

# **The Graduate College Handbook for Students, Faculty and Staff**

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN  
GRADUATE COLLEGE**

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[www.grad.uiuc.edu/gradhandbook](http://www.grad.uiuc.edu/gradhandbook)

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# Chapter I: Graduate Education at Illinois

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## A. Introduction

The Graduate College at the University of Illinois at Urbana-Champaign has oversight responsibilities for the more than 9,000 students pursuing degrees in over 100 masters and doctoral programs in more than a dozen academic colleges, schools, and institutes. The College awards over 600 doctorates and 2,500 master's degrees per year. The College works to address a wide range of issues basic to graduate education at Illinois. More information about the Graduate College is online at [www.grad.illinois.edu](http://www.grad.illinois.edu).

This Handbook covers campus, academic, and administrative policies pertaining to graduate students at the University, and is current as of September 2007. Individual graduate departments or units may have policies specific to students enrolled in their units, and students should become familiar with their departmental handbooks. Please consult the Web sites linked throughout this handbook for additional information or the [University of Illinois homepage](#) for current policies in specific units.

Students are expected to be aware of and follow the policies and requirements in effect at their term of admission. Departmental and Graduate College policies may change subsequent to the term of admission, but subsequent changes in program requirements may not be imposed on students.

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## B. Administration and Governance

The Graduate College of the University of Illinois at Urbana-Champaign has jurisdiction over programs leading to post baccalaureate degrees awarded by the Urbana-Champaign campus of the University of Illinois except for the Juris Doctor degree program in the College of Law and the Doctor of Veterinary Medicine degree program in the College of Veterinary Medicine. The Graduate College is responsible for developing and safeguarding high academic standards and promoting research in all academic disciplines, and operates according to established [bylaws](#).

The Graduate College approves the appointment of graduate faculty members. For more details on graduate faculty membership, see the [Graduate College Policy on Graduate Faculty Membership](#) adopted October 24, 1999. More details on graduate faculty and doctoral committees can be found elsewhere in this handbook ([see chapter VI.B](#)).

The chief executive officer of the Graduate College is the dean. The work of the Graduate College is supported by a number of advisory committees. The [Graduate College Executive Committee](#) (GCEC) is the Graduate College's primary policy-making body. The GCEC consists of eight graduate faculty members elected by the graduate faculty, six graduate faculty members appointed by the chancellor on the recommendation of the dean and current members, and two

graduate student observers. The [Program Subcommittee](#) of the Executive Committee provides preliminary review of program proposals prior to GCEC approval.

The [Committee on Extended Education and External Degrees](#) (CEEED) is responsible for ensuring the quality of all graduate degree programs offered to students off-campus, including programs delivered through electronic distance learning technologies.

The [Fellowship Board](#) consists of fifteen faculty members and two graduate student members. This committee sets campus policy on graduate fellowships and grants and awards approximately \$4 million in student support per year.

The [Administrative Advisory Group](#) consists of twelve departmental administrators whose work complements that of the Graduate College Executive Committee, focusing primarily on the operational aspects of the Graduate College. Members of this committee are nominated by their peers and appointed by the dean of the Graduate College.

The [Career Advisory Committee](#) consists of faculty and staff chosen for their expertise in issues related to career advising and professional development. This committee advises the dean on programs and services that will assist students in these areas.

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## **C. Academic Integrity and Intellectual Property**

The Graduate College and the Office of the Vice Chancellor for Research work collaboratively to ensure commitment to principles of academic integrity and responsible scholarly conduct. A number of campus policies outline ethical and professional standards applying to faculty, students, and staff, and prescribe procedures to be followed when unethical conduct may have occurred. Students should be familiar with the following resources on academic integrity and professional conduct:

- [Bylaws of the Graduate College](#)
- [Good Ethical Practice: A Handbook for Faculty and Staff at the University of Illinois](#)
- [Institutional Animal Care and Use Committee \(IACUC\)](#)
- [Institutional Review Board Regulation and Policies](#) for human subjects research
- [Responsible Professional Conduct: Guidelines for Teaching, Research, and Service](#), from the [Academic Human Resources' Staff Handbook](#)
- [The Student Code](#)
- [University of Illinois Policy and Procedures on Academic Integrity in Research and Publication](#)

The term "intellectual property" refers to property that includes patents, copyrights, trade secrets, and trademarks. Any individual using University facilities, equipment, funds, or resources needs to be aware of University policies and procedures related to sponsored research and intellectual property issues, including rights to inventions and copyrightable works developed at the

University. For additional information about intellectual property, consult the [Office of Technology Management](#).

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## D. Academic Resources

The Graduate College provides services to students, graduate advisers, and academic units regarding admissions, fellowships and grants, tuition and fee waivers, thesis preparation, underrepresented student support, degree requirements, career services, and student academic concerns including academic standing, grievances, and petitions.

Many campus resources can be found online, and some of those most important for students include:

- [Campus Calendars](#)
- [Class Schedule](#)
- [Course Catalog](#)
- [Graduate College Events & Deadlines](#)
- [Programs of Study](#)
- [The Student Code](#)

For additional campus resources see [The Guide to Graduate Life at Illinois](#).

Faculty members are a critical resource for students. Departments typically assign a faculty member to new students to provide assistance with early planning of their academic programs. Once students have settled on an area of special research interest, they are generally expected to choose a faculty member from that area to act as their primary adviser. In addition, the department's Director of Graduate Studies is also a good resource.

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## E. Terms and Definitions

Terminology used throughout this Handbook:

- "**department**" or "**unit**" may refer to a program, school, institute, or similar type of academic unit,
- "**fellowships**" and "**fellows**" include traineeships and trainees except where specified,
- "**head**" or "**department head**" will be used to refer to unit executive officers,
- "**students**" refers to graduate students, and
- "**thesis**" may refer to a thesis or a dissertation.

## Definitions:

- **concentration** - an area of specialization within a student's major that is approved as a program of 24-32 hours; approved concentrations will show on a student's transcript when properly completed
- **conferral** – the day on which the University officially records and grants degrees; there are four [conferral dates](#) in each academic year
- **degree audit** – a review to certify that a student has met all the requirements for graduation and the degree can be conferred
- **degree-seeking or degree candidate** - a student status in which the student is in the process of obtaining a degree
- **dual degree** – pursuit of two separate degrees at the same time
- **[Graduate and Professional Admissions and Academic Support Unit](#)** – GPASU, the unit within the Graduate College that oversees the graduate application process and supports graduate academic record services (petitions, registration, end of term processes); located on the 3rd floor of Coble Hall
- **joint degree** – a campus approved program in which a student pursues two degrees, and some courses fulfill requirements of both programs
- **minor** – an area of specialization outside a student's major area of study of at least twelve hours; approved minors will show on a student's transcript when properly completed
- **non-degree** – a student status in which the student is not seeking a degree, or applying credit toward a future degree
- **[Office of Admissions and Records](#)** – OAR, the unit that admits undergraduate students to the University, oversees campus registration processes, assesses tuition and fees, certifies degrees, and creates transcripts
- **Reading Day** – the designated period between the last day of classes and the first day of final examinations
- **SEVIS** - [Student and Exchange Visitor Information System](#), the Internet-based program operated by the Immigration and Customs Enforcement (ICE) to track all students and scholars who are in F-1 and J-1 status, along with their spouses and dependents
- **[UI Integrate Self Service](#)** – the interface that students use for registration and records, financial aid, billing, personal information, and to apply for graduation; faculty use this interface for course management and advising services

## Chapter II: Student Status and Registration

There are three semesters in each academic year: fall, spring, and summer.

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### A. Student Status

A student may be admitted to the Graduate College with either full graduate standing or with limited status, as a degree-seeking student or as a non-degree student. The admission status is stated in the Notice of Admission, which is issued by the [Graduate and Professional Admissions and Academic Support Unit](#). Students must have full graduate standing and be degree-seeking in order to be awarded a graduate degree.

A student who does not meet one or more of the admission requirements may be approved for admission with limited status. The most common reasons for limited status admission are:

- course deficiencies that must be remedied,
- low undergraduate GPA (grade point average below 3.0 on a 4.0 scale),
- missing transcripts (students must provide all required transcripts, including confirmation of baccalaureate and higher degrees), or
- a lack of demonstrated English language proficiency.

Students admitted with limited status must address deficiencies in order to continue beyond the first semester.

There are several types of non-degree students. Non-degree students who wish to take classes in the fall or spring semesters must be recommended for admission by a department and admitted by the Graduate College. Students interested in non-degree summer only enrollment do not have to be recommended for admission by a specific program; only Graduate College admission is required. Exchange students and students taking classes through the [Division of Academic Outreach](#) are often non-degree. There are a number of restrictions and conditions that apply to non-degree status. A non-degree student:

- is not eligible for financial aid administered by the Graduate College, such as fellowships and conference travel awards,
- must reapply for admission and pay the application fee if he or she wishes to become a degree-seeking student,
- is limited to taking **fewer** than twelve hours per fall or spring semester (fewer than six hours in the summer), which means they are not considered to be full-time for most purposes; ([see chapter III.C.1](#)); exceptions are CIC Traveling Scholars and international students participating in special exchange programs for which full-time approval has been obtained from the Graduate College prior to admission, and international students who do not hold student visas,

- can petition to transfer a maximum of twelve hours of credit (of which non-degree credit is a part; [see chapter III.A.3 for details](#)) to a degree program, if subsequently admitted to and enrolled in a degree program, and
- cannot register until the fourth day of instruction for the fall or spring semester, and can only register if space is available, and the late registration fee will not be assessed if the student completes his or her registration on or before the tenth day of instruction in a semester.

