GENERAL REGISTRATION INFORMATION
WINTER AND SPRING 2015

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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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Academic Calendar

**NOVEMBER 2014**
17–21 Winter Interim 2015 and Advance Spring 2015 registration (see details on following page)
26–30 Thanksgiving break (no classes)

**DECEMBER**
1 Open registration for new students begins
15 Fall 2014 classes end

**JANUARY 2015**
2 Winter Interim 2015 classes begin
5 Winter add/drop ends
14 Last day to withdraw with a grade of "W" from a winter class
19 Martin Luther King, Jr. day (no classes)
21 Winter Interim 2015 classes end
22 Spring 2015 classes begin

**FEBRUARY**
4 Spring add/drop ends
5 Summer 2015 Study Trip Financial Aid applications due

**MARCH**
11 Summer 2015 Study Trip registration
16–18 Advance Summer 2015 registration for currently enrolled students
19–22 Spring break (no classes)
23 Summer 2015 Open registration begins
25 Last day to withdraw with a grade of "W" from a Spring class

**APRIL**
6–10 Advance Fall 2015 registration

**MAY**
10 Spring 2015 classes end
11 Graduation
25 Memorial Day (SAIC closed)

For more detailed calendar information, please visit saic.edu

**Office Locations and Telephone Numbers**

**Student Service Offices**
Admissions
SC, 12th floor
312.629.6100

Bursar
SP, 7th floor
312.899.5122

Career + Co-op Center
SC, 12th floor
312.629.6820

Continuing Studies
SC, 14th floor
312.899.7458

Cooperative Education
SC, 12th floor
312.629.6810

Housing/Student and Residence Life
SC, 12th floor
312.629.6870

International Affairs
SC, 12th floor
312.629.6830

Off-Campus Study Trips
SC, 12th floor
312.629.6834

**Department Offices**
Architecture, Interior Architecture, and Designed Objects
SC, 12th floor
312.629.6650

Art History, Theory, and Criticism
MC, 6th floor
312.345.3788

Art Education/Art Therapy
SP, 7th floor
312.899.7481
312.345.3781

Art and Technology Studies
MC, 5th floor
312.345.3564

Artists-in-Residence
SP, 8th floor
312.899.1293

Arts Administration
SP, 7th floor
312.899.1232

Ceramics
CO, 1st floor
312.443.3732

Contemporary Practices
CO, 1st floor
312.857.7660

Fashion Design
SC, 7th floor
312.899.5168

Film, Video, New Media, and Animation
MC, 5th floor
312.345.3539

Historic Preservation
116, 15th floor
312.629.6500

Liberal Arts
MC, 6th floor
312.345.3787

Painting and Drawing
MC, 15th floor
312.345.3593

Performance
CO, 1st floor
312.443.3782

Post-Baccalaureate Certificate
SP, 4th floor
312.899.5224

Printmedia
CO, 1st floor
312.857.7660

Sculpture
MC, 5th floor
312.345.3574

Sound
MC, 5th floor
312.345.3579

Visual Communication Design
SP, 12th floor
312.899.5190

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

Registration and Records
SC, 12th floor
312.629.6700

Service Bureau
SP, 11th floor
312.629.9155

Student Financial Services
SC, 12th floor
312.629.6600

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312.345.3579

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Students currently enrolled in any of the above programs will register on Tuesday, November 18. The lottery system will be used to generate a student’s specific enrollment appointment. Appointment times are assigned to students based on the total number of credits the student has completed and earned to date, NOT including current term credits in progress. Students who have earned 45 or more credits will be in priority group A; students who have earned 30 to 44 credits will be in priority group B; students who have earned 15 to 29 credits will be in priority group C; and students who have earned less than 15 credits will be in priority group D. Students will then be randomly sorted based on varying criteria within their priority groups. Specific enrollment appointments can be found in SAIC Self-Service via SAIC’s Portal on the Tools tab at go.artic.edu.

Currently Enrolled Undergraduate Students

Students currently enrolled in an undergraduate degree program will advance register beginning on Tuesday, November 18. Students will be assigned a specific enrollment appointment based on credits completed. Specific enrollment appointments can be found in SAIC Self-Service via SAIC’s Portal on the Tools tab at go.artic.edu.

Students with Disabilities

Currently enrolled students with disabilities who are continuing in the same degree/certificate program are eligible to advance register Monday, November 17. Specific enrollment appointments can be found in SAIC Self-Service via SAIC’s Portal on the Tools tab at go.artic.edu. 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 spring will be December 1, 2014. 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, November 24, 2014. New SAL may register for degree courses beginning December 1, 2014. Please contact Continuing Studies 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 February 4, 2015. Currently enrolled Students at Large (SAL) may register into degree program courses beginning November 24, 2014, through February 4, 2015.

