

GENERAL REGISTRATION INFORMATION

FALL 2018

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Notice

Students are responsible for knowing this information. Failure to read this information does not excuse students from the information or regulations contained within.

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Registration and Records

Marketing and Communications

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CAMPUS MAP

- 1. **280 SOUTH COLUMBUS DRIVE**
- 2. **THE ART INSTITUTE OF CHICAGO**
111 SOUTH MICHIGAN AVENUE
- 3. **THE MODERN WING**
159 EAST MONROE STREET
- 4. **LAKEVIEW BUILDING**
116 SOUTH MICHIGAN AVENUE
- 5. **MACLEAN CENTER**
112 SOUTH MICHIGAN AVENUE
- 6. **SHARP BUILDING**
37 SOUTH WABASH AVENUE
- 7. **SULLIVAN CENTER**
36 SOUTH WABASH AVENUE
- 8. **SULLIVAN GALLERIES**
33 SOUTH STATE STREET
- 9. **JONES HALL**
7 WEST MADISON AVENUE
- 10. **162 NORTH STATE STREET RESIDENCES**
- 11. **GENE SISKEL FILM CENTER**
164 NORTH STATE STREET

- Building entrance
- Parking
- Metra stop
- CTA stop

All SAIC building entrances are wheelchair accessible

FALL 2018 ACADEMIC CALENDAR

APRIL

- 2** Advance fall registration for students with disabilities
Advance fall registration for MA, MS, MARC, MIA, MDDO, and
MDF students
- 3** Advance fall registration for MFA and PBACC students
- 3-6** Advance fall registration for undergraduate students
- 9** Advance fall registration for continuing SAL students
- 9** Open fall registration for new students

MAY

- 13** Spring 2018 classes end
- 14** Graduation
- 30** Summer 2018 classes begin

JULY

- 4** Independence Day (no classes)

AUGUST

- 17** Summer 2018 classes end
- 29** Fall 2018 classes begin

SEPTEMBER

- 3** Labor Day (no classes)
- 11** Add/drop ends

OCTOBER

- 30** Last day to withdraw from a fall term class with a
grade of "W"

NOVEMBER

- 12-16** Advance spring 2019 registration
- 21-25** Thanksgiving break (no classes)

DECEMBER

- 3-7** Critique Week
- 17** Fall 2018 classes end

For more detailed calendar information, please visit saic.edu

OFFICE DIRECTORY

STUDENT SERVICE OFFICES

Academic Advising

SC, 12th floor
312.629.6800

Admissions

SC, 12th floor
312.629.6100

Bursar

SP, 2nd floor
312.899.5122

Career and Professional Experience (CAPX)

LV, 14th floor
312.499.4130

Continuing Studies

SC, 12th floor
312.629.6170

Housing and Residence Life

SC, 12th floor
312.629.6870

International Affairs

SC, 12th floor
312.629.6830

Off-Campus Study Trips (Study Abroad)

SC, 12th floor
312.629.6834

Media Centers

SP, 3rd floor
312.899.5081
MC, 8th floor
312.345.3781
CO, 2nd floor
312.443.3759

Registration and Records

SC, 14th floor
312.629.6700

Residence Life

SC, 12th floor
312.629.6870

Service Bureau

SP, 11th floor
312.629.9155

Student Financial Services

SC, 12th floor
312.629.6600

Student Affairs

SC, 12th floor
312.629.6800

DEPARTMENT OFFICES

Architecture, Interior Architecture, & Designed Objects

SC, 14th floor
312.629.6650

Art and Technology Studies

MC, 5th floor
312.345.3564

Art Education

SP, 7th floor
312.899.1584

Art History, Theory, and Criticism

MC, 6th floor
312.345.3788

Art Therapy

SP, 7th floor
312.899.7481

Arts Administration and Policy

MC, 6th floor
312.345.3788

Ceramics

CO, 1st floor
312.443.3732

Contemporary Practices

SP, 3rd floor
312.899.5180

Fashion Design

SC, 7th floor
312.629.6710

Fiber and Material Studies

SP, 9th floor
312.899.5134

Film, Video, New Media, and Animation

MC, 5th floor
312.345.3827

Historic Preservation

SP, 14th floor
312.629.6680

Liberal Arts

MC, 6th floor
312.345.3707

New Arts Journalism

MC, 6th floor
312.345.3788

Painting and Drawing

Graduate
MC, 15th floor
312.345.3593
Undergraduate
CO, 3rd floor
312.443.3785

Performance

CO, 1st floor
312.443.3782

Photography

CO, 1st floor
312.443.7277

Post-Baccalaureate Certificate

SP, 4th floor
312.899.5224

Printmedia

CO, 1st floor
312.857.7660

Sculpture

CO, 1st floor
312.443.3754

Sound

MC, 5th floor
312.345.3579

Visual Communication Design

SP, 12th floor
312.899.5190

Visual and Critical Studies

MC, 6th floor
312.345.3507

Writing

LV, 8th floor
312.899.5094

BUILDING ABBREVIATIONS AND LOCATIONS

SP	Sharp Building 37 South Wabash Avenue
CO	Columbus Drive Building 280 South Columbus Drive
MC	MacLean Center 112 South Michigan Avenue
SC	Sullivan Center 36 South Wabash Avenue
LV	Lakeview Building 116 South Michigan Avenue
SPRTUS	Spertus Center 610 South Michigan Avenue

