



**UIC**

UNIVERSITY  
OF ILLINOIS  
AT CHICAGO

**Undergraduate  
Student**

**Academic  
Policy  
Guide**

2009–2011

## Fall 2009

### Office of Academic and Enrollment Services

2180 Student Services Building (MC 158)  
1200 West Harrison Street  
Chicago, IL 60607

**Nondiscrimination Statement.** The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. The nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

Policy Council  
Revised May 31, 2005

**Chancellor's Statement of Commitment for Persons with Disabilities.** Guided by the belief that people with disabilities are assets to the University, UIC is committed to full inclusion and participation of people with disabilities in all aspects of University life. We seek to provide an academic, social, and physical environment that makes disabled people integral to the diversity of perspectives that is vital to an academic community.

UIC supports the principles of universally accessible design, alternative communication formats, and the expression of disability community and pride. At all levels of the University, UIC promotes equal opportunity, fair treatment, and the elimination of barriers for qualified individuals with disabilities.

**Office for Access and Equity.** For additional information or assistance with the equal opportunity, affirmative action, and harassment policies and procedures of the University of Illinois at Chicago, please contact:

Office for Access and Equity  
Title IX, ADA, and 504 Coordinator  
717 Marshfield Building (MC 602)  
809 South Marshfield Avenue  
Chicago, Illinois 60612-7207  
<http://www.uic.edu/depts/oea>  
(312) 996-8670

## Public Formal Grievance Procedures

### University of Illinois at Chicago

#### I. Introduction

These procedures have been implemented to address complaints of discrimination on the basis of age and/or disability in any activity, policy, rule, standard, or method of administration that is related to the operation of University's programs.

#### II. Eligibility

These procedures may be used by any member of the public who alleges age (Under the Age Discrimination Act) or disability (Under Title II of the Americans with Disabilities Act) discrimination on the basis of class. However, anyone who wishes to challenge a decision made about them by an agent of the University of Illinois at Chicago (UIC) in the course of their employment or enrollment at UIC must utilize the UIC Academic Grievance Procedures.

## III. Definitions

**A. Grievance:** A written statement submitted by a Grievant identifying the activity, policy, rule, standard or method of administration he/she claims to be discriminatory on the basis of age and/or disability and explaining the manner in which that activity, policy, rule, standard or method of administration discriminates. All Grievances must be signed by the Grievant and must outline the Grievant's allegations in as much detail as possible.

**B. Grievant:** Any member of the public who submits a Grievance.

**C. Grievance Officer:** The assigned investigator of the UIC Office for Access and Equity can be contacted at the address below:

Office for Access and Equity (MC 602)  
809 South Marshfield Avenue, Room 718  
Chicago, IL 60612-7207

(312) 996-8670 Fax (312) 413-0055

[www.uic.edu/depts/oea](http://www.uic.edu/depts/oea)

**D. Appeals Officer:** The Associate Chancellor for Access and Equity or his/her designee.

**E. Days:** Any reference to "days" herein shall refer to business days (excluding weekends and federal holidays).

**F. Record:** The complete record of a Grievance will consist of the original Grievance and any supporting information or documentation submitted with that Grievance, the Grievance Officer's findings, the Appeal (if any) and any additional information or documentation submitted with the Appeal, the Appeal Officer's findings, and any communications and notices relative to the Grievance. The Record will be maintained for at least five (5) years following the final decision.

## IV. Grievance Process

**Filing of the Grievance:** The Grievant must file his/her Grievance with the Grievance Officer no later than ten (10) days after he/she becomes aware of the offending activity, policy, standard or method of administration.

**Investigation:** The Grievance Officer shall conduct an appropriate investigation of the issues raised in the Grievance. The Grievant shall be given an opportunity to submit any relevant evidence he/she may have to support the Grievance. Within fourteen days (14) of submission of the Grievance, the Grievance Officer shall issue his/her findings. In the event the Grievance Officer finds evidence of discrimination in the activity, policy, standard or method of administration, he/she shall make recommendations for change(s) and shall coordinate the efforts for change(s) with the department/unit/college whose activity, policy, standard or method of administration is at issue. Furthermore, in the event that the individual was adversely affected by a decision made pursuant to a discriminatory process, policy, activity, standard or method of administration, the individual will be given the opportunity for the decision to be reconsidered according to the revised process, policy, etc. In those cases where the Grievance Officer finds no evidence of discrimination, he/she shall send written notice of that finding to the Grievant within that 14-day time period. Said notice shall inform the Grievant of his/her right to appeal the finding to the Appeals Officer within five (5) days of receipt of the notice.

**Appeal:** An appeal of the Grievance Officer's findings must be in writing and must state the basis for the appeal, providing any additional evidence or information that may support the Grievant's claim of discrimination. The Appeals Officer shall review the Grievance Officer's record and any information/evidence submitted with the Appeal and shall issue findings within ten (10) days of receipt of the appeal. In the event the Appeals Officer finds evidence of discrimination in the activity, policy, standard or method of administration, he/she shall make recommendations for changes. In those cases where the Appeals Officer finds no evidence of discrimination, he/she shall send written notice of that finding to the Grievant within that 10-day time period. There shall be no further levels of review or appeal beyond the Appeals Officer.

**Deviation from the Process:** Upon proof of extenuating circumstances, the Chancellor and only the Chancellor may approve a deviation from these procedures (e.g., extension of a deadline).  
Effective date of policy is September 1, 2005.

# 2009–2011 Undergraduate Student Academic Policy Guide

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# About This Guide

## Who needs it?

This book is a guide for undergraduate students to the most common campus-wide academic policies and procedures, especially those having to do with advising, registration, grading, progress towards a degree, and changing programs. The information has been gathered from several sources and edited to make it easier for you to understand and use.

The guide is written primarily for undergraduate students, but others, such as advisors, faculty, and parents, may find it useful. Students, faculty, and academic advisors refer to these policies for academic planning purposes. If you are unable to find answers to your questions or problems in this guide, check the related documents described below. If you still have questions about your situation, seek help in your college office.

### Fall 2009

Office of Academic and Enrollment Services  
2180 Student Services Building (MC 158)  
1200 West Harrison Street  
Chicago, IL 60607

## Academic Policy Resource List

Students will find comprehensive information about academic policy resources at UIC by visiting the following offices and Web sites:

### UIC Home Page

<http://www.uic.edu>

### Vice Chancellor for Student Affairs Home Page

<http://www.vcsa.uic.edu>

### Student Handbook

<http://www.vcsa.uic.edu/MainSite/departments/Handbook/Home/>

### Undergraduate Catalog

<http://www.uic.edu/ucats/catalog/>

### Course Descriptions

<http://www.uic.edu/ucats/courses/>

### Schedule of Classes

<https://ossswebcs.admin.uillinois.edu/webforstudent/UICScheduleofClasses.asp>

### Academic Computing and Communications Center (ACCC)

124 Benjamin Goldberg Research Center Building (BGRC)  
(312) 413-0003  
[consult@uic.edu](mailto:consult@uic.edu)  
<http://www.accc.uic.edu>

### Office of Admissions

1100 Student Services Building (SSB)  
(312) 996-4350  
<http://www.uic.edu/depts/oar/>

### College Offices

#### College of Applied Health Sciences

560 Applied Health Sciences Building (AHSB)  
Student Affairs Office: (312) 996-2079  
<http://www.ahs.uic.edu>

#### College of Architecture and the Arts

303 Jefferson Hall (JH)  
(312) 996-3351  
<http://www.aa.uic.edu>

#### College of Business Administration

1118 University Hall (UH)  
(312) 996-2700  
<http://www.uic.edu/cba>

**College of Education**

3004 Education, Performing Arts, and  
Social Work (EPASW)  
(312) 996-5641  
<http://www.education.uic.edu>

**College of Engineering**

123 Science and Engineering Offices  
(SEO)  
(312) 996-3463  
<http://www.engr.uic.edu>

**Honors College**

103 Burnham Hall (BH)  
(312) 413-2260  
<http://www.hc.uic.edu>

**College of Liberal Arts and Sciences**

3<sup>rd</sup> Floor, University Hall (UH)  
(312) 996-3366  
<http://www.uic.edu/las/index.html/>

**College of Nursing**

118 College of Nursing (NURS)  
(312) 996-7800  
<http://www.uic.edu/nursing>

**College of Urban Planning and Public  
Affairs**

115 CUPPA Hall (CUPPAH)  
(312) 413-8088  
<http://www.uic.edu/cuppa/index.html>

**Dean of Students Office**

3030 Student Services Building (SSB)  
(312) 996-4857  
[http://www.vcsa.uic.edu/MainSite/departments/dean\\_of\\_students/home/](http://www.vcsa.uic.edu/MainSite/departments/dean_of_students/home/)

**Disability Resource Center**

1190 Student Services Building (SSB)  
(312) 413-2183 Voice  
(312) 413-0123 TTY/Videophone  
(312) 413-7781 FAX  
[drc@uic.edu](mailto:drc@uic.edu)  
<http://drc.uic.edu>

**Financial Aid**

Office of Student Financial Aid  
1800 Student Services Building (SSB)  
(312) 996-3126  
[http://www.vcsa.uic.edu/MainSite/departments/financial\\_aid/home/](http://www.vcsa.uic.edu/MainSite/departments/financial_aid/home/)

**International Students**

Office of International Services  
2160 Student Services Building (SSB)  
(312) 996-3121  
<http://www.ois.uic.edu/>

**Placement Tests**

Office of Testing Service  
1070 Student Services Building (SSB)  
(312) 996-0919  
[http://www.vcsa.uic.edu/MainSite/departments/testing\\_services/home/](http://www.vcsa.uic.edu/MainSite/departments/testing_services/home/)

**Registrar**

Office of Registration and Records  
1200 Student Services Building (SSB)  
(312) 996-4385  
<http://www.uic.edu/depts/oar/>

**Student Affairs**

Vice Chancellor for Student Affairs  
3010 Student Services Building (SSB)  
(312) 996-7140  
<http://www.vcsa.uic.edu/mainsite/home>

**Student Financial Services and  
Cashier Operations**

1900 Student Services Building (SSB)  
(312) 996-2515  
<http://www.obfs.uillinois.edu/usfsc/index.html>

**Summer Session**

Summer Session Office  
1333 South Halsted Street, Suite 225  
(312) 996-9099  
(800) 625-2013 Toll-Free  
<http://www.summer.uic.edu>

# 1 Official Sources of University Information

## 1.1 my.UIC

*my.UIC* is a comprehensive online resource for students. It can be found at <http://osssorawebprod2.admin.uillinois.edu/webforstudent/wfs3.asp> or by going to the UIC home page <http://www.uic.edu> and clicking on Quick Links. You can use *my.UIC* to access important information and the computer applications necessary for completing many essential tasks related to being a student at UIC. For example, you can use *my.UIC* to access the *Student Self-Service* Login to register for courses, view your course schedule, or change personal information. You should see the *Help* section of *my.UIC* for information on establishing the necessary User IDs (netid and EnterpriseID) for these resources and computer applications.

- Registration:** Explore *Schedule of Classes*, Class Scheduling Tools, Search for a Class, Registration Policy and Procedures, *Student Self-Service* Preview, Catalog, and College and Department Registration Announcements.
- Records:** Intent to Graduate, Transcript Requests, Certifications, Preview Graduation Information, and Compute your GPA.
- Personal Information:** Medical Immunization and Address Changes.
- Financial Matters:** Tuition and Fees, University Student Financial Services and Cashier Operations, and Financial Aid Information.
- Degree Audit:** *DARSWeb for Student* and *DARSWeb for Student* Instructions.
- Help:** *Student Self-Service* Preview, EnterpriseID information, and Contacts.
- Student Self-Service Login:** Log into *Student Self-Service* to register for classes, view tuition and fee balance, access online course and section information, review and change address and emergency contact information, view course schedule, grades, academic history, holds, and other personal information.

## 1.2 E-Mail Is the Official Method of Campus Communication

All students are responsible for maintaining a valid University e-mail address and/or forwarding University e-mails to their preferred non-University e-mail address. If you choose to forward e-mails or change your service, you are still responsible for this information. [OFFICIAL] campus announcements will be sent out via mass e-mail to students for all official information students must be aware of. Colleges and/or departments maintain separate e-mail listservs, which may be used to convey specific information to their own students.

Crucial messages, such as the availability of your tuition E-Bill or your registration Time Ticket, will be sent directly to your UIC e-mail account. You can create an e-mail account after activating the Network ID (NetID) that was assigned to you upon admission. For additional information on creating a UIC e-mail account or forwarding your UIC e-mail, visit the Academic Computing and Communications Center (ACCC) E-mail Web Page <http://www.uic.edu/depts/accc/index.html/EMAIL.htm>.