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## B. Changing Departments or Programs

Students wishing to transfer from one academic program to another, either as a permanent transfer, or in order to obtain a degree from both programs, should use the [petition](#) process to request the transfer. With transfer by petition, students are not required to complete a new application, pay an application fee or provide copies of transcripts already on file. Departments may request additional information such as a new statement of purpose or new letters of reference. Departments with special application requirements may request that these requirements be completed. Both the current department and the anticipated department must comment on the transfer and sign the petition. The anticipated department must clearly indicate whether or not they accept the student, and the date when they wish the acceptance to be valid. The student's current adviser must also sign the petition. When all signatures are obtained, the petition is forwarded to the Graduate and Professional Admissions and Academic Support Unit for consideration. **International students with F-1 or J-1 visas who transfer from one program to another are required to obtain new immigration documents from International Student and Scholar Services.**

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## C. Registration

Students must enroll during their term of admission. If enrollment in that term is not possible, students should contact their graduate program to request their admission term be changed. Students are expected to be enrolled for spring and fall semesters throughout their graduate program. Students with fellowships **must** be enrolled during the terms of their appointments ([see chapter VIII for details](#)). Students with assistantships for spring or fall **must** be enrolled during the term in which they are appointed. However, students with summer assistantships are not required by the University to be registered unless it is their first term ([see chapter VIII for details](#)). International students cannot drop below full-time unless they have **prior approval** from International Student and Scholar Services, and they should see the explanation of full-time status in this handbook ([see chapter III.C.1](#)) and the policy on a [Full-Time Course of Study for Graduate Students](#) for more information.

**Students are responsible for their own registration and for ensuring the accuracy of their schedules.** Until the tenth day of instruction, students can register online using the [UI Integrate Self-Service](#) registration system. All students are strongly encouraged to register by the tenth day for many reasons including implications for financial aid and insurance coverage. International

students **must** register by the tenth day of instruction or they will be in violation of SEVIS requirements. Students can check their registration online and print their schedules as needed. Students who find errors in their schedules should immediately correct these errors, and **this process must be completed before the [deadline for adding or dropping a course](#).**

Complete registration information including a link to online registration, a registration checklist, and registration help can be found at the [Office of Admissions and Records](#). In particular, the section on registration procedures includes information on time tickets (the earliest a student can enroll for a future semester), eligibility to register, [holds](#), enrollment requirements and prerequisites, “authorization only” courses, [credit-no credit](#), [canceling registration](#), and [withdrawal](#) (including refund deadlines).

1. [Deadlines](#)
2. [Leaves](#)
3. [Audit](#)
4. [In absentia Registration](#)
5. [Credit-No Credit](#)
6. [Off-campus and Online Courses](#)
7. [Verification](#)

**1. Deadlines:** The deadlines for students to add and drop classes vary depending on the length of the class (e.g. full semester or part of term) and the term. See the [Graduate College Academic Calendar](#) for exact dates in a specific term, and for classes with lengths other than full semester.

After the tenth day of instruction in the fall and spring semesters and until the end of the sixth week of instruction, students wishing to **add** full semester classes may do so at the Office of Admissions and Records. The forms needed vary depending on registration status and the date the change is requested. Students adding their first class after the tenth day have not yet registered and must complete a [Late Registration form](#). Students adding a course after the tenth day may be required to complete a [Late Course Change form](#). If a class carries departmental restrictions, departmental approval must be indicated on the Late Course Change form. After the sixth week of instruction, Late Course Change forms will be **required** to add any full semester classes, and Late Registration forms will be required to register. These forms must be stamped by the enrolling department(s) to indicate approval to add courses. Forms must be submitted to the Office of Admissions and Records for completion of the request.

In the fall and spring semesters, students can use UI Integrate Self-Service to **drop** full semester classes until the end of the eighth week of instruction. After the eighth week and until the end of the twelfth week of instruction, students wishing to **drop** full semester classes may do so at the Office of Admissions and Records, without receiving a grade of “W”. After the twelfth week, students wishing to drop a class will need to complete the Late Course Change form with academic departmental approval, and will **receive a grade of “W”** for the class. After classes for the semester are completed (Reading Day and beyond) students must complete a [Graduate Student Petition](#) to add or drop a class.

**2. Leaves:** Many graduate programs have policies governing leaves. A student who has a need to interrupt his or her graduate program should make arrangements with the department and adviser prior to departure. Because of SEVIS regulations, policies concerning leaves are different for international students than for domestic students. A domestic student who has not registered for more than one calendar year must submit a [Graduate Student Petition](#) requesting re-entry. A student holding educational loans should consult the lender before choosing not to enroll for a fall or spring semester.

**International** students who plan not to enroll for a spring or fall semester or plan to leave campus are **required** to meet with staff from International Student and Scholar Services. International students must [petition](#) for re-entry after **one missed semester** (not including summer), and will need to work with the staff from International Student and Scholar Services (ISSS) as well as with their department.

**3. Audit:** Students wishing to audit a class must make the request using an [Auditor's Permit](#). An auditor is **only a listener** in the classes attended; he or she is **not a participant in any part of the exercises**. Auditors are not permitted in studio, laboratory, or activity courses. A course, once audited, may not be repeated for graduate credit. An audited course will appear on the student's transcript with a grade of "AU". Approval from both the instructor and the Graduate College is required. The student should take the Auditor's Permit form to the **first class meeting** and ask the instructor to sign, indicating approval. The form should then be submitted to the Graduate College for approval. If approved, the Graduate College will submit the form to the Office of Admissions and Records for processing. Students who are registered for less than twelve hours, not including the audited course, who do not have a tuition waiver will be charged a \$15 audit fee. Audited hours do not count toward assessed hours. Please note that an audited course does not count toward the registration requirement for fellows.

**4. In absentia Registration:** *In absentia* registration is designed for students who wish or need to remain registered, but plan to be studying or doing research for at least one semester at least 50 miles away from campus. There is no decrease in tuition rates when a student is registered *in absentia*, and tuition assessment will be based on the student's college and curriculum of enrollment, their resident or non-resident status, and the number of hours for which the student is registered. *In absentia* registration recognizes that such students do not access the full range of campus services and resources while away. Therefore students registered *in absentia* [are not assessed any fees except the general fee](#). Students must realize that if a certain fee is not assessed they are not eligible to receive the services provided by the fee. If, for example, students registered *in absentia* wish to have **health insurance** they must make alternative arrangements. Payment of the general fee provides students with access to their university e-mail. Students may register *in absentia* for any number of credit hours.

A [petition](#) requesting *in absentia* registration should include the student's off-campus address, information on the nature and location of the research planned, the term(s) and year during which *in absentia* registration is being requested, and the course number (CRN; usually thesis credit) and amount of credit desired. For more information about registering *in absentia*, see the [Office of Admissions and Records](#).

**5. Credit-No Credit:** Credit-no credit is a permanent notation on the academic record that may be requested by a student with their adviser's approval. Students on limited status admission or probation are not allowed to register for credit-no credit course work until the limited status or probation has been removed. In any one semester, a student may take no more than four semester hours on a credit-no credit basis. Over the entire period of a degree program, a student must earn at least two hours of graded (A-D) course work for each hour of credit-no credit course work. Students are advised to check the [Class Schedule](#) to be sure that the course desired is not limited to letter grading only, which means the course can not be taken for credit-no-credit. The [form to request credit-no credit](#) notation must be completed and submitted to the Office of Admissions and Records before the deadline published in the [Graduate College Academic Calendar](#). After the request is approved and processed, the letter grade reported by the instructor will change to the credit-no-credit notation as follows. A grade of C- or better will be converted to CR (credit), and a letter grade of D+ or lower or a grade of ABS will be converted to NC (no credit). A student may amend a credit-no credit request and return to a regular grade mode by filing a second credit-no-credit form and submitting it by the published deadline as indicated in the [Graduate College Academic Calendar](#). Grades for study abroad and transfer credit are designated on the transcript as credit-no credit. Additional information about credit-no credit can be found in the [Student Code](#).

**6. Off-campus and Online Courses:** Graduate courses are offered by the University of Illinois at Urbana-Champaign at various sites throughout the state as well as through online and guided individual study instructional delivery methods. Information about these courses is available from the [Division of Academic Outreach](#) in the Office of Continuing Education.

**7. Verification:** Students often need to verify that they are enrolled. The University of Illinois has authorized the National Student Clearinghouse to provide [enrollment verification information online](#).

## Chapter III: Academic Record

Beginning in Fall 2004, graduate credit at the University of Illinois at Urbana-Champaign is measured using semester hours.

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### A. Grading System

1. [Course Grades](#)
2. [Repeated Courses](#)
3. [Transfer of Credit](#)
4. [Holds](#)

**1. Course Grades:** See [article 3-102](#) and [article 3-104](#) of the Student Code for more information on course grades. Points used in the computation of grade point averages are as follows:

A+	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67

D+	1.33
D	1.00
D-	0.67
F	0.00
F by rule	0.00
ABS	0.00

A grade of F may be assigned to courses dropped for academic irregularities.

F by rule is automatically assigned when a grade of Incomplete has not been replaced by a letter grade by Reading Day of the next semester in which the student is registered. Incomplete grades earned in the spring semester will not be converted to F by rule until the end of the following fall semester, whether or not the student registers for the summer term.

The grade of ABS may be assigned when the student is absent from the final examination without an acceptable excuse. A grade of ABS counts as a failure and is not acceptable for degree credit.

