



# **SAIC Bulletin**

2024 – 2025

## **Mission Statement**

To provide excellence in the delivery of a global education in visual, design, media, and related arts, with attendant studies in the history and theory of those disciplines set within a broad-based humanistic curriculum in the liberal arts and sciences. To provide instruction for this education in a range of formats: written, spoken, media, and exhibition-based.

Excerpted from The Art Institute of Chicago's Corporate Charter, originally obtained from the State of Illinois in 1879, and revised in 2004.

## **Statement of Objectives**

To assemble a diverse body of intelligent and creative students and faculty in an innovative, interdisciplinary environment designed to facilitate and encourage the creation and discovery of significant ideas, objects, and images. To provide for the development of individual excellence in the visual, design, media, and related arts and in relevant professional and academic disciplines.

It is the policy of the School of the Art Institute of Chicago (SAIC) not to discriminate on the basis of age, disability, color, creed, national origin, religion, race, sex, gender-related identity, or sexual orientation in student recruitment and admissions, in financial aid programs, in student and employee services, in educational programs and activities, or in employment practices.

## **Core Values**

### **WE ARE EXPLORERS**

At SAIC, we exceed boundaries. Our commitment to an open structure is embodied in a curriculum of self-directed study within and across a multiplicity of disciplines and approaches that promote critical thinking, rigorous investigation, and playful creativity. Through interdisciplinary practices and in deeply focused media, faculty and students conceive and accomplish exchanges in cultural study, production, and research with artists and scholars around the world. We are a community that challenges the notion that any field is ever beyond rediscovery.

### **MEANING AND MAKING ARE INSEPARABLE**

At SAIC, we believe that meaning and making are inseparable, existing as a perpetual and productive cycle driven by experience, research, and critique. Our commitment to a wide range of media and processes supports our assertion that the artist, designer, scholar, and writer are uniquely qualified as makers to provide leadership, creative perspective, and hands-on skill for shaping today's world, as well as contributing to its opportunities. Critique, as a fundamental component of the creative process, provides assessment as well as new ideas, possibilities, and directions that enable our community to sustain argument, rigor, experimentation, playfulness, invention, subversion, and mutual respect.

### **WE ARE ARTISTS AND SCHOLARS**

The students, faculty, and staff of SAIC are engaged and innovative creators of art, design, scholarship, and writing. The faculty drives our curriculum, and each member brings the diverse experiences of his or her practice directly into the classroom and studio. Our students are viewed as emerging peers and full participants in the learning that occurs in collaboration with faculty and each other. Through their diverse practices, the staff participate to support the learning process; promote the overall well-being, growth, and development of students; and enhance student success and the realization of students' full artistic potential.

### **CHICAGO**

Our symbiotic relationship with the city radiates outward as students, faculty, and staff connect themselves to the diverse communities of Chicago and the entire world. Forming a city within a city, a campus, close and yet not contiguous, we are urban. The city's richness, complexity, and contradictions are the perfect environment for our own diverse community.

### **WE MAKE HISTORY**

Our major encyclopedic art museum, libraries, special collections, and public programs create an unparalleled environment for maintaining a thoughtful and tangible relationship to history and the ways in which it is continually revisited and represented, fueling our innovation and experimentation and keeping our historical and critical discourse completely active. Students, faculty, and alums of SAIC have made significant and groundbreaking contributions to the art, design, and scholarship of the 20th century, and continue to do so in the 21st.

*All information in this publication is subject to change without notice.*

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## **SAIC Publications**

### **CATALOGS**

These publications, one regarding undergraduate programs and another regarding graduate programs, are designed for prospective students.

### **BULLETIN**

This reference book provides degree requirements and academic policies, rules, and regulations.

### **STUDENT HANDBOOK**

The Student Handbook describes various student services and campus policies, as well as student rights and responsibilities. The handbook is published annually.

### **SCHOOL OF THE ART INSTITUTE OF CHICAGO MAGAZINE**

Each semester, the School of the Art Institute of Chicago magazine shares stories from campus with the community, highlighting School news, profiling faculty and students, and featuring alumni stories. See recent issues at [saic.edu/magazine](http://saic.edu/magazine).

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# CHAPTER 1

## PROGRAMS OF STUDY

### Undergraduate Studies

Office of the Dean of Faculty  
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**Undergraduate studies in art and design at SAIC offer students the opportunity to pursue an individualized course of study following Contemporary Practices.**

A student's studio course of study typically follows:

- A disciplinary course of study that emphasizes the development of ideas and advanced skills in primarily one studio area;
- An interdisciplinary course that emphasizes the development of ideas and advanced skills in a combination of related studio disciplines; or
- An open course of study that emphasizes the development of ideas and the realization of work that combines three or more studio disciplines to create work distinguished by its interdisciplinary nature.

This is true for all undergraduate students enrolled in the BFA in Studio; BFA in Art Education; BFA in Writing; BA in Art History, or BA in Visual and Critical Studies.

**SAIC is committed to experimentation and to interdisciplinary thinking**, thus students who elect to work primarily in one studio area are encouraged to push the boundaries of their work and to develop an awareness of the conversations and ideas outside their discipline. They are encouraged to extend the boundaries of their production and activity.

**Generally, the undergraduate curriculum can be understood as a sustained, structured dialogue between making and thinking.** The ability to explore ideas in form—by painting, making prints, creating performances, making videos, photographs, and films, or by combining media — requires that students develop both technical and critical competencies. Students develop the ability to respond with sophistication to visual phenomena and learn to organize perceptions and conceptualizations both rationally and intuitively. They develop competence in studio process and techniques and they gain the critical faculties to evaluate their own and other's artwork. They become familiar with the major achievements in the history of art, and are able to understand and evaluate contemporary thinking about art and design. In support of these goals, writing and research are integral components of the undergraduate curricula.

Studio courses develop students' critical faculties to be able to evaluate their own work and others', probing the responses of other students and refining their own ideas. Each studio class has a critique component. The critique engages the student in an evaluation of the use of form, content, intent, and appropriateness of imagery to the intent, proficiency with materials and techniques, and overall effectiveness. Students are expected to assess a work on its internal logic—its formal components and the orchestration of those formal components in relationship to meaning—and to locate a work in both social and art historical contexts. This fosters for the student an understanding of both art and the culture(s) from which it emerges. In this way, undergraduate studies encourage students to take up the challenges and responsibilities of the artist and designer as one whose work shapes our ideas, experience, and ethical understanding of the world.

SAIC offers a comprehensive undergraduate education—all students are required to take courses in liberal arts and art and design history, theory, and criticism. Classes prepare students to be effective writers and speakers; to make coherent and unified oral presentations of material; to develop a thesis, idea, or argument in written form; and to handle concepts with greater sophistication. Students develop an understanding of the arts in relationship to other areas of human achievement. The aim is to provide a context for students to understand the complex ways in which art and design inform and shape society and the many ways that they might, in turn, shape their own professional role.

Courses in the liberal arts provide students with an understanding of the ways in which different disciplines in the humanities, social science, science, and mathematics approach questions and problem solving. They learn how to evaluate society, to approach it critically, analytically, and historically.

Courses in art and design history, theory, and criticism develop students' ability to use the vocabulary appropriate to the period, media, style, history, and cultural values of the art being investigated. They master factual data and learn to employ this knowledge in analysis; and they learn to make coherent and unified verbal presentations along with the judicious use of visual material. They learn what the role of artists has been at different moments in history and in different societies.

For entering students who need additional academic support and / or for whom English is a second language, SAIC provides the Academic Access Program and English for International Students program through the Liberal Arts department.

### Undergraduate Degree Requirements and Academic Programs

#### FULL-TIME STUDENT STATUS

Full-time status is achieved by registering for 12 or more credit hours.

#### OFF-CAMPUS STUDY REQUIREMENT

All incoming undergraduate students are required to complete off-campus study toward their degree. Courses that satisfy the off-campus requirement may also satisfy degree requirements for studio, Liberal Arts, and / or Art History credit, and may be taken at any time during the sophomore, junior, or senior years.

Off-campus study options include classes designed to bring students into direct dialogue with communities and contexts beyond SAIC, art-related internships arranged through the Career and Professional Experience (CAPX) internship program, SAIC-sponsored study trips (when offered), summer courses at Ox-Bow, and selected study abroad / exchange programs with whom SAIC maintains exchange agreements.

Consultation with an academic advisor is recommended to confirm selections that fulfill the off-campus study requirement.

Bachelor of Fine Arts, Bachelor of Fine Arts in Writing and Bachelor of Arts in Visual and Critical Studies students are required to complete six credit hours, and Bachelor of Arts in Art History students are required to complete three credit hours of off-campus study. Transfer students who are awarded less than 30 total transfer credit hours are required to complete three credit hours of off-campus study requirements Bachelor of Fine Arts in Art Education students fulfill their off-campus requirement via completion of Apprenticeship Teaching.

#### MINIMUM RESIDENCY REQUIREMENTS

The minimum residency requirement for all undergraduate degrees is 66 semester-credit hours. The specific composition of courses required to total 66 credits varies slightly with each degree and is listed along with each degree requirement. Transfer students with previous degrees may qualify for a minimum residency of 45 credit hours. Students should

consult an academic advisor for the specific courses required to total 45 credit hours for each degree.

## RESEARCH STUDIO FOR TRANSFER STUDENTS

All incoming transfer students are required to take this one-semester class incorporating a variety of research methodologies, both traditional and experimental. This course utilizes SAIC archives and the community in response to studio-based conversations. Students receive an orientation to both the SAIC and Chicago communities. In addition, students are connected with an academic advisor to help guide them in their individualized course of study.

## STATUTE OF LIMITATIONS

All undergraduate degree programs have a statute of limitations of 10 years. The degree must be completed within 10 years of admission to the program or the student is required to reapply to SAIC.

## CONTEMPORARY PRACTICES REQUIREMENT

Contemporary Practices is an intensive studio program for all incoming undergraduate students. It emphasizes the simultaneous development of disciplinary and interdisciplinary practices in art and design. There are 12 credit hours of required studio classes: *Core Studio Practice I and II*, which is a yearlong interdisciplinary studio class that integrates the formal with the conceptual, and the historical with the contemporary; and *Research Studio I and Research Studio II*, two separate classes which focus on creative research strategies fundamental to professional practice.

### FALL

|         |                        |           |
|---------|------------------------|-----------|
| CP 1010 | Core Studio Practice 1 | 3 credits |
| CP 1020 | Research Studio I      | 3 credits |

### SPRING

|         |                         |           |
|---------|-------------------------|-----------|
| CP 1011 | Core Studio Practice II | 3 credits |
| CP 1022 | Research Studio II      | 3 credits |

| Type of Student                         | Required Contemporary Practices and/or Academic SPINE courses |  |   |                                     |                                     |              |                         |                         |
|---|---|--|---|-------------------------------------|-------------------------------------|--------------|-------------------------|-------------------------|
|   | CP 1000 and 1002<br>Research Studio I and II                  | CP 1010 and 1011<br>Core Studio I and II | CP 1021<br>Research Studio for Transfer | CP 1012<br>Core Studio for Transfer | CP 1022<br>Advanced Research Studio | SOPHSEM 2900 | PROFPRAC 3900           | CAPSTONE 4900           |
| All Freshmen (FF) <sup>1</sup>          | Yes   | Yes                                      | No                                      | No                                  | No                                  | Yes          | Yes                     | Yes                     |
| All Transfer Students (TR) <sup>2</sup> | No  | No                                       | No                                      | *recommended but not required       | No                                  | No           | Yes                     | Yes                     |
| Prior Degree Students <sup>3</sup>      | No  | No                                       | No                                      | *recommended but not required       | *recommended but not required       | No           | *Yes if pursuing degree | *Yes if pursuing degree |

<sup>1</sup>The Freshmen category includes:

**First-Time Freshmen:** Students who have taken a gap year or students who have completed 12 or fewer credits of college-level credit via an IB program, AP test, etc., and who have NOT been enrolled previously in an accredited degree program at other school/s.

**Non-Traditional Freshmen:** Students who are 5+ years out of high school.

<sup>2</sup>The Transfer student category includes:

**Transfer Student:** Students who have previously enrolled in an accredited degree program at other schools.

**Prior Degree Students:** Students who have already earned a Bachelor's degree from another institution.

## UNDERGRADUATE CURRICULAR SPINE REQUIREMENT

All undergraduate students are required to complete the SAIC curricular spine, a sequence of three key courses that focus on the development of creative practice and offer intensive faculty mentoring for undergraduate students. The curricular spine provides a multiyear structure of support for students as they pursue interdisciplinary studies in art, design, and scholarship at SAIC. The SAIC curricular spine consists of the following courses:

- *Sophomore Seminar* (SOPHSEM 2900), taken in the spring of the second year of study

- *Professional Practice Experience* (PROFPRAC 3900), taken in the third year of study
- *Senior Capstone* (CAPSTONE 4900), ideally taken in the final semester of study

## SOPHOMORE SEMINAR

*Sophomore Seminar* is an intensive critique seminar that helps students develop a conceptual focus in their emerging body of work, expand communication skills, as well as visualize and plan their own unique curricular pathway. One-on-one mentoring from faculty and graduate student mentors expands the students' capacity to receive critical feedback on both studio and written work.

## PROFESSIONAL PRACTICE EXPERIENCE

In *Professional Practice Experience* students engage in a wide variety of professional practice activities, such as alumni networking, CV preparation, writing an artist's statement, preparing a website to showcase their creative practice, and proposing Chicago-based exhibition projects. The course models a range of professional activities and opportunities for emerging artists, designers, and scholars.

## SENIOR CAPSTONE

*Senior Capstone* is an intensive mentoring class focused on assessing the strengths and weaknesses in a student's studio and / or scholarly practice. Students will prepare and execute a thesis proposal to present work in both school and professional contexts.

## LIBERAL ARTS REQUIREMENT

All undergraduates must take ENGLISH 1001 *First Year Seminar I* and then ENGLISH 1005 *First Year Seminar II*. No more than three credits of ENGLISH 1001 and three credits of ENGLISH 1005 can be taken toward a student's degree requirements, regardless of individual course topic. Students must successfully complete the English requirement before taking other Liberal Arts courses. **Students must complete the remainder of their Liberal Arts requirement by taking non-ENGLISH Liberal Arts courses as applicable to their particular degree program.** Once successfully completed, individual Humanities, Social Science, Language, or Natural Science courses cannot be retaken for additional credit toward a student's degree requirements unless the course is topically-based and taken for a different topic area in different semesters.

## ART HISTORY REQUIREMENT

All first-year students and transfer students must complete ARTHI 1001 *World Cultures and Civilizations: Pre-History to 19th Century Art and Architecture* (3 credits) and one other 1000-level Art History course, such as ARTHI 1002 *Survey of Modern to Contemporary Art and Architecture* or ARTHI 1015 *Survey of Design History* (3 credits each; as required by their particular degree program) before taking more advanced courses within the department. Students must complete the remainder of their Art History requirement by taking 2000-, 3000-, or 4000-level courses. Once successfully completed, individual Art History courses cannot be retaken for additional credit toward a student's degree requirements unless the course in question rotates topics.

## REPEATING STUDIO COURSES

Unless otherwise specified, undergraduate students may receive credit towards their degree requirements for any generative studio course **up to a maximum of three times** during their undergraduate career. Generative studios taken for a fourth time (or more) will not be applied towards completion of the student's degree requirements unless the course is topically-based and taken for a different topic area in different semesters.

## Bachelor of Fine Arts in Studio

The openness of the curriculum is the most valuable aspect of the BFA education in that it allows for creative, idiosyncratic, and tailored programs of artistic development, thereby emulating the very process of artistic making. Many students work across departments, building a mixed repertoire of ideas and skills, while the others tend to concentrate in one or two departments. Academic advising, provided by the Office of Student Affairs and from individual departments, helps guide each student in making intentional and rewarding course selections and insuring completion of all requirements. All BFA students must also fulfill Art History and Liberal Arts requirements.

### MINIMUM RESIDENCY REQUIREMENT

|  |    |
|--|----|
| <i>Total credit hours required for minimum residency</i> | 66 |
| Minimum Studio Credit Hours                              | 42 |

### BFA PROGRAM CURRICULUM

| Area  | Credit Hours |
|---|--------------|
| <b>Studio</b>   |              |
| CP 1010 <i>Core Studio Practice I</i>   | 3            |
| CP 1011 <i>Core Studio Practice II</i>  | 3            |
| CP 1020 <i>Research Studio I</i>  | 3            |
| CP 1022 <i>Research Studio II</i>   | 3            |
| SOPHSEM 2900  | 3            |
| PROFPRAC 3900   | 3            |
| CAPSTONE 4900   | 3            |
| Studio Electives  | 48           |
| <b>Art History</b>  |              |
| ARTHI 1001 <i>World Cultures and Civilizations: Pre-History to 19<sup>th</sup> Century Art and Architecture</i> | 3            |
| Additional Art History Course at 1000-level (e.g., ARTHI 1002)  | 3            |
| Art History Electives at 2000-, 3000-, or 4000-level  | 9            |
| <b>Liberal Arts</b>   |              |
| ENGLISH 1001 <i>First Year Seminar I</i>  | 3            |
| ENGLISH 1005 <i>First Year Seminar II</i>   | 3            |
| Natural Science   | 6            |
| Social Science  | 6            |
| Humanities  | 6            |
| Liberal Arts Electives  |              |
| Any of the above Liberal Arts or certain AAP or EIS   | 6            |
| <b>General Electives</b>  |              |
| Studio, Art History, Liberal Arts, AAP, or EIS  | 6            |
| <b>TOTAL CREDIT HOURS</b>   | <b>120</b>   |

## BFA with Distinction: SAIC Scholars Program

The SAIC Scholars Program is a learning community of BFA students pursuing rigorous study in both their academic coursework and their studio pathways. Scholars are selected based on a comprehensive review of application materials at time of admission to the School.

Once admitted to the SAIC Scholars Program, students are required to successfully complete a specified set of courses that are designed specifically for Scholars. Students who complete the program will graduate with distinction.

## Bachelor of Fine Arts in Studio with Thesis

BFA students may complete a research-based academic thesis as part of their studies within the 120 credits for the BFA in Studio degree. BFA with Thesis course sequences are offered through the departments of Art History, Theory, and Criticism; Liberal Arts; or Visual and Critical Studies. Students who are interested in one of the thesis options should follow the steps outlined below.

### REQUIREMENTS FOR THE BFA: STUDIO ART WITH ART HISTORY THESIS

Students interested in pursuing this option may contact the Art History, Theory, and Criticism department to be connected to the undergraduate coordinator. Contact the department prior to the spring semester of the sophomore year for individualized planning assistance.

| Courses   | Credit Hours |
|---|--------------|
| ARTHI 2900 <i>Writing Art History</i>                       | 3            |
| ARTHI 3901 <i>Junior Proseminar Top Art History Methods</i> | 3            |
| ARTHI 4899 <i>Senior Thesis I</i>                           | 3            |
| ARTHI 4901 <i>Senior Thesis II</i>                          | 3            |

#### STEP 1

Students should enroll in ARTHI 2900 *Writing Art History* during the spring of their sophomore year. This course is open to any interested students and will satisfy the Sophomore Seminar requirement regardless of whether a student continues in the thesis track.

#### STEP 2

After completing ARTHI 2900 *Writing Art History*, students who wish to complete the full Art History thesis sequence should notify the Art History undergraduate coordinator. With the undergraduate coordinator's approval, students will be given authorization to enroll in the second course of the sequence, ARTHI 3901 *Art History Junior Proseminar*.

#### STEP 3

During their junior year, thesis-track participants should also complete at least one academic course that will inform the topic, context, or approach of their senior thesis project. The selected course should be discussed with the undergraduate coordinator, who will then authorize students to enroll in the senior-level thesis courses (4899 and 4901).

#### STEP 4

Completion of thesis must be approved by the ARTHI 4901 instructor. Students must make a formal presentation and participate in the Bachelor of Arts in Art History symposium in the senior year.

### REQUIREMENTS FOR THE BFA: STUDIO ART WITH LIBERAL ARTS THESIS

Students pursuing a thesis in Liberal Arts take a three-course sequence alongside students pursuing a thesis in Visual and Critical Studies. Students who are interested in the BFA: Studio Art with Liberal Arts Thesis should complete the steps outlined below by October 31 of the fall semester of their junior year.

#### STEP 1

Student confirms with an academic advisor that they have at least six credits of liberal arts and / or general electives remaining to use for the thesis sequence.

#### STEP 2

Student meets with the liberal arts thesis coordinator.

#### STEP 3

Student applies to the BFA Liberal Arts Thesis Program by submitting the following to the liberal arts thesis coordinator: 1) their SAIC transcript showing at least six credits of liberal arts and / or general electives remaining; 2) a writing sample that shows the student's research, writing, and citation ability; and 3) a brief one-page description of the student's proposed thesis topic.

#### STEP 4

Upon acceptance into the program, student enrolls in:

| Courses  | Credit Hours |
|--|--------------|
| VCS 3010 <i>Tutorial in Visual and Critical Studies</i> (spring of junior year)                        | 3            |
| VCS 4800 <i>Undergraduate Thesis Seminar I: Research and Writing</i> (fall of senior year)             | 3            |
| CAPSTONE 4900 <i>VCS Undergraduate Thesis Seminar II: Research and Writing</i> (spring of senior year) | 3            |

#### STEP 5

Completion of thesis must be approved by the *Undergraduate Thesis Seminar II* instructor. Students are required to make a formal presentation and participate in the Undergraduate Thesis Symposium during their senior year.

### REQUIREMENTS FOR THE BFA: STUDIO ART WITH VISUAL AND CRITICAL STUDIES (VCS) THESIS

Students who are interested in the BFA: Studio Art with Visual and Critical Studies (VCS) Thesis should complete the steps outlined below by October 31 of the fall semester of their junior year:

#### STEP 1

Student confirms with an academic advisor that they have at least six credits of liberal arts and / or general electives remaining to use for the thesis sequence.

#### STEP 2

Student meets with the VCS undergraduate program director.

#### STEP 3

Student applies to the BFA VCS Thesis Program by submitting the following to the VCS undergraduate program director: 1) their SAIC transcript showing at least six credits of liberal arts and / or general electives remaining; 2) a writing sample that shows the student's research, writing, and citation ability; and 3) a brief one-page description of the student's proposed thesis topic.

#### STEP 4

Upon acceptance into the program, student enrolls in:

| Courses  | Credit Hours |
|--|--------------|
| VCS 3010 <i>Tutorial in Visual and Critical Studies</i> (spring of junior year)                        | 3            |
| VCS 4800 <i>Undergraduate Thesis Seminar I: Research and Writing</i> (fall of senior year)             | 3            |
| CAPSTONE 4900 <i>VCS Undergraduate Thesis Seminar II: Research and Writing</i> (spring of senior year) | 3            |

#### STEP 5

Completion of thesis must be approved by both the *VCS Undergraduate Thesis Seminar II* instructor and the VCS undergraduate coordinator. Students are required to make a formal presentation and participate in the VCS Undergraduate Thesis Symposium during their senior year.



## Bachelor of Fine Arts in Art Education

The BFA in Art Education program prepares teacher candidates to become creative and critical teachers of contemporary art and visual culture.

SAIC's BFA in Art Education teacher preparation program is approved by the Illinois State Board of Education (ISBE). The degree meets the current requirements for the State of Illinois Pre-K - 12 Visual Arts Professional Educator License. Although SAIC's teacher preparation coursework often meets the teacher licensure requirements for other states and countries, SAIC cannot guarantee that an Illinois Professional Educator License will be honored outside of Illinois.

### MINIMUM RESIDENCY REQUIREMENT

|   |    |
|---|----|
| Total credit hours required for minimum residency | 66 |
| Minimum Studio Credit Hours                       | 12 |
| Minimum Professional Education Credit Hours       | 30 |

### PROGRAM APPLICATION ELIGIBILITY

Students who declared Art Education as a major when beginning SAIC must still apply to the Department of Art Education to be an official Teacher Candidate for Illinois Licensure. Students apply to the BFA in Art Education program during the second semester of their sophomore year. Applications are due on the first Monday in March. There is only one application and entrance period each year. The Art Teacher Education curriculum sequence begins yearly in the first semester of the junior year so it is important that applications and other requirements are completed prior to the junior year. Consult the SAIC licensure specialist for application requirements.

### BFA IN ART EDUCATION PROGRAM CURRICULUM

| Area  | Credit Hours |
|---|--------------|
| <b>Studio</b>   |              |
| CP 1010 <i>Core Studio Practice I</i>   | 3            |
| CP 1011 <i>Core Studio Practice II</i>  | 3            |
| CP 1020 <i>Research Studio I</i>  | 3            |
| CP 1022 <i>Research Studio II</i>   | 3            |
| SOPHSEM 2900 (any section)  | 3            |
| ARTED 3015 <i>Practices of Art and Design Education in Schools and Communities 1: Children and Youth</i>          | 3            |
| ARTED 3900 <i>Practices of Art and Design Education in Schools and Communities 2: Teens and Adults (PROFPRAC)</i> | 3            |
| ARTED 4100 <i>Cultural Approaches to Production</i>   | 3            |
| Drawing   | 6            |
| Painting  | 3            |
| Print Media   | 3            |
| Ceramics <b>OR</b> Sculpture  | 3            |
| Studio Electives (includes 12 credits of 3000-level or above)   | 24           |
| <b>Art History</b>  |              |
| ARTHI 1001 <i>World Cultures and Civilizations: Pre-History to 19<sup>th</sup> Century Art and Architecture</i>   | 3            |
| ARTHI 1002 <i>Survey of Modern to Contemporary Art and Architecture</i>   | 3            |

| Area   | Credit Hours |
|--|--------------|
| Global / Comparative Art History or Visual and Critical Studies (VCS) course elective                        | 3            |
| Art History or VCS course: additional elective   | 3            |
| <b>Liberal Arts</b>  |              |
| ENGLISH 1001 <i>First Year Seminar I</i>   | 3            |
| ENGLISH 1005 <i>First Year Seminar II</i>  | 3            |
| Natural Science  | 3            |
| Math or another Natural Science  | 3            |
| Social Science   | 6            |
| Humanities   | 6            |
| ARTED 3125 <i>Doing Democracy</i>  | 3            |
| ARTED 3021 <i>Becoming Human: Evolving Conceptions of Human Development</i>                                  | 3            |
| <b>Art Education</b>   |              |
| ARTED 3015 <i>Practices of Art &amp; Design Education in Schools and Communities 1: Children &amp; Youth</i> | 3            |
| ARTED 4390 <i>Practicum: Elementary and Secondary Experiences</i>  | 3            |
| ARTED 4900 <i>Apprentice Teaching (CAPSTONE)</i>   | 12           |
| <b>TOTAL CREDIT HOURS</b>  | <b>120</b>   |

### PRACTICUM / APPRENTICE TEACHING REQUIREMENT

Global Comparative BFA in Art Education candidates complete 93 hours of preclinical observations in diverse classroom settings.

The preclinical observations are followed by 490 hours of student teaching in ARTED 4900 *Apprentice Teaching*, equal to 12 credit hours.

In order to be enrolled in Apprentice Teaching, teacher candidates can have no more than 15 credit hours outstanding (beyond the 12 credit hours of Apprentice Teaching) to complete their degree requirements. These remaining credit hours must be completed within one year of completing the spring Apprentice Teaching semester, according to regulations of the Illinois State Board of Education.

During ARTED 4390 *Practicum* and ARTED 4900 *Apprentice Teaching*, teacher candidates are placed in an elementary and secondary school placement (seven weeks each) for a total of 14 weeks. Teacher candidates are supervised by SAIC faculty and on-site mentor teachers. Teacher candidates meet with SAIC faculty for a weekly seminar to review curriculum plans, strategies, and experiences.

#### Required Test and Assessment for Licensure

The State of Illinois testing and assessment requirements periodically change. Candidates for Illinois licensure may be required to complete different tests and / or assessments than those noted in this Bulletin.

**In order to qualify for teacher licensure in the State of Illinois, teacher candidates must pass two tests:**

1. **ILTS Visual Arts Content Area Test:** Candidates are required to take and pass the Illinois Licensure Testing System's (ILTS) Visual Arts Content Area Test (#214) before proceeding onto ARTED 4900. Consult the SAIC licensure specialist for current qualifying scores.
1. **edTPA Teacher Performance Assessment (Visual Arts):** A passing score on the edTPA, a performance-based, subject-specific assessment, is required by ISBE to obtain the State of Illinois Professional Educator License. Candidates are required to submit an edTPA Visual Arts

portfolio while enrolled in ARTED 4900 *Apprentice Teaching*. Consult the SAIC licensure specialist for current qualifying scores.

Teacher candidates who do not pass the edTPA on first submission must resubmit the necessary components of the portfolio one additional time in order to receive credit for *Apprentice Teaching*. If, after two attempts, a candidate does not receive a passing edTPA score and has completed all other *Apprentice Teaching* and degree requirements, the candidate will be recommended for conferral of the BFA with an Emphasis in Art Education degree, but not for the Illinois Professional Educator License. Candidates who pass the edTPA and apply for a license at a later time must meet all current ISBE and SAIC Art Education requirements.

Since 2020, due to the COVID19 pandemic, the governor has waived edTPA as a requirement for teacher licensure. edTPA remains waived until 8/31/2025. Consult the SAIC licensure specialist for updates.

### **Completion Schedule**

Teacher candidates have a maximum of four years to complete the program. This includes time off for leaves of absence. Because this is a licensure program, candidates must meet all ISBE requirements at the time of licensure.

### **Transfer Credits**

Courses with the prefix ARTED cannot be substituted with credits transferred from another institution.

### **Background Check**

All teacher candidates must complete a fingerprint-based background check at the beginning of the teacher preparation program. Chicago Public Schools will receive the results of this background check. No teacher candidates will be allowed to enter or observe classrooms where minors are present until the Chicago Public School district has approved the background check. Teacher candidates may need to complete another fingerprint-based background check during the Practicum semester before beginning *Apprentice Teaching*. Candidates will be notified by the SAIC Licensure Specialist when to begin this process. Students who are in linked placement schools between Practicum/*Apprentice Teaching* may or may not need to complete another fingerprint-based check. Contact Licensure Specialist for whether you will need a second background check. Candidates who will be teaching in suburban public or in private schools must meet the background check requirements of each district.

### **Fees**

Candidates are responsible for all fees related to ISBE testing and edTPA assessments. Candidates are also responsible for costs related to background checks, TB tests, physical exams, or other requirements of the Chicago Public School district, or other school districts in which candidates do preclinical or clinical experiences.

## Bachelor of Fine Arts in Writing

The BFA in Writing encourages wide-ranging exploration of writing across genres, as well as the intermediary realm between visual art and language.

### MINIMUM RESIDENCY REQUIREMENT

|   |    |
|---|----|
| Total credit hours required for minimum residency | 66 |
| Minimum Writing Studio Credit Hours               | 45 |

### BFA IN WRITING PROGRAM CURRICULUM

| Area  | Credit Hours |
|---|--------------|
| <b>Writing Core Curriculum</b>  |              |
| HUMANITY 2001 <i>Literature Survey I</i>  | 3            |
| HUMANITY 3002 <i>Literature Survey II</i>   | 3            |
| WRIT 1101 <i>Introduction to Writing as Art</i>   | 3            |
| WRIT 2040 <i>Writing Workshop</i>   | 3            |
| WRIT 3140 <i>Advanced Writing Workshop</i>  | 3            |
| WRIT 4001 <i>Generative Seminar</i>   | 6            |
| WRIT 4900 BFAW Thesis Workshop  | 3            |
| <b>Studio</b>   |              |
| CP 1010 <i>Core Studio Practice I</i>   | 3            |
| CP 1011 <i>Core Studio Practice II</i>  | 3            |
| CP 1020 <i>Research Studio I</i>  | 3            |
| CP 1022 <i>Research Studio II</i>   | 3            |
| SOPHSEM 2900 (any section)  | 3            |
| PROFPRAC 3900 (any section)   | 3            |
| Studio Electives (may include additional Writing courses)   | 18           |
| <b>Art History</b>  |              |
| ARTHI 1001 <i>World Cultures and Civilizations: Pre-History to 19<sup>th</sup> Century Art and Architecture</i> | 3            |
| Additional Art History course at 1000-level (e.g., ARTHI 1002)  | 3            |
| Art History Electives at the 2000 to 4000 level   | 6            |
| <b>Liberal Arts</b>   |              |
| ENGLISH 1001 <i>First Year Seminar I</i>  | 3            |
| ENGLISH 1005 <i>First Year Seminar II</i>   | 3            |
| Humanities  | 9            |
| Social Sciences   | 9            |
| Natural Science   | 6            |
| Liberal Arts Electives  | 6            |
| <b>General Electives</b>  |              |
| Studio, Liberal Arts, Art History, and / or BFAW courses  | 12           |
| <b>TOTAL CREDIT HOURS</b>   | <b>120</b>   |

# Bachelor of Arts in Art History

The Bachelor of Arts (BA) in Art History allows students to pursue a dedicated degree focused on the historical, theoretical, and critical interpretation of art and visual practices. This program draws on the depth and diversity of offerings in the scholarly study of art practices that only a major art school connected with a world-class museum can offer.