### 1.3 The Importance of Your College Office

UIC is comprised of sixteen colleges, eight of which offer undergraduate degree programs. Every student admitted to UIC is also admitted to a college. Your college determines many policies and procedures that affect your studies at UIC. The college office is often the source of information and authority regarding your academic program. Thus, you are advised to find out how your college is organized, what services the college office offers, and who the primary contacts in your college office are (for example, an advisor, an assistant or associate dean, a program director or coordinator). In all colleges, the office of the dean is the official authority for academic matters.

### 1.4 Additional Sources of Information on Academic Policies, Procedures, and Requirements

Three campus-wide documents are referenced as appropriate throughout the guide.

1. **Undergraduate Catalog:** You can find all general graduation requirements, individual degree program requirements, academic program descriptions, and college-level academic policies in the *Undergraduate Catalog*, which is updated in PDF format every two years and in html each semester. The *Undergraduate Catalog* can be found online at <http://www.uic.edu/ucat/catalog>.
2. **Schedule of Classes:** Another important source of information is the online *Schedule of Classes* <https://ossswebcs.admin.uillinois.edu/webforstudent/UICScheduleofClasses.asp>, a periodical published every semester. The *Schedule of Classes* and *Undergraduate Catalog* contain important information about policies and about courses at UIC. You'll need the catalog for course descriptions, while the schedule tells which courses will be offered in a particular semester, as well as times and locations.
3. **Student Handbook:** The *Student Handbook* orients you to campus life and provides important "how-to" information on many practical matters, including student conduct and grievance procedures. The *Student Handbook* is online <http://www.vcsa.uic.edu/MainSite/departments/Handbook/Home/>.

These publications are readily available on the UIC Web site <http://www.uic.edu>. Colleges and/or departments may publish individual documents to supplement those listed above.

### 1.5 UIC SMS Emergency Notification System

The UIC SMS Emergency Notification System is an optional, official UIC service that sends emergency alerts to members of the UIC community using SMS text messages. You must sign up to participate in the UIC SMS Emergency Notification System. You will be invited to do so when you activate your UIC netid or change your ACCC campus computer password, and there is a link and more information about the service at the SMS system's Web page: <http://sms.uic.edu>.

When you sign up, you will be asked for your cell phone number and optionally for an e-mail address for your cell phone, if you want to receive the notification as e-mail on your cell phone.

The contact information you enter will be stored securely and used only by UIC campus officials under emergency circumstances. Your cell number will be kept private and not shared with anyone. You may return to the sign-up page at any time to add, change, or remove a cell number.

When you sign up, you will receive an SMS message on your cell phone with a code. You must go back to the SMS Web page and enter this code to verify your cell phone number. You will also receive a second message asking if you want to opt-out from the service and mentioning other charges. There are no additional charges other than what you might have under your cell phone plan to receive text messages, so please ignore this second message.

Note that the UIC SMS Emergency Notification System may be tested once a semester to make sure it works correctly.

## 2 Advising

### 2.1 Academic Advising Mission Statement

The mission of academic advising at the University of Illinois at Chicago is to ensure successful undergraduate educational experiences. Academic advising is centered in the colleges. The larger advising network assists students with making the transition to college life and guides their informed decisions about the academic priorities, progress, and goals integral to completing degrees and preparing for careers.

### 2.2 Elements of Academic Advising

Academic advisors are faculty members and professional staff who assist you with course selection, scheduling, degree requirements, administrative requirements, the interpretation of rules and regulations, and the utilization of campus resources. Academic advising at UIC is decentralized, which means that it occurs in your college and/or major department. Your college determines and verifies that you have met all requirements for graduation.

Successful academic advisement depends on the relationship you and your advisor develop. The advising relationship should address specific components of academic advising and enable you and your advisor to carry out your individual responsibilities in the advising process.

The components of academic advising are:

- 1. Conveying the purposes of the University**—Your advisor provides advice and consultation regarding the meaning of higher education, the essence of disciplinary and interdisciplinary study, the reasons for academic requirements, the expected standards of achievement, and the spirit and satisfaction of scholarly work.
- 2. Information giving**—Your advisor provides advice and consultation about registration, course offerings, areas of faculty interest and expertise, educational opportunities, degree programs and requirements, educational policies and regulations, as well as administrative procedures.
- 3. Short-range program planning**—Your advisor provides advice and consultation on scheduling sequences and course planning, registration, and schedule adjustments.
- 4. Long-range planning**—Your advisor provides advice and consultation about educational and professional objectives consistent with your demonstrated academic abilities and interests, as well as identification of the relationship between courses, programs, and occupations.
- 5. Student referral**—Your advisor recognizes that he/she cannot possibly meet all of your needs but that specialized campus services are available to you for advice and consultation.
- 6. Facilitating student development**—Your advisor gives attention to your goals and problems, the establishment of rapport, development of your self-awareness, and use of active listening.

## **2.3 Academic Advising Process**

The role of the academic advisor is consultative in nature. Advisors are well-informed of the rules and regulations affecting student actions, the requirements for various programs, and other pertinent information for academic planning. They are an important resource for strategies and planning. However, advisors do not always have authority in academic matters; it is your responsibility to verify that your plans conform to printed requirements and seek special approvals, if needed, from your college office.

In any academic advising program, it is possible that you will propose an action with which your advisor cannot agree. Your advisor is responsible for informing you of the more appropriate course of action. Nevertheless, final decisions relative to course scheduling and program planning are yours to make, and you must assume primary responsibility for such decisions, particularly when your decisions are inconsistent with the requirements of your major and college.

## **2.4 Responsibilities of the Academic Advisor**

- To be knowledgeable about the program(s) for which he/she is advising.
- To inform you of degree requirements.
- To communicate and emphasize your responsibility for satisfying degree requirements.
- To either assist you in career planning or to refer you to campus resources for such assistance.
- To assist you in your freshman year with developing a well-planned exploratory program to facilitate your choice of major and career.
- To be familiar with published academic rules and regulations of the University and to maintain an up-to-date academic advising reference file containing current program area, college, and University materials pertinent to advising.
- To help you plan a suitable schedule of classes, at least one semester in advance.
- To inform you of the advisor's and your own responsibilities in the academic advising process.
- To discuss your academic performance and its implications.
- To refer you to appropriate sources of information and services.
- To utilize University resources, including student information systems and the degree audit system, in the course of advising.
- To determine if other advisors are assisting his/her students, and, if so, to coordinate with them regularly.

## **2.5 Responsibilities of the Advisee**

- To obtain the requirements for the chosen college and major and to use them to monitor your progress toward fulfilling degree requirements.
- To be aware that primary responsibility for selecting courses and meeting degree requirements is yours. The advisor can suggest, recommend, and remind you of rules and requirements, but you have primary responsibility for meeting program and degree requirements.

- To know how to contact your advisors.
- To inform the advisor of changes in your plans and changes in your life which directly affect academic performance and educational goals (e.g., finances, job, health, academic problems, as well as changes in academic and career goals).
- To plan a suitable schedule of classes at least one semester in advance with the help of your advisor.
- To be familiar with the published rules and regulations of the University.
- To discuss your academic performance and its implications with your advisor.
- To follow up on referrals made by your advisor.
- To maintain personal records regarding academic program, progress, performance, and advising.
- To meet with an advisor at least once a semester.

## 3 Course Schedule Preparation

### 3.1 Scheduling Restrictions

All scheduled courses listed in the *Schedule of Classes* are open to undergraduate students EXCEPT:

1. A course that essentially duplicates the content of a course already taken for credit (unless it is appropriate to repeat).
2. A course that is under departmental control in order to reserve space for a specific population.
3. A course that has reached enrollment capacity.
4. A course that requires prerequisite(s) or concurrent course(s) be scheduled or permission of instructor, as indicated.
5. 400-level courses restricted to graduate students as noted in the *Schedule of Classes*.
6. 500-level courses designed for graduate students as described in the *Graduate Catalog*. However, it is possible for undergraduates in certain circumstances to schedule 500-level courses.
7. When enrollment would violate legal, Department of Defense, or special fund agreements.

A student who inappropriately schedules a course with restrictions may be disenrolled from the course or lose credit for the course. If you are to be disenrolled from a course, you should be notified by the instructor during the period for dropping and adding courses at the beginning of the semester or session.

### 3.2 Placement Tests

Required when you are registering for the first time at UIC, placement tests (Pre-enrollment Evaluation Program or PEP) help in determining your educational choices and career plans as well as your placement in certain sequentially taught subjects. These tests are taken after you receive notice that admission has been granted for the desired term. Instructions for placement tests are included with the notice of admission. (Some students may be exempted from placement tests in a particular subject on the basis of their ACT scores or prior college credits.) It is recommended that you sign up for the earliest possible test dates in order to participate in earlier course registration dates.

The first course to be taken at UIC in specific subjects will be determined by the results of your placement tests. It is advisable for you to brush up on your knowledge of the topic, up to and including your highest level of accomplishment in a subject, prior to taking the placement test so that the result accurately reflects your abilities in that subject. You may be recommended for advanced placement, entry-level placement, or college preparatory course placement.

The University does not accept placement test results from other colleges and universities because the UIC tests are specifically designed for UIC courses. You must arrange to come to the campus to take your placement tests before you can participate in orientation, academic advising, and registration.

Testing is available during the online drop/add period, but it is not recommended that you wait until then and you will be charged a late fee. Continuing students may be required to take placement tests if more than one year lapses without taking specified courses or if a test required for a course has never been taken.

There are placement tests in mathematics, writing, chemistry, and foreign languages.

### **3.3 Dropping Down in a Sequence of Courses**

Some courses in a subject area are offered as a sequence with each course building upon the material taught in the prerequisite course before it.

If you find that a course's content is too advanced, it is recommended that you drop down to a lower level to build your knowledge of the subject area. You may be required to get permission to drop down when your placement test results determined which course you should take.

Students who have successfully completed for credit any course within a sequence may not take any lower course in the same sequence for credit. Exceptions to this policy should be requested from a college advisor.

### **3.4 Course Prerequisites**

Prerequisites, if any, are included in the course description. You are responsible for meeting the prerequisites prior to enrolling in a course. For some courses, the student registration system will prevent you from registering if prerequisites have not been completed. Some departments will cancel your enrollment in a course for which the prerequisites have not been met. Regardless of whether or not the registration system prevents you from enrolling in a course, you are responsible for meeting all prerequisites.

### **3.5 Cross-Listed Courses**

A single course that is offered by two or more departments; for example, the course "Greek Art and Archaeology" is cross-listed as Art History (AH 204), Classics (CL 204), and History (HIST 204). Such courses are listed by more than one department when the content is appropriate to majors or minors in two or more areas. If you are not a major in one of the departments offering a cross-listed course, you should register for the course under the subject area that is the best fit for your degree requirements.

Cross-listed courses have the same capacity limits as other courses—if one listing is closed, you will not be able to enroll by registering in the other listing.

### **3.6 Academic Preparation Courses**

All new students are required to take placement tests in specific sequentially taught subjects to determine proper course placement. These tests may show that you are not ready for the entry-level college course in one or more subjects. When this happens, you will be required to take a college preparatory course that will prepare you for the entry-level course. These courses are numbered from 001 to 099, are graded Satisfactory\*/Unsatisfactory (S\*/U), carry credits that signify the workload involved, count

toward full-time status, and are used in determining financial aid. However, these credits do not count toward the total credits required for graduation.

### 3.7 Considerations When Planning a Schedule

Selecting your courses and preparing a schedule involve important decisions that you will make every semester of undergraduate study. Wise planning and careful course selection not only increase your chances of a happy and successful undergraduate experience at UIC, they allow you to craft your undergraduate curriculum to better prepare you for a job or advanced study. They also allow you to control how long it will take you to graduate.

Course selection requires, at a minimum, two University resources: the *Undergraduate Catalog* for requirements and course descriptions; and the *Schedule of Classes*, which lists times, locations, and instructors for the classes to be offered in any particular semester. When selecting courses, you should consider the following factors:

1. **Your placement** in mathematics, writing, chemistry, and foreign languages, if appropriate.
2. **Your major.** Once you have selected a major, follow the requirements listed in the *Undergraduate Catalog* and/or a departmental program guide. A degree audit (DARS) compares your course work with your degree requirements and is available online through *DARS Web for Student* [https://darsweb.admin.uillinois.edu/darswebstu\\_uic/servlet/EASDarsServlet](https://darsweb.admin.uillinois.edu/darswebstu_uic/servlet/EASDarsServlet). Consult your major advisor regularly.
3. **Your interests and goals.** When appropriate, consider the possibility of combining a major with a minor, adding an additional major, or incorporating study abroad.
4. **Your background, characteristics, and current circumstances.** Consider your academic preparation, strengths, weaknesses, life style, work schedule, cocurricular activities, or personal demands.
5. **Course demands.** Different courses present different demands on you in terms of the amount of reading, writing, computation, or memorization necessary, as well as the laboratory and studio time required. A well-planned schedule should balance the kinds of work demanded. You may be able to learn more about the demands of a course by contacting the course instructor or department, by looking at the books required for the course in the bookstore to see what will be required, or by viewing an online syllabus.
6. **Course characteristics.** Different courses offer different instructional environments. Even the same course may differ in format by section and/or delivery system. You should consider which course characteristics are most effective in helping you learn, e.g., large or small class; lecture or discussion; scheduled meeting times or self-paced; traditional or technology-intensive; and types of projects, papers, and/or exams. You may be able to learn more about a course by contacting the course instructor or department.
7. **Credits earned (or that the student plans to earn) by other means.** Credit earned by transfer from another school, Advanced Placement, College-Level Examination Program of the College Entrance Examination Board, International Baccalaureate, proficiency credits, or for educational experiences in the armed forces may fulfill some requirements.
8. **Course availability and prerequisites.** Some courses are not offered every semester, and some courses require special academic preparation. A tentative,

long-range plan that may include summer session should be established to allow for prerequisites and to accommodate courses offered less frequently (contact the department offering the course to determine availability).