ADVANCE REGISTRATION INFORMATION

All outstanding financial obligations must be met before the advance registration dates. **Please check for holds before registration begins.**

Advance Fall Registration Schedule

April 2	Students with disabilities, Resident Assistants, MA, MS, MARC, MIA, MDDO, MDF, and PBF students
April 3	MFA and PBACC students with 14 or more credit hours completed
April 3	Undergraduate seniors with 75 or more credit hours completed
April 4	MFA and PBS students with less than 14 credit hours completed
April 5-6	Undergraduate Students
April 9	Currently enrolled Student at Large (SAL) students
April 9	Open registration begins for new students

Online Registration

All currently enrolled students register online through SAIC Self-Service at saic.edu/selfservice. Class schedules, course descriptions, enrollment appointments, and registration should be accessed via SAIC Self-Service. As always, students may register at their specific enrollment time or anytime thereafter. SAIC Self-Service enrollment will be available 8:30 a.m.–9:00 p.m. CST Saturday–Thursday, and from 8:30 a.m.–4:30 p.m. CST Friday. Assistance from the Registrar's Office will be available from 8:30 a.m.–4:30 p.m., Monday–Friday. Students not currently enrolled in the spring 2017 semester must first see an Academic Advisor in Academic Advising prior to registration.

Enrollment Appointments

Currently Enrolled MA (Art Education, Art History, Art Therapy, Arts Administration, Teaching, New Arts Journalism, Visual and Critical Studies) MS (Historic Preservation), MARC (Master of Architecture), MIA (Master of Architecture with emphasis in Interior Architecture), MDDO (Master of Design in Designed Objects), MDF (Master of Design in Fashion, Body and Garment) and Certificate (Art History, Fashion, Body and Garment) Students.

Students currently enrolled in any of the above programs will register on Monday, April 2. Specific enrollment appointments can be found in SAIC Self-Service via saic.edu/selfservice. Enrollment appointments are based on current credits completed.

Currently Enrolled MFA in Studio, MFA in Writing, and Post-Baccalaureate Certificate Students in Studio and Fashion.

Students currently enrolled in any of the above programs with 14 or more credit hours completed will register on Tuesday, April 3. Students with less than 14 credits hours completed will register Wednesday, April 4. The lottery system will be used to generate a student's specific enrollment appointment. Appointment times are assigned to students based upon the total number of credits the student has completed and earned to date, **not** including current term credits in progress. Specific enrollment appointments can be found in SAIC Self-Service.

Currently Enrolled Undergraduate Students

Students currently enrolled in an undergraduate degree program will advance register beginning on Wednesday, April 4. Students will be assigned a specific enrollment appointment based on credits completed. Specific enrollment appointments can be found in SAIC Self-Service.

Students with Disabilities

Eligible enrolled students with disabilities who are continuing in the same degree/certificate program are eligible to advance register Monday, April 2. Specific enrollment appointments can be found in SAIC Self-Service. Please note that the particular disability must be adequately documented with the Learning Center or Coordinator of Services for Students with Disabilities. Students must present a verbal or written request for this accommodation each semester to the Director of the Learning Center or the Coordinator of Services for Students with Disabilities.

New Degree-Seeking Students

New degree-seeking students will register with the assistance of the Admissions office. The first opportunity to register for fall will be April 9. Please call Admissions at 800.232.7242 for an appointment to register.

Students-At-Large (SAL)

Currently enrolled SAL students may register for degree courses beginning Monday, April 9. New SAL students may register for degree courses beginning April 16. Please contact Continuing Studies Enrollment Services for further information.

GENERAL REGISTRATION INFORMATION

Open Registration

Students may register during their priority registration time or at any time thereafter, until the end of the add/drop period on September 11.

Currently enrolled Adult Continuing Education (ACE) students may register into degree program courses beginning April 9 through September 11.

Extended Hours

During the first two weeks of fall 2018, from Wednesday, August 29 through Tuesday, September 11, the service areas will be open Monday–Thursday, 8:30 a.m.–6:00 p.m. These areas include: Academic Advising, Admissions, Registration and Records, and Student Financial Services. Friday hours will remain 8:30 a.m.–4:30 p.m.