The BA in Art History entails substantial coursework in Art History supported by additional coursework in Liberal Arts and in studio departments. In their first year, students complete the studio-intensive Contemporary Practices program and introductory Art History surveys as a foundation for beginning their advanced Art History coursework in their second year. In addition to a sequence of research, theory, and methods courses, BA in Art History students choose two (out of three possible) geographic-area pathways on which to focus (with at least three courses in each area).

Completion of thesis must be approved by the ARTHI 4900 instructor. Students must make a formal presentation and participate in the Bachelor of Arts in Art History symposium in the senior year. In addition to external applicants and transfer students, interested SAIC students from other degree programs may apply for admittance to the BA in Art History program, usually before the beginning of their junior year.

## MINIMUM RESIDENCY REQUIREMENT

|   |    |
|---|----|
| Total credit hours required for minimum residency | 66 |
| Minimum Studio Credit Hours                       | 3  |
| Minimum Art History Credit Hours                  | 39 |

## BA IN ART HISTORY PROGRAM CURRICULUM

| Area  | Credit Hours |
|---|--------------|
| <b>Studio</b>   |              |
| CP 1010 <i>Core Studio Practice I</i>   | 3            |
| CP 1011 <i>Core Studio Practice II</i>  | 3            |
| CP 1020 <i>Research Studio I</i>  | 3            |
| CP 1022 <i>Research Studio II</i>   | 3            |
| Studio Electives  | 6            |
| <b>Art History: Foundations</b>   |              |
| ARTHI 1001 <i>World Cultures and Civilizations: Pre-History to 19<sup>th</sup> Century Art and Architecture</i> | 3            |
| Additional Art History course at 1000-level (e.g., ARTHI 1002)  | 3            |
| <b>Art History: Research, Theory, and Methods</b>   |              |
| SOPHSEM 2900 <i>Sophomore Seminar in Art History</i>  | 3            |
| ARTHI 3900 <i>Junior Proseminar Top Art History Methods</i>   | 3            |
| ARTHI 4899 <i>Senior Thesis I</i>   | 3            |
| ARTHI 4900 <i>Senior Thesis II</i>  | 3            |
| <b>Art History: Area Pathways*</b>  |              |
| Two complete nine credit hour (three courses) sequences from three possible areas of focus:                     |              |
| 1. Asia   |              |
| 2. Europe and America   |              |
| 3. Southern Continents (Africa and Latin America)   |              |
| <b>Area Pathway I</b>   |              |
| ARTHI 2000-level survey   | 3            |

| Area   | Credit Hours |
|--|--------------|
| ARTHI 3000-level intermediate course                                 | 3            |
| ARTHI 4000-level advanced course                                     | 3            |
| <b>Area Pathway II</b>   |              |
| ARTHI 2000-level survey  | 3            |
| ARTHI 3000-level intermediate course                                 | 3            |
| ARTHI 4000-level advanced course                                     | 3            |
| <b>Additional Courses</b>  |              |
| Art History Courses in pre-modern topics (ARTHI 2000 to 4000 level*) | 6            |
| Intermediate or Advanced Courses (ARTHI 3000 to 4000 level)          | 9            |
| <b>Liberal Arts</b>  |              |
| ENGLISH 1001 <i>First Year Seminar I</i>                             | 3            |
| ENGLISH 1005 <i>First Year Seminar II</i>                            | 3            |
| Humanities   | 6            |
| World History  | 6            |
| Social Science   | 6            |
| Natural Science  | 6            |
| Foreign Language   | 6            |
| Liberal Arts   | 3            |
| <b>General Electives</b>   |              |
| Advance elective courses (2000 to 4000 level), any department        | 12           |
| Completion of <i>Written Thesis</i>                                  |              |
| <b>TOTAL CREDIT HOURS</b>  | <b>120</b>   |

\*A list of courses that fulfill this requirement is supplied by the department.

## Bachelor of Arts in Visual and Critical Studies

The BA in Visual and Critical Studies (VCS) allows students to pursue in-depth academic study in the creative environment of an art school. Students share most classes, including a minimum of 39 credit hours of studio courses, with students in the BFA program, yet also follow a distinct sequence of courses, seminars, and personal research. Core courses provide students with diverse critical methods for exploring the cultural meanings of phenomena as they relate to social, economic, and material circumstances. Students choose from among a variety of courses in studio practice, art history, writing, and the liberal arts and sciences, with special attention to topics such as visual and media literacy, cultural history and theory, and global studies.

| Area                      | Credit Hours |
|---------------------------|--------------|
| Social Science            | 6            |
| Natural Science           | 6            |
| General Electives         | 12           |
| <b>TOTAL CREDIT HOURS</b> | <b>120</b>   |

### MINIMUM RESIDENCY REQUIREMENT

|  |    |
|--|----|
| <i>Total credit hours required for minimum residency</i> | 66 |
| Minimum Studio Credit Hours                              | 3  |
| Minimum VCS Core Curriculum Credit Hours                 | 36 |

### BA IN VISUAL AND CRITICAL STUDIES PROGRAM CURRICULUM

| Area  | Credit Hours |
|---|--------------|
| <b>VCS Core Curriculum</b>  |              |
| VCS 2001 <i>Issues in Visual and Critical Studies</i>   | 3            |
| SOPHSEM 2900 (recommended to take VCS SOPHSEM in fall)  | 3            |
| VCS 3001, 4010, and 5000 <i>Topics in Visual and Critical Studies</i> <b>OR</b> VCS 4050 <i>VCS Studio Seminar</i> (including 6 credits global / comparative) | 18           |
| PROFPRAC 3900 <i>VCS Junior Seminar: Criticality in the Real World</i> (take in fall of junior year)  | 3            |
| VCS 3010 <i>Tutorial in Visual and Critical Studies</i>   | 3            |
| VCS 4800 <i>Undergraduate Thesis Seminar I: Research and Writing</i>  | 3            |
| VCS 4900 <i>VCS Undergraduate Thesis Seminar II: Research and Writing</i>   | 3            |
| <b>Studio</b>   |              |
| CP 1010 <i>Core Studio Practice I</i>   | 3            |
| CP 1011 <i>Core Studio Practice II</i>  | 3            |
| CP 1022 <i>Research Studio I</i>  | 3            |
| CP 1022 <i>Research Studio II</i>   | 3            |
| Studio Electives  | 27           |
| <b>Art History</b>  |              |
| ARTHI 1001 <i>World Cultures and Civilizations: Pre-History to 19<sup>th</sup> Century Art and Architecture</i>   | 3            |
| Additional Art History course at 1000-level (e.g., ARTHI 1002)  | 3            |
| Art History Elective at 2000 to 4000 level  | 3            |
| <b>Liberal Arts</b>   |              |
| ENGLISH 1001 <i>First Year Seminar I</i>  | 3            |
| ENGLISH 1005 <i>First Year Seminar II</i>   | 3            |
| Humanities  | 6            |

## Academic Access Program

Lakeview Building

116 S. Michigan Avenue, 10<sup>th</sup> Floor

312.499.4134 | jberner1@saic.edu

The Academic Access Program (AAP) is a first-year college program designed specifically for SAIC to prepare selected students for success in required art history and liberal arts courses. The AAP consists of a set of intensive courses that focus on students' advancement of critical thinking, analytical reading, and college writing skills.

### PLACEMENT IN THE PROGRAM

Placement in first-year academic courses is based on a comprehensive assessment of application materials, including college entrance test scores, high school transcripts, and writing samples.

Students who have consistently earned lower than a B in high school English, history, and / or social science courses, and / or have sub-scores below ACT Reading 22, SAT (administered prior to March 2016) Critical Reading 520, SAT (administered March 2016 and later) Evidence-Based Reading and Writing Component 580, and / or have below college readiness-level writing skills are placed into the AAP.

International students may be placed in the AAP rather than the English for International Students (EIS) program based on their educational record. These are students who have lived and studied in English-speaking countries (e.g., United Kingdom, United States, Australia, Canada) or schools where English is the primary language of education (e.g., international schools) for more than five years, but have TOEFL scores below 96, IELTS 7.0 or ACT / SAT scores below 22 / 580, or whose application materials otherwise indicate a need to strengthen academic skills in English.

Students who have not been placed in the AAP but desire to begin their academic studies through the AAP, may request to participate in AAP courses during their first year on campus.

### THE PROGRAM

The program has several components which work together to promote student success.

#### Academic Courses

Students participate in Academic Access Program courses during their first year on campus, while they begin their studio courses in Contemporary Practices and other departments.

#### FIRST SEMESTER COURSES

AAP 1001 *Reading Art*

AAP 1011 *Foundations Writing Workshop*

Each *Foundations* course counts as three credit hours toward graduation and is considered a liberal arts elective within the BFA program. Some degree programs at SAIC, such as the BFA in Art Education (BFAAE), do not have liberal arts elective credits as part of their curriculum; if an AAP student transfers into such a program, they may be required to take additional courses towards the fulfillment of degree requirements. Students considering a program change should discuss their degree requirements with an academic advisor.

#### SECOND SEMESTER COURSES

ENGLISH 1002 *First Year Seminar I (AAP)*

*First Year Seminar I (AAP)* counts as three credit hours toward graduation and provides liberal arts credit in place of English 1001.

Students may enroll in the *First Year Seminar I (AAP)* only upon successful completion of *Reading Art* and the *Foundations Writing*

*Workshop*. Students who are not AAP participants may enroll in the *First Year Seminar I (AAP)* by permission of the department / program coordinator.

Students may enroll in a maximum of 15 credit hours of combined academic and studio courses when participating in the Academic Access Program and may not enroll in any 3000-level or above studio or academic course. The program recommends that students drop or withdraw from their studio elective (which is not a first-year requirement) if they are struggling with a 15-credit hour course load. If a student is required to repeat any AAP course, the student may be limited to an enrollment of fewer than 15 credits.

#### Program Orientation

In addition to the school-wide orientation for all new students, the Academic Access Program provides students with a separate in-class orientation. This orientation gives students the opportunity to learn more about the program requirements, college expectations, and campus resources and to become acquainted with strategies for a successful college experience.

#### Academic Advising Services

The Academic Advising office provides students in the Academic Access Program with the services that it offers all SAIC students. Students in AAP meet with their advisors through completion of their AAP courses and, thereafter, their English and Art History survey course requirements. The Academic Advising office works closely with the AAP coordinator and program faculty to provide ongoing support to students in the program. This office links students to resources at SAIC; monitors students' progress through completion of the program; notifies students of their successful completion of the program; and notifies students in the program who are having difficulties of their risk of a No Credit grade and / or academic dismissal.

### PERFORMANCE REVIEW

At the end of each semester, the AAP coordinator chairs a committee to review the academic performance of each student in the program. The committee is composed of the chair of the Liberal Arts department and undergraduate division academic administrators, including deans from the Office of Student Affairs and Academic Advising.

#### Continuation / Dismissal

Those students who successfully complete the first term of the program continue to *First Year Seminar I (AAP)* in the second term. Students who successfully complete the second term advance to their required Art History survey courses and Liberal Arts English courses. Successful completion means a grade of Credit (CR); grades of No Credit (NCR), Incomplete (INC), and Withdraw (W) do not meet the requirement of successful completion.

If a student does not successfully complete an AAP course, the student must repeat that course the following term. In such an instance, the student would be encouraged to seek assistance through one or more of the various support services offered by the School: the Disability and Learning Resource Center, the Writing Center, Academic Advising, or Counseling Services.

If a student does not receive credit after taking the course a second time, they are dismissed from SAIC, regardless of performance in the studio classes. In other words, if a student has not completed **both** AAP 1001 and AAP 1011 by the end of their second semester of study, they will face dismissal. If a student receives grades of Withdraw (W) and / or No Credit (NCR) in **both** AAP 1001 and AAP 1011 in the same semester, they will also face dismissal. A student who is dismissed from the program may appeal that decision to SAIC's Academic Review Board. Any appeal must be made in writing at least two weeks prior to the start of the new semester.

**Student Appeals**

If a student wishes to appeal a program policy decision other than dismissal, they should contact the following people, in this order: (1) AAP coordinator; (2) chair of the Liberal Arts department; (3) Academic Review Board.

**Completion of the Program**

A student is considered to have completed the Academic Access Program when they have met all requirements of the program. They will receive a letter from the Office of Academic Advising informing them of their successful completion of the program.

Upon completion of their required AAP courses, students must complete their required first-year requirements in Art History and Liberal Arts English in a timely manner in order to remain in good standing at SAIC and complete their requirements for the BFA degree in four years.

Additional program information is available at: [saic.edu/faap](http://saic.edu/faap) .

Academic Access Program courses are listed under Liberal Arts in the course schedule.

# English for International Students

Lakeview Building

116 S. Michigan Avenue, 10<sup>th</sup> Floor

312.499.4136 | saic-EIS@saic.edu

English for International Students (EIS) is a first-year college program designed specifically for SAIC students whose first language is not English. The goal of the EIS program is to improve the English language proficiency of our students so that they may successfully meet future challenges in studio, art history, and liberal arts classes.

EIS classes have been redefined and redesigned to specifically meet the needs of international students while they study at SAIC. EIS *English Fluency* provides support for academic English, while EIS *Critique* develops speaking fluency as it relates to the arts, and enables students to participate in class presentations, discussions, and critiques with confidence. While enrolled in Art History and / or Liberal Arts classes, EIS students receive ongoing, comprehensive support in language skills through EIS *Tutorials*.

## ENGLISH LANGUAGE REQUIREMENT

Students whose first language is not English are admitted to SAIC by a Test of English as a Foreign Language (TOEFL), PTE academic test, Duolingo English test or International English Language Testing System (IELTS) score, along with an academic and art portfolio review. The minimum scores for admission are TOEFL 82 (iBT), IELTS 6.5, Duolingo 110, or PTE 5. Official SAT Evidence-Based Reading and Writing Component score of 580 or higher; or ACT Reading scores of 22 or higher may also be reviewed for acceptance in lieu of TOEFL. Ideally, students will have TOEFL sub-test scores of 17 or above and IELTS sub-test scores of 6.0 or above.

Although a student's scores may be high enough for admission, students whose first language is not English must still demonstrate competency in academic English before they may begin their Art History and Liberal Arts classes. Application materials are evaluated to determine placement into EIS classes. This may include school transcripts, test scores, essays, letters of recommendation, etc.

Some students may start their Art History and English classes during their first semester at SAIC. Students may not need to take EIS classes if they have a TOEFL score of at least 96 (iBT); an IELTS score of at least 7.0; a Duolingo score of at least 120, a PTE Academic test score of at least 65, an AP English test score above 3; an International Baccalaureate (IB) English test score of 5 or above on the higher-level examinations; or a BA or BS degree from another four-year college or university.

## PLACEMENT INTO EIS CLASSES

### TESTING

#### Undergraduate International Students

Students whose scores fall below TOEFL 96, PTE 65, Duolingo 120, or IELTS 7.0 are often enrolled in EIS classes. Students who have lived and studied in English speaking countries (e.g., United Kingdom, United States, Canada, Australia) or schools (e.g., international schools) for more than five years may be placed into AAP (Academic Access Program) courses instead of EIS classes.

#### Undergraduate Permanent Residents and Naturalized Citizens

Students who are resident aliens, permanent residents, or naturalized citizens of the United States whose native language is not English are admitted to SAIC by SAT or ACT scores, academic review, and portfolio review. They may be placed in EIS or AAP classes. The objective is to place students at the level that is most appropriate for their English language skills. While students may begin their studies in studio art

during their first semester at SAIC, students placed in EIS or AAP classes must successfully complete their required EIS or AAP courses before entering the full academic program of SAIC. Placement in EIS or AAP classes may mean that some students will need more time than the traditional four years to complete their undergraduate degree. This is especially true for transfer students or for those students who pursue studies in an area with sequential courses, such as Fashion Design. This may mean that it will take students longer to complete their degrees than originally planned.

## EIS COURSES

EIS courses include instruction in academic English as well as practice in oral presentation and discussion. In EIS *English Fluency*, students improve their reading comprehension and academic writing skills. Students read and respond to art appreciation and art history texts. Texts are analyzed for formal as well as contextual information. Students also build competence and confidence in college-level writing with an emphasis on self-editing. Topics include formal analyses or critical responses to works of art. Presentations and class discussions also give students practice communicating their knowledge through speaking.

In EIS *Critique*, students build competence in giving critiques, participating in class discussions, and giving presentations. Students make artwork to present to their classmates. Reading and writing assignments help prepare students for their presentations, but the main focus is on speaking and class discussion.

## SEQUENCE OF COURSES

Students participate in EIS courses during their first year on campus, as they begin their studio courses in Contemporary Practices and other departments.

### FIRST SEMESTER COURSES

EIS 1021 EIS *English Fluency*

EIS 1021 EIS *Critique*

Each of these courses provide three credit hours toward graduation requirements. EIS *English Fluency* provides liberal arts elective credit. EIS *Critique* provides general elective credit.

### SECOND SEMESTER COURSES

ENGLISH 1003 *First Year Seminar I (EIS)*

*First Year Seminar I (EIS)* provides three credit hours toward graduation requirements and provides liberal arts credit in place of English 1001.

Students may enroll in the *First Year Seminar I (EIS)* only upon successful completion of EIS *English Fluency*.

### THIRD SEMESTER COURSES

As students continue in the program and take ENGLISH 1005 *First Year Seminar II* and Art History 1002, they also take their first of two EIS *Tutorials*.

EIS *Tutorials* are small-group tutoring sessions that provide additional assistance with language as students begin to take their other academic classes. Each EIS *Tutorial* earns 1.5 credit hours toward graduation and together count as three credit hours of liberal arts elective.

### FOURTH SEMESTER COURSES

As students progress to their fourth semester and take their first of three Spine courses, Sophomore Seminar, and additional electives in studio, liberal arts, and art history, they also take their second of two EIS *Tutorials*.



## **PERFORMANCE REVIEW**

### **Continuation / Repetition**

Those students who successfully complete EIS *English Fluency* and *Critique* continue to the next level, FYS English 1003 *First Year Seminar (EIS)*. Those students who do not receive credit in an EIS class, that is, they receive a grade of No Credit (NCR) or Withdraw (W) must repeat the class in the following term. In such an instance the student is encouraged to seek assistance through one or more of the various support services offered by SAIC—Academic Advising, Counseling Services, or the Writing Center. A student must receive a grade of Credit (CR) before they are allowed to continue in the sequence.

SAIC expects students to make steady progress in their EIS courses so that they can begin the full complement of Liberal Arts and Art History courses required for their bachelor's degree. If a student does not receive credit in an EIS course, then the student must repeat that course the following semester. If a student does not earn credit for a third time, the student will be suspended from SAIC, regardless of performance in studio courses.

No students are allowed to skip an EIS course by being re-tested. No test can reveal as much about a student's abilities as course work produced throughout an entire term.

### **Student Appeals**

If a student wishes to appeal a program policy decision other than dismissal, they should contact the following people in this order: (1) EIS director; (2) chair of the Liberal Arts department; (3) Academic Review board.

Additional program information is available at: [saic.edu/eis](http://saic.edu/eis).

English for International Students courses are listed under Liberal Arts in the course schedule.

# Graduate Studies

Office of the Dean of Faculty  
Sharp Building  
37 S. Wabash Avenue, Room 818  
312.629.6176

**Fluency with media is expected at the graduate level.**

**SAIC provides an extraordinary range and diversity of curricular offerings through studio and academic departments, and students are encouraged to work as multidisciplinary arts practitioners.**

Cross-curricular exploration allows students to deeply examine their orientation, which often leads to shifts in thinking and takes a student's art making and / or scholarship into new levels of creativity. SAIC's philosophy of interdisciplinary study provides invaluable insight into the commonalities and connections between seemingly different modes of thinking and doing. This approach gives students the maximum advantage in their future work as artists and cultural workers and a greater ability to collaborate and communicate with others.

**SAIC prepares the graduate student for entry into institutions, organizations, and workplaces through the integration of theory and practice as well as by stressing the importance of access and agency within the world at large.** This results in graduates who are engaged with the world at-large and whose practice entails involvement with communities and other notions of audience.

**The excellence of SAIC's graduate degree programs resides in its faculty of practicing artists and scholars, and their ability to transmit their own expertise.** Faculty provide graduate students with myriad approaches to art making and scholarship and, through first-hand knowledge, guide students through important questions that impact artistic and scholarly growth. SAIC's faculty have the concrete expertise and background to guide students in meaningful ways toward the most productive realization of their abilities and interests.

Graduate students at SAIC may avail themselves of a staggering array of extracurricular educational opportunities — so many in fact, that one could spend an entire week solely attending such programming. These include: The Visiting Artists Program, an institutionally run lecture program with student, staff, and faculty participation; the Gene Siskel Film Center, presenting vanguard work in film and video; lecture series organized by and for graduate students, and Open Studio Night, an open house of graduate studios held in the fall semester.

Internships, teaching assistantships, cooperative education, exhibition, and thesis scholarships augment the curriculum to provide graduate students at SAIC with the knowledge, experience, and credentials necessary for careers as practicing artists and scholars.

## Master of Fine Arts in Studio (MFA)

The Master of Fine Arts (MFA) program is designed to offer maximum flexibility in addressing the needs of each individual student. Following admission through a department, students design their two-year plan of study based on optimizing the offerings and opportunities available throughout SAIC.

MFA 6009 Graduate Projects advising, an ongoing individual dialogue with a wide range of faculty advisors, is at the heart of the MFA program at SAIC, encouraging interdisciplinary study across the curriculum. Standard enrollment consists of two MFA 6009 Graduate Projects advisors, one graduate-level seminar, and an art history course each semester. The remainder of credits required for the full-time 15-credit hour load may include academic or studio electives.

All MFA students must register for a minimum of one and no more than two MFA 6009 sections each semester. Students may request permission from the Graduate Program Advisor to take a third MFA 6009 section after priority registration. In their final year, students must take one MFA 6009 Exhibitions section. The advising and grade for this course will be tied to the final exhibition.

When taking undergraduate studio coursework, the student is responsible for understanding the faculty member's expectations about completion of assignments, attendance, and any other criteria for earning credit. MFA students interested in completing a written thesis must take a research course and MFA 6009 Research section and obtain approval from the Associate Dean of Graduate Studies.

### MFA PROGRAM CURRICULUM

| Area   | Credit Hours |
|--|--------------|
| <b>Studio</b>  |              |
| MFA 6009 <i>Graduate Projects</i>  | 21           |
| MFA 6009 Exhibition  | 3            |
| <b>Seminars</b>  |              |
| Graduate Level Seminars  | 12           |
| <b>Art History</b>   |              |
| ARTHI 5002 <b>OR</b> ARTHI 5120  | 3            |
| Art History Courses, 4000-level or above   | 9            |
| <b>Electives</b>   |              |
| Any course in any area at 3000-level or above  | 12           |
| Participation in four graduate critiques   |              |
| Participation in ONE of the following as appropriate to artistic practice:   |              |
| Graduate Exhibition  |              |
| AIADO or Fashion Exhibition  |              |
| Graduate Performance Event   |              |
| Graduate Screenings  |              |
| Students who wish to use an alternative venue or presentation outside of these options must receive permission from the dean of graduate studies |              |

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**TOTAL CREDIT HOURS**

**60**

## MFA DEGREE REQUIREMENTS AND SPECIFICATIONS

### Completion Schedule

Students have a maximum of four years to complete the degree. This includes time off for leaves of absence. Students have access to studios for four semesters only.

### Transfer Credits

A minimum of 45 credit hours must be completed in residence at SAIC. Up to 15 transfer credits may be requested at the time of application for admission and are subject to approval at that time. **No** transfer credit will be permitted after a student is admitted.

### Undergraduate Studio Courses

Graduate students are permitted no more than one undergraduate studio course (3000-level and above) per semester without permission of the Associate Dean of Graduate Studies. Courses at the 2000-level are allowed only with permission.

### Graduate Critiques and Academic Probation

Unexcused absences or otherwise incomplete participation in the required graduate critiques may be grounds for academic probation. The decision to place the graduate student on academic probation will be made by the Dean of Graduate Studies in consultation with the student's *Graduate Projects* advisors from that semester and with the student's department.

**Full-time status minimum requirement: 12 credit hours**

## Low-Residency Master of Fine Arts in Studio

The Low-Residency Master of Fine Arts (Low-Res MFA) program is an interdisciplinary course of study designed for 21st-century artists and writers looking for rigorous engagement, artistic community, as well as the flexibility and fluidity of a self-directed approach. Bringing together artists across all areas of practice, the Low-Res MFA is primarily a conceptual program that uses discourse as its primary mode. A large part of the curriculum is focused on writing and studying artist writings in addition to conducting research relevant to each artist's unique practice.

The three-year program is shaped around the evolving needs of arts practitioners and takes place over seven semesters. You will spend three consecutive summer residencies in Chicago on SAIC's downtown campus to create, construct, and critique work during six-week intensives structured through both studio- and classroom-based courses. Supported by faculty based at SAIC, you will spend spring and fall semesters in between working remotely in your home studio and taking online courses. The degree culminates in a final exhibition in which significant thesis projects and their written accompaniments are presented to the public.

**On-campus orientation begins four days prior to summer session.**

### LOW-RES MFA PROGRAM CURRICULUM

| Area   | Credit Hours |
|--|--------------|
| <b>First Year Summer</b>   |              |
| MFA 5600 <i>Graduate Studio Seminar</i>                          | 4.5          |
| ARTHI 6510 <i>Art History: Attention</i>                         | 3            |
| MFA 5630 <i>Professional Practice: Digital Interfaces</i>        | 1.5          |
| <b>First Year Fall</b>   |              |
| MFA 6909 <i>Graduate Projects: Ind. Studio</i>                   | 3            |
| ARTHI 6410 <i>Art History: Art Ideas</i>                         | 3            |
| <b>Second Year Spring</b>  |              |
| MFA 6909 <i>Graduate Projects: Ind. Studio</i>                   | 3            |
| ARTHI 6430 <i>Art History: Writing Art</i>                       | 3            |
| <b>Second Year Summer</b>  |              |
| MFA 6600 <i>Graduate Studio Seminar</i>                          | 4.5          |
| ARTHI 5002 <i>Graduate Survey of Modern and Contemporary Art</i> | 3            |
| MFA 6630 <i>Professional Practice: Cultural Liaisons</i>         | 1.5          |
| <b>Second Year Fall</b>  |              |
| MFA 6909 <i>Graduate Projects: Ind. Studio</i>                   | 3            |
| ARTHI 6450 <i>Art History: Special Topics</i>                    | 3            |
| <b>Third Year Spring</b>   |              |
| MFA 6909 <i>Graduate Projects: Ind. Studio</i>                   | 3            |
| MFA 6599 <i>Thesis Composition</i>                               | 4.5          |
| <b>Third Year Summer</b>   |              |
| MFA 6800 <i>Graduate Studio Seminar</i>                          | 4.5          |
| ARTHI 6530 <i>Art History: Perception</i>                        | 3            |
| MFA 6870 <i>Thesis Studio: Public Presentation</i>               | 1.5          |
| MFA 6830 <i>Professional Practices: Expanded Networks</i>        | 1.5          |
| Completion of six flex credit electives (in any semester)        | 6            |

| Area   | Credit Hours |
|--|--------------|
| Participation in all <i>Graduate Studio Seminars</i>             |              |
| Participation in <i>Graduate Thesis Exhibition</i> or equivalent |              |
| <b>TOTAL CREDIT HOURS</b>  | <b>60</b>    |

### LOW-RES MFA DEGREE REQUIREMENTS AND SPECIFICATIONS

As part of their 60-credit MFA degree, students **must complete** six flex credits. Flex credits can be taken in all semesters, time permitting, and with consent of the director.

The Low-Residency curriculum requires six flex credits that can be customized based on the student's needs. **Students must complete these credits with one of the following options, all of which require being registered at SAIC:**

- SAIC study trips (during either first-year winter or second-year winter sessions); \*International students may only participate in trips outside of the US.
- Ox-Bow (over the summer, time permitting); \*International Affairs must be notified by international students at least two months prior to the start of any Oxbow sessions prior to the residency start date in order to issue the proper documentation reflecting the Oxbow course for all F-1 international students.
- Guided study courses with SAIC faculty (during fall or spring).
- On-campus graduate courses offered during the winter interim or summer terms (time permitting); \*International students may not enroll in the winter term for on-campus classes.
- Online elective courses offered by SAIC Low-Res MFA faculty

All Low-Residency MFA students may elect to earn three or six hours of credit with each Graduate Project advisor. This option is designed to allow for the maximum flexibility in designing one's program. Students can earn as few as three and as many as six credits with each advisor each semester. The number of credits earned by the student has no correlation with the length or frequency of the advising sessions or to faculty assessment of student work.

All Low-Res MFA students must take the required Art History credits within the low residency program. However, students may elect to take additional Art History courses as part of the flex credit electives.

#### Thesis Requirement

In the final semester, students enroll in advisor-led, intensive graduate thesis studios focused on the production of advanced work and writing to be exhibited, published, and defended in the final thesis presentation. Students must publicly exhibit/perform the final thesis project and submit for review a self-published written accompaniment to a community of faculty and peers at SAIC. Off-campus development of individualized research plans will help focus explorations of historical, theoretical, and material studies. Within thesis studios, students will be introduced to research methods, self-publishing platforms, general graphic design skills, and print-on-demand specifications.

#### Completion Schedule

Students have a maximum of five years to complete the coursework and submit a final, approved thesis. This includes time off for leaves of absence.

#### Transfer Credits

A minimum of 45 credit hours must be completed in residence at SAIC. Up to 15 transfer credits may be requested at the time of application for

admission and are subject to approval at that time. No transfer credit will be permitted after a student is admitted.

**Full-Time Status Minimum Requirement**

Nine credit hours during the summer semester, six credit hours during the fall and spring semesters, and, if enrolled, three credit hours during the winter semester.

## Master of Fine Arts in Writing

Master of Fine Arts Writing (MFAW) students work with their program chair, the MFAW coordinator, and graduate advisors to construct a schedule of courses that includes MFAW workshops, MFAW seminars, and electives from across the School in order to best support and provoke their continued growth.

### MFA IN WRITING PROGRAM CURRICULUM

| Area  | Credit Hours |
|---|--------------|
| WRIT 5001 <i>Writing Workshop</i>   | 12           |
| WRIT 5500 <i>Topics in Writing Seminar</i>  | 12           |
| MFA 6009 <i>Graduate Projects</i> (minimum of 12 credits with writing advisors)   | 24           |
| <b>Electives</b>  | 12           |
| Courses at the 3000-level or above  |              |
| Art History courses must be at the 4000-level or above  |              |
| Participation in four <i>Graduate Critiques</i>   |              |
| Inclusion in the MFAW annual publication or participation in the MFAW <i>Thesis Reading</i> or equivalent MFA exhibition or event |              |
| <b>TOTAL CREDIT HOURS</b>   | <b>60</b>    |

*Students may elect internships to satisfy up to six hours of elective credit.*

### MFA IN WRITING DEGREE REQUIREMENTS AND SPECIFICATIONS

#### Completion Schedule

Students have a maximum of four years to complete the degree. This includes time off for leaves of absence.

#### Transfer Credits

A minimum of 45 credit hours must be completed at SAIC. Up to 15 transfer credits may be requested at the time of application for admission and are subject to approval at that time. **No** transfer credit will be permitted after a student is admitted.

#### Thesis Requirement

During their final semester, students are required to submit a thesis of appropriate length in any genre.

#### Exhibition Requirements

MFA in Writing students planning to participate in the graduate thesis exhibition or time arts events are required to complete at least six studio credits by the end of the third semester **and** to advise with a studio faculty member in their final semester.

#### Studio Space

MFAW students are not guaranteed individual studio spaces. However, MFAW students who demonstrate a need for studio space via an ongoing visual arts practice may apply for one through via [gradstudio@saic.edu](mailto:gradstudio@saic.edu). If any are available, studio spaces for students outside of the MFA Studio program are awarded on a lottery basis.

#### Graduate Projects

MFA 6009 *Graduate Projects* enrollments must be in increments of three credit hours. No more than two advisors and a total of six credit hours may be scheduled for a given semester, unless approved by the Writing program chair.