#### **9. Special credit requirements for some programs.**

### **3.8 Before Registering**

When planning a semester or session schedule, you should consider all of the demands on your time—both in and outside of class. If you would like assistance with time management skills, you should check the schedule of workshops offered by the Academic Center for Excellence, <http://www.vcsa.uic.edu/MainSite/departments/ace/home/>.

First select the list of courses that you think you would like to register for. Then check the *Schedule of Classes* for time and/or instructor options. Block out the times for your choices on a weekly planner so that you can make sure your days will flow smoothly. Consider the travel time between classes and the advantages of leaving some time between classes if possible for homework, for reviewing and organizing your notes, for visiting the library for resources, or for seeking help from instructors during office hours. Your daily schedule should include some time on-campus for these activities.

Some students will be required to review their schedules with their academic advisors before they register. Even if you aren't required to do so, reviewing your choices with an advisor is always a good idea.

To make registering easier, have your course preferences listed out as a series of priority choices. Online Class Scheduling Tools are available through *my.UIC* under the Registration menu to assist you with planning your preferred schedule. When you enter *Student Self-Service* to register, you may find some of your first choice courses or sections are closed (already filled). Your registration will go more smoothly if you have already chosen an alternate. Be sure you check how the alternate affects your other choices before proceeding.

## 4 Registration

### 4.1 Registration

#### **Registering for the First Time**

To enroll in courses at UIC for the first time, you must complete the following steps:

- Take the placement tests (Pre-Enrollment Evaluation Program or PEP)—not always required of readmitted students;
- Participate in academic advising during New Student Orientation and get approval to register; and
- Register for approved courses using *Student Self-Service*.

You should consult the online *Step-by-Step Registration* instructions [http://www.uic.edu/depts/oar/registration/registration\\_instructions.html](http://www.uic.edu/depts/oar/registration/registration_instructions.html) for information on using the *Student Self-Service* system to register for courses. The Registration Help Line, (312) 996-8600, is staffed M–F, 8:30 a.m. to 5:00 p.m. and is a good resource for registration-related questions.

#### **Registering for Subsequent Terms**

You register for classes on the *Student Self-Service* system. You should consult the *Step-by-Step Registration* instructions [http://www.uic.edu/depts/oar/registration/registration\\_instructions.html](http://www.uic.edu/depts/oar/registration/registration_instructions.html) for information on using the system to register for courses.

### 4.2 Undergraduate Catalog

The *Undergraduate Catalog* contains detailed information regarding University programs and requirements, as well as descriptions of all undergraduate courses taught at the University. Requirements stated in your college and/or department sections of the *Undergraduate Catalog* should serve as a guide for you in planning a program of study. You are responsible for knowledge of, and adherence to, all rules, regulations, and requirements stated in the *Undergraduate Catalog* and for keeping up to date with published changes. You are also responsible for knowing the degree requirements for the program in which you are enrolled and for enrolling in courses which fulfill those degree requirements. You are strongly encouraged to seek information and assistance from appropriate staff if you have any questions regarding requirements or regulations.

You should select courses after referring to the *Undergraduate Catalog* and the *Schedule of Classes*, which lists the courses offered in a specific term. Current undergraduate course descriptions are available at <http://www.uic.edu/ucat/courses>. The frequency of course offerings is determined by the departments and colleges as program requirements dictate and faculty availability permits. No assurance can be given that specific courses will be offered in any term or year.

Courses offered by departments and programs that lead to major and minor fields of specialization are listed in the *Undergraduate Catalog*. Following the course number and title is a statement of the number of semester hours given, course content, and prerequisites, if any.

If you are following a past catalog and have misplaced your copy, it may be available through the online catalog under Links <http://www.uic.edu/ucatalog/index.html>. If you do not find it there, check with your advisor or the reference section of the Daley Library.

### 4.3 Continuing Student Status

For the purpose of determining eligibility to register, continuing students are defined as students whose enrollment at UIC has not been interrupted for two or more semesters in succession (summer session excluded). If you lose your continuing status, you are considered a “former student.” You must have had some registration/enrollment activity on your student record within a year of the term for which enrollment is sought to receive a Time Ticket (your appointment to register). **Note:** New students who fail to register for their intended entrance term will lose continuing student status. If you wish to reenroll after having lost your continuing status, reapplication and readmission to the University are required.

1. Currently enrolled students are eligible to register and should receive online Time Tickets for advance registration.
2. Readmitted students will receive registration information along with their notices of readmission.
3. When any of the following conditions are present, a student is **not eligible to register**:
  - a. Loss of continuing status (i.e., nonattendance for two or more semesters in succession, excluding students on approved leave of absence and excluding summer session).
  - b. Dismissed by the student’s college or the University for poor scholarship or disciplinary reasons.
  - c. Financial indebtedness to the University.
  - d. Failure to satisfy the requirements of the Illinois Proof of Immunity Law, which pertains to medical immunizations.
  - e. Any other academic or administrative hold that precludes registration.

International students must contact the Office of International Services if they do not intend to enroll for any term.

### 4.4 Time Ticket Registration

Registration for spring semesters begins in early November each year, and registration for summer and fall terms begins in early April each year. The University assigns Time Tickets, your appointment to register, to students based on student type, student level, earned and in-progress credit hours, and other factors. Time Tickets are normally available on *Student Self-Service* about 2 weeks prior to the start of Registration. You are notified through your university-established e-mail address (e.g., [netid@uic.edu](mailto:netid@uic.edu)) when Time Tickets are available. The Time Ticket lists the earliest possible day and time you can use *Student Self-Service* to register.

Registration is made of up two components. The first is Priority Registration, during which continuing students can start to register in accordance with their Time Ticket. Open Registration immediately follows Priority Registration, allowing newly admitted students, readmitted students, and nondegree students to register. All students are able to continue registration activity to adjust class choices generally until the second Friday of

fall and spring, the first Wednesday of Summer Session 1, or the first Friday of Summer Session 2. However, timely registration increases the chance of getting the courses and sections desired.

## 4.5 Change of Course Schedule/Adding and Dropping Courses

The course drop deadline (using *Student Self-Service*), for all students, is the second Friday of fall and spring, the first Wednesday of Summer Session 1, or the first Friday of Summer Session 2.

Starting with the third week and ending with the tenth week of the term (second Wednesday of Summer Session 1 and weeks 2 through 5 for Summer Session 2), undergraduate students may drop individual courses in their college offices, up to the maximum permitted limit of four over the course of their undergraduate degree programs. Undergraduate and graduate students who drop during this time period will receive a W grade on their academic records. There is no refund for course drops made after the second Friday of fall and spring, the first Wednesday of Summer Session 1, or the first Friday of Summer Session 2.

International students in F-1 or J-1 status are required to be registered full time (12 semester hours) every semester. **International students who wish to register for less than 12 semester hours should speak with an advisor in the Office of International Services (OIS) prior to dropping courses or underenrolling. In order to maintain immigration status, permission must be granted by OIS in advance of dropping below full time. OIS is located in 2160 Student Services Building (SSB) and may be contacted at (312) 996-3121 or [ois@uic.edu](mailto:ois@uic.edu).**

You should consult your college section of the *Undergraduate Catalog* for information on how to drop courses with permission or visit your college office.

### ***Adding Classes after First Week***

The College of Liberal Arts and Sciences (LAS) restricts entry into classes after the first week of the fall and spring term, regardless of whether the class is still available. Students are advised to check with the course instructor teaching the class before enrolling. In addition, all prerequisite requirements for course registration must be met by enrolling students.

## 4.6 Administrative Course Change or Cancellation

An administrative course change or cancellation is one approved by Academic Affairs at the request of the college or department due to unforeseen circumstances that cause a change in meeting time or cancellation of the course. Courses may be cancelled because of low enrollment. Academic units requesting course changes or cancellations are responsible for notifying affected students.

## 4.7 Late Registration

Students are not ordinarily permitted to register after the second Friday of fall and spring, the first Wednesday of Summer Session 1 or first Friday of Summer Session 2. In extreme cases, students may petition their college to register after this date (but no later than the end of the instructional term). A \$50.00 late fee is assessed.

## 4.8 Correcting Registration Errors

*Student Self-Service* is available through the end of the second Friday of fall and spring, the first Wednesday of Summer Session 1 or the first Friday of Summer Session 2 to make corrections online. After *Student Self-Service* is unavailable, you must work with your college office to make corrections to registration. Colleges can forward requests to the Office of Registration and Records to update registration.

## 4.9 Cancellation of Enrollment

Students who wish to cancel their registration and receive a complete refund of tuition and fees must do so prior to the first day of classes. You may do this online, in person, or by submitting a written request to the Office of Registration and Records.

**Note:** If you receive federally funded financial aid, your refund may be adjusted in accordance with federal regulations. If you owe money to the University, the refund will be reduced by the amount owed.

If you never attended any of your courses at UIC, please consult with your college office about verification of nonattendance.

## 4.10 Registration Restrictions and Overrides

There are a number of factors which restrict registration into courses. All limits, with the exception of class capacity (seating) limits, can only be overridden with the approval of the appropriate staff. *Help* text on *Student Self-Service* will direct you on what is needed to resolve a problem when registration restriction error messages appear.

The following limits are in place at UIC to restrict registration to certain courses:

- Special approval
- Student class standing (freshman, sophomore, etc.)
- College in which the student is enrolled
- Enrollment in corequisite courses
- Previously earned degree
- Linked course requirements, some courses (lectures, labs, discussions) are linked together and must be registered for together
- Student major
- Prerequisites, or preparatory courses, are required
- Maximum of 18 hours of total enrollment for undergraduates
- Time conflicts (where two courses overlap)
- Duplicate courses (the same course twice)

When using *Student Self-Service*, error messages will appear when you encounter a registration restriction. The *Help* text is a good resource to learn more about error messages in *Student Self-Service*.

## 4.11 Concurrent and Intercampus Enrollment Programs

The Concurrent Enrollment Program of the University of Illinois allows UIC students to enroll for courses during a given semester on more than one campus of the University of Illinois. The approval process originates in your department/college. Information and forms for concurrent registration are available through the Office of Registration and Records.

Students interested in concurrent registration at other colleges and universities should see *Section 7.3 Transfer credit for Continuing Students*.

The Intercampus Enrollment Program of the University of Illinois allows undergraduate students at one campus of the University the opportunity to take advantage of academic opportunities unique to another campus without having to transfer. This program does not replace the Concurrent Enrollment Program (enrollment at two different university campuses at the same time). International students are not eligible for this program because of visa restrictions.

If you have any questions, please refer them to your home campus contact, or consult the Intercampus Registration Web site. For UIC, this is:

[http://www.uic.edu/depts/oar/registration/policies\\_procedures.html#intercampus](http://www.uic.edu/depts/oar/registration/policies_procedures.html#intercampus).

## 4.12 Registration Holds

Registration holds are placed on students for a variety of reasons, most commonly for overdue accounts, immunization requirements, college advising prior to registration, and new student holds for orientation. The *View Holds* screen in *Student Self-Service* provides detail on the hold and how to resolve it. Registration holds prevent the adding or dropping of courses. It is important to resolve registration holds right away. When viewing the Time Ticket registration appointment form in *Student Self-Service*, you are alerted of any holds on your registration.

If you owe money to the University, you will not be permitted to register, nor will a transcript request be honored, until you have paid your debts.

If you need to drop a course to limit your financial liability, you should contact Student Accounts Receivable (312) 996-8574.

## 4.13 Petitions for Cancellation of Tuition and Fees

Prior to submitting a Petition for the Cancellation of Tuition and Fees to the Office of Registration and Records (ORR), it is recommended that you consult with your college office about documentation and/or an official signature. You may present petitions for the Cancellation of Tuition and Fees to ORR. ORR guidelines might require supporting documentation from the student for consideration of the petition; or ORR might require approval from your college before allowing any exceptions.