Extended Hours

During the first two weeks of spring 2015, from January 22 through February 4, the service areas will be open Monday– Thursday, 8:30 a.m.–6:00 p.m. This includes: Academic Advising, Admissions, Registration and Records, and Student Financial Services. Friday hours will be 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 Accounts, John M. Flaxman Library, Media Center, Wood and Metal Shop, etc. will not be permitted to advance register. Students should check for any outstanding holds through SAIC Self-Service.

Textbook Information

SAIC has made available links within the course schedule in SAIC Self-Service to assist students in finding textbook information, including the ISBN number as well as the cost of the textbooks for a course. This link is available under the class detail information in the course schedule.

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 number when registering.

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

<table>
<thead>
<tr>
<th>Class #</th>
<th>Dept.</th>
<th>Cat. #</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1297</td>
<td>ARTHI</td>
<td>5902</td>
<td>Exhibition Process</td>
</tr>
<tr>
<td>1299</td>
<td>ARTSAD</td>
<td>5902</td>
<td>Exhibition Process</td>
</tr>
<tr>
<td>1300</td>
<td>ARTSAD</td>
<td>5902</td>
<td>Exhibition Process</td>
</tr>
</tbody>
</table>

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 address online through SAIC Self-Service.

Add/Drop Dates and Procedures

Students may change their spring schedules anytime after their initial registration, until the end of the add/drop period on Wednesday, February 4, 2015 through SAIC Self-Service. There is no fee for 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 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 Wednesday, March 25, 2015. 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. Students at Large (SAL) 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 Office of Student Affairs (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:

**WINTER INTERIM**

<table>
<thead>
<tr>
<th>Class Session During Which Student Last Attended</th>
<th>Percent of Tuition To Be Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through 2*</td>
<td>50%</td>
</tr>
<tr>
<td>3 through 4</td>
<td>50%</td>
</tr>
<tr>
<td>5 through 8</td>
<td>25%</td>
</tr>
<tr>
<td>9 through 15</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

**SPRING**

<table>
<thead>
<tr>
<th>Week During Which Student Last Attended</th>
<th>Percent of Tuition To Be Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through 2*</td>
<td>50%</td>
</tr>
<tr>
<td>3 through 4</td>
<td>50%</td>
</tr>
<tr>
<td>5 through 8</td>
<td>25%</td>
</tr>
<tr>
<td>9 through the end of the semester</td>
<td>0%</td>
</tr>
</tbody>
</table>

*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 will result in the adjustment of student financial aid awards in accordance with federal regulations and institutional policies.

**Withdrawal**  
*(for Students at Large (SAL) 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 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 transcripts and/or diploma.

All tuition and fee balances must be settled prior to December 15 for the Winter Interim and January 15 for the spring semester. This means the semester balance must be paid in full or a payment plan must be established. There are several methods for making payment and establishing payment plans. Students who fail to pay in full or to make the necessary arrangements for payment will be subject to 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 January 15, February 15, March 15, and April 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). Students making credit card payments and automatic bank account deductions can make them online 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 2014–15

Tuition for degree-seeking undergraduate students and all ACE students in degree courses*: $1,381 per credit hour
Tuition for Master and Certificate students: $1,467 per credit hour

Fees

Health Insurance Fee $1,030

SAIC health insurance coverage is compulsory for all domestic undergraduate, graduate, exchange and 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 a waiver form online in SAIC’s Self-Service; 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 enrolled full-time and all enrolled international students are automatically charged for and covered under SAIC’s health insurance policy. If a student has comparable coverage and wishes to waive SAIC’s health insurance for the spring semester, a waiver must be completed online through Self-Service* by January 22, 2015.

Minimum coverage requirements for domestic students:

The insurance plan must provide coverage for medically necessary care in the Chicago area equivalent to the coverage provided by SAIC’s student health plan (sacinsurance.com).

The insurance plan must provide a maximum benefit coverage of at least $100,000 US per condition.

The insurance plan must provide unlimited emergency room coverage per condition.

The insurance plan must provide coverage for mental health issues.

The insurance plan coverage must remain in force for the term(s) for which the waiver is submitted.

Minimum coverage requirements for international students:

International students must comply with the same health insurance coverage requirements as domestic students, with the exception that their policies must also include $7,500 for repatriation.

Coverage information submitted with the waiver will be reviewed by Associated Insurance Plans (AIP) to ensure that it meets minimum standards. AIP will contact the student and/or policy holder (if the student is not the policy holder) as needed during the verification process. 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 coverage is also available, upon request through Self-Service*, to all domestic part-time degree-seeking students. The fee for health insurance is added to the student’s account each semester for which coverage is requested. Health insurance coverage for the spring semester must be requested by January 23, 2014.

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 through Self-Service.