Late Registration

Late registration into a course is permitted from the day after add/drop, for two weeks. Registration into a course after the add/drop period will only be permitted by special exception and will require the payment of a \$300 late fee.

Registration Holds

All outstanding financial obligations must be met before the advance registration period. Students with outstanding balances or “HOLDS” from Student Financial Services, the Library, Media Center, Wood shop, Photo shop, Metal shop, etc. will not be permitted to advance register. Students should check for any outstanding holds through SAIC Self-Service.

Waitlisting Courses

Once a course is filled to capacity, a waitlist will become available for students to utilize. By adding to the waitlist, the student agrees that if a spot becomes available they will automatically be enrolled in the course. If enrollment occurs the student is entering into and agreeing to a legally binding contract to pay all tuition and fees.

At any time prior to being enrolled, a student can remove themselves from the waitlist.

Cross-listed Courses and Designating Credit

You can register directly for the kind of credit you want to earn from a course if the course is available for more than one type of credit (e.g., studio credit, academic elective credit, art history credit, or liberal arts). For example, if a course is cross-listed in both ART HISTORY and HUMANITIES, you may register to automatically receive Art History credit simply by using the Art History class number when registering, and to receive Humanities credit, use the Humanities course class number when registering.

Courses that are listed in three areas work the same way:

Class #	Dept.	Cat. #	Title
1297	ARTHI	5902	Exhibition Process [Art History credit]
1299	ARTSAD	5902	Exhibition Process [Arts Administration elective credit]
1300	ARTSAD	5902	Exhibition Process [appears under Exhibition Studies]

Address Drive

Each term we begin our **address drive**. We know you want your privacy, but we also **need** to reach you at certain important times. Please take a minute to update your addresses online through SAIC Self-Service.

ADD/DROP DATES AND PROCEDURES

Students may change their fall schedules anytime after their initial registration, until the end of the add/drop period on Tuesday, September 11 through SAIC Self-Service. There is no fee for schedule changes during the add/drop period.

After the add/drop period, courses may be added to your schedule only in cases of extenuating circumstances. Such additions require approval from the Faculty, the Registrar, and an academic advisor. If an exception is granted, the student will be charged a \$300 fee for each occasion that an add activity occurs.

Courses dropped before the end of the add/drop period will not appear on the student's permanent academic record. No drops will be permitted after the end of the add/drop period; however, the student may withdraw from a class (please see the following section for information governing withdrawals).

Students in off-campus programs are not permitted to change their schedules once they have registered.

Please note that neither failure to attend classes nor failure to pay tuition constitute a drop.

WITHDRAWAL DATES AND PROCEDURES

Withdrawal from one or more courses is permitted after the end of the add/drop period through Tuesday, October 30. Degree- or certificate-seeking students must complete 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 will no longer be enrolled in any courses. Adult Continuing Education (ACE) students must also complete a Withdrawal form.

International exchange and degree-seeking students must obtain the approval of a staff member in the International Affairs office in order to be able to withdraw from any course after the add/drop period. In order 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 will grant an exemption only if a student can demonstrate extenuating circumstances. Applications can be obtained in the Office of Registration and Records. **Please note that neither failure to attend classes nor failure to pay tuition constitute a withdrawal.**

Withdrawal From Individual Courses (partial withdrawal) (for degree-or certificate-seeking students only)

If you wish to withdraw from a course or courses, but plan to remain in others, you must complete and submit to the Office of Registration and Records a "Request for Grade of W" form. Students receive a grade of "W" for the courses from which they withdraw. There is no tuition refund for withdrawal from individual courses.

Tuition charges assessed for the term remain unchanged. This policy is in effect unless the student withdraws from **all** classes.

Withdrawal From All Courses (complete withdrawal) (for degree- or certificate-seeking students only)

If you wish to withdraw from all courses, you must obtain a "Complete Withdrawal" form, available in the Academic Advising office (SC 1204).

The withdrawal process begins when the Office of Registration and Records receives the completed "Complete Withdrawal" form from you.

Students receive a grade of "W" for all courses.

Tuition will be assessed according to the following schedule:

FALL

Week During Which Last Attended	Percent of Tuition Student To Be Waived
0 through 2*	50%
3 through 4	50%
5 through 8	25%
9 through the end of the semester	0%

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

There is no refund for withdrawal from an individual course.

Please note that a \$100.00 administrative fee is assessed to all students who withdraw completely. Also be aware that withdrawal may result in the adjustment of student financial aid awards in accordance with federal regulations and institutional policies.

Appeals for exceptions to the policies stated above will only be considered if the student has extenuating circumstances. Appeals must be made to the Refund Review Board. A refund request form is available at the Registration and Records office.

