

Kinesiology Master Program Student Handbook

UNIVERSITY OF ILLINOIS AT CHICAGO

August 2022

Contents

Introduction	3
Program Administration and Faculty	4
Curriculum Overview	5
Required Course Work	5
Biomechanics Concentration	6
Exercise Physiology Concentration	6
Psychology of Exercise Concentration	6
Performance, Sports and Exercise Concentration	6
Coursework-only track	7
Project Track	7
Thesis Track	7
Academic advising	8
Academic policies and procedures	8
Graduate college policies and procedures	8
Grading and Grade Point Systems.....	8
Registration	9
How do I register for classes?	9
Add and Drop Policies	9
Cancelling Registration.....	9
Students with Disabilities and Accommodations.....	10
Religious Holidays	10
Graduation Policies and Procedures	12
Guidelines Regarding Academic Integrity	13
Probation and Dismissal Rules.....	14
Professional and behavioral expectations.....	14
The Student Disciplinary Policy	14
Professionalism	14
Student Health.....	15
Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct.....	15

Discrimination	15
Incident Report Form	16
FERPA (Federal Educational Rights and Privacy Act).....	16
Program policies and procedures	16
Class Attendance.....	16
Financial responsibilities	17
Graduate Basic Tuition & Fees	17
Financial Aid	17
Student resources.....	18
Academic Support & Achievement Program (ASAP)	18
AHS Student Council.....	18
Graduate Student Council	18
African American Academic Network	19
Campus Advocacy Network.....	19
CampusCare - Student Health Benefit Program.....	19
Counseling Center	19
Dean of Students Office.....	19
Latin American Recruitment and Educational Services (L.A.R.E.S.).....	20
Student Advocacy Services	20
Student Ombuds Services.....	20
Student Legal Services	20
U and I Care Program	20
Writing Center	21
Veterans Affairs.....	21

Introduction

UNIVERSITY OF ILLINOIS AT CHICAGO
COLLEGE OF APPLIED HEALTH SCIENCES AND GRADUATE COLLEGE
DEPARTMENT OF KINESIOLOGY & NUTRITION

The faculty and staff of the University of Illinois at Chicago Kinesiology Programs join in welcoming you. We are very pleased that you have selected the Kinesiology Master Program (KN MS) in the Department of Kinesiology and Nutrition to pursue your graduate education and training.

The Student Handbook was developed to familiarize you with the program policies and procedures which you are required to follow while you are a student enrolled in the KN MS concentrations in Biomechanics, Exercise Physiology and Psychology of Exercise. This Handbook is not intended to be all-inclusive, but rather, to be used as a supplement to the UIC Graduate Catalog. Furthermore, this handbook is meant to provide KN MS students with a description of the standards and policies of the Department of Kinesiology and Nutrition.

Each student is encouraged to review the handbook thoroughly and to retain it as a source of ready reference. The policies and procedures provide a basis and a rationale for fair and equitable treatment of all program participants. The handbook provides the framework within which the Program Director, University faculty and staff, and students can work together effectively. The policies and procedures described are current as of the publication date and are subject to change without advance notice.