Optional Practical Training*

Health insurance coverage through SAIC is available for international students who have graduated and been approved for Optional Practical Training. Health insurance coverage for the spring semester must be requested through Student Financial Services by January 23, 2014. The fee for health insurance will be added to the student’s account.

Immunization Fee

The Illinois Department of Public Health requires students to comply with certain immunization regulations. Failure to be in compliance by the end of the add/drop period will result in a $100.00 fine.

ARTICard Fee

$15.00 charged for each replacement, nonrefundable.

Late Registration Fee

$300.00 charged for each occurrence of a schedule addition completed after February 4, 2014. Requires special permission.

Transcript Fee

$5.00 charged for each request; outside US or Canada, $8.00. Express shipping costs an additional $20.00. Students can also order their official transcript online at getmytranscript.com for an additional $2.75 convenience fee.

Complete Withdrawal Fee

$100.00 charged for those withdrawing from all courses during the withdrawal period.

Graduation Fee

$35.00 charged to graduating degree and certificate students.

Late Tuition Payment Fee

$150.00 charged for failure to establish payment arrangements by the payment due date.
Thesis in Progress Fee
$500.00. See the SAIC Bulletin for more details.

U-Pass Fee
As a contractual requirement imposed by the 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 $135 per semester 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
$265.00 charged each semester to all students enrolled in 6 or more credit hours.

Financial Aid Policies and Procedures

IMPORTANT FINANCIAL AID DEADLINES:

November 1
Complete Spring Figure Your Cost budget worksheet

January 1
2015–16 FAFSA available at fafsa.gov

January 1
Priority deadline to complete loan application steps for the spring 2015 semester

February 15
Illinois Residents: Priority deadline to submit the 2015–16 FAFSA

March 1
All Others: Priority deadline to submit the 2015–16 FAFSA May 1 Priority deadline to complete loan application steps for the spring 2015 semester

June 1
Complete Fall Figure Your Cost budget worksheet

July 1
Priority deadline to complete loan application steps for the fall 2015 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, hard copy forms are available in the Student Financial Services office or may be obtained on the SAIC website: saic.edu/faforms. Students that wish to apply for aid that includes a Study Trip may only apply online by completing SAIC’s online Study Trip Registration Process. This is located in the Academic section of the SAIC Self-Service and is a link called “Study Trip.”

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/grad students complete all classes attempted each semester (including withdrawal grades) to remain eligible for financial aid.

Half-Time Enrollment — Typically, at least half-time enrollment is required to be eligible for financial aid.

Financial Aid is Enrollment Based — Financial aid is offered based upon the assumption that the student will enroll in the standard enrollment (typically 15 or 16.5 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 actual enrolled credit hours will be different.

Federal Perkins Loans — A student receiving a Federal Perkins Loan must complete an online entrance counseling session at mappingyourfuture.org and sign an MPN (Master Promissory Note) one-time only at SAIC. Students must complete both requirements by the end of the third week of the semester to avoid having their Federal Perkins loan cancelled. Fall/spring MPNs may be signed electronically through SAIC Self-Service. Summer/winter MPNs are currently only available in hard copy and are typically mailed with the corresponding award letter. If a student misses the deadline, they may appeal to the Student Financial Services office, however, reinstatement cannot be guaranteed.

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, may begin disbursing after the add/drop period and the student’s financial aid package calculation matches the student’s actual enrolled credit hours.

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

Re-apply Every Year — Students wishing to receive need-based aid, federal student loans, or federal work-study must re-apply for financial aid each year by completing the FAFSA (Free Application for Federal Student Aid) on the Internet at fafsa.gov. The FAFSA priority deadline for applying for for the upcoming academic year is February 15 for Illinois residents and March 1 for all others. 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 Correct FAFSA Immediately — Each spring (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 and federal W2s may be required for those selected for federal verification. Students and families that provide estimated figures of their income taxes for 2013 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**

FAFSA applications may be chosen by the federal government for a process called verification. 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 “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.

**Required Documents**

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

- A verification worksheet and copies of official IRS transcripts and Federal W-2’s.
- Additional 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 SAIC Self-Service in the “To Do List” section.

Incomplete forms cannot be processed. Verification must be completed by June 30 of the award year or 120 days after the last day of the student’s enrollment, whichever is earlier. A student who fails to submit required documents before the documentation deadline is ineligible for FAFSA funds and is required to repay any aid disbursed.

**FEDERAL STUDENT 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. 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 StudentLoans.gov and dl.ed.gov. Loan repayment and consolidation information is also available at dl.ed.gov.

**Federal Direct Stafford Loans**

In addition to completing an undergraduate or graduate online entrance counseling session, students must complete a Federal Direct Stafford Loan eMPN (electronic Master Promissory Note) at StudentLoans.gov.

