uillinois.edu/>

Please note that this tuition and service fee waiver is from the graduate college and that there are no additional duties assigned to the recipient for receiving the award, such as photocopying, answering phones, general office work, teaching, or additional lab work. BVIS graduate students are welcome to apply for a tuition waiver. Consult the BVIS Program Director for more information.

Fellowships

The University of Illinois at Chicago allocates funds annually for Abraham Lincoln Graduate Fellowships to support individuals from traditionally underrepresented racial and ethnic minority groups in graduate education. Awards include stipends plus tuition and service fee waivers. Selection of awardees is based on undergraduate grade point average, Graduate Record Exam scores, letters of recommendation, and the nominee's personal statement. Only entering first year graduate students are eligible for these fellowships. Applicants must be citizens or permanent residents of the United States.

As an alternative, the Graduate College holds an annual, all campus Fellowship competition to support fulltime graduate students. Awards include stipends plus tuition and service fee waivers. Selection of awardees is based primarily on academic promise and scholarly achievement. Students may apply during their first year in the program for fellowship support during their second year.

For more information about fellowship awards: <https://grad.uic.edu/funding-awards/graduate-college-fellowships/>

Graduate Assistant (GA) / Teaching Assistant (TA) / Research Assistant (RA)

For information about graduate assistantships: <https://grad.uic.edu/assistantships/>

Scholarships and Awards

CAHS Van Doren Scholarship

The W. E. Van Doren Scholarship in the University of Illinois Foundation honors the memory of its namesake, who was a member of the University of Illinois class of 1924 at the Urbana Champaign campus. The fund provides income for scholarships in the field of medicine or the related arts.

General Guidelines:

1. All students with financial need, undergraduate and graduate, are encouraged to apply. First preference will be given to minority applicants. All applicants must have on file the Free Application for Federal Student Aid (FAFSA) form for need verification. This form is available in Student Affairs or Student Financial Aid. The award is not limited to instate students.
2. Scholarship monies can be used for any financial needs related to academic enrollment, e.g., tuition, fees, books, travel, etc.
3. All applicants must be in good standing within their academic unit. A signature is required from an advisor, other faculty, or the unit head. Verification of good standing will be required for each term for which assistance is requested.

4. Awards for up to \$1,000 will be given to students who qualify. Subsequent requests can be made by the same applicant for additional awards not to exceed \$2,000 per academic year.
5. More than one student from an academic unit may apply during the same term.
6. Deadline dates for assistance are October 1st and February 1st.

In addition to the established award, an Emergency Fund has been set aside to assist students with special, nonrecurring emergency needs. These requests have no deadline dates and may be submitted as needed. No FAFSA need be submitted. An emergency award may not exceed \$500.

Application forms are available in academic units or from the Office of Student Affairs in the College. Return completed applications to: College of Applied Health Sciences Office of Student Affairs, 1919 W Taylor Street, 5th Floor, Chicago, Illinois 60612

For more information, please call:
AHS, Office of Student Affairs
(312) 9962078

Laurette Kirsten Scholarship

This award is offered by the UIC Office of International Services. Awards of \$5,000 each (in the form of student account credit for tuition, books, living expenses) are offered to international students who display academic excellence

For more information: <https://ois.uic.edu/programs/scholarships-and-awards/>

Dean's Achievement Award

The CAHS Dean's Award is presented annually at the College Convocation. The awardee is selected by the Dean on the basis of student leadership, professional promise, and academic achievement.

Martin Luther King, Jr. Scholarship

African-American, Hispanic-American, or Native American students at UIC who will be enrolled in UIC graduate fields of study where minorities have been historically underrepresented are eligible for this award. Applicants must be American citizens or permanent residents, and plan to be enrolled full-time as graduate students in degree programs at UIC during the entire academic year. The Martin Luther King, Jr. Scholarship (\$5,000) is dispersed by the Office of Student Financial Aid in two equal payments during the fall and spring semesters. In addition, the Graduate College provides a tuition and service fee waiver for the year (including summer term).

Vesalius Trust Student Research Scholarship Program (Vesalius Trust)

The Vesalius Trust provides scholarships to students enrolled in medical illustration programs and have completed one year of the curriculum. These competitive scholarships are awarded annually. The applicants must provide an application form, resume, graduate project description, budget and time-line, transcripts, preceptor form and faculty adviser form. The applicants are judged on background, education and project concept, design and production plan. The top scholarship award is named in honor of Alan W. Cole.

For more information: <http://www.vesaliustrust.org>

Inez Demonet Award (Vesalius Trust)

The Inez Demonet Scholarship is awarded annually to the student who exhibits outstanding merit and potential in the field of medical illustration. This prestigious award was designated by bequest of Inez

Demonet, a well known and respected medical illustrator and a long-time member of the Association of Medical Illustrators. The Demonet was the first scholarship established by the Trust.

Currently, the Inez Demonet Scholar is awarded \$2,000; in addition, they are made an ex officio member of the Trust Board of Directors. To encourage their participation, underwriting for their reasonable travel expenses is providing so that they may attend the Trust's interim board meeting held in conjunction with the AMI's annual meeting, as well as the Vesalius Trust's Annual Meeting.

For more information: <https://ami.org/medical-illustration/enter-the-profession/education/scholarships>

Lillian B. Torrance Award

A gift from an alum and benefactor to be used as tuition and fee waivers for students in biomedical visualization, occupational therapy, and physical therapy, who have expressed an interest in rehabilitative activities or studies.

This award is given in the Spring to a second-year graduate student based on progress in the program, faculty vote and GPA.

Tom Jones Award

The Tom Jones Award is given in the Spring to a second-year graduate student based on financial need, progress in the program, faculty vote and GPA.

Alice & Brian Katz Award

The Alice & Brian Katz Award is given in the Spring to a second-year graduate student based on progress in the program, faculty vote and GPA.

POLICIES

Building Access

University buildings have computerized security systems that lock the doors and some stairwell doors to the selected floors between 6:00pm and 6:00am weekdays and twenty-four hours on the weekend. You may be able to gain access to the buildings using your university photo identification card in the ID 'readers'. If you feel you need after hour access, contact your program advisor for specifics on getting your ID coded for accessing a building after hours.

For your safety when working alone after hours, the university police would like for you to notify their office at (312) 996-6777. They will make special premise checks (in addition to their routine checks) of the building and grounds.

Attendance

Students are expected to be present at all organized class sessions. If you unexpectedly have to miss a class or know you will be late, please call to notify the instructor. If you are aware in advance that you will be absent from a class, please notify the curriculum office, 996-7337, or the instructor and make arrangements for making up the class. It is the student's responsibility to contact the instructor to obtain assignments, readings, etc. when a class session is missed. Although some provisions for makeup can be arranged, instructors cannot be expected to spend out of class time in makeup demonstrations, lengthy explanations, etc. for students who are absent from class.

Continuous Registration Policy

Students who have completed all course credit requirements, but have not yet completed a project or thesis, are required to register continuously for zero hours of credit in project research or thesis research until the degree is awarded. Unless a student is defending project or thesis research, registration is not required for the summer term. The exception is the student holding a fellowship, assistantship, or tuition and fee waiver, who must register for the minimum hours required by the terms of the award. Students must petition the program and the Graduate College to register for zero hours in project or thesis research.

Students on an F-1 visa may be eligible to register for zero hours if all requirements are complete except for project or thesis, and a petition is submitted to the Graduate College and approved. The petition must be endorsed by the advisor and DGS or head of program and the Office of International Services.

Time Limits

In graduate programs requiring 32 to 40 semester hours of graduate work, candidates must complete all of the requirements within five consecutive calendar years after their initial registration in the Graduate College. For programs requiring 41 to 64 semester hours of graduate work, the time limit is six consecutive years after their initial registration in the Graduate College. Student pursuing more than one degree at the same time will be given an additional two years. Students who do not graduate by these deadlines will be dismissed from the Graduate College for failure to progress. 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 information, visit the Graduate College website: <http://grad.uic.edu/masters-degrees>

Service Work

Students in the BVIS graduate program are not required to perform service work (illustration, animation or graphic design services etc. for compensation) as part of the curriculum, nor do they receive any academic credit for work outside of assigned classes. In order to receive the maximum benefit from their time at UIC, students' activities should be directed toward learning and not diverted to pursuing outside work. If a student is approached about an outside visualization project, this should be discussed with the BVIS program director to make certain the work does not interfere with regular academic responsibilities. There may be an opportunity for additional learning by completing the work as part of a supervised class assignment, independent study or research project.

The Student Association of Medical Artists (SAMA) provides students with a variety of community service opportunities such as fundraising for charitable foundations; collaborating with local, national and international volunteer projects; and delivering presentations for Chicago area museums, grade schools, middle schools, high schools and colleges.

UIC's Student Leadership Development and Volunteer Services (SLDVS) helps students learn and serve through co-curricular opportunities designed to cultivate awareness of community needs and inspire advocacy for social justice: sldvs.uic.edu.

Supplies

Students must supply their own materials and expendable supplies used in class exercises and assignments. Expendable supplies (papers, boards etc.) needed for individual courses will be designated by the instructor teaching the course. Students are also responsible for all costs regarding their Project Research. To help fund these projects, students are encouraged to apply for scholarship grants from the Vesalius Trust.

Grading Policies

Grading policies are established by each course leader and are provided at the beginning of each course. Before distribution to students enrolled in the course, the course grading policy is reviewed by the program's Committee on Student Appraisal and Academic Standing to ensure that it is in conformation with the following faculty approved criteria:

1. Delineates acceptable/unacceptable absences and provisions, if any, for makeup.
2. Lists those components to be included in evaluation of student performance and the relative weights of each.
3. Provides for calculation of a course grade based on all components.
4. States the method of conversion of numerical scores into letter grades.
5. Provides for availability of an honors option for applicable courses.

Therefore, even though grading policies are not identical across the program, students are provided with a grading policy for each course that adheres to uniform criteria approved by the faculty as a whole.

Course Evaluation

Students are asked to fill out a course and instructor evaluation for each course that they take. Student feedback is critical for improving instruction and designing fair and relevant learning experiences. Submission of a completed evaluation form implies consent for the information to be used for research purposes with no loss of anonymity.

Graduate College Policies

Graduate students are governed by the policies of the University of Illinois at Chicago, the Graduate College, their line college, and their department, and they are expected to become familiar with these policies. The Graduate College Catalog in effect when the student begins enrollment in a degree program is the primary source of information on Graduate College policies pertaining to the student. Many of the University and departmental policies are listed in this catalog, and most programs have policy manuals for graduate students. When a department requirement is approved by and exceeds that of the Graduate College, it replaces the Graduate College standard.

The Graduate College's policies and procedures can be accessed at the following site:

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

Graduate Progress Index (GPI)

The average of grades earned as a graduate student in all 400 and 500-level courses in which an A, B, C, D, or E is earned, whether or not the courses are part of degree requirements. General transfer credit taken at other institutions is not computed in the GPI. However, grades earned through the CIC Traveling Scholars program are included in the UIC GPI. Grades earned in UIC extension courses or while a student in other UIC colleges will be computed if the courses are applied to the graduate program through an approved transfer of credit petition.