In addition to assigned grades that are included in the computation of Grade Point Average (GPA), the following notations may be used, but are not included in computation of GPA:

AU	No Points
CR-NC	No Points
DFR	No Points
I	No Points

NR	No Points
NV	No Points
S/U	No Points
W	No Points

- AU - Audit. A permanent notation that indicates attendance as a visitor only. Information on how to audit a course is located in chapter II ([see chapter II.C.3](#)).
- CR-NC - Credit earned-No Credit earned ([see chapter II.C.5](#)).
- DFR - Grade temporarily deferred. A temporary notation used only in approved courses, such as research and special problems courses extending over more than one semester. Some special problems courses are approved for use of DFR for two semesters only and the DFR must be converted to a permanent grade no later than Reading Day of the next semester in which the student is registered. The DFR recorded for thesis courses (research) stands indefinitely until the successful or unsuccessful completion of the thesis.
- I – Incomplete. A temporary notation assigned when the student has received an approved extension of time to complete requirements of the course. The instructor may authorize such extension of time for a graduate student regardless of the level of the course. A grade of Incomplete must be replaced by a letter grade no later than Reading Day of the next semester in which the student is registered or it automatically becomes an F grade. If the student does not enroll the following semester, in a graded course, the incomplete grade becomes an F after one year. Incomplete grades earned in the spring semester will not be converted to F by rule until the end of the following fall semester, whether or not the student registers for the summer term. Requests for extensions of time to complete the course requirements are made by [petition](#) to the Graduate College. A student will not be certified for a degree with an Incomplete grade in their academic record.
- NR – Not reported. This temporary notation is automatically entered if an instructor does not report a grade by the deadline.
- NV – Not valid. This temporary notation is used when an instructor reports a grade in a mode that has not been approved for use with that course.
- S/U – Satisfactory-Unsatisfactory. A permanent notation used as a final grade only in courses (generally thesis research or seminar courses) approved for this grade mode.
- W – Withdrawal. A permanent notation signifying an approved withdrawal without credit, ([see chapter VII.C for more information](#))

**2. Repeated Courses:** If a graduate student receives a grade below C, the student should check with his or her adviser or department to see if the department requires that the course be repeated to achieve a certain minimum grade. A student may also choose to repeat a course. When a graduate student repeats a course, the grade for the course when first taken is the grade that is used in computation of the GPA. The accumulated hours for the first attempt count toward a degree, unless the course is failed. Hours and the grade for the repeated course are not counted.

**3. Transfer of Credit:** A student must have successfully completed at least eight semester hours of graded graduate work at the University of Illinois at Urbana-Champaign before submitting a request for transfer of credit. Additionally, credit may not be transferred to count toward Stage II

or Stage III of a doctoral program ([see chapter VI.A](#)). The only credit that will be considered for transfer is credit:

- that has not previously been applied toward a degree,
- that is graded graduate level course work from an accredited institution,
- in which the student has achieved a grade of B or better, and
- that would not be more than five years old for a master's degree or Certificate of Advanced Study or seven years old for a doctoral degree at the time of degree conferral.

There are two types of credit that a graduate student may wish to transfer. Students may wish to transfer credit from one graduate degree to another graduate degree within the Graduate College at the University of Illinois at Urbana-Champaign. Alternatively, graduate students may wish to transfer credit completed outside the Graduate College. Different rules apply for each type.

Generally a maximum of twelve semester hours of graduate work completed **outside** the University of Illinois at Urbana-Champaign **Graduate College** may be counted toward a graduate degree. Work completed outside the University of Illinois at Urbana-Champaign Graduate College that can be transferred includes:

- graduate level work taken as an undergraduate at Urbana-Champaign, but not used toward a degree,
- graduate level work taken through guided individual study at the University of Illinois at Urbana-Champaign,
- graduate work done while a non-degree student, either at Urbana-Champaign or at another accredited university or accredited institution, or
- graduate level work taken at another accredited institution, but not used toward a degree.

To request transfer of credit from outside the Graduate College, a student should submit a [Graduate Student Petition](#), accompanied by official transcripts if such are not already available in the student's file, and validation by specialists in the area of the course work in the student's department that the course work is applicable and of an appropriate level of difficulty.

Most transfer credit will be reflected on the transcript without course titles and grades. The exceptions are:

- graduate credit transferred from the University of Illinois at Chicago or from the University of Illinois at Springfield,
- graduate credit earned through the [CIC Traveling Scholar Program](#),
- credit earned in the Illinois College of Medicine that is approved for application to the student's graduate program for students in the Medical Scholars Program, and
- graduate credit earned through an Urbana-Champaign off-campus course or program.

Distinct from credit transferred from outside, credit may be transferred from one graduate program at this University to another graduate program at this University as long as it was not applied toward another degree. To request a transfer of credit from one program to another within the Graduate College, a student should submit a [Graduate Student Petition](#) which specifies

that the departments involved approve of the transfer of work from one program to the other, and shows that courses will only be applied to one degree program. For these petitions, there is no limit on the number of hours that a student may request be transferred. Credit taken while in the [CIC Traveling Scholar Program](#) is considered to be within the Graduate College.

**4. Holds:** Holds can be placed on a student's record for several reasons, including departmental deficiencies, immunization requirements, disciplinary reasons, financial encumbrance to the University, lack of academic progress, failure to submit transcripts, or low GPA. Holds may prohibit the student from making changes to their registration, from receiving a transcript, or from graduating. Holds and information about the hold can be viewed in the Registration section of a student's [UI Integrate profile](#).

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## B. Academic Standing

1. [Grade Point Average \(GPA\) Computation](#)
2. [Minimum GPA](#)
3. [Good Standing/Academic Progress](#)
4. [Probation](#)
5. [Dismissal](#)

**1. Grade Point Average (GPA) Computation:** Graduate students must maintain satisfactory progress in all aspects of their degree programs in order to continue as students. Graduate programs consider many factors in determining whether or not a student is making satisfactory progress. One of these factors is cumulative grade point average (GPA). The GPA component of academic status is calculated at a predetermined date at the end of each semester. Even though grades may be changed in the official record after this date, the academic status for that term is NOT changed. At the point of calculation, graduate students must have a GPA at or above their department's minimum to be in good standing.

**2. Minimum GPA:** Campus policy requires a student to maintain a minimum cumulative graduate GPA of 2.75 in order to continue in an advanced degree program, and to have a cumulative graduate GPA of at least 2.75 to graduate. [Many departments, however, require a minimum of 3.0 or higher.](#) For departments with higher minima, the Graduate College enforces the department's minimum. Students enrolled in joint degree programs must meet the minimum GPA requirements of both degree programs in order to maintain satisfactory academic progress and to graduate.

**3. Good Standing/Academic Progress:** The Graduate College monitors cumulative graduate grade point average, and the graduate programs monitor all other aspects of academic progress. Good academic standing requires more than an acceptable GPA. Graduate students must make satisfactory progress in all aspects of their program in order to continue as students. Additional factors that a program may use to assess academic progress include, but are not limited to, performance in course work, satisfactory and timely completion of all milestones as determined by the program, satisfactory progress in research, and performance on qualifying, preliminary,

and other examinations. Failure to meet these requirements can result in the program recommending to the Graduate College that the student be placed on probation or dismissed from the Graduate College. Good standing can also be referred to as full graduate standing, which is the normal status of graduate students with no holds or limited status at the University.

**4. Probation:** Students who have a cumulative graduate GPA below the degree program's minimum at the end of any semester of enrollment will be placed on probation. Once a student has been placed on probation, the student must raise the cumulative GPA to his/her program's minimum by the end of the next term of enrollment, or face dismissal from the Graduate College. Please refer to the complete [Graduate College Probation Policy](#) for more information.

**5. Dismissal:** A graduate student placed on probation who fails to improve the GPA to the required level by the end of the next term of enrollment will receive a notice of dismissal from the Graduate College. This action prohibits the student from registering and drops any courses for which the student has pre-registered. If a student is dismissed from the Graduate College because of a low cumulative graduate GPA, the [graduate student petition](#) process may be used to appeal the dismissal. The Graduate College will consider petitions containing strong program support and strong justification based on other factors pertinent to the program's determination of satisfactory academic progress.

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## C. Credit Loads

1. [Full-time](#)
2. [Off-campus and Online Courses](#)
3. [Maximum and Minimum Enrollment](#)

**1. Full-time:** There is [not one standard definition of a full-time course of study](#). Graduate students may be required to maintain “full-time enrollment” for several reasons including departmental requirements, certification related to student loans or other financial aid, fellowship and traineeship appointments ([see chapter VIII.B](#)), certain types of non-University insurance policies, or tax requirements. International students on an F-1 or J-1 visa are required to maintain full-time status for purposes of Student Exchange and Visitor Information System (SEVIS) reporting. For purposes of load, each required or recommended ESL course taken as a result of the English as a Second Language Placement Test (EPT) will count as the equivalent of 4 graduate hours, even if the course credit is recorded as zero hours.

Students with questions about registration load and loan deferment should consult their lenders (school, bank, or loan agency). Students may also contact the [Office of Student Financial Aid](#), or [finaid@uiuc.edu](mailto:finaid@uiuc.edu), for advice or referral to the appropriate office or agency. Verification of full-time status can be ordered [online](#) or from the Registrar’s Office, Transcript Section, at the Office of Admissions and Records. International students with questions about full-time status should contact the [Office of International Student and Scholar Services](#).

**2. Off-campus and Online Courses:** For degree-seeking candidates, credit earned in off-campus/online courses is counted toward an advanced degree and counted as credit earned in residence in the same way as credit earned in on-campus courses.

**3. Maximum and Minimum Enrollment:** The maximum amount of credit in which a graduate student may enroll without special overload approval from the Graduate College is 20 hours in fall and spring terms and twelve hours in the summer term. To request approval to register above the established maximum, a student must submit a [Graduate Student Petition](#).

The Graduate College places no restriction on the minimum amount of credit for which a student may register. However, some departments have established a minimum amount of credit. Students should keep in mind that enrollment below a full-time course of study may jeopardize progress toward a degree, financial aid, fellowship, loan deferment, or the visa status of an international student ([see this chapter section C.1](#)). International students on an F-1 or J-1 visa are required to maintain full-time status for purposes of Student Exchange and Visitor Information System (SEVIS) reporting. See both the [ISSS Web site](#) and the [Graduate College Full-time Course of Study](#) policy for more details.