## 5 Student Status

### 5.1 Semester Hours

A semester hour is the University's unit of academic credit. For information on earning semester hours toward your degree requirements, see *Section 7.1 Course Credit*.

### 5.2 Class Standing

The number of semester hours you have earned toward your degree determines your class standing within the University.

Degree Hours Earned	Class Standing
1–29	Freshman standing
30–59	Sophomore standing
60–89	Junior standing
90 and above	Senior standing

The University may use class standing to determine your eligibility for receiving certain kinds of financial aid and scholarships, applying for some degree programs, enrolling in particular courses, and evaluating progress.

### 5.3 Undergraduate Credit Load/Academic Load

Academic load refers to the number of credits the student enrolls in for any given semester and is used to determine full- or part-time student status. Academic overload is a load that is, under normal circumstances, considered too challenging for a good chance of success. Registering for overload requires permission from the major college.

Semester Hours	Academic term	Enrollment status
12–18*	Fall and spring	Full-time
6–12*	Summer	Full-time
9–11	Fall and spring	Three-quarters-time status
5	Summer	Three-quarters-time status
6–8	Fall and spring	Half-time status
3–4	Summer	Half-time status
5 or less	Fall and spring	Less than half-time status
2 or less	Summer	Less than half-time status

*\*Enrollment in more than 18 semester hours in fall or spring, or more than 12 semester hours in summer, is considered overload. Overload requires permission from your college.*

## 5.4 Part-Time Credit Load

Students taking fewer than 12 semester hours in fall or spring, or fewer than 6 semester hours in summer, are considered part-time. Registering for a part-time credit load impacts your degree progress, financial aid eligibility, and benefits, such as insurance discounts. The University uses full- and part-time enrollment in the assessment of tuition and fees. It is also used in determining eligibility for financial aid and the rules governing satisfactory academic progress for renewal of financial aid. Some degree programs require or recommend full-time enrollment.

## 5.5 Satisfactory Academic Progress Policy (SAP) for Financial Aid

Students must make Satisfactory Academic Progress (SAP) towards completion of their degree. If you do not meet the SAP requirements, you may lose your aid eligibility.

SAP requirements apply to all undergraduate and graduate/professional students who receive federal, state, and institutional aid administered by UIC. At the conclusion of each spring semester, the OSFA reviews all students to ensure they are making SAP. Students not meeting SAP requirements are notified in writing via mail or e-mail.

**Important:** SAP requirements for financial aid are separate from degree progress requirements monitored by academic departments.

### ***SAP Policy***

UIC's SAP policy includes both qualitative and quantitative measures. Failure to meet any one of the criteria will result in cancellation of aid eligibility. All terms of a student's UIC enrollment, whether or not the student received aid in those terms, are included in this review. In addition, transfer hours are included in the maximum time frame review and cumulative grade point average (GPA), if GPA can be determined from transcripts.

### ***Undergraduate SAP Policy***

#### *Qualitative Measure (Cumulative GPA)*

Students must have at least a 2.00 (or C average) cumulative GPA by the end of their second academic year. So, this requirement applies to students who began at UIC in fall 2007 or earlier. For transfer students who began attending after Fall 2007, the 2.00 cumulative GPA requirement applies when the student has at least 60 combined UIC attempted hours and transfer hours or after 2 years at UIC, whichever comes first.

#### *Quantitative Measure (Maximum Time Frame and Course Completion Ratio)*

Students must complete their program within 150% of the published length of their program. The minimum number of credit hours required for an undergraduate degree at UIC is 120. Therefore, 180 credit hours (150% of 120 hours) is the limit for aid eligibility. The 180 hour limit applies even in cases of changed majors or the pursuit of multiple degrees. The only exception allowed is for programs that require more than 120 hours for a degree. Students exceeding the maximum time frame will have their aid cancelled.

Students must also successfully complete 67% of their cumulative attempted credit hours at UIC. All hours for which a student is registered after the add/drop deadline each term will be included as attempted hours. Successfully completed credit hours are those in

which a student receives a grade of A, B, C, D, S, or P. If students fall below the 67% cumulative standard, they will be put on financial aid probation for up to one academic year. Students can continue receiving aid during probation periods; therefore, appeals for probation periods are unnecessary. After the probation period, students remaining below a 67% completion ratio will have their aid cancelled.

### ***Assessment of course withdrawals, incompletes, repeated courses, grade forgiveness, and noncredit remedial courses***

Withdrawals: Courses dropped before the conclusion of the add/drop period each semester will not count as attempted hours. Classes dropped after this point will count as attempted hours.

Incompletes: Courses in which a student has an incomplete at the time in which SAP is reviewed will be included in attempted hours.

Repeated courses/Grade forgiveness: For SAP purposes, all grades and attempted hours will be counted when calculating SAP, even if only some of these hours appear on your transcript.

Noncredit remedial course: Non-credit remedial courses are included neither in attempted hours nor in the student's cumulative GPA.

### ***Reinstatement***

Students whose aid is cancelled can have their eligibility reinstated once they again meet all SAP requirements. A student may reestablish eligibility for financial aid at any point during the academic year and be given the same consideration for aid as other students maintaining SAP. Depending upon when students regain eligibility, they may become eligible for financial aid for the semester in which it is determined they are satisfying the SAP requirements. Otherwise, reinstatement would become effective the following semester. Students should keep track of their own progress as it is their responsibility to notify the OSFA in writing if they feel they have regained their financial aid eligibility. As SAP is only reviewed at the conclusion of the spring term, it is extremely important that students who come to meet SAP requirements during the summer and/or fall terms notify the OSFA in writing. Students should keep track of their own progress and notify the OSFA in a timely fashion.

### ***SAP Appeals***

Students whose aid has been cancelled may appeal their cancellation by submitting to the OSFA a typed and signed appeal, along with proper documentation of extenuating circumstances (e.g. doctor's notice, letter from an academic advisor, etc.). The SAP Appeal Committee comprised of members of various colleges and departments will review the appeal. Students are notified via mail or e-mail of the committee's decision. The committee may reinstate a student's aid for a year or just for one semester. The committee also requires students to maintain certain standards, which are reviewed each term. The committee's decision is final. Students should submit appeals at least 30 days prior to the start of the semester for which they are seeking reinstatement. Late or incomplete appeals may not be reviewed until the following semester.

## 5.6 Four-Year Tuition Guarantee

The purpose of the four-year undergraduate guaranteed tuition plan is to provide a high degree of certainty about tuition costs for students and families. The plan applies to all freshman and transfer undergraduate students enrolled in a baccalaureate degree program on one of the three campuses of the University of Illinois. The plan treats every student as part of a cohort defined by the date of entry to the University. Each cohort is guaranteed an unchanged tuition schedule for four years. The four-year guarantee is given to full- and part-time students and to both in-state and out-of-state students. Students who do not complete their degree and enroll for a fifth year of study will face a tuition increase for that year and each subsequent year they are enrolled. For details on guaranteed undergraduate tuition see

[http://www.vpaa.uillinois.edu/policies/tuition\\_guarantee\\_guidlines.asp](http://www.vpaa.uillinois.edu/policies/tuition_guarantee_guidlines.asp).

## 5.7 Time to Degree

Most degrees are designed to be completed in eight semesters. Enrolling for 15–16 hours per semester is considered an average course load and should enable you to graduate within four years. Reducing the number of hours you take during a given semester, to fewer than 14 semester hours, may require enrolling in summer session to stay on track for four-year graduation or extending your time to graduation beyond four years.

A variety of circumstances may impact your time to degree. There are valid reasons for an individual student to extend the time to graduation beyond four years and each student needs to make that decision carefully.

The overall cost of your education is determined by the number of semesters it takes you to complete your degree. For each additional semester added to your degree time, you incur tuition, fees, assessments, and books to your total cost. As outlined in the previous section on *Satisfactory Academic Progress for Financial Aid*, financial aid eligibility includes a maximum time frame and course completion ratio; the longer it takes you to complete your degree, the more likely it becomes that you will max out your financial aid.

Not extending your graduation beyond four years usually provides other advantages. By entering the professional job market sooner, you are able to begin earning a full-time salary with benefits, gain experience and skills, and accrue seniority at your place of employment. In other words, there are opportunity costs involved in spending more time to earn your degree. Please consider all the options and their implications carefully when making decisions about your time to degree.

Discussing your time to degree options with an advisor will help you identify the considerations necessary to make an informed decision.

## 6 Course Work

### 6.1 Course Syllabus

A syllabus is a general plan for a course provided by most course instructors. Most syllabi describe the course being taught, the goals of the course, how you will be evaluated and graded, dates that readings and other assignments required for the course are due, and what books or other materials are required. A syllabus can also describe the instructor's rules for the course such as class attendance, penalties for late assignments, and make up work. Be sure you receive your course syllabus on the first day of class.

### 6.2 Class Attendance

Course instructors set the expectations regarding attendance and the conditions that accompany absence from class. Instructors often provide information regarding excused and unexcused absences in the course syllabus.

You are advised that attendance in all class sessions is generally expected and is considered necessary to attain the highest potential for learning and the best possible academic performance. You should be aware that even if attendance is not recorded by an instructor, unexcused absences can have a negative impact on learning course material and your grades.

### 6.3 Auditing a Course

Enrolled students wishing to attend meetings of a course without earning academic credit may register as auditors. Because the courses offered by UIC are primarily intended for students registering for academic credit, you may register as an auditor only during the add/drop and late registration periods. The privilege of attending classes as an auditor is granted on a space-available basis on or after the first day of instruction. Audit registration requires the approval of the course instructor and the dean of the college offering the course, and must be completed no later than the last day of late registration. The instructor or dean has the right to deny an audit registration in any course.

Ordinarily, a student auditing a course may not enroll in the same course in a subsequent semester for credit.

If you are a degree-seeking student and considering the audit option, you should discuss it with an academic advisor to determine if it is the best choice, or if another grading option, such as Credit/No Credit, may be more appropriate for you.

Courses taken for audit do not apply toward any academic degree and do not count as part of your full- or part-time credit load for purposes of financial aid, loan deferments, athletic eligibility, or fulfillment of the enrollment residence requirement.

To attend a course, you need to be registered for academic credit or registered as an auditor. "Sitting in" is not permitted, nor is retroactive registration. An auditor may not participate in class activities, laboratories, or take examinations.

See the *Undergraduate Catalog* for further information.

## 6.4 Repeat Policy for Standard Graded Courses

Students may repeat a course to increase their knowledge of the subject matter. There are circumstances under which repeating a course is advisable and to a student's advantage. There are also circumstances where repeating a course may disadvantage a student and narrow a student's options. Some colleges require students to discuss any plan to repeat a course with their academic advisor before they register to repeat the course.

Courses with A or B grades may not be repeated. Normally, courses with a C grade may not be repeated. Courses with D or F grades may be repeated once without written permission. In all cases, the original grade for the course and the grade for each repeat will appear on the transcript. The original grade will be calculated into the grade point average, unless the student initiates a request for *Repeating a Course with Grade Point Average Recalculation* as described below. Only one registration for the course counts toward the total number of credits required for graduation. A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite.

To repeat a course more than once requires written permission from the student's college dean. Students who have been dismissed may not appeal on the grounds of intention to repeat courses. Certain courses may not be repeated; students should consult their college before repeating a course.

### ***Repeating a Course with Grade Point Average Recalculation***

**Important Note:** Grade point average recalculation for a repeated course is **not** automatic. The student must initiate a request in the college office as outlined below.

For the grade point average recalculation policy to apply, a student must declare to his or her college the intent to repeat a course for a change of grade before reenrolling in the course. The course must be repeated within three semesters of the receipt of the original grade, and it must be taken at UIC. Only one registration for the course counts toward the total number of credits required for graduation.

Undergraduate students are allowed grade point average recalculation in up to four repeated courses. Under the course repeat policy, all courses taken and their grades appear on the transcript in the semester in which they were taken. Under the grade point average recalculation policy, the grade earned the first time the course is taken will be dropped from the calculation of the cumulative GPA and the grade(s) earned when the course is repeated will be used in the calculation. This rule holds, even if the second grade is lower than the first. If a course is repeated more than once, the first grade is not counted in the GPA, but all other grades for that course are calculated in the cumulative GPA.

## 6.5 Final Examinations/Conflict of Final Examinations

### ***General Policy***

1. Final examinations, if they are to be given, are given only during the sixteenth week of the semester (eighth week of the Summer Session II). They may not be given earlier.

2. What to do if you must miss an exam—let the instructor know as soon as possible before the exam. If the instructor finds your reason acceptable, he or she may give you an Incomplete grade and schedule an exam for you at a later date. The instructor is the only individual authorized to permit a student to defer a final exam.
3. No formal instruction of any kind may be given during the final examination period.
4. The instructor has the option of giving combined-section final exams.