Limited Status

Limited admission status students must meet the conditions imposed by this status and progress to full degree status within two semesters (including summer) or any shorter amount of time set forth in the letter of acceptance. Failure to do so may result in automatic dismissal from the university. Students admitted to any program on limited status may not take a semester off until the requirements are met and the student is placed on full academic standing.

Leave of Absence for Medical or Family Reasons

Except for international students whose visas require continuous registration, and doctoral students who have passed their preliminary exams, graduate degree-seeking students may take one semester (fall or spring) plus the summer session off without formal leave approval from the Graduate College. Degree students who desire to take an additional consecutive semester off, for a total maximum of three consecutive terms, must file a Graduate Petition for Leave of Absence by the tenth day of the semester for which leave is requested.

A Leave of Absence (LOA) for all degree seeking students enrolled in the Graduate College will automatically be approved for the following purposes:

- The birth of a child, adoption of a child or in cases where the care of a child is required. The LOA may be granted for a minimum of one semester/term but cannot exceed one year.

- For care of a spouse, child or parent in case of a serious health condition.
- For a serious health condition that makes the applicant (student) unable to pursue their graduate work. Proper documentation must be provided with the leave of absence form at the time of submission to the Graduate College.

Students in F-1 or J-1 Visa status are required to be registered in the fall and spring term. However, if a situation emerges such as maternity, illness or family emergency and a LOA is requested, the Office of International Services must approve a request to assure visa compliance.

The time approved on a LOA will not count in the student's time to degree. Therefore, the student must submit the LOA petition to the Graduate College for processing. While a department signature is not required if the reason for the Leave of Absence meets one or more of the criteria stated above, the Graduate College encourages students to seek written acknowledgement from the department early in the process.

Students requesting a leave for less than a semester are advised to meet with their director of graduate studies to reach a mutually beneficial arrangement. Students with specific questions regarding possible options may contact the Graduate College for more information.

For further information on the regulations for a Leave of Absence, visit the Graduate College's website: <https://grad.uic.edu/academic-support/registration-information/leave-of-absence/>

Failure to Complete Degree Requirements

Students who do not complete all requirements for the degree allowing them to officially graduate will not be eligible to:

- 1) Receive notice of job openings
- 2) Be recommended for freelance jobs
- 3) Receive letters of recommendations for jobs or membership in organizations
- 4) Use facilities or equipment
- 5) Be listed for mailings or events on the alumni roster
- 6) List their degree on any of their promotional materials or CV

Probation

Academic probation is the Graduate College's mechanism for warning students that their Degree GPA has fallen below the minimum standard of 3.00 (A=4.00). Students have two terms of enrollment (including summer, if registered) after the term in which their Degree GPA falls below 3.00 to remove themselves from probation. Departments may enforce stricter limits on probation, provided the student is informed in writing prior to being placed on probation.

Students who leave the University while on probation, whether through formal withdrawal or through failing to meet the registration requirement, will still be on probation if they are later readmitted to the same program. Students that are admitted to a new program, begin as a new student (i.e., the Degree GPA starts over). Students currently on probation or who left the University on probation will not be admitted to the same program as nondegree students. Readmission as a degree-seeking student is not guaranteed.

Students who fail to raise their average to 3.00 or to otherwise fulfill the terms of their probation within the deadline will be dismissed from the University. The Graduate College issues probation and dismissal notices to students and their program directors. However, failure to receive notice does not change the student's probation or dismissal status, since students are expected to monitor their own progress in light of Graduate College policies.

Graduate students are considered to be in good standing in the college if they:

- Have removed any limited admission conditions;
- Have a minimum Graduate Progress Index of 4.00 (see below); and
- Make satisfactory progress toward degree requirements including a project or thesis, if required.

Graduate programs may require a higher level of performance and may apply criteria in addition to those stated above.

For more information, visit the Graduate College website:

<https://grad.uic.edu/academic-support/graduate-college-policies/academic-standing-continuation-and-probation-rules/>

Repetition of Courses

A student is permitted to repeat a course for credit under the following conditions. (1) If the course is designated in the Timetable with the phrase "May be repeated for credit." (2) If the course is one in which a grade less than C or S was received. In the latter case, the course may be repeated only once and may be counted once toward the degree requirements; the original grade continues to be included in the computation of the graduate progress index. The approval of both the instructor who will give the course and the director of graduate studies are required. (3) If the course is one in which a student received an IN. If the IN has not been removed by the deadline, the course may be repeated for credit only once.

Biomedical Visualization Policy Regarding Science Courses

Credit toward the Masters degree in Biomedical Visualization will not be given for any science course in which a grade of less than C has been obtained. To practice in the field graduates must have a firm grasp of the science content. The required science courses under consideration are:

ANAT 441: Human Gross Anatomy (5)
BVIS 508: Pathophysiology for Biomedical Visualization (3)
BVIS 502: Clinical Sciences for Biomedical Visualization (3)

At least **one** of the following courses:

ANAT 544/ OSCI 544: Advanced Craniofacial Anatomy
ANAT 403/NEUS 403: Human Neuroanatomy
BVIS 560: Molecular Pharmacology for Biomedical Visualization
NEUS 502: Foundations of Neuroscience II
GEMS 515: Receptor Pharmacology and Cell Signaling

At least **one** of the following courses: GEMS 521: Foundations of Biochemistry
NEUS 501: Foundations of Neuroscience I

Only in unusual and extenuating circumstances (e.g., personal crises or illness) will students receiving a grade below C in a science course be given the option of retaking the exam and/or repeating the course.

Specific circumstances for retaking the exam will need to be worked out with the consent of the course instructor.

Research on Humans or Animals

Students using human subjects in any research must have approval from the Institutional Review Board (IRB) or one of its approved committees before they begin data collection. Human subject research includes surveys, interviews, preexisting data and human tissue obtained for non-research purposes, regardless of where it is conducted, whether or not it is funded, has been approved elsewhere, or will be performed by students or faculty. Data collection begun before receiving IRB approval is a significant issue of non-compliance. University policy states that theses, which are not in compliance with the IRB requirements, will not be accepted for fulfillment of graduation requirements.

The decision that research is "exempt" from expedited or full review must be made by the IRB or Office for Protection of Research Subjects (OPRS) staff and not by the investigator. The IRB/OPRS must have a record of each research project, including those using archival data. Where a research program involves a number of protocols to be carried out by a variety of investigators, approval of each individual protocol

is required. For further information, contact the Office for the Protection from Research Risks at (312) 996- 4995, 310 Administrative Office Building.

For more information, visit the OPRS website at: <http://research.uic.edu/>

UIC's Human Subject Protection Program (HSPP) requires that all investigators and key research personnel must have completed the initial education requirement prior to submitting ANY research protocols for IRB review. Continuing education for all investigators and key research personnel is also mandated by program policy.

For more information, visit the OPRS website at: <http://research.uic.edu/>

Policy for Complaints Not Related to Academic Policies

Note: Policies and procedures for handling complaints that are academic in nature are described elsewhere in the BVIS Handbook.

Any student who has a suggestion, concern or complaint that is not academic in nature should submit that concern in writing to the BVIS Program Director. Suggestions, concerns or complaints shared by a number of students may be directed to the President of the Student Association of Medical Artists (SAMA), who will refer this in writing to the BVIS Program Director. The BVIS Program Director may refer the suggestion, concern or complaint to the BHIS Department Head if the issue is complex, departmental in nature or is not resolved by the BVIS Program Director. If students are not satisfied with the resolution of a complaint, they have the right to contact the College of Applied Health Sciences, Student Affairs office. The BVIS Program Director maintains a record of suggestions, concerns or complaints that includes the content of the complaint and the disposition of the complaint.

Students who have complaints regarding other students have several options. Students can contact the BVIS Program Director; the BHIS Department Head; the Assistant Dean for Student Affairs, College of Applied Health Sciences; and/or the UIC Dean of Students: <http://www.uic.edu/academics/colleges-schools>

Section II

Department Information: Department of Biomedical and Health Information Sciences (BHIS)

OVERVIEW

Department Mission

The mission of the Department of Biomedical and Health Information Sciences (formerly the School of Biomedical and Health Information Sciences) is to advance the quality and efficiency of health care through improved generation, management, and communication of biomedical and other health care data. The goals of the Department are leadership, innovation, initiative, and quality with strong focus on the unique arena of health informatics at the University of Illinois at Chicago.

Department History

In 1994, the Department of Biomedical and Health Information Sciences (formerly the School of Biomedical and Health Information Sciences) was created within the College of Applied Health Sciences at the University of Illinois at Chicago to signify the united commitment of biomedical visualization, health information management, and medical laboratory sciences. The establishment of the Department created a unit strong in commitment to the study, practice, and facilitation of health information technology, education, research, and bioscience.

Programs

The Department of Biomedical and Health Information Sciences has academic programs in the areas of biomedical visualization, health informatics, and health information management.

- Master of Science in Biomedical Visualization
- Master of Science in Health Informatics
- Online IBHE Post-Master's Certificate in Health Informatics
- Online Master of Science in Health Information Management
- Joint Degree in the Master of Science in Health Informatics and Master of Science in Nursing Administration
- Joint Degree in the Master of Science in Health Informatics and Doctor of Pharmacy
- Bachelor of Science in Health Information Management
- Online Bachelor of Science in Health Information Management

Biomedical visualization combines visual problem-solving skills with knowledge of science, visual arts, education, communication and an array of media and technologies. Working in a variety of settings, graduates use their scientific and artistic expertise to visually communicate information to other health professionals, patients, and the public.

Health informatics is a rich and diverse field with important contributions from many disciplines. Graduates of the master of science in health informatics degree program will be well-prepared for leadership positions as clinical data specialists, patient information coordinators, health data quality managers, medical information system and security coordinators, and clinical laboratory information specialists.

Health information management combines management skills with knowledge of information and information systems for health care planning, provision, resource allocation, and executive decision making; and knowledge of medical, administrative, ethical, and legal requirements of the health care delivery system. Graduates often have opportunities to develop information systems for quality patient care, facility reimbursement, medical research, health planning, and health care evaluation.