August 2022

Program Administration and Faculty

<p><u>Department Head</u> <i>Kelly A. Tappenden, PhD, RDN</i> Professor Email: tappenden@uic.edu</p>	<p><u>Kinesiology and Nutrition Office Staff:</u> <i>Randal T. Stone</i> Email: rtstone@uic.edu</p>
<p><u>Director of Graduate Studies</u> <i>Giamila Fantuzzi, PhD</i> Professor Email: giamila@uic.edu</p>	
<p><u>Program Faculty</u> <i>Kharma C. Foucher, MD, PhD</i> Associate Professor Email: kfouchu@uic.edu</p>	<p>All Graduate Programs at UIC are administered by the Graduate college https://grad.uic.edu/</p>
<p><i>Andrew Sawers, PhD</i> Associate Professor Email: asawers@uic.edu</p>	
<p><i>Craig A. Horswill, PhD</i> Clinical Associate Professor Email: horswill@uic.edu</p>	
<p><i>Joshua Miller, PhD</i> Clinical Assistant Professor Email: joshuam@uic.edu</p>	
<p><i>Robert Motl, PhD</i> Professor Email: romotl@uic.edu</p>	
<p><i>Eduardo E. Bustamante, PhD</i> Assistant Professor Email: ebustaz@uic.edu</p>	
<p><i>David X. Marquez, PhD</i> Professor Email: marquezd@uic.edu</p>	
<p><i>John E Coumbe-Lilley, PhD</i> Clinical Professor Email: jcoumb1@uic.edu</p>	
<p><i>Kelsey Ruffing LCPC, MS, MA</i> Adjunct Instructor Email: Kelsey@KelseyRuffingCounseling.com</p>	

Curriculum Overview

The KN MS at UIC offers three research-focused and one applied concentration:

- Biomechanics
- Exercise Physiology
- Psychology of Exercise
- Performance, Sports and Exercise Psychology

For each research concentration, completion of the KN MS degree requires the following credits at the graduate level:

- 40 credits for coursework only. Students who complete the coursework only option are required to take at least 12 hours at the 500-level.*
- 32 credits for project option. Students who complete the project option are required to take at least at least 9 hours at the 500-level* as well as at least 5 hours of KN597 Master's Project Research.
- 32 credits for thesis option. Students who complete the project option are required to take at least 9 hours at the 500-level* as well as at least 5 hours of KN598 Master's Thesis Research.

For the applied concentration, completion of the KN MS degree requires the following credits at the graduate level:

- 36 credits for applied concentration option. Students who complete the 21 credits core class requirements may select 12 hours of elective courses.
- Students may complete the core classes, electives as well as at least 5 hours of KN598 Master's Project Research.

*Please note that **only 500-level classes with A-F grading** are counted towards this required minimum (thus KN596, KN597, KN598 and any other class with Satisfactory/Unsatisfactory grading do not count). Moreover, **only 400- and 500-level classes count towards the MS**. Any 100-, 200- or 300-level class (for example classes taken to fulfill prerequisites) will not count towards the required total credits or GPA calculation.

REQUIRED COURSE WORK

Required course for all students, irrespective of concentration:

- KN 500 Evidence-Based Practice in Kinesiology and Nutrition

Biomechanics Concentration

- KN 410 Aging and the Motor System
- KN 472 Movement Neuroscience
- KN 561 Biomechanics of Human Locomotion
- KN/PT 571 Biomechanics of Normal and Abnormal Movement

Exercise Physiology Concentration

- KN 545 Advanced Exercise Programming Assessment
- KN 550 Applied Exercise Physiology

Psychology of Exercise Concentration

- KN 511 Intervention Design and Evaluation in Kinesiology and Nutrition
- KN 521 Physical Activity Interventions in Diverse Populations

Performance, Sports and Exercise Concentration

- KN 432 Foundations of Positive Psychology
- KN 447 Mental Health for Athletes and Performers
- KN 532 Cultural Humility in Performance, Sport & Exercise Psychology
- KN 534 Professional Ethics in Performance, Sport and Exercise Psychology
- KN 585 Practicum in Health, Exercise and Sport Behavior Applications
- KN 593 Internship in Kinesiology

For each concentration, the remaining credits are met by a combination of relevant electives and/or independent study. Any 400- or 500-level class offered by any program at UIC counts towards the KN MS degree as long as it's directed at complementing Kinesiology-related knowledge. For example, students interested in each concentration can take classes from the other KN MS concentrations, students interested in public health-related issues can take classes from the UIC School of Public Health, students interested in clinical applications can take classes offered by the Department of Physical Therapy or Occupational Therapy as well as the UIC Schools of Dentistry, Medicine, Nursing, or Pharmacy, etc.

