

Guide to the Program Proposal Process

A. Basic Requirements and Deadlines

1. In order to be certified for graduation, each student must have an *approved* program proposal on file in the SPH Dean's Office and successfully complete the program as specified in the proposal.
2. The SPH Student Handbook specifies the following deadlines for the *first* submission of the program proposal:
 - MPH Students: end of the first semester of study.
 - MS and PhD Students: end of the second semester of study.
 - Failure to submit an *approved* program proposal within the recommended time may result in the denial of registration in subsequent semesters.
3. For all students, an approved program proposal must be on file in the SPH Dean's Office by the end of the semester prior to the student's last semester of study. Failure to comply with this deadline may result in the denial of graduation in the subsequent semester.
4. Students must submit a revised program proposal if the content of their course of study is changed in any way. This does not apply to changes in when courses will be taken. See section E below describing Submitting a Revised Program Proposal for information.
5. For CHS students, the program proposal must be approved by the student's academic advisor, the CHS Graduate Studies Committee, and the CHS Division Director. Then it is submitted to the SPH Dean's Office.
6. The proposal review process usually takes 1–2 weeks after the proposal is submitted to the chairperson of the CHS Graduate Studies Committee. Students who petition to transfer credit or waive required courses will have to allow more time in order to obtain approvals of those petitions. The CHS Academic Coordinator will facilitate the routing of the documents. Special forms are needed.

B. Preparing the Program Proposal

1. The program proposal must be prepared using the current form for the degree to be earned. Forms may be obtained from the CHS website.
 - The proposal must be prepared legibly and neatly, either handwritten in ink or typed.
 - Provide a “best guess” in the column on the form for when you plan to complete each course. Students will not be held accountable for following the time schedule on their program proposal.
2. The proposal must be signed by both the student and the advisor. The *original* copy of the program proposal is submitted for review.
3. It is recommended that students and advisors keep a copy of the program proposal for their records.
4. All petitions for transfer of credit or waiver of required courses must be attached with the *first* submission of a program proposal. Incomplete program proposals will be returned without review.

C. Transferring Credit

1. MPH students petitioning to transfer credit must use the SPH transfer of credit petition for courses taken outside SPH. It is not necessary to prepare a transfer of credit petition for SPH courses completed as a credit non-degree student; list those courses in the appropriate section of the program proposal. Consult the SPH Student Handbook for further information about rules for transfer of credit.
2. MS and PhD students petitioning to transfer credit must use the Graduate College transfer of credit petition for all courses, including SPH courses completed as a credit non-degree student. Consult the SPH and Graduate College Student Handbooks for further information about rules for transfer of credit.

3. PhD students must complete a transfer of credit petition only to transfer credits beyond the 32 credit hours that may be allowed for a prior master's degree.
4. After obtaining the advisor's signature, submit all transfer of credit petitions to the CHS Academic Coordinator, David Brand, who will track the subsequent review process.
 - For MPH students, the SPH Committee on Academic Progress (CAP) will review for approval.
 - For MS and PhD students, the Graduate College will review for approval.

D. Waiving Required Courses

1. To waive a required SPH or CHS core course (e.g., BSTT-400 or CHSC-433), use the Petition to Waive a Required Course. Indicate on the Petition whether you are requesting waiver of a SPH requirement or a division requirement and follow the relevant processing instructions.
2. To waive the Field Experience (IPHS-650) or to petition for less than 5 hours of IPHS-650, use the Petition to Waive a Required Course. See the section on the MPH Field Experience (<http://www.uic.edu/sph/downloads/requirements.pdf>) in this handbook for a description of the justification that is needed.
3. In all cases, waiving a required course does not reduce the minimum total credit hours required to earn a degree. Students must compensate for credit hours for waived courses by taking electives.
4. After obtaining the advisor's signature, submit all waiver petitions to the CHS Academic Coordinator, David Brand, who will track the subsequent review process.
 - For waiver of SPH required courses, the SPH Committee on Academic Progress will review for final approval.
 - For waiver of CHS required courses (including IPHS 650), the CHS Division Director will review for final approval.

E. Submitting a Revised Program Proposal

1. CHS students who transfer from another division, change from one degree program to another, or change from one program track to another, must submit an approved revised program proposal by the end of the first semester of study for which the program change applies.
2. Program proposals that are revised for reasons other than those listed in section E.1 (in most cases to change elective courses) may be submitted at any time. For simple revisions the *Petition for Minor Revision of a Previously Approved Program Proposal* form should be used rather than submitting an entire new program proposal. It is recommended that students submit revisions to their program proposal as soon as they occur to keep their file up-to-date.

F. Review Process

1. After the student's advisor approves the program proposal and any petitions for waiver or transfer of credit, the program proposal and any supporting documents are submitted to the CHS Academic Coordinator, David Brand, who will track the subsequent review process. *Note that these documents do not go directly to the Dean's Office.*
2. Program proposals (with attached petitions if submitted) are reviewed by the CHS Graduate Studies Committee (GSC) and the GSC chairperson submits a recommendation to the CHS Division Director.
3. The Division Director reviews the proposal and, if it is approved, submits it to the SPH Dean's Office. Conditional approval is given to those program proposals having petitions that require either Graduate College or CAP approval.
4. The student and advisor are notified by the CHS office about the results of the proposal review. The Graduate College and CAP will notify the student and advisor about petitions requiring their approval.