BHIS Academic Affairs Committee

The Academic Affairs Committee is responsible for oversight of academic policies and programs at the graduate, professional and undergraduate level. The Faculty elects committees from its membership to consider specific areas of interest. The Unit Administrator shall appoint the chairperson of the committee and additional representatives as appropriate. The responsibilities of the committee include the following:

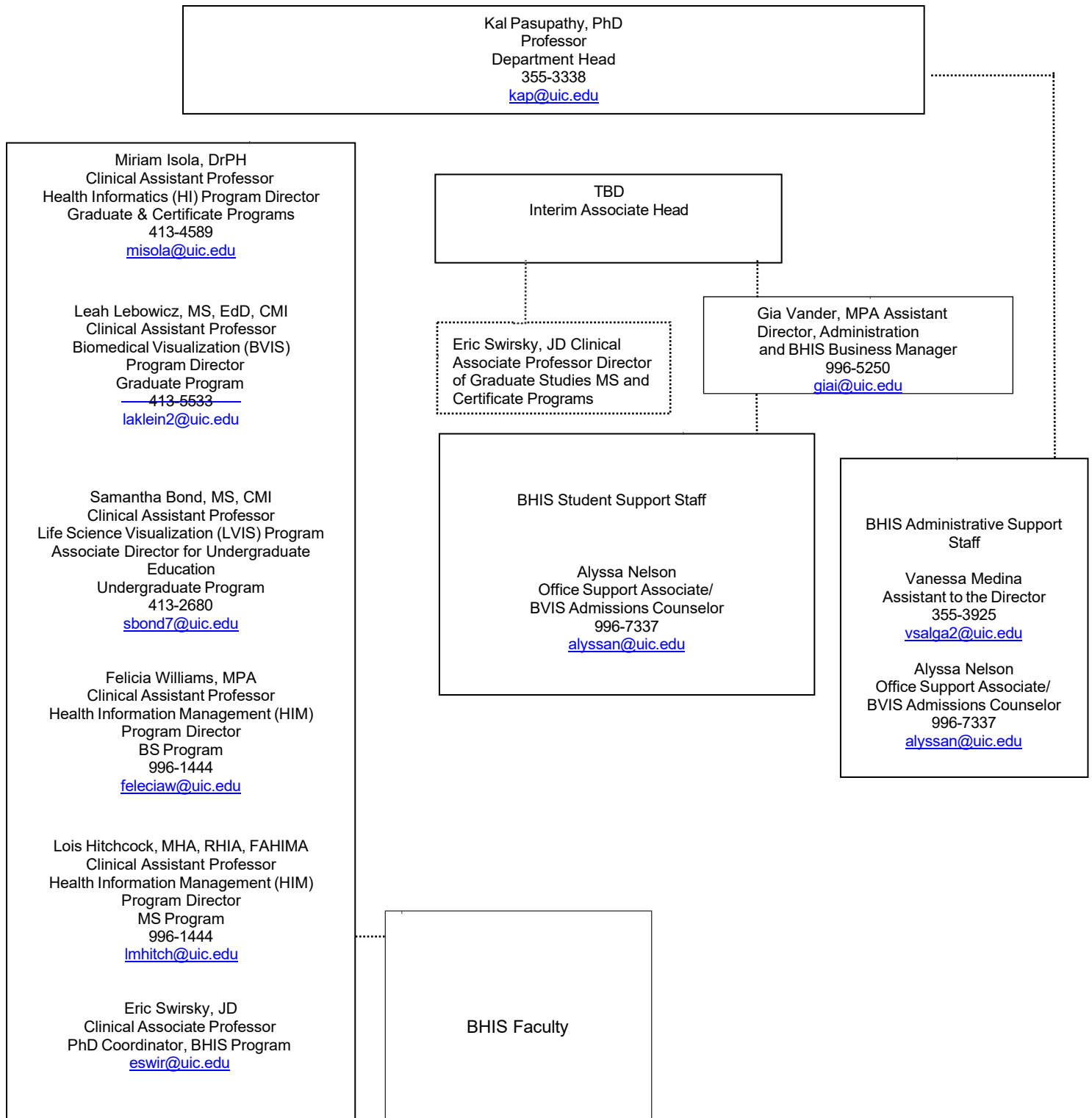
Review and formulate recommendations for approval of undergraduate and graduate programmatic changes, academic courses, general program structure, and evaluation systems to be submitted to the CAHS Academic Affairs Committee according to established policies and procedures.

Periodically review academic policies and formulate recommendations for change and/or additions, as appropriate, to be submitted to the Executive Committee, to the CAHS Academic Affairs Committee, for approval and implementation according to established policies and procedures.

- Conduct a preliminary review of all disciplinary complaints and grievances submitted to BHIS. The recommendation of the Academic Affairs Committee shall be reported in writing to the CAHS Office of Student Affairs according to established policies and procedures.
- Reviewing and developing systems for student recruitment, admissions, and retention with recommendations to the Unit Administrator, where appropriate.
- Identifying those students who have achieved outstanding records and making specific recommendations regarding academic honors or other forms of recognition.

Organizational Chart

Department of Biomedical and Health Information Sciences
College of Applied Health Sciences
University of Illinois at Chicago



RESOURCES

BVIS computer laboratory

The biomedical visualization computer laboratory was designed and configured to support and facilitate computer illustration and design, 3-D models, animation, and multimedia projects. The laboratory is equipped with Apple Macintosh and Dell personal computers, flatbed scanners, and Wacom digitizing tablets. Computer software for web design, illustration, graphic design/layout, modeling/animation, and basic Internet access is available in this lab.

Electronic classrooms

Audio, video, and computer systems comprise multimedia podiums in each classroom, including Internet access. The electronic classrooms seamlessly augment the delivery of each instructor's lesson. The electronic classroom is located in the Applied Health Sciences Building (AHSB), 1919 West Taylor, room 846.

HIM computer laboratory

The computer laboratory for health information management students maintains a local area network of Dell personal computers. Software includes: Microsoft Office, Word, Excel, PowerPoint, Access, and Project, Smartdraw, Coding and Medical Terminology software, SPSS, other HIM-related software, and basic Internet access.

Academic Requirements

The academic standards of the Department of Biomedical and Health Information Sciences (BHIS) are consistent with those of the Graduate College; however, the Department of BHIS has developed additional policies for academic standards that are essential for a professional practice discipline.

A basic premise of these policies is that graduate students are expected to achieve a minimum GPA of 3.00 (out of 4.0) in all academic pursuits. If a student's cumulative program GPA (this does not include prerequisites) falls below 3.00, the student is automatically placed on probationary status by the Graduate College and/or by the program. The Graduate College's policy is that a student has two semesters to raise his/her GPA to a 3.0.

The BHIS departmental policies are as follows. All the rules apply if the student is registered for term:

A minimum grade of "B" is expected.

Multiple grades of "C" or Unsatisfactory may result in a formal review of the student's academic record by the program director and DGS and possible repetition of the courses during the next period of registration in which it is offered.

A grade of "D" or "F" grade, may lead to a formal review of the student's academic record by the program director and DGS, resulting in a recommendation of possible repetition of the course during the next period of registration in which it is offered, or dismissal from the program.

A student who fails to make progress toward a certificate or degree may be dropped. (Examples include failure to complete required courses, accumulation of an excessive number of Incomplete (I) and/or unsatisfactory grades, failure to earn credit in any semester, failure to maintain a "B" average in BHIS, and multiple course withdrawals).

The Graduate College monitors progress toward and ensures the integrity of the University of Illinois at Chicago graduate degree. If a graduate student's grade point average (GPA) falls below 3.0 at the end of any semester, the Graduate College will send the student a warning of probation letter notifying the student he/she has two semesters to raise the GPA above 3.0 or risk being dropped from his/her graduate program.

POLICIES

Dress Code

Department of Biomedical and Health Information Sciences Student Dress Code

Appropriate behavior and dress are expected of students in the BHIS Department. Individual expression is respected; however, some aspects of this expression may need to be revised to reflect appropriate respect and dress as representatives of professional programs. Administrators, medical professionals and other guests routinely walk through BHIS classrooms and labs, and it is important to look and act with professionalism.

If a student fails to meet these standards, as determined by that student's program director, the student will be asked not to wear the inappropriate item again and may be sent home to change clothes.

Class Attire:

- Clothing must cover cleavage, back, chest, stomach and undergarments.
- Provocative clothing styles are not appropriate.
- Avoid clothing that has words, terms, or pictures that may be offensive.

Clinical Attire: (required to be followed for all settings where real or standardized patients are present)

Appropriate respect, conduct and appearance are expected of students as they engage with patients, families and health care professionals.

- Personal attire should be clean, pressed and businesslike.
- Men: business slacks with shirt and tie required.
- Women: business pants or skirts with blouse/sweater and real shoes. Women's necklines, hemlines, and fit should be conservative: skirt hems should be at or below the knee; dress slacks should be tailored. No leggings without skirts.
- No jeans and frayed or worn slacks.
- Clean, conservative, and comfortable shoes should be worn with hose or socks; athletic footwear, sandals, bare feet or exposed toes are not appropriate. Clean sneakers are acceptable only when wearing scrubs.
- Provocative clothing styles are not appropriate.
- Keep jewelry to a minimum, as it presents potential for cross infection. No facial piercings or dangling earrings.
Earrings are unacceptable in the Operating Room.
- Do not wear cologne or perfume in any clinical setting.
- Nails should be well manicured and of a length which does not interfere with clinical activities or interfere with safety of patients or staff.
- Hair, beards, and mustaches should be neat and properly groomed and must be covered by proper caps and masks in the operating room, delivery room, or other areas employing aseptic technique.
- Scrub suits should not be worn outside the patient care area and never outside the hospital buildings.
- Cuts and abrasions should be covered with Tegaderm or similar water impervious material.

Other Professional Behaviors in Clinical Areas:

- Do not chew gum.
- No eating or drinking in front of patients or in patient care areas.
- Speak softly in the hospital.
- Never discuss patient care issues in public areas, such as cafeterias, stairwells or elevators.

- Be cautious expressing opinions that reflect negatively on other students, faculty, staff or institutions.
- Do not carry patient charts, medical records or sign-outs with a patient's name exposed.
- Do not text or email in clinics or in front of patients.

Final Presentations, Research Defense, Offsite Meeting, Internship or Practicum Attire: (Business Casual)

- Personal attire should be clean, pressed, free from holes, tears or stains and businesslike.
- Clothing must cover cleavage, back, chest, stomach and undergarments.
- Skirt and dress hems should be at or below the knee.
- Avoid clothing that has words, terms, or pictures.
- Provocative clothing styles are not appropriate.

Grade Dispute Policy

If you do not understand why you received a specific grade on any assignment, wait at least 24 hours (and no more than seven days) after the posting of the grade to e-mail the lead course instructor. You must explain in the e-mail how you met the requirements as defined in the rubric, and/or identify the specific areas/items that concern you. If after communicating with the lead instructor you still remain dissatisfied with your grade, please contact your program director.

If you are dissatisfied with the program director's decision, you may pursue the matter further by following the formal grievance process at <https://policies.uic.edu/educational-policy/student-academic-grievance-policy/>

Any time during a grade dispute, the campus student affairs ombudsperson, William Rodriguez at willie@uic.edu, may be contacted for advice.

Graduation Declaration (Applying to Graduate/Pending Degree List)

Each student is responsible for notifying the College that they have met all the program requirements and are ready to graduate.

To declare your intention to graduate for a certain term you must complete the steps listed in the Student Access System (UIC Web for Student) for the Pending Degree List. The Pending Degree List form may be submitted from the start of registration for your graduation semester until the Friday of the third week of fall and spring semester or second week of the summer semester.

Students cannot be cleared for graduation until they have filed their declaration and have had their academic records reviewed for progress in completing degree requirements.

For more information, visit the Graduate College website: <https://grad.uic.edu/>

For instructions on how to apply for graduation visit the website: <https://ahs.uic.edu/inside-ahs/student-resources/graduation/apply-to-graduate/>

HIPAA and Confidentiality Requirements

Due to potential contact with protected health information in the practicum, project research, and/or site visits, students are required to prove certification of HIPAA (Health Insurance Portability and

Accountability Act) training, as well as to sign a confidentiality form. HIPAA training is a requirement of the College of Applied Health Sciences. HIPAA certification and the confidentiality form must be filed in the student folder. Students who have completed a HIPAA certification program through their employer and wish to be exempt from the training must provide documentation and request exemption at the beginning of their educational program in BHIS. All other students will complete HIPAA training as part of the BVIS 595 Seminar course.