### Graduate Critiques and Academic Probation

Unexcused absences or otherwise incomplete participation in the required graduate critiques may be grounds for academic probation. The decision to place the graduate student on academic probation will be made by the Dean of Graduate Studies in consultation with the student's Graduate Projects advisors from that semester and with the student's department.

**Full-time status minimum requirement: 12 credit hours**

## Master of Architecture

There are four distinct options in the Master of Architecture (MArch) degree program at SAIC:

1. **Master of Architecture** (3.5-year program; total 90 credits; requirement: nonprofessional degree)
2. **Master of Architecture with a Track in Interior Architecture** (3.5-year program; total 90 credits; requirement: nonprofessional degree)
3. **Master of Architecture: Option 2** (2-year program; total 60 credits; requirement: preprofessional degree)
4. **Master of Architecture with a Track in Interior Architecture: Option 2** (2-year program; total 60 credits; requirement: preprofessional degree)

### MArch PROGRAM CURRICULUM

| Area   | Credit Hours |
|--|--------------|
| <b>First Year Fall</b>   |              |
| AIA 5110 <i>Architecture Studio 1</i>                            | 6            |
| AIA 5113 <i>Construction Systems</i>                             | 3            |
| ARTHI 5102 <i>Global History of Architecture</i>                 | 3            |
| AIA Descriptive Technique: Media, Material, Place, and Event     | 3            |
| <b>First Year Spring</b>   |              |
| AIA 5120 <i>Architecture Studio 2</i>                            | 6            |
| AIA 5123 <i>Structures 1</i>                                     | 3            |
| ARTHI 5122 <i>Critical Terms in Modern Architecture</i>          | 3            |
| Elective   | 3            |
| <b>Second Year Fall</b>  |              |
| AIA 6110 <i>Architecture Studio 3</i>                            | 6            |
| AIA 6112 <i>Resilient Systems</i>                                | 3            |
| Art History Elective   | 3            |
| Elective   | 3            |
| <b>Second Year Spring</b>  |              |
| AIA 6120 <i>Architecture Studio 4</i>                            | 6            |
| AIA 6123 <i>Codes and Specs</i>                                  | 3            |
| AIA 6221 <i>Structures 2</i>                                     | 3            |
| Elective   | 3            |
| <b>Third Year Fall</b>   |              |
| AIA 6210 <i>Architecture Studio 5</i>                            | 6            |
| AIA 6212 <i>Choreographed Systems</i>                            | 3            |
| AIA 6123 <i>Thesis Strategies</i>                                | 3            |
| Elective   | 3            |
| <b>Third Year Spring</b>   |              |
| AIA 6220 <i>Architecture Studio 6: Thesis Studio</i>             | 9            |
| AIA 6222 <i>Sustaining Practice Economies</i>                    | 3            |
| AIA Professional and Embedded Projects: Pre-Graduation Practicum | 3            |
| Elective   | 3            |

| Area   | Credit Hours |
|--|--------------|
| Participation and in interdisciplinary critique in the final year of study |              |
| Participation in <i>Design Show</i>  |              |

**TOTAL CREDIT HOURS**

**90**

### MArch DEGREE REQUIREMENTS AND SPECIFICATIONS

#### Completion Schedule

Students have a maximum of six years to complete the degree. This includes time off for leaves of absence.

#### Transfer Credits

Transfer credits are rarely accepted. All requests for transfer credits are reviewed individually by the director of the department at the time of admission and are subject to approval at that time. **No** transfer credit will be permitted after a student is admitted.

#### Graduate Critiques and Academic Probation

Unexcused absences or otherwise incomplete participation in the required graduate critiques may be grounds for academic probation. The decision to place the graduate student on academic probation will be made by the dean of graduate studies in consultation with the student's graduate studio faculty from that semester and with the student's department.

**Full-time status minimum requirement: 12 credit hours**

### ACCREDITATION INFORMATION

SAIC professional Master of Architecture program tracks were first accredited by NAAB in 2014 with continuing accreditation through 2031. The National Architectural Accrediting Board provides the following statement:

"In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may require a pre-professional undergraduate degree in architecture for admission. However, the pre-professional degree is not, by itself, recognized as an accredited degree."

In order to meet the education requirement set forth by the National Council of Architectural Registration Boards (NCARB), an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation. However, meeting the education requirement for the NCARB Certificate may not be equivalent to meeting the education requirement for registration in a specific jurisdiction. Please contact NCARB for more information.

# Master of Architecture

## TRACK IN INTERIOR ARCHITECTURE PROGRAM CURRICULUM

| Area   | Credit Hours |
|--|--------------|
| <b>First Year Fall</b>   |              |
| AIA 5110 <i>Interior Architecture Studio 1</i>                             | 6            |
| AIA 5113 <i>Construction Systems</i>                                       | 3            |
| ARTHI 5102 <i>Global History of Architecture</i>                           | 3            |
| AIA Descriptive Technique: Media, Material, Place, and Event               | 3            |
| <b>First Year Spring</b>   |              |
| AIA 5120 <i>Interior Architecture Studio 2</i>                             | 6            |
| AIA 5123 <i>Structures 1</i>   | 3            |
| ARTHI 5122 <i>Critical Terms in Modern Architecture</i>                    | 3            |
| Elective   | 3            |
| <b>Second Year Fall</b>  |              |
| AIA 6110 <i>Interior Architecture Studio 3</i>                             | 6            |
| AIA 6112 <i>Resilient Systems</i>  | 3            |
| Art History Elective   | 3            |
| Elective   | 3            |
| <b>Second Year Spring</b>  |              |
| AIA 6120 <i>Interior Architecture Studio 4</i>                             | 6            |
| AIA 6123 <i>Codes and Specs</i>  | 3            |
| AIA 6221 <i>Structures 2</i>   | 3            |
| Elective   | 3            |
| <b>Third Year Fall</b>   |              |
| AIA 6210 <i>Interior Architecture Studio 5</i>                             | 6            |
| AIA 6212 <i>Choreographed Systems</i>                                      | 3            |
| AIA 6123 <i>Thesis Strategies</i>  | 3            |
| Elective   | 3            |
| <b>Third Year Spring</b>   |              |
| AIA 6220 <i>Interior Architecture Studio 6: Thesis Studio</i>              | 9            |
| AIA 6222 <i>Sustaining Practice Economies</i>                              | 3            |
| AIA Professional and Embedded Projects: Pre-Graduation Practicum           | 3            |
| Elective   | 3            |
| Participation and in interdisciplinary critique in the final year of study |              |
| Participation in <i>Design Show</i>  |              |
| <b>TOTAL CREDIT HOURS</b>  | <b>90</b>    |

## MARCH WITH A TRACK IN INTERIOR ARCHITECTURE DEGREE REQUIREMENTS AND SPECIFICATIONS

### Completion Schedule

Students have a maximum of six years to complete the degree. This includes time off for leaves of absence.

### Transfer Credits

Transfer credits are rarely accepted. All requests for transfer credits are reviewed individually by the director of the department at the time of admission and are subject to approval at that time. **No** transfer credit will be permitted after a student is admitted.

### Graduate Critiques and Academic Probation

Unexcused absences or otherwise incomplete participation in the required graduate critiques may be grounds for academic probation. The decision to place the graduate student on academic probation will be made by the dean of graduate studies in consultation with the student's graduate studio faculty from that semester and with the student's department.

**Full-time status minimum requirement: 12 credit hours**



# Master of Architecture

## MArch: OPTION 2 PROGRAM CURRICULUM

| Area   | Credit Hours |
|--|--------------|
| <b>First Year Fall</b>   |              |
| AIA 6110 <i>Architecture Studio 3</i>                                      | 6            |
| AIA 6112 <i>Resilient Systems</i>  | 3            |
| ARTHI 5122 <i>Critical Terms in Modern Architecture</i>                    | 3            |
| Elective   | 3            |
| <b>First Year Spring</b>   |              |
| AIA 6120 <i>Architecture Studio 4</i>                                      | 6            |
| AIA 6123 <i>Codes and Specs</i>  | 3            |
| AIA 6221 <i>Structures 2</i>   | 3            |
| Art History Elective   | 3            |
| <b>Second Year Fall</b>  |              |
| AIA 6120 <i>Architecture Studio 5</i>                                      | 6            |
| AIA 6212 <i>Choreographed Systems</i>                                      | 3            |
| AIA 6213 <i>Thesis Strategies</i>  | 3            |
| Elective   | 3            |
| <b>Second Year Spring</b>  |              |
| AIA 6220 <i>Architecture Studio 6: Thesis Studio</i>                       | 9            |
| AIA 6222 <i>Practice Economies</i>   | 3            |
| Elective   | 3            |
| Participation and in interdisciplinary critique in the final year of study |              |
| Participation in <i>Design Show</i>  |              |
| <b>TOTAL CREDIT HOURS</b>  | <b>60</b>    |

## MArch: OPTION 2 DEGREE REQUIREMENTS AND SPECIFICATIONS

### Completion Schedule

Students have a maximum of four years to complete the degree. This includes time off for leaves of absence.

### Transfer Credits

Transfer credits are rarely accepted. All requests for transfer credits are reviewed individually by the director of the department at the time of admission and are subject to approval at that time. **No** transfer credit will be permitted after a student is admitted.

### Graduate Critiques and Academic Probation

Unexcused absences or otherwise incomplete participation in the required graduate critiques may be grounds for academic probation. The decision to place the graduate student on academic probation will be made by the dean of graduate studies in consultation with the student's graduate studio faculty from that semester and with the student's department.

**Full-time status minimum requirement: 12 credit hours**

# Master of Architecture

## TRACK IN INTERIOR ARCHITECTURE: OPTION 2 PROGRAM CURRICULUM

| Area   | Credit Hours |
|--|--------------|
| <b>First Year Fall</b>   |              |
| AIA 6110 <i>Interior Architecture Studio 3</i>                             | 6            |
| AIA 6112 <i>Resilient Systems</i>  | 3            |
| ARTHI 5122 <i>Critical Terms in Modern Architecture</i>                    | 3            |
| Elective   | 3            |
| <b>First Year Spring</b>   |              |
| AIA 6120 <i>Interior Architecture Studio 4</i>                             | 6            |
| AIA 6123 <i>Codes and Specs</i>  | 3            |
| AIA 6221 <i>Structures 2</i>   | 3            |
| Art History Elective   | 3            |
| <b>Second Year Fall</b>  |              |
| AIA 6120 <i>Interior Architecture Studio 5</i>                             | 6            |
| AIA 6212 <i>Choreographed Systems</i>                                      | 3            |
| AIA 6213 <i>Thesis Strategies</i>  | 3            |
| Elective   | 3            |
| <b>Second Year Spring</b>  |              |
| AIA 6220 <i>Interior Architecture Studio 6: Thesis Studio</i>              | 9            |
| AIA 6222 <i>Practice Economies</i>   | 3            |
| Elective   | 3            |
| Participation and in interdisciplinary critique in the final year of study |              |
| Participation in <i>Design Show</i>  |              |
| <b>TOTAL CREDIT HOURS</b>  | <b>60</b>    |

## MARCH WITH A TRACK IN INTERIOR ARCHITECTURE: OPTION 2 DEGREE REQUIREMENTS AND SPECIFICATIONS

### Completion Schedule

Students have a maximum of four years to complete the degree. This includes time off for leaves of absence.

### Transfer Credits

Transfer credits are rarely accepted. All requests for transfer credits are reviewed individually by the director of the department at the time of admission and are subject to approval at that time. **No** transfer credit will be permitted after a student is admitted.

### Graduate Critiques and Academic Probation

Unexcused absences or otherwise incomplete participation in the required graduate critiques may be grounds for academic probation. The decision to place the graduate student on academic probation will be made by the dean of graduate studies in consultation with the student's graduate studio faculty from that semester and with the student's department.

### Full-time status minimum requirement: 12 credit hours

*Emphasis area electives are chosen in consultation with the program chair. A minimum of six credits of electives must be at the graduate level.*

## Certificate in Historic Preservation for MArch Students or Non Degree Students

A certificate in Historic Preservation is available to students pursuing any of the four Master of Architecture options or students at large. The five-course sequence provides architects with a working knowledge of historic preservation research, documentation, material conservation, and practice. Students bring their design training abilities to the service of preservation through studio projects that focus on the adaptive reuse, the rehabilitation or preservation of a historic structure or structures. In addition, students complete an internship in preservation at an architectural office or other agency. They may also enroll in a study trip.

For admission to the certificate program, students interview with the Historic Preservation program director and submit a statement of purpose for review by faculty in the Historic Preservation program. The director and student draft and annually review a schedule for the completion of required courses and projects. The curricular components and the internship must be approved by the director of the certificate program and by the director of AIA, if applicable.

The certificate program meets the minimum standards and guidelines promulgated by the National Council for Preservation Education and is consistent with current standards for architectural education being reviewed nationwide by the American Institute of Architects' Historic Resources Committee.

The certificate in Historic Preservation requires the completion of internship, study trip, or equivalent. The 210-hour internship is arranged through the program Chair and / or associated faculty, with a preservation agency, conservator, restoration architect, or designer that enables students to work on historically significant sites and to learn first-hand the latest preservation techniques.

### CERTIFICATE IN HISTORIC PRESERVATION PROGRAM CURRICULUM

| Area  | Credit Hours |
|---|--------------|
| <b>Preservation Documentation and Planning</b>                        | 3            |
| Choose one of the following:  |              |
| HPRES 5002 <i>Archival Documentation</i>                              |              |
| HPRES 5008 <i>Physical Documentation</i>                              |              |
| <b>Material Conservation</b>  | 3            |
| Choose one of the following:  |              |
| HPRES 5003 <i>Historic Materials and Technology</i>                   |              |
| HPRES 5012 <i>Building Diagnostics</i>                                |              |
| HPRES 6006 <i>Building Conservation</i>                               |              |
| <b>Architectural History</b>  | 3            |
| Choose one of the following:  |              |
| ARTHI 4505 <i>American Commercial and Civic Architecture</i>          |              |
| ARTHI 4509 <i>American Residential and Institutional Architecture</i> |              |
| HPRES 5543 <i>American Interior Design</i>                            |              |
| HPRES 5006 <i>History and Theory of Historic Preservation</i>         |              |

| Area  | Credit Hours    |
|---|-----------------|
| <b>Preservation Planning</b>  | 3               |
| Choose one of the following:  |                 |
| HPRES 5014 <i>Preservation Planning</i>   |                 |
| HPRES 5016 <i>Preservation Seminar</i>  |                 |
| HPRES 5017 <i>Preservation Practicum</i>  |                 |
| HPRES 6008 <i>Preservation Law</i>  |                 |
| <b>Design Studio Focused on Preservation</b>  | 3               |
| Choose one of the following:  |                 |
| HPRES 5010 <i>Restoration Design Studio</i>   |                 |
| <i>*Demonstration of having worked on an existing or historic building in an AIADO studio may serve as a substitute for this requirement.</i> |                 |
| Completion of 210-hour internship   |                 |
| Study Trip  |                 |
| Equivalent as approved by the program director  |                 |
| <hr/> <b>TOTAL CREDIT HOURS</b>   | <hr/> <b>15</b> |

## Master of Arts in Art Education

The Master of Arts in Art Education (MAAE) program reflects the expanded field of art and design education, preparing candidates for careers in the arts, educational and social service institutions, museums, galleries, public and private universities, cultural centers, community-based organizations, non-governmental organizations (NGOs), and other learning sites. The program focuses on contemporary cultural production, socially engaged art and design practices, curriculum design, social justice pedagogical practices, audience advocacy, museum education, exhibition development / interpretation, and design activism.

Engaging contemporary art and theory in graduate seminars is balanced with opportunities to work with various communities, audiences, and organizations, and through internships and fieldwork. Students have many opportunities to teach making and interpretation of art and design, develop arts-based curricula, or facilitate cultural programming. Individually designed fieldwork experiences support the research for innovative final thesis projects.

### MA IN ART EDUCATION PROGRAM CURRICULUM

| Area   | Credit Hours |
|--|--------------|
| <b>Required Art Education Seminars</b>   |              |
| ARTED 5103 <i>Social Theory for Artists and Cultural Workers</i>   | 3            |
| ARTED 5105 <i>Ethical and Pedagogical issues</i>   | 3            |
| <b>Choose three of the following Art Education Seminars*</b>   | 9            |
| ARTED 5011 <i>Understanding Curriculum: The Politics and Pedagogy of Curricula</i>   |              |
| ARTED 5028 <i>Art as a Social Force: Collaboration</i>   |              |
| ARTED 5030 <i>The Museum as Critical Curriculum</i>  |              |
| ARTED 5106 <i>Art in Community: Collaborations</i>   |              |
| ARTED 5109 <i>Dialectical Practices in Research, Cultural Production, and Visual Culture</i>   |              |
| ARTED 5116 <i>Interpretation: Exploring Meaning</i>  |              |
| ARTED 5118 <i>Teaching Art at a College Level</i>  |              |
| ARTED 5125 <i>Doing Democracy</i>  |              |
| ARTED 5210 <i>Cyberpedagogy Laboratory</i>   |              |
| ARTED 6030 <i>Museum Education: History, Theory, and Practice</i>  |              |
| ARTED 6100 <i>Cultural Approaches to Production</i>  |              |
| <b>Art History</b>   | 3            |
| <i>With permission of the MAAE Director, MAAE students will be allowed to choose a graduate level Art History or Visual and Critical Studies course aligned with their project goals to fulfill their Art History requirement.</i> |              |
| <b>Emphasis Area Electives**</b>   | 9            |
| Choose three courses in any combination of:  |              |
| Art Education  |              |
| Architecture, Interior Architecture, and Designed Objects  |              |
| Art History, Theory, and Criticism   |              |
| Arts Administration and Policy   |              |
| Designed Objects   |              |

| Area   | Credit Hours |
|--|--------------|
| Design Education                                   |              |
| Exhibition Studies                                 |              |
| Fieldwork / CAPX Internship                        |              |
| Historic Preservation                              |              |
| Liberal Arts                                       |              |
| Studio   |              |
| Visual and Critical Studies                        |              |
| Writing  |              |
| <b>Professional Core</b>                           |              |
| ARTED 6105 <i>Thesis Fieldwork</i>                 | 3            |
| ARTED 6109 <i>Thesis I: Research Methodologies</i> | 3            |
| ARTED 6110 <i>Thesis II: MAAE</i>                  | 3            |
| <b>TOTAL CREDIT HOURS</b>                          | <b>36</b>    |

\*Additional elective courses may be offered during the school year.

\*\*Emphasis area electives are chosen in consultation with the program director. A minimum of six credits of electives must be at the graduate level.

### MA IN ART EDUCATION DEGREE REQUIREMENTS AND SPECIFICATIONS

#### Completion Schedule

Students have a maximum of four years to complete the degree. This includes time off for leaves of absence.

#### Thesis in Progress

Students who have not submitted a finished thesis for review and approval by the end of the final semester of enrollment are given a Thesis in Progress (IP). All students with a Thesis in Progress grade (IP) will be charged the Thesis in Progress fee in each subsequent full semester until the thesis is completed and approved and the grade is changed to Credit (CR). If the statute of limitations is reached without an approved thesis, the grade will be changed to No Credit (NCR).

#### Transfer Credits

A minimum of 30 credit hours must be completed in residence at SAIC. Up to six transfer credits may be requested at the time of application for admission and are subject to approval at that time. **No** transfer credit will be permitted after a student is admitted.

#### Curriculum

The MA in Art Education program is designed to be a full-time program completed in three or four semesters.

#### Enrollment

Nine credit hours constitute full-time enrolment although as many as 15 credit hours may be earned in any semester. A minimum of six credit hours per semester is required of part-time students for continued enrolment in the program. Electives, internships, and thesis are subject to the approval of the MA in Art Education program director.

#### Undergraduate Courses

Undergraduate courses must be at the 3000-level or above. Art History courses must be at the 4000-level or above. Courses at 1000- and 2000-level need permission from the department chair.

**Thesis Requirement**

All MA in Art Education candidates are required to publicly present their completed thesis project to a thesis advisory committee in order to graduate. Students work closely with an Art Education thesis advisor during the semester to both create and reflect on the outcomes of their thesis project. Students are expected to work independently for 9 hours a week. The thesis project should demonstrate a student's ability to design, justify, execute and present the results of original research in a substantial project.

**FIELDWORK / INTERNSHIP REQUIREMENTS**

The MA in Art Education program requires students to complete an internship(s). Students are obligated to meet the requirements of their internship site. Such requirements may include a criminal background check, drug testing, the submission of immunization records, CPR training, etc.

**Full-time status minimum requirement: 9 credit hours**

## Master of Arts in Art Therapy and Counseling

The goal of the MAATC program is to prepare competent entry-level art therapists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to meet the ACATE educational standards.

The Master of Arts (MA) in Art Therapy and Counseling program goals and student learning outcomes have been derived from the overall core values of SAIC and the MAATC program mission to provide an art therapy and counseling education that prepares artist-art therapists to practice in specialized settings within a socio-cultural context. Most students attend full time and complete their course of study in three years.

The MAATC curriculum is designed to provide students with a solid foundation in art therapy and counseling theory and methods while cultivating an understanding of the unique contributions of an art-based approach to treatment. The curriculum encourages students to examine the social, political, and cultural contexts within which art therapy and other counseling practices have developed.

### Practicum & Fieldwork

Each MA in Art Therapy and Counseling student is required to complete a minimum of 1000 hours of supervised practicum and fieldwork experience. This requirement is fulfilled across six semesters, typically in two placement sites. Supervision is provided both by clinicians at the practicum / fieldwork site and by art therapy credentialed faculty at SAIC.

### Graduate Project or Thesis

MA in Art Therapy and Counseling students are required to complete a culminating project by electing to enroll in a one-semester graduate project (3 cr) or two-semester thesis (6 cr). Each student choose a topic for the culminating project under the guidance of an instructor. Students are required to develop their topic in consideration of the three components of the program's mission statement. A faculty advisor works closely with each student during the course(s) for graduate project or thesis. A formal presentation of the project is required of all students. Students electing to take the six-credit thesis option can enroll in *Thesis II* in lieu of a studio elective, or for an additional three credits.

## MA IN ART THERAPY AND COUNSELING PROGRAM ACCREDITATION

The Master of Arts in Art Therapy and Counseling program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of The Accreditation Council for Art Therapy Education.

## MA IN ART THERAPY AND COUNSELING PROGRAM CURRICULUM

| Area   | Credit Hours |
|--|--------------|
| <b>First Year</b>  |              |
| ARTTHER 5001 <i>Materials and Media in Art Therapy</i>           | 3            |
| ARTTHER 5002 <i>Psychopathology</i>                              | 3            |
| ARTTHER 5003 <i>History and Theory of Art Therapy</i>            | 3            |
| ARTTHER 5025 <i>Counseling Techniques</i>                        | 3            |
| ARTTHER 5008 <i>Assessment and Evaluation in Art Therapy</i>     | 3            |
| ARTTHER 6008 <i>Culture Dimensions in Art Therapy</i>            | 3            |
| ARTTHER 5019 <i>Group Art Therapy</i>                            | 3            |
| ARTTHER 5135 <i>Community Practice and Helping Relationships</i> | 3            |

| Area   | Credit Hours |
|--|--------------|
| <b>Second Year</b>   |              |
| ARTTHER 5020 <i>Art Therapy Fieldwork I</i>                        | 1.5          |
| ARTTHER 6002 <i>Ethical and Legal Issues I</i>                     | 1.5          |
| ARTTHER 5010 <i>Human Growth and Development</i>                   | 3            |
| ARTTHER 6018 <i>Family Art Therapy</i>                             | 3            |
| Studio Elective*   | 3            |
| ARTTHER 6001 <i>Art Therapy Fieldwork II</i>                       | 1.5          |
| ARTTHER 6002 <i>Ethical and Legal Issues II</i>                    | 1.5          |
| ARTTHER 5009 <i>Research in Art Therapy</i>                        | 3            |
| ARTTHER 6007 <i>Substance Use</i>                                  | 3            |
| Studio Elective*   | 3            |
| <b>Third Year</b>  |              |
| ARTTHER 6020 <i>Art Therapy Fieldwork III</i>                      | 3            |
| ARTTHER 6010 <i>Graduate Thesis I: Art Therapy OR</i>              | 3            |
| ARTTHER 6019 <i>Art Therapy Graduate Project</i>                   |              |
| ARTTHER 6020 <i>Art Therapy Fieldwork III</i>                      | 3            |
| ARTTHER 6006 <i>Professional Development and Career Counseling</i> | 3            |
| <b>TOTAL CREDIT HOURS</b>  | <b>60</b>    |

\*Optional—ARTTHER 6011 *Graduate Thesis II: Art Therapy* can be taken in lieu of a studio elective, or as an additional three-credit course.

## MA IN ART THERAPY DEGREE REQUIREMENTS AND SPECIFICATIONS

### Completion Schedule

Students have a maximum of five years to complete the degree. This includes time off for leaves of absence.

### Thesis in Progress

Students who have not submitted a finished thesis for review and approval by the end of the final semester of enrollment are given a Thesis in Progress (IP) grade. All students with a Thesis in Progress grade (IP) will be charged the Thesis in Progress fee in each subsequent full semester until the thesis is completed and approved and the grade is changed to Credit (CR). If the statute of limitations is reached without an approved thesis, the grade will be changed to No Credit (NCR).

### Transfer Credits

A minimum of 48 credit hours must be completed in residence at SAIC. Up to 12 graduate transfer credits (from previous master's degrees) may be requested at the time of application for admission and are subject to approval at that time. **No** transfer credit will be permitted after a student is admitted.

### Electives

One or two studio / electives can be taken in any area of the school by students to enhance their research focus.

### Professional Progress Review

Each student in the MA in Art Therapy and Counseling program, participates in a Professional Progress Review (PPR) yearly. The PPR is an evaluative process used to determine the student's progress in the program, including a self-assessment as well as evaluation by each of the student's faculty members. Satisfactory progress in the program is necessary prior to advancing to the next phase of the program. Serious

academic or interpersonal deficiencies may result in termination from the program.

A formal meeting for a Professional Progress Review (PPR) supplements ongoing course-specific evaluation (grading) by MAATC course instructors. In the first year of the MAATC program, this review includes a formal process, in which students:

- 1.) complete a self-evaluation form;
- 2.) receive an evaluation form completed by each of their instructors from that term; and
- 3.) meet with their assigned MAATC faculty advisor to discuss their overall progress in the program.

All aspects of the curriculum (clinical and cultural competence, interpersonal and professional skills, and academic performance) are reviewed. After the first year of the MAATC program, students are responsible for meeting with their assigned MAATC faculty advisor once per semester to informally review their overall progress. After the first year of the MAATC program, continuing students will only be required to complete the formal meeting and PPR process, involving the above-mentioned steps, if a student has received 1.) a failed course that results in SAIC graduate probationary status, 2.) a marginal performance evaluation for one semester, or 3.) an unsatisfactory performance evaluation for one semester.

The PPR includes the following designations related to a student's progress: satisfactory, marginal, unsatisfactory or failed.

**Satisfactory:** A satisfactory performance evaluation denotes approval to advance to the next semester of the MAATC program. A satisfactory evaluation indicates academic good standing within the department and eligibility for initial fieldwork placement .

**Marginal:** A marginal performance evaluation denotes that the student will be expected to address specific concerns and develop a follow-up plan with their MAATC advisor. A marginal evaluation indicates that the student needs to resolve these concerns to maintain academic good standing within the department and be eligible for initial fieldwork placement.

**Unsatisfactory:** An unsatisfactory performance evaluation denotes significant concerns and requires a follow-up PPR meeting that may include the Program Director, Department Chair, and/or Fieldwork Placement Coordinator. Students who receive an unsatisfactory PPR are not considered in academic good standing within the department and therefore cannot receive program approval for initial fieldwork placement.

**Failed:** A failed performance evaluation is grounds for dismissal from the MAATC program. A dismissal process will be initiated after such an evaluation is received (see below).

PPRs occur during the semester in order to allow students an opportunity to address areas of concern. The PPR can be amended by MAATC Program Director in the event of a change in student's academic performance, final grade, or fieldwork placement at the end of the semester.

#### **Unsatisfactory Evaluation: Criteria and Outcomes**

The following conditions warrant an unsatisfactory performance evaluation and a formal meeting with the MAATC faculty advisor, Program Director, Department Chair and/or Fieldwork Placement Coordinator to re-evaluate the student's status in the program:

- A grade of "NCR" in any of the MAATC courses.
- Faculty participating in the Professional Progress Review identify serious professional, interpersonal, or academic deficiencies.

At the formal meeting, a determination is made as to whether the student will a) continue in the program and be expected to participate in a plan to resolve concerns, b) a recommendation from the department for the student to take a Leave of Absence, c) be reevaluated for meeting failed PPR criteria to initiate program dismissal review process. A written report of the concerns resulting in the unsatisfactory PPR will be provided to the

student following the conclusion of the formal meeting, as well as any next steps.

#### **Failed Evaluation: Criteria and Outcomes**

The following conditions warrant a failed performance evaluation, and a formal meeting with the MAATC faculty advisor, Program Director, Department Chair and/or Fieldwork Placement Coordinator to determine whether the student has met criteria for dismissal from the MAATC program:

- A grade of "NCR" while in SAIC graduate probationary status
- A grade of "NCR" in any of the MAATC fieldwork courses
- Two grades of "NCR" during more than one semester of any MAATC courses
- Justifiable expulsion, based on performance from a placement site

The MAATC program will adhere to the academic dismissal procedures outlined in the SAIC Bulletin, unless any of the above listed conditions of a failed performance evaluation apply. In such instances, the following additional program specific dismissal process will be initiated:

**Step 1:** The program will provide a letter via email as written notice of the concerns in the failed PPR performance evaluation, as well as any next steps prior to a formal meeting.

**Step 2:** During the formal meeting, the student will be given the opportunity to speak to these concerns and discuss all potential outcomes of a failed performance evaluation, including program dismissal.

**Step 3:** After the formal meeting, the Program Director and/or Department Chair will communicate with the Office of the Dean of Graduate of Studies to discuss the outcome of the meeting with the student and the program's grounds for dismissal.

**Step 4:** The student will receive a letter of determination via email with the outcome of the program dismissal process.

Students who wish to dispute a program dismissal from the MAATC program should reach out to the Dean of Graduate Studies in writing to document the basis of their challenging of the decision and to request a meeting with the Dean to discuss.

#### **Practicum / Fieldwork Requirements**

As part of the MA in Art Therapy and Counseling internship requirement, students are obligated to meet the preparation and training expectations of the MAATC program and their practicum / internship sites and complete 1000 hours. These requirements may include a criminal background check, drug testing, the submission of immunization records, special training, etc.

#### **Full-time Status Minimum Requirement: 6 credit hours**

#### **Professional Development**

Completing the MAATC is the first step toward obtaining professional credentials. Students should anticipate additional post-graduate requirements including application fees and processes, documentation of hours of supervised professional experience, and examination(s).

Applicants to the program are encouraged to research licensure standards in the state or country in which they plan to practice because requirements for licensure application and the availability of licensure vary by jurisdiction. SAIC cannot guarantee that graduates of the MAATC program will be eligible to apply for professional practice licenses in other states or countries. See the SAIC website for Professional Licensure Counseling Disclosures. Students who are applying for licensure in states other than Illinois or countries other than the U.S. should anticipate additional post-graduate requirements as noted above. It is the responsibility of the student to maintain careful records of all syllabi and applicable fieldwork and professional hours. The rules in these areas can change at any time and vary state by state.

# Master of Arts in Art Administration and Policy

The Master of Arts (MA) in Arts Administration and Policy program offers focused critical explorations and skills relevant to contemporary cultural management.

## MA IN ARTS ADMINISTRATION AND POLICY PROGRAM CURRICULUM

| Area  | Credit Hours |
|---|--------------|
| <b>Critical and Cultural Policy Studies</b>               |              |
| ARTSAD 5005 <i>Activating Arts Admin.: Key Frameworks</i> | 3            |
| ARTSAD 6018 <i>Spheres of Cultural Evaluation</i>         | 3            |
| Choose either:  |              |
| ARTSAD 5505 <i>Law, Politics, and the Arts</i> <b>OR</b>  |              |
| ARTSAD 5510 <i>Topics in Digital Arts Administration</i>  | 3            |
| <b>Leadership and Management Studies</b>                  |              |
| ARTSAD 5100 <i>Proseminar: Leadership Talks</i>           | 3            |
| ARTSAD 5054 <i>Management Studio I</i>                    | 3            |
| ARTSAD 5055 <i>Management Studio II</i>                   | 3            |
| ARTSAD 5017 <i>Financial Management</i>                   | 3            |
| ARTSAD 6040 <i>Communicating for Cultural Change</i>      | 3            |
| <b>Research and Professional Practice</b>                 |              |
| ARTSAD 5200 <i>Research Studio</i>                        | 3            |
| ARTSAD 6095 <i>Thesis</i>                                 | 3            |
| Electives   | 12           |
| <b>TOTAL CREDIT HOURS</b>                                 | <b>42</b>    |

## MA IN ARTS ADMINISTRATION AND POLICY DEGREE REQUIREMENTS AND SPECIFICATIONS

### Completion Schedule

Students have a maximum of four years from entry into the program to complete coursework and submit a final, approved thesis. This includes time off for leaves of absence.