### ***Scheduling of Exams***

Final examinations are scheduled according to the time and day(s) the class meets, and the type of class (lecture, lecture discussion, quiz or laboratory):

1. Time and day(s) that class meets. Determines the day on which the exam is scheduled.
2. Type of class. When a course involves classes that meet at different times (such as a course with both a lecture and a lab), the time of the course (for purposes of scheduling the exam) is determined by an established order of precedence: lecture, lecture discussion, quiz and laboratory. (For example, if a course meets as both a lecture and as a laboratory, the final exam would be scheduled according to the time at which the lecture meets.)
3. Number of class meetings. Determines the hour at which the exam is scheduled. Applies only during the fall and spring terms.
4. Exam conflicts. The exam schedule is designed to prevent conflicts. But just in case, here is what happens if you have an exam conflict:
  - o For terms Summer 2009, Fall 2009, Spring 2010 – course listed **first** in the online *Schedule of Classes* has precedence.
  - o Regularly scheduled Program PM exams have precedence over combined-section exams.
  - o A student with an exam conflict is responsible for arranging a makeup exam with his or her instructor.
5. A student having more than two examinations in a day. No student will be required to take more than two final examinations in one day. Any student having more than two final examinations scheduled in one day is entitled to rescheduling. Students must notify the instructor by November 1 in the fall semester and April 1 in the spring semester to be eligible for rescheduling.

To resolve this conflict, the student will be required to take the first two final examinations scheduled (according to the posted examinations schedule) in any given day. Any third, fourth, or additional final examinations that are scheduled on the same day must be rescheduled and taken on another day within finals week.

## **6.6 Academic Integrity/Academic Dishonesty**

As an academic community, the University of Illinois at Chicago is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community—students, staff, faculty, administrators—share the responsibility of insuring that these standards are upheld so that such an environment exists. Instances of academic misconduct by students, and as defined herein, shall be handled pursuant to

the *Student Disciplinary Policy*, which is available online  
[http://www.vcsa.uic.edu/NR/rdonlyres/C10B0B31-31AD-4386-9A7A-17CA7A579C2D/962/Student\\_Discipline\\_Book.pdf](http://www.vcsa.uic.edu/NR/rdonlyres/C10B0B31-31AD-4386-9A7A-17CA7A579C2D/962/Student_Discipline_Book.pdf).

Academic dishonesty includes, but is not limited to:

1. **Cheating.** Either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise, or extending to or receiving any kind of unauthorized assistance on any examination or assignment to, or from, another person.
2. **Fabrication.** Knowing or unauthorized falsification, reproduction, lack of attribution, or invention of any information or citation in an academic exercise.
3. **Facilitating Academic Dishonesty/Plagiarism.** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
4. **Bribes, Favors, Threats.** Bribing or attempting to bribe, promising favors to or making threats against, any person, with the intention of affecting a record of a grade, grade, or evaluation of academic performance. Any conspiracy with another person who then takes or attempts to take action on behalf or at the direction of the student.
5. **Examination by Proxy.** Taking or attempting to take an exam for someone else other than the student is a violation by both the student enrolled in the course and the proxy or substitute.
6. **Grade Tampering.** Any unauthorized attempt to change, actual change of, or alteration of grades or any tampering with grades.
7. **Non-Original Works.** Submission or attempt to submit any written work authored, in whole or part, by someone other than the student.

## 7 Credit Towards Graduation

### 7.1 Course Credit

A semester hour is the University's unit of academic credit. When you complete most credit-bearing courses at UIC, you earn credits toward the total number of semester hours required for graduation. Most UIC courses are worth a certain number of semester hours; the exact number of semester hours earned for each course is published in the course descriptions in the *Undergraduate Catalog* and with other registration information in the *Schedule of Classes*. Courses numbered 001–099 are graded Satisfactory\*/Unsatisfactory (S\*/U). The hours earned in these courses do not count toward your degree requirements. Semester hours are sometimes referred to as credit hours, credits, or hours.

A typical lecture course is a 3-semester hour course meeting 3 times per week for 50 minutes for 15 weeks or 2 times per week for 75 minutes for 15 weeks. Following the 15 weeks of instruction, there may be a final examination period in the subsequent week.

#### ***Semester Hour Formula for Courses***

One semester hour for lecture/discussion courses is equivalent to one 50-minute period of class time per week for 15 weeks.

One semester hour for laboratory, practicum, and similar experiences is equivalent to two 50-minute periods of class time per week for 15 weeks.

One semester hour for studio and similar experiences is equivalent to three 50-minute periods of class time per week for 15 weeks.

Some exceptions to these standards may occur.

### 7.2 Credit by Examination

You may establish credit toward an undergraduate degree through the examinations listed below. You must submit official grade reports/examination results to the Office of Admissions before credit can be awarded. UIC will not award transfer course credit based on another institution's evaluation of test results.

#### ***ACT English / SAT Verbal***

UIC will award credit in ENGL 160 (3 hours) for a subscore of 27 or higher on the ACT English exam or a score of 610 or higher on the SAT Verbal exam.

## **Advanced Placement (AP)**

UIC will award credit on the basis of scores earned on the Advanced Placement examinations administered by the College Board as indicated below:

<b>AP Exam</b>	<b>Score</b>	<b>Course Equivalent</b>
Art History	4–5	AH 110 (4 hours)
		AH 111 (4 hours)
Biology	3–5	BIOS 100 (5 hours)
		BIOS 101 (5 hours)
Calculus AB	3–5	MATH 180 (5 hours)
Calculus BC	2	MATH 180 (5 hours)
	3–5	MATH 180 (5 hours)
		MATH 181 (5 hours)
Chemistry	4–5	CHEM 112 (5 hours)
		CHEM 114 (5 hours)
Chinese Language and Culture	3	CHIN 103 (4 hours)
	4–5	CHIN 103 (4 hours)
		CHIN 104 (4 hours)
Classics Latin Literature	3–5	LAT 299 (3 hours)
Classics Vergil	3–5	LAT 299 (3 hours)
Computer Science A	4–5	MCS 260 (4 hours)
Computer Science AB	3	MCS 260 (4 hours)
	4–5	MCS 260 (4 hours)
		MCS 360 (4 hours)
Economics Macro	4–5	ECON 121 (3 hours)
Economics Micro	4–5	ECON 120 (3 hours)
English Language & Comp	4–5	ENGL 160 (3 hours)
English Literature & Comp	4–5	ENGL 101 (3 hours)
Environmental Science	4–5	Analyzing the Natural World credit (5 hours). Meets LAS laboratory requirement.
French	3	FR 103 (4 hours)
	4–5	FR 103 (4 hours)
		FR 104 (4 hours)
German	3	GER 103 (4 hours)
	4–5	GER 103 (4 hours)
		GER 104 (4 hours)
Gov't & Politics—Compar.	4–5	POLS 130 (3 hours)
Gov't & Politics—US	4–5	POLS 101 (3 hours)
History—European	4–5	6 hours of History
History—US	4–5	HIST 103 (3 hours)
		HIST 104 (3 hours)
History—World	4–5	HIST 100 (3 hours)
		HIST 101 (3 hours)
Japanese	3	JPN 104 (4 hours)
	4–5	JPN 104 (4 hours)
		JPN 200 (3 hours)
Music—Listening & Lit.	3–5	MUS 100 (3 hours)

<b>AP Exam</b>	<b>Score</b>	<b>Course Equivalent</b>
Music—Theory	3–5	MUS 101 (3 hours) MUS 102 (3 hours) MUS 103 (1 hour) MUS 104 (1 hour)
Physics B Exam	4–5	PHYS 105 (4 hours) PHYS 106 (1 hour) PHYS 107 (4 hours) PHYS 108 (1 hour)
Physics C: Elec. & Mag.	4–5	PHYS 142 (4 hours)
Physics C: Mechanics	4–5	PHYS 141 (4 hours)
Psychology	4–5	PSCH 100 (4 hours)
Spanish—Language	3	SPAN 114 (4 hours)
	4	SPAN 200 (3 hours)
	5	SPAN 200 (3 hours) SPAN 201 (3 hours)
Spanish—Literature	3	SPAN 114 (4 hours)
	4	SPAN 210 (3 hours)
	5	SPAN 210 (3 hours) SPAN 211 (3 hours)
Statistics		Credit awarded varies by college.

### ***International Baccalaureate (IB)***

UIC will award credit on the basis of scores earned on the International Baccalaureate examinations as indicated below:

<b>IB Exam</b>	<b>Level</b>	<b>Score</b>	<b>Course Equivalent</b>
Anthropology:	Higher Level	6–7	ANTH 103 (4 hours)
	Subsidiary Level	6–7	ANTH 103 (4 hours)
Biological Science:	Higher Level	6–7	BIOS 100 (5 hours)
			BIOS 101 (5 hours)
Chemistry:	Higher Level	6–7	CHEM 112 (5 hours)
			CHEM 114 (5 hours)
Classics:	Higher Level	6–7	LAT 101 (4 hours)
			LAT 102 (4 hours)
			LAT 103 (4 hours)
			LAT 104 (4 hours)
			LAT 299 (3 hours)
	Subsidiary Level	6–7	LAT 101 (4 hours)
			LAT 102 (4 hours)
			LAT 103 (4 hours)
			LAT 104 (4 hours)
Economics:	Higher Level	6–7	ECON 120 (3 hours)
			ECON 121 (3 hours)

<b>IB Exam</b>	<b>Level</b>	<b>Score</b>	<b>Course Equivalent</b>	
English:	Higher Level	6–7	ENGL 101 (3 hours)	
	Subsidiary Level	6–7	ENGL 101 (3 hours)	
French Language B:	Higher Level	5–7	FR 201 (3 hours) FR 231 (3 hours)	
	Subsidiary Level	5–7	FR 201 (3 hours) FR 231 (3 hours)	
	Higher Level	6–7	GEOG 101 (3 hours) GEOG 151 (4 hours)	
Geography:	Subsidiary Level	6–7	GEOG 100 (3 hours) GEOG 141 (3 hours)	
	Higher Level	4–5	GER 211 (3 hours)	
German:		6–7	GER 211 (3 hours) GER 318 (3 hours)	
	Subsidiary Level	4–5	GER 211 (3 hours)	
		6–7	GER 211 (3 hours) GER 318 (3 hours)	
	Subsidiary Level	4–5	GER 211 (3 hours)	
History:	Higher Level	6–7	HIST 101 (3 hours) HIST 103 (3 hours) HIST 104 (3 hours)	
	Music	Higher Level	5–7	MUS 100 (3 hours) MUS 101 (3 hours) MUS 103 (1 hour) MUS 107 (3 hours)
		Subsidiary Level Option X	5–7	MUS 100 (3 hours) MUS 103 (1 hour) MUS 107 (3 hours)
Subsidiary Level Option Y		5–7	MUS 100 (3 hours) MUS 101 (1 hour) MUS 107 (3 hours)	
Philosophy		Higher Level	6–7	PHIL 100 (3 hours)
Physics:	Higher Level	5–7	PHYS 141 (4 hours) PHYS 142 (4 hours)	
	Subsidiary Level	5–7	PHYS 121 (4 hours)	
Psychology:	Higher Level	5–7	PSCH 100 (4 hours)	
	Subsidiary Level	5–7	PSCH 100 (4 hours)	
Spanish A:	Higher Level	6–7	SPAN 210 (3 hours)	
Spanish B:	Higher Level	6–7	SPAN 201 (3 hours)	

### ***College-Level Examination Program (CLEP)***

UIC may award credit on the basis of scores earned on the College-Level Examination Program (CLEP). A maximum of 30 semester hours of credit on the basis of CLEP examination scores may be applied toward degree requirements.

Examinations may provide credit if approved by the appropriate college and department. Prior written approval from the college and, where appropriate, the relevant department is required. Individual colleges may limit credit allowed. Students should consult their college and/or department for permission and required scores before taking any CLEP examination. The College of Liberal Arts and Sciences requires a minimum score of 65 for all examinations.

CLEP tests are regularly administered on campus by the Office of Testing Services. For further information on CLEP examinations, call the UIC Testing Service at (312) 996-3477.

### ***Proficiency Examinations***

Some colleges and/or departments may offer proficiency examinations for enrolled students. Please check with your college or department office to see if proficiency examinations are available for academic credit. Consult the *Undergraduate Catalog* for proficiency examination rules and requirements.

## **7.3 Transfer Credit for Continuing Students**

If you are a continuing student and you want to take course work for credit at another institution, either concurrent with UIC enrollment or during the summer term, you must obtain prior written approval from your college and, where appropriate, the relevant department.

After attaining junior status (earned 60 semester hours of college credit), at least 60 additional semester hours of credit must be completed at either UIC or an accredited four-year college or university. The enrollment residency requirement must also be met. When prior written approval by the college has been granted, concurrent enrollment or summer enrollment at another institution does not interrupt the enrollment residence requirement for graduation.