Withdrawal (for Adult Continuing Education (ACE) students only)

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

Appeals for exceptions to the policies stated above will only be considered if the student has extenuating circumstances. Appeals must be made to the Refund Review Board. A refund request form is available at the Registration and Records office.

TUITION AND FEES

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 constitute 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 transcripts and/or diploma.

Enrolling in one or more classes at SAIC automatically authorizes SAIC and its agents to contact you via mobile phone, home phone, text messages, email, mail, and otherwise for any SAIC-related purposes. Service provider usage fees may apply.

All tuition and fee balances must be settled by August 15 for the fall semester. This means the semester balance must be paid in full or full payment arrangements (which may include a payment plan) must be established. There are several methods for making payment by cashier check, money order, wire transfer, credit card, check (both by mail or electronic ACH) and sources of financial aid (scholarships, grants, loans). Students may enroll for payment plans in CASHNet via SAIC Self-Service. Students who fail to pay in full or to make the necessary arrangements for payment will be subject to enrollment and service holds as well as late fees.

There is a payment plan option available to students at the School of the Art Institute of Chicago for the fall semester. The semester plan allows the student to pay their balance during the semester in four monthly payments. Students can enroll in the payment plan through SAIC Self-Service. Payments will be due August 15, September 15, October 15, and November 15. There is a \$50 enrollment fee due at the time the plan is established.

Students paying their balance in full can pay by check or money order at the Bursar's Office (made payable in U.S. currency). Cash is not recommended. Students making credit card payments, wire transfer, and ACH/electronic check (automatic bank account deductions) can make them online in CASHNet through SAIC Self-Service

A convenience 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. There is no fee for making an ACH payment online.

THE FOLLOWING IS A SELECT LIST OF TUITION AND FEE CHARGES.

Tuition 2018-19

Tuition for degree-seeking undergraduate, post-baccalaureate students and all ACE students in degree courses*:

\$1,613 per credit hour

Tuition for Masters students:

\$1,665 per credit hour

Fees

Health Insurance Fee

(Current 2017-18 rate. 2018-19 rate not available at this time. Subject to change.)

\$1,050 per semester for fall and spring semesters \$390 for summer term (EIS student only) Information about health insurance requirements will be available on the web.

ARTICard Fee

\$15 charged for each replacement, nonrefundable.

Late Registration Fee

\$300 charged for each occurrence of a schedule addition completed after September 10, 2013. Requires special permission.

Transcript Fee

\$5 charged for each request; outside US or Canada, \$8. Express shipping costs an additional \$20.

Complete Withdrawal Fee

\$100 charged for those withdrawing from all courses during the withdrawal period.

Late Tuition Payment Fee

\$150 charged for failure to establish payment arrangements before the first day of classes.

SAIC Returned Check Fee

\$20

U-Pass Fee

(Current 2017-18 rate. 2018-19 rate not available at this time. Subject to change.)

\$135 for fall and spring semesters

\$100 for summer term

\$30 for winter term

As a contractual requirement imposed by the Chicago Transit Authority (CTA), in order for SAIC to offer its students the ability to participate in CTA's U-Pass program SAIC must charge each semester all of its full-time students for a U-Pass. The U-Pass fee entitles a full-time student with limitless access to all CTA routes throughout the semester. The U-Pass fee is automatically charged to the student's tuition and fee account each semester. There is a \$50 fee for replacing a lost/stolen U-Pass during a semester. If you are not a full-time student, you are ineligible for this program.

Technology Fee

\$305

Fall and spring semesters only to all students enrolled in 6 or more credit hours.

New Student Orientation Fee

\$200

FINANCIAL AID INFORMATION

Important Financial Aid Deadlines:

- Jul. 1** Priority 2018-19 loan application deadline for fall-spring
- Oct. 1** The 2018-19 FAFSA is available at fafsa.gov
- Dec. 1** Undergrad Illinois residents complete the 2018-19 FAFSA at fafsa.gov
- Jan. 1** Priority loan application deadline for spring 2019
- Jan. 1** All other students complete the 2018-19 FAFSA at fafsa.gov.