### Thesis Requirement

A master's thesis is required for completion of the master's degree in arts administration. The thesis should demonstrate a student's ability to design, justify, execute, evaluate, and present the results of original research or of a substantial project. In this class students work closely with an MAAAP program advisor, and meet frequently with other MAAAP participants in groups and in individual meetings. The thesis is presented, in both written and oral form, to a thesis committee for both initial and final approval.

### Thesis in Progress

Students who have not submitted a finished thesis for review and approval by the end of the final semester of enrollment are given a Thesis in Progress (IP). All students with a Thesis in Progress grade (IP)

will be charged the Thesis in Progress fee in each subsequent full semester until the thesis is completed and approved and the grade is changed to Credit (CR). If the statute of limitations is reached without an approved thesis, the grade will be changed to No Credit (NCR).

### Internships

Students without solid professional experience are strongly encouraged to do internship placements, whether for credit or not. Arts Administration and Policy department faculty are available to advise and assist in identifying and securing placements.

### Transfer Credits

A minimum of 36 credit hours must be completed in residence at SAIC. Up to six transfer credits may be requested at the time of application for admission and are subject to approval at that time. No transfer credit will be permitted after a student is admitted.

### Curriculum

The program requires 42 credit hours; electives, internships, and thesis are subject to the approval of the Arts Administration and Policy program advisor.

### Enrollment

Nine credit hours constitutes full-time enrollment, although as many as 15 credit hours may be earned in any semester. Two semesters of full-time status are required of all students when they begin the program; thereafter a minimum of six credit hours per semester are required for continued enrollment in the program.

**Full-time status minimum requirement: 9 credit hours**



## Master of Arts in Modern and Contemporary Art History

The Master of Arts (MA) in Modern and Contemporary Art History prepares students to engage critically with the history and theory of the visual arts and focuses on the 19th-, 20th-, and 21st-centuries in a multicultural and interdisciplinary context. Students have the ability to concentrate course work in design or theory and criticism, and can tailor their degree to make this their primary focus.

### MA IN MODERN AND CONTEMPORARY ART HISTORY PROGRAM CURRICULUM

| Area  | Credit Hours |
|---|--------------|
| <b>Historiography Seminar</b>   | 3            |
| Select one of the following:  |              |
| ARTH 5007 <i>History of Art History</i>   |              |
| ARTH 5008 <i>History of Art Criticism and Theory</i>  |              |
| <b>Global Issues Seminar</b>  | 3            |
| Graduate seminary (5000-level only) that focuses on art worlds outside of Europe and North America or focuses on Global Art Theory. A list of courses that satisfy this requirement is available from the department every semester |              |
| <b>Graduate seminars in Art History, Theory, and Criticism (5000-level)</b>   | 12           |
| <b>Additional courses or seminars in Art History, Theory, and Criticism (4000 to 6000 level or above)</b>   | 6            |
| <b>Interdisciplinary or Art History electives at 4000-level or above</b>  | 6            |
| <b>Thesis Research and Writing</b>  | 6            |
| ARTH 5999 <i>Thesis I</i>   |              |
| ARTH 6999 <i>Thesis II (Independent Study)</i>  |              |
| Completion of <i>Thesis</i>   |              |
| A final thesis must be submitted to and approved by the thesis readers and the Department of Art History, Theory, and Criticism   |              |
| <b>TOTAL CREDIT HOURS</b>   | <b>36</b>    |

### MA IN MODERN AND CONTEMPORARY ART HISTORY DEGREE REQUIREMENTS AND SPECIFICATIONS

#### Completion Schedule

Students have a maximum of four years from entry into the program to complete coursework and submit a final, approved thesis. This includes time off for leaves of absence.

#### Thesis Requirement

Thesis is a researched, written text on work(s) of art/design that contextualizes its topic within the field of Modern & Contemporary Art History completed independently with the guidance of a full-time Art History faculty advisor, and approved by two additional committee members. A thesis proposal is developed and approved in the Fall semester, completed independently in the Spring semester, and must be submitted to the student's committee by April 1 to be approved for May graduation.

#### Thesis in Progress

Students who have not submitted a finished thesis for review and approval by the end of the final semester of enrollment are given a Thesis in Progress (IP). All students with a Thesis in Progress grade (IP) will be charged the Thesis in Progress fee in each subsequent full semester until the thesis is completed and approved and the grade is changed to Credit (CR). If the statute of limitations is reached without an approved thesis, the grade will be changed to No Credit (NCR).

#### Transfer Credits

A minimum of 30 credit hours must be completed in residence at SAIC. Up to six transfer credits may be requested at the time of application for admission and are subject to approval at that time. **No** transfer credit will be permitted after a student is admitted.

#### Art History Requirement

From the *Graduate Seminars* and additional courses in Art History, at least one course (three credit hours) must be taken from the list of courses designated 19th-century art history and at least one course (three credit hours) designated early-20th-century art history. A list of courses that satisfies this requirement is available from the department every semester.

#### Electives

Electives can be taken from the following departments and programs without additional approval from the Art History graduate program director: Art History, Theory, and Criticism; Visual and Critical Studies; Arts Administration and Policy; Art Education; and Writing. Graduate seminars and upper-level courses in departments other than those listed above may be allowed as electives, contingent upon prior approval from both the Art History graduate program director and the course instructor.

#### Internship / Career and Professional Experience (CAPX) Option

Students have the option of taking up to three credit hours through the CAPX internship program. These credit hours can be taken as part of additional courses or electives, but internship credits never count toward the required number of seminar credit hours.

**Full-time status minimum requirement: 9 credit hours**

## Specialization in Design History within the Master of Arts in Modern and Contemporary Art History

Graduate students in the Department of Art History, Theory, and Criticism's graduate degree programs may elect to follow a specialized pathway in Design History. Coursework in this specialization focuses on the production of knowledge, discourses, practices, and domains of objects that have been understood to fall under the broad category of design. As with the Master of Arts (MA) in Modern and Contemporary Art History degree as a whole, seminars and research topics focus on the modern and contemporary periods.

Students following the Design History pathway will study the theories and practices of design and examine the conception, production, interpretation, and consumption of design.

MA in Modern and Contemporary Art History students electing to follow the Design History pathway are expected to take ARTHI 5011 as their methods seminar, followed by at least four seminars in the Design History curriculum. Thesis topics should address the history and theory of design or architecture.

Recent graduate seminars and courses in Design History include:

- ARTHI 5100 *Issues in Architectural History: Chicago as Laboratory*
- ARTHI 5101 *Theories of Things: Art / Design / Object*
- ARTHI 5102 *Space in Architectural History*
- ARTHI 5122 *Critical Critical Terms in Modern Architecture*
- ARTHI 5547 *Typographic Modernity and Print*
- ARTHI 5575 *Extraordinary Bodies: Disability / Art / Design*
- ARTHI 4547 *Biopolitics and Data Visualization*
- ARTHI 5480 *Vernacular, Colonial, Global: Modern Architecture at the End of Empire*

### DESIGN HISTORY PATHWAY CURRICULUM

| Area  | Credit Hours |
|---|--------------|
| ARTHI 5007 <i>History of Art History</i>  | 3            |
| ARTHI 5576 <i>History of Design Criticism</i>   | 3            |
| Three Graduate Seminars (5000-level) in Design History  | 9            |
| Global Issues Seminar   | 3            |
| Graduate seminary (5000-level only) that focuses on art worlds outside of Europe and North America or focuses on Global Art Theory. A list of courses that satisfy this requirement is available from the department every semester |              |
| Two additional seminars in Art History  | 6            |
| Two interdisciplinary electives (4000 to 6000 level) <b>OR</b> two additional Art / Design History seminars   | 6            |
| ARTHI 5999 and ARTHI 6999 <i>Thesis</i> in second year  | 6            |
| Completion of <i>Thesis</i>   |              |
| <b>TOTAL CREDIT HOURS</b>   | <b>36</b>    |

### DESIGN HISTORY PATHWAY REQUIREMENTS AND SPECIFICATIONS

#### Completion Schedule

Students have a maximum of four years from entry into the program to complete coursework and submit a final, approved thesis. This includes

time off for leaves of absence. Credit for *Thesis Research and Writing* (ARTHI 5999 and 6999) is granted only after the thesis is approved and final copies are submitted to the department.

#### Thesis Requirement

Thesis is a researched, written text on work(s) of art/design that contextualizes its topic within the field of Modern & Contemporary Art History completed independently with the guidance of a full-time Art History faculty advisor, and approved by two additional committee members. A thesis proposal is developed and approved in the Fall semester, completed independently in the Spring semester and must be submitted to the student's committee by April 1 to be approved for May graduation.

#### Thesis in Progress

Students who have not submitted a finished thesis for review and approval by the end of the final semester of enrollment are given a Thesis in Progress grade (IP). All students with an IP grade will be charged the Thesis in Progress Fee in each subsequent full semester until the thesis is completed and approved and the grade is changed to Credit (CR). If the statute of limitations is reached without an approved thesis, the grade will be changed to No Credit (NCR).

#### Transfer Credits

A minimum of 30 credit hours must be completed in residence at SAIC. Up to six transfer credits may be requested at the time of application for admission and are subject to approval at that time. **No** transfer credit will be permitted after a student is admitted.

#### Curriculum

The program requires 36 credit hours, courses are subject to approval by the Art History graduate program director.

#### Art History Requirement

From the *Graduate Seminars* and additional courses in Art History, at least one course (three credit hours) must be taken from the list of courses designated 19th-century art history and at least one course (three credit hours) designated early-20th-century art history. A list of courses that satisfy these requirements are available from the Department of Art History, Theory, and Criticism every semester.

#### Global Issues Seminar

If the *Global Issues Seminar* is also designated as Design History, students may use it to also fulfill one of the four graduate seminars in Design History. In this case, students would then be expected to take three additional seminars in Art History rather than two.

#### Electives

Electives can be taken from the following departments and programs without additional approval from the graduate program director: Art History, Theory, and Criticism; Visual and Critical Studies; Arts Administration and Policy; Art Education; and Writing. Graduate seminars and upper-level courses in departments other than those listed above may be allowed as electives, contingent upon prior approval from both the Art History graduate program director and the course instructor.

#### Internship / CAPX Option

Students have the option of taking up to three credit hours through the CAPX internship program. These credit hours can be taken as part of additional courses or electives, but internship credits never count toward the required number of seminar credit hours.

**Full-time Status Minimum Requirement: 9 credit hours**

## Dual Degree: Master of Arts in Modern and Contemporary Art History and Master of Arts in Arts Administration Policy

Students must qualify and be accepted by both the Art History and the Arts Administration and Policy programs before admission can be granted to the Dual Degree program. Admission to either of the degree programs does not guarantee admission to the other. Applicants to the Dual Degree program must fulfill the application requirements for each program.

### MAAH – MAAAP DUAL DEGREE PROGRAM CURRICULUM

| Area  | Credit Hours |
|---|--------------|
| <b>Critical and Cultural Policy Studies</b>   | <b>12</b>    |
| ARTSAD 5005 <i>Activating Arts Admin.: Key Frameworks</i>   | 3            |
| ARTSAD 6018 <i>Spheres of Cultural Evaluation</i>   | 3            |
| Select one of the following:  | 3            |
| ARTHI 5007 <i>History of Art History</i> OR   |              |
| ARTHI 5008 <i>History of Art Theory and Criticism</i> OR  |              |
| <b>ARTHI 5011 <i>History of Art and Design</i></b>  |              |
| Global Art History seminar (5000-level or above), focusing on art worlds outside of Europe or North America or focuses on global art theory | 3            |
| <b>Management and Leadership Studies</b>  | <b>15</b>    |
| ARTSAD 5100 <i>Proseminar: Leadership Talks</i>   | 3            |
| ARTSAD 5054 <i>Management Studio I</i>  | 3            |
| ARTSAD 5055 <i>Management Studio II</i>   | 3            |
| ARTSAD 5017 <i>Financial Management</i>   | 3            |
| ARTSAD 6040 <i>Communicating for Cultural Change</i>  | 3            |
| <b>Art History</b>  | <b>24</b>    |
| Graduate seminars (5000-level) in Art History, Theory, and Criticism  | 12           |
| Additional courses or seminars (4000-level or above) in Art History, Theory, and Criticism (see notes for distribution requirement)         | 12           |
| <b>Research and Professional Practice</b>   | <b>6</b>     |
| ARTHI 5999 / ARTSAD 6085 <i>Thesis I</i>  | 3            |
| ARTHI 6999 / ARTSAD 6095 <i>Thesis II</i>   | 3            |
| <b>Electives</b>  | <b>6</b>     |
| Graduate Seminars, Internship, or Art History courses   |              |
| Completion of <i>Thesis</i>   |              |
| <b>TOTAL CREDIT HOURS</b>   | <b>63</b>    |

### DUAL DEGREE MAAH – MAAAP REQUIREMENTS AND SPECIFICATIONS

#### Completion Schedule

Students have a maximum of five years from entry into the program to complete coursework and submit a final, approved thesis. This includes time off for leaves of absence. Credit for *Thesis I* and *Thesis II* is granted

only after the thesis is approved and final copies are submitted to the department. If the thesis remains incomplete after the end of *Thesis II*, the student must pay a continuation fee each subsequent semester in order to retain active status.

#### Thesis in Progress

Students who have not submitted a finished thesis for review and approval by the end of the final semester of enrollment are given a Thesis in Progress grade (IP). All students with a Thesis in Progress grade (IP) will be charged the Thesis in Progress Fee in each subsequent full semester until the thesis is completed and approved and the grade is changed to Credit (CR). If the statute of limitations is reached without an approved thesis, the grade will be changed to No Credit (NCR).

#### Critical and Policy Studies Courses

Each semester, a list of courses that satisfy the requirements for Narratives / Presentation is available from the administrative office of Arts Administration and Policy, and a list for Global is available from the administrative office of Art History, Theory, and Criticism department.

#### Art History Distribution Requirement

Within the 24 credits of Art History studies that includes *Graduate Seminars* and additional courses in Art History, at least one three-credit hour course must be designated 19th-century art history, and at least one three-credit hour course designated early-20th-century art history. A list of courses that satisfy these requirements are available from the Department of Art History, Theory, and Criticism each semester.

#### Proseminars

Taken in the first two semesters, *Proseminars* are a two-course sequence designed to support students' progress through the degree by providing exposure to a wide variety of professional practices and instruction in research and practice methodologies. The thesis courses are completed in the final year of study.

#### Thesis Requirement

The thesis courses are completed in the final year of study. Thesis is a researched, written text on work(s) of art/design that contextualizes its topic within the field of Modern & Contemporary Art History completed independently with the guidance of a full-time Art History faculty advisor, and approved by two additional committee members. A thesis proposal is developed and approved in the Fall semester, completed independently in the Spring semester, and must be submitted to the student's committee by April 1 to be approved for May graduation.

#### Internships

Students without solid professional experience are strongly encouraged to do internship placements, whether for credit or not. Arts Administration and Policy department faculty are available to advise and assist in identifying and securing placements.

**Full-time status minimum requirement: 9 credit hours**

## Master of Arts in Teaching

The Master of Arts (MA) in Teaching program prepares candidates to be creative and critical teachers of contemporary art and visual culture.

SAIC's MA in Teaching teacher preparation program is approved by the Illinois State Board of Education (ISBE). The degree meets the current requirements for the State of Illinois Pre-K–12 Visual Arts Professional Educator License. Although SAIC's teacher preparation coursework often meets the teacher licensure requirements for other states and countries, SAIC cannot guarantee that an Illinois Professional Educator License will be honored outside of Illinois.

In their first year of study MA in Teaching students will be required to complete 24 credits. Eligibility for Practicum (2nd year) is dependent on successful completion of these 1st year requirements.

### MA IN TEACHING PROGRAM CURRICULUM

| Area   | Credit Hours |
|--|--------------|
| <b>Teacher Preparation Core</b>  |              |
| ARTED 5011 <i>Curriculum Theory, Pedagogy, and Possibilities</i>   | 3            |
| ARTED 5015 <i>Practices of Art and Design Education in Schools &amp; Communities 1: Children &amp; Youth</i> | 3            |
| ARTED 5021 <i>Becoming Human: Evolving Conceptions of Human Development</i>                                  | 3            |
| ARTED 5105 <i>Ethical and Pedagogical Issues: Cultural Workers and the Public Sphere</i>                     | 3            |
| ARTED 5125 <i>Doing Democracy</i>  | 3            |
| ARTED 5200 <i>Cyberpedagogy</i>  | 3            |
| ARTED 5900 <i>Practices of Art and Design Education in Schools &amp; Communities 2: Teens &amp; Adults</i>   | 3            |
| ARTED 6100 <i>Cultural Approaches to Production</i>  | 3            |
| <b>Preclinical and Clinical Fieldwork</b>  |              |
| ARTED 6190 <i>Practicum: Elementary and Secondary Experience</i>   | 3            |
| ARTED 6900 <i>Apprentice Teaching</i>  | 9            |
| <b>Electives</b>   |              |
| Electives in Art / Design History, Studio, Art / Design Analysis, Visual and Critical Studies                | 6            |
| <b>TOTAL CREDIT HOURS</b>  | <b>42</b>    |

### PRACTICUM / APPRENTICE TEACHING REQUIREMENT

MA in Teaching candidates complete 93 hours of preclinical experiences in diverse classroom settings. The preclinical experiences are followed by 490 hours of clinical experiences (student teaching) in ARTED 6900 *Apprentice Teaching*, equal to nine credit hours. Teacher candidates are placed in an elementary and a secondary school placement (seven weeks each) for a total of 14 weeks. Teacher candidates are supervised by SAIC faculty and on-site mentor teachers. Teacher candidates meet with SAIC faculty for a weekly seminar to review curriculum plans, strategies, and experiences.

## MA IN TEACHING REQUIREMENTS AND SPECIFICATIONS

### Curriculum

The MA in Teaching is designed to be a full-time program completed in four semesters (two years). Applicants are required to complete all prerequisites before entering the program.

### Completion Schedule

Teacher candidates have a maximum of four years to complete the program. This includes time off for leaves of absence.

### Transfer Credits

A minimum of 36 credits must be completed at SAIC. Up to six hours of transfer credits may be requested at the time of application and are subject to approval at that time. **No** transfer credit will be permitted after admission.

### Licensure Program Testing and Assessment Requirements

The State of Illinois testing and assessment requirements periodically change. As a result, candidates for Illinois licensure may be required to complete different tests and / or assessments than those noted in this SAIC Bulletin.

**In order to qualify for teacher licensure in the State of Illinois, teacher candidates must pass two tests:**

- 1. ILTS Visual Arts Content Area Test:** Candidates are required to take and pass the Illinois Licensure Testing System's (ILTS) Visual Arts Content Area Test (#214) before proceeding onto ARTED 6900 *Apprentice Teaching*. Consult the SAIC licensure specialist for current qualifying scores.
- 2. edTPA Teacher Performance Assessment (Visual Arts):** A passing score on the edTPA, a performance-based, subject-specific assessment is required by the ISBE to obtain the State of Illinois Professional Educator License. Candidates are required to submit an edTPA Visual Arts portfolio while enrolled in ARTED 6900 *Apprentice Teaching*. Consult the SAIC licensure specialist for current qualifying scores.
- 3.** Teacher candidates who do not pass the edTPA on first submission must resubmit the necessary components of the portfolio one additional time in order to receive credit for *Apprentice Teaching*. If, after two attempts, a candidate does not receive a passing edTPA score and has completed all other *Apprentice Teaching* and degree requirements, the candidate will be recommended for conferral of the MA in Teaching degree, but not for the Illinois Professional Educator License. Candidates who pass the edTPA and apply for a license at a later time must meet all current ISBE and SAIC Art Education requirements.

Since 2020, due to the COVID19 pandemic, the governor has waived edTPA as a requirement for teacher licensure. edTPA remains waived until 8/31/2025. Consult the SAIC licensure specialist for updates.

### Background Check

All teacher candidates must complete a fingerprint-based background check at the beginning of the teacher preparation program. Chicago Public Schools will receive the results of this background check. No teacher candidates will be allowed to enter or observe classrooms where minors are present until the Chicago Public School district has approved the background check. Teacher candidates may need to complete another fingerprint-based background check during the Practicum semester before beginning *Apprentice Teaching*. Candidates will be notified by the SAIC Licensure Specialist when to begin this process. Students who are in linked placement schools between Practicum/*Apprentice Teaching* may or may not need to complete

another fingerprint-based check. Contact Licensure Specialist for whether you will need a second background check. Candidates who will be teaching in suburban public or in private schools must meet the background check requirements of each district.

### **Fees**

Candidates are responsible for all fees related to ISBE testing and edTPA assessments. Candidates are also responsible for costs related to background checks, TB tests, physical exams, or other requirements of the Chicago Public School district, or other school districts in which candidates do preclinical or clinical experiences.

**Full-time status minimum requirement: 9 credit hours**

## Master of Arts in Visual and Critical Studies

The Master of Arts (MA) in Visual and Critical Studies integrates scholarly, studio, and hybrid practices as part of an evolving paradigm that addresses the complexity of visual and critical practices in the twenty-first century. Through immersive research intertwined with the processes of making and writing, students explore ways of seeing and representing social, cultural, and visual phenomena, to create a singularly interdisciplinary course of study.

### MA IN VISUAL AND CRITICAL STUDIES PROGRAM CURRICULUM

| Area   | Credit Hours |
|--|--------------|
| <b>VCS Core Curriculum</b>   |              |
| VCS 5003 <i>History and Theory of Visual Studies</i>   | 3            |
| VCS 5004 <i>Research and Production</i>  | 3            |
| VCS 5010 <i>Topics in VCS</i>  | 9            |
| VCS 5999 <i>Thesis I</i>   | 3            |
| VCS 6999 <i>Thesis II</i>  | 3            |
| External criticism, theory, or methodology courses relevant to individual research selected in consultation with the graduate director                                 | 6            |
| <b>Electives</b>   |              |
| Advanced academic courses (Liberal Arts, Art History, etc.), studio advising, internships, or otherwise relevant engagement including directed and independent studies | 9            |
| Completion of <i>Thesis</i>  |              |
| <b>TOTAL CREDIT HOURS</b>  | <b>36</b>    |

### MA IN VISUAL AND CRITICAL STUDIES DEGREE REQUIREMENTS AND SPECIFICATIONS

#### Completion Schedule

Students have a maximum of four years to complete the program. This includes time off for leaves of absence.

#### Thesis Requirement

Depending on students' research interests, the final thesis may be a written work of criticism, a creative writing project, a body of work presented in a gallery, or a hybrid-platform production. Graduate students also organize an annual symposium to share their research in a professional context.

#### Thesis in Progress

Students who have not submitted a finished thesis for review and approval by the end of the final semester of enrollment are given a Thesis in Progress grade (IP). All students with a Thesis in Progress grade (IP) will be charged the Thesis in Progress Fee in each subsequent full semester until the thesis is completed and approved and the grade is changed to Credit (CR). If the statute of limitations is reached without an approved thesis, the grade will be changed to No Credit (NCR).

#### Transfer Credits

A minimum of 30 credit hours must be completed in residence at SAIC. Up to six transfer credits may be requested at the time of application for admission and are subject to approval at that time. **No** transfer credit will be permitted after a student is admitted.

#### Graduate Projects

Master of Arts students who are working on studio projects as a part of their degree requirement may enroll in MFA 6009 *Graduate Projects*. Students are limited to a total of six credits of graduate projects over a four-semester period. Any MA student wishing to take *Graduate Projects* must obtain permission from both the advisor with whom they wish to study and the dean of graduate studies. Students will receive a permission number from the faculty to register for the advisor's section of MFA 6009 *Graduate Projects*. MA students should meet with their department head to confirm that graduate advising is the type of class they need to fulfill graduation requirements.

#### Program Structure

As an academic program, Visual and Critical Studies students engage with coursework independently and within a structure of coursework. Students are not assigned individual studio spaces and are not required to participate in a culminating exhibition. Students interested in a studio space may apply to the studio lottery if additional studios are available after studio degree students have been assigned.

**Full-time status minimum requirement: 9 credit hours**

# Master of Design in Designed Objects

## MDES IN DESIGNED OBJECTS PROGRAM CURRICULUM

graduate studio faculty from that semester and with the student's department.

**Full-time status minimum requirement: 12 credit hours**

| Area   | Credit Hours |
|--|--------------|
| <b>First Year Summer Intensive</b>   |              |
| DESOB 5050 <i>Refresh: Summer Intensive</i>  | 6            |
| <b>First Year Fall</b>   |              |
| DESOB 5150 <i>Studio 1: Reset</i>  | 3            |
| DESOB 5152 <i>Research Methods Lab</i>   | 3            |
| DESOB 5164 <i>Material Intelligence Studio Seminar</i>   | 3            |
| ARTHI 5120 <i>Survey of Modern and Contemporary Architecture and Design</i>  | 3            |
| Elective   | 3            |
| <b>First Year Spring</b>   |              |
| DESOB 5160 <i>Studio 2: Discover</i>   | 6            |
| DESOB 5162 <i>Prototyping Methods Lab</i>  | 3            |
| ARTHI 5105 <i>Theories of Things: Art / Design / Objects</i>   | 3            |
| Elective   | 3            |
| <b>Second Year Fall</b>  |              |
| DESOB 6150 <i>Thesis Studio 1: Initiate</i>  | 6            |
| DESOB 6154 <i>Material Futures Studio Seminar</i>  | 3            |
| ARTHI 6120 <i>Critical Issues in Designed Objects</i>  | 3            |
| Elective   | 3            |
| <b>Second Year Spring</b>  |              |
| DESOB 6160 <i>Thesis Studio 2: Manifest</i>  | 6            |
| DESOB 6162 <i>Positioning Methods Lab</i>  | 3            |
| Electives  | 6            |
| Participation in four graduate critiques, including departmental critiques and interdisciplinary critique in the final year of study |              |
| Participation in <i>Design Show</i>  |              |
| <b>TOTAL CREDIT HOURS</b>  | <b>66</b>    |

## MDES IN DESIGNED OBJECTS DEGREE REQUIREMENTS AND SPECIFICATIONS

### Completion Schedule

Students have a maximum of four years to complete the program. This includes time off for leaves of absence.

### Transfer Credits

Normally transfer credits are not accepted. All requests for transfer credits are reviewed individually by the chair of the department at the time of admission and are subject to approval at that time. **No** transfer credit will be permitted after a student is admitted.

### Graduate Critiques and Academic Probation

Unexcused absences or otherwise incomplete participation in the required graduate critiques may be grounds for academic probation. The decision to place the graduate student on academic probation will be made by the dean of graduate studies in consultation with the student's

## Master of Fine Arts in Fashion, Body, and Garment

The Master of Fine Arts (MFA) in Fashion, Body and Garment program provides students with an expansive exploration of contemporary fashion and art within the context of community, sustainability, technology and the fashion industry. Situated within a vibrant contemporary school of art and design, our program emphasizes the transformative power of fashion, one that builds relationships beyond the categories of art and design.

SAIC fashion students benefit from a rigorous artistic and professionally oriented curriculum that engages in current conversations at the forefront of art and design. Through a combination of dedicated design studios, topical seminars, and self-directed research, students explore a breadth of possibilities with an in-depth focus within their individual practice.

Recognizing and accommodating the needs of some students, specifically those who would benefit from the development and refining of fashion related skill sets (such as those who come from different disciplinary backgrounds), we offer a three-year MFA track that enables the creation of strong foundations that ensure successful pathways in the fields of art and design.

### MFA IN FASHION, BODY, AND GARMENT PROGRAM CURRICULUM – 2 Year Program

| Area  | Credit Hours |
|---|--------------|
| <b>First Year Fall</b>  |              |
| FASH 5310 <i>Design Studio: Dress, Undress, Redress</i>   | 6            |
| FASH 5311 <i>Advanced Fabrication Lab</i>   | 3            |
| FASH 5315: <i>Seminar: Professional Practice I</i>  | 3            |
| ARTHI 5002 <i>Survey of Modern and Contemporary Art</i><br>OR ARTHI 5120 <i>Survey of Modern and Contemporary Architecture and Design</i> | 3            |
| <b>First Year Spring</b>  |              |
| FASH 5330 <i>Design Studio: Interfacing Fashion</i>   | 6            |
| ARTHI 5560 <i>Critical Perspective in Fashion, Body, and Garment I</i>  | 3            |
| Electives   | 6            |
| <b>Second Year Fall</b>   |              |
| FASH 6310 <i>Design Studio III: Contextualizing Fashion</i>   | 6            |
| ARTHI 5561 <i>Critical Perspectives in Fashion, Body, and Garment II</i>  | 3            |
| Electives   | 6            |
| <b>Second Year Spring</b>   |              |
| FASH 6330 <i>Design Studio IV: Fashion, Fusion, Vision</i>  | 6            |
| FASH 6335 <i>Seminar: Professional Practice II</i>  | 3            |
| Art History Elective  | 3            |
| Elective  | 3            |
| Participation in four graduate critiques  |              |
| Participation in <i>Graduate Exhibition</i>   |              |
| <b>TOTAL CREDIT HOURS</b>   | <b>60</b>    |

## MFA IN FASHION, BODY, AND GARMENT PROGRAM CURRICULUM – 3 Year Program

| Area   | Credit Hours |
|--|--------------|
| <b>First Year Fall</b>   |              |
| FASH 5110 <i>Design Studio 1</i>   | 6            |
| Fashion Elective   | 3            |
| ARTHI 5002 <i>Survey of Modern and Contemporary Art</i>                  | 3            |
| <b>First Year Spring</b>   |              |
| FASH 5130 <i>Design Studio 2</i>   | 6            |
| Fashion Elective   | 3            |
| Fashion Elective   | 3            |
| <b>Second Year Fall</b>  |              |
| FASH 6310 <i>Design Studio III: Contextualizing Fashion</i>              | 6            |
| ARTHI 6560 <i>Critical Perspectives in Fashion, Body, and Garment II</i> | 3            |
| Elective   | 6            |
| <b>Second Year Spring</b>  |              |
| FASH 6330 <i>Design Studio 4: Fashion, Fusion, Vision</i>                | 6            |
| FASH 6335 <i>Seminar: Professional Practice II</i>                       | 3            |
| Art History Elective   | 3            |
| <b>Third Year Fall</b>   |              |
| FASH 6310 <i>Design Studio III: Contextualizing Fashion</i>              | 6            |
| Art History Elective   | 3            |
| Fashion Elective   | 3            |
| Fashion Elective   | 3            |
| <b>Third Year Spring</b>   |              |
| FASH 6330 <i>Design Studio IV: Fashion, Fusion, Vision</i>               | 6            |
| FASH 6335 <i>Seminar: Professional Practice II</i>                       | 3            |
| Fashion Elective   | 3            |
| Participation in six graduate critiques                                  |              |
| Participation in <i>Graduate Exhibition</i>                              |              |
| <b>TOTAL CREDIT HOURS</b>  | <b>78</b>    |

### MFA IN FASHION, BODY AND GARMENT DEGREE REQUIREMENTS AND SPECIFICATIONS

#### Completion Schedule

Students have a maximum of four years to complete the program. This includes time off for leaves of absence.

#### Transfer Credits

A minimum of 45 credit hours must be completed in residence at SAIC. Up to 15 transfer credits may be requested at the time of application for admission and are subject to approval at that time. **No** transfer credit will be permitted after a student is admitted.

#### Design Studio

Each design studio must be successfully completed prior to participation in the consecutive design studio.



**Advanced Fabrication Lab**

FASH 5311 Advanced Fabrication Lab must be taken in the first fall semester.

**Full-time status minimum requirement: 12 credit hours**

## Master of Science in Historic Preservation

The Master of Science (MS) in Historic Preservation is a two-year, 60-credit hour graduate curriculum that prepares students for careers in revitalizing our built environment. Courses are offered in four areas: architectural design, physical conservation, architectural and social history, and preservation planning. Each graduate student in the program completes one or two years of coursework in each of these areas as part of the required curriculum. The program is geared toward full-time study. To complete 60 credits in two years students are usually enrolled in 15 credits per semester. It is possible to take less credits per semester though it is recommended to complete the degree in three to four years.