Description of Graduate KN classes is at <https://catalog.uic.edu/gcat/course-descriptions/kn/>

Graduate course descriptions for all programs are at <https://catalog.uic.edu/gcat/>

The *Schedule of Classes* is at:

https://ossswebcs4.admin.uillinois.edu/PORTAL_UIC/myuic/classschedule.html

Note: Curriculum is subject to change from time to time. It is up to the candidate to ensure they have completed the most recent requirements.

COURSEWORK-ONLY TRACK

All students are automatically admitted into the coursework-only track.

This track requires students to complete 40 credits of graduate level coursework, with at least 12 hours at the 500-level. Students work with their assigned advisor to design a course of study that fulfills the requirements for their concentration (Biomechanics, Exercise Physiology, Psychology of Exercise) with additional coursework personalized to their specific interests and goals.

PROJECT TRACK

In consultation with their assigned advisors, students may select to complete a project. To fulfill this requirement, students should register for **at least 5 credits of KN597** Master's Project Research. Project credits and work can be completed in a single semester or spread across multiple semesters, typically in the second year of the program.

The project is typically completed under the supervision of the student's main advisor. However, if appropriate, a different UIC faculty member can act as the project's supervisor as long as the student's main advisor is involved in the decision and agrees to oversee the appropriateness and completion of the project.

Whereas a thesis (see below) is always based on original scholarship, a KN MS project can take many forms. Examples of projects completed by KN MS students include:

- Participation in an ongoing research project
- Analysis of data obtained as part of previous research projects
- Writing of a scientific review article
- Designing a novel Kinesiology-related coursework
- Designing a novel Kinesiology-related educational program or material

Completion of the project is certified through a certificate that must be signed by the Advisor and by the Director of Graduate Studies before submission to the Graduate College: <https://uofi.app.box.com/s/zuosopjfmqeol4ziv4smyr758jg3bgw>

THESIS TRACK

In consultation with their assigned advisors, students may select to complete a thesis. To fulfill this requirement, students should register for **at least 5 credits of KN598** Master's Thesis Research. Thesis credits and work can be completed in a single semester or spread across multiple semesters, typically in the second year of the program.

The thesis is typically completed under the supervision of the student's main advisor. However, if appropriate, a different UIC faculty member can act as the thesis' supervisor as long as the student's main advisor is involved in the decision and agrees to oversee the

appropriateness and completion of the thesis and as long as Graduate College requirements are fulfilled.

A thesis is always based on original scholarship and requires a committee as well as a formal public defense. Completion of a KN MS thesis must fulfill Graduate requirements as indicated at <https://grad.uic.edu/academic-support/exams-defense/masters-thesis-defense/>

Academic advising

A faculty member from the Department of Kinesiology and Nutrition is assigned to each student upon enrollment in the program. It is the student's responsibility to contact the assigned advisor as soon as possible to plan an appropriate coursework that fulfills their interests and goals

Should a student have difficulties contacting the assigned advisor, the Director of Graduate Studies should be contacted next.

Academic policies and procedures

GRADUATE COLLEGE POLICIES AND PROCEDURES

Graduate College Policy and Procedures apply to students enrolled in the KN MS Program and can be found here: <https://grad.uic.edu/academic-support/graduate-college-policies/>

GRADING AND GRADE POINT SYSTEMS

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

Grades	Equivalent	Grade Pts/Hr (weight)
A	Excellent	4
B	Good	3
C	Average	2
D	Poor but passing	1
F	Failure	0

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

hour course. **Please note that only grades obtained in 400- and 500-levels classes are part of the GPA for graduate students.**

The computation would be as follows:

4(A) x 3 hrs. = 12 grade pts.

3(B) x 2 hrs. = 6 grade pts.

2(C) x 5 hrs. = 10 grade pts.