Withdrawal from the University

Withdrawal from the University is governed by specific regulations that students should observe to protect their academic standing. Failure to withdraw officially from the University before the last day of instruction results in a grade of E (failure) appearing on the record for each course in which the student is registered. Students dropping the only course for which they are enrolled should follow university withdrawal procedures.

Students who withdraw by the tenth day of the semester (fifth day in summer) are not considered to have been registered for that term, and the withdrawn courses will not appear on the student's transcript. Students who withdraw after the tenth day (fifth in summer) are considered "in residence" for that term, and are eligible to register for the next term. The withdrawn courses will appear on their transcript with a "W" grade.

Students wishing to withdraw from the university may submit an online request to the Office of Registration and Records via UI-Integrate Self-Service through the tenth day of the term (fifth day for Summer Session). Further details can be found on the Web for Student web site. Students who officially withdraw from the University before the first day of classes will receive a full refund of tuition and fees. Please read the Refund Policy for more details.

After the first two weeks of the term (first week of summer), students may withdraw from all courses by completing the University Withdrawal form. Students who wish to withdraw may secure copies of the withdrawal form from their director of graduate studies or the Graduate College. Graduate students in a degree program should initiate official withdrawal by consulting their director of graduate studies for approval. Nondegree students who were not admitted to a specific department should initiate withdrawal from the Graduate College.

For further information, visit: https://registrar.uic.edu/financial_matters/withdrawal.html

Students may not withdraw once finals week has begun. If there have been serious extenuating circumstances that made withdrawal from the University (or dropping a single course) before the completion of the course impossible, the student may petition the Graduate College for a retroactive withdrawal with documentation verifying the circumstances and with the recommendation of his/her instructors, advisor and director of graduate studies.

For more details, please read the Refund Policy at:
http://www.uic.edu/depts/oar/campus_policies/refund_policy.html

Withdrawal to Enter Military Service

1. Students are entitled to a full refund of tuition and fees.
- OR
2. If withdrawal for deployment occurs upon completion of the 12th week of the semester, and before the end of the term, the student may ask the instructor(s) for permission to receive an Incomplete (I) or Deferred (DFR) grade(s). An instructor may assign an I or DFR if deemed academically appropriate and feasible. Alternatively, an instructor may assign a letter grade, if requested by the student, if the instructor deems it to be academically justified. Deadlines for incomplete grades under these circumstances may

be waived upon the discretion of the instructor and the Graduate College. A student who chooses to withdraw from all courses will not receive Ws. It is the student's responsibility to present proof of active service for these actions to occur.

A graduate student who must leave the university in order to enter into active service with the armed forces in a national or state emergency (including being called up for the Active Reserve Forces and the National Guard) during the first twelve weeks of the semester (first six weeks in summer session) will be withdrawn from courses with a full refund of tuition and fees. If called to active duty after that time, and before the end of the term, the student may withdraw from all courses with a full refund of tuition and fees, or, the student may ask the instructor(s) for permission to receive an Incomplete (IN) or Deferred (DFR) grade(s). An instructor may assign an IN or DFR if deemed academically appropriate and feasible. Alternatively, an instructor may assign a letter grade, if requested by the student, if the instructor deems it to be academically justified. Deadlines for incomplete grades under these circumstances may be waived upon the discretion of the instructor and the Graduate College. A student who chooses to withdraw from all courses will not receive a "W." It is the student's responsibility to present proof of active service status for these actions to occur.

For more details, please read the Graduate Students Leaving for and Returning from Military Service policy at:

<https://registrar.uic.edu/registration/withdrawal-military-grad/>

For more details, please read the Financial Obligations and Refunds policy at:

<https://grad.uic.edu/financial-obligations-refunds/>

BHIS Academic Integrity and Standards for Conduct

Revised 3/29/2016

Office of the Dean of Students: <http://dos.uic.edu//>

Students assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to members of the university community. The University may at any time exclude a student or impose disciplinary sanctions on a student for violations of the UIC Standards of Conduct.

Students agree that by taking a BHIS course they agree to abide by the following standards. The instructor may need to take immediate action upon observing academic dishonesty or class disruption. The student will comply with any and all requests made by the instructor or other associated personnel.

A. Academic Integrity

Academic integrity is the submission of one's own work with properly acknowledged contributions of others. Any violation of this principle constitutes academic dishonesty and may result in disciplinary action including referral to the university student conduct process (available at <http://www.uic.edu/depts/dos/conductforstudents.shtml>)

The conduct for which students are subject to disciplinary action includes, but is not limited to, the following:

Pre-requisites—Students are responsible for being aware of and meeting all academic prerequisites prior to enrolling in a course. Instructors reserve the right to remove students who fail to meet prerequisites for their courses. In certain instances, instructors may elect to waive a prerequisite based upon a student's ability to demonstrate the competency embodied in the prerequisite. However, a student who enrolls in a course without explicitly meeting all course and program prerequisites is considered to have committed a

form of academic dishonesty, and assumes responsibility for all possible subsequent outcomes including course grade performance and termination from the program.

Academic Dishonesty

Any violation of the, "Guidelines Regarding Academic Integrity" which includes but is not limited to: giving or receiving unauthorized aid in any assignment or examination, plagiarism, tampering with grades, or other academic irregularities.

- **Plagiarism or Self-Plagiarism**--Submitting all or part of another's work as one's own work or resubmitting one's own previous work as new work in an academic exercise such as an examination, computer program, image, or written assignment. For more information on proper use of references/citations see the following:

<http://researchguides.uic.edu/styleguides>

<http://library.uic.edu/home/services/copyright-and-permissions>

- **Cheating**--Using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of written assignments, examinations or answers to examinations.

- **Collusion**--Helping another commit an act of dishonesty, such as substituting for an examination, completing an assignment for someone else, or providing other students with completed materials such as papers, essays, discussion posts, or examination questions or answers.

- **Fabrication**--Altering or transmitting without authorization, academic information or records.

- **Bribes/Favor/Threats**--Bribing or attempting to bribe; promising favors to or making threats against any person with the intention of affecting a record of a grade, grade, or evaluation of academic performance. This also includes any conspiracy with another person who then takes or attempts to take action on behalf or at the direction of the student.

- **Examination by Proxy**: Taking or attempting to take an exam for an enrolled student by a third party is a violation by both the student enrolled in the course and the third party.

<http://catalog.uic.edu/gcat/graduate-study/graduate-study/>

- **Participation by Proxy**: Participating or attempting to participate in any online course activity of any type for an enrolled student by a third party is a violation by both the student enrolled in the course and the third party.

- **Grade Tampering**: Any unauthorized attempt to change, actual change of, or alteration of grades or any tampering with grades.

- **Non-original Works**: Submission or attempt to submit any course work authored, in whole or part, by someone other than the student.

Note on Copyrights: UIC, its employees, and students are legally required to adhere to copyright law; consequently, they may not use copyrighted material for an online course unless its use is consistent with copyright law. Violations of copyright law include unauthorized access to or use of copyrighted material (THIS INCLUDES COPYRIGHTED MATERIAL FOUND ON THE INTERNET). When violations of copyright law are suspected, a description of the suspected violations will be referred to the appropriate UIC office and may result in sanctions

For more information on the appropriate uses of copyrighted material, the UIC Library has created an online resource that offers detailed information. The resource is available at:

<http://library.uic.edu/home/services/copyright-and-permissions>

Sanctions for Academic Dishonesty:

First Violation:

- At the first documented violation of any of the nine aspects of Academic Dishonesty a student(s) will be notified in writing by email of the incident of academic dishonesty. The notification will outline each detail with evidence of the offense.
- The first violation will be reported via email to the student's program director and academic advisor, and for students from other colleges, to their program directors. The instructor may file an incident report with the university student conduct process. <http://dos.uic.edu/conductforstudents.shtml>
- The student(s) will be provided with details that clearly explain the nature of the offense and explain the sanction for the violation. The student(s) will have 72 hours to respond by email to the instructor that the explanation of and sanction for the violation have been understood and agreed to. If the student does not send an email within 72 hours or does not agree with the sanction, the instructor may file an incident report with the Office of Dean of Students to resolve the matter.
- Depending on the degree of the violation, the student will receive a minimum of 10% reduction of the grade to a maximum of a "F" grade on the assignment and at the sole discretion of the instructor of record.

Second Violation:

- Upon the second documented violation of the Academic Dishonesty policy student(s) will be notified in writing by email of the incident of academic dishonesty. The notification will outline each detail with evidence of the offense.
- The second violation will be reported via email to the departmental DGS, the student's program director and academic advisor, and for students from other colleges, to their program directors. The instructor will file an incident report with the university student conduct process. <http://dos.uic.edu/conductforstudents.shtml>
- Depending on the degree of the violation, the student will receive a minimum of a "F" grade for the assignment to a recommendation to the Graduate College for the student's removal from the BHIS program.

B. Behavioral Integrity

Each student is expected to conduct himself/herself in a manner that facilitates learning in the academic environment. This is particularly important for BHIS courses since they are discussion-centered. Communication with other learners should reflect a professional attitude on the part of the learner; however, "professional" does not mean formal or stilted. Informality provides the optimal communication strategy. Humor, when used with care, will add value to the discussion when it helps mitigate dry, abstract discussions. Students are reminded that postings to a discussion forum are similar to e-mail messages in that they lack the visual or audio clues that designate humor. Sarcasm is almost never appropriate and often provokes conflict.

Attitudes and behaviors that nurture character and ethical behavior include but are not limited to the following core values:

- **Respect** – Showing regard, consideration, and courtesy for the rights and feelings of other students and employees and conducting oneself in a mature, professional manner.
- **Responsibility** – Distinguishing between right and wrong and being held accountable for one's actions.
- **Honesty** – Being truthful, respecting the property of others, and demonstrating integrity.
- **Self-Discipline** – Controlling one's actions and attitudes so as not to inflict emotional and physical harm on others.

- **Netiquette** – Engaging in socially acceptable conduct in online or digital environments.

The instructor shall initiate a discussion with the student when that student fails to display the attitudes and behaviors described above. Each incident of behavioral disruption will be reported in writing to the program director and academic advisor, and for students from other colleges, to their program directors.

Student Disciplinary Policy, Office of the Dean of Students

https://dos.uic.edu/wp-content/uploads/sites/262/2020/01/DOS_Student-Disciplinary-Policy-2020.pdf

The instructor may, at any point, initiate the university student conduct process. As a result of this action, a recommended consequence will be given to the instructor and student. Consequences for behavioral disruption include but are not limited to warnings, probation, and removal from the program. In cases of behavioral misconduct, instructors do not have the prerogative to make a final decision on the outcome. The decision rests solely within the student conduct process.

Student Grievance Process

<https://policies.uic.edu/educational-policy/student-academic-grievance-policy/>

First instituted in 1983, the University of Illinois at Chicago's Academic Grievance Procedures define a process by which students, faculty and academic employees can seek resolution of complaints. Not all actions are grievable so it is important that these procedures be reviewed for both eligibility and process. There are strict deadlines, steps, and guidelines for eligibility that must be followed by both graduate students and the faculty or administrators involved. For a complete description of the procedures, students should consult the website.