### MS IN HISTORIC PRESERVATION CURRICULUM

| Area   | Credit Hours |
|--|--------------|
| <b>Architectural Design</b>  |              |
| HPRES <i>Documentation and Research</i>                                | 6            |
| HPRES <i>Restoration Design Studio</i>                                 | 6            |
| <b>Physical Conservation</b>   |              |
| HPRES 5003 <i>Historic Materials and Technology</i>                    | 3            |
| HPRES 5012 <i>Building Pathology</i>                                   | 3            |
| HPRES 6006 <i>Building Conservation Lab</i>                            | 3            |
| <b>Architecture, Design, and Social History</b>                        |              |
| HPRES 5006 <i>History and Theory of Historic Preservation</i>          | 3            |
| HPRES 5543 <i>Historic Interiors</i>                                   | 3            |
| ARTHI 4512 <i>Vernacular Landscapes</i>                                | 3            |
| <b>Preservation Planning</b>   |              |
| HPRES <i>Preservation Planning Studio</i>                              | 6            |
| HPRES <i>Preservation Advocacy, Ethics, and Law</i>                    | 3            |
| <b>Thesis and Professional Engagement</b>                              |              |
| HPRES <i>Thesis Strategies</i>   | 3            |
| HPRES <i>Preservation Project Studio</i>                               | 6            |
| AIA <i>Professional and Embedded Projects:Pre-Graduation Practicum</i> | 3            |
| Internship (210 hours)   | 12           |
| <b>Electives</b>   | 9            |
| Completion of <i>Thesis</i>  |              |
| <b>TOTAL CREDIT HOURS</b>  | <b>60</b>    |

### MS IN HISTORIC PRESERVATION DEGREE REQUIREMENTS AND SPECIFICATIONS

#### Completion Schedule

Students have a maximum of four years to complete the program. This includes time off for leaves of absence.

#### Thesis Requirement

For the Historic Preservation MS the thesis is undertaken through one of two modes, either through a studio project or a written paper. Both modes are completed over two semesters, and each is designed to offer a sustained critical and/or reflective engagement in a chosen preservation topic or practically oriented preservation question.

#### Thesis - Written Mode (6 credits)

Students take Thesis 1 - a research methods class in the Fall while

working one on one with a thesis topic faculty Advisor. The Fall class culminates in a Thesis Proposal and a presentation of the initial written work to a faculty critique panel. In the Spring semester students continue to work with their faculty Advisor to conclude their research, and then to write a 60 - 75 page illustrated thesis. Towards the end of the semester, prior to submitting a finished draft, students verbally present a concluding outline of their work to a faculty critique panel.

#### Thesis - Studio Mode (12 Credits)

The 'studio' mode is taken alongside the AIA graduate studio Thesis sequence. It begins with 'Thesis Strategies' where students identify their project focus and engage in practical research to develop a feasibility proposal for a preservation focused project that is completed in the spring semester. Students refine the scope and scale of their project working one on one with a faculty Advisor. The Fall class culminates in a material and visually oriented project proposal that is presented for peer review and discussion with a faculty critique panel. In the Spring semester as an extension of their feasibility proposal students implement and then review and assess their project. The emphasis in this mode is on conducting a practical material investigation to explore a preservation context. The outcomes can be site based or design oriented and in either case the visual and material work is supported by a 30-50 page written evaluation report and an exhibition. Students present their work to a faculty critique panel.

#### Thesis in Progress

Students who have not submitted a finished thesis for review and approval by the end of the final semester of enrollment are given a Thesis in Progress grade (IP). All students with a Thesis in Progress grade (IP) will be charged the Thesis in Progress Fee in each subsequent full semester until the thesis is completed and approved and the grade is changed to Credit (CR). If the statute of limitations is reached without an approved thesis, the grade will be changed to No Credit (NCR).

#### Internship

The MS in Historic Preservation requires the completion of a none-credit bearing 210 hours internship with a preservation agency, conservator, restoration architect, or designer that enables students to work on historically significant sites and to learn first-hand the latest preservation techniques. Internships are arranged through the program chair and associated faculty.

**Transfer Credits:** Up to six graduate-level transfer credits may be requested at the time of application for admission. No transfer credit will be permitted after a student is admitted.

**Full-time status minimum requirement: 12 credit hours**

## Post-Baccalaureate Certificate in Studio

The Post-Baccalaureate (PBACC) Certificate in Studio program provides students who have an undergraduate degree the opportunity to develop their studio work in a large, professional fine arts school environment. The program continues for two semesters and is customized to help students develop a body of work that is competitive at the graduate admissions level.

Applicants may be persons with a Bachelor of Arts or Bachelor of Science degree, international students requiring a year of intensive studio work before applying to a Master of Fine Arts (MFA) program, or persons with a degree in art who wish to pursue studio work in a medium different from their undergraduate area of concentration.

Students beginning the program are individually advised. They participate in a studio curriculum that combines the tutorial aspect of graduate school with the formal course work of an advanced undergraduate program. Students supplement their studio work with two art history classes, a one-semester post-baccalaureate seminar or equivalent, and an optional studio seminar. Thirty credit hours are required to complete the certificate. Students are reminded that completion of the Post-Bacc in Studio does not guarantee admission to an MFA program and that credits taken while a post-baccalaureate student cannot be applied toward an MFA degree at SAIC should the student later be accepted into that program.

All post-baccalaureate students should discuss their schedules with the program chair or the department chair.

**Full-time status minimum requirement: 12 credit hours**

### POST-BAC IN STUDIO PROGRAM CURRICULUM

| Area   | Credit Hours |
|--|--------------|
| <b>Post-Baccalaureate Studio Seminar</b>   | 3            |
| Painting students take PBACC 5002  |              |
| Visual Communication Design students take PBACC 5320                               |              |
| All others take a Graduate Seminar from area of concentration                      |              |
| PBACC 5009 <i>Post-Baccalaureate Projects</i> (three to six credits each semester) | 6 – 12       |
| <b>Studio</b>  |              |
| Three to six credits each semester from any studio area                            | 6 – 12       |
| <b>Art and History</b>   |              |
| ARTHI 5002 <i>Graduate Survey of Modern and Contemporary Art</i>                   | 3            |
| Art History course 2000-level or above   | 3            |
| Participation in two graduate critiques  |              |
| <b>TOTAL CREDIT HOURS</b>  | <b>30</b>    |

### POST-BACC IN STUDIO CERTIFICATE REQUIREMENTS AND SPECIFICATIONS

#### Curriculum

The Post-Bacc in Studio program is designed to be a full-time, two-semester program. Any exception to this requirement must be approved by the program chair or the department chair and will only extend to one full calendar year.

#### Specific Courses

Of the 24 studio credit hours, specific courses may be required depending on the department to which the student has been accepted.

# CHAPTER 2

## POLICIES, RULES, AND REGULATIONS

### Academic and Administrative Policies

Students are responsible for knowing the policies, rules, and regulations stated in this publication, and are advised to retain this Bulletin for future reference. Please also see the Student Handbook for more information on policies and resources at SAIC.

### Admissions

#### Transfer Credit

##### UNDERGRADUATE TRANSFER CREDITS

Students transferring to SAIC who have not earned a prior degree from a college or university may be eligible for up to 60 hours (maximum of 30 studio hours) of transfer credit. Please refer to Chapter 1 for the minimum residency requirement for each program.

Only courses for which a student has earned a grade of “C” or better, or its equivalent, at a regionally accredited institution are eligible for transfer. Undergraduate transfer students must have all credits from previous institutions accepted for transfer prior to the end of their **first semester** of study at SAIC. Requests to receive transfer credit for work completed prior to matriculation will not be considered after this date. Prospective and new undergraduate students with questions about transfer credits should contact an admissions counselor prior to admission and no later than their **first semester** of study at SAIC. Official transcripts and records should be mailed to the Office of Admissions.

Students admitted to SAIC as first-time first-year students may transfer a maximum of 12 total combined credits from the following categories in any combination thereof:

- 1. Advanced Placement (AP) through the College Board:** SAIC awards three college credit hours for each AP score of 3-5 in ALL academic areas (priority) or studio arts.
- 2. College Level Examination Program (CLEP):** SAIC recognizes the College Level Examination Program (CLEP), which is administered by the College Board. For each subject area exam, students must earn a score that is at least equivalent to a grade of “C” for the subject. Students are awarded three semester credit hours if they score a minimum of 50 for each subject area exam. CLEP credits are considered transfer credits and must be submitted at the time of enrollment.
- 3. International Baccalaureate (IB):** SAIC awards six college credits for any IB score of 4-7 at the Higher Level (HL). Credit is not awarded for Standard Level (SL) courses.
- 4. Non-SAIC Pre-College Programs:** SAIC awards transfer credit for classes in which the student has earned a minimum grade of “C.” Official transcripts from the college are required.
- 5. Dual High School / College Credit Programs:** SAIC awards transfer credit for classes in which the student has earned a minimum grade of “C.” Official transcripts from the both high school as well as the college are required.

Courses completed at a college that do not also count toward a high school diploma may also be accepted.

### TRANSFER CREDIT POLICY FOR STUDENTS WITH PRIOR BACHELOR’S DEGREES

Requests for transfer credit from students with a prior bachelor’s degree are evaluated at the time of admission. Students with a prior degree from a regionally accredited institution may qualify for up to 75 semester hours (maximum of 30 studio hours) toward an undergraduate degree at the School. Maximum of 15 studio hours for BA in Art History and BA in Visual and Critical Studies. Please refer to Chapter 1 for the minimum residency requirement for each program.

#### Graduate Transfer Credits

All graduate programs require credit transfer to be completed as part of the admissions process. Transfer credit must be approved by the Office of Admissions and academic department prior to enrolling.

### Readmission Policy

Degree students who have exceeded the time limit for leaves-of-absence or have exceeded the statute of limitations for completion of degree requirements, and wish to re-enter SAIC must reapply to the degree program through the Admissions office.

### Office of Student Affairs

#### Orientation for New Students

Orientation and Welcome Week are mandatory programs for incoming undergraduate students and they serve as a valuable introduction to SAIC. During undergraduate Welcome Week, faculty and staff meet with students to answer questions about academic and studio requirements, housing, job placement, special study programs, registration, and financial aid. Student leaders offer incoming students a glimpse of what life is like at SAIC and answer questions about student activities, school resources, and living in the city. For more information, contact the Campus Life Office. For information on orientation for graduate students, contact the Division Chair’s office. For information on additional programs for new international students, contact International Affairs.

### MEETING ATTENDANCE

The term “meetings” as used in the Student Handbook may refer to in-person, phone, or video meetings. Meetings may also be conducted in other formats as appropriate. Further, attendance at a meeting refers to participation in a meeting in any format.

### Disability and Learning Resource Center (DLRC)

The mission of the Disability and Learning Resource Center (DLRC) is to support a universally accessible educational community that fosters full participation and contribution of every member. The DLRC carries out its mission by delivering innovative and high quality services to SAIC students with disabilities and by facilitating and advocating for reasonable accommodations so that students have equal access to all programs, activities, and services of the institution. The DLRC cultivates opportunities for students to articulate their strengths, empowers them to advocate for their own learning needs, and identifies and responds to the dynamic nature of student needs and learning environments.

#### ELIGIBILITY

All currently enrolled SAIC students are eligible to receive services from the DLRC.

## HOW TO SCHEDULE AN APPOINTMENT

Students may schedule an appointment by calling 312.499.4278 or emailing [dlrc@saic.edu](mailto:dlrc@saic.edu). Appointments can also be made in person at 116 South Michigan Avenue, 13th floor. Regular DLRC hours are Monday to Friday, 9:00 a.m. to 5:00 p.m.

## DISABILITY RESOURCES

DLRC specialists are available to assist students with disabilities. In accordance with the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act, the DLRC staff works to provide equal access to all SAIC programs, services, and facilities for students with disabilities. The DLRC conducts outreach and programming on practical and artistic disability topics, serves as a resource for faculty and staff, and provides individual accommodations for students.

Accommodations may include but are not limited to the following:

- Priority registration
- Extended time on exams
- Distraction-reduced testing area
- Note-taking assistance
- Audio recording lectures
- Assistive technology
- Furniture modifications
- Housing modifications
- Digital format / text accessibility
- Sign language interpreters
- Reduced course load
- Preferential seating

## ACCOMMODATIONS PROCESS

Students must take the first step toward receiving reasonable accommodations by disclosing a condition or need to a member of the DLRC staff. During that initial conversation, students are informed about the documentation process—if it is required—and which accommodations are considered reasonable. Once reasonable accommodations have been determined, a DLRC staff member provides a letter to students and instructors that lists and describes the approved accommodations. Accommodations are not retroactive and students are under no obligation to disclose their diagnoses or justify their needs for accommodations to their instructors. However, students are encouraged to work collaboratively with their instructors to better address their accommodation needs. Thus it is always beneficial to talk openly to instructors about the impact of a disability on academic performance.

## LEARNING RESOURCES

Using a strengths-based approach, specialists at SAIC's Disability and Learning Resource Center provide academic support for students who have documentation of a disability or suspect that they may have a disability, students currently enrolled in the Academic Access Program or are currently on academic warning or probation, or students who have been referred for support by a member of SAIC faculty or staff. Sessions are generally one hour in length and are tailored to each student's unique learning needs. Eligible students will learn how to more effectively utilize study skill strategies in the areas of reading comprehension and written expression, note-taking, and organization and time management. DLRC staff may also address stress management and offer guidance for accessing available resources.

For more information concerning the disability accommodation process, documentation requirements, forms, and the grievance procedure please contact the DLRC at 312.499.4278 or more information can be found at [saic.edu/lifeatsaic/wellnesscenter/disabilityandlearningresourcecenter/](http://saic.edu/lifeatsaic/wellnesscenter/disabilityandlearningresourcecenter/).

## Academic Advising

Academic Advising serves the SAIC community by enhancing student learning, development, and persistence. In support of SAIC's mission, the program connects students to an academic advisor to help create the best possible educational experience for each individual student.

Academic advisors assist students with course selection, degree requirements, course concerns, personal concerns, and help to answer questions about SAIC policies and procedures. Academic advisors work with students holistically and can connect them to other services and resources for additional support.

Advising is required prior to registering for all new first-year students for their first three semesters at SAIC. Advisors are assigned to first-year students' Research Studio class in their first semester. Transfer students are required to meet with their advisor for their first two semesters at SAIC. Students who have academic holds (e.g., probation), and students who are either taking a leave of absence or who are returning from leave of absence or suspension are also required to meet with their advisor. Students are strongly encouraged to meet with an academic advisor at least once a year to review their progress toward degree requirements (degree audit). Meeting with an academic advisor is especially important if students are considering changing programs, going through an academic or refund review appeal process, or nearing graduation. Academic advisors are available both by appointment and on a drop-in basis. Students with questions about specific courses may contact the instructor or department chair in addition to consulting with an academic advisor.

**Students are reminded that it remains their responsibility to know of and to meet all academic requirements.**

## Academic Standing: Undergraduate Students

Requirements for maintaining academic good standing at SAIC apply to all undergraduate degree-seeking students. While SAIC's staff and faculty wish to see every student achieve academic and personal success, it remains every student's responsibility to seek assistance, to understand institutional policy, and to know their own academic status. An undergraduate student's academic progress is evaluated twice a year, after grades are posted following the fall and spring semesters. Courses assigned a grade of Withdraw (W) are not counted as credit hours attempted when calculating academic standing, with the exception of students returning from Academic Suspension (see Return from Academic Suspension for more information). It is important that all students be familiar with the guidelines for maintaining academic good standing as well as those for maintaining Financial Aid Satisfactory Academic Progress (see Financial Aid section).

For students enrolled in the Academic Access Program (AAP), please see the Performance Review section under Academic Access Program.

## ACADEMIC GOOD STANDING

An undergraduate student is considered to be in academic good standing when they receive Credit (CR) for at least two-thirds of all credit hours attempted each fall and spring semester (e.g., a student enrolled in 15 credits must receive Credit (CR) in at least 10 of those credit hours to remain in academic good standing). In addition, students who have yet to complete their first-year required courses must satisfy the First-Year Curricular Requirements (defined below) in order to maintain academic good standing.

## FIRST YEAR CURRICULAR REQUIREMENTS

Students are expected to complete their first-year required courses in a timely manner. A student who receives a grade of No Credit (NCR) in a first-year required course must repeat that course in the next semester in which the student enrolls at SAIC. Students are required to complete

these courses by their third attempt or they will be suspended from SAIC, as discussed more fully below. First-year required courses include: ARTHI 1001 *World Cultures and Civilizations: Pre-History to 19th Century Art & Architecture*, CP 1010 *Core Studio Practice I*, CP 1011 *Core Studio Practice II*, CP 1020 *Research Studio I*, CP 1022 *Research Studio II*, CP 1021 *Research Studio for Transfers*, ENGLISH 1001 *First Year Seminar I*, ENGLISH 1002 *First Year Seminar Enhanced*, ENGLISH 1005 *First Year Seminar II*, EIS 1021 *Fluency I*, EIS 1022 *Fluency II*.

## ACADEMIC WARNING

Except as noted below, an undergraduate student in good standing who fails to successfully complete at least two-thirds of all the credit hours attempted during a fall or spring semester will be placed on undergraduate academic warning for the following fall or spring semester in which they are enrolled. An undergraduate student on academic warning receives written notice from the Associate Dean of Student Affairs for Academic Advising or their designee and is encouraged to meet with an academic advisor. The student can return to academic good standing if (i) they receive Credit (CR) for all first-year required courses taken in that following fall or spring semester, and (ii) they receive Credit (CR) for at least two-thirds of all credit hours attempted during that semester.

An undergraduate student may also be placed on undergraduate academic warning if they pass at least two-thirds of all credit hours attempted but fail a first-year required course for the first time (in a fall or spring semester). The student will be notified in writing that they have not met the first-year requirements and must successfully re-take this course in the following major semester (fall or spring) in which they enroll in order to return to academic good standing.

**An undergraduate student in good academic standing who fails 100% of their credit hours attempted during a fall or spring semester will drop directly from good standing to academic probation (defined below), bypassing the academic warning level. An undergraduate student on academic warning who fails 100% of the credits attempted during the fall or spring semester immediately following the student's placement on academic warning will drop directly from academic warning to academic suspension (defined below), bypassing the academic probation level.**

## ACADEMIC PROBATION

If an undergraduate student fails to complete two-thirds of all credit hours attempted during the fall or spring semester following academic warning, the student is notified in writing that they have been placed on undergraduate academic probation for the following fall or spring semester in which they are enrolled. Additionally, an undergraduate student who fails the same required first-year required course two times will be notified in writing that they have been placed on undergraduate academic probation because they have not met the first-year requirements for a second semester and that they must successfully retake this course in the following fall or spring semester in which they are enrolled or face academic suspension from SAIC.

An undergraduate student on academic probation is required to meet with an academic advisor, who will work with the student to register for future courses and / or alter existing course selection as appropriate.

Prior to registering for courses, students on academic probation may also be required to participate in academic recovery activities or programs as outlined by the Associate Dean of Student Affairs for Academic Advising or their designee. Academic recovery activities or programs include, but are not limited to, a series of one-on-one meetings with an academic advisor, participation in a workshop or seminar related to academic skills, and completion of a self-assessment exercise.

An undergraduate student on academic probation is not eligible to register for study trips, exchange programs, or the Career and Professional Experience (CAPX) internship program. Students who are registered for such activities prior to being placed on academic probation will be dropped from these courses by the overseeing offices.

While on academic probation, the student must work toward improving their academic standing by (i) receiving Credit (CR) for all first-year required courses taken in the following fall or spring semester (as applicable), moving the student to good academic standing for that specific course and (ii) receiving Credit (CR) for at least two-thirds of all credit hours attempted during that semester, moving the student to academic warning.

## ACADEMIC SUSPENSION

Undergraduate students will be notified in writing that they have been placed on academic suspension for the following fall or spring semester (as applicable) if they fail to complete at least two-thirds of all credit hours attempted in the fall or spring semester subsequent to being placed on academic probation and / or fail the same first-year required course three times.

In both cases, a permanent notation of the academic suspension will be made on the student's record. The student placed on academic suspension is not permitted to enroll at SAIC for the following fall or spring semester (as applicable) and is not permitted to take courses during the intervening winter or summer interim semesters either.

Should the student have pre-registered for the following fall / spring semester and / or a winter / summer interim semester prior to being placed on academic suspension, the student will be dropped from all classes for those terms within two weeks of being notified of their academic suspension.

A student may appeal an academic suspension to the Academic Review Board if the student believes extenuating circumstances exist. Appeals must be made in written form and be received by the Registrar at least 30 days prior to the first day of classes of the following fall or spring semester. A meeting with the Assistant Director or Associate Dean of Student Affairs for Academic Advising or their designee is recommended prior to submitting an appeal.

## RETURN FROM ACADEMIC SUSPENSION

Upon return to SAIC, the suspended student must contact the Office of Academic Advising to complete a reinstatement meeting before they are allowed to register for classes. The student must contact Academic Advising at least 30 days prior to the date of their desired return to allow sufficient time to complete the return from suspension process. The student is required to return in a fall or spring semester, and their enrollment plan must be approved by their academic advisor. The student will be required to enroll in any remaining first-year required courses (if applicable), and enroll in 12 credits that term.

During that first semester following academic suspension or following a successful appeal of an academic suspension, the student may be required to participate in academic recovery activities or programs (discussed above) as outlined by the Associate Dean of Student Affairs for Academic Advising or their designee.

Upon return from academic suspension, the student must receive Credit (CR) in 100% of credit hours attempted in that first fall or spring semester (as applicable) in order to improve their academic standing. If the suspended student was suspended for not completing at least two-thirds of all credits attempted, the student improves their standing to probation. If the suspended student was suspended for not passing a required first-year course, the student improves their first-year standing to good for the specific first-year required course. If the suspended student or the student who successfully appeals suspension withdraws or receives No

Credit (NCR) in any credit hours attempted during that next semester, they will be dismissed from the degree program (see academic dismissal below) and will not be eligible to earn a degree from SAIC.

In addition, a student who is placed on academic suspension more than once during their SAIC career will be dismissed from the degree program and will not be eligible to earn a degree from SAIC.

## ACADEMIC DISMISSAL

An undergraduate student who is dismissed from the degree program permanently loses eligibility for earning a degree from SAIC. The student dismissed for academic reasons receives written notice of academic dismissal and a similar notation is made on the student's academic record.

## APPEAL OF ACADEMIC DISMISSAL

An undergraduate student may appeal an academic dismissal to the Academic Review Committee if the student believes that extenuating circumstances exist. Appeals must be made in written form and be received by the registrar at least 30 days prior to the first day of classes of the following fall or spring semester. A meeting with the Assistant Director or Associate Dean of Student Affairs for Academic Advising or their designee is recommended prior to submitting an appeal. For students enrolled in the Academic Access Program (AAP), please see the Continuation / Dismissal section under Academic Access Program.

**Please Note: With regard to academic standing, if a student is suspended or dismissed and they are preregistered for the following semester, the student will be dropped from all classes for those terms within two weeks following the issuance of standing letters. Financial Aid Satisfactory Academic Progress is calculated separately from academic standing. Please be sure that you are familiar with both of these policies. Questions can be directed to Academic Advising (academic standing) or Student Financial Services (Financial Aid Satisfactory Academic Progress / FASAP).**

## Academic Standing: Graduate Degree and Post-Baccalaureate Certificate Students

### ACADEMIC GOOD STANDING

If a graduate degree or certificate student receives no credit in one or more courses attempted during a term when they are subject to standing requirements, the student is notified in writing that they have been placed on academic probation. The student must then make an appointment to meet with their respective academic department chair or a faculty graduate coordinator designated by the department chair. While on academic probation, the student is required to work under the supervision of their respective department chair or designee to register for courses. A student on academic probation is not eligible to register for study trips, exchange programs, or CAPX internships. To return to academic good standing, a graduate degree or certificate student must receive credit in all credit hours attempted in the subsequent term (excluding winter) where they are enrolled for more than six credit hours.

In addition, for degree or certificate students with a critique requirement, failure to complete a scheduled critique during Critique Week will result in the student being placed on academic probation. In addition, the student will be required to make arrangements to make up the critique under the supervision of the dean of graduate studies prior to completing their degree.

### ACADEMIC DISMISSAL

If a graduate degree or certificate student who is on academic probation receives no credit in one or more courses during a term when they are subject to standing requirements, the student's academic standing will drop to dismissal. A student who is dismissed from either the graduate

degree or post-baccalaureate programs permanently loses eligibility for earning a degree from SAIC. The student dismissed for academic reasons receives written notice of academic dismissal and a similar notation is made on the student's academic record.

In addition, for degree or certificate students with a critique requirement, failure to complete a second scheduled critique during Critique Week during their career will result in dismissal.

**Please Note: With regard to academic standing, if a student is suspended or dismissed and they are preregistered for the following semester, the student will be dropped from all classes for those terms within two weeks following the issuance of standing letters. Financial aid satisfactory progress is calculated separately from academic satisfactory progress. Please be sure you are familiar with both of these policies. Questions can be directed to Academic Advising or Student Financial Services.**

## Health Insurance

SAIC health insurance coverage is compulsory for all domestic undergraduate, graduate, exchange, and post-baccalaureate certificate students enrolled full-time and all international students. This requirement may be waived by those students who have their own health insurance coverage by (1) completing an online waiver form; and (2) providing proof that such coverage meets SAIC's minimum standards; and (3) granting SAIC or its designee permission to verify coverage.

## DOMESTIC STUDENTS

Domestic students enrolled full-time are automatically enrolled in and charged for SAIC's student health insurance plan. If a student has comparable coverage and wishes to waive SAIC's insurance:

### For the Entire Academic Year

A waiver must be completed online at [saic.myahpcare.com/waiver](http://saic.myahpcare.com/waiver) by the end of the first day of fall classes for the entire academic year. Spring semester only waivers must be completed online at [saic.myahpcare.com/waiver](http://saic.myahpcare.com/waiver) by the end of the first day of classes for the spring semester. Each submitted online waiver must be accompanied by a scanned copy of the front and back of the student's health insurance ID card. Students will access the online waiver using their ARTIC account login and password. Questions associated with ARTIC account activation and / or login problems can be directed to SAIC's CRIT Help Desk at 312.345.3535 or [crithelpdesk@saic.edu](mailto:crithelpdesk@saic.edu).

### For the Summer Semester Only

A short-term summer health insurance plan has been designed for all full-time domestic students and all international students who begin their degree program in the summer. It is also available upon request to part-time domestic students who begin their degree program in the summer, as well as continuing students enrolled for summer who were not covered under SAIC's student health insurance plan for the spring semester just prior to the summer term.

If a student beginning their degree program in the summer has comparable coverage and wishes to waive SAIC's summer student health insurance plan, a waiver may be submitted online at [saic.myahpcare.com/waiver](http://saic.myahpcare.com/waiver) by the first day of classes for summer sessions 3W3 and 6W2.

Insurance information provided on the waiver will be reviewed by Academic Health Plans (AHP) to ensure that coverage meets minimum standards. If the information is incomplete, incorrect, cannot be verified, and / or does not satisfy criteria, the waiver will not be accepted and health insurance coverage through SAIC will be required. Health insurance waivers must be submitted each year. Health insurance coverage is also available, upon request at

saic.myahpcare.com/enrollment, to all domestic part-time degree-seeking students.

Health insurance coverage for the fall semester only must be requested online at saic.myahpcare.com/enrollment by the end of the first day of classes for the fall semester. Spring semester only requests must be made online at saic.myahpcare.com/enrollment by the end of the first day of classes for the spring semester. Students will access the online health insurance request page using their SAIC student ID number and birth date. The fee for health insurance is added to the student's account each semester for which coverage is requested.

**Note: If a domestic student is enrolled full-time and then drops to part time before the end of the add / drop period, the health insurance charge will automatically be removed from the student's account and health insurance coverage will not be provided. The health insurance charge will be added back to the account if the student requests health insurance online at saic.myahpcare.com/enrollment.**

## INTERNATIONAL STUDENTS

US Immigration and SAIC regulations require that all international students have insurance coverage while enrolled at SAIC. As such, all are enrolled in and charged for SAIC's exchange student health insurance plan. Students with dependents (spouse or children) can obtain coverage for them once they arrive in the United States.

If an international student has comparable coverage and wishes to waive SAIC's insurance:

### For the Entire Academic Year

A waiver must be completed online at saic.myahpcare.com/waiver by the end of the first day of fall classes for the entire academic year. Spring semester only waivers must be completed online at saic.myahpcare.com/waiver by the end of the first day of classes for the spring semester. Each submitted online waiver must be accompanied by a scanned copy of the front and back of the student's health insurance ID card. Additionally, international students must submit a scanned copy of their complete insurance policy in English, with coverage amounts reflected in US dollars, as well as a scanned copy of their medical evacuation and repatriation coverage. Students will access the online waiver using their ARTIC account login and password. Questions associated with ARTIC account activation and / or login problems can be directed to SAIC's CRIT Help Desk at 312.345.3535 or [crithelpdesk@saic.edu](mailto:crithelpdesk@saic.edu).

**Note:** International students studying remotely outside of the US will automatically be charged for health insurance. However, they will not be required to submit a health insurance waiver if they do not wish to be enrolled in SAIC's student health insurance plan. Rather, they will be contacted by International Affairs to complete an online form that may result in an automatic health insurance waiver being applied to their account. Questions can be directed to International Affairs.

### For the Summer Semester Only

A short-term summer health insurance plan has been designed for all full-time domestic students and all international students who begin their degree program in the summer. It is also available upon request to part-time domestic students who begin their degree program in the summer, as well as continuing students enrolled for summer who were not covered under SAIC's student health insurance plan for the spring semester just prior to the summer term.

If a student beginning their degree program in the summer has comparable coverage and wishes to waive SAIC's summer student health insurance plan, a waiver may be submitted online at saic.myahpcare.com/waiver by the first day of classes for summer sessions 3W3 and 6W2.

Insurance information provided on the waiver will be reviewed by Academic Health Plans (AHP) to ensure that coverage meets minimum standards. If the information is incomplete, incorrect, cannot be verified, and / or does not satisfy criteria, the waiver will not be accepted and health insurance coverage through SAIC will be required. Health insurance waivers must be submitted each year.

### Optional Practical Training (OPT)

International degree and certificate students participating in Optional Practical Training (OPT) are eligible to extend their health insurance coverage through SAIC by requesting an OPT health insurance coverage form via email at SAIC\_StudentInsurance@saic.edu. The fee for health insurance is added to students' accounts each semester for which coverage is requested.

## Immunization Requirements

In accordance with the Illinois College Student Immunization Act, all students who enroll in six or more credit hours per semester must have proof of immunization on file with Health Services. Students who are not in compliance with the immunization requirements will have a registration hold placed on their academic record, and they will not be permitted to register for the following semester. Students must prove that they have been immunized against the following communicable diseases:

- **Measles (Rubeola).** Students must provide documentation of receipt of two doses of live measles virus vaccine on or after their first birthday. The minimum time interval between each dose must have been at least 28 days. If either dose was given before 1968, proof must be provided that a live virus was administered. Students who cannot obtain records may provide laboratory (serologic) evidence of measles immunity\*.
- **Mumps.** Students must provide documentation of receipt of two doses of live mumps virus vaccine on or after their first birthday. The minimum time interval between each dose must have been at least 28 days. If either dose was given before 1968, proof must be provided that a live virus was administered. Students who cannot obtain records may provide laboratory (serologic) evidence of mumps immunity\*.
- **Rubella (German Measles).** Students must provide documentation of receipt of two doses of live rubella virus vaccine on or after their first birthday. The minimum time interval between each dose must have been at least 28 days. If either dose was given before 1968, proof must be provided that a live virus was administered. Students who cannot obtain records may provide laboratory (serologic) evidence of rubella immunity\*.
- **Diphtheria / Tetanus / Pertussis.** Students must provide dates of any combination of three or more doses of diphtheria, tetanus, and pertussis containing vaccine. One dose must be the Tdap vaccine. The last dose of vaccine (DTP, DtaP, DT, Td, or Tdap) must have been received within the last 10 years. The minimum time interval between the first and second dose must have been at least 28 days, with the third dose having been received at least six months after the second or last dose of the basic series.
- **Meningitis.** All new admissions under the age of 22 must show proof of having at least one dose of meningococcal conjugate (Menactra®, Menveo®, Nimenrix® or MenQuadfi®) vaccine on or after 16 years of age.

\*A serology report is a blood test done by a healthcare provider to test for positive antibodies which prove immunity. Lab results must be included.



