

The Graduate College

“All Departmental Requirements have been Met”

September 2010



Where are the Departmental Requirements?

- Official version is in the Programs of Study, <http://courses.illinois.edu/cis/2010/fall/programs/index.html>
- Departmental Graduate Handbook
- Departmental Web page
- POS Archive*

*Note that if requirements change, students may still complete the program they entered, or elect to change to a newer program.

~So requirements may change by term of entry



Brief Overview* of Departmental Versus Graduate College Requirements

Departmental Requirements:

- Required Courses
- Qualifying /Comprehensive Exams
- Project/Paper Presentations
- Teaching Experience
- Project deposit
- Departmental GPA
- Other:
 - Continuous Enrollment
 - Internships
 - Specialization/minor requirements

Graduate College Requirements:

- 12 hours at the 500 level, 8 in the major for master's
- Enrolled for term of PhD final
- Passed PhD Prelim & final
- Total hours required, including petition of credit outside the GC
- Thesis Deposit (if 599 on record)
- Time to degree & old coursework
- Graduate GPA
- No temporary grades



* not a complete list

The Graduate College

Which Requirements for Which Students?

- Choose the major that the student is graduating in
 - Have they changed program?
 - Are they in a joint program or have a concentration/minor?
- Determine the year the student started (if program requirements have changed)

TIP: It will help if you have a list or check sheet for each year revisions were made to requirements in a program



Reading the Program of Study Tables

- Master's

Required Courses:	Thesis option - Required Hours	Non-thesis option - Required Hours	Greek History Conc.– Required Hours
History 510, 515 and 521			12
History 593 and 594	8	8	8
Language Requirement: candidate must demonstrate ability to read one foreign language related to his or her field of interest as approved by the graduate advisers			
Research/Project Hours (min/max applied toward degree):	2-4	2 min	2-4
Thesis Hours Required – HIST 599 (min/max applied toward degree):	max 8		max 8
Total Hours	32	32	32
Minimum 500-level Hours Required Overall:	16	16	16
Minimum Hours Overall Required Within the Unit:	8 at the 500 level	8 at the 500 level	8 at the 500 level
Other Requirements: * A concentration is not required			
At least one research seminar (HIST 596) with a grade of B or better must be included.			
Minimum GPA:	2.75	2.75	2.75



Reading the Program of Study Tables

- Doctoral

Required Courses:	Required Hours - Entering with approved M.S./M.A. degree	Required Hours - Entering with approved B.S./B.A. degree*
Choose from History 591, History 592, or Oral History	8	8
Three additional courses at the 500 level	12	12
Language Requirement: The department requires proven competence in two foreign languages for the Ph.D. degree. Language competence means the ability to read and comprehend a foreign language well enough to paraphrase a scholarly article in English. Students admitted into the Ph.D. program are expected to demonstrate competence in the second language within four semesters and always before they take their last prelim exam.		
Thesis Hours Required – HIST 599 (min/max applied toward degree):	32 max	32 max
Total Hours	64	96
Other Requirements:*		
Minimum GPA:	2.75	2.75
Masters Degree Required Before Admission to PhD?	Yes	No, but Masters level requirements must be met (32 hours min)
Qualifying Exam Required	No	No
Preliminary Exam Required	Yes	Yes
Final Exam/Dissertation Defense Required	Yes	Yes
Dissertation Deposit Required	Yes	Yes



Tools that Will Help

- GCP
- Banner
- ViewDirect
- Eddie/Business Objects
- Webtools form
- Departmental data/student files



Using GCP & Banner for Dept. Reqs

Checking Individual Students

- Temporary Grades - GCP #30, Banner SHATERM
- Required Courses - GCP #31, SFAREGS for Curr Enroll
SHATERM for Course History
- PhD exam results posted – GCP #26; Banner SHATCMT
- English proficiency – GCP #25, Banner SAARRAT
- Time to degree - GCP #27, Banner SGASTDN
- Departmental Holds – GCP #33, Banner SOAHOLD
- Student has a bachelor's posted - GCP# 34, 35, 38

Banner SHADEGR, SOAPCOL, SAAADMS



Using ViewDirect for Dept. Reqs

Multiple Students [ViewDirect](#) Tables

- Temporary Grades - *Deferred, Incomplete, Administrative Grades*
- Required Courses - *Academic History for Advisor Student Information, etc.*
- Departmental (all) Holds – *Student Hold Coll/Dept*
- Minors – *Minors*
- Joint Degrees – *Multiple Programs*



Using Eddie/Business Objects for Dept. Reqs

Multiple Students Eddie/Business Objects Tables

- Solution Library,
<http://www.ds.uillinois.edu/web/Home/SolLib.aspx>
 - [Graduation Application](#)
 - [Student Course Schedule with Grades](#)
 - [Student Term GPA Listing](#)
 - [Student Term and Level GPA Listing](#)
 - [Student Course Schedule with History](#)
- Query Clearinghouse



Using WebTools for Dept. Reqs

Collect what you need from your students with [WebTools](#)

- <http://publicaffairs.illinois.edu/marketing/web/webtools.html>
- Form Builder



Using Departmental Data/Student Files for Dept. Reqs

Document required activities and exceptions

- Exceptions should be approved by the faculty advisor and DGS (2 levels of approval)
- Completion of required activities should be documented, approved and filed in the same way for each student in the program
- Copies of Graduate College petitions should be filed
- Examples of departmental petitions



Call if you have questions!

- Allison McKinney, agrindly@illinois.edu, 3-2364
 - Graduate College Petitions
 - GCP content & Banner screens
 - Registration & grades
 - Graduate College Policy (registration & records)
- Mary Lowry, lowry@illinois.edu, 3-9391
 - Program requirements & revisions, POS
 - Concentration & Minor requirements
 - Graduate College Policy (programs)



Questions?

- We are planning more workshops and continuing education on this topic as things change in the future – so stay tuned!