Totals: 10 hrs. 28 grade pts. > 28 pts./10 hrs. = 2.8 GPA (A=4.0)

The following symbols may also be recorded in the situations described:

- W Withdrawn from the course, without penalty (no grade); however, a W remains on the grade transcript if withdrawal from course is after 10 day period.
- DFR Grade temporarily deferred.
- S/U Satisfactory/unsatisfactory

REGISTRATION

All registration is conducted via UIC's portal: <https://my.uic.edu/common/>

HOW DO I REGISTER FOR CLASSES?

Please refer to the following website for detailed instructions on how to register for courses. <https://registrar.uic.edu/registration/>

ADD AND DROP POLICIES

The Courses may be added/dropped online using the [XE Registration System \(available through my.uic.edu\)](#) through the second Friday of fall and spring semesters, or through the first Wednesday of Summer Session 1 and first Friday of Summer Session 2. More information can be found on the registrar's website: <https://registrar.uic.edu/registration/add-drop/>

For dropping a course between week 3 and week 10, you can submit a request with your academic advisors approval here: <https://ahs.uic.edu/inside-ahs/student-resources/registration/>

CANCELLING REGISTRATION

In order for a student to cancel their registration and receive a 100% refund of tuition and fees, the student must drop all of their classes through the Student Self-Service menu in the *my.UIC* portal during the add/drop period. Students should refer to Registrar's website these deadline dates: http://registrar.uic.edu/registration/policies_procedures.html. Petitions for a cancellation of registration after this period will only be considered for extenuating circumstances.

STUDENTS WITH DISABILITIES AND ACCOMMODATIONS

The Department of Kinesiology and Nutrition encourages the enrollment of qualified students with disabilities. The following steps must be taken to ensure that all students are treated fairly, and that reasonable accommodation can be made for students with disabilities.

Before any request for accommodation can be considered, the student must provide verification of the disability. This can be done by consulting the Disability Resource Center (DRC) http://www.uic.edu/depts/oa/disability_resources/index.html at 312-413-2183 or via email at drc@uic.edu.

The DRC will work with the student to verify the disability, identify accommodations, and develop a Letter of Accommodation (LOA).

The LOA should be given to each student's instructor at the start of each semester. Students who are requesting an accommodation must initiate a meeting with each instructor to: a) provide each instructor with a copy of the LOA that was drafted by the DRC and b) discuss how the accommodation(s) will be applied in a given course.

After receiving a LOA, an instructor may initiate a conversation with the DRC to better understand how a given accommodation applies to his/her class or to suggest modification to the LOA. Instructors may work closely with students and DRC staff to collaboratively develop the LOA.

If a student is encountering problems with accommodations being provided in a course the student should alert the NS Program Director and/or the DRC.

RELIGIOUS HOLIDAYS

The following policy regarding student observance of religious holidays was approved by the UIC Senate:

“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 term, of the date when they will be absent unless the religious holiday is observed on or before the tenth day. 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 the class, and if an examination or project is due during the absence, give the student an exam or assignment equivalent to the one completed by those students in attendance. If the student feels aggrieved, he or she may request remedy through the campus grievance procedure.”

Although this policy was adopted to accommodate students' observances of religious holidays, students must take care not to abuse the policy. It would be unreasonable, for example, for a student to request a two-week absence from classes for religious purposes. Information concerning specific religious holidays may be obtained from the Office of the Dean of Student Affairs or from Student Development Services.

Student Academic Grievance Procedures (<http://www.uic.edu/ucatalog/GR.shtml#qb>) are applicable to students who feel aggrieved by the implementation of this policy.

The 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.

Student Academic Grievance Procedures Eligibility

These Procedures **may only** be used by Students:

- With a Complaint or Grievance regarding academic standing during their enrollment at UIC.
- About an academic decision made about them by an agent (e.g., faculty or staff member, administrator, committee) of the University of Illinois at Chicago that directly and adversely affects the Student.