**Federal Direct PLUS Loans**

Parent PLUS loan and Grad PLUS (Post-Baccalaureate students are not eligible) borrowers must complete a PLUS Loan Request and a Federal Direct PLUS Loan eMPN at StudentLoans.gov. Graduate students must also complete a graduate online entrance counseling session at StudentLoans.gov.

**STUDENT LOAN FUND DISBURSEMENTS**

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, and private loans. Any refunds of a resulting credit balance will be processed by Student Financial Services.

**REFUNDS AND FINANCIAL AID ADVANCES**

Students must enroll for eRefund in CASHNet to receive advances or refunds by direct deposit. Refunds and advances are distributed through eRefund to a student’s bank account with the exception of credits resulting from a Federal Parent PLUS loan. CASHNet 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. 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.
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 Perkins Loan, 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) — 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 Policy that applies during the fall and spring terms and is not subject to this policy. This policy is also separate from the Federal (Title IV) Financial Aid Withdrawal Policy that applies to the fall and spring terms.

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:

1. 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.

2. 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:

1. 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.

2. 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 Perkins Loan, 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.**

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, 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 in 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. 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)

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, Perkins Loans, 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 determined three times a year, after the completion of the fall, spring and summer semesters (each a review date). FASAP will also be determined at the end of each student’s second year.

It is important to note that FASAP is calculated separately from academic satisfactory progress (Academic Standing Policy). 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 (i) receive credit toward their degree for 2/3 of all credit hours attempted and (ii) earn credit toward all first year required courses in a manner consistent with the Academic Standing Policy.

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 each review date, 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 attempted 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 at each review date. 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. Students who are not in financial aid 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
Except as noted below, at each Review Date, an undergraduate student who has not successfully completed 2/3 of all credit hours attempted or has failed a first-year required course(s) on two occasions 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. At the next Review Date, the student who has successfully completed 2/3 of all credit hours attempted and/or who has earned credit in the first-year required course(s) that he or she previously failed will return to financial aid good standing and/or resume pace of completion. A student who, at the next Review Date has not successfully completed 2/3 of all credit hours attempted or has not received credit in the same first-year required course(s) for the third time will be placed on Financial Aid Suspension.

It is important to note that Student Financial Services will place a student immediately on Financial Aid Suspension rather than Financial Aid Warning if, in its determination, it is not possible for the student to achieve financial aid good standing or resume pace of completion by earning credit in all courses by the next Review Date, assuming a normal course load of 12-15 credit hours.

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 next semester in which the student is enrolled. 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 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.

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

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 Perkins Loans, 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.

Standards

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.

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)
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.

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 Veterans’ Administration (VA) certifying official in the office of Registration and Records. 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 www.sauc.edu/sfs.

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 $4,725 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 PeopleSoft Self-Service, bills, and statements. When the funds are received, they are disbursed to the student’s account.

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 tutorial program. Normal enrollment for the full-time student is 12 credit hours of graduate projects and 3 credit hours of art history for a total of 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 Thesis Exhibition, 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 6000) per semester.
4. Graduate Projects enrollment must be in increments of 3 credit hours. More than 12 credit hours of Graduate Projects per term requires permission from the Associate Dean.
5. 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.
6. Undergraduate courses at the 1000 and 2000 level require the instructor’s and Associate Dean’s permission for graduate level credit.

7. 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.

8. Students transferring into the MFA program from other schools will be required to complete at least 30 credit hours of the studio requirement at SAIC to be eligible for a degree.

9. Full-time status is achieved by 12 credit hours of enrollment. Part-time graduate students should discuss their schedules with the Graduate Division Chair.

10. 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.

11. MFA students must complete all outstanding coursework by the end of the summer sessions following participation in the Thesis Exhibition. All other graduate and certificate students should consult the current SAIC Bulletin or their program chairs for registration assistance.

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 Director of Academic Advising.

3. Continuing students who are currently classified as freshmen or first semester sophomores are required to see an academic advisor in the Office of Student Affairs prior to registering. 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 ONE independent studies project per semester, and may take no more than 3 credit hours in the project.

5. Full-time status in the undergraduate programs consists of 12 credit hours per semester. Undergraduate students who wish to take more than 18 total credit hours in one semester must receive advance approval from the Director of Academic Advising.

6. Class absences, including those during the add/drop period, are factored in the satisfactory completion of course requirements, and more than three absences may result in a grade of No Credit (NCR). To receive a grade of Credit (CR) the student must achieve at least average performance in the course (the traditional grade equivalent of a C).

7. Undergraduates are allowed a maximum of ten years (including time off for leaves-of-absence) to complete their degree.

Students at Large (SAL)

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 diploma 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 the non-degree-seeking student (although some Continuing Studies courses have a 1.5 credit option).

SAL students enjoy most of the benefits of degree-seeking students, including access to the Art Institute of Chicago, John M. Flaxman Library, Ryerson and Burnham Libraries, MacLean Visual Resources 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 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 12th 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.