Section III

College Information: College of Applied Health Sciences

The College of Applied Health Sciences is a nationally recognized leader in cross-discipline education, research, and service programs. The college is comprised of five departments (biomedical and health information sciences, disability and human development, kinesiology and nutrition, occupational therapy and physical therapy). The extraordinary talent and experience within these departments directs the college's activities and resources into several interrelated themes: disability, health promotion and disease prevention, aging, maternal and child health, rehabilitation sciences, and health related technology, with an emphasis on practice models designed for health professionals serving in an urban environment.

For more information about the College of Applied Health Sciences, visit the Website at: <https://ahs.uic.edu/>

Commencement

Graduation is the culmination of many years of preparation and hard work. The significance of this work is celebrated by the longstanding tradition of the Commencement Ceremony.

The College of Applied Health Sciences (AHS) Commencement ceremony provides a unique opportunity to individually recognize each student as degrees are conferred by an official representative of the University of Illinois, while continuing our tradition of commemorating the accomplishments of the graduating class. The event provides an opportunity for a public affirmation of the college's unique diversity within a unified community. It is a time for honoring individual achievements, acknowledging the success of all of the graduates, and sharing the pride that family, friends, faculty and staff have as each graduate embarks on his/her professional career.

For more information about the AHS Commencement, visit the Website at: <https://ahs.uic.edu/inside-ahs/student-resources/graduation/>

In spring semester of each year, the college website is updated for specific information pertinent to the current year's event.

Student Council / Health Professions Student Council / Graduate Student Council

The College of Applied Health Sciences Student Council serves as a liaison organization between the AHS students, faculty, and the college/campus to promote the welfare and interests of students in the respective units of the college. Each department elects individuals to serve as their representatives. Elections for student council representatives are conducted in spring semester each year. For more information, contact the Office of Student Affairs in the College of Applied Health Sciences at (312) 996-2078.

Two representatives from the AHS Student Council are asked to serve as representatives to the Health Professions Student Council (HPSC). The HPSC is a student body that represents all of the west side health professional colleges. The HPSC connects student governmental groups to the Chicago Illini Union Board. It also appoints students to University and campus-wide committees, and represents the interests of the Health Sciences Center student body to the Board of Trustees of the University as well as other pertinent agencies.

For more information about the HPSC, visit the Website at: <http://hpsc.org.uic.edu/>

The UIC Graduate Student Council (GSC) is the student governing body for the graduate students of both the east and west campuses representing over 6,000 graduate students currently enrolled in the Graduate College. The GSC addresses graduate students' concerns through contact with university administration. The GSC subsidizes graduate student travel through GSC Travel Awards, thus promoting graduate student participation at their respective academic or professional meetings. The GSC also subsidizes graduate student activities through GSC Special Projects Funding, thereby encouraging students to organize seminars and other professional or social activities.

For more information about the GSC, visit the Website at: <http://gradstudentcouncil.uic.edu/>

Any student interested in participating in one of these various organizations should contact their Program Director or the AHS Office of Student Affairs.

Health and Diversity Academy

The Health and Diversity Academy serves to further the mission of the College of Applied Health Sciences through its focus on healthcare in the urban environment and its promotion of professional-development activities. The Academy is dedicated to enhancing students' experience and appreciation of cultural differences and circumstances and how they impact healthcare delivery and contribute to health disparities.

All students in the College of Applied Health Sciences are considered members of the Health and Diversity Academy and are encouraged to take advantage of our events, including lectures, films, field trips and book group discussions focusing on broader issues of health and social justice. Students of the college are anticipated to develop an expanded view of what it means to work to advance the health of others.

The Academy offers all students of the college opportunities for:

- Student leadership
- Community service & service-learning
- Networking
- Expanding knowledge of cultural and urban health issues

If multicultural knowledge and service-learning are of particular interest to you, we encourage you to join the Academy's Fellows Program to enhance your academic learning and enrich your resume with experiences that build cultural competency. Taking advantage of your membership in the Academy will inform and enlighten your ideas of health and healthcare service delivery.

Tutors

The College of Applied Health Sciences, Office of Student Affairs can direct students to resources for tutoring. Students having academic difficulties in their course work should contact their faculty advisor or the AHS Office of Student Affairs to obtain referrals for the services of a tutor.

Section IV

University Information: University of Illinois at Chicago

The University of Illinois at Chicago (UIC) is a comprehensive public university and is the largest institute of higher learning in the Chicago area. UIC is one of three campuses of the State of Illinois' land-grant university, the University of Illinois. Its mission combines three traditional elements—education, research, and public service—shaped by and relevant to its metropolitan setting as well as the University of Illinois' traditional pursuit of excellence. The UIC campus is just west of Chicago's Loop in an area that includes two historic landmark neighborhoods and the State of Illinois Medical Center District: The world's largest concentration of advanced public and private health care facilities.

Facilities on the campus include two student unions with comprehensive recreation, entertainment, and dining areas; a hospital, UIC Pavilion (a 10,000-seat sports arena); libraries; a theater; campus housing; and a faculty center. A free shuttle bus provides frequent service throughout the campus.

UIC enjoys easy access to the cultural resources and other attractions of one of the world's greatest cities. The campus is within minutes of the Art Institute of Chicago, Adler Planetarium, Shedd Aquarium, Field Museum of Natural History, Lyric Opera of Chicago, Chicago Symphony Orchestra, Joffrey Ballet, the United Center, the Magnificent Mile, and the Chicago lakefront.

For more information about UIC, visit the main website at: <http://www.uic.edu/>

RESOURCES

Technology Solutions

The UIC Technology Solutions operates several personal computer laboratories. All computer center facilities are available for use by all members of the UIC community (faculty, staff, and students). In addition to using the personal computer labs, every UIC faculty, staff, and student is also entitled to accounts on the Technology Solution's central systems. Computer accounts may be used for instructional work such as composing and printing documents; reports and theses, solving class related programming problems, personal work such as preparing resumes, or simply to learn more about the use of larger computer systems. UIC faculty, staff, and students should establish e-mail accounts to communicate with friends, professors, students, or colleagues at UIC and around the world. Computer access is available through the UIC Computer Center to all faculty, staff, and enrolled students. The only costs you will incur are nominal charges should you decide to purchase a technical documents or print output.

For more information about the UIC Technology Solutions, visit their website at: <https://it.uic.edu/>

CampusCare Services

All UIC students are automatically assessed the CAMPUSCARE fee with their tuition and enrolled in the CampusCare program, a comprehensive health care benefit package specially designed for college students. Under this program, students receive primary care from the Department of Family Practice at one location: 820 Wood St, Suite W310 UIC CSN 911 Building (312) 996-2901. The hours are by appointment only. Inpatient care, emergency services, and specialized outpatient care are provided at the University of Illinois Hospital and Clinics.

Students who have comparable health insurance coverage and do not want to participate in CampusCare must submit a Waiver Form and proof of alternate coverage. This form is available on the CampusCare website: <http://www.uic.edu/hsc/campuscare/>

Note: The above health insurance coverage does not pertain to those students enrolled in online programs.

For more information, visit the following website at: <http://www.uic.edu/hsc/campuscare/>

Campus Security

Security on campus is a concern we all share; consequently, it is everyone's responsibility. No police agency can be effective without the cooperation and assistance of the community it serves. There are some specific things you can do to assist the campus police.

Safety Tips

- Do not prop doors open in residence halls or university buildings.
- Do not allow unauthorized persons into residence halls or university buildings.
- While walking, stay alert and aware of your surroundings. Keep track of who is in front of and behind you.
- Walk purposefully and with confidence. Also make quick eye contact with those around you.
- Trust your instincts. If you feel uncomfortable in a place or situation, leave.
- Walk with a group when possible and face traffic so you can see the approaching cars.
- Carry belongings close to your body and do not flaunt expensive clothes or jewelry.
- Have keys in your hand as you approach your house or car.
- Drive with car doors locked and keep windows up whenever possible.
- Keep your purse and packages under your seat or in the trunk to help prevent a "smash and grab."
- Keep a good distance between your car and the car in front of you so you can maneuver away if necessary.
- If possible, remove or cover jewelry when driving or using public transportation.
- While waiting for public transportation, stand near other people or near the ticket booth.
- If you are verbally or physically harassed, attract attention by talking loudly or screaming.
- If you feel threatened in an elevator, get off at the next floor. If attacked in an elevator push, the alarm button and as many floor buttons as possible.
- Avoid jogging or biking at night. Also consider NOT wearing headphones-it is safer to be alert.

If You Are Threatened by Someone

- Try to remain calm-do not resist handing over your valuables. You do not want to risk escalating a property crime to a violent crime.
- Be aware that any item you can use as a weapon also may be used against you.
- Get as accurate a description of the attacker and vehicle as possible and call the police immediately.

You can visit the website at: <http://police.uic.edu/>

Child Care

The University offers child-care at a reasonable rate for up to 45 children, ages 3-6 years, through the UIC Children's Center at the Roosevelt Road Building. There is also a child-care facility at 1919 West Taylor at the Applied Health Sciences Building. This facility will care for up to 45 children, age 3-6 years.

For further information, contact the Site Director of UIC Children's Center, Eastside campus – (312) 413-5331, Westside campus - (312) 413-5326.

You can visit the website at: <http://www.uic.edu/depts/children/>

Counseling Center

Counseling Services provides personal counseling and career development to students, consulting to faculty and staff, outreach programming to the entire UIC community, and training programs for doctoral psychology interns and externs and undergraduate paraprofessionals. They also include the Speech-Language-Hearing Clinic provides evaluation and group services to students for speech and hearing problems and the InTouch Hotline, a crisis telephone line that serves UIC and the greater Chicago area.

The Academic Center for Excellence (ACE) is a multi-faceted academic support program open to all UIC students, from freshman through graduate/professional level. They are one of five separate units that make up the Counseling Center. ACE is located in Suite 2900 of the Student Services Building, 1200 West Harrison, (312) 413-0031.

You can visit the website at: <http://www.uic.edu/depts/ace/index.shtml>

The Student Counseling Services office provides free individual and group counseling as well as opportunities for learning-skills development to students at the site of their primary registration. In addition to personal counseling and academic skills programs (reading comprehension, study skills, vocabulary building, and test-taking skills), the Student Counseling Services each year offer a wide variety of developmental programs which are designed to meet the needs of college students. In the past, topics have included assertion training, test anxiety, coping with stress, and others. Clinical psychologists and learning-skills specialists staff the Student Counseling Services whose responsibilities match their professional expertise. The Student Counseling Service is located in the Student Services Building, 1200 W. Harrison, room 2010. The phone number is (312) 996-3490.

Disability Services provides information, advocacy and academic accommodation services to students. The office is located in the Student Services Building, 1200 W. Harrison, room 1190. The phone number is (312) 413-2183.

