

TO: University Curriculum Committee

FROM: Office of the Registrar

RE: Proposed Change to Regulations B & C [Effective: Summer 2009]

DATE: November 17, 2008

B – Registration

B-1. Registration Access. Registration access is given to new students as described above. It is also given to students who were previously enrolled within two years of the term in which they wish to register. Former students who have not been enrolled at UI within those two years must be re-admitted by the Undergraduate or Graduate Admissions Office at least one month prior to the term in which they wish to register. Such students will be required to submit transcripts from any institutions attended since their last registration at UI, and they may also be required to complete a residence questionnaire. Failure to meet the deadline may cause a delay in registration. Undergraduate students are required to meet with their academic advisor prior to registration.

B-2. Admission to Classes. Instructors do not admit anyone to class whose name does not appear on the class roster. UI professors are given the authority to grant or deny access to classes by visiting scholars.

~~**B-2-a.** Instructors do not admit anyone to class whose name does not appear on the class roster or for whom they have not signed an "add" card. UI professors are given the authority to grant or deny access to classes by visiting scholars.~~

~~**B-2-b.** Before the beginning of each academic session, students with their advisors' aid complete a trial study list. The information is checked by such intracollege procedures as the student's college may require. Once the advisor's block is removed from an individual student's record, the student registers for classes using the Web registration process. Signed "add" cards are taken to the Registrar's Office for those courses that require permission of the instructor or department. On payment of fees, admission to classes is authorized.~~

B-3. Auditing Classes. Auditing a course consists of attendance without participation or credit. ~~Only lecture classes delivered in a face-to-face setting may be audited.~~ Audited courses ~~are not~~ will be recorded on a student's permanent record, ~~except as provided in the chart with regulation C-4.~~ The permission of the instructor is required before a student may audit a course. Seating preference in a course will be given to students who are completing the course for credit.

~~**B-4. Registration for Zero Credit.** Any course offered for credit may be taken for zero credit. The implications of zero credit are:~~

~~**B-4-a.** Registrants are expected to do the assigned work and attend class sessions. Grades are received on the same basis as if the course were taken for credit and are entered on permanent records.~~

~~**B-4-b.** Students enrolled in a course for zero credit may take it P/F. This is separate from the "pass-fail option" outlined in B-11.~~

~~**B-4-c.** Courses taken for zero credit do not fulfill requirements.~~

~~**B-4-d.** Zero credit grades have no effect on a student's grade point average. Neither do they affect academic eligibility, disqualification, or reinstatement.~~

~~**B-4-e.** Students enrolled for zero credit count as regular registrants for statistical purposes, such as listing course enrollments, computing instructors' loads, and determining departmental services.~~

B-54. Independent Study Courses. A student enrolled in the regular program is permitted to carry independent study courses for college credit only with the prior written approval of his or her academic dean. Credit for correspondence-study courses will not be accepted without such approval.

B-65. Registration for Courses Without Completion of Prerequisites. Students who have not completed the prerequisites to a course for which they are otherwise eligible may register for the course with the instructor's approval.

B-76. Registration of Lower-Division Students in Upper-Division Courses. All academic programs give priority in the first two years to meeting the general requirements for the appropriate degree and acquiring the foundation for advanced study;

therefore, freshman students may not take upper-division courses. Exceptions may be made for students who have fulfilled the prerequisites and who are well prepared in their field of study. In such cases, the instructor may, with the concurrence of the student's advisor, authorize the exception.

B-87. Registration of Undergraduate and Non-degree Students in Graduate Courses. Undergraduate and non-degree students may register in graduate courses under the conditions outlined in the College of Graduate Studies section of Part 4 with the prior written approval of the instructor of the course, the student's advisor, and the Dean of the College of Graduate Studies.

B-98. Registration of Students with Baccalaureate Degrees as Undergraduates. To register as undergraduates, students with baccalaureate degrees must secure the permission of the dean of ~~the~~ his or her undergraduate college and file a statement with the registrar indicating that they understand that the work will not be classified as graduate work and cannot be used toward a graduate degree at a later date. (See J-7-b and c.)

B-409. Registration for Accelerated and Other Short Courses. Students may register for accelerated and other short courses at any time up to and including the starting date of the course without petition.

B-4410. Pass-Fail Option.

B-4410-a. Undergraduate Students.

(1) After consultation with their advisors, undergraduates who have a cumulative grade-point average of 2.00 or higher are permitted to enroll in one course a semester under this P/F option. (The grade-point requirement is not applicable to students who are taking university-level courses for the first time.) This procedure is separate from taking courses that are regularly graded P/F. Within the limitations specified above, an undergraduate may enroll under the pass-fail option in any course EXCEPT: (a) courses listed by number and title in the student's major curriculum as printed in Part 5; (b) courses taken to meet the distributional requirements of the college or curriculum, unless allowed for P/F enrollment by the college in which the student is majoring; (c) courses used to satisfy the core curriculum; (d) courses in the major subject field; and (e) courses in closely related fields that are excluded from this option by the student's department. (See B-11-d for "Reporting of Grades.")

(2) Students in officer education programs (OEP) may enroll under this regulation in courses required because of their affiliation with the OEP ONLY with the permission of the administrator of the OEP department concerned.

(3) A maximum of 12 credits earned in courses under this regulation may be counted toward a baccalaureate degree.