In certain circumstances and only with permission of your college, it may be possible for you to attend a two-year college to meet lower-level course requirements, but not semester hour requirements, after attaining junior status. Please be aware that doing so means you may need to take more than the minimum total hours required for your degree program.

Once you have permission from your college, you and your advisor can use the u.select system to select specific courses for transfer to UIC. u.select is available online at <https://uic.transfer.org/cas/index.jsp>.

## **7.4 Study Abroad**

Study abroad is an arrangement through which you can complete part of your studies in another country through a cooperative agreement with some other U.S. college or an institution of another country. You should consult your college office for information on transferability of course credit completed in another country. UIC offers study abroad in a variety of subjects in international programs that award academic credit toward an undergraduate degree. Information on study abroad programs can be found at [http://www.uic.edu/depts/spec\\_prog/studyabroad/](http://www.uic.edu/depts/spec_prog/studyabroad/) or at the Study Abroad Office, 502 University Hall, 601 South Morgan Street, (312) 413-7662.

## **7.5 Guided Individual Study**

Guided Individual Study courses are offered at the University of Illinois online or through the mail. No more than 60 semester hours of credit earned in Guided Individual Study may be applied toward the degree. Prior written approval of the dean of the college is required to enroll in any courses through Guided Individual Study. Credit earned through

Guided Individual Study neither interrupts nor counts toward fulfillment of the enrollment residence requirement for graduation.

Program information can be found online at <http://www.continuinged.uiuc.edu/outreach/gis.cfm>. Contact your college office for rules and requirements.

## **7.6 Internships**

If you are interested in internships or cooperative education programs related to your field of study, you should consult your department or college office.

# 8 Grades, Grade Point Systems, and Academic Progress

## 8.1 Grades and Grading Symbols

The standard grading and grade point system are as follows:

Grades	Equivalent	Grade Points per Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Poor but passing	1
F	Failure	0

### ***Symbols***

The following symbols are used in grading, but are not included in computation of the grade point average:

**W**—Withdrawn. Withdrawn from the course without penalty.

**DFR**—Deferred. Grade deferred (graduate courses, independent study courses, and certain study-abroad courses only).

**S**—Satisfactory; **U**—Unsatisfactory. Used in graduate thesis research courses, graduate courses given for zero credit, and some undergraduate research courses.

**S\***—Satisfactory; **U**—Unsatisfactory. Used in Academic Preparation Courses (001–099).

**CR**—Credit; **NC**—No Credit. Students may elect to take a course under the credit/no credit option according to the provisions set out in section 8.2 of this guide.

**NR**—Not Recorded. Grade not recorded. The symbol is automatically generated when, for a variety of reasons, no grade is submitted by the instructor.

**I**—Incomplete. See section 8.3 of this guide for more information on the use of the Incomplete grade symbol.

**PS**—Pass. Pass is used for proficiency and special examinations.

## 8.2 Credit/No Credit Policy

1. The student must be in good standing as defined by their major college.
2. A maximum of 21 semester hours of credit may be earned at UIC under the credit/no credit option. If a student withdraws from a credit/no credit course before the end of the last day of instruction in the sixth week of the term, the credit hours the course carries will not count toward the total of 21 authorized.

3. No more than one course per term may be taken under this option.
4. This option may not be used in any course required for the major including pre-requisite and collateral courses. Collateral courses are those courses taken outside the major department that are essential to the major and are defined as such by each college.
5. The option may not be used for English 160 or 161.
6. Students must apply at their college office no later than the second Friday of the fall or spring term to have a course designated for credit/no credit option (first Wednesday of Summer Session 1 or first Friday of Summer Session 2).
7. The credit/no credit option in a course cannot be changed to a grading option after the close of the tenth day of instruction in the term.
8. A college or school may, by action of its faculty, institute a more restrictive policy for any or all of the above provisions.
9. Instructors are not informed that the credit/no credit option has been elected but assign a letter grade in the usual manner. The Office of Registration and Records retains a record of that letter grade, but it is not entered on the student transcript, except as hereafter provided.
10. For courses taken under the credit/no credit option, a grade of CR is recorded on the transcript if a letter grade of A, B, C, or D is earned. If the letter grade F is assigned, an NC is entered on the transcript. Grades of I and DFR are replaced by CR or NC upon completion of the courses or converted to NC if the course completion deadline for an I is not met.
11. The grades of CR and NC are not used in the computation of the GPA.
12. Grades of CR and NC are final and cannot be reconverted to letter grades, except under the following circumstances. If, during the student's final term prior to graduation, it is found that one or more of the courses needed to satisfy major field requirements were completed under the credit/no credit option at UIC (prior to the declaration of the major or prior to intercollegiate or intercurricular transfer), the student may elect that a sufficient number of CR grades be replaced by the originally assigned letter grades to meet major requirements. Only the minimum number of reconversions will be made. If such a minimum can be met by more than one selection of reconversions, the student may indicate a preference. This same policy applies in the case of any additional restrictions instituted by a college or school under Provision 8.

If you are considering the credit/no credit option, consult your college section of the *Undergraduate Catalog* for additional requirements and restrictions.

### **8.3 Incomplete Grade Assignment Policy**

Course work is incomplete when a student fails to submit all required assignments or is absent from the final examination. Incomplete course work will normally result in a failing grade if it is not completed within the designated time limit. The I may be assigned in lieu of a grade only when all of the following conditions are met:

- a) the student has been making satisfactory progress in the course;
- b) the student is unable to complete all course work due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and
- c) the student presents these reasons prior to the time the final grade roster is due.

The instructor must submit an Incomplete Grade Assignment Report when entering final grades for the I to be recorded. This report is a contract for the student to complete the

course work with that instructor or one designated by the department executive officer in the way described and by a time indicated on the report. In resolving the I, the student may not register for the course a second time, but must follow the procedures detailed on the report.

An I must be removed by the end of the first semester or summer session in residence subsequent to the incurrence of the I or, if not in residence, no later than one calendar year subsequent to the incurrence. When the student submits the course work, the instructor will grade it and change the I to the appropriate grade. If the student fails to meet the stated conditions, a failure (F) will result for the final grade.

## **8.4 Viewing Your Grades**

Grades are available for viewing in *Student Self-Service* six business days following the last day of finals week for a term. You may also view grades from prior completed terms in *Student Self-Service* at the *Academic History* menu item.

## **8.5 Corrections to Grades: Grade Change, Grade Mediation and Adjudication**

Timely assignment of grades is the responsibility of the instructor. If you disagree with an assigned grade, you should clarify the assignment of the grade with the instructor. The college in which the course is taught may have an appeal policy. Grade changes are permitted only within two years from the time the original grade was assigned.

The *Student Academic Grievance Procedures* define an administrative process through which you may seek resolution of complaints or grievances regarding academic standing during your enrollment at UIC. For a complete description of the procedures, you should consult the Web site

[http://www.vcsa.uic.edu/MainSite/departments/dean\\_of\\_students/Links/](http://www.vcsa.uic.edu/MainSite/departments/dean_of_students/Links/).

## **8.6 Transcript Contents**

The official transcript is the University's statement of your academic record. The official transcript is printed on red security paper and is issued by the Office of Registration and Records. It lists all courses completed and grades earned in chronological order by term, within student level (undergraduate, graduate, professional, nondegree). Transcripts also contain notations of honors and distinctions, transfer course work summary, administrative actions, and degrees received.

## **8.7 Obtaining a Transcript**

You may request copies of your official transcript from the Office of Registration and Records by mail; online <http://www.uic.edu/depts/oar/rr/transcripts.shtml>; or by going to the UIC home page of <http://www.uic.edu> and scrolling down to *Quick Links*. Students who are indebted to the University or who have been admitted to the University pending the receipt of credentials are not eligible to receive transcripts until these obligations are cleared. For mailed in requests, you should allow at least two weeks from the date of

your request for your transcripts to be processed. Online requests are typically mailed or ready for pickup the next business day. There is a charge for each transcript.

## 8.8 Degree Requirements

UIC has several degree requirements that apply to all students pursuing an undergraduate degree, regardless of your major. These University degree requirements serve as minimum standards; many colleges set the standards for these specific requirements higher than the minimum required by the University. In addition, you must meet all requirements of your major college and degree program.

University degree requirements are outlined in the *Undergraduate Catalog* and include the following:

- **General Education Requirements:** General Education Core and General Education Proficiencies, including the University Writing Requirement
- **Grade Point Average Requirement**
- **Enrollment Residence Requirement**
- **Semester Hour Requirement**

You should consult the *General Education* section and your college and department sections of the *Undergraduate Catalog* for specific information on degree requirements and academic policies affecting degree requirements for your chosen college and degree program.

## 8.9 Monitoring Academic Progress

The Degree Audit and Reporting System (DARS) produces a degree audit report intended for use within the University to facilitate advisement and to monitor progress toward program completion. The DARS Report identifies all components of your chosen degree program, indicates when requirements have been met, and provides lists of approved courses from which you may choose to fulfill remaining requirements.

You should review your DARS Report each semester through *DARS Web for Student* [https://darsweb.admin.uillinois.edu/darswebstu\\_uic/servlet/EASDarsServlet](https://darsweb.admin.uillinois.edu/darswebstu_uic/servlet/EASDarsServlet) and consult with an academic advisor each semester to select courses for the following semester.

## 8.10 Academic Standards

### ***Grade Point Average***

The grade point average (GPA) is the weighted mean value of grade points earned. The GPA is calculated as an indicator of your overall academic performance and is a criterion for graduation. GPA is also used in determining academic honors.

Grade point values are assigned to each grade as follows:

Grade	Grade Points
A	4 points
B	3 points
C	2 points
D	1 point
F	0 points

To calculate your GPA, multiply the number of semester hours for each course by the grade points, add the products, and divide by the total number of hours. For example:

Grade	Semester Hours		Grade Point Value		Total Grade Points
A	4	x	4	=	16
B	6	x	3	=	18
C	5	x	2	=	10
<b>(Totals)</b>	<b>15</b>				<b>44</b>

This grade point average is 44/15, or 2.93 on a 4.00 scale (2.93/4.00).

An overall UIC grade point average of at least C (2.00/4.00) on course work taken at UIC is required for completion of undergraduate degrees.

### ***Grade Point Deficit***

Grade point deficit, also known as deficit points, is an alternative description of the grade point average useful for students in academic difficulty (on probation). It is an unofficial indicator of your overall academic standing, not appearing on any grade report or transcript. However, it is useful for you in understanding the academic performance required to get back to good academic standing, a minimum GPA of 2.00.

Calculating the grade point deficit is used primarily as a reference point for students on academic probation. When there is no deficit (zero or above), the GPA is 2.00 or higher. When there is a deficit, the overall GPA is below 2.00. The formula for computing the deficit is:

**Course semester hours x [A=2.0, B=1.0, C=0, D=-1.0, F=-2.0] = Deficit points**

Add the score for every course taken, and the result, if a negative number, is the total deficit. The deficit is a convenient "flag" for students on academic probation as well as a precise measure of how far the GPA is below 2.00. Deficit points can be removed by earning grades higher than C, which result in positive points.

## ***Good Standing***

You are in good academic standing if you maintain a minimum GPA of 2.00 both on UIC work attempted and on combined transferred and UIC work attempted as well as a 2.00 in your most recent semester. Some colleges and programs may require a higher GPA to maintain good academic standing.

## ***Academic Probation***

A student whose semester GPA or overall UIC GPA falls below 2.00 is on academic probation. Colleges or programs may have higher standards. The dean of your college determines the conditions of probation. In addition to specifying the GPA, the dean may require you to complete specific courses, may limit the number of hours for which you register, and may exclude you from taking certain courses while on probation.

## ***Academic Dismissal***

1. A student on academic probation will be dismissed from the University in any term in which the student fails to meet the grade point average required by the probation and in which the cumulative GPA in courses taken at UIC is less than 2.00/4.00.
2. A student on academic probation will be dismissed from the University in any term in which the student fails to meet the GPA required by the probation and in which the combined transfer and UIC grade point average is less than 2.00/4.00.
3. A student who fails to make progress toward a degree may be dismissed. Examples include failure to complete required courses, accumulation of an excessive number of Incomplete grades, failure to earn credit in any semester, failure to maintain a 2.00/4.00 in the major discipline.

In addition to the dismissal rules\* above, your college or school may impose criteria for dismissing students from a curriculum or college without prior probation, may impose other terms of probation, and may specify a minimum lapse of time between a dismissal action and consideration of a petition for readmission. The dismissal rules may be waived when, in the judgment of your college, your overall record warrants such action.

Students may also be expelled, dismissed, suspended, or put on probation for disciplinary reasons. Please consult the *Student Disciplinary Policy* Web site [http://www.vcsa.uic.edu/NR/rdonlyres/C10B0B31-31AD-4386-9A7A-17CA7A579C2D/962/Student\\_Discipline\\_Book.pdf](http://www.vcsa.uic.edu/NR/rdonlyres/C10B0B31-31AD-4386-9A7A-17CA7A579C2D/962/Student_Discipline_Book.pdf) for more information.