Degree-seeking students who are recipients of 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, the hard copy forms are available in the Student Financial Services office or may be obtained on the SAIC website at saic.edu/sfs. Students applying for aid that includes a Study Trip may only complete the Institutional Financial Aid application by completing SAIC's online Study Trip preregistration in SAIC Self-Service.
- Study Trip Registration Process in SAIC Self-Service** — This is located in the Academic section of the SAIC Self-Service and is a link called "Study Trip." This application also serves as the institutional Financial Aid application for the term.
- SAIC Financial Aid Policies and SAIC Self-Service** — Financial aid recipients are responsible for familiarizing themselves with and adhering to policies outlined in SAIC Financial Aid publications, award letter packets mailed annually (for FAFSA applicants), or available on the SAIC website. Students are expected to utilize online services, forms, and applications available on the SAIC website at saic.edu and SAIC Self-Service. Financial aid awards, student account details, Holds and To-Do lists can be viewed in SAIC Self-Service.
- Merit Scholarship Satisfactory Academic Progress** — Students are required to complete at least 75% or more of all attempted credit hours by achieving a status of "CR" each fall and spring semester in order to maintain most merit scholarships. Some require a 100% completion rate. Grades of "W" are not counted for most merit scholarships, however, some do count a grade of "W". Students should refer to their merit award letter received during the admission process for exact details on their merit scholarship. Information is also available on the SAIC website at saic.edu under the Scholarships and Grants section. Merit scholarships remain available to a student who is on a leave of absence for a semester or more, however, if the student is on leave for a duration that requires reapplication for admission, the merit scholarship is forfeited. Contact the SAIC Academic Advising and Admissions offices for information on the details of an extended leave of absence and reapplication for admission.
- 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. See pages 11-14.
- Half-Time Enrollment** — Typically, at least half-time enrollment is required to be eligible for financial aid.
- 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 9 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 in writing or email if their enrollment will be different. See 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. Scholarships and grants, typically, begin disbursing after the add/drop period and the student's financial aid package calculation matches the student's enrollment.
- 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. The priority deadline is November 15 for undergraduate Illinois residents, and January 1 for all other students. These deadlines are for the upcoming academic year. Students who miss this deadline risk a reduction of aid for certain funds. Further deadlines are also applicable for other types of aid.
- Review and Update Your 2018-19 FAFSA Immediately** — Each year after completing the FAFSA and receiving processing confirmation from the federal government, students/families must review and submit FAFSA corrections to the federal government within five (5) days of receipt to ensure accurate financial aid estimates. Students/families that provide estimated figures of their 2015 income taxes must update the income estimates to actual figures on the FAFSA as soon as they have submitted their final taxes to the Internal Revenue Service (IRS).

FEDERAL VERIFICATION

FAFSA applications may be chosen by the federal government for a process called verification. If chosen, students are notified on their FAFSA results from the federal government. Students should review the Comment section 3-5 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 "To-Do List" in SAIC Self-Service. 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.

1. IRS Data Retrieval Option/Official IRS Transcripts

In order to verify your federal income tax data, tax filers (student and/or parents if applicable) must choose the IRS Data Retrieval option in the online FAFSA at fafsa.gov. If the tax filer is not eligible to use the IRS Data Retrieval option or is unable to successfully use this option, they must then submit an official IRS tax transcript to Student Financial Services.

Tax filers may order an official transcript at irs.gov or by calling 1.800.908.9946.

2. Verification Worksheet and Other Requested Documents

Students may need to also complete a Verification Worksheet and other additional documents as requested.

The verification process should be completed and requested documents must be submitted immediately to the Student Financial Services office to avoid a delay in processing. Aid (including Federal Work-Study payments) may not be disbursed until this process has been completed. Students who secure Federal Work-Study positions should complete verification before submitting a work authorization.

Verification Deadlines: For purposes of the Federal Pell Grant, verification must be completed by September 10, 2019, or 120 days after the last day of the student's enrollment, whichever is earlier. For purposes of Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Stafford and Federal 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, 2018. Students who miss the required deadlines risk losing their eligibility for fund.

Student Loan Funds

All student loan funds (EFT or paper checks) 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, alternative and/or private loans. Any refunds due may be arranged with the Student Financial Services office, Sullivan Center, room 1200.

Credit Balance Refund Policy

Students anticipating a financial aid advance should check the SAIC website for updated information on the process for receiving financial aid advances. Advances are based upon account status and may be affected by enrollment changes. Refunds are issued based upon actual credit balances on a student's account and actual enrollment. Cash credit balances are held until the end of the award year (spring semester). Any questions regarding account status and advance and refund eligibility should be directed to the Student Financial Services office.

Return to Title IV (R2T4) Funds—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 60% of a semester. Recalculation is based on the percent of earned aid using the following formula: Percent earned = Number of days completed up to the withdrawal date**/total days in the semester. Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula: Aid to be returned = (100% earned) x the amount of aid disbursed toward institutional charges.

When aid is returned, 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 includes the Federal Pell Grant, SEOG, Federal Direct Subsidized and Unsubsidized Stafford Loans and Federal Direct PLUS Loan.

** "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)

Regulations known as the Program Integrity Rules, issued October 29, 2010 by the US Department of Education have determined the circumstances under which we must consider an SAIC student to have withdrawn from the summer term for purposes of federal Title IV financial aid. This policy addresses those circumstances and related rules. The summer term is subject to federal Title IV 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 twelve weeks long, and summer term course are offered in sessions that are three weeks, six weeks, nine weeks and twelve weeks long. For purposes of this policy, three-, six- and nine-week sessions are referred to as Module Sessions.