These Procedures **may not** be used:

- In deciding or appealing issues relating to student discipline under the purview of the Senate Student Judiciary Committee
- In resolving any complaint, request, or question involving student records subject to campus procedures established under the Family Educational Rights and Privacy Act (FERPA) and contained in the Guidelines and Procedures Governing Student Records
http://www.uic.edu/depts/oar/campus_policies/records_policy.html
- By applicants for admission
- In review of any decision by any university administrator or properly constituted board or committee relating to allocation of resources to support any unit's projects or programs.

For a complete description of the procedures, students should consult the Web site <http://policies.uic.edu/educational-policy/student-academic-grievance-policy/>

Academic complaints:

The student should initially speak with the instructor for the course in question. If the instructor is unable to resolve an academic complaint, then the Director of Graduate Studies Director should be the next point of contact in the process to achieve resolution.

Departmental or Programmatic Complaints:

Initially, the student is to bring the complaint to the program director. If academic or departmental/programmatic complaints remain unresolved, then the complaint moves to a formal procedure. The Chair of Department of Kinesiology and Nutrition would be the next point of contact in the process to achieve resolution and finally the AHS Academic Affairs/Office of the Dean.

For a complete description of the formal procedures, students should consult the Web site <http://policies.uic.edu/educational-policy/student-academic-grievance-policy/>

Program directors are responsible for tracking and documenting all student complaints.

GRADUATION POLICIES AND PROCEDURES

Graduate College Policy and Procedures for Graduation apply to students enrolled in the KN MS Program and can be found here: <https://grad.uic.edu/academic-support/graduation-information/>

Declaring the Intent to Graduate:

Students must declare your intent to graduate via the my.UIC portal by the deadlines indicated below. The link to apply for graduation and more information can be found here: <http://ahs.uic.edu/inside-ahs/student-resources/graduation/apply-to-graduate/>

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

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

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

It is highly recommended that each student meet with their academic advisor the semester before they wish to graduate so that a degree audit can be performed.

Graduation Review:

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

Commencement Ceremony:

The College of Applied Health Sciences holds its commencement ceremony during finals week of the fall and the spring Semester. Graduates of the preceding summer and fall terms can participate in the December graduation, and graduates of the current spring term are eligible to participate in the May graduation. Students planning on graduating at the end of the following summer term may also participate in the May ceremony, but their names will not be listed in the current commencement booklet (their names will be listed in the subsequent year's booklet). Details regarding commencement will be made available early in the fall/spring of each academic year.

GUIDELINES REGARDING ACADEMIC INTEGRITY

As an academic community, the University of Illinois at Chicago is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community—students, staff, faculty, administrators—share the responsibility of insuring that these standards are upheld so that such an environment exists. Instances of academic misconduct by students, and as defined herein, shall be handled pursuant to the *Student Disciplinary Policy* found at: <https://dos.uic.edu/wp-content/uploads/sites/262/2018/10/DOS-Student-Disciplinary-Policy-2018-2019-FINAL.pdf>

Academic dishonesty includes, but is not limited to:

Cheating: Either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise, or extending to or receiving any kind of unauthorized assistance on any examination or assignment to or from another person.

Fabrication: Knowing or unauthorized falsification, reproduction, lack of attribution, or invention of any information or citation in an academic exercise.

Facilitating Academic Dishonesty/Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Bribes, Favors, 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. 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 someone else other than the student is a violation by both the student enrolled in the course and the proxy or substitute.

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 written work authored, in whole or part, by someone other than the student.

PROBATION AND DISMISSAL RULES

In accepting admission into the College of Applied Health Sciences, students enrolled in each of the departments commit themselves to the UIC Standards of Conduct and the ethics of their chosen professions, as well as the guidelines of the respective programs. Therefore, nutrition students are expected to adhere to the highest academic and professional standards in all aspects of their education. The health professions are fields in which practitioners must be fully cognizant of their roles and responsibilities in the communities they seek to serve. The professions, and therefore the College, demand exemplary conduct from their members. All members of the student body and the faculty of the College are responsible for upholding these standards.