Students with questions about registration load and loan deferment should consult their lenders (school, bank, or loan agency). Students may also contact the Office of Student Financial Aid, or [finaid@uiuc.edu](mailto:finaid@uiuc.edu), for advice or referral to the appropriate office or agency.

## Chapter IV: General Graduate Degree Requirements

Students are expected to be aware of and follow the policies and requirements in effect at their term of admission. Departmental and Graduate College policies may change subsequent to the term of admission, but subsequent changes in program requirements may not be imposed on students. Additional specific information on master's degree requirements ([see chapter V](#)), and doctoral degree requirements ([see chapter VI](#)) can be found in this handbook.

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### A. Departmental Expectations

Requirements for specific graduate degrees and certificates are listed in the appropriate sections of the [Programs of Study](#), and in departmental handbooks. **All departments should distribute a handbook or statement to their graduate students** (on paper or online) listing the requirements for the graduate degree programs to which they are admitted.

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### B. Credit, Registration, and Residence Credit

International students on F1 and J1 visas should contact [International Student and Scholar Services](#) for specific questions regarding enrollment as it pertains to visa status.

In order to receive a graduate degree a student must be registered in the program for at least twelve hours for at least one term, which could be spring, summer or fall. To be counted toward the graduate degree, hours must be at the 400-level or greater.

For doctoral students, registration is required for the entire term in which a student takes the final defense, regardless of when the thesis will be deposited or when the degree will be conferred. See the Thesis Handbook for more information about exact [enrollment dates for each term](#), and see [chapter VI](#) for registration requirements for doctoral students. For the purpose of defense, students in the [Medical Scholars Program](#) are considered registered if they are enrolled in the College of Medicine. The Graduate College does not require students to be registered at the time of deposit.

University of Illinois rules prescribe that a certain amount of credit hours for each degree received from this campus be taken as residence credit. Credit hours earned on the University of Illinois at Urbana-Champaign campus are considered residence credit. In addition, the following are accepted as residence credit:

- graduate credit transferred from the University of Illinois at Chicago or from the University of Illinois at Springfield,
- graduate credit earned through the CIC Traveling Scholar Program,
- credit earned in the College of Medicine that is approved for application to the student's graduate program for students in the Medical Scholars Program, and

- graduate credit earned through an Urbana-Champaign off-campus course or program.

Residence requirements are outlined in [Rule 3-801 of the Student Code](#).

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## C. Proficiency Examinations

Graduate students may satisfy specific requirements by proficiency examinations, but such credit cannot be applied toward graduate degrees. Students should check with their department for details about proficiency examinations.

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## D. Degree Conferral

Master's degrees are conferred in May, August, October, and December. Doctoral degrees are conferred in May, October, and December. In order to receive a degree, a student must apply to be on the degree list for the appropriate graduation date. Until the tenth day of classes in a given semester, students may use the UI Integrate Self-Service system to apply to be on the degree list. After the tenth day, students should complete an [Application for Degree form](#) and submit it to their graduate department office. Deadlines for applying to be on the list for each graduation date are noted on the [Thesis Office Deadlines Web page](#).

A student may not receive a degree with a grade of DFR on their graduate record in any course except thesis research, without an approved [petition](#) to request that the grade remain permanently as deferred (DFR).

A student who has fulfilled all of the degree requirements sometime before the next conferral date may need certification for employment or to meet visa requirements. To request a letter of certification, the student should use the [Request for Certification of Degree Letter form](#), or pick up the form at the Graduate College Thesis Office. **A student who owes money to the University may not receive a letter of certification.**

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## E. Second Degree

The Graduate College will generally not allow the awarding of a second graduate degree in an area in which a graduate degree at an equivalent level (master's, doctoral) has already been earned. This applies to cases where the first degree is from the University or from another domestic or international institution. The basis for this policy is that an individual should not receive another degree for work that is substantially similar to the work used to complete a previous degree. Exceptions may be allowed in cases where it is clear that the student's degree programs differ significantly. The [petition](#) process is used for such requests.

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## F. Research Credit and 599

Most graduate degrees require a research component that culminates in the defense and subsequent deposit of a thesis or dissertation. Graduate students should register for research credit during semesters when they are working on the thesis. A student who has no record of registration in research credit courses cannot deposit a thesis. Most departments use the course designation “599” to indicate research registration for both master’s and doctoral students. Many departments will not allow students to register in research credit (599) until they have passed certain milestones. Registration in research credit must always be done with the approval of the student’s adviser.

The grade of DFR (deferred) is reported for research credit until the thesis has been completed, defended if required, and successfully deposited in the Graduate College. When a thesis is successfully defended and deposited, the DFR grades will be changed to S (satisfactory). If the student fails the final defense the grade becomes U (unsatisfactory), and the thesis cannot be deposited.

If research credit is taken but thesis work is not completed, the 599 registration cannot be removed from the record. If the work will not be completed, and the student wishes to receive a degree, the grades will permanently remain as deferred (DFR).

Graduate students who have completed all degree requirements except the thesis or dissertation and do not have a tuition and fee waiver may consider registering for zero hours of research credit. It is important for such students to consider the implications of not being a full-time student ([see chapter III.C.1 for more information](#)).

[Graduate College \(GC\) 599](#) is a registration option for advanced doctoral students who do not have tuition waivers but must maintain full-time enrollment to **defer student loans**. To be eligible to register for GC 599, a student must:

- have a guaranteed student loan that would require immediate repayment if the student were not registered for the minimum credit required by the lender to defer the loan,
- have passed the preliminary examination prior to the term in which he or she wishes to register for GC 599,
- have completed all Graduate College and departmental requirements for the degree except for completing the dissertation, defending, and depositing,
- not have any financial assistance that would cover tuition and fees, and
- complete and submit the appropriate [form](#) to the Graduate College.

Students who are required to complete a mandatory internship as part of their degree requirements may also register for GC 599 provided they comply with the all but the third bullet point listed above.

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## G. Theses and Dissertations

For information on theses and dissertations, see the current version of the Graduate College [Thesis Handbook](#).

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## H. Certificate of Advanced Study

Some academic units, such as the Graduate School of Library and Information Science and some departments in the College of Education, offer Certificates of Advanced Study for students who are interested in additional professional training beyond the master's degree but are not planning to obtain the doctoral degree. These programs usually require completion of at least 32 semester hours of course work beyond the master's degree. A candidate for a Certificate of Advanced Study is expected to complete all degree requirements within five years of first registering in the Graduate College. Therefore, a Certificate of Advanced Study candidate with course work that is more than five years old at the time of degree or certificate conferral must [petition](#) the Graduate College asking that the course work be accepted for the degree or certificate. The petition must include an explanation from the department regarding how the student's knowledge in the areas covered by the old course work meets current standards. This justification is needed for degree certification and the petition should be filed during the term when the student is placed on the degree list. Information concerning specific Advanced Certificate programs is available from departmental offices.

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## I. Joint Degree and Dual Degree Programs

A **joint degree** program is a University approved program in which students pursue two specifically identified graduate degrees simultaneously, and both degrees must be conferred simultaneously. A joint degree program differs from a dual degree program in that the total time for the two degrees is decreased by a predetermined maximum through the acceptance of required courses in one program as electives in the other. A student in a joint degree program must register in each program for a minimum of twelve hours for at least one term, and must complete the minimum requirements for each degree. A student who wishes to enter a joint degree program must be admitted separately to each program as a joint degree candidate. Joint degree programs may involve one graduate degree and one professional degree. Approved joint degree programs can be found in the [Programs of Study](#). A student interested in pursuing joint degrees should consult both departments. Joint degree students may be enrolled in either program when they defend.

A **dual degree** program is defined as one in which a student pursues two post-baccalaureate degrees simultaneously. In dual degree programs, students must complete all requirements for each degree, without overlap. With the approval of both departments, students would have the opportunity to integrate their studies rather than completing the degrees in series. A student pursuing two post-baccalaureate degrees simultaneously must be registered in each program for a

minimum of 12 hours for at least one term, in order to obtain both degrees. Dual degree students may be enrolled in either program when they defend.

## Chapter V: Requirements for the Master's Degree

Students are expected to be aware of and follow the policies and requirements in effect at their term of admission. Departmental and Graduate College policies may change subsequent to the term of admission, but subsequent changes in program requirements may not be imposed on students. Master's students should also review the [General Graduate Degree Requirements](#).

The Graduate College requires a minimum of 32 semester hours of graduate credit for the master's degree, although a number of programs require more. The Graduate College requires that at least twelve hours be in 500-level courses, and eight of these twelve hours be in the major field. Half or more of the hours applied to a master's degree must be earned in courses counted for residence credit ([see chapter IV.B for more details](#)). Master's students are not required to be enrolled during the term in which they take their final exam.

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### A. Examinations

The Graduate College does not require examinations or thesis committees for the master's degree. Departments that have such requirements determine their own rules for committee membership and administration of the examination.

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### B. Master's Adviser

The Graduate College requires that a master's candidate depositing a thesis have an adviser who is a member of the [Graduate Faculty](#).

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### C. Time Limits

A master's degree candidate is expected to complete all degree requirements within five years of first registering in the Graduate College, unless the student is enrolled in a program with a different time limit, that has been approved by the Graduate College. Therefore, a master's degree candidate with course work that is more than five years old at the time of degree conferral must [petition](#) the Graduate College asking that the course work be accepted for the degree. The petition must include an explanation from the department regarding how the student's knowledge in the areas covered by the old course work meets current standards. This justification is needed for degree certification, and the petition should be filed during the term when the student is placed on the degree list.

## Chapter VI: Requirements for the Doctoral Degree

Students are expected to be aware of and follow the policies and requirements in effect at their term of admission. Departmental and Graduate College policies may change subsequent to the term of admission, but subsequent changes in program requirements may not be imposed on students. Doctoral students should also review the [General Graduate Degree Requirements](#).