*\*Refer to your college section of the Undergraduate Catalog for individual probation and dismissal policies. In other University publications Dismissal Rules are sometimes referred to as Drop Rules.*

## **8.11 Academic Honors**

### ***University Honors***

To be eligible for University Honors at graduation, a minimum overall grade point average of 3.50 for *cum laude*, 3.75 for *magna cum laude*, and 3.90 for *summa cum laude* is required. You must meet these averages, both on UIC work attempted and on combined

transferred and UIC work attempted. Transfer students must have completed a minimum of 60 semester hours at UIC to receive University Honors.

### ***General College Honors***

College Honors will be awarded at graduation to those students who have demonstrated outstanding academic excellence throughout the entire undergraduate program. Refer to the college section of the *Undergraduate Catalog* for individual college honors criteria.

### ***Departmental Honors***

Departmental Distinction may be awarded at graduation to those students who have shown exceptional competence in the major field of specialization. Refer to the college and/or department section of the *Undergraduate Catalog* for individual departmental distinction criteria.

### ***Dean's List***

Exceptional academic achievement is recognized in each term by inclusion on the Dean's List. Refer to the college section of the *Undergraduate Catalog* for individual Dean's List criteria.

## **8.12 Degree Programs**

You must meet all requirements of your chosen college and degree program.

### ***Majors***

You are expected to declare a major by the end of the sophomore year (59 semester hours). It is customary for students to devote much of the junior and senior years to advanced courses, independent study, and research work in the major field.

### ***Double Major, Double Degrees, and Second Bachelor's Degree***

The following general definitions are offered for informational purposes. You should consult your college section of the *Undergraduate Catalog* for information about the options available to you and the policies associated with those options. In addition, you should check with an academic advisor before pursuing one of these options.

#### **Double Major**

A double major consists of one bachelor's degree with two majors. A double major does not ordinarily have, as a requirement, additional semester hours beyond those required for a single major. To double major, students must complete all of the requirements for two majors within one college. A double major is generally not permitted when there is substantial overlap in course work between the two majors.

## **Double Degrees**

Double degrees consist of two bachelor's degrees completed concurrently. Double degrees require a minimum of 30 additional semester hours beyond those required for the first degree. To receive double degrees, students must formally request acceptance into the second degree program and complete all requirements for each of the degree programs. Double degrees can be within one college or across two colleges. Students who obtain double degrees receive a diploma for each degree. Double degrees are generally not permitted when there is substantial overlap in course work between the two degree programs. No more than two bachelor's degrees may be awarded concurrently.

## **Second Bachelor's Degree**

A second bachelor's degree is available only for students who have already been awarded a bachelor's degree at UIC or another institution. A second bachelor's degree requires a minimum of 30 semester hours at UIC after completion of the first degree. Students must apply to, be admitted, and complete the requirements for the second bachelor's degree. A second bachelor's degree is generally not permitted when there is substantial overlap in course work between the first and second degrees. Students pursuing two degrees concurrently must follow the policies for Double Degrees, not Second Bachelor's Degree.

## ***Joint Degree***

A joint degree program joins two distinct degree programs. Upon completion of the prescribed official joint degree program, two degrees are awarded. Both degrees in a joint degree program must be awarded with the same conferral date. Joint degree programs are generally offered only at the graduate and professional level and require specific applications for admission.

## ***Change of College or Degree Program for Current Students***

Any continuing student who wishes to transfer from one college or major to another within the University shall do the following:

1. Initiate a request for change of college, major, or curriculum by contacting the appropriate college office for approval, in accordance with college deadlines. For intercollege transfers, contact the college to which transfer is sought. For change of major/curriculum within a college, contact the college in which currently enrolled.
2. The college will evaluate the request and notify the student regarding acceptance. Certain colleges may require a supplementary application process. Approved changes will be processed in the college office. After the start of Advance Registration, approved changes will be forwarded to the Office of Registration and Records for processing. Note: Any changes received after classes have begun will be effective for the next academic term.
3. Any student who has been inactive for two consecutive semesters and thereby has lost continuing status must request a change of college or major as part of an application for readmission.

Refer to the college section/s of the *Undergraduate Catalog* for information about *Change of Major* or *Intercollege Transfer*.

### **Minors**

In addition to your degree program, you may decide to complete a minor. You should declare a minor no later than the end of your sophomore year. Transfer students admitted with junior or senior standing who did not declare a minor at the time of admission should declare a minor by the end of their first term of enrollment. The *Undergraduate Catalog* provides a list of available minors by college, the requirements for each minor, and any restrictions regarding minors. You may choose a minor in a different college from your major.

## **8.13 Summer Session**

Summer Session Office  
1333 South Halsted Street, Suite 225  
(312) 996-9099  
Toll-free: (800) 625-2013  
[summer@uic.edu](mailto:summer@uic.edu)  
<http://www.summer.uic.edu>

The UIC Summer Session Office works to provide both current UIC and visiting students with timely information about the UIC summer sessions. Enrolling in summer courses is a good way for you to catch up or get ahead in your academic studies or manage a heavy course load during the fall or spring. UIC offers students two summer sessions, a 4-week session followed by an 8-week session. You can enroll in courses in one or a combination of both. Although the summer sessions are shorter in length, all courses offered in the summer are worth the same number of semester hours as the same courses in the fall or spring. UIC students interested in taking advantage of summer session courses should discuss your plans with your college advisor.

### ***Continuing UIC Students and Summer Session***

Continuing UIC students register for summer in the same way as you do for fall or spring. In the spring, all eligible, continuing UIC students will be notified as to when you can view your Time Ticket online for summer and fall registration. The Time Ticket shows the earliest date and time that you may register. Students in certain health sciences professional colleges may receive separate information from their colleges. As a general rule, undergraduate students may take up to 12 semester hours over the summer without special approval—either as a combination of courses taken in the 4-week and 8-week sessions, or just courses taken in the 8-week session.

## 9 Graduation

### 9.1 Degree Candidates

You become a degree candidate when you officially declare your intention to graduate for a certain term. You should declare your intent to graduate when you expect to meet all requirements as specified by your degree-granting college.

### 9.2 Graduation Procedures (Graduation Declaration/Filing to Graduate)

You declare your intent to graduate online using *Student Self-Service*. The deadline for submission to the Pending Degree List is the end of the third week (fall and spring) or second week (Summer Session 2) of the term in which graduation is sought. Failure to submit the request at this time may delay the awarding of the degree. A final review will be made following the close of the term. If you have satisfactorily completed all the degree requirements, your name will be placed on the official degree list. Degrees are awarded only after having completed all requirements as established by the degree-granting college. Candidates without access to *Student Self-Service* should file their intent to graduate in their college office. If you have missed the deadline for declaring your intent to graduate, you should consult your college office.

In some instances, you may need to register for the next term before you receive confirmation of your graduation. If you register and learn afterwards that you will be graduating, be sure that you cancel registration for any courses you don't need. You must complete this step to avoid being assessed tuition for these courses.

The awarding of a degree and the commencement ceremony are independent events. The college must confirm that all degree requirements have been met before the degree is awarded. Participation in commencement exercises does not guarantee that the degree will be awarded.

### 9.3 Reviewing Your Degree Requirements through *DARS Web for Student*

The Degree Audit and Reporting System (DARS) produces a degree audit report intended for use within the University to facilitate advisement and to monitor progress toward program completion. The DARS Report identifies all components of your chosen degree program, indicates when requirements have been met, and provides lists of approved courses from which you may choose to fulfill remaining requirements.

You should review your DARS Report each semester through *DARS Web for Student* [https://darsweb.admin.uillinois.edu/darswebstu\\_uic/servlet/EASDarsServlet](https://darsweb.admin.uillinois.edu/darswebstu_uic/servlet/EASDarsServlet) and consult with an academic advisor each semester to select courses for the following semester.

## **9.4 Degrees**

A degree from the University of Illinois at Chicago is awarded by action of the Board of Trustees on recommendation of the appropriate college and the Senate. Degrees are awarded three times a year, at the end of the fall, spring, and summer terms. The student receives the degree in a stated curriculum.

Students completing all degree requirements for their declared major will need permission from their college to enroll in additional undergraduate courses.

## **9.5 Commencement**

The colleges hold their own commencement ceremonies at the end of the spring semester. Graduates from the preceding summer and fall terms and current spring semester are eligible to participate in the Spring Commencement ceremonies.

Check with the college for eligibility requirements. Additional information, including the schedule of ceremonies, maps and parking, and cap and gown information, can be found online <http://www.vcsa.uic.edu/MainSite/departments/commencement/home>.

## **9.6 Diplomas**

Diplomas for both undergraduate and graduate students are mailed approximately three to four months after the degree award date.

## **9.7 Diploma Change of Name**

To be reflected on the diploma, you should submit the Current Student Diploma Name Change form ([http://www.uic.edu/depts/oar/student\\_records/diploma\\_faq.html](http://www.uic.edu/depts/oar/student_records/diploma_faq.html)) along with the appropriate paperwork to the Office of Registration and Records, Suite 1200 in the Student Services Building, by the last day of finals week for the term in which you will be graduating.

## **9.8 Duplicate Diplomas**

If the original diploma is destroyed, a duplicate diploma may be ordered by contacting the Office of Registration and Records, 1200 Student Services Building. There is a fee for the replacement diploma, and it bears the signatures of the current officials of the State and University.

# 10 Petitions, Appeals, and Regulations

## 10.1 Appeal of Academic Policies and Procedures by Petition

In unusual or extenuating circumstances, you may submit a petition to set aside an official policy, rule, or requirement. Permission to deviate from University policies and procedures is neither automatic nor pro forma, and each request receives consideration on its own merits.

Refer to your college section of the *Undergraduate Catalog* for the specific steps required by your college to submit a petition.

## 10.2 Petitions for Cancellation of Tuition and Fees

Prior to submitting a Petition for the Cancellation of Tuition and Fees to the Office of Registration and Records (ORR), it is recommended that you consult with your college office about documentation and/or an official signature. You may present petitions for the Cancellation of Tuition and Fees to ORR. ORR guidelines might require supporting documentation from the student for consideration of the petition; or ORR might require approval from your college before allowing any exceptions.

## 10.3 Student Disciplinary Policy

The *Student Disciplinary Policy* is the University's process to handle allegations of misconduct by UIC students. The *Student Disciplinary Policy* addresses both academic misconduct (such as plagiarism, cheating, or grade tampering) and behavioral misconduct (such as theft, assault, under-age drinking, and drug use.)

The main purpose of the *Student Disciplinary Policy* is to insure that students receive due process, which means that every student should have a fair opportunity to express their side of the story before any decisions are made about their disciplinary case. The *Student Disciplinary Policy* was designed to be educational in nature. The *Student Disciplinary Policy* is available online [http://www.vcsa.uic.edu/NR/rdonlyres/C10B0B31-31AD-4386-9A7A-17CA7A579C2D/962/Student\\_Discipline\\_Book.pdf](http://www.vcsa.uic.edu/NR/rdonlyres/C10B0B31-31AD-4386-9A7A-17CA7A579C2D/962/Student_Discipline_Book.pdf).

## 10.4 Suspension or Dismissal for Cause

You can be dismissed, suspended, or placed on probation from the University for disciplinary reasons. The rules and guidelines that cover student discipline procedures are established by the Senate Committee on Student Discipline. Procedures can be found in the *Student Disciplinary Policy* at [http://www.vcsa.uic.edu/NR/rdonlyres/C10B0B31-31AD-4386-9A7A-17CA7A579C2D/962/Student\\_Discipline\\_Book.pdf](http://www.vcsa.uic.edu/NR/rdonlyres/C10B0B31-31AD-4386-9A7A-17CA7A579C2D/962/Student_Discipline_Book.pdf) and are administered by Student Judicial Affairs in the Office of the Dean of Students.

## 10.5 Student Academic Grievance Procedures

The *Student Academic Grievance Procedures* define an administrative process through which students may seek resolution of complaints or Grievances regarding academic standing during their enrollment at UIC.

### **Student Academic Grievance Procedures Eligibility**

- A. These Procedures **may only** be used by students:
1. with a Complaint or Grievance regarding academic standing during their enrollment at UIC.
  2. about an academic decision made about them by an agent (e.g., faculty or staff member, administrator, committee) of the University of Illinois at Chicago that directly and adversely affects the Student.
- B. These Procedures may **not** be used:
1. in deciding or appealing issues relating to student discipline under the purview of the Senate Student Judiciary Committee;
  2. in resolving any complaint, request, or question involving student records subject to campus procedures established under the Family Educational Rights and Privacy Act (FERPA) and contained in the *Guidelines and Procedures Governing Student Records* (see below or at [http://www.uic.edu/depts/oar/rr/records\\_policy.shtml](http://www.uic.edu/depts/oar/rr/records_policy.shtml));
  3. by applicants for admission;
  4. in review of any decision by any university administrator or properly constituted board or committee relating to allocation of resources to support any unit's projects or programs.