## EXEMPTIONS THAT WILL BE ACCEPTED

1. **Medical Exemption:** Students who have a medical reason that contraindicates vaccination should ask their healthcare provider to complete the Medical Immunization Exemption Form [PDF] at [saic.edu/health](http://saic.edu/health) under Immunizations & Records
2. **Religious Exemption:** Students who have a religious objection to immunization should complete the Religious Immunization Exemption Form [PDF] at [saic.edu/health](http://saic.edu/health) under Immunization & Records.
3. **Pregnancy or Suspected Pregnancy:** Students who are pregnant or suspected to be pregnant should ask their healthcare provider to complete the Medical Immunization Exemption Form.

Anyone with a vaccine exemption may be excluded from the college in the event of a disease outbreak in accordance with public health law.

**Please Note: If a student was born on or before January 1, 1957, they are exempt from the measles, mumps and rubella requirements, as exposure to disease and natural immunity is assumed. These students will however, need to show proof of immunity to diphtheria, tetanus, and pertussis.**

## RECOMMENDED (BUT NOT REQUIRED) VACCINES FOR COLLEGE STUDENTS:

1. COVID-19
2. Hepatitis B
3. Varicella (Chickenpox)
4. HPV (Human Papilloma Virus)
5. Meningitis B
6. Influenza

## PROOF OF IMMUNITY

Proof of immunization, a certificate of medical exemption to immunization, or a statement of religious objection to immunization must be on file with SAIC Health Services prior to registering for the second semester. Students who do not have one of these three documents on file with Health Services by the beginning of preregistration will have a registration hold placed on their academic record and will not be permitted to register for the following semester.

To access forms and submit records, see instructions at [saic.edu/health](http://saic.edu/health) under Immunization & Records.

## Registration and Records

### Registration

Students are required to register online through SAIC Self-Service. There are three distinct registration periods for each semester: advance, open, and add / drop. For a period at the outset of each semester, students are allowed to change their schedules (add and / or drop courses). Specific dates for the add / drop period appear in the academic calendar. There is no fee for schedule changes during the add / drop period. During the add / drop period, student's absences to classes added after the first day of the term will count against their attendance regardless of a late enrollment. Add / drop should be conducted through SAIC Self-Service.

After the add / drop period, no schedule changes are allowed. Appeals for exceptions to this regulation are only considered if the student can demonstrate extenuating circumstances. An exception to add late

requires the approval of the faculty, the registrar, Academic Advising, and Student Financial Services.

Please note that students in off-campus programs and students enrolled in study trips are not permitted to change their schedules once they have registered.

Courses dropped before the end of the add / drop period do not appear on the student's permanent academic record. Once a student registers, regardless of the registration period, they assume responsibility for the associated tuition and fee charges.

**Please note that failure to attend classes or failure to pay tuition does not constitute a drop. You will receive a grade and be held financially responsible for your enrollment**

## AUTOMATIC ENROLLMENT ADJUSTMENTS

If a student receives a grade of No Credit or Withdrawal from a course that serves as a prerequisite for a course he / she is enrolled for in a future term, it is the responsibility of the student to review his / her grades at the conclusion of each course and make any necessary adjustments to his / her class schedule for upcoming semesters. Students are encouraged to make such adjustments proactively.

In the event that a student does not proactively make the necessary adjustments to his / her upcoming semester schedule, the department overseeing that course reserves the right to contact the Office of Registration and Records to request that his / her enrollment be corrected. Corrections may entail: having the student dropped from any courses for which he / she has not fulfilled prerequisite requirements; having the student enrolled into appropriate required courses; and having a student dropped from courses that present an unresolvable conflict with a required course.

All students are encouraged to contact Academic Advising if they have any questions about their grades and future academic planning. Advisors can assist students in proactively making needed changes to their schedule.

## Voluntary Withdrawal

Withdrawal from one or more courses is permitted after the end of the add / drop period through the ninth week of the fall and spring semesters. Degree- or certificate-seeking students must provide written notification by using one of the following forms: a partial withdrawal form if the student remains enrolled in one or more courses, or a complete withdrawal form if the student is no longer enrolled in any course. If unable to complete the appropriate form, the student must submit in writing their request to [saic.registrar@saic.edu](mailto:saic.registrar@saic.edu) Verbal notification of withdrawal is not considered official. A \$100 withdrawal fee is assessed to the student's account for a complete withdrawal. Students at Large (SAL) must also complete a withdrawal form; however, tuition charges remain unaffected by withdrawal from a course or all courses.

International exchange and degree-seeking students must obtain the approval of a staff member in the International Affairs office to be able to withdraw from any course after the add / drop period. To maintain lawful immigration status, students may not withdraw from a course if the withdrawal will result in dropping below full-time status.

Exemptions from the official withdrawal policy require an appeal to the Academic Review Board, which grants an exemption only if the student can demonstrate extenuating circumstances.

Please note that neither failure to attend classes nor failure to pay tuition constitutes a withdrawal. You will still receive a grade for the course and be financially responsible for all tuition and fee charges. Completing a

Leave of Absence or Student Requested Discontinuation does not constitute a withdrawal from classes.

- Withdrawal (either partial or complete) pertains to enrollment in classes and results in a grade or grades of “W”.
- Leave of Absence, Student Requested Discontinuation and Administrative Leave of Absence pertain to student career / degree program status.

### Voluntary Withdrawal Based on Significant Physical or Financial Hardship

Students who determine that significant physical or financial hardships necessitate a full or partial withdrawal from courses may be eligible to withdraw from courses and/or seek additional financial consideration beyond the normal fee and refund policies. Types of significant hardship may include serious or chronic medical condition(s), caretaking needs for a medical issue of a family member, and involuntary and significant changes to cost of living.

Students who need to withdraw from some or all courses for physical and financial hardship who are seeking additional financial consideration may submit an Appeal to the Refund Review Board, explain in detail the hardship being experienced, and provide supporting documentation.

### PARTIAL VOLUNTARY WITHDRAWAL

Students must notify the Registration and Records Office to receive a grade of “W” for the course(s) from which they withdraw through the ninth week of the fall and spring semesters by either completing the partial withdrawal form or submitting a written request. After the end of the ninth week of the fall and spring semesters, students are no longer eligible to withdraw from classes. Tuition charges assessed for the term remain unaffected. There is no tuition refund for withdrawal from individual courses.

### COMPLETE VOLUNTARY WITHDRAWAL

Students may completely withdraw from all courses through the ninth week of the fall and spring semesters. After the end of the ninth week of the fall and spring semesters, students are no longer eligible to withdraw from classes. In order to withdraw from all courses, students should:

- Meet with an academic advisor to discuss the process.
- Complete the Complete Withdrawal Form, available through Academic Advising and the Registration and Records office.
- Turn in the Complete Withdrawal Form to the Registration and Records office.

Students who completely withdraw from courses but plan to take one or more semester off before returning to SAIC must complete the Leave of Absence form. Students who completely withdraw from courses and who do not plan to return to SAIC, must complete the Student Requested Discontinuation form (see VOLUNTARILY LEAVING SAIC).

Students who withdraw from all courses during a fall or spring semester must complete a Leave of Absence form prior to the last day of that semester or remain enrolled and confirm their intent to return for the following major term. Students who withdraw but fail to enroll for the following term by the last day of the current term will be automatically placed on Administrative Leave of Absence (see Administrative Leave of Absence).

A \$100 administrative fee is assessed to the account of all students who withdraw completely from classes. Withdrawal results in an adjustment, in accordance with federal, state, and institutional policies and regulations, of financial aid awards and tuition as follows:

### Fall and Spring Semesters

| Class Sessions / Week During Which Student Last Attended | Percent of Tuition to be Waived |
|--|---------------------------------|
| Class Session 0 through 2*                               | 50%                             |
| Class Session 3 through 4                                | 50%                             |
| Class Session 5 through 8                                | 25%                             |
| Class Session 9 through semester’s end                   | 0%                              |

\*Students who do not add / drop and later withdraw completely.

### Summer and Winter Terms

| Class Sessions / Week During Which Student Last Attended | Percent of Tuition to be Waived |
|--|---------------------------------|
| <b>3-Week Courses</b>                                    |                                 |
| Class Session 0 through 2*                               | 50%                             |
| Class Session 3 through 4                                | 50%                             |
| Class Session 5 through 8                                | 25%                             |
| Class Session 9 through 15                               | 0%                              |

### 6-Week Courses

|                  |     |
|------------------|-----|
| Week 1*          | 50% |
| Week 2           | 50% |
| Week 3           | 25% |
| Week 4 through 6 | 0%  |

### 9-Week Courses

|                  |     |
|------------------|-----|
| Week 1*          | 50% |
| Week 2           | 50% |
| Week 3 and 4     | 25% |
| Week 5 through 9 | 0%  |

### 12-Week Courses

|                   |     |
|-------------------|-----|
| Week 1 and 2*     | 50% |
| Week 3            | 50% |
| Week 4 through 7  | 25% |
| Week 8 through 12 | 0%  |

\*Students who do not add / drop and later withdraw completely.

Appeals for exceptions to the policies stated here will only be considered if the student has extenuating circumstances. Appeals must be made to the Refund Review Board. Refund request forms are available at Academic Advising and the Registration and Records offices.

**Please Note: There is no tuition refund for withdrawal from an individual course.**

### WITHDRAWAL FOR STUDENTS AT LARGE (SAL)

Students receive a grade of “W” for all courses from which they withdraw. Tuition charges assessed for the term remain unaffected.

### CAREER / PROGRAM DISCONTINUATION

Students’ careers / degree programs are discontinued if they have exceeded the time limit of their leave of absences and / or do not complete their respective degree program requirements within their statute of limitations (see Undergraduate Degree Requirements and

Graduate Degree Requirements for specific statute of limitations information).

Students who have exceeded the time limit for leave of absence or have exceeded the statute of limitations for completion of degree requirements, and wish to re-enter SAIC should contact Academic Advising to determine how to re-enroll at SAIC, either by reapplying through the Admissions Office or appealing to the Academic Review Board for an extension to their time limits.

### **Voluntarily Leaving SAIC**

Students who completely withdraw from courses, or who complete a major academic semester (fall / spring) but voluntarily choose not to enroll in the next major academic semester (fall / spring) will be placed in one of the following categories:

- **Student Requested Leave of Absence (LOA):** The student voluntarily leaves SAIC and plans to take a semester or more away. The student completes the LOA process and is eligible to re-enroll at SAIC within five years of the LOA date.
- **Student Requested Discontinuation:** The student voluntarily leaves SAIC and does not plan to return. They will be discontinued from the program / degree.
- **Administrative Leave of Absence:** The student voluntarily leaves SAIC, does not request to be placed on LOA or Student Requested Discontinuation from SAIC, and does not enroll within the next major semester. They will be placed on Administrative Leave of Absence, which requires a student to submit an appeal to the Academic Review Board in order to re-enroll at SAIC.

### **Student Requested Leave of Absence (LOA)**

A student who voluntarily leaves SAIC, either during the semester or between semesters, but does not return for the next major academic semester, may request to be placed on Leave of Absence. This will allow the student to return to SAIC without appealing to the Academic Review Board or reapplying for admission.

To take a Leave of Absence, the student needs to meet, in person, virtually, or on the telephone, with an academic advisor for an exit interview and to complete the Leave of Absence form. Any new student leaving before the end of the add / drop period in their first semester should contact the Admissions office.

### **Return from Leave of Absence**

An **undergraduate student** on Leave of Absence may return within five years of their last date of attendance. In order to return, the student must begin a reinstatement process by completing a Return from Leave of Absence Request form. The form can be found on the Academic Advising section of SAIC's website.

Once the form has been submitted, Academic Advising will review all available information in determining the student's ability to return to SAIC and notify the student of reinstatement and/or additional steps that need to be taken prior to reinstatement.

Students are advised to contact Academic Advising at least 30 days prior to the date of their desired return to allow sufficient time to complete the reinstatement process. No request for reinstatement will be considered if it is not received by Academic Advising a minimum of two weeks before the first day of classes for that term. The statute of limitations for finishing the undergraduate programs is 10 years, which includes any interim period spent on leave of absence.

A **graduate student** on Leave of Absence may return within one year of their last date of attendance. A graduate student must contact the Graduate Program Advisor at least six months prior to the requested date of re-enrollment so that SAIC can determine whether adequate

studio space, equipment, and facilities are available. In situations in which a student is not permitted to return to SAIC because of a lack of space or other resources, enrollment may be deferred until the resources become available and the statute of limitations may be extended by that same period of time.

Once the student has departmental support for reinstatement, the department and / or the student should email [gradreinstatement@saic.edu](mailto:gradreinstatement@saic.edu) to process the student's reinstatement. The student will be advised of any additional requirements that must be fulfilled prior to enrollment (this could include working with staff from International Affairs regarding visa processing for international students or a meeting with other Office of Student Affairs staff as needed).

Graduate students are advised to email [gradreinstatement@saic.edu](mailto:gradreinstatement@saic.edu) at least 30 days prior to the date of their desired return to allow sufficient time for the reinstatement process. No request for reinstatement will be considered if it is not received at least two weeks before the first day of classes for that term. The statute of limitations for finishing graduate degrees includes the interim period spent on Leave of Absence, and are listed under each program in the Graduate Studies section.

### **Student Requested Discontinuation from SAIC**

If a student plans to voluntarily leave SAIC and does not plan to return, the student needs to meet with an academic advisor (in person or on the telephone) for an exit interview and submit a Leave of Absence form, and check the appropriate box to note they will not be returning to SAIC in the future. Any new student leaving before the end of the add / drop period during the student's first semester should contact the Admissions office. A student who wishes to return to SAIC after completing the Student Requested Discontinuation process may submit an appeal to the Academic Review Board, which at its discretion, may grant the student's request to re-enroll.

### **Administrative Leave of Absence**

A student who voluntarily leaves SAIC either during the semester or between semesters, is not enrolled for the next major semester, and does not request to be placed on LOA or to be discontinued from the program will be placed on Administrative Leave of Absence.

An undergraduate student on Administrative Leave of Absence may request to return within five years of their last date of attendance. In order to return, the student should complete the Return from Leave of Absence Request form. After the request has been reviewed, the student will be notified of their eligibility to return and/or additional steps they need to take for reinstatement. If the student seeks to re-enroll five years or longer after the last date attended, they must re-apply through the Admissions office. The statute of limitations for finishing the undergraduate programs is 10 years and includes any interim period spent on administrative leave of absence.

A graduate student on Administrative Leave of Absence may appeal to return within one year of their last date of attendance. In order to return, the student should contact Academic Advising to schedule a meeting with an academic advisor and complete an Appeal for Reinstatement Form, which is reviewed by the Academic Review Board and the student's Academic Department. After the review, the Academic Review Board and Academic Department (at their discretion) may allow the student to re-enroll in SAIC based upon availability of physical space, equipment, and facilities. If the student seeks to re-enroll one year or longer after the last date attended, they must re-apply through the Admissions office. The statute of limitations for finishing the graduate programs are outlined under each program and includes any interim period spent on leave of absence.

**Please Note: Students who wish to re-enroll and need an exception to the above Voluntary Leave policies (e.g., an extension of the LOA period, an extension of the statute of limitations, a request for re-**

enrollment made less than two weeks before the first day of classes for that term) should contact Academic Advising to determine the appropriate process. In all requests to re-enroll, SAIC reserves the right to deny or defer enrollment. In determining whether a student may re-enroll, SAIC may consider the student's academic status when last enrolled, activities and conduct while at SAIC and away from SAIC, potential for successful completion of the student's program, and the ability of SAIC or the department to support the student academically, as well as other relevant factors. The Academic Review Board may also refer a student's request to re-enroll to the Vice President and Dean of Student Affairs (or designee) and the Dean of Faculty (or designee). The decision of the Vice President and Dean of Student Affairs (or designee) and Dean of Faculty (or designee) is final with respect to re-enrollment.

## Involuntary Withdrawal

SAIC is committed to fostering an environment conducive to the artistic and academic development of its students. Separation of a student from SAIC may be necessary, however, if the student's continued presence poses a significant risk of substantial harm to the health or safety of the student or others. Whenever appropriate, a student will first be encouraged to take a Voluntary Leave of Absence before the Involuntary Withdrawal Policy is implemented. This policy does not take the place of the Student Conduct procedures that are initiated in response to violations of SAIC's Rules of Conduct (see the Student Handbook).

### CRITERIA FOR INVOLUNTARY WITHDRAWAL

This policy will be used if a student is unable or unwilling to request a Voluntary Leave of Absence and such a leave may be necessary because the student poses a direct threat to their own safety or the safety of others. The process will include an individualized assessment of the student's present ability to safely function at SAIC, based on the most current medical knowledge and / or the best available information. Among the factors considered in this assessment are the nature, duration, and severity of the risk.

### PROCEDURES

The Vice President and Dean of Student Affairs, or designee (referred to as "the VPSA" for the remainder of this policy) may be alerted if a student's behavior poses a significant risk of substantial harm to the health or safety of the student or others from a variety of sources (e.g., through observed behavior or by report(s) from faculty, staff, or students). If the VPSA deems it appropriate, the following procedures will be initiated:

- 1. Notification:** The VPSA will notify the student that the Involuntary Withdrawal procedures are being initiated. They will discuss with the student the procedures related to the Involuntary Withdrawal process. Whenever appropriate, the student will be encouraged to voluntarily withdraw from SAIC.
- 2. Interim Suspension:** In extraordinary circumstances, the VPSA may suspend a student and / or restrict the student's access to campus for an interim period pending a final decision on the Involuntary Withdrawal. Under such circumstances, the VPSA will notify the student of the reasons for the interim suspension and the student will be given an opportunity to respond. After considering the student's response, the VPSA may confirm or cancel the interim suspension.
- 3. Review of Information:** When considering an Involuntary Withdrawal, the VPSA will review the available information. This may include requesting the student's consent to their health care providers or others releasing information related to the Involuntary Withdrawal process.

- 4. Independent Evaluation:** The VPSA may also require the student to participate in a mental and / or physical health evaluation by an independent health care provider chosen by SAIC if they believe it will facilitate a more informed decision regarding whether the student poses a direct threat to the health or safety of the student or others.
- 5. Student's Opportunity to Provide Relevant Information:** The student will be given the opportunity to provide relevant information and / or make suggestions for reasonable modifications short of Involuntary Withdrawal from SAIC.
- 6. Decision:** The VPSA will make a decision and inform the student in writing. The decision may include, but is not limited to the following outcomes:
  - The student remains enrolled with no conditions;
  - The student remains enrolled subject to conditions that are designed to eliminate or mitigate a direct threat;
  - The student being placed on an Involuntary Withdrawal (including the length of the required absence from SAIC and the conditions, if any, under which the student may seek to return to SAIC).
- 7. Appeal:** The student may appeal this decision within five days of their receipt of the decision. An appeal must be made in writing, must be submitted to the Vice President and Dean of Student Affairs, and must state the basis for the appeal. If a designee of the Vice President and Dean of Student Affairs made the initial decision, then the Vice President and Dean of Student Affairs will review the available information and render a final decision. If the Vice President and dean of student Affairs made the initial decision, then the appeal will be decided by the Provost or other senior administrator.

## RETURNING TO CAMPUS — CONDITIONS FOR RE-ENROLLMENT

### Involuntary Withdrawal

A student who has been Involuntarily Withdrawn from SAIC may not be on campus, attend SAIC events, and / or register for classes. A student seeking to return from an Involuntary Withdrawal must demonstrate, in person and in writing, that they have satisfied the specified conditions under which the student may seek to return to SAIC. To do so, the student must schedule a meeting with the VPSA to review those conditions no later than six weeks prior to the start of the semester in which the student seeks to enroll. If, at that time, the VPSA believes that SAIC must assess whether the student continues to pose a significant risk of substantial harm to the health or safety of the student or others, the VPSA may begin with item three under Involuntary Withdrawal procedures in this handbook.

### Voluntary Leave of Absence

Students who take a Voluntary Leave from SAIC and have engaged in behavior that may pose a direct threat to themselves or others may be required to meet with the VPSA prior to re-enrolling at SAIC. The purpose of the meeting is to determine if SAIC must assess whether the student poses a significant risk of substantial harm to the health or safety of the student or others. If such an assessment is deemed necessary, the VPSA may initiate the Involuntary Withdrawal procedures set forth above.

## Course Numbering

Courses at the 5000- and 6000-level are reserved for matriculated graduate students. Courses at the 1000- through 4000-level are considered undergraduate courses.

## Semester Hours

SAIC operates on a semester calendar and awards credit on a semester basis. Per U.S. Department of Education regulations, for each credit hour assigned to a course, the student must be expected to perform a minimum of three hours of student work per week throughout the semester. Accordingly, a 3-credit hour course requires nine hours of student work per week (three hours of student work for each credit hour assigned). Student work may take the form of classroom time, other direct faculty instruction, or out-of-class homework, assignments, or other student work. To determine the appropriate amount of classroom time required for each course, SAIC follows the standards established by its accrediting bodies.

## Engagement, Participation, and Attendance

Students are expected to attend all classes regularly and on time. Other than in-person activities, which are missed due to illness, all students are expected to fully participate in each of their courses, including in-person classes, synchronous online sessions, and regular, independent work and study.

At the discretion of the instructor, students may be permitted a maximum of two absences per semester. In the case that a student registers late for a class (during add/drop) the student is responsible for making up content and assignments and the instructor may count missed classes as absences. The instructor gives credit to students officially enrolled in a course only if they have responded adequately to the standards and requirements set. If the instructor does not outline their requirements and absence policy in the course syllabus, including what will count as an absence, students should ask the instructor.

Students who are ill should email their faculty member or leave a message for the instructor in the department office the day they are absent. For an extended absence of multiple classes due to illness, the student should contact Health Services. Notification is then sent to all instructors informing them of the student's absence. For other extenuating circumstances, students should contact the Academic Advising office. Please note that the written notification does not excuse a student from classes.

Federal Financial Aid Attendance Requirement: Recipients of federal aid must have begun attendance in classes for which their eligibility is based upon at the time of disbursement and, in the case of Federal Direct Loans (Stafford and PLUS), be enrolled at least half-time.

Religious Holiday Observance: SAIC recognizes the diverse religious and cultural practices of our community. Students are expected to notify their instructors early in the semester to discuss reasonable accommodations for holidays they observe.

## Academic Misconduct

Academic misconduct includes both plagiarism and cheating, and may consist of: the submission of the work of another as one's own; unauthorized assistance (as defined by individual instructors and laid out in the course syllabus) on a test or assignment; submission of the same work for more than one class without the knowledge and consent of all instructors; or the failure to properly cite texts or ideas from other sources. Academic misconduct also includes the falsification of academic or student-related records, such as transcripts, evaluations and letters of recommendation. Academic misconduct extends to all spaces on campus, including satellite locations and online education.

Academic integrity is expected in all coursework, including online learning. It is assumed that the person receiving the credit for the course is the person completing the work. SAIC has processes in place, including LDAP authentication, to verify student identity.

The following procedure is to be followed in cases in which a student is suspected of committing a single act of academic misconduct that does not involve the falsification of records. If multiple students are involved, each student should be independently afforded the following:

1. The faculty member giving the assignment or test will review the allegation. The faculty member will offer to meet with the student to discuss the situation. The faculty member will use their professional judgment to determine whether an act of academic misconduct has occurred.
2. If the faculty determines that academic misconduct has occurred, the faculty member will inform the student of the finding of academic misconduct and consequences as soon as possible after the review is complete. This may occur through an in person or virtual meeting, but should also occur through some written form (e.g., email, letter), to serve as documentation of the faculty member's determination and any outcomes. In the exercise of their professional judgment, the faculty member may issue the student a written warning; require the student to resubmit the assignment; issue a failing grade for the assignment in question; or fail the student in the course.

The faculty member should then submit written notice of the finding of academic misconduct to their department chair and the Associate Dean of Student Affairs for Academic Advising. The notice will include the name of the student(s) involved, a brief description of the incident (including any relevant dates), and any consequences imposed upon the student. The Associate Dean of Student Affairs for Academic Advising (or designee) may schedule a mandatory appointment with the student(s) to discuss the finding and any academic or other implications. The Assistant Dean (or designee) will also document the finding for review by the Vice President and Dean of Student Affairs (or designee). The Vice President and Dean of Student Affairs (or designee) will review the information to determine if there are potential violations of other areas of the rules of conduct (e.g., unauthorized entry, misuse of campus computer system). If information suggests that other violations have occurred, the Vice President and Dean of Student Affairs (or designee) will request that Campus Security conduct a separate investigation into those allegations.

3. If a student disagrees with the faculty finding and / or the consequences, they should meet with the applicable department chair or a chair review of the situation within ten days of receiving written notice of the finding from the faculty member. In the event the student is unable to resolve the issue after meeting with the department chair, they may submit a written appeal to the appropriate academic dean (or designee) within ten business days after meeting with the department chair. The appeal must be made in writing and must state the basis for appeal. The appeal must be submitted to the appropriate academic dean (or designee), who will review the complaint and will issue a final decision. Students should submit their appeals to the Dean's Office.

In instances involving (i) the alleged falsification of records, (ii) more than one finding of academic misconduct, and / or (iii) an allegation of academic misconduct coupled with an allegation of the violation of at least one other Rules of Conduct, the Student Conduct Procedures may also be implemented. See the Student Conduct Procedures section in the SAIC Student Handbook for more information on these processes as well as possible sanctions.

## Permission to Take Classes Outside SAIC

For eligible undergraduate students, requests for Permission to Take Classes Outside of SAIC are accepted only for courses that are essential for your program of study and are not offered at SAIC.

The process to request permission to take a class outside of SAIC begins with an appeal to the Academic Review Board. Enrolled degree-seeking students who wish to take a class at another school (other than through SAIC Off-Campus Study Programs) and subsequently have that credit transferred to SAIC, must appeal in order to receive approval from the appropriate departments in advance. Review all of the requirements below before completing the appeal form.

1. Classes must be taken through a recognized accredited college or university.
2. Classes cannot duplicate any offered at SAIC.
3. A maximum of 15 credits may be approved.
4. Students must have completed their 6-credit First Year Seminar prior to appealing for approval for any other Liberal Arts credits. Students can only request up to 3 credits of non-language Liberal Arts classes.
5. Students may apply for permission to take up to 6 credits of foreign language courses if the language is not offered at SAIC.
6. Students must have completed their 6-credit Art History survey prior to appealing for any Art History credits and can only request up to 3 credits of Art History.
7. Students must have completed all Contemporary Practices requirements.
8. Students must meet the residency requirement for their degree.
9. Students must be in good or warning academic standing.
  1. Class must not be remedial or college prep courses.
  2. International Students (on F-1 or J-1 visas) seeking fall or spring credits off-campus must maintain their visa status and obtain approval from the International Affairs office.
  3. Graduate students may not take courses outside of SAIC

If you would like to proceed with requesting permission to take classes outside of SAIC, please make an appointment with an Academic Advisor via Navigate.

## Grades

Courses for which a student registers are recorded on the student's permanent record. SAIC adheres to a Credit / No Credit grading system.

The following grade symbols are used to denote credit status:

|            |                                      |
|------------|--------------------------------------|
| <b>CR</b>  | Credit                               |
| <b>NCR</b> | No Credit                            |
| <b>W</b>   | Withdrawal                           |
| <b>INC</b> | Incomplete                           |
| <b>IP</b>  | Thesis in Progress                   |
| <b>NR</b>  | Grade was Not Reported by Instructor |

Undergraduate and non-degree-seeking students must achieve at least the traditional grade equivalent of a C (at least 70% successful course requirement completion) in order to earn CR (credit). Graduate and post-baccalaureate certificate students must achieve the at least the traditional grade equivalent of a B (at least 80% successful course requirement completion) in order to earn CR (credit).

The instructor is ultimately responsible for both setting and communicating the specific requirements which must be met in order for a student to earn CR (credit) in any individual course.

## Incompletes

Grades of INC (incomplete) are granted by the instructor only if the instructor believes that the student's reason for the request is justified. Furthermore, students receiving an incomplete should have attended the majority of classes as well as regularly completed assignments prior to the last day to officially withdraw from the class. It is the responsibility of the student to contact the instructor regarding the completion of the incomplete grade. Incompletes must be changed within the first two weeks of the following regular semester or the grade automatically changes to NCR (no credit).

## Thesis Information

All documents and your completed thesis must be submitted and approved by the last day of the term for your degree to be conferred within that term.

The Thesis in Progress (IP) grade is for all Master of Arts and Master of Science students. The IP grade is granted to students who have not completed their final thesis coursework by the end of their final semester of enrollment. The IP grade remains in effect until the thesis is completed and the grade is changed to Credit (CR) or No Credit (NCR) by the faculty, or the statute of limitations for the program is reached and the grade is automatically changed to No Credit (NCR).

A fee of \$500.00 per semester is assessed to the account of all students carrying an IP grade after the add / drop period for each fall and spring semester that the IP grade remains in effect. Students needing access to SAIC's key server will be required to pay the current semester technology fee.

## Holds

Holds are placed on student records for reasons of financial obligation such as, but not limited to, non-payment of tuition, unpaid lab fees, overdue library books, non-completion of loan entrance and exit interviews, or defaulted student loans. A hold may prevent a student from registering for future course work, from receiving an official diploma, or limit access on campus.

Registration-with-permission-only holds are placed on student records for all new first year students who are completing their first year experience courses (Contemporary Practices studio classes, English, and Art History surveys), EIS (English for International Students), and Academic Access Program, and students who have academic holds (e.g., probation and suspension). Students with these holds must meet with an academic advisor prior to registering for classes.

## Degree Audits

It is the responsibility of each student at SAIC to maintain accurate information regarding their credit status. Degree audits are available through SAIC Self-Service. If you have any questions or concerns after you review your degree audit through this service, please see an academic advisor as soon as possible. It is suggested that degree audits be made well in advance of registration dates with the assistance of an advisor in Academic Advising, or the assistance of the Registration and Records office. Students who are within 30 credits of graduation are strongly encouraged to see an academic advisor prior to registration.

## Critique Week Expectations

Once every fall and spring term SAIC conducts graduate Critique Week. All graduate and undergraduate classes except those listed below are cancelled this week so that faculty and graduate students can participate in the critique process. Critique Week cannot be used as a time to schedule make-up classes or offer additional class meetings. However, students are expected to use this time for independent studio work, writing papers, completing course assignments and readings, or one-on-

one meetings with faculty. The library, school shops, labs, Service Bureau and Media Centers will all be open and available for use during Critique Week.

Courses in the following areas **will continue to meet** during critique week:

- Academic Access Program Art Education
- Art History: First Year Courses (1000-level only)
- Art Therapy
- Arts Administration Contemporary Practices
- English for International Students
- English First Year Seminar I and II
- Historic Preservation

The following graduate degree programs require their students to participate in Critique Week:

- MArch
- MFA in Studio
- MFA in Writing MArch (all options)
- MDes Designed Objects
- MDes Fashion, Body, and Garment
- Post-Bacc Studio

## Graduation

Students who plan to graduate must notify the Registration and Records office by completing a graduation application. Graduating students should meet with an academic advisor prior to registering for their final semester. Students who are registered for the courses needed to complete degree or certificate requirements are considered eligible to graduate. Students are notified by email regarding the graduation ceremony, and distribution of diplomas. Diplomas list the student's first, middle, and last name as given on their graduation application, unless the student indicates otherwise to the registrar.

Students wishing to participate in the graduation ceremony may have up to nine credits outstanding to complete their degree after the spring semester..

## Graduation Rate

The information presented below is required by the Student Right-to-Know Act as amended by the Higher Education Opportunity Act (HEOA). Institutions are required to disclose their graduation rate information for first-time freshmen who graduate within six years of starting their studies. The current rate for the School of the Art Institute of Chicago is 64%. This information does not include transfer, exchange, or special certificate students for whom the graduation rate is much higher.

|                                  |            |
|----------------------------------|------------|
| <b>Graduation Rate</b>           | <b>64%</b> |
| <b>Gender</b>                    |            |
| Males                            | 61%        |
| Females                          | 65%        |
| <b>Ethnicity</b>                 |            |
| American Indian or Alaska Native | 50%        |
| Asian                            | 66%        |
| Black or African American        | 35%        |

|   |     |
|---|-----|
| Hispanic / Latino                         | 45% |
| Native Hawaiian or Other Pacific Islander | 0%  |
| White                                     | 63% |
| Two or more races                         | 50% |
| Race / ethnicity unknown                  | 68% |
| Non-Resident Alien                        | 80% |

## Financial Aid

|   |     |
|---|-----|
| Pell Grant Recipients                             | 50% |
| Federal Family Education Stafford Loan Recipients | 57% |
| Students who did not receive a Pell Grant or Loan | 72% |

## Transcripts

A transcript of one's academic record may be requested online at [getmytranscript.com](http://getmytranscript.com). Transcript requests may not be processed if there is a hold on the student's record depending on the nature of the hold. SAIC neither issues, nor accepts faxed transcripts as official.

