

GENERAL REGISTRATION INFORMATION

WINTER AND SPRING 2019

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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

WINTER AND SPRING 2019 ACADEMIC CALENDAR

NOVEMBER

12 Winter interim 2019 and advance spring 2019 registration begins (see details on following page)

21-25 Thanksgiving break (no classes)

26 Open registration for new students begins

DECEMBER

17 Fall 2018 classes end

JANUARY 2019

2 Winter interim 2019 classes begin

3 Winter add/drop ends

14 Last day to withdraw with a grade of "W" from a winter class

21 Martin Luther King, Jr. day (no classes)

23 Winter interim 2019 classes end

24 Spring 2019 classes begin

FEBRUARY

6 Spring add/drop ends

MARCH

13 Summer 2019 Study Trip registration

14-17 Spring break (no classes)

18-24 Advance summer 2019 registration for currently enrolled students

25 Summer 2019 open registration begins

27 Last day to withdraw with a grade of "W" from a spring class

APRIL

1-5 Advance fall 2019 registration

MAY

12 Spring 2019 classes end

13 Graduation

27 Memorial Day (SAIC closed)

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 Spring Registration Schedule:

Nov. 12	Students with disabilities Resident Assistants MA, MS, MARCH, MIA, MDDO, MDF and PBF students
Nov. 13	MFA and PBS students with 14 or more credit hours completed Undergraduate seniors with 75 or more credit hours completed
Nov. 14	MFA and PBS students with less than 14 credit hours completed
Nov. 14–16	Undergraduate students
Nov. 19	Currently enrolled Student at Large (SAL) students
Nov. 26	Open registration begins for new students

Online Registration

All currently enrolled students register online through SAIC Self-Service. Class schedules, course descriptions, enrollment appointments, and registration should be accessed via Self-Service. 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 fall 2018 semester must first see an academic advisor in Academic Advising prior to registration.

Enrollment Appointments

Currently Enrolled MA (Art Education; Art History, Theory, and Criticism; Art Therapy; Arts Administration and Policy; Teaching; New Arts Journalism; Visual and Critical Studies) MS (Historic Preservation), MArch (Master of Architecture), MIA (Master of Architecture with an Emphasis in Interior Architecture), MDDO (Master of Design in Designed Objects), MDes (Master of Design in Fashion, Body and Garment) and Certificate (Art History, Theory, and Criticism; Fashion, Body and Garment) students

Students currently enrolled in any of the above programs will register on Monday, November 12. 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, Writing, and Fashion, Body and Garment

Students currently enrolled in any of the above programs with 14 or more credit hours completed will register on Tuesday, November 13. Students with less than 14 credits hours completed will register Wednesday, November 14. 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, November 14. 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

Currently enrolled students with disabilities who are continuing in the same degree/certificate program are eligible to advance register Monday, November 12. Specific enrollment appointments can be found in SAIC Self-Service Student Center under the Enrollment Dates box on the right hand side of the home screen. Click on Details for the specific time. Please note that the particular disability must be adequately documented with the Disability and Learning Resource Center. Students must present a verbal or written request for this accommodation each semester to the Disability and Learning Resource Center who will inform the Registration and Records office of this accommodation.

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 November 26. 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 19. New SAL may register for degree courses beginning November 26. 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 6, 2019.

Currently enrolled Students at Large (SAL) may register into degree program courses beginning November 26, 2018, through February 6, 2019.

Extended Hours

During the first two weeks of spring 2019, from January 24 through February 6, 2019, 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.

In accordance with the Illinois College Student Immunization Act, all students who enroll in six or more credit hours per semester must prove that they have been immunized against the following communicable diseases: diphtheria, tetanus, measles, rubella, and mumps. Proof of immunization, a certificate of medical exemption to immunization, or a statement of religious objection to immunization must be on file with SAIC Health Services prior to registering for class. Students who do not have one of these three documents on

file with Health Services by the beginning of preregistration will have a registration hold placed on their academic record and may not be permitted to register for the following semester.

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.

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.

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 any time after their initial registration, until the end of the add/drop period on Wednesday, February 6, 2019, through SAIC Self-Service. There is no fee for changes during the add/drop period. Adding a class during the add/drop period does not excuse students from any missed classes as a result of adding the class late. The attendance policy for the course, as set by the instructor, will still apply.

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 27, 2019. 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

Week During Which Student Last Attended	Percent of Tuition 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 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 spring 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 US 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 (electronic check) payment online.