Doctoral degrees require successful completion of a minimum of 96 semester hours of graduate credit ([see section A of this chapter for doctoral degree stages](#)) as well as the preliminary and final examinations. Any doctoral degree candidate, regardless of transfer credits or a master's degree completed elsewhere, must complete at least 64 hours of [residence credit](#) out of the total of 96 hours required for the doctoral degree. Thesis hours can count toward residence credit.

The Graduate College does not require students to be registered at the time of deposit. However, all doctoral candidates **must be registered** for the entire semester or term during which they take the final examination. For this purpose only, "term" is defined as extending through the day prior to the first day of the following term. If enough thesis credits have been accumulated, registration for 0 hours is acceptable. There is one exception to the registration requirement. A student who was registered during summer session need not register for the fall semester if the final examination occurs on or before the final October examination deadline for the doctoral degree students. This date is published on the [Thesis Office Deadlines Web page](#). This exception provides a grace period at the beginning of the fall semester for students who are unable to assemble their dissertation committees over the summer. For example, in Fall 2007, a doctoral student who wants to defend but does not want to register for the fall term must: (a) have been registered for Summer 2007 and (b) successfully defend by September 14, 2007, the deadline for holding the final examination for October 2007 graduation.

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### A. Doctoral Degree Stages

Stage I: A doctoral student is considered to be in Stage I from initial enrollment in the Graduate College to completion of a master's degree or its equivalent. Each department should have a procedure for evaluating a student's progress at this first stage of doctoral work. Elements of this evaluation will include not only GPA, but other factors related to [good academic standing and satisfactory progress](#). In some departments, this evaluation may take the form of a qualifying examination, or other examination or series of examinations, which a student must pass before entering Stage II of the doctoral degree program. Evaluation of progress in Stage I, whether by examination or other formal review, should take place no later than the end of the second year after a student enters the doctoral program. The evaluation results should be communicated in writing to the student. Students who apply to a doctoral program having already completed a master's degree equivalent to that awarded by the University of Illinois are considered to have completed Stage I of the doctoral program unless the department stipulates otherwise.

Stage II: A doctoral student is considered to be in Stage II from completion of the master's degree or equivalent to completion of all departmental requirements (except the defense and

deposit of the dissertation), including passing the preliminary examination. In some programs, doctoral students entering with a master's degree will take a qualifying examination early in Stage II. Stage II usually consists of one or more years devoted to course work and research in preparation for the preliminary examination. A student who passes the preliminary examination has completed Stage II is often referred to as being "ABD" (all but dissertation), and is formally a candidate for the doctoral degree.

Stage III: Stage III is the time from the completion of Stage II to passing of the final defense and deposit of an approved dissertation. Registration is required for the entire term in which a student takes the final defense, regardless of when the thesis will be deposited or when the degree will be conferred. See the Thesis Handbook for more information about [enrollment dates for each term, deadlines and time limits](#), and also review the registration requirements for doctoral students ([see chapter VI.B](#)).

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## **B. Doctoral Committees and Examinations**

Committees may be formed and examinations given at various stages of graduate study in order to monitor and ensure the quality of graduate work.

Qualifying examinations are not required by the Graduate College, but are required by some departments. Qualifying exams are generally given at the end of Stage I of the doctoral work ([see chapter VI.A](#)). Departments may internally appoint committees to conduct these examinations.

The **preliminary examination** is required for completion of Stage II of graduate study. The Graduate College does not require that students be registered to take preliminary examinations, although individual departments may have such a requirement. Preliminary examinations may be oral or written or both, depending on the unit's policy. Preliminary examinations generally evaluate the student's overall and specific knowledge in the field. Preliminary examinations usually also include an oral presentation to review the feasibility and appropriateness of a student's dissertation research proposal. The doctoral degree program prescribes the scope of the examination or other procedures.

The **preliminary examination** is conducted by a committee appointed by the dean of the Graduate College upon recommendation of the executive officer of the unit. In some units the same committee acts for all students taking preliminary exams in a given year. In other units, the preliminary examination committee may be comprised at least in part of those members who will serve on the student's dissertation or final examination committee. In either case, the committee must include at least four voting members, at least three of which must be members of the [Graduate Faculty](#), and two of which must also be tenured. The [Policy on Doctoral Committees](#) allows this last requirement to be met by term members of the Graduate Faculty who retired or resigned with tenure for a period of three years following their resignation or retirement. Individuals who are not members of the Graduate Faculty who will be voting members of the committee must be approved in advance by the dean of the Graduate College. To request approval, a curriculum vitae for the individual and a justification from the chair of the committee

should accompany the request for appointment of the doctoral committee. Non-voting members may be appointed but are rare on preliminary examination committees. The process for selection of committee chairs vary by unit.

The student and committee chair must be physically present for any oral presentation (e.g. presence by teleconference is not acceptable). Decisions of the preliminary examination committee must be unanimous. The committee may make one of three decisions:

- pass the candidate,
- fail the candidate, or
- defer the decision. This result category should be used only if the committee intends to hold another examination within six months, and that date should be included on the form.

The result of the examination is communicated to the student and to the graduation unit of the Office of Admissions and Records as soon as possible at the conclusion of the exam. If the Office of Admissions and Records is not informed of the result of the preliminary examination within six months after the scheduled examination date, the committee is considered dissolved. In this case, a new committee must be appointed before the examination occurs. The newly appointed committee may or may not consist of the same members as the dissolved committee.

The Graduate College encourages formation of a dissertation committee as early as possible after the successful completion of the preliminary examination. This committee does not need to be formally appointed or approved. The purpose of this committee is to advise the student with dissertation research, often before a student is ready to form the final examination committee. In units with preliminary examinations that include the presentation of a proposal for the doctoral research, the dissertation committee membership may be substantially the same as the preliminary examination committee. The dissertation committee membership may also be the same or essentially the same as the final examination committee. There is no time limit on the duration of service of the dissertation committee, other than the length of time that the student is allowed to complete the degree. The intention is that the committee be formed early in the student's dissertation research work so that the committee can most effectively monitor the student's progress toward completion.

The **final examination committee** is appointed by the dean of the Graduate College, upon recommendation of the unit executive officer. The chair of the final examination committee must be a member of the [Graduate Faculty](#). The final examination committee chair is responsible for convening the committee, conducting the examination, and submitting the Certificate of Result of Final Examination to the department in which the student is enrolled and to the graduation unit of the Office of Admissions and Records. A contingent chair, who must also be a member of the Graduate Faculty, may be designated to serve as the chair of the final examination committee should the original chair be unable to serve for any reason. The student's thesis adviser need not be the chair of the committee. If **more than five years elapse** between a doctoral student's preliminary and final examinations, the student is required to demonstrate that his or her broad knowledge of the field is current by passing a second preliminary examination ([see Chapter VI.C](#)).

The final examination committee must include at least four voting members, of which at least three must be members of the Graduate Faculty and at least two must be tenured. This last requirement can be met by term members of the Graduate Faculty who retired or resigned with tenure for a period of three years following their resignation or retirement. If there are more than four voting members on the committee, at least half of the voting members should be members of the Graduate Faculty. Committee members should be chosen for their expertise in the student's research area, but may also be chosen to give diversity in viewpoint, methodology, or academic discipline. Such diversity may be achieved by including members from more than one sub-discipline within the department, from other departments, or from other institutions. The faculty of a department may establish procedures or requirements for introducing diversity in the membership of the final examination committee. Students must adhere to departmental procedures or requirements. Individuals who are not members of the Graduate Faculty who will be voting members of the committee must be approved in advance by the dean of the Graduate College. To request approval, a curriculum vitae for the individual and a justification from the chair of the committee should accompany the request for appointment of the doctoral committee. Upon departmental request, the dean of the Graduate College may also appoint non-voting members to doctoral committees, such as an external reader, an Urbana-Champaign faculty member who is on leave, or others who have made a significant contribution to the dissertation.

The committee chair and the defending student must be physically present at the final examination (e.g. presence by teleconference is not acceptable). All voting members of the committee must be present at and participate in final examinations. In exceptional circumstances, the Graduate College will allow up to two voting members to participate via electronic communication media such as speaker phone or video conference link. Students wishing to take advantage of this option should seek approval from the department. Non-voting members do not need to be present at the final examination. Final examinations are oral and open to the public.

For the final examination, each committee member must indicate that the thesis has been read and approved. Decisions of the committee for final examinations must be unanimous. The committee may make one of four decisions:

- pass the candidate with no revisions required,
- pass the candidate pending revision of the thesis; the candidate will receive the signed Certificate of Committee Approval when the prescribed revisions have been completed,
- defer the decision; this result should be used only if the committee intends to hold another defense within six months of the first defense date, and registration is required during the semester when a second defense is held, or
- fail the candidate.

Students who fail the first exam may, at the discretion of the committee and according to departmental rules, be granted another opportunity to take the examination after completing additional work. The chair will inform the Graduate College if the student is allowed a second examination.

At the completion of the final examination, both voting and non-voting committee members may sign the Certificate of Committee Approval that becomes a part of the thesis document. Only the

voting members of the final examination committee sign the Certificate of Result. Only original signatures are acceptable on the Certificate of Committee Approval and the Certificate of Result, and signatories must sign for themselves. Department heads also sign the Certificate of Committee Approval, and persons authorized by the Graduate College to sign dissertations, may sign in place of the department head on the Certificate of Committee Approval form.

The result of the final examination should be reported to the graduation unit of the Office of Admissions and Records immediately, on the original form with all necessary signatures.