The College of Applied Health Sciences follows the campus policy and procedures on academic appeals and grievances. The College of Applied Health Sciences reserves the right to recommend to the UIC Graduate College that a student's enrollment in programs offered by the College be terminated. Such action will be initiated when the faculty of the program in which the student is enrolled deems it inadvisable for the student to continue toward completion of the course of study.

Graduate College Academic Standing and Probationary Rules apply to students enrolled in the Traditional HN MS: <https://grad.uic.edu/academic-support/graduate-college-policies/>

Professional and behavioral expectations

THE STUDENT DISCIPLINARY POLICY

The Student Disciplinary Policy outlines expectations for student behavior, both on and off campus. Information was updated in the Policy related to recent federal and state legislative requirements. The policy information has also been reformatted for clarity and ease-of-use. For more information, visit <https://dos.uic.edu/wp-content/uploads/sites/262/2018/10/DOS-Student-Disciplinary-Policy-2018-2019-FINAL.pdf>.

PROFESSIONALISM

Students in the College of Applied Health Sciences are expected to uphold the professional standards of their individual programs and the university. Students should conduct themselves in an appropriate manner in all interactions with professors, office staff, fellow students, and any patients and/or research subjects. Abusive language, verbal outbursts, offensive written communications, or discriminatory remarks or actions will

not be tolerated. Students displaying nonprofessional behavior will be counseled, and if warranted, will be subject to disciplinary action. In addition, scheduled appointments with faculty must be kept or rescheduled in advance.

STUDENT HEALTH

Students enrolled in the College of Applied Health Sciences participate in a rigorous curriculum of academic and clinical instruction. The students' successful participation in the instructional programs requires maintenance of a level of physical and mental well-being sufficient to achieve course objectives. Should the faculty of a given program find that a student's mental or physical well-being is a contributing factor to substandard achievement, they are obligated to counsel the student to seek help from the Health Service, Counseling Services, or private services.

STATEMENT ON SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT

According to the University of Illinois Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct, the University of Illinois prohibits and will not tolerate sex discrimination, sexual harassment, or other sexual misconduct of any kind (including sexual assault, sexual violence, and sexual abuse) of or by employees, students, and visitors. The University will take action to provide remedies when such discrimination, harassment, or misconduct is discovered. The University complies with applicable federal and state laws to achieve an environment for study, work, and public engagement that is free from sex discrimination, sexual discrimination, and sexual misconduct. Please consult the Office of Access and Equity (<http://oae.uic.edu/>) or Sexual Misconduct (<http://sexualmisconduct.uic.edu/>) websites for further details on this policy's related to sexual discrimination, sexual harassment and sexual misconduct.

DISCRIMINATION

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, 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. The nondiscrimination policy applies to admissions, employment, and access to and treatment in the University programs and activities. The university strives to maintain an environment free of any form of unlawful discrimination and harassment. The Office of Access and Equity provides training and consultation on matters of discrimination. For additional information on the university's policies on

discrimination, please visit the Office for Access and Equity website for additional details at <http://oae.uic.edu/>.

INCIDENT REPORT FORM

All members of the university community are encouraged to report violations of the University's Standards of Conduct, as described in the Student Disciplinary Policy, by filing a formal complaint. To report behavioral misconduct, please use the Student Misconduct Incident Report at <https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago>. To report academic misconduct, please use the Academic Integrity Incident Report at https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout_id=10.

FERPA (FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT)

Pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, the University cannot disclose personally identifiable information contained in the student's education records without the student's written consent, except to the extent that FERPA authorizes disclosure without consent. A parent does not have the automatic right to view his/her child's records without the express written consent of the student, unless that parent can provide proof that the student is still a dependent for income tax purposes. View the complete UIC Student Records Policy here: https://registrar.uic.edu/campus_policies/records_policy.html.

Students may grant any third party (e.g., spouse, parent and/or sponsor) permission to access their financial aid records by completing the FERPA Release Form and returning it to the Office of Student Financial Aid (OSFA). Please visit the Forms section of the OSFA website for the current FERPA Release Form. For release of educational records, student must follow up with individual offices for their FERPA release forms. A FERPA release must be signed for each office for which a third party is requesting records access.