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

Tuition 2018-19

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

\$ 1,613 per credit hour

Tuition for Master's and Certificate students:

\$ 1,665 per credit hour

Fees

Health Insurance Fee

\$1,050.00 per semester

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 at saic.myahpcare.com; 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 student health insurance plan. If a student has comparable coverage and wishes to waive SAIC's health insurance for the spring semester, a waiver must be completed online at saic.myahpcare.com by January 24, 2019.

Waivers must be completed annually. They can be submitted for the full academic year in the fall or for the spring semester only. Each submitted waiver must be accompanied by a scanned copy of the front and the back of the student's health insurance ID card. Additionally, international students must submit a scanned copy of their complete insurance policy in English, with coverage amounts reflected in US dollars, as well as a scanned copy of their medical evacuation and repatriation coverage.

All waivers will be verified to ensure compliance with minimum coverage requirements.

Minimum coverage requirements:

The insurance plan must:

- provide coverage for medically necessary care in the Chicago area equivalent to the coverage provided by SAIC's student health insurance plan (saic.myahpcare.com).
- provide unlimited coverage for pre-existing conditions.
- provide unlimited benefits for medical and pharmacy expenses.
- provide coverage for mental health issues.
- remain in force for the term(s) for which the waiver is submitted.
- provide medical evacuation coverage of at least \$50,000 and repatriation coverage of at least \$25,000 (international students only).

All waiver information will be reviewed by Academic HealthPlans (AHP) to ensure that it meets minimum standards. AHP 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 via saic.myahpcare.com, 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 24, 2019.

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 at saic.myahpcare.com.

Optional Practical Training

Health insurance coverage through SAIC is available for international students who have graduated and been approved for Optional Practical Training (OPT). The fee for health insurance will be added to the student's account after a completed OPT Health Insurance Request Form, available in Student Financial Services, has been submitted. Health insurance coverage for the spring semester must be requested by January 24, 2019.

ARTICard Fee

\$15.00 charged for each replacement, nonrefundable.

Late Registration Fee

\$300.00 charged for each occurrence of a schedule addition completed after the add/drop period. 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.

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 \$155 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

\$310.00 charged each semester to all students enrolled in six (6) or more credit hours

FINANCIAL AID INFORMATION**Important Financial Aid Deadlines:**

Oct. 1	2019–20 FAFSA available at fafsa.gov
Nov. 1	Complete spring 2019 Figure Your Cost budget worksheet
Dec. 1	Undergraduate Illinois Residents: Priority deadline to submit the 2019–20 FAFSA
Jan. 1	Priority deadline to complete loan application steps for the spring 2019 semester All others: Priority deadline to submit the 2019–20 FAFSA
May 1	Priority deadline to complete loan application steps for the summer 2019 semester
June 1	Complete fall 2019 Figure Your Cost budget worksheet
July 1	Priority deadline to complete loan application steps for the fall 2019 semester

Degree-seeking students who are recipients of need-based financial aid should note the following:

- 1. 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 at: 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."
- 2. 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.
- 3. Half-Time Enrollment**—Typically, at least half-time enrollment is required to be eligible for most federal financial aid.
- 4. Financial Aid is 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 six 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.

- 5. Disbursements**—Financial aid awards will be credited to a student's account after their financial aid file is reviewed and found to be complete. Recipients of federal student aid must also have, attendance confirmed in all classes. 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.
- 6. Regulations and Policies**—The recipient of financial aid at this school is subject to all federal and state regulations and institutional policies.
- 7. 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 the upcoming academic year is December 1 for undergraduate Illinois residents and January 1 for all other students. Students who miss this deadline risk a reduction of aid for certain funds. Further deadlines are also applicable for other types of aid. Students and parents should use the IRS Data Retrieval Tool in the FAFSA to populate their 2018 federal tax information for the 2019–20 FAFSA.
- 8. Review and Correct FAFSA Immediately**—Each year (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 (5) days of receipt to ensure accurate financial aid estimates. Certain documents including verification worksheets, 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 2018 tax year, must update the estimates to actual figures on the FAFSA after they have submitted their final taxes to the Internal Revenue Service (IRS) by utilizing the IRS Data Retrieval Tool in the FAFSA.

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 "Tasks" 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:

Documents may be intended for student and/or parent, and may include any of the following but not all inclusive:

- A verification worksheet
- Copies of official IRS transcripts and/or Federal W-2's.
- Non-Filer Statement
- Income, Untaxed Income or Asset Forms
- Proof of Identity
- 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 "Tasks" section.