Services for Students with Disabilities

The Office of Disability Services works to ensure the accessibility of UIC programs, classes, and services to students with disabilities. Services are available for students who have documented disabilities, including vision or hearing impairments and emotional or physical disabilities. Students with disability/access needs or questions may contact the Office of Disability Services at (312) 413-2183 (voice) or (312) 413-0123 (TTY only). Students are responsible for providing the necessary documentation and notifying the instructor of each class as well as the program director when special accommodations are required. http://www.uic.edu/depts/oaad/disability_resources/index.html

Testing Services provides college placement and graduate admission testing for students, and test scoring for faculty and staff. The office is located in the Student Services Building, 1200 W. Harrison, room 1070. The phone number is (312) 996-0919.

The Wellness Center provides resources and programs that encourage students to make healthy positive lifestyle choices. The office is located in the Student Center East, 750 S. Halsted, room B19. The phone number is (312) 413-2120.

International Services

The purpose of the Office of International Services is to provide international students, scholars, faculty and staff at UIC with a variety of services, including:

- Personal and group orientations to the University and community life for newly arrived students, scholars, faculty and staff.

Information on immigration regulations and preparation of documents for the U.S. Immigration and Naturalization Service and the U.S. Information Agency, including endorsements for extensions of program and work permission on and off campus. The office provides most INS forms.

- Preparation of documents required by foreign banks and governments, including certificates of attendance and expense letters.
- Information about cross-cultural activities and programs with a view to promoting cultural diversity in the University community.
- Liaison with community service organizations.

All non-immigrant students, scholars, faculty and staff are encouraged to visit the office within the first two weeks of arrival at UIC. The Office of International Services is in the Student Services Building, 1200 W. Harrison Street, room 2160. The phone number is (312) 996-3121; e-mail: OIS@uic.edu

You can visit the website at: <http://www.ois.uic.edu/>

Micro/Station

Students can purchase a personal computer or software, through UIC Micro/Station. Additionally, the Westside office and service is in room B7A SCW, 828 S Wolcott Avenue. The phone number is (312) 996-7220, (312)-996-5539. Store hours are Monday through Friday, 8:30 AM to 5:00 PM. The Eastside office is located in room 118 SCE, 750 S. Halsted Street. The phone number is (312) 413-5513. E-mail: MStation@uic.edu

You can visit the website at: <http://www.uic.edu/depts/retail/bookstore/microstation/>

Parking Services

The Parking Services administers campus-parking assignments and is located in room 217 in the Student Residence Hall. There is a yearly charge, which can be paid, in quarterly installments. The administration office is located at 1100 South Wood Street. The office phone numbers are: (312) 413-5850; (312) 413-9020; (312) 413-5800. The e-mail address is parking@uic.edu.

You can visit the website at: <http://www.uic.edu/depts/avcad/parking>

Photo Identification: i-card

The i-card serves as your permanent identification. The photo ID is to be worn at all times in the University of Illinois Hospital and Clinics and other clinical sites. Students must have an i-card to borrow books from the library, charge purchases at campus bookstores, cash checks at university cashiers, obtain prescription drugs from campus pharmacies, and use computers. New campus students should receive their cards during orientation. Online students may request a card by contacting the BHIS office at (312) 996-3530. Information on replacing lost and damage cards is available on the website, or you can go to the Photo ID Office at SCW, Room 241 at 828 South Wolcott Ave. 312-413-5944. Hours are from 8:30AM to 4:00 PM Monday thru Friday.

You can visit the website at: <http://idcenter.uic.edu/>

Night Ride Service

The UIC Night Ride service exists as a means to provide our indigenous student body with the ability to travel within our boundaries *SAFELY* after the operational hours of our bus circuit, and in doing so, it is of incalculable value to those students that find themselves with the need to return home in the hours when the city of Chicago has more profound edges to it than it does by the light of day. It has a stellar track record of doing just that. Comprised of three (3) red 15-passenger vans, this service acts as an on-demand option for students and staff to use after hours. We can pick you up at any campus facility and allow you to move about the campus or return to your own residence provided it falls within the boundaries of the service. The dispatching center for Night Ride opens at 11:00PM and can be reached at **(312) 996-6800**. All riders will need a valid UIC i-card to board.

NightRide Dispatch
(312) 996-6800
<https://ondemand.transloc.com/>

You can visit the website at: <https://transportation.uic.edu/night-ride/>

Student Center West

The Student Center West, which interconnects with the two residence halls and the single student residence, offers a dining room, bookstore, 25-meter swimming pool, racquetball courts, exercise rooms, saunas, indoor running track, gymnasium, bowling lanes, game rooms, art gallery, craft shop and photo darkroom, barbershop, travel agency, photocopy center, meeting rooms, automatic teller machines, and the Union Station (convenience items).

You can visit the website at: <https://studentcenters.uic.edu/>

Student Legal Service

An attorney is on staff at Student Legal Service (SLS) to assist currently enrolled UIC students. A secretary and a student paralegal provide further support. The service is located in the Student Services Building, 1200 West Harrison Street, Room 3030, within the Office of the Dean of Students. Students who need legal assistance may call (312) 996-9214 or come to the office to make an appointment to consult with the attorney. Appointments are scheduled between 9:00 a.m. and 4:30 p.m., except during the noon hour, on weekdays. Most consultations take place within forty-eight hours of the initial contact. Before the consultation, the student must present a UIC student ID card and class schedule or other proof of current enrollment, which includes payment of the student activity fee. The student then completes a form detailing the situation and submits copies of documents pertaining to the question or problem, e.g., lease, traffic ticket, accident report, sales contract, insurance policy, court paper, or letter. No attorney's fees are charged for the basic services rendered by SLS, which is funded from student activity fees. The attorney-client privilege is strictly enforced. All student files are the private property of the attorney and are never viewed by anyone outside the SLS office.

You can visit the website at: <http://dos.uic.edu/studentlegalservices.shtml>

Student Patrol Service

The Student Patrol is made up of approximately 85 students and is deployed 24 hours a day, 7 days a week, at pass desks and on moving patrols to observe and report suspicious criminal activity. They are responsible for:

Locking and unlocking buildings
After-hours escorting of faculty, staff, students, and visitors
Twenty-four hour access control at fixed posts in campus buildings
ID verification of persons requesting access to campus facilities

To maintain quality of services, Student Patrol members receive 16 hours of initial classroom instructions and three weeks of on-the-job training. The above information was reported in the UIC Police Annual Report.

For more information call the Police nonemergency number: 996-2830 or visit the UIC Police Web site - <https://police.uic.edu/rides-and-escorts/student-patrol/>

Tax Payer Relief Act (TRA)

Several new tax benefits became available to students and their families with the enactment of the Tax Payer Relief Act of 1997. These tax benefits may ease the individual income tax burden of some taxpayers. The **Hope Scholarship Credit**, the **Lifetime Learning Credit**, the **Student Loan Interest Deduction**, the **Tuition and Fees Deduction**, the **Employer Provided Educational Assistance**, and the **Coverdell Education Savings Account** are some of the available tax benefits for education. Please note the difference between a credit and a deduction. A credit directly reduces the tax itself and a deduction reduces the amount of income subject to tax.

For more information on the TRA, visit the website at <http://www.usfsc.uillinois.edu/>

University Libraries

The University Library of the University of Illinois at Chicago, consisting of the Richard J. Daley Library (Main Library), the Library of the Health Sciences, the Mathematics Collection, and the Science Library, provides collections for students in all curricular areas, for graduate programs, and for faculty research.

Library holdings as of June 1998 numbered more than 1,990,000 books and bound periodicals, 705,500 government publications, 174,000 maps, and an extensive collection of microform materials. The University Library currently receives nearly 15,600 serial titles. Students have full access to books and other materials shelved on the open stacks.

The University Library features an online public access catalog (UICCAT), a collection of subject-based, online databases (IBIS), and a statewide circulation and resource sharing network, Illinet Online (IO), which provides access to UIC holdings and more than 31,000,000 volumes held by 45 academic libraries in Illinois.

Richard J. Daley Library (Main Library) - Located at 801 S. Morgan, the Richard J. Daley Library contains books, journals, periodicals, and specialized materials in the humanities, social sciences, and engineering. Users may obtain assistance at the following service points: Circulation, Curriculum Library, Documents, Reference, Interlibrary Loan, Map Section, Microforms, Reserve, and Special Collections. Library hours are posted in all facilities.

In addition to the general collections housed in the open stacks, there are a number of specialized collections available to users. The reference collection includes encyclopedias, handbooks, indexes, bibliographies, and specialized reference works. The microforms collection contains more than 2,503,000 items. Assistance in the use of microforms is available at the Microforms Desk. Required readings for classroom assignments can be obtained at the Reserve Desk. Current issues of selected periodicals and newspapers are housed in the Reserve Reading Room. The Documents Department houses United States, United Nations, and Illinois state and municipal documents and provides reference service for those materials. The Map Section, part of the Documents Department, is a government depository for U.S. Geological Survey and U.S. Army maps.

The Special Collections Department contains materials that, because of age, condition, or rarity, require special care and maintenance. Department strengths include materials relating to the history and development of the city of Chicago, the Jane Addams Memorial Collection, the Lawrence J. Gutter Collection of Chicago, and the Corporate

Archives of the Chicago Board of Trade. The department also maintains the University Archives, the official records of the University.

Library materials in architecture and the arts are located in the Daley Library, consolidated by subject or format:

<u>Subject/Format</u>	<u>Current Location</u>
Art auction catalogs	Daley Library Reserve Reading Room (1st floor) open stacks
Art exhibition and museum catalogs	Daley Library Reserve (1st floor) open stacks
Art master's papers and theses	Daley Library, Archives
Architectural project drawings	Daley Library Reserve Reading Room (1st floor) flat file
Books classified N - NX and TR	Daley Library 4th floor
Journals classified N - NX and TR	Daley Library (2nd floor); current issues of selected architecture and art journals will be located in the Periodicals collection in Reserve Reading Room (1st floor, open shelves)
Videos and DVDs (for A&A)	Daley Library Reserve Desk (1st floor) closed stacks
16mm films	Lafin warehouse; patrons should request page and hold service

Library of the Health Sciences - Located at 1750 West Polk Street, the Library of the Health Sciences contains collections supporting teaching, research, and clinical programs in dentistry, medicine, nursing, pharmacy, public health, and health and human development sciences.

Mathematics Collection - Located on the fourth floor of Science and Engineering Offices, Room 430, the Mathematics Collection houses monographs and selected periodicals relating to mathematics.

Science Library - Located on the third floor of Science and Engineering South, Room 3500, the Science Library houses monographs, periodicals, and reference works in astronomy, biology, chemistry, geology, and physics. The Science Library holds the major abstracting and indexing services in these subjects.

You can visit the website at: <http://library.uic.edu/>

Wireless Access

For information about obtaining wireless clients to access the campus wireless network, visit this website: <https://accc.red.uic.edu/services/infrastructure/network/guest-wireless/>

POLICIES

Academic Grievance Procedures

These Student Academic Grievance Procedures define an administrative process through which students may seek resolution of complaints or grievances regarding academic standing during their enrollment at UIC.

