



INSTRUCTIONAL REFERENCE FOR ACADEMIC REQUESTS/PETITIONS

Please Note: ALL requests/petitions require the following:

- 2 statements from department (advisor & departmental authorized signatory)
- Statements should explain why signatory is or is not supporting request (“I approve” is not sufficient information). Please see specific type of request below.

Type of Student Request	Required Additional Signatures	Required Additional Information	Required Additional Documentation
Change/Add Curriculum (current or future term only)	<ul style="list-style-type: none"> • 2 signatures from new department 	<ul style="list-style-type: none"> • Specify effective term • Program code • Any courses to be transferred 	
Add/Drop Minor or Concentration	<ul style="list-style-type: none"> • Signature from minor department • Signature from concentration department if outside of major 	<ul style="list-style-type: none"> • Specify effective term • Minor/Concentration name and code • Minor – courses used and if count towards both major and minor requirements 	
Re-Entry: <ul style="list-style-type: none"> • For students who have previously been enrolled in a degree program in the Graduate College • Same program or new program • not registered for three consecutive terms 	<ul style="list-style-type: none"> • If change of curriculum, 2 signatures from new department 	<ul style="list-style-type: none"> • Specify term of re-entry • Program code (if needed) • Request time extension (if needed) 	<ul style="list-style-type: none"> • International Students in need of I20 or DS2019 will need to submit proof of funding.
Time Extension (Expected Graduation Date)		<ul style="list-style-type: none"> • Additional justification for students who are requesting be exempted from academic probation. 	<ul style="list-style-type: none"> • Completed Academic Plan Template
Overload Hours <ul style="list-style-type: none"> • Fall/Spring >20 hours • Summer >12 hours 		<ul style="list-style-type: none"> • Number of hours for overload • Class schedule • Plan for how they will manage workload 	<ul style="list-style-type: none"> • Late Registration/Late Course Change form if after 10th day
Transfer Credit Hours: One Graduate Degree Program to Another <ul style="list-style-type: none"> • No limit on number of hours 	<ul style="list-style-type: none"> • Authorized signatory of department not using course towards degree 	<ul style="list-style-type: none"> • Statement that course(s) not used towards degree • List course(s) for transfer 	



Type of Student Request	Required Additional Signatures	Required Additional Information	Required Additional Documentation
Transfer Credit Hours: UIUC Non-Degree <ul style="list-style-type: none"> • “B” grade or better 		<ul style="list-style-type: none"> • List course(s) for transfer 	
Transfer Credit Hours: Other Accredited Institution <ul style="list-style-type: none"> • 12 hour maximum • “B” grade or better • Doctoral Students – Stage I only • Graduate level courses only 		<ul style="list-style-type: none"> • List course(s) for transfer • Specify level of transfer (400/500) • Optionally, list specific UI equivalent course for transfer • Total credit hrs allowed to count toward degree 	<ul style="list-style-type: none"> • Original, official transcript < 6 months old • Letter from other institution affirming courses not applied towards any awarded degree
Transfer Credit Hours: UIUC Undergraduate or Professional <ul style="list-style-type: none"> • Petition required only for requests more than 12 hours or grades below “B” • Doctoral Students – Stage I only 		<ul style="list-style-type: none"> • Explanation of using grade below “B” towards a graduate degree 	<ul style="list-style-type: none"> • Completed Change of Course Level form
Grade Mode Change After Deadline (Standard Grade; Credit/No Credit; Audit Request)	<ul style="list-style-type: none"> • Instructor (required for Audit Request only) 	<ul style="list-style-type: none"> • Course information (term, CRN, credit hours) • Department knowledge of why deadline missed • Comments from instructor to include if student participated in class (Audit only) 	<ul style="list-style-type: none"> • Completed Audit Request form
Extend Time for “I” or “DFR” (non-thesis) Grade	<ul style="list-style-type: none"> • Instructor 	<ul style="list-style-type: none"> • Course information (term, CRN, credit hours) • Length of extension (limit one term) • Statement of support from instructor 	
Retroactive Add/Increase of Credit Hours to a Course	<ul style="list-style-type: none"> • Instructor 	<ul style="list-style-type: none"> • Course information (term, CRN, credit hours) • Why deadline missed • Statement that student completed work appropriate for credit hours 	<ul style="list-style-type: none"> • Supplemental Grade Report Form (SGRF)



Type of Student Request	Required Additional Signatures	Required Additional Information	Required Additional Documentation
Retroactive Drop/Decrease of Credit Hours to a Course	<ul style="list-style-type: none"> Instructor 	<ul style="list-style-type: none"> Course information (term, CRN, credit hours) Last date of attendance Why deadline missed 	<ul style="list-style-type: none"> Supplemental Grade Report Form (SGRF) Medical documentation (if on a medical basis)
Withdrawal/Cancellation after Deadline		<ul style="list-style-type: none"> Last date of attendance Date department contacted if available Why deadline missed 	<ul style="list-style-type: none"> Completed Withdrawal/Cancellation form International students must have ISSS signature on W/C form Medical withdrawals are overseen by Office of the Dean of Students
Retroactive Registration Correction (typically a section change)	<ul style="list-style-type: none"> Instructor 	<ul style="list-style-type: none"> Course information (term, CRN, credit hours) 	<ul style="list-style-type: none"> Supplemental Grade Report Form (SGRF)
Reinstatement After Dismissal for Low GPA		<ul style="list-style-type: none"> Plan for raising GPA Cause of academic difficulty Effective term 	
Hold Assistantship/Fellowship while on academic probation		<ul style="list-style-type: none"> Plan for raising GPA Cause of academic difficulty 	
Thesis, Dissertation, Committee Policy Exceptions <ul style="list-style-type: none"> Accept exam results after 180 days Deposit > 3 terms after defense Defense after term deadline Retroactive committee appointment 		<ul style="list-style-type: none"> Detailed explanation of request Why deadline(s) missed if applicable For copy of results, statement that true copy of original 	<ul style="list-style-type: none"> Per Graduate College policy, for deposit > 3 terms after defense, statement about why a second defense is not necessary. Approval from all committee members for student remote participation in final defense
Late Add to Degree List		<ul style="list-style-type: none"> Why exception is needed 	<ul style="list-style-type: none"> Completed Late Add/Remove to Degree list Form

If you have questions, please contact us at:
Email: grad@illinois.edu
Phone: 217-333-0035