Program policies and procedures

CLASS ATTENDANCE

It is expected that all students will attend all lectures and laboratory sessions. Prompt and regular attendance is required for all scheduled activities. An absence may be excused if it is unavoidable or justified.

The student is responsible for notifying the instructor of each day that he/she will be absent. Excused absences will be given if a student has a serious illness or if there is a death of a family member.

Unexcused absences may be reflected in the course grade in a manner determined by the course instructors and in accordance with the policies of the University. Students with unexcused absences may be asked to leave the program.

Financial responsibilities

GRADUATE BASIC TUITION & FEES

The table below provides a basic range for graduate tuition, fees, and assessments. See Office of the Registrar Web site for a more current and complete information on undergraduate tuition, fees, and assessments:

<https://admissions.uic.edu/graduate-professional/tuition-fees>

While enrolled in the KN MS, the student will incur additional expenses which include mandatory expenses and optional expenses. The mandatory expenses are those that are associated with curriculum requirements.

CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES

Health Insurance.....*Variable*

Transportation.....*Variable*

FINANCIAL AID

The Office of Student Financial Aid (OSFA) is responsible for assisting students and their families in meeting the educational expenses of attending UIC. There are various types of financial aid such as gift assistance (grants, scholarships and waivers) and self-help (loans and employment) which are available to UIC students from federal, state, institutional and private sources. However, please keep in mind that the primary financial responsibility for meeting educational expenses rests with the student and their families as financial aid is only meant to bridge the gap between what a student can afford as determined by the Free Application for Federal Student Aid (FAFSA) and the cost of attending UIC.

Office of Student Financial Aid (OSFA) MC 334

1800 Student Services Building (SSB)

1200 West Harrison Street

Chicago, Illinois 60607-7163

Phone: (312) 996-3126

Fax: (312) 996-3385

E-mail: money@uic.edu

Web Site: <http://www.financialaid.uic.edu>

An overview of funding options from the Graduate College is at <https://grad.uic.edu/funding-awards/graduate-funding-overview/>

Upon admission into the program, all Graduate Students in the Department of Kinesiology and Nutrition receive a form to express their interest in obtaining a Teaching Assistantship or other form of Assistantship. **Please note that these opportunities are very limited.**

Additionally, the Department of Kinesiology and Nutrition and the College of Applied Health Sciences offers the Van Doren Scholarship

Awarded to undergraduate and graduate students in good standing who demonstrate financial need. The W.E. Van Doren Scholarship Fund in the University of Illinois Foundation provides income for scholarship in the field of medicine and related healing arts. Applications are accepted in the fall and spring terms.

Student resources

ACADEMIC SUPPORT & ACHIEVEMENT PROGRAM (ASAP)

901 West Roosevelt Road, Room 356 PEB (312) 996-9377

The Academic Support and Achievement Program (ASAP) is a center provided by the College of Applied Health Sciences. Located in room 356 of PEB, ASAP offers tutoring, academic workshops, books, printing, and more. ASAP tutors are upper-class students [who have successfully completed the courses they tutor]. All students are highly encouraged to attend and “brain build.”

ASAP is open Monday –Thursday 8:30am – 5pm and Fridays 8:30am – 3pm. For more information, visit us in person in 356 PEB or online at <https://ahs.uic.edu/inside-ahs/student-resources/academic-support-and-achievement-program/>.

AHS STUDENT COUNCIL

uicahssc@gmail.com

The Applied Health Science Student Council represents AHS students in many ways, including improving policies affecting student welfare; providing services to meet student needs; and serving as a communication medium between students and administration, and the different programs within the college.