Incomplete forms cannot be processed. 2018–19 verification must be completed by Thursday, September 12, 2019, 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

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 at and a Federal Direct PLUS Loan eMPN at studentloans.gov. Graduate students must also complete a graduate online entrance counseling session at studentloans.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 at 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 with the exception of credit balances resulting from cash. For full details see saic.edu/sfs. 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 students' 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 students' 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 56 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 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 Standing. 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 as both hours attempted and hours completed. 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, regardless of whether or not the student was passing the course at the time of withdrawal.

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, regardless of whether or not the student received Federal Student Aid for those credit hours. Transfer hours are included in both the completed and attempted hours. 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.

Students who change degrees will be expected to maintain the pace of progression and complete the degree within the maximum time frame of the degree into which they transfer.

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 156 credit hours for their degree requiring 126 credit 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 resubmit his or her request for appeal.

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.

Second-Degree Students

Students seeking a second undergraduate degree are subject to the maximum time frame as outlined earlier in the policy. Students pursuing a second undergraduate degree are eligible for federal student loans and federal work-study only, through the federal financial aid programs.

Noncredit Courses

The School of the Art Institute of Chicago does not offer or transfer noncredit courses toward undergraduate degrees.

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 Standing. 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. Transfer credits accepted by SAIC are also included in this equation as both hours attempted and hours completed.

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, MAAE))
- 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)

Students who change degrees will be expected to maintain the pace of progression and complete the degree within the maximum time frame of the degree into which they transfer.

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.

Second-Degree Students

Students seeking a second graduate degree are subject to the maximum time frame as outlined earlier in the policy. Students pursuing a second graduate degree are eligible for federal student loans and federal work-study through the federal financial aid programs.

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.

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 saic.edu/sfs.

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 \$5,500 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.

ACADEMIC ADMINISTRATION

Exhibitions

All exhibitions, film screenings, performances, video presentations, lectures, or symposia, whether inside SAIC facilities or outside SAIC must be approved by the Exhibitions Committee if the name of SAIC is to be involved and if the public will be viewing the exhibition or event. Proposals for exhibitions and/or events are accepted by the Exhibitions office. Further information may be obtained by contacting the Sullivan Galleries offices.

Students may exhibit their work through SAIC's departments. Many departments and the SITE student galleries have display cases for the exhibition of student work. To show work in a department or SITE spaces, contact them directly. Departmental and SITE exhibits are subject to review and must adhere to SAIC's policies on exhibitions and events.

SAIC's Career and Professional Experience office (CAPX) and the John M. Flaxman Library are resources for information on exhibition opportunities outside of SAIC.

Access to SAIC Facilities

Access to SAIC facilities for students who are not enrolled is only granted, contingent on departmental approval, to: MFA students who have finished all of their course work but have yet to participate in the required graduate exhibition; and any student who is completing an incomplete (INC) from the preceding term.

Access to the facilities will be granted for one term only, or for two weeks into the term for those completing an INC. Students must complete a Facilities Access Form which may be obtained in the Registrar's office.

ARTICard

ARTICards are available through the ARTICard office (SP, 2nd floor). There is a \$15 charge for ARTICard replacement.

Continuing Studies

Course schedules, descriptions, faculty biographies, and specific registration information and policies are published in the Continuing Studies course schedule each term.

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 three (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 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 three (3) credit hours of Graduate Projects (MFA 6009) per semester.
4. Graduate Projects enrollment must be in increments of three (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 six (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 *Graduate Survey of Modern and Contemporary Art* or ARTHI 5120 *Survey of Modern and Contemporary Architecture* and

Design. Art History courses must be at the 4000-level and above.

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 should 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.
3. First-time students are required to see an academic advisor in Academic Advising prior to registering during their first two years (four semesters) at SAIC. Transfer students are required to see an academic advisor for their first year (two semesters). Call 312.629.6800 to make an appointment with an advisor.
4. Undergraduate Independent Study Projects (ISPs) are permitted by application only. Students may complete no more than three (3) credit hours of approved ISP work during their undergraduate career. The application and further information are available via the Office of Registration and Records website.
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 assistant dean of student affairs for academic advising.
6. Class absences, including those during the add/drop period, are factored in the satisfactory completion of course requirements. Attendance requirements are set by individual faculty and vary from course to course. Students should consult their course syllabi or ask their faculty if they have questions about attendance requirements for a class or classes. Exceeding the permitted number of absences in a course 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, or 70%).
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 credit-awarding 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 Media 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 (space permitting).

SAL students are not permitted to take undergraduate independent study courses. SAL students who are subsequently admitted to the BFA 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 associate dean of Graduate Studies. 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.