If a student enrolls in at least one Module Session during the summer term, then the student is subject to this policy. If a student enrolls only in courses in the twelve-week session, i.e., enrolls in no Module Sessions, the student is subject to the same Return To Title IV Funds Policy that applies during the fall and spring terms and is not subject to this policy.

Federal Title IV financial aid includes the following programs: Federal Pell Grant, Federal SEOG Grant, Federal Direct Subsidized and Unsubsidized Stafford Loans and Federal Direct PLUS Loan. This policy is separate from the academic withdrawal policy related to tuition adjustment. This policy is also separate from the Return To Title IV Funds—Student Withdrawal Policy that applies to the fall and spring terms.

A student who is enrolled in at least one Module Session during the summer term will be considered to have withdrawn for R2T4 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 course registrations. For example, the following scenarios would require SAIC to treat a student as a R2T4 withdrawal except as explained further below:

1. A student begins attendance in one or more courses in a Module Session, but ceases to attend or fails to begin to attend all courses that the student was scheduled to attend in that Module Session
2. A student completes attendance in one or more courses in a Module Session in the summer term but drops all courses in a future Module Session in that summer term after completion of the earlier Module Session courses.

SAIC will not treat a student as a R2T4 withdrawal for purposes of this policy if the student provides to SAIC at the time of withdrawal a written confirmation that the student will attend a course in a Module Session that begins later in the summer term. Please contact Student Financial Services for information about how to provide such written confirmation.

If SAIC determines that a student has withdrawn for purposes of this policy, SAIC must perform a calculation that determines a withdrawal date and what percentage of the summer term up until that withdrawal date had occurred. That percentage is equal to the same percentage of federal Title IV financial aid that the student remains eligible to receive.

By way of example, the following scenarios will not require a R2T4 withdrawal calculation:

1. A student drops courses in Module Sessions that are scheduled to begin later in the summer term while still attending an earlier Module Session course.
2. A student withdraws from all Module Session courses in progress and the student submits to SAIC at the time of withdrawal from the courses in progress written confirmation of intent to attend future course(s) in Module Sessions in the same summer term. Note: if written

confirmation is not received from the student, a withdrawal calculation will be performed within 14 days of completion of the Module Session course(s) in progress at the time of withdrawal.

Even if SAIC is not required to treat a student as withdrawn for academic purposes, SAIC may be required to recalculate a student's federal Title IV financial aid eligibility based on any changes in enrollment since the student's original aid award was made. In addition, if a withdrawn student, as outlined above, returns to SAIC during one of the remaining Module Session courses, the student is treated as though he or she did not cease attendance and SAIC will undo the R2T4 withdrawal calculation and review and adjust financial aid as necessary. SAIC may be required to adjust the student's federal Title IV financial aid award based on any changes in enrollment since the student's original award was made.

Listed below is the formula for calculating R2T4 withdrawals.

The amount to be returned to the Title IV financial aid programs is based on the percent of earned aid using the following formula:

Percent earned = Number of calendar days competed in the Summer Term up to the withdrawal date divided by the total number of calendar days in the summer term.

Federal aid is returned to the federal government based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the original amount of federal aid award

When aid is returned the student may owe a balance to SAIC. The student should contact Student Financial Services 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 affect such action may have on eligibility for federal Title IV financial aid.

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 the student does 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, Student Financial Services is required to perform a repayment calculation to ascertain the amount of federal financial aid which was “unearned” by that student for the period 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. 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 mid-point (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 balance due on the student’s account and is the student’s responsibility. Any adjustments made will appear on their next invoice.

FINANCIAL AID FOR NON-SAIC DEGREE SEEKING (SAL) STUDENTS

Financial aid for non-SAIC degree-seeking (SAL) students is available to those students eligible for AIC/SAIC Employee Remission, Teacher Remission, Art Education Student Teacher Supervisor Remission, Art Therapy Fieldwork Supervisor Remission, and the Grace and Walter Byron Smith Scholarship. See saic.edu for details.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (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 satisfactory progress. 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

Financial Aid Good Standing (Qualitative)

Undergraduate students are considered to be in financial aid good standing when they receive credit toward their degree for 2/3 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. 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.

Pace of Completion/Maximum Time Frames (Quantitative)

1. **Federal Student Aid** — At the completion of the fall, spring, and summer semesters, students’ cumulative pace of completion will be calculated. Using the same methodology stated above, 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. 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 2/3 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.

2. **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:

162 credit hours in the undergraduate programs requiring 132 credit hours for completion; or

171 credit hours in undergraduate programs requiring 138 hours for completion.

Administration

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).

Financial Aid Warning

An undergraduate student who has not successfully completed 2/3 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 2/3 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 2/3 of all credit hours attempted at the next review period will be placed on Financial Aid Suspension.