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### **C. Time Limits**

The time by which a doctoral candidate is expected to complete all degree requirements varies depending on whether or not the student was accepted with a master's degree that will fulfill Stage I requirements ([see chapter VI.A](#)). A doctoral candidate who must complete all three stages of the degree is expected to complete all degree requirements within seven years of first registering in the Graduate College. If the doctoral candidate has completed a master's degree at the University of Illinois at Urbana-Champaign within the last three years, the student is expected to complete the Stage II and III requirements within five years of first registering in as a doctoral student. If three or more years passed between receipt of the master's degree at Urbana-Champaign and returning for the doctoral degree, the student is allowed six years to complete Stage II and III requirements. If the doctoral candidate has completed a master's degree from another university he or she is allowed six years to complete Stage II and III requirements. With the written approval of the Graduate College, a department may set time limits for completion of a doctoral degree program that are different from those of the Graduate College.

Course work that is **older** than the number of years by which a doctoral student is expected to complete all degree requirements will not be automatically accepted for the degree. To request acceptance of old course work, the doctoral student must [petition](#) the Graduate College. The petition must include an explanation from the department regarding how the student's knowledge in the areas covered by the old course work meets current standards. This justification is needed for degree certification and the petition should be filed during the term when the student is placed on the degree list.

If **more than five years elapse** between a doctoral student's preliminary and final examinations, the student is required to demonstrate that his or her broad knowledge of the field is current by passing a second preliminary examination. The form of the second preliminary examination need not be identical to that of the first. It is not adequate that the student has sufficient current knowledge in the area of the thesis. Scholarly publications and college-level teaching assignments may be used as partial evidence of the student's current knowledge of his or her field, but a preliminary examination committee must be appointed by the Graduate College, an examination given, and its result reported to the Office of Admissions and Records.

It is expected that the doctoral dissertation will be **deposited within one year** of the final examination. If more than one year elapses between the student's final examination and the

deposit of the dissertation in the Graduate College, the dissertation must be accompanied by a statement from the executive officer of the student's department to the dean of the Graduate College. The statement should recommend accepting the thesis on the basis that it is essentially the one defended and should also state why the late award of the degree is appropriate.

## Chapter VII: Tuition and Fees

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### A. Assessment

Tuition and fee assessments are based on the student's [Illinois residency status](#), college and curriculum of enrollment, and amount of credit for which the student registers. Credit is organized by "ranges" (e.g. Range I for fall and spring terms is twelve or more hours), and the amount of tuition and fee assessments may vary by range of enrollment. For example, if a student registers for fewer than six hours in fall or spring terms, or less than three hours in summer, certain fees would not be assessed. And in that case, the student would not have access to the services associated with those fees.

In addition to tuition, certain courses carry a fee to cover instructional costs. These fees may apply to computer equipment and usage, laboratory equipment and supplies, musical instruments for practice, and similar instructional costs. Instructional fees are noted in the [Class Schedule](#) and assessed along with tuition and other fees.

The Office of Admissions and Records Web site contains complete information about [tuition and fees assessment](#), current fee [structures](#), and [which services are supported by specific fees](#).

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### B. E-bills

The University E-Bill system reflects all charges incurred and credited to a student's account. These charges may include tuition, fees, instructional fees, University Housing charges, parking tickets, library fines, emergency loans, and credits from financial aid sources, scholarships, and payments.

Students are notified by e-mail ([to their University e-mail account](#)) when E-bills are posted. Students with questions about their accounts should contact the Office of Student Accounts and Cashiers at 333-2180. Complete information about E-bills can be found at <https://epay.uillinois.edu/ebills.html>.

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### C. Adjustments, Cancellation, Withdrawal and Refunds

A student's assessment of tuition and fees may be adjusted for a number of reasons, including changing the number of hours of registration, cancelling registration, or withdrawing from the University. Because tuition and fee assessments are based on the hours of credit organized by "ranges", adding or dropping classes could result in a student moving from one range to another, which would result in either an increase or decrease in the assessment.

If a student reduces course enrollments to a lower assessment range ([e.g., from Range I to Range II](#)), the student may be eligible for a refund.

Refund policies vary depending on the action taken by the student and when the action is taken. Before any refund is made to the student, the University must make a refund to the appropriate financial aid programs providing assistance to the student. If the student is indebted to the University at the time of withdrawal or when they are due a refund, the amount owed is deducted from the amount of any refund available. Students should be aware of details and specific dates, which can be found on the [Refund Schedule](#).

If a student wishes to **cancel** registration and avoid payment of tuition and fee charges, the student must complete a [Withdrawal/Cancellation form](#) (PDF) and submit it before 5:00 p.m. on the last business day before the first day of instruction of the term (including requests by mail). Cancellation of registration is only permitted if a student has not attended classes and has not used any University services. If cancellation is approved, all tuition and fee charges are removed from the account for that term. A student must obtain permission from their departmental office, the Graduate College, and International Student and Scholar Services (international students only) before depositing the Withdrawal/Cancellation form at the Records Services Center of the Office of Admissions and Records.

A student who wishes to **drop** all courses after the [cancellation deadline](#) whether enrolled for one or more, must withdraw from the University for that semester. Students withdrawing from the University are refunded on a [pro-rata basis](#) until a specified date in the semester after which no refund is available. No portion of the health insurance fee or health service fee is refundable. Students who withdraw continue to be covered by health insurance and are eligible to receive health services (if these fees were paid) until the first day of instruction for the next term. The [withdrawal refund policy](#) contains more details.

Special refund policies apply to those who withdraw to enter active duty in the armed forces or other approved national defense service. See the complete policy, [Rule 3-314 of the Student Code](#).

[Print](#)

## **D. Tuition and Fee Waivers**

Tuition Waiver Policy stipulates the guidelines for waivers associated with [assistantship appointments](#) and [fellowship and traineeship appointments](#). For the complete policy, see the [Tuition Waiver Policy](#).

Waiver-generating appointments are defined as assistantship appointments ([see chapter VIII.A.2](#)) ranging from 25 percent through 67 percent time (based on a forty-hour week) for three-quarters of the term, [defined as the period starting on the first day of classes and ending on the last day of final examinations](#). Three quarters of the term is defined for spring and fall as 91 days and as 41 days for the summer term. Waiver-generating assistantship appointments provide either a waiver

of full tuition or waiver of base-rate tuition, depending upon the curriculum in which the student is enrolled.

A waiver-generating fellowship or traineeship provides a living allowance of at least \$3,000 per semester and requires no services in return ([see chapter VIII.B](#)).

Waiver-generating fellowship appointments provide a waiver of all tuition assessed, regardless of whether the student's program is full or base-rate for assistantship waiver purposes. All waiver-generating appointments also waive the service fee, the health service fee, the Academic Facilities Maintenance Fund Assessment (AFMFA) fee and the Library/Technology fee. They also provide vision insurance, dental insurance, and partial payment of the health insurance fee.

Other provisions of the tuition waiver policy include:

- **Summer Automatic Waivers:** Students without summer waiver-generating appointments who held waiver-generating appointments for the previous spring semester are eligible to receive summer automatic tuition waivers if they chose to enroll in the summer semester. The summer automatic waiver provides the same tuition waiver (base rate or full) as that granted during the previous spring. However, only the service fee is waived. Authorized enrolling colleges may request reimbursement for summer automatic waivers from an appointing unit if that unit was billed for the waiver in the spring semester.
- **Stand-alone waivers:** At their discretion, colleges may waive the tuition and service fee for students with no waiver-generating appointments. This is called a stand-alone waiver, and does not waive any of the other fees that are assessed, nor does it provide vision or dental insurance. Students are advised to check with their prospective departments for further information.
- **Courtesy Fellowship Waivers:** Departments may request waivers for individual students who receive fellowships from outside the University that are not paid through the University system. These courtesy fellowship waivers include a waiver of all tuition assessed, regardless of whether the student's program is full or base-rate for assistantship waiver purposes, as well as the service fee, the health service fee, the AFMFA fee, and the Library/Technology fee. They also provide vision insurance, dental insurance and partial payment of the health insurance fee.
- **Waiver priority:** The campus has established a priority system to guide the work of the Office of Student Financial Aid in processing waivers in cases where students have more than one waiver-generating appointment or are eligible for waivers from multiple sources. If a student has a waiver-generating fellowship and a waiver-generating assistantship for the same term, the fellowship waiver (full waiver of tuition) will take priority. It is not possible to combine a base-rate graduate assistant tuition waiver with other partial tuition waivers (such as a waiver of non-resident tuition) to obtain a more complete waiver of tuition. Questions about the waiver priority system can be directed to the [Office of Student Financial Aid](#).

Current tax law exempts teaching assistants (TAs), research assistants (RAs), and most fellows from having to pay taxes on the value of waivers of tuition and selected fees associated with

these appointments. Some students holding graduate assistantships (GAs) or pre-professional graduate assistantships (PGAs) **may** be required to pay taxes on tuition and fee waivers that exceed a value of \$5,250. Students receiving waivers associated with GA or PGA appointments will receive information from the Payroll Office to assist in determining what portion, if any, of the waiver should be considered taxable income and whether or not it will be necessary to withhold additional taxes from these students' paychecks. See the policy on [Taxability of Tuition and Fee Waivers Associated with Assistantship and Fellowship Appointments](#) for more information. For information about the taxability of stipends, [see chapter VIII.B.4.](#)

## Chapter VIII: Assistantships and Fellowships

[Print](#)

### A. Campus Assistantship Policies

The various departments of the University appoint students as teaching (TA), research (RA), pre-professional graduate (PGA) or graduate assistants (GA). [Academic Human Resources](#) has defined the duties associated with each type of assistantship.

Students searching for assistantships should check with their departments and the Graduate College's [Assistantship Clearinghouse](#).

All students receiving an assistantship appointment must complete a Form I-9 (Employment Eligibility Verification Form) in the appointing department before beginning work. Students must show proof of valid work status in order to complete the I-9 and begin work.