## Change of Address

In the event that a student changes their billing, home, or mailing address and / or phone number, they must immediately update the information online via SAIC Self-Service. All official announcements, financial aid offers, etc., are sent to the address listed. Address change cards may be obtained at the local post office and sent to the Registrar's office at SAIC.

## Student Appeals

### GRADE APPEALS

#### No Credit Grade Appeals

If a student disputes a final grade of No Credit (NCR) received in a class, they must follow the procedures outlined below. Any such appeal must be submitted before the end of the add / drop period of the following major (fall or spring) semester (e.g., if a final grade was received in the fall semester, the student has until the end of the add / drop period of the spring semester to file an appeal; for spring and summer semesters the appeal must be received by the end of add / drop in fall).

Through their appeal, the student must demonstrate that despite their instructor's evaluation of their performance as below the objective standard to earn Credit (CR), they did in fact meet the standard for Credit, *as set forth in the documented course requirements (e.g. syllabus)*.

Grounds for an NCR grade appeal may include one or more of the following issues:

- Grading based on requirements other than or different from those documented in course materials (e.g., syllabus);
- Miscalculation of the final grade or miscalculation of grade(s) for underlying course components that has the result of an overall NCR;
- The absence of documented course requirements (e.g. syllabus);
- An NCR grade which cannot be attributed to a student's failure to satisfy the documented course requirements (i.e. absence of justification)

#### Student Procedures

1. The student should first attempt to resolve the issue through dialogue with the faculty member responsible for their grade.

2. If the student is unable to resolve the issue with the faculty member, they should fill out the No Credit Grade Appeal Request form. This web-based form can be found at [saic.edu/nocreditappeal](http://saic.edu/nocreditappeal).  
  
The completed appeal form will be routed to the appropriate department chair for review. Department chairs may, depending on the nature of the appeal, respond via an email or request a meeting with the student to further discuss their concerns. When they have completed their review, the chair will inform the student regarding their decision.
3. In the event the student is unable to resolve the issue with the department chair, and requests an additional, final round of appeal, the student should email [saicnocreditappeal@saic.edu](mailto:saicnocreditappeal@saic.edu) to request a meeting with the appropriate academic dean (or designee). In their request for a meeting with the academic dean, students should confirm they have completed a review with the appropriate chair, as this is required before an appeal to the academic dean can begin. Students may also share any additional information not contained in their original Grade Appeal Request that they feel is relevant for the academic dean to consider in the final round of appeal.
4. On receiving the email request for a Dean's Office appeal, the student's appeal materials will be routed to the appropriate academic dean (or designee) for review. The academic dean will review the materials, and invite the student for a meeting to further discuss their concerns. After reviewing all available and relevant information, the academic dean will notify the student and the faculty member of their decision in writing. This response will state the final determination of the No Credit grade appeal.

In rare and extraordinary circumstances the academic dean (or designee), at their discretion, may permit the consideration of an appeal after the deadline indicated above. If a student is requesting an appeal after the deadline, they should complete the No Credit Grade Appeal Request form and while completing their appeal also address why they did not appeal the grade by the appropriate deadline (see above) and what the rare and extraordinary circumstances are that would warrant the untimely appeal to be heard.

The appropriate academic dean has sole discretion to determine if an appeal will be heard after the deadline. If so, the appropriate academic dean will follow the procedures indicated above.

## Academic and Refund Review Board

In situations where a student is requesting an exception to SAIC's academic or administrative policies or procedures (other than NCR grade appeals addressed immediately above), the student should first seek a remedy directly with the individual, office, or department that is involved.

If the student cannot achieve a mutually-acceptable resolution with the individual, office, or department involved, they may appeal certain administrative and academic decisions affecting them by going to the Academic Review Board or the Refund Review Board as a final step in requesting an exception. A student may not pursue an appeal through more than one internal procedure, with the exception of appeals to the Academic Review Board and the Refund Review Board. All appeals should be filed with SAIC within one year from the date of the concern for review by the Board. The appropriate appeal board / committee may, at its discretion, permit the consideration of an appeal after this time period.

## Academic Review Board

The Academic Review Board is authorized to consider student appeals for exceptions to SAIC's academic and administrative policies (e.g., late withdrawal with a "W" grade; academic suspension or dismissal; and

exceptions to degree and certificate requirements). Exceptions will only be granted if the student can demonstrate extenuating and / or compelling circumstances. The Academic Review Board is comprised of representatives from the Dean's Office, the Office of Student Affairs, and Enrollment Services. The student must submit a written appeal to the Registrar's office for consideration by the Board. The form can be obtained at the Registrar's office. The student should also submit written copies of any relevant supporting documentation. After reviewing a student's written appeal, the Board may put it to a vote or, at its discretion, may designate a Board member to follow up with relevant individuals, offices, or departments to gather additional information for consideration. On the basis of the student's written and any other relevant information, the Board will vote on whether or not to approve the request for exception (in whole or in part) and / or whether to grant the student an alternative remedy that the Board may find more appropriate. The outcome of the appeal request will be emailed to the student.

## REQUEST FOR RECONSIDERATION OF ACADEMIC REVIEW BOARD DECISION

The student may submit a Request for Reconsideration of the Academic Review Board's decision only if the request indicates that there is new information that was not available at the time the student submitted their original appeal. A Request for Reconsideration should be in writing, state the basis for the request, and be submitted to the Registrar's office within 10 business days after receiving written notice of the initial decision. The Academic Review Board will consider any new information that was not available at the time of the original appeal and give notice of their decision to the student in writing.

## Refund Review Board

The Refund Review Board considers student appeals for exceptions to SAIC's refund and administrative policies. Exceptions will only be granted if the student can demonstrate extenuating and/or compelling circumstances. The Refund Review Board is comprised of representatives from the Dean's Office, the Office of Student Affairs and Enrollment Services. The student must submit a written appeal to the Registrar's office for consideration by the Board within one year of the initial charge. The form can be obtained at the Registrar's office. The student should also submit written copies of any relevant supporting documentation (e.g., doctor's note). After reviewing a student's written appeal, the Board may put it to a vote or, at its discretion, may designate a Board member to follow up with relevant individuals, offices, or departments to gather additional information for consideration. On the basis of the student's written and any other relevant information, the Board will vote on whether or not to approve the request for exception (in whole or in part) and / or whether to grant the student an alternative remedy that the Board may find more appropriate. The outcome of the appeal request will be emailed to the student.

## REQUEST FOR RECONSIDERATION OF REFUND REVIEW BOARD DECISION

The student may submit a Request for Reconsideration of the Refund Review Board's decision only if the request indicates that there is new information that was not available at the time the student submitted their original appeal. A Request for Reconsideration should be in writing, state the basis for the request, and be submitted to the Registrar's office within 10 business days after receiving written notice of the initial decision. The Refund Review Board will consider any new information that was not available at the time of the original appeal and give notice of their decision to the student in writing.



## Student Employment Committee

The Student Employment Committee considers appeals of any institutionally established student employment policy. Appeals should be in writing and submitted to the director of Student Financial Services.

## Parent and Family Notification and Records Policy

A student's family often serves as a valuable partner in helping the student be successful at SAIC. Students often find it helpful for SAIC staff to communicate with their family members directly. For purposes of this policy, the term family includes a student's parents, guardians, emergency contacts, and other family members.

The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal privacy law that gives students certain rights with regard to their own education records, such as the right to inspect and review their own records. To protect a student's privacy, the law generally requires schools to ask for written consent from the student before disclosing personally identifiable information from that student's records to others. To facilitate contact with a student's family and supports, students are strongly encouraged to sign the FERPA Student Authorization to Release Information Form (found at [saic.edu/academics/registration-records/records/ferpa](http://saic.edu/academics/registration-records/records/ferpa)) to identify specific family members or other external supports with whom SAIC may share student-specific information. By completing and returning this form, a student consents to SAIC's disclosure of information from their student records to the person designated on the form.

FERPA does permit schools to disclose student information without consent under the following circumstances (referred to as exceptions).

### DIRECTORY INFORMATION

SAIC may disclose "directory information" without a student's written consent. SAIC designates the following as "directory information":

- Student name(s)
- Student address(es), electronic address(es) (email) and telephone number(s)
- Dates of admission / attendance
- Academic program
- Degrees and awards received
- Participation in officially recognized activities
- Previous institutions attended
- Date and place of birth
- Expected graduation date
- Hours enrolled and enrollment status (full-time, part-time, not enrolled, and / or withdrawn and date of withdrawal)

If a student wishes to have their directory information withheld, they must submit a written request to the Office of Registration and Records. Students may give such notice at any time, but it will only be effective prospectively. Students must be currently enrolled to make this request.

### DEPENDENT STATUS

If the student is a dependent of a parent or guardian for tax purposes, then SAIC may disclose information from that student's education records to the parent or guardian of the student.

### HEALTH AND SAFETY EMERGENCIES

SAIC reserves the right to notify a student's family when it reasonably believes that there is a health or safety emergency. This includes, but is not limited to, hospitalizations, hospital transports, serious physical or

mental health conditions, situations in which a student is absent from campus for a prolonged period, situations in which a student is believed to be missing, or when, in SAIC's judgment, the health or well-being of the student or others may be at risk.

### CHANGE OF STATUS

A change in student status may occur voluntarily or as a result of disciplinary action or unsatisfactory academic progress. A change in status may include a student being placed on probation, suspended, required to withdraw, or expelled.

- **Enrollment Status:** SAIC may notify a student's family if they are academically suspended, dismissed, required to withdraw, or withdraw voluntarily.
- **Student Conduct Status:** SAIC may notify a student's family in certain situations related to student conduct concerns including, but not limited to:
  - when the student is under 21 years old and found to have violated a law, rule, or policy governing the use or possession of alcohol or a controlled substance;
  - when the student is found in a student conduct proceeding to have committed a crime of violence or nonforcible sex offence;
  - when the student is placed on disciplinary probation, suspended, or dismissed from SAIC.

### ARRESTS

Arrest information is public information and is not considered part of a student's educational record. The family of the student may be notified if it comes to SAIC's attention that a student has been arrested.

### LEGITIMATE EDUCATIONAL INTERESTS

A student's education record may be disclosed to school officials with legitimate educational interests. A school official is a person employed by SAIC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of governors or trustees; or a student serving on an official SAIC committee, such as a student conduct board meeting. A school official also may include a volunteer or contractor outside of SAIC who performs an institutional service or function for which SAIC would otherwise use its own employees and who is under the direct control of SAIC with respect to the use and maintenance of personally identifiable information from education records, such as staff in Campus Security, facilities, or campus dining. It also includes attorneys, auditors, and collection agents and students volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibilities for SAIC.

Upon request, SAIC also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

### NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review education records within 45 days after the day SAIC receives a request for access. Students should submit a written request that specifically identifies the record(s) they wish to inspect to the Director of Registration and Records. The Director of Registration and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. To make this request, students may use the FERPA

Student Request for Records Form, available from the Director of Registration and Records.

2. The right to request the amendment of their education records if they believe them to be inaccurate. Students should submit any such request in writing to the Director of Registration and Records. They must clearly identify the part of the record they want changed and specify why it should be changed. SAIC will review the request and notify the student of its decision. If SAIC decides not to amend the record as requested, SAIC will notify the student of their right to a hearing regarding their request for amendment. Additional information regarding the hearing procedures will be provided to the student at that time.
3. The right to file a complaint with the US Department of Education concerning alleged failures by SAIC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20212.
4. The right to provide written consent before SAIC discloses personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent.

To provide written consent to a disclosure, students may use the FERPA Student Authorization to Release Information Form as described above.

More information on the requirements of FERPA and other exceptions to FERPA is available on the Family Policy Compliance Office's FERPA webpage: [ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://ed.gov/policy/gen/guid/fpco/ferpa/index.html). Questions regarding FERPA should be directed to the Director of Registration and Records.

## Tuition and Fees

[saic.edu/tuition](http://saic.edu/tuition)

### Tuition 2024-25

You are academically and financially responsible for the course(s) for which you are enrolled and / or for which you will be enrolled in the future. Neither failure to attend classes nor failure to pay tuition constitutes a drop and you will receive a grade for each class you are enrolled in unless it is officially dropped by the published deadline. You are responsible for reading and understanding the registration, withdrawal, add / drop, leave of absence, and refund policies as published in the current SAIC Bulletin. If you do not adhere to these policies, you may incur academic and / or financial penalties and you may be denied access to enrollment for future terms and / or refused the release of your official SAIC diploma.

#### Tuition for degree-seeking undergraduate and post-baccalaureate certificate students in degree courses:

\$1,848 per credit hour

#### Tuition for graduate students:

\$1,926 per credit hour

#### Tuition for Students at Large (SAL):

\$1,848 per credit hour

## Fees

The fees in effect for the periods of enrollment during August 30, 2024, through August 29, 2025, are as follows:

### ADMISSIONS

|   |      |
|---|------|
| Application Fee – domestic - undergraduate* | \$65 |
|---|------|

|   |             |
|---|-------------|
| Application Fee – domestic – graduate           | \$45 - \$90 |
| Application Fee – international – undergraduate | \$85        |
| Application Fee – international – graduate      | \$100       |
| Enrollment Deposit – undergraduate              | \$450       |
| Enrollment Deposit – graduate / certificate     | \$500       |

### ARTICARD

|  |      |
|--|------|
| ARTICard Replacement Fee (Lost / Stolen) | \$15 |
| ARTICard Replacement Fee (Damaged)       | \$5  |

### CAMPUS LIFE

|                             |       |
|-----------------------------|-------|
| New Student Orientation Fee | \$200 |
|-----------------------------|-------|

### COURSE FEES

|                       |        |
|-----------------------|--------|
| Course / Workshop Fee | Varies |
|-----------------------|--------|

### HEALTH INSURANCE

|  |                       |
|--|-----------------------|
| Health Insurance: Domestic and International | \$1,850 per semester  |
|  | \$3,700 per full year |

### TECHNOLOGY FEE

|                               |       |
|-------------------------------|-------|
| Technology Fee (per semester) | \$335 |
|-------------------------------|-------|

All students enrolled in six or more degree credit hours are charged a technology fee. This fee helps provide access to wireless and wired networking, curricular software in computer classrooms and labs, and Student Computing Help Desk support and training. In addition, students with a qualifying laptop computer can access curricular software both on and off campus, along with Student Computing Help Desk support.

### PROTECTION SERVICES

|             |      |
|-------------|------|
| Key Deposit | \$24 |
|-------------|------|

### REGISTRAR

|   |                      |
|---|----------------------|
| Thesis in Progress Fee (per semester)             | \$500                |
| Complete Withdrawal Fee                           | \$100                |
| Transcript within the United States or Canada     | \$10 per transcript* |
| Transcript outside of the United States or Canada | \$35 per transcript  |

\*An additional \$25 fee is assessed if the student requests express service.

### RESIDENCE HALLS

#### Meal Plan

|                                     |                    |
|-------------------------------------|--------------------|
| New Students                        | \$900 per semester |
| Returning Students                  | \$600 per semester |
| Prepayment (2024 to 2025 contracts) | \$550              |
| Single                              | \$19,650           |

|                   |                        |
|-------------------|------------------------|
| Small Single      | \$17,150               |
| Private           | \$16,220               |
| Double            | \$14,750               |
| Shared            | \$11,740               |
| Triple            | \$11,100               |
| Fines             | Varies                 |
| Summer Room Rates | Available upon request |

## STUDENT ACCOUNTS

|   |       |
|---|-------|
| Failure to establish payment arrangements | \$250 |
| SAIC Returned Check Fee                   | \$20  |
| Stopped Payment Fee                       | \$25  |
| Check Reissue Fee                         | \$25  |
| Returned Online ACH Payment Fee           | \$40  |

## U-PASS

|   |                      |
|---|----------------------|
| CTA Ventra U-Pass Fee                   | \$155 per semester   |
| CTA Ventra U-Pass One-Time Card Fee     | \$5                  |
| CTA Ventra U-Pass Lost Card Replacement | \$50 (plus shipping) |

## Payment Information

### saic.edu/payment

Students must pay in full or make the necessary arrangements for payment of all tuition and fees as listed below to avoid incurring financial penalties:

|               |             |
|---------------|-------------|
| <b>Fall</b>   | August 15   |
| <b>Winter</b> | December 15 |
| <b>Spring</b> | January 15  |
| <b>Summer</b> | May 15      |

Students and parents can make payments through the SAIC Bursar's Office using checks and money orders (made payable in US currency) or go online to Transact to make a wire transfer, credit card (all major credit cards accepted or ACH payment (electronic check). Cash is not accepted. For students, access to Transact is available through Self-Service. Payers can access Transact through an account the student sets up for them in Transact. A service fee will be charged to make a credit card payment online. The fee for making a credit card payment will be based upon the amount of the payment.

## TUITION AND FEES PAYMENT PLAN

### saic.edu/tuition

### saic.edu/payment

Semester payment plans are available online. There is a \$50 enrollment fee due at the time the payment plan is established. A four-payment semester plan is available with monthly payments due beginning in August for the fall semester, January for the spring semester, and May for summer. There is a \$40 fee for each late or missed payment. Questions about the tuition and fee payment plan should be directed to the Student Financial Services office.

The amount budgeted on a payment plan will be based upon the student's charges minus anticipated financial aid. To assist in budgeting

for a payment plan, SAIC has made available an annual Figure Your Cost Worksheet available at saic.edu/fyc. Monthly payments will be based upon current charges and will adjust if credit hours, housing, or fees change. The Transact system will recalculate your payments automatically. Enrollment in a payment plan does not automatically roll over each semester; Students must re-enroll for payment plans each semester if they wish to be enrolled in the plan again for a subsequent semester.

Payments made on the plan will automatically post to the student account in real time. Payment can be made using a credit / debit card or by electronic check (ACH). A service fee is charged for payment by credit / debit card and is added to the total payment. All major credit cards are accepted. A service fee of 2.85% service fee is charged for US credit cards payments and 4.25% for international credit cards. There is no fee charged for electronic check US (ACH) payments. Automatic monthly payment deduction can be established via either credit / debit card or bank account. An email notification will be sent prior to the due date of the next installment on the payment plan. An email is sent each time a payment is made on the payment plan. The payment plan can be viewed online anytime by the student and their payers. Enrollment in the automatic monthly payment deduction option does not automatically roll over each semester. Students must re-enroll for this option each semester if they wish to be enrolled in automatic monthly payment deduction again for a subsequent semester.

Payment plan payments made at the SAIC Bursar's office need to be reported to the Student Financial Services office via email at saic.sfs@saic.edu.

## Delinquent Accounts

Students with outstanding balances are not allowed to register and may not obtain an official diploma until all financial obligations have been met.

## Credit Balances

Refunds of credit balances which are created by financial aid or by changes in registration are issued through the Student Financial Services office. Students should enroll in Direct Deposit Refunds in Transact to receive refunds electronically to their bank account and is greatly encouraged.

## Financial Aid Policies and Procedures

### FINANCIAL AID DEADLINES

|                  |   |
|------------------|---|
| <b>October 1</b> | 2025-26 FAFSA available at fafsa.gov  |
| <b>January 1</b> | Undergrad Illinois Residents 2025-26 FAFSA deadline                               |
| <b>January 1</b> | Priority deadline to complete loan application steps for the spring 2025 semester |
| <b>March 1</b>   | Priority deadline to submit the 2025-26 FAFSA                                     |
| <b>May 1</b>     | Priority deadline to complete loan application steps for the summer 2025 semester |
| <b>June 1</b>    | Complete fall 2025 Figure Your Cost budget worksheet                              |
| <b>July 1</b>    | Priority deadline to complete loan application steps for the fall 2025 semester   |

Degree-seeking students who are recipients of need-based financial aid should note the following:

### Summer / Winter Applications

Students desiring financial aid (including their merit scholarship only) for summer and winter terms must complete an Institutional Financial Aid application for the term and submit it to the Student Financial Services

office. For on-campus classes only, students should complete an online application at [saic.edu/summerwinterfa](http://saic.edu/summerwinterfa). Students that wish to apply for aid that includes a Study Trip may only apply online by completing SAIC's online Study Trip Pre-registration Process in Self-Service.

### **Financial Aid Satisfactory Academic Progress (FASAP)**

Students must maintain satisfactory progress as defined in the Academic Status section of the SAIC Bulletin. In addition, students must meet satisfactory progress requirements defined by financial aid policies. In general, financial aid policies require that undergraduate students receive credit for 2/3 of all credit hours attempted (including withdrawals, grades and transfer credits) and post-baccalaureate / graduate students complete all classes attempted each semester (including withdrawal grades) to remain eligible for financial aid. Details and the full policy can be found at [saic.edu/fasap](http://saic.edu/fasap).

### **Half-Time Enrollment**

Typically, at least half-time enrollment is required to be eligible for federal student loans. Half-time for undergraduates is six credit hours for purposes of federal aid in any semester. Half-time for graduate students is half of the full-time status for their program. During the summer and winter terms, SAIC defines half-time as 3 credit hours for graduate programs unless otherwise defined for a specific program as listed in this publication.

### **Federal Financial Aid Attendance Requirement**

Recipients of federal aid must have begun attendance in classes for which their eligibility is based upon at the time of disbursement and, in the case of Federal Direct Loans (Stafford and PLUS), be enrolled at least half-time. The Registrar confirms student attendance with faculty each semester. After the add-drop session is complete and the attendance verification process has begun, aid will not be disbursed until attendance for each enrolled class has been verified.

### **Financial Aid Is Enrollment Based**

Financial aid is offered based upon the assumption that the student will enroll in the standard enrollment (typically 15 credits a semester for undergraduate and six to 15 for certificate and graduate students depending on the student's program) for fall and spring. The summer and winter aid calculations are based on the number of credit hours that the student indicates on the Institutional Financial Aid Application for that term. Students should notify the Student Financial Services office if their actual enrolled credit hours will be different by completing an Early Aid Adjustment form. Details and the form can be found at [saic.edu/adjustingyouraidforenrollment](http://saic.edu/adjustingyouraidforenrollment).

### **Disbursements**

Financial aid awards will be credited to a student's account after their financial aid file is reviewed and found to be complete. Student loans, typically, may begin disbursing as early as five to 10 days before the semester begins if all steps are complete. Scholarships and grants, typically, may begin disbursing after the add /drop period is complete, attendance is confirmed and the student's financial aid package calculation matches the student's actual enrolled credit hours. A student's financial aid file must be complete as well. This requires completion of any outstanding tasks or submission of documents requested by the SFS office. Details can be found at [saic.edu/disbursements](http://saic.edu/disbursements).

### **Regulations and Policies**

The recipient of financial aid at this school is subject to all federal and state regulations and institutional policies.

### **Reapply Every Year**

Students wishing to receive need-based aid, federal student loans, or federal work-study must reapply for financial aid each year by completing

the FAFSA (Free Application for Federal Student Aid) on the Internet at [fafsa.gov](http://fafsa.gov) and is available October 1 before each academic year. Further deadlines are also applicable for other types of aid. Additional help and tutorials on completing the FAFSA are available at [studentaid.ed.gov/fafsa](http://studentaid.ed.gov/fafsa).

### **Review and Correct FAFSA Immediately**

Each year (after completing the FAFSA and receiving the resulting student aid report or SAR), students must review and submit FAFSA corrections to the federal government within five days of receipt to ensure accurate financial aid estimates. Certain documents including official IRS transcripts, non-filing letters and federal W2s may be requested for those selected for federal verification. Students and families that provide estimated figures of their income taxes for the 2022 tax year, must update the estimates to actual figures on the FAFSA as soon as they have submitted their final taxes to the Internal Revenue Service (IRS).

## **FEDERAL VERIFICATION**

### **[saic.edu/verification](http://saic.edu/verification)**

FAFSA applications may be chosen by the federal government for a process called verification. See details at [saic.edu/sfs](http://saic.edu/sfs) in the Policies section. Such students are notified on their FAFSA results or Student Aid Report (SAR) by the federal government. Students should review the Comment section of their SAR three to five days after filing their FAFSA to determine if they have been chosen for the federal verification process. SAIC also notifies students by sending a letter and lists the requirement on the student's Task List in Self-Service. Need-based grants, loans and work-study cannot be processed and aid may not be disbursed to a student's account until verification is complete and any data conflicts are resolved. Students who are required to verify their income and tax information should do so by using the IRS Data Retrieval Tool functionality available in their FAFSA.

### **Required Documents**

Students chosen for verification may be asked to submit certain documents to the Student Financial Services Office. Documents may include:

- A verification worksheet, copies of official IRS transcripts, a non-filing letter and Federal W-2's if requested.
- Additional miscellaneous documents may also be requested. Students are sent an official letter listing the documents needed. Students may also see a list of these documents in Self-Service in the Tasks section. Incomplete forms cannot be processed.

**Verification Deadlines:** Students should complete the verification process, if selected, by the SAIC priority date of June 1, 2024 for fall and January 1, 2025 for spring. For purposes of the Federal Pell Grant, verification must be completed by September 1, 2025, or 120 days after the last day of the student's enrollment, whichever is earlier. For purposes of FSEOG and the Federal Stafford and PLUS loan programs, verification must be completed before the last day of attendance; for all other types of aid, verification must be completed before June 30, 2025. Students who miss the required deadlines risk losing their eligibility for funds.

## **Federal Student Loans**

### **[saic.edu/loans](http://saic.edu/loans)**

### **WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM**

SAIC participates in the Federal Direct Lending program for Federal Direct Stafford and PLUS loans. Students must complete undergraduate- or graduate-level entrance counseling sessions as part of receiving these loans and are good for up to 10 years after the first disbursement.

Origination fees are deducted before disbursement and interest rebates may be available for on-time payments. Students and parent borrowers may complete most application requirements, view activity history and borrowing status at StudentAid.gov. Loan repayment and consolidation information is also available at studentaid.gov/loans.

## FEDERAL DIRECT STAFFORD LOANS

In addition to completing an undergraduate or graduate online entrance counseling session, students must complete a Federal Direct Stafford Loan MPN (Master Promissory Note) at StudentAid.gov and are good for up to 10 years after the first disbursement.

## FEDERAL DIRECT PLUS LOANS

Parent PLUS loan and Grad PLUS (Post-Baccalaureate students are not eligible) borrowers must complete a PLUS Loan Application for each loan desired and a Federal Direct PLUS Loan MPN at StudentAid.gov which is good for up to 10 years after the first disbursement. Graduate students must also complete a graduate online entrance counseling session at StudentAid.gov.

## Student Loan Fund Disbursements

All student loan funds are required to be credited to the appropriate student account regardless of the student's current account balance. This includes but is not limited to Federal Direct Stafford, Federal Direct PLUS, and private loans. Any refunds of a resulting credit balance will be processed by Student Financial Services.

## Refunds and Financial Aid Advances

### saic.edu/refunds

Students must enroll for Direct Deposit Refund in Transact if they want to receive advances or refunds by direct deposit to their bank account and is greatly encouraged. Refunds and advances are distributed through Direct Deposit Refund to a student's bank account with the exception of credits resulting from a Federal Direct Parent PLUS loan that are to be issued to a parent borrower. Transact may be accessed in SAIC Self-Service.

Refunds of credit balances on students' tuition and fee accounts are typically processed following the end of the add/drop period for the semester. Refunds are typically processed once schedule changes are no longer permitted and the Student Financial Services office has made adjustments to aid awards based upon the actual number of hours the student is enrolled in for that semester. Exceptions may be made in situations where the credit balance is generated by private and / or federal loans that are applied to the account prior to the end of the add/drop period. Federal Direct PLUS disbursements are applied to tuition and fees before any other types of scholarship, grants or loans. If the amount of the Federal Direct PLUS loan exceeds the student's tuition and fees, the excess amount will be refunded to the parent except in the case where the parent has provided official permission for it to go to the student.

In exceptional situations, a balance owing may be created on a student account if a financial aid advance or refund has been processed and adjustments are made to the award package at a later date due to changes in enrollment and / or eligibility for aid.

Payment arrangements for any balance owing should be made with the Student Financial Services office.

Financial aid advances will be processed for students during the first five weeks of the semester. Students will typically be eligible to receive 50% of their anticipated credit balance up to \$1000 during this period, unless a private loan is included in their aid package. Only students who have received funds for a private loan may be eligible for a refund or advance of over \$1000 prior to the end of the add /drop period.

Students should go to SAIC's website or Self-Service to request a financial aid advance. Electronic requests are processed in the Student Financial Services office. Students will be notified as to when their refund / advance is being processed through their SAIC email address.

## CREDIT BALANCES

### From Non-Cash Payments

Credit balances from non-cash types of payments are processed regularly each week for students who are eligible. Cash type payments are checks, money order, cashier's checks, credit / debit card, wire transfer and e-Wallet (e.g PayPal, Alipay) payments. To receive an advance or refund, which will be deposited in your bank account, you must enroll in Direct Deposit Refund through Self-Service by clicking on the Transact button in the Financial Account section and providing information on your bank account of choice in the Direct Deposit Refund box.

### Federal Direct PLUS Refunds

Credit balances resulting from a Federal Direct Parent PLUS must be processed by a paper check made payable to the parent borrower unless they have provided written permission for the student to have the Federal Direct PLUS loan refund.

Parents may give authorization for the student to receive the credit balance when they request a Federal Direct PLUS at StudentAid.gov. Parents may also send written permission by email to saic.sfs@saic.edu, however, it must come from the parent's email address as listed on the Federal Direct PLUS Request or on the Federal Direct PLUS MPN (Master Promissory Note).

### From CASH Payments

Credit balances resulting from cash type payments are held on the student account from semester to semester until the end of the spring semester each year unless requested by the student in writing from their SAIC email address to saic.sfs@saic.edu or they are no longer enrolled. Cash type payments are checks, money order, cashier's checks, credit / debit card, and wire transfer payments. At the end of the year, after the add-drop session of the spring semester is completed, all credit balances remaining on a student's account will be automatically refunded in order to close out the end of the SAIC fiscal year.

## Financial Aid Withdrawal Policies and Recalculations

### saic.edu/financial-aid/policies

## FEDERAL (TITLE IV) FINANCIAL AID WITHDRAWAL POLICY — FALL, SPRING, AND 12-WEEK SUMMER SESSION

The Student Financial Services office recalculates federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing a semester. The amount of federal financial aid\* earned by a student who has withdrawn is determined by the following formulas:

Percentage of federal financial aid earned = The number of days completed up to the withdrawal date\*\* divided by the total days of scheduled enrollment in the semester.

Amount of federal financial aid earned = The percentage of federal financial aid earned multiplied by the total amount of federal financial aid eligible to be disbursed to the student's account.

Any amount of federal financial aid determined to be unearned by the student is returned to the appropriate federal aid program(s). After the calculation and any required aid adjustments are completed, the student

may owe a balance to SAIC. The student should contact the Student Financial Services office to make arrangements to pay the balance.

*\*Federal financial aid subject to this calculation includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), , Federal Subsidized and Unsubsidized Stafford Loans and Federal PLUS Loans.*

*\*\*\*"Withdrawal date" is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.*

#### **Return to Title IV Funds (R2T4) — Financial Aid Withdrawal Policy**

The Student Financial Services office recalculates federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing a semester. For students who withdraw, either officially or unofficially, on or before completing 60 percent of the term and have received Title IV federal funds in the form of a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Direct Stafford Loan, or a Federal Direct PLUS Loan, the federal government requires that SAIC review the student's eligibility for those funds.

SAIC is required to apply a federally mandated formula to determine how much of the federal funding was "earned" up to the time of withdrawal. This review and recalculation is called "Return to Title IV (R2T4)." The Title IV funds that were disbursed in excess of the earned amount must be returned to the federal government by the school and/or the student. If a student has received a refund from financial aid, which was to be used for education-related personal expenses, the student may be required to return a portion of those funds to the School. This portion represents funds that were intended to pay for education-related expenses through the end of the term.

The amount to be returned to the school will be determined by institutional costs, refunds received for non-school expenses and the funds that must be returned to the government. The amount to be returned to the federal government will be calculated from the date the student **officially** withdrew from classes or, in the case of an **unofficial withdrawal**, the last date the student was involved in an academically related activity. An unofficial withdrawal is when a student stops attending classes, but does not withdraw from those classes or notify the school and eventually receives NCR grades. In the case of a student earning all NCR grades, the instructor-reported last date of attendance is used to determine the withdrawal date and the amount of aid to be returned. If a last date of attendance is not received from the instructor, the mid-point of the semester will be used.

#### **Determining Aid Earned**

To determine the amount of aid as student has earned up to the time of withdrawal, SAIC will determine the percentage of the term the student attended. The resulting percentage is then used, along with the student's institutional costs and total federal funds that were received (funds that were disbursed directly the student's account and possibly refunded) or that the student was eligible to receive to determine the amount of aid that is allowed to be kept. Any unearned Title IV aid must be returned to the federal government within 45 days of the date of the determination of the student's withdrawal. SAIC will notify the student with instructions on how to proceed if required to return funds to the government.