For more information:

<http://policies.uic.edu/educational-policy/student-academic-grievance-policy/>

Academic Integrity (See also BHIS Academic Integrity and Standards for Conduct, p. 32)

The University of Illinois is dedicated to learning and research, and hence is committed to truth and accuracy. Integrity and intellectual honesty in scholarship and scientific investigation are, therefore, of paramount importance. These standards require intellectual honesty in conducting research, writing of research results, and relations with colleagues. Graduate students may be faced with difficult choices regarding academic integrity in their various roles as student, teacher, and researcher. If this is the case, they should seek the advice and experience of their faculty advisors and the Graduate College staff.

The University publishes two documents that contain specific definitions of misconduct (such as plagiarism, falsification of data, etc.), procedures used for investigation of charges, and the consequences of that conduct. Students are governed by the Student Disciplinary Procedures (October 1993) and faculty are governed by the Policies and Procedures for Academic Integrity (June 1989). Academic dishonesty includes, but is not limited to:

1. Cheating—either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise or providing to, or receiving from, another person any kind of unauthorized assistance on any examination or assignment.
2. Fabricating—knowing or unauthorized falsification, reproduction, lack of attribution, or invention of any information or citation in an academic exercise.
3. Facilitating academic dishonesty/plagiarism—intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
4. Offering bribes, favors, or threats—bribing or attempting to bribe or promising favors to or making threats against any person with the intention of affecting a record of a grade or evaluation of academic performance and any conspiracy with another person who then takes, or attempts to take, action on behalf of, or at the direction of, the student.
5. Taking an examination by proxy—taking or attempting to take an exam for someone else—is a violation by both the student enrolled in the course and the proxy or substitute.
6. Grade tampering—any unauthorized attempt to change, actual change of, or alteration of grades or any tampering with grades.
7. Submitting nonoriginal works—submission or attempt to submit any written work written, in whole or part, by someone other than the student.

You can visit the website at: <https://dos.uic.edu/community-standards/academic-integrity/>

Access to Educational Records

Current or previous University of Illinois students are entitled to examine their educational records under the provisions of the 1974 Family Educational Rights and Privacy Act (as amended). As custodian of student records, the University assumes an implicit trust and, accordingly, uses extreme care and concern in recording and disseminating information about students. The University policy is in compliance with the Family Educational Rights and Privacy Act. The Office of Admissions and Records issues transcripts in one of three ways:

1. online using Student Self-Service options
2. in person, or
3. in writing.

Class schedules are not released to unauthorized persons. UIC Student Records policy governs record keeping and release.

Confidentiality of Student Records

http://www.uic.edu/depts/oar/student_records/record_confidentiality.html

Student Records Policy

http://www.uic.edu/depts/oar/campus_policies/records_policy.html

Alcohol and Drug-Free Environment

UIC is committed to maintaining a drug- and alcohol-free environment for its students and employees. The university supports the choice of students who are aged 21 or over to abstain from consuming alcoholic beverages or to consume alcoholic beverages responsibly. UIC prohibits alcohol consumption by minors, and violators of this policy will be subjected to the full penalties granted by the laws governing the state of Illinois.

The policy is designed to promote the positive, healthy use of alcoholic beverages in a responsible manner. Students and employees must ensure that their consumption of alcohol at university functions and/or in residence halls will not create a hazard to themselves, other students/staff/faculty, university property, the university's reputation, or the public. The university permits the consumption of alcoholic beverages at certain conventions, conferences, and cultural and educational activities. The specific approval of the chancellor is required on an event-by-event basis to sell or serve alcoholic beverages.

The unlawful or unauthorized possession, use, distribution, dispensation, sale, or manufacture of controlled substances is prohibited on university premises while conducting university business.

For more information: <http://wellnesscenter.uic.edu/policies/alcohol-and-other-drug/>

Disciplinary Action

The university may at any time exclude a student or impose disciplinary sanctions on a student for just cause, as defined herein. "Guidelines Regarding Academic Integrity" shall be issued by the chancellor, given to all departments by the Office of the Vice Chancellor for Student Affairs, published once each year in a university publication generally available to all students, and available on request from the Office of the Dean of Student Affairs.

The University reserves the right to exercise jurisdiction for events or actions occurring off the campus in those instances in which the university community's interest is substantially affected. In addition, the Senate Committee, in consultation with representatives of the colleges, is authorized to suspend student graduations, including the issuance of diplomas, when disciplinary complaints may result in exclusion from the university and campus. Just cause for disciplinary action includes, but is not limited to, any one or combination of the following:

1. Academic dishonesty—any violation of the "Guidelines Regarding Academic Integrity" which includes but is not limited to giving or receiving unauthorized aid in any assignment or examination, plagiarism, tampering with grades, or other academic irregularities.

2. Violation of professional standards—any conduct that violates any commonly recognized or generally accepted professional standard of the profession in which the student is training, including unacceptable conduct in clinical, practicum, or off-campus training.
3. Withholding or giving false information on an application for admission, readmission, registration, financial aid, employment, or other materials.
4. Disruption of university activities—conduct that prevents, limits, creates hazards for, or impairs the teaching, research, public service, community, professional, athletic, organizational, administrative, clinical, academic, and/or ordinary business of students, faculty, and staff, including, but not limited to, disruption of building services and access to classes, university facilities, and all other university or university-approved events and including conduct in residence halls, hospitals, clinics, practicum or off-campus study, or training programs.
5. Failure to respond to requests from university officials for a conference on matters pertaining to student status in the university, including, but not limited to, failure to respond to mail and telephone messages regarding allegations of misconduct.
6. Rules violations—violations of university or campus rules, including, but not limited to, smoking or parking regulations or rules regarding use of university property.
7. Offenses Involving Substances, Products, and Drugs—The misuse or unauthorized possession of intoxicants, controlled or illegal substances, or materials dangerous to public health and safety.
8. Improper Demonstrations, Picketing, Distribution of Printed Materials—violations of University and Campus regulations on demonstrations, picketing, distribution of printed materials, or use of University facilities.
9. Misuse or Unauthorized Use of University Documents—alteration, mutilation, misuse or fraudulent use of an official University document or granting permission for the use thereof by an unauthorized person. Official documents include, but are not limited to: UIC ID cards, course programs, charge slips, receipts, grade reports, transcripts, and computer access/account numbers.
10. Misuse or Unauthorized Use of Computer Resources or Information—misuse, or unauthorized use of stored data, communication interfaces, and related computer software, or hardware; granting access to others to computer resources and/or information to a person or persons not authorized to have access to such resources or information; any conduct that impairs the proper access and/or usage of computer resources or facilities by members of the University community.
11. Violation of Regulations for Student Organizations—violations of regulations established for student organizations, including financial and student election regulations. Student organizations whose members engage in activities which are designated herein as just cause for disciplinary action, may have their campus privileges suspended or revoked; moreover, officers and/or members, as individuals, may be subject to individual disciplinary action on the basis of their responsibility for, or participation in the proscribed activities.
12. Violation of Rights of Others—any conduct which violates the rights of others or University policies regarding nondiscrimination - http://www.uic.edu/depts/oar/campus_policies/nondiscrimination_statement.html
13. Violation of Local, State or Federal Law-Board of Trustees' action or any other University rule of conduct—all actions which occur on University premises and which result in a violation of local, state or federal law, Board of Trustees' action or any other University rule of conduct, including the University policy on sexual harassment - <http://oae.uic.edu/discriminationharassment/sexual-harassment/>
14. Actions Which Adversely Affect the University Community's Interest—actions which violate the laws or regulations set forth herein and/or which substantially affect the interest of the University community even if such actions do not occur on University premises or property or at University-sponsored events.

You can visit the website at: <http://www.uic.edu/depts/oae/>

Disciplinary Procedures (Students)

The Student Disciplinary Procedures provide a mechanism for review when a student is charged with an infraction of the disciplinary code. It describes just causes for disciplinary action, outlines the procedures for filing a complaint or responding to one, lists the possible sanctions, and describes the appeal process. This document is available in the Office of the Dean of Student Affairs, 3030 Student Services Building, (312) 996-4866.

For more information: <https://dos.uic.edu/wp-content/uploads/sites/262/2018/10/DOS-Student-Disciplinary-Policy-2018-2019-FINAL.pdf>

Financial Obligations and Refunds

Students should carefully check their registration printouts to ensure that they are officially registered in the correct courses and sections for the correct number of credit hours. The act of registering for courses obligates students to pay all related tuition and fees unless one of the following procedures takes place: Cancellation of Registration, Withdrawal from the University, Dropping a Course, Withdrawal by an Auditor Refund on Withdrawal to Enter Military Service.

For more information, visit the website at:
http://www.uic.edu/depts/oar/campus_policies/refund_policy.html

Medical Immunization Requirements

The Illinois Department of Public Health requires that all students living in on-campus housing and born on or after January 1, 1957, entering a post-secondary institution are required to present documented [proof of immunity](#) (pdf) against the following diseases:

1. Measles (Rubeola) - two doses at least 30 days apart
2. Rubella (German Measles)
3. Mumps
4. TD (Tetanus and Diphtheria)

Note: Even if not living in on-campus housing, students are also responsible for showing documentation for any other immunizations as specified by their colleges. Students in the College of Applied Health Sciences may be required to show proof of immunity in order to complete clinical practicum assignments, and may also be required to provide proof of immunity against polio and immune status for tuberculosis. Students in on-campus housing who are not properly immunized and have not submitted a written statement of medical or religious exemption are required to undergo immunization within the first term of enrollment. Failure to provide the required proof of immunity shall prevent a student from enrolling in a subsequent term. Students living in on-campus housing and registering for on-campus course(s) or are registered for more than 5 credit hours are required to fulfill immunization requirements. Prior to registering for on-campus courses or for more than five credit hours, students must submit the required proof of immunity. The required form can be found at this web site:
http://www.uic.edu/depts/oar/forms/med_imm.pdf

Students registering only for off-campus courses or for no more than five credit hours are exempt from the immunization requirements.

Students admitted only to an online program are exempt from immunization requirements.

For more information, contact the Office of Medical Immunization Records, Room 1300 Student Services Building, telephone (312) 413-0464.

You can visit the website at: http://www.uic.edu/depts/oar/student_records/medical_immunization.html

Registration and Drop Deadline Policy

According to current UIC policy, the tenth day of the semester (fifth day of summer session) is the last day for a student to complete registration for the semester. Students are not allowed to complete registration for the semester unless all outstanding financial obligations to the University for previous semesters have been satisfied. A student who does not complete registration by the published date will not be permitted to register after that date, will not be permitted to attend class or to participate in course work, and will not receive academic credit for the semester. Exceptions to the registration deadline policy will be permitted only as the result of unusual circumstances beyond the control of the student. The student's request to register after the tenth day of the semester must be reviewed by the college dean.

The Office of Registration and Records is responsible for the administration of the registration deadline policy, and any questions concerning the policy should be directed to that office. Tuition and appropriate fees are payable by the due date printed on the bill.

Registration procedures and class offerings are published in the UIC Schedule of Classes each semester and students are responsible for the complete and accurate processing of their registration according to the guidelines published therein.