GRADUATE STUDENT COUNCIL

The Graduate Student Council (GSC) is the governing Graduate Student Body consisting of representatives from all degree-granting programs in the Graduate College. Addressing the specific needs of graduate students, GSC organizes academic seminars and workshops, supports students with travel and project awards, unites them with meaningful social and cultural events, and represents the UIC graduate student body in the many different organizations and events. <https://gradstudentcouncil.uic.edu/>

AFRICAN AMERICAN ACADEMIC NETWORK

<http://www.uic.edu/depts/aaan/>

The AAAN promotes success and high impact engagement for students of African descent through comprehensive advising, developmental programming, student advocacy and structured learning experiences within an inclusive community.

CAMPUS ADVOCACY NETWORK

286 Roosevelt Road Building (RRB) (312) 413-1025 <http://can.uic.edu/>

Provides education, training and advocacy for students, staff, and faculty who need assistance or information on issues related to gender-based violence (such as sexual assault, domestic/dating violence, harassment, and stalking) or feeling unsafe.

CAMPUSCARE - STUDENT HEALTH BENEFIT PROGRAM

820 South Wood Street, CSN 911, Suite W310 <https://campuscare.uic.edu/>

COUNSELING CENTER

2010 Student Services Building (SSB) (312) 996-3490 www.uic.edu/depts/counseling

The Counseling Center provides diverse services to help students deal with stress, handle a crisis or trauma, cope with the transition to college, gain strength from general and cultural identity, or manage serious mental illness and many other issues. Our counselors can help students increase resilience and positive well-being by developing effective coping and problem-solving skills.

DEAN OF STUDENTS OFFICE

3030 Student Services Building (SSB) (312) 996-4857 www.uic.edu/depts/dos

The Office of the Dean of Students strives to be the campus leader in fostering a caring and supportive environment where all students matter. Through a variety of office, including Student Assistance, Community Standards, Student Legal and Student Veterans, we assist students in resolving issues so they can focus on their academic and social development.

LATIN AMERICAN RECRUITMENT AND EDUCATIONAL SERVICES (L.A.R.E.S.)

<http://lares.uic.edu/>

LARES was established to assist UIC in the recruitment of Latino students and to provide academic support to increase their chances for success.

STUDENT ADVOCACY SERVICES

Student Advocacy Services in the Office of the Dean of Students assists students faced with personal challenges that may conflict with their ability to be successful at UIC. Whether students are dealing with issues of crime victimization, safety and security, health emergencies, homelessness, food insecurities, financial problems, family issues, or interpersonal concerns, we are here to advocate for their needs. To request assistance, visit https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout_id=2.

STUDENT OMBUDS SERVICES

The Student Ombuds Service provides an impartial advocate for fairness who investigates student complaints. The types of complaints addressed by this service include: grade disputes, grievance procedures, student record errors, billing/financial issues, registration problems, and other administrative concerns. For more information, visit <https://dos.uic.edu/>. To request assistance, call 312-996-4857 or visit https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout_id=2.

STUDENT LEGAL SERVICES

UIC's Student Legal Services (SLS) is a full-service law office dedicated to providing legal solutions for currently enrolled students. SLS offers advice and representation on a wide variety of legal matters, including:

- Landlord-Tenant Matters
- Expungement of Records
- Family Law
- Some Criminal Matters
- Traffic Issues
- Orders of Protection
- Employment Agreements

To make an appointment, call 312-996-9214.

U AND I CARE PROGRAM

The U and I Care program provides a network of care for UIC students and centralizes campus information and resources related to student advocacy efforts through three components: a website containing resource and referral information, educational outreach activities and services, and U and I Care Partners. For more information and resources, please visit <http://dos.uic.edu/uicare.shtml>.

WRITING CENTER

<http://www.uic.edu/depts/engl/writing/>

Provides individual support for all writing, whether it be research, personal statements, lab reports, memos, class assignments, applications or whatever you have.

VETERANS AFFAIRS

Student Veteran Affairs 3030 Student Services Building (312) 996-4857

www.uic.edu/depts/dos/studentveteranaffairs.shtml