

Graduation Procedures

Students expecting to graduate in a particular term should complete the following procedures:

1. All students must indicate their intention to graduate by submitting their name to the UIC Pending Degree List (PDL) at <http://www.uic.edu/depts/ims/webstudent/graduationpdl.htm>. The PDL can be accessed through the third week of the graduating semester in the fall and spring, and the second week in the summer.
2. Students wishing to be considered for Delta Omega (the national honorary society for graduate studies in public health) are required to submit a letter explaining their qualifications and a CV (or resume) to the President of the Lambda Chapter of the Delta Omega Society early in the Spring Semester. Delta Omega is considered to be equivalent to Phi Beta Kappa for undergraduate studies or Alpha Omega Alpha in medicine. Graduating students who want to be considered for this honor must be ranked in the upper 25% of their graduating class (usually this translates to a GPA of 4.8 or higher) and they should demonstrate qualities of leadership in public health in addition to academic excellence. Additional information can be found on the SPH website.
3. To be considered for graduation, students must have an approved program proposal on file with the Office of Student Affairs. MS and PhD students should consult the SPH Student Handbook and the Graduate College for further graduation requirements.
4. Students should be aware of the dates by which their final thesis, dissertation or Master's Paper are due. MS and PhD students should consult the Graduate College Catalog for time limitations of final submission of the thesis/dissertation. MPH students should refer to the relevant section of this handbook for the Master's Paper and presentation deadlines.
5. Prior to graduating, all CHS students are required to complete an exit interview. The purpose of the exit interview is to allow students an opportunity to provide feedback regarding their educational experience at the School of Public Health. Student feedback is sought regarding course work, the field experience and Master's Paper (for MPH students), program of study, SPH/CHS policies and procedures, ways to improve our academic program, etc. The exit interview is an important mechanism that we use to determine how well we are meeting the needs of our students.

MPH Students may choose one of the following options for their exit interview:

- Participate in an interview with a CHS faculty member other than their advisor. The CHS Academic Coordinator will work with students to identify the faculty member with whom they will interview.
- Participate in a group discussion with other graduating students. This option is available only for MPH students during the Spring semester.

MS and PhD students must participate in an interview with a CHS faculty member other than their advisor. The CHS Academic Coordinator will work with students to identify the faculty member with whom they will interview.

6. Graduating students must also complete a self-assessment of their degree competencies. This self-assessment tool assesses the extent to which students believe they have achieved their degree competencies upon completion of their program of study. The Academic Coordinator will provide students with information on completing the competency assessment prior to graduation.
7. Finally, an SPH school-wide graduate survey, student evaluation of academic advisor, and, for MS and PhD students, student evaluation of research advisor are distributed electronically to graduating students each term. Students will be prompted to complete these forms online.