

Course Drop Policy for Graduate Students

Graduate students may drop courses using UIC Web for Student through the end of the second week of classes for fall and spring semesters, or through the end of week 1 for summer semester. Graduate degree-seeking students and non-degree students assigned to a program can drop classes during weeks 3 through 6 in the fall and spring semesters, and during weeks 2 through 5 in the summer session, with approval of the Director of Graduate Studies (DGS) of their degree program. Unassigned non-degree students can drop classes during weeks 3 through 6 in the fall and spring semesters (weeks 2 through 5 in the summer session) without obtaining a signature from a program. If the drop occurs between weeks 0-2 in fall and spring, or between weeks 0-1 in summer, there will be no notation on the transcript. If the drop occurs after week 2 in the fall and spring semesters (after week 1 in summer), a W is noted on the transcript. The number of drops allowed for a degree-seeking student, or a non-degree student assigned to a program, between weeks 3-6 (2-5 in summer) is determined by the Director of Graduate Studies. In all cases, course drops by any graduate student after the second week in fall and spring, and after the first week in summer, must be completed on campus using the *Graduate College Registration Revision Form*.

Note: **International students in F-1 or J-1 status are required to be registered full-time (12 credit hours) every semester.** Graduate students with assistantships may register for less than 12 credit hours if appropriate criteria has been met. If you wish to register for less than 12 credit hours, please speak with an advisor in the Office of International Services (OIS) prior to dropping courses or under-enrolling. In order to maintain your immigration status, permission must be granted by OIS in advance of dropping below full time. OIS is located at 1200 W. Harrison St. Suite 2160/ phone: (312) 996-3121 e-mail: ois@uic.edu

Fall/Spring Semester	Drop Method
Weeks 0 through 2	UIC Web for Student
Weeks 3 through 6	Obtain DGS approval*

Summer Semester	Drop Method
Weeks 0 through 1	UIC Web for Student
Weeks 2 through 5	Obtain DGS approval*

To process a drop after the end of the second week (after the end of week 1 in summer):

- Degree-seeking students and non-degree students assigned to a program: Student must complete a Graduate College Registration Revision Form and obtain approval from the Director of Graduate Studies of the student's program (not the department of the class). Approval is determined by the Director of Graduate Studies. Graduate College review is not needed. Form must immediately be submitted to the Registration Office in SSB, no later than the end of the 6th week (5th in summer).
- Unassigned non-degree students (26-5926): Student must complete a Graduate College Registration Revision Form. Approval from department or Graduate College is not needed. Form must immediately be submitted to the Registration Office in SSB, no later than the end of the 6th week (5th in summer).

* Unassigned non-degree graduate students are not required to obtain department/Graduate College approval.