Financial Aid Suspension

A student on Financial Aid Suspension is no longer eligible to receive Federal Student Aid or SAIC need-based financial aid.

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. Students will be notified by email or in writing if they fail to achieve good standing after FASAP is reviewed. Students who are not in good standing and receive 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).

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 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 (Title IV) aid.

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 2/3 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.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (FASAP)

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 satisfactory progress. Students are responsible for being familiar with both of these policies. Questions can be directed to Academic Advising or Student Financial Services, as applicable.

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.

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.

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 he or she has 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, MAAT, MSHP)
- The student exceeds 72 credits in graduate degree or certificate programs requiring 66 credit hours for completion (examples: MAAD/MAAT dual degree)
- The student exceeds 54 credits in graduate degree or certificate programs requiring 48 credit hours for completion (example: MAAA)
- The student exceeds 42 credits in graduate degree or certificate programs requiring 36 credit hours for completion (examples: art history certificate, (MAAH, MAEE)
- The student exceeds 36 credits in graduate degree or certificate programs requiring 30 credit hours for completion (examples: art education certificate, post-baccalaureate certificate)
- The student exceeds 111 credits in graduate degree or certificate programs requiring 102 credit hours for completion (example, MARCH, MDES)

Administration

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).

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 (6) 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 he or she was 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 his or her request for appeal.

Financial Aid Probation

If a graduate or certificate 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 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.

OUTSIDE SCHOLARSHIPS

Students receiving grants, scholarships, or awards from a source other than SAIC must notify the Student Financial Services office of these awards. The notification to SAIC should include the name of the organization sending the funds, name of a contact person and phone number at the organization, and the dollar amount the student will receive. Students should inform the organization sending the funds to SAIC that their name and student ID number should appear on all correspondence related to the scholarship, grant, or award. Please be sure to send this information/payment to the Student Financial Services office and NOT to the Bursar's Office, as this will delay processing of these funds. SAIC is required by law to consider these awards as a part of the student's financial aid package (529 plans are not included). It may be necessary for SAIC to adjust the award package to meet federal, state, and institutional awarding policies. Scholarship letters that provide detailed information will allow the amount to be listed as "Anticipated Aid" on the student's bills and statements. This will decrease the amount due (if any) to SAIC before classes start. Information on searching for outside scholarships is available on the SAIC website at saic.edu/sfs/outsidescholarships.

VETERANS' BENEFITS

Students applying for benefits may be required to provide proof of eligibility prior to receiving benefits. New students applying for benefits must make an appointment to see the Veteran's Administration (VA) certifying official in the Office of Registration and Records. The VA certifying official will then complete eligibility information for the student online with the VA. Eligible students must maintain satisfactory academic progress for all terms in which they are enrolled.

For information and forms, visit the "Benefits and Services" section of the Department of Veteran Affairs website at va.gov or call 800.827.1000.

AMERICORPS BENEFITS

Congress established the National Service Trust to provide an AmeriCorps Education Award for members who successfully complete service in AmeriCorps. Students can use their AmeriCorps Education Award to pay educational expenses at qualified institutions of higher education, for educational training, or to repay qualified student loans. The award—recently renamed the Segal AmeriCorps Education Award—is \$5,775 for a year of full-time service, and is prorated for part-time. Students have up to seven years after their term of service has ended to claim the award.

My AmeriCorps/AmeriCorps Online Payment System

To use an AmeriCorps award as payment towards tuition, students should log on to my.americorps.gov and complete an online payment voucher. An electronic request will be sent to the 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 SAIC Self-Service, bills, and statements. When the funds are received, they are disbursed to the student's account.

529 QUALIFIED EDUCATION COLLEGE PLANS

Please be sure all information and payments are sent to the Student Financial Service office and **not** to the Bursar's Office to avoid a delay in the processing of these funds.

A 529 Plan is an education savings plan operated by a state or educational institution designed to help families set aside funds for future college costs. Students should list the 529 Plan amount in the asset section of the FAFSA if the 529 Plan is in the name of the student or the dependent student's parent. It may be necessary for SAIC to adjust a student's FAFSA and their award package to meet federal, state, and institutional awarding policies. A 529 Plan payment will be applied as a "payment" on the student's account.

529 Plan Processing and Instructions

Students/families that are using a 529 Plan to pay for educational expenses must notify Student Financial Services prior to the beginning of the semester. Students should complete a request to receive funds from their state provider four (4) weeks before the payment due date each semester that they are using the 529 Plan as payment towards their tuition charges. Request dates are as follows:

Term	Date to Request Funds from State Provider	Tuition/Fees Payment Due
Summer	April 15	May 15
Fall	July 15	August 15
Winter	November 15	December 15
Spring	December 15	January 15

Students should inform the state provider sending the funds to the Student Financial Services office that their name and student ID number should appear on all correspondence and transactions. If the agency that holds your 529 benefit requires invoices, please contact Student Financial Services immediately with the contact information of the agency, and the name of the student. In some cases, SAIC may be required to complete a form or letter of credit that is provided by the 529 Plan provider.

