New and Updated Guidelines for Submitting Complete Student Record Requests and Petitions

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Requirements for All Requests

• Two Signatures from department
  – Adviser
  – Department Authorized Signatory

• Comments from All Signatories
Requirements for Specific Types

• Additional Signatures

• Additional Information

• Additional Documentation
Future Term Curriculum Changes

- Two Signatures from new department
- Effective Term
- Program Code
- Transfer Courses?
Minors and Concentrations

SIGNATURES
- Minor Department
- Concentration
Department if outside Major

INFORMATION
- Effective Term
- Program name and Code
- Minors
  - List of Courses
  - Used toward Major?
Re-Entry

- Previously Enrolled Degree Students
- Re-enter to same or *new program
  - *Two signatures from new department
- Domestic- not registered 3 terms
- International- not registered 1 spring/fall term
Re-Entry Continued!

INFORMATION
- Term of Re-Entry
- Program Code, if new
- Time Extension, if needed

INTERNATIONAL STUDENTS
- International Verification Form (IVF)
- Declaration & Certification of Finances
- Letter from department of financial support (if needed)
Time Extension

Expected Graduation Date/EGD

• Specify Length of Time Extension, max 1 year
  – For example, May 2016 Degree Conferral
• Timeline for Degree Completion
  – Include dates/terms for milestones
  – Quals, Comps, Preliminary Exam, Final Exam/Defense, Deposit
Overloads

>20 spring/fall OR >12 summer

• Specify total number of hours requested
  – For example, 22 credit hours fall 2015

• Why needed?

• Why capable of course load/history of heavy course loads?

• After 10\textsuperscript{th} day
  – Late Registration/Late Course Change Form
Transfer Credit
One grad degree program to another

SIGNATURES

• Authorized signatory of department not using course towards degree

INFORMATION

• *No limit on number of hours

• Statement that course(s) not used towards degree

• List course(s) for transfer
Transfer Credit-General Info
From outside the Grad College

• Limited to 12 credit hours
• Not previously used toward a degree or transcripted certificate
• From an accredited institution
• “B” or better grade
• Not applicable toward Stage II or III of doctoral degrees
• Department determines “age” of coursework
Transfer Credit
Non-degree UIUC

• 12 hours Maximum

• "B" or better grades

• List Courses for transfer
  – Course Information: Department, Course Number, Title, CRN, Credit Hours, Term
Transfer Credit
From other accredited institutions

INFORMATION

• Graduate Level Courses only
• List Transfer Courses
  – Department, course number, credit hours, and grades
• Specify acceptance at 400 or 500 level
• Specify Total hours accepting - Max 12 hrs.

DOCUMENTS

• Original, official transcript
  – Less than 6 months old
• Letter from other institution affirming courses not applied towards any awarded degree
Transfer Credit
UIUC Undergrad or Professional

• Usually only use Change of Course Level Form
• Petition needed for the following
  – Grades below “B”
  – >12 hours
• Petition needs
  – Why use <B grades?
  – Why >12 hours?
  – Completed Change of Course Level form
Retro Grade Mode Change
Standard; Credit/No Credit; Audit

INFORMATION
• Course Information
  – Department, Course Number, Title, CRN, Credit Hours, Term
• Department knowledge of why deadline missed

AUDIT ONLY
• Instructor Signature and statement that student never participated or completed assignments or exams
• Completed Audit Request form
Extension
Incompletes or Non-Thesis DFR’s

• Instructor Signature and statement of support
• Why department supports? (standard info)
• Course Information
  – Department, Course Number, Title, CRN, Credit Hours, Term
• Length of extension limited to one term- specify term, Reading Day Fall 2015 Term
Retroactive
Course Add or Increase in Credit Hours

• Course Information
  – Department, Course Number, Title, CRN, Credit Hours, Term
• Why deadline missed?
• Instructor signature and statement that student completed academic work appropriate for credit hours
• Supplemental Grade Report Form (SGRF)
Retroactive (Serious) Course Drop or Decrease in Credit Hours

• Course Information
  – Department, Course Number, Title, CRN, Credit Hours, Term

• Why deadline missed? Why exception?

• Instructor signature & statement including last date of attendance, participation, assignments completed

• Decrease Hours only: Supplemental Grade Report Form (SGRF)
Retroactive Withdrawal/Cancellation (Serious)

INFORMATION

• Last date of attendance or participation
• Date student contacted department, if available
• Why deadline missed?
• Why exception?

DOCUMENTATION

• W/C form
• International students
  – ISSS signature on W/C form
• Medical documentation, if applicable (filed separately)
  – McKinley Medical Letter of Attestation
  – Outside Provider
• Other documentation?
Retroactive Registration Corrections

• Must be for same number of hours in same term
• Course Information
  – Department, Course Number, Title, CRN, Credit Hours, Term
• Instructor signature(s) and statements
• Supplemental Grade Report Form (SGRF)
Reinstatement after Dismissal for Low Cumulative GPA

- For What Term? Summer/Fall 2015?
- Cause of academic difficulty
- Plan for raising GPA to department minimum in one term
  - Mathematically possible?
- Why department supports?
- Medical or other documentation
Thesis, Dissertation, Committee Policy

TYPES

• Accept exam results after 180 days/appt.
• Defense after Term Deadline
• Retroactive Committee Appointments/Changes
• Deposit >1 year after defense

INFORMATION

• What requested?
• Why deadline(s) missed?
• Deposit >1 year after defense
  – Required Per GC policy, Executive Officer Letter
    • Dissertation is essentially same as one defended
    • Why late deposit/degree is appropriate
Thank You!

Questions?

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