To receive and hold an assistantship, a student must be in [good standing](#). In the fall and spring terms, students receiving assistantships must also be registered for the semesters of appointment. If a student receives a summer assistantship (the period between May 16 and August 15), and the student was registered for the immediately preceding spring semester or has registered for the following fall semester, the campus policy does not require the student to register for the summer term. However, the student's department may require the student to register in summer.

Individuals admitted for a fall term may not receive an assistantship for the summer term immediately prior to the admitted term. If a unit has an interest in providing a summer assistantship to a person admitted for fall, the unit must recode the application to indicate summer as the term of admission. Students admitted for summer term who receive assistantships **must register**.

International students can receive a maximum of a 50% assistantship per government regulations.

Summer assistantships cannot be offered to students who have graduated in May, unless the student successfully [petitioned](#) to continue in another program, and is enrolled for the summer or upcoming fall semester.

The University has an agreement with the Graduate Employees' Organization (GEO) recognizing it as the exclusive representative for wages, hours, terms and conditions of employment for all employees within the bargaining unit. The bargaining unit includes students holding waiver-generating appointments as either teaching assistants (some are excluded) or graduate assistants. For more information, consult the [Agreement](#) (PDF) with the University of Illinois.

1. [Hours of Work](#)
2. [Waivers](#)

3. [Stipends](#)
4. [Leaves](#)
5. [Orientation and Training](#)
6. [Renewal, Resignation, and Termination of Appointments](#)
7. [Teaching Assistants](#)

**1. Hours of Work:** All assistantship appointments must be processed to reflect the actual percentage and length of time the employee works. Hours of work are separate and distinct from the time required for an assistant's own academic course work. The percentage is calculated on the basis of a forty-hour week. The appointment level is based on the appointing unit's determination of the amount of time it should normally take to perform the assigned duties over the full appointment period including orientation and training. It is expected that a 50% appointment will require an average of 20 hours of work per week over the course of the full appointment period. Assistants and their supervisors should work together to develop a plan, based on reasonable expectations of student productivity, to incorporate an amount of effort commensurate with the percentage time of the appointment.

**2. Waivers:** The vast majority of assistantship appointments ranging from 25 through 67 percent for at least three-quarters of the term provide waivers of full tuition, regardless of residency classification. In fall and spring terms, three quarters of the term is defined as 91 days and in summer as 41 days. For this purpose, term is defined as [the period starting on the first day of classes and ending on the last day of final examinations](#).

In certain curricula, tuition waivers for students holding assistantships are "base-rate" waivers, i.e., the waivers cover no more than the in-state lowest full-time tuition, regardless of the student's residency status and regardless of the source of assistantship. The students are responsible for paying the remaining tuition. **It is the student's curriculum that determines the type of tuition waiver, not the unit granting the assistantship.**

Some enrolling colleges or departments may demand reimbursement for tuition income lost through assistantship waivers. Under the current budget policy, each college receives the tuition income from its graduate students and the tuition waiver represents a reduction in potential income for the student's disciplinary college. The policy allows authorized colleges to demand, from the unit appointing the assistant, reimbursement for the value of the tuition income lost through assistantships outside the college. For details, see the full [Tuition Waiver Policy](#) for graduate assistants.

All waiver-generating assistantship appointments include waivers of the AFMFA fee, Library/Technology fee, health service fee, service fee, and partial payment of the student health insurance fee.

A student who resigns an assistantship appointment or whose appointment is canceled before service is rendered for at least three-fourths of the term loses the accompanying tuition and fee waiver. This means that the student would be required to pay the full amount of appropriate tuition and fees for that term. There are two exceptions. The waiver remains in effect if the student withdraws from the University ([see chapter VII.C](#)) on or before the last day of the

assistantship appointment, or resigns from the assistantship and then completes all degree requirements for graduation within seven calendar days of the resignation.

**3. Stipends:** The University establishes a [campus minimum stipend](#) for assistants and the terms of the [GEO Agreement](#) (PDF) with the University sets the minimum for represented assistants. Units may pay above the minimum, and stipend amounts vary from unit to unit. Assistantship stipends are taxable, and state and federal taxes are withheld from stipends. Assistants whose enrollment is deemed to be less than half time (four hours in this situation) will also have Federal Insurance Contributions Act tax (i.e., the Social Security and Medicare deductions) withheld from their stipends. For information about the taxability of tuition and fee waivers, [see chapter VII.D](#).

**4. Leaves:** Assistants are eligible for 13 noncumulative and noncompensable sick leave days at the percentage of their appointment for each appointment year, whether they are appointed on a nine-month or a twelve-month basis. (For example, an assistant with a 50% assistantship would receive thirteen 50% days of sick leave.) Students appointed to one-semester assistantships earn 6.5 days of sick leave at the percentage of their appointment. Assistants are not eligible to receive compensation for accumulated sick leave upon termination of employment. Only assistants who are appointed on a twelve-month basis are entitled to University holidays and are eligible for 24 vacation days at the percentage of their appointment, with a maximum accumulation of 48 workdays at the percentage of their appointment. The scheduling of vacation time is determined with the supervisor and may include time taken during semester breaks, at the discretion of the employing department. Graduate assistants with waiver-generating appointments are entitled to up to two weeks of parental leave without loss of pay immediately following the birth of a child, or upon either the initial placement or the legal adoption of a child under 18 years of age. Eligible graduate assistants are those who hold an active assistantship appointment at the time the parental leave is taken. The requirement that academic staff members must have six months of service to receive this benefit does not apply to graduate assistants. Students who hold only an hourly appointment are not eligible for parental leave. A graduate assistant who resigns the appointment before or at the expiration of the parental leave may be required to reimburse the University for the cost of the stipend paid during the leave. Parental leave will be counted as part of the twelve-week entitlement accorded by the Family and Medical Leave Act (FMLA) for FMLA-eligible individuals and may be used in conjunction with other paid or unpaid leaves for which the individual is eligible. Questions about leave policies should be directed to the Office of [Academic Human Resources](#) at 333-6747 or 807 South Wright Street, Room 420.

**5. Orientation and Training:** The University of Illinois Ethics Office administers an annual online ethics training program. To comply with the law and avoid internal disciplinary action, all University of Illinois employees, including students, must complete the ethics training during a pre-announced time period. The University of Illinois Ethics Office contacts students via their official campus e-mail account with individual login instructions. For more information about the training requirements, visit the [University Ethics Office Web site](#).

The Division of Research Safety's online training is mandatory for all employees or students working in research labs that have or use biological, chemical, or radiological materials. The

training should be completed within the first month of working in such a lab. For more information and to register, visit the [Division Of Research Safety](#).

Departments either conduct orientation programs for all new teaching assistants or require attendance at the Graduate Academy for College Teaching before the start of class. Departments may also require participation in follow-up workshops. The Graduate Academy for College Teaching includes sessions about language and culture which meet the University's policy requirements required of all non-native speakers of English before they teach in a University of Illinois classroom. The purpose of the orientations is to acquaint the assistants with the department and campus, outline expectations during their tenure as teaching assistants and to provide instructional strategies. For more information, see the [Center for Teaching Excellence Web site](#).

**6. Renewal, Resignation, and Termination of Appointments:** Assistantships are ordinarily assigned on a semester-by-semester or year-by-year basis. Assistants whose academic progress and service record have been determined to be satisfactory are eligible for reappointment at the sole discretion of the unit based on past performance of the assistant, availability of funds and the determination of the need for services. Departments are encouraged to communicate with assistants concerning plans or prospects for new appointments. Departments have differing policies on the length of time students may hold assistantships and sometimes limit the total number of semesters an assistant may serve. Many departments require that teaching assistants obtain and maintain certain teaching standards in order for their assistantships to be renewed. It is essential for the student to be aware of his or her department's policy and to plan accordingly.

An appointment remains in effect only if the student maintains good academic standing, makes satisfactory academic progress, and provides satisfactory service. An assistantship appointment may be terminated during the term of the appointment if the assistant is no longer a student, is no longer making satisfactory progress, or substantially fails to perform assigned responsibilities. The assistant must be provided with written notice and an opportunity to respond to the department head prior to termination. Assistants with questions about their appointments and benefits may contact the [Office of Academic Human Resources](#). Teaching assistants and graduate assistants may also consult the [GEO Agreement with the University of Illinois](#) (PDF).

A student who resigns an assistantship appointment or whose appointment is canceled before service is rendered for at least three-fourths of the term (91 days during a spring or fall semester and 41 days in summer term) loses the accompanying tuition and fee waiver. This means that the student would be required to pay the full amount of appropriate tuition and fees for that term. There are two exceptions. The waiver remains in effect if the student withdraws from the University ([see chapter VII.C](#)) on or before the last day of the assistantship appointment, or resigns from the assistantship and then completes all degree requirements for graduation within seven calendar days of the resignation.

**7. Teaching Assistants:** Teaching assistants may not, either intentionally or by default, be given sole responsibility for instruction of courses or sections of courses at the 400 or 500 levels or for the assignment of final grades in such courses (except 400-level course sections in which enrollment is limited to undergraduates). Teaching assistants may only assist the responsible

instructor in grading, laboratory supervision, and similar activities for courses at the 400 or 500 level. Infrequent lecturing is permissible. Exceptions are rarely granted. Departments requesting an exception must provide the dean of the Graduate College with a letter explaining the special circumstances that justify the exception, including the qualifications (expertise in subject, nearness of date on which the doctorate is expected, and so forth) of the student who is proposed as the teacher. Sometimes it is possible for the department to appoint the student as lecturer or instructor. A student is not allowed to enroll in a course in which he or she is a teaching assistant.

Illinois law requires that [all instructors at the University of Illinois be orally proficient in English](#). Campus has established a minimum acceptable score for approved English proficiency exams that is required of all non-native speakers of English serving in instructional roles. There are no exceptions. This means that students applying for teaching assistantships in foreign language programs are not eligible to seek an exemption from the requirement for demonstrated English proficiency. Some campus units may require higher scores. In addition, campus policy requires those who pass the proficiency exam to attend the Graduate Academy for College Teaching and have their classroom teaching monitored closely by their departments during the semesters in which they teach. Additional information may be obtained from the [Center for Teaching Excellence](#).