For a complete description of the procedures, students should consult the Web site [http://www.vcsa.uic.edu/MainSite/departments/dean\\_of\\_students/Links/](http://www.vcsa.uic.edu/MainSite/departments/dean_of_students/Links/).

## 10.6 Rights under the Family Educational Rights and Privacy Act

Annually, the University of Illinois at Chicago informs students of the Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their education records. They are as follows:

1. *The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.* Students should submit to the Office of Registration and Records, dean, department head, or other appropriate records custodian, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.
2. *The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.* Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

*3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the University of Illinois Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University of Illinois at Chicago will disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

*4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Illinois at Chicago to comply with the requirements of FERPA.*

The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### ***Directory Information***

FERPA prohibits access by non-University personnel to information about individual students without the student's written authorization, except that which is considered public information. The University of Illinois at Chicago hereby designates the following as public or "directory information." Such information may be disclosed by the University for any purpose, at its discretion.

1. Student name(s)
2. University Identification Number (UIN)
3. Student address(es), electronic address (e-mail), and telephone number(s)
4. Class/level (graduate, undergraduate, professional, nondegree; freshman, sophomore, junior, senior)
5. College and major field of study/concentration/minor
6. Previous institutions attended
7. Date and place of birth
8. Participation in officially recognized activities and sports
9. Weight and height if the student is an athletic team member
10. Dates of admission/attendance
11. Attendance site (campus, location)

12. Expected graduation date
13. Degrees conferred, with dates
14. Current term hours enrolled and enrollment status (full-time, part-time, not enrolled, withdrawn and date of withdrawal)
15. Awards, honors, and achievements (including distinguished academic performance), with dates
16. Eligibility for membership in honoraries
17. Picture

To examine his or her record, the student must submit a written request to the appropriate record-keeping office. The appropriate office will comply with the request within a reasonable amount of time, not to exceed 45 days after receipt of the request.

To prevent the release of directory information, the student must submit a request form to the Office of Registration and Records no later than the tenth day of the semester (fifth day of Summer Session 2). Such requests for nondisclosure will be honored so long as the student is continuously enrolled or unless he/she sooner revokes the request in writing.

# 11 Withdrawal and Readmission

## 11.1 Withdrawal Checklist

Use this checklist if you plan to leave the UIC for two semesters or longer not including summer. You do not need to complete this checklist if you are leaving for only one term, for Study Abroad, or for a Student Exchange program coordinated through the Office of International Affairs.

Completing the items on the withdrawal checklist will help you avoid some of the academic, financial, and registration-related problems that can arise when students fail to complete the formal process of withdrawing from UIC. It is especially important that you follow the checklist if you think you may at some point reapply to UIC or another college or university.

- **Contact your academic advisor and/or college.**

If you plan to return to UIC, you may need to complete a Leave of Absence request with your college. Other college requirements may be necessary to follow before you depart. Graduate students should contact the Graduate College and their department prior to withdrawal. **NOTE:** Taking incompletes and finishing your course work at a later time may be a better option than withdrawing for some students. You are advised to discuss this option with your advisor/college office.

- **Drop your class(es).**

If you are leaving the University for any reason, you must withdraw from your classes to avoid receiving failing grades. You may be responsible for all or part of the tuition and fees if you have withdrawn after the first day of instruction for fall or spring semester. Summer term deadlines vary by the length of the class. Check the refund schedule at [http://www.uic.edu/depts/oar/financial\\_matters/refund\\_schedule.html](http://www.uic.edu/depts/oar/financial_matters/refund_schedule.html). If you are leaving toward the end of a term, be sure to cancel any registrations for future terms. Classes for future terms can be dropped in *Student Self-Service* available at *my.UIC.edu*.

- **Review Financial Aid after you have withdrawn from the University.**

If you have financial aid, you may be required to repay all or part of your financial aid, including scholarships, grants, work study, and loans. After your withdrawal has been processed, review your account to see where your balance stands. If you are transferring to another institution, you may need to cancel your financial aid at UIC in order to be awarded financial aid at your new school.

- **Pay any remaining tuition, fees, and other charges on your student account.**

You will not be able to reregister at the University or request an official transcript if any unpaid past due charges remain on your account. Past due accounts may be referred to a collection agency and/or result in legal action.

- **Stop by or call the Registrar's Office.**

If you are leaving the University due to medical reasons or extenuating circumstances, you may be entitled to a partial or, in rare cases, a full-tuition refund. Contact the Registration Help Line at (312) 996-8600, Monday through Friday, 8:30 a.m. to 5:00 p.m., to request a Petition for the Cancellation of Tuition and Fees and for details on the process. You can also pick up the petition from the Registration Office, suite 1200, Student Services Building, 1200 West Harrison Street. If you are leaving for military reasons, please refer to the undergraduate and graduate policies on withdrawal to enter U.S. military service found at

[http://www.uic.edu/depts/oar/registration/withdrawal\\_military\\_undergrad.html](http://www.uic.edu/depts/oar/registration/withdrawal_military_undergrad.html).

- **Contact University Veterans Services within the Office of Financial Aid.**

If you received veterans' benefits, notify the Veteran's Affairs Office Coordinator within the Office of Student Financial Aid **AND** you should also check in with the Veteran's Affairs Office Coordinator within the Office of Registration and Records to make certain tuition, grading, and leave of absence notation is handled properly.

- **Cancel your housing contract.**

If you live on campus, contact the Campus Housing office at (312) 355-6300. If you rent off campus, contact your landlord to discuss your options. There may be financial penalties for canceling your housing contract or lease.

- **Return any books, equipment, or materials on loan from the University.**

Library books, lab equipment, keys, and any other University materials must be returned promptly to avoid late fees and/or replacement costs. Return your University I-card to the Photo ID office or save it. There is a \$20 replacement fee if you did not turn it in and subsequently lose it.

- **Update your address and phone number.**

Update your address using *Student Self-Service* or via *my.UIC.edu*.

**International students:** Do not change your current mailing address to an address outside the United States.

- **Contact the *CampusCare* Student Health Insurance office.**

You may no longer be covered by student health insurance once you withdraw from school. If you are covered under the University's *CampusCare* student health insurance, contact the *CampusCare* insurance representative at (312) 996-4915 with any questions.

- **International students must contact the Office of International Services (OIS).**

SEVIS requires notification when an international student leaves the University. Contact OIS, Student Services Building, 1200 West Harrison Street, to fulfill this requirement.

- **Contact your on-campus employer.**

If you have a student job on campus or a graduate assistantship or fellowship, contact your employing department to inform them you are leaving the University.

## **11.2 Leave of Absence**

A leave of absence is an official agreement between a student and his or her college to suspend enrollment for a defined period of time, and to return to UIC without having to reapply. In extenuating circumstances, a college may grant a leave of absence extending a student's continuing status, provided that a request for leave is submitted prior to the tenth day of instruction of the academic term that begins the period of leave. Upon approval, the college will notify the Office of Registration and Records indicating the reasons for and the duration of the leave. You should contact your college office when you plan to return from a leave of absence. The college will notify the Office of Registration and Records to reactivate your record.

## **11.3 Withdrawal to Enter U.S. Military Service**

### ***Policies and Procedures Regarding Undergraduate Students Leaving for and Returning from Military Service***

Students who have been called to military service or who anticipate being called are entitled to certain rights as defined by the University Senate and outlined below. Students withdrawing for military service can do so quickly and easily and will know what steps are required to reenroll at the end of their deployment. Students begin the process of withdrawing from or returning to UIC with the two offices described below that have designated staff to work with students leaving for military service and returning veterans.

Office of Registration and Records  
Student Services Building Room 1200  
1200 West Harrison Street  
(312) 996-1825

The Veteran's Registration Coordinator in the Office Registration and Records coordinates the formal withdrawal from the university and classes, tuition and fee refunds, and health insurance options; coordinates with academic departments on issues of grades and graduation; and activates a student's enrollment upon return to the University. All students withdrawing from or returning to UIC from military service must meet with the Veteran's Registration Coordinator. Students should bring their activation orders or other official notification with them to their appointment.

Office of Student Financial Aid  
Student Services Building Room 1800  
1200 West Harrison Street  
(312) 413-2697

The Veteran's Affairs Office Coordinator within the Office of Student Financial Aid assists veterans receiving educational benefits from the Department of Veterans Affairs. All students receiving benefits at the time of deployment must meet with the Veteran's Affairs Office Coordinator before deployment. All returning veterans must meet with this office for counseling and assistance in processing applications for VA benefits.

### ***Undergraduate Students Withdrawing from UIC to Enter U.S. Military Service***

1. Are entitled to withdraw without penalty and without academic credit, and receive a full refund of tuition and fees.

**OR**

2. If withdrawal for deployment occurs upon completion of the 12<sup>th</sup> week of the semester, undergraduate students are entitled without examination to receive full credit for each course in which they attained a standing of C or better at the time of withdrawal. Students will receive the grade attained in each course at the time of withdrawal. Grades reported below C are recorded as W (withdrawn). Students using this option are not eligible for a full refund of tuition and fees. Nursing students and other students in majors that have licensing, credentialing, or accreditation requirements are not eligible for this option.
3. Policy Governing Graduating Seniors

A student in his/her last semester of study leading to graduation, who qualifies for full credit upon completion of the twelfth week, or later, of the final semester, may be recommended for the degree at the discretion of the student's college and major department provided that the following conditions are met:

- a. The student has been in residence at UIC for at least two full semesters (not including the term of withdrawal);
- b. The student has met all requirements for graduation (including minimum scholarship requirements), except for those requirements that the student would fulfill by completing the courses for which he/she is registered at the time of withdrawal during the last term.

A senior in good standing who withdraws from the University at any time to enter military service as a result of state or national emergency, and who does so enter within ten instructional days and who lacks no more than one-sixteenth of the total semester hours required for the degree, may, at the discretion of the student's college and on approval of the major department concerned, be recommended for such degree. No such student who has acquired hours under the twelfth weeks rule adopted by the Senate, however, shall be considered eligible for this privilege.

A "senior in good standing" is meant as one whose progress during University

registration has been satisfactory to the administrators of the student's college. Among grounds for dissatisfaction might be negligence in meeting requirements or scholastic deficiencies.

"At any time" shall be interpreted to mean "during any semester in residence or the interim between semesters." It is not intended for students who, after these rules are operative, stay out of college for any semester, and who thus do not make continuous progress to their degrees.

4. Campus housing residents are entitled a prorated refund of room and board charges.

### ***Undergraduate Students Returning to UIC after U.S. Military Service***

1. Returning students must meet with the Veteran's Registration Coordinator in the Office of Records and Registration and the Veteran's Affairs Office Coordinator within the Office of Student Financial Aid.
2. Undergraduate students who have attended classes and withdraw from the University to enter military service are entitled to a leave of absence for a period of up to five years, and may return to the University without having to apply for readmission. Withdrawal for military service stops the clock for Illinois residents with a four-year-tuition guarantee. Returning veterans will continue paying their four-year guaranteed tuition rate until they have reached a maximum of four years at the guaranteed tuition rate.
3. Students admitted to UIC as first time students, who did not attend any classes before deployment, are entitled to defer their admission for up to 24 months after their return from military service and may return to the University without having to apply for readmission.
4. All students returning from military service will have priority registration. A returning veteran must check in with the Veteran's Registration Coordinator in the Office of Registration and Records in order to be granted priority registration.
5. All students returning from military service will have priority for on-campus housing including the option of temporary campus housing while making a decision about where to live.

## **11.4 Readmission (Reenrollment)**

Former UIC students must reapply in order to resume their studies. You are a former student if you decided not to register for courses for two semesters in a row, excluding summer session.

**Note:** Students who were admitted to the University but did not register, or who cancelled their registration by the first day of classes for their admission term, must reapply. Your admission term is the specific term you applied for and were admitted to begin study at UIC. Students who withdrew from classes during the online drop/add period and received no W grades during their admission term should contact the Registration Help Line at (312) 996-8600, Monday through Friday, 8:30 a.m. to 5:00 p.m., to inquire about next

steps. **Note:** Any account balance from an earlier term needs to be paid to become eligible to register.

To reapply, use the regular admissions application (available online or from the Office of Admissions) and follow the instructions for “Readmit.”

Include your official transcripts from all colleges/universities attended since your last term at UIC. If you have been dismissed from UIC or on were on probationary status with UIC prior to withdrawing and are requesting readmission, attach a letter of petition to the application explaining the reasons for previous scholastic deficiencies, steps taken to rectify deficiencies, and any new evidence demonstrating potential for success at UIC. No application fee is required if you were previously enrolled as a degree-seeking undergraduate student at UIC.