Graduate students should be advised that petitions for exceptions to the deadlines for registration (and change of courses - drops/add/change of sections/change of hour for a variable credit course) will not be approved unless the late transaction was caused by demonstrated university error, student illness, or family emergency. For a request to register once the late registration period has ended, the student must obtain a Petition to Register After the Tenth Day Deadline (goldenrod form) from the Registration Office. **The Graduate Student Petition form is not required and should not be used. In addition to the completed petition, students must submit a Graduate College Registration Revision Form and supply adequate documentation for the exception to be reviewed. The Registration Office has final approval on late registration requests.**

The official UIC drop policy is that students are allowed to drop courses via the student portal through the 10th day of the fall/spring semesters, the first 3 days of the summer-A 4-week session, and the first 5 days of the summer-B 8-week session. After the official drop period, BUT through the end of the 10th week (Friday at 5pm) of the fall and spring semesters (for 15 week courses) OR through the end of the 4th week (Friday at 5pm) of the summer B-term, or through the end of the 4th week (Friday at 5pm) of a fall/spring semester 8-week course, students can drop a course with DGS approval. Tuition refunds will be prorated according to published UIC policies. After the above times, a petition process is necessary which means there has to be a legitimate reason provided by the student and rationale / justification from the DGS for a drop. The legitimate reasons include health and/or family emergency,

According to the Graduate College, drop petitions will no longer be approved without legitimate emergency reasons as stated above. Students who are too busy and, as a result, are receiving a poor grade in a particular course, will need to drop the course or make adjustments to their work / school schedules by the end of the drop period of a term, or else accept the possibility they may receive a poor grade in the course.

Course Drop Policy for Graduate Students

Graduate students may drop courses using [Student Self-Service](#) through the end of the second week of classes for fall and spring semesters, or through the first Wednesday of Summer Session 1 and the first Friday of Summer Session 2. During weeks 3 through 6 of the fall and spring semesters. Graduate degree-seeking students and non-degree students assigned to a program can drop classes during weeks 3 through 6 in the fall and spring semesters, and between the first Thursday through the third Wednesday of Summer Session 1 and through weeks 2 through 5 in Summer Session 2, with approval of the Director of Graduate Studies (DGS) of their degree program. Unassigned non-degree students can drop classes during weeks 3 through 6 in the fall and spring semesters (weeks 2 through 5 in the summer session) and

should obtain a signature from the Graduate College. If the drop occurs between weeks 0-2 in fall and spring, or between the first day of instruction and the first Wednesday of Summer Session 1 and the first day of instruction and the first Friday of Summer Session 2, there will be no notation on the transcript. If the drop occurs after week 2 in the fall and spring semesters, or after the first Wednesday through the third Wednesday of Summer Session 1 and between weeks 2 through 5 in Summer Session 2, a W is noted on the transcript. The number of drops allowed for a degree-seeking student, or a non-degree student assigned to a program, after the on-line add drop period is determined by the Director of Graduate Studies. In all cases, course drops by any graduate student after the second week in fall and spring, and after the first Wednesday through the third Wednesday of Summer Session 1 and between weeks 2 through 5 in Summer Session 2, must be completed on campus using the Graduate College Registration Revision Form.

Note: International students in F-1 or J-1 status are required to be registered full-time (12 credit hours) every semester. Graduate students with assistantships may register for less than 12 credit hours if appropriate criteria has been met. If you wish to register for less than 12 credit hours, please speak with an advisor in the Office of International Services (OIS) prior to dropping courses or under-enrolling. In order to maintain your immigration status, permission must be granted by OIS in advance of dropping below full time. OIS is located at 1200 W. Harrison St. Suite 2160/ phone: (312) 996-3121 e-mail: ois@uic.edu

Fall/Spring Semester	Drop Method
Weeks 0 through 2	Student Self-Service
Weeks 3 through 6	Obtain DGS approval*

Summer Semester 1	Drop Method
First Monday through first Wednesday	Student Self-Service
First Thursday through third Wednesday	Obtain DGS approval*

Summer Semester 2	Drop Method
Weeks 0 through 1	Student Self-Service
Weeks 2 through 5	Obtain DGS approval*

To process a drop after the end of the second week (after the first Wednesday of Summer Session 1 and after week 1 of Summer Session 2):

Degree-seeking students and non-degree students assigned to a program: Student must complete a Graduate College Registration Revision Form and obtain approval from the Director of Graduate Studies of the student's program (not the department of the class). Approval is determined by the Director of Graduate Studies. Graduate College review is not needed. Form must immediately be submitted to the Registration Office in SSB, no later than the end of the 6th week (5th in summer).

Unassigned non-degree students (26-5926): Student must complete a Graduate College Registration Revision Form. Form must immediately be submitted to the Registration Office in SSB, no later than the end of the 6th week in fall and spring (3rd Wednesday of Summer Session 1 and 5th week of Summer Session 2).

You can visit the website at: http://www.uic.edu/depts/oar/registration/policies_procedures.html

Religious Holidays

The faculty of the University of Illinois at Chicago shall make every effort to avoid scheduling examinations or requiring that student projects be turned in or completed on religious holidays. Students who wish to observe their religious holidays shall notify the faculty member by the tenth day of the semester of the date when they will be absent, unless the religious holiday is observed on or before the tenth day of the semester.

In such cases, the student shall notify the faculty member at least five days in advance of the date when he/ she will be absent. The faculty member shall make every reasonable effort to honor the request, not penalize the student for missing class, and if an examination or project is due during the absence, the student an exam or assignment equivalent to the one completed by those students in attendance. If the student feels aggrieved, he/ she may request remedy through the campus grievance procedure.

Research on Humans, Animals and rDNA or Infectious Agents

Students using human subjects in any research (this includes surveys, interviews, preexisting data and human tissue obtained for nonresearch purposes) must have approval from the Institutional Review Board or one of its approved committees before they begin data collection. For further information contact the Office for the Protection of Research Subjects at (312) 996-1711, 203 Administrative Office Building.

For more information, visit the Office for Protection of Research Subjects website at:
<http://research.uic.edu/compliance/irb>

Participation in Class Exercises that Involve the Use of Animals

The University of Illinois at Chicago offers certain courses in which live, euthanized, or preserved vertebrate animals are used as part of course requirements. Such courses are identified in the Timetable with the note "animals used in instruction." Students who have ethical concerns about the use of animals in teaching have the responsibility to contact the instructor, prior to enrollment in any course in which animals may be used as part of course instruction, to determine whether class exercises involving animals are optional or required, and what alternatives, if any, are available. If no alternatives are available, the refusal to participate in required activities involving animals may result in a failing grade in the course. You can visit the website at: <http://research.uic.edu/compliance>

Residency Status Regulations

For Admission and Assessment of Student Tuition
Effective Fall 1997

General

The University of Illinois is a land-grant institution supported by funding from state of Illinois tax revenue. As a state tax-supported institution, the University (with some exceptions) extends preference in admission and tuition to residents of the state of Illinois--that is, to persons whose circumstances conform to the University's definition of resident status stated below.

Principal elements which determine residency are domicile in Illinois and actions which evidence the intent to make Illinois the permanent residence. A person has but one domicile at any time. Mere physical presence in Illinois, regardless of how prolonged, is insufficient to establish residency without action and intention to make the place a permanent residence and principal home. To establish bona fide residency in Illinois under this policy, a person must demonstrate presence and intent to reside permanently in Illinois for reasons other than educational objectives.

The burden of establishing that a person is domiciled in Illinois for other than educational purposes is upon the person. The regulations, factors, and procedures enumerated in this policy will be considered by the University in determining residency status.

Residency Status Regulations are subject to change from time to time at the discretion of the Board of Trustees. A person holding nonresident status is subject to rules in effect when the petition seeking Illinois residency is filed. Nothing in these rules shall be applied retroactively to reverse in-state residency status previously granted under former regulations.

The University of Illinois' definition of the term "resident" may be different from the definitions developed by other, non-University, agencies. Thus, a person who is an Illinois resident for tax or voting purposes, for example, is not necessarily a resident for University of Illinois tuition and admission purposes. The University's definition of resident status applies both to payment of tuition and admission to the University of Illinois.

For information regarding the regulations, factors in determining residency and procedures you must follow, visit this website: <http://www.uaps.uillinois.edu/students/residency/>

Sexual Harassment Policy

Sexual harassment is defined by law, and includes any unwanted sexual gesture, physical contact or statement which is offensive, humiliating, or an interference with required tasks or career opportunities at the University. Sexual harassment is prohibited under federal and state discrimination laws and the regulations of the Equal Employment Opportunity Program.

The University of Illinois will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The University environment must be free of sexual harassment in work and study. In order to assure that the University is free of sexual harassment, appropriate sanctions will be imposed on offenders in a case-by-case manner.

The University will respond to every case of sexual harassment reported. A person who wishes to secure information about sexual harassment or about dealing with its consequences may contact any of several sources announced in University literature devoted to the subject. Information about the University's approved procedures for dealing with cases of sexual harassment may be obtained by phone (without name given if desired), by writing, or by visiting the Office for Access and Equity, MC 602, 717 Marshfield Building, 809 S. Marshfield, (312) 996-8670.

Any person who believes s/he has experienced sexual harassment, observed it, or received report of it may discuss the issues involved with a representative from the Office for Access and Equity. Please be advised that further information with regard to mediation, and/or intervention are available at both the informal and formal stages through this office.

For more information: <https://grad.uic.edu/sexual-harassment-policy/>

Smoking Policy

In recognition of environmental tobacco and smoke health risks, the University intends to provide a tobacco-free environment for its faculty, staff, students, patients and visitors. Effective July 1, 2013, UIC became a tobacco-free campus (including smokeless tobacco products). "Tobacco Products" is defined as all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), chew, electronic cigarettes, and smokeless tobacco products. As of the effective date, tobacco product use will be prohibited on all campus grounds, in all campus- and Campus Auxiliaries-owned properties, and in all university-owned vehicles, and in private vehicles while on campus. This tobacco-free policy will be clearly posted and can be referenced in the policy and procedures section on the Human Resources

website (www.hr.uic.edu), on the campus website (www.uic.edu), and in other relevant publications. Key components of the policy will also be shared with families, alumni, patients and visitors, and will be posted on signage around campus (e.g., "Welcome to our Tobacco-Free Campus").

REGULATIONS:

This policy applies to all university buildings, facilities, grounds, and university-owned vehicles, as they are considered property of the University, whether owned or occupied, in whole or in part, by UIC. Tobacco use is also prohibited in student residence halls without limitation to any portion of the living quarters of any student residence hall, such as sleeping rooms, dining areas, restrooms, laundry areas, lobbies, and hallways that are owned and operated or otherwise utilized by UIC students, faculty, staff and/or visitors.

Snow Day Class Cancellation Policy

The university rarely officially closes for bad weather. You will rarely hear a "university closing" announcement on the radio. It is the instructor's responsibility to cancel classes in case of bad weather. For on-campus classes, an official "Call list" will be distributed to students and should be kept available to be used to inform students of class cancellation. Students will be notified by phone and e-mail. In addition, students may check the program director's voicemail for a message stating whether classes are cancelled.

Disclaimer

This student handbook is for your information; it is not a contract. The information was current as of June 2020. The information listed throughout this document is subject to change. The UIC Department of Biomedical and Health Information Sciences should be contacted at (312) 996-7337 for more information.

Nondiscrimination Statement

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, sex, religion, national origin, ancestry, age, 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.

Policy Council

Revised May 31, 2005

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