The Graduate Employees' Organization (GEO/IFT/AFT/AFL-CIO) is officially recognized as the exclusive bargaining unit for all graduate assistants (GAs) and most teaching assistants (TAs). For assistants represented by GEO, wages, hours, terms and conditions of employment are included in their [Agreement with the University of Illinois](#) (PDF). These students should be familiar with the current document and its provisions regarding their appointments. Teaching assistants not represented in the bargaining unit include those whose assistantships are not waiver-generating, and teaching assistants who are teaching for the first time in one of the following units: Animal Biology, Biochemistry, Cell and Structural Biology, Chemistry, Germanic Languages and Literatures, Microbiology, Plant Biology, and Psychology.

For more information about the [GEO](#), contact the organization.

[Print](#)

## **B. Campus Fellowship and Traineeship Policies**

A fellowship, defined as an award providing living allowance of at least \$3000 per semester and demanding no services in return, always includes a full waiver (or payment by the funding agency) of all tuition assessed. This applies to fellowships originating on- and off-campus. Students in the College of Medicine, except those in the Medical Scholars Program, must obtain written approval from the College of Medicine before accepting a fellowship, and subsequent tuition waiver, controlled by another campus or university unit. Students in the College of Veterinary Medicine, except those in the Veterinary Medical Scholars Program, must obtain written approval from the College of Veterinary Medicine before accepting a fellowship, and subsequent tuition waiver, controlled by another campus or university unit. Should a student in the College of Veterinary Medicine, not in the Veterinary Medical Scholars Program, accept a fellowship without the approval of the College, the College may request that the Graduate

College remove the fellowship waiver. In cases of dispute the Graduate College decides whether an award is a fellowship. Fellowship awards count against student loan eligibility. Tuition waiver income lost due to fellowships is not reimbursable.

Traineeships are research fellowships that are awarded to provide educational training in particular disciplinary areas. A traineeship covers full tuition, may cover all non-refundable fees, and provides a stipend for living expenses. In cases of dispute the Graduate College decides whether an award is a traineeship. Tuition waiver income lost due to traineeships is not reimbursable. Students in the College of Medicine, except those in the Medical Scholars Program, must obtain written approval from the College of Medicine before accepting a traineeship, and subsequent tuition waiver, controlled by another campus or university unit. Students in the College of Veterinary Medicine, except those in the Veterinary Medical Scholars Program, must obtain written approval from the College of Veterinary Medicine before accepting a fellowship, and subsequent tuition waiver, controlled by another campus or university unit. Should a student in the College of Veterinary Medicine, not in the Veterinary Medical Scholars Program, accept a fellowship without the approval of the College, the College may request that the Graduate College remove the fellowship waiver. Traineeships are not counted when eligibility for direct loans is calculated for students.

1. [Registration](#)
2. [Concurrent Awards](#)
3. [Concurrent Appointments](#)
4. [Taxability of Stipend](#)
5. [Thesis Deposit/Graduation](#)

**1. [Registration](#):** Acceptance of a fellowship appointment carries with it the agreement that the student will pursue a full program of study while on appointment. Stipends paid during the fall and/or spring semester require registration of at least twelve hours during the semester of the appointment. A student with a twelve-month fellowship appointment is also required to register for at least four hours in an eight-week course during the summer. Please note that an audited course does not count toward the registration requirement for fellows.

**2. [Concurrent Awards](#):** Fellows are prohibited from holding two major awards concurrently (fellowship, traineeship, grant, tuition payment award or comparable support from any government agency, state, federal or foreign, or from any foundation, corporation or similar organization). Any award offer should be reported immediately to the Graduate College Fellowship Office, where the determination will be made whether the two awards may be held concurrently.

**3. [Concurrent Appointments](#):** Unless otherwise restricted by campus policy or the granting agency or unit, fellows may, at the discretion of their department and the Graduate College, carry an assistantship or graduate hourly appointment of up to 50 percent time. Any offer should be reported to the [Graduate College Fellowship Office](#), where the determination will be made whether the appointment can be held concurrently with the fellowship.

**4. Taxability of Stipend:** Fellowship stipends may be subject to income taxes. The Internal Revenue Service (IRS) has ruled that universities are not responsible for withholding or reporting income taxes on fellowship payments for U.S. citizens, foreign national resident aliens for tax purposes, or permanent residents. Taxability of the fellowship payment is a matter between the fellow and the IRS. Therefore, no income taxes are withheld from fellowship payments. Fellows do not receive a Form W-2 for their fellowship income nor does the University report the fellowship payment to either the state or federal government.

The Internal Revenue Service (IRS) requires that universities withhold taxes from the fellowship payments to international students on temporary visas who are classified as non-resident aliens for tax purposes. International students may be able to claim a treaty benefit that exempts the fellowship payment from income tax withholding. All students on temporary visas must schedule a tax status review appointment with the University Payroll Service Center to determine their tax residency status and whether they qualify for tax treaty benefits. At this appointment, University Payroll determines residency and tax status classification. Fellowship stipend payments will be taxed at the highest possible rate until after the tax status review process is completed. For additional information and links to tax forms, see the [Tax Information](#) Web page. For information about the taxability of tuition and fee waivers associated with fellowships, see the policy on [Taxability of Tuition and Fee Waivers Associated with Assistantship and Fellowship Appointments](#).

**5. Thesis Deposit/Graduation:** Students with fellowship or traineeship appointments must notify the Graduate College Fellowship Office in advance of thesis deposit as it may result in a change in the terms of the fellowship award, including termination.

## Chapter IX: Problem Solving

[Print](#)

### A. Standards of Conduct

The Graduate College and the University of Illinois at Urbana-Champaign have established policies and standards for academic, professional, and personal conduct. Students are responsible for being familiar with these policies and standards (see the [Office of the Vice Chancellor for Research](#), the [Provost's Office on Campus Conduct](#), and the [Student Code](#)). Conduct that violates these policies and standards may result in serious consequences including dismissal. In addition to the remainder of this section, also see the section called [Problem Solving and Conflict Mediation](#) in the [Guide to Graduate Life at Illinois](#).

[Print](#)

### B. Petitions

The policies and requirements of the Graduate College have been put in place to uphold high academic standards. Exceptions to some policies may be justified under extenuating circumstances. Exceptions that may be petitioned can be found in the [petition instructions](#). Students who wish to request an exception to Graduate College policies may submit a petition providing an explanation or justification for the action requested. The more unusual or major the request, the more detailed the explanation should be, from the student and the adviser and/or other appropriate members of the Graduate Faculty or staff. Exceptions to some policies, such as the deadline to deposit a thesis for a certain conferral date and the requirement to be enrolled during the semester that a dissertation is defended, are never granted. Students with questions about exceptions to fellowship policies should contact the [Fellowship Office](#) instead of submitting a petition.

[Print](#)

### C. Conflict Resolution

The University has systems in place to provide assistance to students experiencing conflict, including offices such as the [Office of the Dean of Students](#), [International Student and Scholar Services](#), and the [Office of Equal Opportunity and Access](#).

The [Student Code](#) contains specific procedures for student grievances alleging discrimination, including harassment by reasons of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, and other forms of invidious discrimination not prohibited by law.

Information on capricious grading and the departmental procedures for investigating capricious grading complaints, can be found in the [Student Code, Part 1 of Article 3](#). Students may also find assistance at the Office of [Campus Conduct](#) or [the Office of the Dean of Students](#).

Jurisdiction of the University discipline system is outlined in [Part 3 of Article 1 of the Student Code](#). The Subcommittee on Graduate Student Conduct of the Senate Committee on Student Discipline has the right to impose sanctions including, but not limited to dismissal, suspension, conduct probation, censure, and reprimand. More detailed information concerning the operation of the procedures in the [Student Code](#) may be obtained from the [Office for Student Conflict Resolution](#) at 333-3680.

Academic conflict may be addressed through informal processes or through a formal grievance process. [Some graduate programs have established grievance procedures](#) and students should be aware of whether their program has such a procedure in place. The Graduate College has a [grievance policy and procedure](#) in place to assist students and graduate programs. Students are recommended to first explore the option of informally resolving an academic conflict. A student who believes he or she has an academic grievance should first discuss it with his or her adviser. If discussion with the adviser is inappropriate or unfruitful, discussion with a senior faculty member, director of graduate study, or a department or unit head is recommended.

A student may elect to file a formal grievance within the unit in which a problem has arisen if the department has a written grievance procedure approved by the Graduate College. The student may also choose to file the grievance directly with the Graduate College. Students should be aware of differences between the Graduate College and departmental grievance policies, as well as what types of grievances are appropriately addressed by these policies. More information and resources related to grievance policies and procedures can be found on the [Graduate College Web site](#).

Course work-based charges of academic integrity infractions against graduate students will be handled according to [applicable procedures in the Student Code](#). Charges of academic integrity infractions against graduate students that involve research and/or publication will follow procedures contained within the [Bylaws of the Graduate College](#) and the [University of Illinois Policy and Procedures on Academic Integrity in Research and Publication](#).

The resources for students experiencing employment related conflict include the following:

- the Graduate College policy entitled [Graduate Student Assistantship Conflict Mediation and Appointment Termination Policies and Procedures](#),
- the [Policy and Procedures for Addressing Discrimination and Harassment at the University of Illinois at Urbana-Champaign](#),
- the [Agreement](#) (PDF) by and between The Board of Trustees of the University of Illinois and the Graduate Employees' Organization (GEO) (for graduate assistants that are covered); with respect to any complaint alleging a violation of the [Agreement](#) (PDF), and
- the [Academic Human Resources](#) Office.