#### **Returned Title IV Aid Allocation**

Funds that are returned to the federal government are used to reduce the outstanding balances in the individual federal programs. Financial aid returned by the student and/or the parent or the school must be allocated or returned in the following order:

1. Unsubsidized Direct Loans

2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. FSEOG

#### **Timeframe in which Return to Title IV Funds**

The Department of Education stipulates that a student must be reported within 30 days of withdrawal from all courses. Any funds to be repaid to the department must be returned within 45 days of the institution's determination the student has withdrawn.

#### **Post-Withdrawal Disbursement**

A Post-Withdrawal Disbursement will be made if a student has eligibility for the Title IV funds. If a financial aid-eligible student withdraws from courses prior to disbursement, a calculation is completed to determine the amount of earned aid for the term. This disbursement may help to reduce a student's balance for the withdrawn term. This disbursement is called a Post-Withdrawal Disbursement. Students eligible for a Post-Withdrawal Disbursement will have funds applied to their account in this order: Pell, SEOG, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct PLUS Loan. If a student qualifies for a Post-Withdrawal Disbursement, any grant funds the student is eligible to receive, based on the return calculation, will be applied to the student's account within 45 days. If a student qualifies for a Post-Withdrawal Disbursement from loan funds, a letter will be sent to the student (or parent in case of a Direct PLUS Loan) stating the amount of the loan disbursement the student is eligible to receive. The student must then reply within 14 days to give authorization for the disbursement. Loans will be offered to the student within 30 days, allowing the student at least 14 days to respond. All Post-Withdrawal Disbursements are applied to the student account and any resulting credit balance will be refunded with 14 days or less.

#### **Federal (Title IV) Financial Aid Withdrawal Policy (R2T4) Fall, Spring, and 12-Week Summer Session**

The amount of federal financial aid\* earned by a student who has withdrawn is determined by the following formulas:

Percentage of federal financial aid earned = the number of days completed up to the withdrawal date\*\* divided by the total days of scheduled enrollment in the semester.

Amount of federal financial aid earned = the percentage of federal financial aid earned multiplied by the total amount of federal financial aid eligible to be disbursed to the student's account.

Any amount of federal financial aid determined to be unearned by the student is returned to the appropriate federal aid program(s). After the calculation and any required aid adjustments are completed, the student may owe a balance to SAIC. The student should contact the Student Financial Services office to make arrangements to pay the balance.

*\*Federal financial aid funds that are subject to this calculation includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Direct Subsidized and Unsubsidized Stafford Loans, and Federal Direct PLUS Loans.*

*\*\*\*"Withdrawal date" is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.*

#### **Return to Title IV Funds (R2T4) Summer Module Session Financial Aid Withdrawal Policy**

##### **(For module sessions other than 12 weeks in length)**

The summer term is subject to federal financial aid withdrawal rules that differ from those rules for other terms because the summer term is offered in modules. A module is a course that does not span the entire

length of a term. The summer term is 12 weeks long and summer term courses are offered in sessions that are three weeks, six weeks, nine weeks, and twelve weeks in length. For purposes of this policy, sessions that are three, six, or nine weeks in length are considered modules.

If a student enrolls in at least one module during the summer term, then the student is subject to this policy. If a student enrolls only in courses in the twelve-week session, then the student is subject to the same Federal (Title IV) Financial Aid Withdrawal Return to Title IV Funds (R2T4) Policy that applies during the fall and spring terms and is not subject to this summer policy. This summer policy is separate from the Federal (Title IV) Financial Aid Withdrawal Policy Return to Title IV Funds (R2T4) that applies to the fall and spring terms.

#### **Credit Balances**

If the R2T4 calculation results in a credit balance on the student's account, it will be disbursed and refunded as soon as possible and no later than 14 days.

**This policy is separate from the academic withdrawal policy related to tuition adjustments.** Even if the student is not considered to have withdrawn per SAIC's academic policies, SAIC may be required to recalculate a student's federal financial aid eligibility based upon any changes in enrollment since the student's original financial aid award was made.

A student who is enrolled in at least one module during the summer term will be considered to have withdrawn for federal financial aid purposes and to require a withdrawal calculation if the student does not complete all the days in the summer term that the student was scheduled to complete based on his / her course registrations.

The following scenarios **would require** SAIC to treat a student as a withdrawal for federal financial aid purposes:

- A student completes attendance in at least one course in a summer term module and then drops enrollment in all courses in a future summer term module.
- A student begins attendance in at least one course in a summer term module and then withdraws from all courses in that module.

The following scenarios **would not require** SAIC to treat a student as a withdrawal for federal financial aid purposes:

- A student drops enrollment in all courses in a future summer term module while still attending at least one course in an earlier summer term module.
- A student begins attendance in at least one course in a summer term module and then withdraws from all courses in that module and submits to SAIC at the time of withdrawal written confirmation of his / her intent to enroll in a future summer term module that begins no later than 45 days after the end of the module from which the student withdrew. Please contact Student Financial Services for information about how to provide such written confirmation.

The amount of federal financial aid\* earned by a student who has withdrawn is determined by the following formulas:

- Percentage of federal financial aid earned = The number of days completed up to the withdrawal date\*\* divided by the total days of scheduled enrollment in the semester
- Amount of federal financial aid earned = The percentage of federal financial aid earned multiplied by the total amount of federal financial aid eligible to be disbursed to the student's account
- Any amount of federal financial aid determined to be unearned by the student is returned to the appropriate federal aid

program(s). After the calculation and any required aid adjustments are completed, the student may owe a balance to SAIC. The student should contact the Student Financial Services office to make arrangements to pay the balance.

**SAIC recommends that students meet with Student Financial Services before dropping or withdrawing from any summer term courses once the term has begun to determine the effect such action may have on eligibility for federal financial aid and the student's account balance.**

If a student who is considered as withdrawn for purposes of this policy returns to SAIC during one of the remaining summer term modules, the student is treated as though he / she did not withdraw and SAIC will undo the withdrawal calculation. SAIC may be required to recalculate a student's federal financial aid eligibility based upon any additional changes in enrollment since the student's original financial aid award was made.

*\*Federal financial aid subject to this calculation includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Subsidized and Unsubsidized Stafford Loans, and Federal PLUS Loans.*

*\*\*\*"Withdrawal date" is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.*

Questions regarding this policy should be directed to the Student Financial Services office.

#### **UNOFFICIAL WITHDRAWAL**

Students are encouraged to officially withdraw per the SAIC policies listed in the Bulletin in order to have their records processed as accurately as possible. In such cases where students do not officially withdraw, they may be considered an unofficial withdrawal.

Federal financial aid regulations state that a student who has federal aid and receives failing grades in all courses for a semester must be considered an unofficial withdrawal unless the institution can document that the student engaged in some academic activity beyond the 60% point of that semester.

Each semester, the Registration and Records office will review these students to determine if they must be considered an unofficial withdrawal. Final determination must be made within 30 days after the last day of the semester.

If the student is determined to be an unofficial withdrawal, the Student Financial Services office is required to perform a repayment calculation to ascertain the amount of federal financial aid which was "unearned" by that student for the period for which no activity can be documented and, therefore, must be returned to the federal aid programs (excluding Federal Work-Study).

This is documented in the Return of Funds Policy listed in the Bulletin at [saic.edu/bulletin](http://saic.edu/bulletin) and on the SAIC Student Financial Services website at [saic.edu/sfs](http://saic.edu/sfs). For any student for whom the last date of academic activity cannot be documented as occurring on or after the 60% point of semester, the withdrawal date will be considered the midpoint (50%) of the semester unless documented otherwise. The result is 50% of their federal aid is unearned and must be returned to the federal aid programs. This may result in a balance due on the student's account and is the student's responsibility. Any adjustments made will appear on their next invoice.

# Financial Aid Satisfactory Academic Progress (FASAP)

saic.edu/fasap

## UNDERGRADUATE STUDENTS

### General Information

The Higher Education Act of 1965, as amended by the Program Integrity Regulations, effective July 1, 2011,

mandates that institutions of higher education establish a standard of satisfactory academic progress for students who receive federal student financial aid under Title IV of the Higher Education Act (referred to in this policy as "Federal Student Aid"). Therefore, to be eligible to receive Federal Student Aid, including Pell Grants, Federal Supplemental Education Opportunity Grants, Federal Work-Study, and Federal Direct Loan Programs (Stafford and PLUS), undergraduate students must meet SAIC's financial aid satisfactory academic progress standards (FASAP) as outlined in this policy. SAIC will also use FASAP to determine a student's eligibility to receive SAIC need-based financial aid.

FASAP looks at two factors: whether the student is in good standing and the student's pace of completion. FASAP will be measured three times a year, after the completion of the fall, spring, and summer semesters. FASAP will also be measured at the end of each student's second year.

It is important to note that FASAP is calculated separately from Academic Standing. Students are responsible for being familiar with both of these policies. Questions can be directed to Academic Advising or Student Financial Services, as applicable.

### Standards

1. **Financial Aid Good Standing (Qualitative):** Undergraduate students are considered to be in financial aid good standing when they receive credit toward their degree for two-thirds of all credit hours attempted.  
  
SAIC adheres to a credit / no credit grading system. Successful completion of a course will result in a grade of CR for Credit and will count toward the student's degree. Grades of NCR for No Credit, W for Withdrawal, and INC for Incomplete represent unsuccessful completion of a course, and will not count toward the student's degree. To determine whether a student is in financial aid good standing, FASAP measures cumulative credit hours completed (grades of CR) versus cumulative credit hours attempted (grades of CR, NCR, W, and INC). Credits attributable to all repeated courses (discussed below) are included in this equation. Transfer credits accepted by SAIC are also included in this equation as both hours attempted and hours completed. It is important for students to note that hours attempted includes courses for which a W grade for withdrawal (including those received through the Academic Review Board) was received, regardless of whether or not the student was passing the course at the time of withdrawal.
2. **Pace of Completion / Maximum Time Frames (Quantitative):**
  - a. **Federal Student Aid.** At the completion of the fall, spring, and summer semesters, students' cumulative pace of completion will be calculated. Pace of completion is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted, regardless of whether or not the student received Federal Student Aid for those credit hours. For quantitative purposes,

grades of NCR for No Credit, W for Withdrawal, and INC for Incomplete represent unsuccessful completion of a course, and will be counted towards pace of completion when calculating the maximum number of hours that can be attempted. Credits attributable to all repeated courses (discussed below) are included in the hours attempted. Transfer hours are included in both the completed and attempted hours. In order to remain eligible for Federal Student Aid, a student must progress throughout the educational program at a pace sufficient to ensure that the student will complete the program within the maximum timeframe permitted for Federal Student Aid, which is defined at 150% of the length of the degree program as measured in credit hours. SAIC requires students to maintain a consistent pace throughout their academic program. Therefore, to meet the pace of completion standard, a student must have successfully completed two-thirds of the cumulative credit hours attempted through the review period. It is important to note that a student who reaches a point at which he or she cannot complete the degree requirements within 150% of the program's required hours will be placed on Financial Aid Suspension (defined below), unless the student successfully appeals such suspension.

Students who change degrees will be expected to maintain the pace of progression and complete the degree within the maximum time frame of the degree into which they transfer.

- b. **SAIC Need-Based Financial Aid.** In order to maintain eligibility for SAIC need-based financial aid, a student must meet the pace of completion criteria outlined above. However, notwithstanding anything in this policy to the contrary, a student's eligibility for SAIC need-based financial aid will terminate when:
  - the student has completed the number of credit hours required for the degree or certificate in his or her program of record, or
  - has attempted 150 credit hours for their degree requiring 120 credit hours for completion.

### Administration

1. **Notice:** Students will be notified by email or in writing if they fail to achieve financial aid good standing or maintain pace of completion after FASAP is reviewed. (Note that because of the criteria used to measure the two standards, a student who fails to achieve good standing will typically also fail to maintain pace of completion.) Students who are not in good standing or maintaining pace of completion and who have received an INC grade(s) will be reviewed again after the end of the add / drop period of the next term (i.e., once a final grade of CR / NCR has been awarded).
2. **Financial Aid Warning:** An undergraduate student who has not successfully completed two-thirds of all credit hours attempted during the review process will be placed on Financial Aid Warning until the next review period. During this warning period, the student will be eligible to receive Federal Student Aid and SAIC need-based funds. A student who has successfully completed two-thirds of all credit hours attempted at the next review period will return to financial aid good



standing and / or resume pace of completion. A student who has not successfully completed two-thirds of all credit hours attempted at the next review period will be placed on Financial Aid Suspension.

3. **Financial Aid Suspension:** A student on Financial Aid Suspension is no longer eligible to receive Federal Student Aid or SAIC need-based financial aid.
4. **Appeal of Financial Aid Suspension:** An undergraduate student may appeal his or her Financial Aid Suspension with the Student Financial Services office if the student believes that extenuating circumstances exist. Appeals should be submitted on the FASAP Appeal Form available in the Student Financial Services office and on the SAIC website. Appeals must be received at least one week prior to the first day of classes of the following semester. The student's appeal must include why he or she failed to make satisfactory academic progress (i.e., death of a relative, injury, illness, or other circumstances) and what has changed that will allow the student to make satisfactory academic progress by the end of the next payment period. Prior to submitting an appeal, it is recommended that the student meet with his or her Student Financial Services advisor. The decision of the Student Financial Services office with respect to the student's appeal will be final, and the student will not be entitled to amend and re-submit his or her request for appeal.
5. **Financial Aid Probation:** If an undergraduate student successfully appeals his or her Financial Aid Suspension, the student will be placed on Financial Aid Probation and will be expected to meet financial aid good standing and / or resume pace of completion by the end of the next payment period. (SAIC has three payment periods: summer, fall, and winter / spring.) Alternatively, a student on Financial Aid Probation may be placed on an academic plan that will ensure that the student is able to meet satisfactory academic progress for financial aid purposes by a specific point in time. An academic plan will be coordinated with an academic advisor to ensure success. If a student does not successfully meet the previously listed terms of their Financial Aid Probation, he or she will return to Financial Aid Suspension and will no longer be eligible to receive Federal Student Aid or SAIC need-based financial aid.
6. **Alternative Actions:** A student who is unsuccessful in his or her attempt to appeal a Financial Aid Suspension or who does not wish to pursue an appeal of such suspension may nonetheless regain eligibility for Federal Student Aid and SAIC need-based financial aid by taking actions that bring him or her into compliance with the standards of this policy. For example, a student who continues to take classes without using Federal Student Aid or SAIC need-based financial aid may be returned to financial aid good standing when he or she successfully completes two-thirds of all credit hours attempted. Alternative actions, however, cannot serve as the basis of regaining eligibility for Federal Student Aid or SAIC need-based aid by a student who reaches a point at which he or she cannot complete the degree requirements within 150% of the program's required hours.

#### Repeated Courses

Except for institutionally approved repeatable courses, students may repeat a course and receive Federal Student Aid only once in the case of a passed course. Students may receive Federal Student Aid for repeat of failed courses until the course is passed, subject to the eligibility requirements stated above. Credits attributable to all repeated courses

are included in the hours attempted for qualitative and quantitative purposes.

#### Second Degree Students

Students seeking a second undergraduate degree are subject to the maximum time frame as outlined earlier in the policy. Students pursuing a second undergraduate degree are eligible for federal student loans and federal work-study only through the federal financial aid programs.

#### Noncredit Courses

The School of the Art Institute of Chicago does not offer or transfer noncredit courses toward undergraduate degrees.

## GRADUATE DEGREE AND CERTIFICATE STUDENTS

### General Information

The Higher Education Act of 1965, as amended by the Program Integrity Regulations, effective July 1, 2011, mandates that institutions of higher education establish a standard of satisfactory academic progress for students who receive federal financial aid under Title IV of the Higher Education Act (referred to in this policy as "Federal Student Aid"). Therefore, to be eligible to receive Federal Student Aid, including Federal Work-Study, and Federal Direct Loan Programs (Stafford, PLUS, and Grad PLUS), graduate and certificate students must meet SAIC's financial aid satisfactory academic progress standards ("FASAP") as outlined in this policy. SAIC will also use FASAP to determine a student's eligibility to receive SAIC need-based financial aid.

FASAP looks at two factors: whether the student is in good standing and the student's pace of completion. FASAP will be measured three times a year, after the completion of the fall, spring and summer semesters. For those graduate programs that are longer than two years in length, FASAP will also be measured at the end of the participating student's second year.

It is important to note that FASAP is calculated separately from academic standing. Students are responsible for being familiar with both of these policies. Questions can be directed to Academic Advising or Student Financial Services, as applicable.

### Standards

1. **Financial Aid Good Standing (Qualitative):** Graduate and certificate students are considered to be in financial aid good standing when they successfully complete all credit hours attempted each semester.

SAIC adheres to a credit / no credit grading system. Successful completion of a course will result in a grade of CR for Credit or IP for In-Progress and will count toward the student's degree. Grades of NCR for No Credit, W for Withdrawal, and INC for Incomplete represent unsuccessful completion of a course, and will not count toward the student's degree. For purposes of determining a student's financial aid standing and pace of completion (discussed below), credits attributable to repeated courses (discussed below) will be included in the evaluation, but transfer credits accepted by SAIC will not be. Transfer credits accepted by SAIC are also included in this equation as both hours attempted and hours completed.

2. **Pace of Completion / Maximum Time Frames (Quantitative):** At the completion of the fall, spring, and summer semesters, each student will be reviewed to determine whether they have received a grade of CR or IP in 100% of the classes attempted by the student on a cumulative basis.

A student is considered to be failing to maintain pace of completion if the student receives a grade of NCR, W or INC in

any course attempted. A student who receives one or more grades of NCR, W or INC will be placed on Financial Aid Warning (defined below), unless the student exceeds the following maximum time frames, in which case the student will be placed on Financial Aid Suspension (defined below).

#### Maximum Time Frames

- The student exceeds 66 credits in graduate degree or certificate programs requiring 60 credit hours for completion (examples: MFA, MAATC, MSHP)
- The student exceeds 72 credits in graduate degree or certificate programs requiring 66 credit hours for completion (examples: MDES, MAAD / MAAT dual degree)
- The student exceeds 48 credits in graduate degree or certificate programs requiring 42 credit hours for completion (example: MAAP)
- The student exceeds 42 credits in graduate degree or certificate programs requiring 36 credit hours for completion (examples: art history certificate, (MAAH, MAE)
- The student exceeds 36 credits in graduate degree or certificate programs requiring 30 credit hours for completion (examples: post-baccalaureate certificate)
- The student exceeds 99 credits in graduate degree or certificate programs requiring 90 credit hours for completion (example, MARCH)

Students who change degrees will be expected to maintain the pace of progression and complete the degree within the maximum time frame of the degree into which they transfer.

#### Administration

1. **Notice:** Students will be notified by email or in writing if they fail to achieve good standing or maintain pace of completion after FASAP is reviewed. Students who are not in good standing or maintaining pace of completion and who have received an INC grade(s) will be reviewed again after the end of the add / drop period of the next term (i.e., once a final grade of CR / NCR has been awarded).
2. **Financial Aid Warning:** A student on Financial Aid Warning is eligible to receive Federal Student Aid and SAIC need-based financial aid for the next term in which they enroll (fall, winter, spring, or summer) provided that the student enrolls in more than six credit hours. To return to financial aid good standing and / or resume pace of completion, however, the graduate degree or certificate student must receive a CR or IP grade in all courses attempted in that following term.
3. **Financial Aid Suspension:** A graduate degree or certificate student will be placed on Financial Aid Suspension if the student (i) failed to receive a CR or IP grade in all courses attempted while they were on Financial Aid Warning, or (ii) exceeded the maximum time frames permitted for aid. A student who is on Financial Aid Suspension is no longer eligible to receive Federal Student Aid and SAIC need-based financial aid.
4. **Appeal of Financial Aid Suspension:** A graduate or certificate student may appeal their Financial Aid Suspension with the Student Financial Services Office if the student believes that extenuating circumstances exist. Appeals must be made in writing and be received at least one week prior to the first day of classes of the following semester. The student's appeal must include why they failed to make satisfactory academic progress (i.e., death of a relative, injury, illness or other circumstances) and what has changed that will allow the

student to make satisfactory academic progress by the end of the next payment period. Prior to submitting an appeal, it is recommended that the student meet with his / her Student Financial Services advisor. The decision of the Student Financial Services Office with respect to the student's appeal will be final and the student will not be entitled to amend and re-submit their request for appeal.

5. **Financial Aid Probation:** If a graduate or certificate student successfully appeals their Financial Aid Suspension, the student will be placed on Financial Aid Probation and will be expected to meet financial aid good standing and / or resume pace of completion by the end of the next payment period. SAIC has three payment periods: summer, fall and winter / spring. Alternatively, a student on Financial Aid Probation may be placed on an academic plan that will ensure that the student is able to meet satisfactory academic progress for financial aid purposes by a specific point in time. An academic plan will be coordinated with an academic advisor to ensure success. If the student does not successfully meet the previously listed terms of their Financial Aid Probation, they will return to Financial Aid Suspension and will no longer be eligible to Federal Student Aid and SAIC need-based financial aid.

#### Repeated Courses

Students may repeat a course and receive federal financial aid only once in the case of a passed course, except for institutionally approved repeatable courses. Students may receive federal financial aid for repeat of failed courses until the course is passed, subject to the eligibility requirements noted above.

#### Second Degree Students

Students seeking a second graduate degree are subject to the maximum time frame as outlined earlier in the policy. Students pursuing a second graduate degree are eligible for federal student loans and federal work-study through the federal financial aid programs.

#### Financial Aid Warning

A student on Financial Aid Warning is eligible to receive Federal Student Aid and SAIC need-based financial aid for the next term in which they enroll (fall, winter, spring, or summer) provided that the student enrolls in more than six credit hours. To return to financial aid good standing and / or resume pace of completion, however, the graduate degree or certificate student must receive a CR or IP grade in all courses attempted in that following term.

#### Financial Aid Suspension

A graduate degree or certificate student will be placed on Financial Aid Suspension if the student (i) failed to receive a CR or IP grade in all courses attempted while they were on Financial Aid Warning, or (ii) exceeded the maximum time frames permitted for aid. A student who is on Financial Aid Suspension is no longer eligible to receive Federal Student Aid and SAIC need-based financial aid.

#### Appeal of Financial Aid Suspension

A graduate or certificate student may appeal their Financial Aid Suspension with the Student Financial Services Office if the student believes that extenuating circumstances exist. Appeals must be made in writing and be received at least one week prior to the first day of classes of the following semester. The student's appeal must include why they failed to make satisfactory academic progress (i.e., death of a relative, injury, illness or other circumstances) and what has changed that will allow the student to make satisfactory academic progress by the end of the next payment period. Prior to submitting an appeal, it is recommended that the student meet with his / her Student Financial Services Advisor. The decision of the Student Financial Services Office

with respect to the student's appeal will be final and the student will not be entitled to amend and re-submit their request for appeal.

### **Financial Aid Probation**

If a graduate or certificate student successfully appeals their Financial Aid Suspension, the student will be placed on Financial Aid Probation and will be expected to meet financial aid good standing and / or resume pace of completion by the end of the next payment period. SAIC has three payment periods: summer, fall, and winter / spring. Alternatively, a student on Financial Aid Probation may be placed on an academic plan that will ensure that the student is able to meet satisfactory academic progress for financial aid purposes by a specific point in time. An academic plan will be coordinated with an Academic Advisor to ensure success. If the student does not successfully meet the previously listed terms of their Financial Aid Probation, they will return to Financial Aid Suspension and will no longer be eligible to Federal Student Aid and SAIC need-based financial aid.

### **Repeated Courses**

Except for institutionally approved repeatable courses, students may repeat a course and receive Federal Student Aid only once in the case of a passed course. Students may receive Federal Student Aid for repeat of failed courses until the course is passed, subject to the eligibility requirements stated above.

### **Veterans' Benefits**

[saic.edu/veteranbenefits](http://saic.edu/veteranbenefits)

Students applying for benefits may be required to provide proof of eligibility prior to receiving benefits. The VA certifying official will then complete eligibility papers for the student and submit them to the VA. In order to continue to receive benefits, eligible students must maintain satisfactory academic progress for all terms in which they are enrolled. Additional information is available at [saic.edu/sfs](http://saic.edu/sfs).

For information and forms, visit the Benefits and Services section of the Department of Veteran Affairs website at [va.gov](http://va.gov) or call 800.827.1000.

### **VA PENDING PAYMENT POLICY**

SAIC will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits while their payment from the VA is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee;
- Require they secure alternative or additional funding;
- Deny their access to any resources (e.g., access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To qualify for this provision, students must:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

### **SEGAL AMERICORPS EDUCATION AWARD**

Congress established the National Service Trust to provide an AmeriCorps Education Award for members who successfully complete service in AmeriCorps. Students can use their SEGAL AmeriCorps Education Award to pay educational expenses at qualified institutions of

higher education, for educational training, or to repay qualified student loans. The award amount varies depending on the amount of time the student has served..

Students have up to seven years after their term of service has ended to claim the award.

### **Segal AmeriCorps Education Award Matching Program**

For SAIC Degree Students

Qualifying students admitted to a degree program at SAIC will be eligible to receive up to \$1,000 per year for a maximum of \$4,000 for undergraduate students, and \$2,000-\$3,000 for graduate students depending on their course of study. The actual amount of the award received is dependent upon the total number of credit hours taken at SAIC to complete the degree requirements. The Segal AmeriCorps Education Award, when combined with other grants/scholarship and other gift aid dollars, will be limited to tuition only.

### **MY AMERICORPS / AMERICORPS ONLINE PAYMENT SYSTEM**

To use a Segal AmeriCorps award as payment towards tuition, students should log on to [my.americorps.gov](http://my.americorps.gov) and complete an online payment voucher. An electronic request will be sent to the Segal AmeriCorps representative in the SAIC Student Financial Services office to be certified. If approved, the request will be electronically certified and the funds will be sent to SAIC by (ACH) Electronic Payment. The award will appear as Anticipated Aid on PeopleSoft Self-Service, bills, and statements. When the funds are received, they are disbursed to the student's account.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website. Please see Trademark Terms of Use.*

## **Academic Administration**

### **Exhibitions and Events**

The Exhibitions, Events, and Campus Installations Policy applies to all exhibitions of artwork, including shows, film screenings, temporary installations, and live events that take place on property owned or operated by SAIC and at off-campus events sponsored by SAIC or an SAIC student group. SAIC retains the right to determine when, if, how long, and where artwork will be displayed for any SAIC exhibition or temporary installation. SAIC retains the right to relocate or to remove any work from an exhibition that may be in violation of the law, hazardous to the health and/or safety of viewers or participants, or disruptive to the educational process.

All exhibitions, film screenings, performances, video presentations, lectures, or symposia, whether on or off campus, must be approved by the Department of Exhibitions if the name of SAIC is used to promote the event and if the public will be viewing the event. Events hosted by the Gene Siskel Film Center and the Visiting Artists Program are not subject to approval by the Department of Exhibitions. All temporary installations of art on property owned or operated by SAIC must be approved by the Department of Exhibitions prior to the beginning of installation.

For more information regarding the approval process for any exhibitions, shows, and temporary campus installations, visit [saic.edu/exhibitions/show-your-work](http://saic.edu/exhibitions/show-your-work) or email [exhibitions-saic@saic.edu](mailto:exhibitions-saic@saic.edu).

When proposed projects contain aspects (e.g. materials, execution, etc.) that may have the potential to impact the safety and well-being of SAIC community members and/or visitors, students must first submit proposals for such projects to Art School Considerations, a committee of representatives from across the School that assists students and others

in exhibiting their work. See the Art School Considerations Policy in the Student Handbook for more information.

SAIC supports the exhibition of student work as an integral component of a fine arts education and does not discriminate on the basis of age, disability, color, creed, national origin, race, sex, or sexual orientation in its exhibition practices.

All exhibitions, film screenings, performances, video presentations, lectures, workshops, or symposia, whether inside SAIC facilities or outside SAIC must be submitted for approval through SAIC 25live.

Proposals for exhibitions and other programming to be held in the SAIC Galleries or SITE Galleries should be submitted directly to the Exhibitions Department for consideration. Further information, including current and upcoming calls for proposals and juried show opportunities, may be obtained by visiting [www.saic.edu/exhibitions/show-your-work](http://www.saic.edu/exhibitions/show-your-work) or via email at [exhibitions-saic@saic.edu](mailto:exhibitions-saic@saic.edu).

Students may exhibit their work through SAIC's departments. Many studio departments have display cases for the exhibition of student work. To show work in a department, contact them directly. Department exhibits are subject to review and must adhere to SAIC's policies on exhibitions and events.

SAIC's Career and Professional Experience (CAPX) office and the John M. Flaxman Library are resources for information on exhibition opportunities outside of SAIC.

## Access to SAIC Facilities

Access to SAIC facilities for students who are not enrolled is only granted, contingent on departmental approval, to: MFA students who have finished all of their course work but have yet to participate in the required graduate exhibition; any student who is completing an incomplete (INC) from the preceding term; and undergraduate students who graduate in December but who need to complete work for the Spring Undergraduate Exhibition. Access to the facilities will be granted for one term only, or for two weeks into the term for those completing an INC. Students must complete a facilities access form which may be obtained in the Registrar's office.

## ARTICard

ARTICards are available through the ARTICard office. There is a charge for ARTICard replacement.

## Continuing Studies

Course schedules, descriptions, faculty biographies, and specific registration information and policies are published in the Continuing Studies course schedule each term.

## Student at Large (SAL) Program

Adults not currently matriculated into any of SAIC's degree programs may still enroll in degree program courses and / or Continuing Studies courses as a Student at Large (SAL). Because this is not a degree program, there are no admittance policies or procedures. Students must be 18 years of age or older and have received a high school degree or its equivalent. SAL students may enroll in degree-program courses for college credit, and / or they may enroll in Continuing Studies courses designed especially for non-degree seeking students.

SAL students enjoy most of the benefits of degree-seeking students, including access to the Art Institute of Chicago museum, the John M. Flaxman Library, Ryerson and Burnham Libraries, MacLean Visual Resource Center, Video Data Bank, discounted tickets to Gene Siskel Film Center screenings, and more.

Degree program courses at the 1000- and 2000-level are open to SAL students on a space-available basis. Courses at the 3000- and 4000-level are open to students who meet the prerequisites through prior

coursework or through the approval from the instructor. SAL students are not permitted to take undergraduate independent study courses. SAL students who are subsequently admitted to an undergraduate program may apply up to 42 credit hours earned prior to their admission toward the degree. These credits must have been earned in the five years immediately preceding admission. SAL students may neither register for Graduate Projects (an independent study course reserved for MFA students), nor can credits earned as an SAL student be applied to the MFA program should the student be subsequently admitted.

SAL students who have earned a master's degree and wish to earn additional credit for career-related professional development may apply for graduate-level credit in courses at the 2000-level or above. To apply for graduate-level credit, the student must request permission from the instructor and the director of graduate studies. If permission is granted, the instructor and the student must negotiate what will be considered graduate-level course requirements. A graduate credit permission form is available from Continuing Studies.

This form must be completed and returned within two weeks of the beginning of the term.

Prospective and currently enrolled SAL students are encouraged to contact Continuing Studies at 312.899.5130 prior to or at any time during their enrollment for information regarding registration, ARTICards, payment, financial aid, etc.

## Accreditation

The Art Institute of Chicago is a private, non-profit corporation. SAIC is a professional college of the visual and related arts, accredited since 1936 by the Higher Learning Commission of NCA, the North Central Association of Colleges and Schools, and as a charter member since 1944 by NASAD, the National Association of Schools of Art and Design. SAIC's art education program is certified by the Illinois State Board of Education, and its art therapy program is approved by the Education and Approval Board of the American Art Therapy Association. The Master of Architecture degree program was formally granted a three-year term of initial accreditation by the National Architecture Accrediting Board.

SAIC is a member of the Council for Higher Education Accreditation, the American Association for Higher Education, the National Art Education Association, the College Art Association of America, the Federation of Independent Illinois Colleges and Universities, the Illinois Art Education Association, the National Conference of Artists, the College Scholarship Service, the Counsel for Advancement and Support of Education, the Institute of International Education, the National Association for Foreign Student Affairs, the American Association of University Women, the National Association of College Admissions Counselors, the American Association of Collegiate Registrars and Admissions Officers, the College Entrance Examination Board, and the National Association of Student Personnel Administrators.

It is the policy of the School of the Art Institute of Chicago not to discriminate on the basis of age, disability, color, creed, national origin, religion, race, sex or gender-related identity, or sexual orientation in student recruitment and admissions, in financial aid programs, in student and employee services, in educational programs and activities, or in employment practices.