Payments and correspondence should be sent to:

School of the Art Institute of Chicago
Attn: 529 Administrator
Student Financial Services
Sullivan Center
36 S. Wabash Ave., suite 1200
Chicago IL 60603

GENERAL COURSE INFORMATION

Please refer to the current SAIC Bulletin for complete listings of all certificate and degree requirements, course descriptions, and faculty biographies.

Graduate Division MFA in studio program

Following is a list of registration rules for MFA studio students. All other graduate and certificate students should refer to the Bulletin for course requirements. MFA studio students are reminded that their program is designed to be a full-time program. Normal enrollment for the full-time student is 15 credit hours per semester. All MFA studio students are subject to the following regulations.

1. Maximum of four years to complete the degree (this includes time off for leaves-of-absence).
2. All MFA candidates are required to submit their work for showing and evaluation in the *MFA Show*, held annually in the spring. Thesis works will be evaluated by a faculty panel.
3. All full-time graduate students must enroll in at least 3 credit hours of *Graduate Projects* (MFA 6009) per semester.
4. No more than two advisors (with a maximum of 6 credit hours of *Graduate Projects* per advisor) may be scheduled for a given semester. Exceptions to this require permission from the Associate Dean.
5. Undergraduate courses at the 1000- and 2000-level require the instructor's and Associate Dean's permission for graduate level credit.
6. No more than one undergraduate studio course per semester is allowed without the Associate Dean's permission. Only a limited number of graduate students will be permitted to enroll in each undergraduate studio or art history class.
7. Students transferring into the MFA program from other schools will be required to complete at least 45 credit hours of the studio requirement at SAIC to be eligible for a degree.
8. MFA students are required to take ARTHI 5002 in their first semester at SAIC if they have not previously taken at least two modern art history courses as undergraduates.

Undergraduate Division

1. Courses at the 1000- through 4000-level are considered undergraduate courses. Courses numbered in the 1000- and 2000- series denote introductory level courses. Beginning students may select from among courses in the 1000- and 2000-level series requiring no prerequisites. Courses numbered in the 3000- or 4000-level series are considered intermediate and advanced courses, respectively.
2. Courses at the 5000- and 6000-level are reserved for matriculated graduate students. Participation in graduate level classes requires the signature of the instructor and the Assistant Dean of Student Affairs of Academic Advising.
3. Continuing first time students who are currently classified as freshmen or sophomores as well as transfer students in their first and second semesters at SAIC are required to see an academic advisor in the Office of Student Affairs prior to registering. Students on academic probation or return from suspension are also required to meet with their advisor prior to registering. Academic Advising will preschedule an appointment each term with all students subject to this requirement. Call 312.629.6800 to make an appointment with an advisor.
4. Undergraduate Independent Studies Projects require the signatures of **both** the instructor and the appropriate department head. Only junior and senior status students may do an independent project. Students are limited to no more than three credits of independent study per undergraduate career and all students must submit a proposal to be reviewed by a committee of faculty administrators before receiving authorization to register. Contact Academic Advising for more information about the independent study process at 312.629.6800.
5. Degree program courses at the 1000- and 2000-level are open for 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 approval from the instructor. SAL students are not permitted to take undergraduate independent study courses. SAL students who are subsequently admitted to the BFA or BIA 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 not register for Graduate Projects, an independent study course reserved for MFA students, nor can credits earned as a 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 Graduate Division Chair. 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 in the Registration and Records Office located in Sullivan Center on the 14th floor.

The form must be completed and returned within two weeks of the beginning of the term.

SAL students interested in degree program courses are encouraged to contact Continuing Studies for information regarding registration, health insurance, ID cards, payment, financial aid, etc. at 312.629.6170.

Financial Aid Eligibility Requirements and Application Procedures

Employee Remission

Employees eligible for remission should secure the remission form from Human Resources. The completed form must be submitted with the registration form of the student or eligible spouse or dependent.

Teacher Remission

Active elementary, middle, secondary, and community college educators may be eligible for this remission which covers one half of the regular tuition for courses taken for credit through the Division of Continuing Studies or the degree program.

Art Education Student Teacher Supervisor Remission

Students eligible for this will receive an eligibility card from the Art Education department at the time they supervise a student teacher. This card must be submitted with their completed registration form.

Art Therapy Fieldwork Supervisor Remission

Students eligible for this will receive an eligibility card from the Art Therapy department at the time they supervise a student doing their fieldwork. This card must be submitted with their completed registration form.