B-4410-b. Graduate Students.

(1) With the approval of the major professor concerned (or advisor in the case of an unclassified student) and the vice president for research and graduate studies, graduate students may enroll in a limited number of courses under this P/F option. This procedure is separate from taking courses that are regularly graded P/F.

(2) Courses that may be taken by graduate students under this regulation are: (a) any course not in the student's designated major and (b) any course required to remove a deficiency or to provide background for the student's program, unless the major department stipulates that such deficiency courses must be taken on a regular-grade basis and completed with an A or B.

(3) Of the minimum number of credits required for a degree, no more than three credits in a master's or specialist program or nine in a doctoral program may be taken under this P/F option.

(4) To have P recorded for courses taken under this regulation, a graduate student must earn a C or above. A grade of D will be converted to an F on the student's records.

(5) An unclassified student may enroll for courses under this option with the approval of his or her advisor (if assigned) and the vice president for research and graduate studies. If, however, at a later date an unclassified student is admitted to a degree program, the above regulations apply and no changes to regular letter grades will be permitted.

B-4410-c. Adds, Drops, and Changes. Students may add or drop a P/F option course in the same manner as a regular course, and they may change from P/F to regular-grade classification, or vice versa, if they do so no later than the deadlines stated in regulation C and the academic calendar. Students may make these changes by securing the signatures of the advisor or major professor and dean concerned.

B-4410-d. Reporting of Grades. Instructors are not notified as to which students are enrolled in courses under this P/F option. Grades are reported in the same manner as grades in courses taken on a regular-grade basis. The registrar is responsible for converting Cs or above to Ps on students' records and, for graduates, Ds to Fs. Grades of D reported for undergraduates are recorded on students' records and are not converted.

B-4211. Registration in Joint-Listed Courses. A student who enrolls in a joint-listed course may only earn credit at the level the student initially completes the course. A student who enrolls in the same joint-listed course at a different level will not receive zero credit on his or her transcript.

C – Changes in Registration

C-1. Students may change their registration as provided in the "Semester Schedule for Changes in Registration" accompanying this regulation. All registration changes are effective on the date they are filed with the registrar. Students may not drop a course by simply staying out of class.

Semester Schedule for Changes in Registration				
See Academic Calendar in the front of the catalog for dates. The schedule for changes in enrollment in accelerated or short courses during summer session is prorated, based on the number of class meeting hours (see notes below). The calendar in the Summer Bulletin lists the dates for Summer Session.				
DESIRED CHANGE	First 6 days of semester*	7th day of class through 4th week*	5th week to end of 2nd week following midterms**	After end of 2nd week following midterms***
Drop course	Drop course on-line, if permitted (see regulation C-3). No grade recorded and credits do not count in 20-credit limit for withdrawal.****		Signature of advisor required for undergrad students. File form with registrar. Grade recorded as W (withdrawal) and counted in 20-credit limit for withdrawal.****	For compelling reasons only, upon successful petition to Academic Petitions Committee (file petition through dean's office). Grade recorded as W (withdrawal) and counted in 20-credit limit for withdrawal.****
Add course (for regular credit or audit)	Add course on-line.	Signature of instructor required. File form with registrar.	Signatures of instructor and advisor required for undergrad students. Signature of instructor required for grad, law, and non-degree students. File form with registrar.	For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).
Change course section	Change section on-line.	Permission of instructor of new section is required. File form with registrar.		
DESIRED CHANGE	First 2 weeks of classes*	3rd and 4th weeks*	5th week to end of 2nd week following midterms**	After end of 2nd week following midterms***
Change from regular credit to audit.	Signature of the instructor required. File form with registrar. No grade recorded.		Signatures of instructor and advisor required for undergrad students. Signature of instructor required for grad, law, and non-degree students. File form with registrar. Grade recorded as W and counted in 20-credit limit for withdrawal.	For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).
Reduce number of credits in course.	Signature of the instructor required. File form with registrar.		For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).	
Change from regular grading to pass-fail.	Signature of the advisor/major professor required. File form with registrar.		For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).	
Change from audit to regular credit.	Signature of the instructor required. File form with registrar.		Signatures of instructor and advisor required for undergrad students. Signature of instructor required for grad, law, and non-degree students. File form with registrar.	For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).
Change from pass-fail to regular grading.	Signature of advisor/major professor required. File form with registrar.	For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).		
Register late.	Register on-line. Pay late-registration service charge.	File form with registrar. Pay late-registration service charge and fee.	For compelling reasons only, upon successful petition to Academic Petitions Committee (file petition through dean's office). Pay late-registration service charge and fee.	

DESIRED CHANGE	First 2 weeks of classes*	3 rd and 4 th weeks*	5 th week to end of 2 nd week following midterms**	After end of 2 nd week following midterms***
Withdraw from university. (see regulation G)	Obtain form from Dean of Students, academic deans, or Registrar's Office. File form in academic dean's office or Registrar's Office. No grade recorded.		Obtain form from Dean of Students, academic deans, or Registrar's Office. File form in academic dean's offices or Registrar's Office. Dean's signature required for law students. Grade recorded as WU (withdrawal from university) and credits do not count in 20-credit limit for withdrawal.****	For compelling reasons only; complete medical withdrawal or petition the Academic Petitions Committee (file petition through dean's office). Grade recorded as WU (withdrawal from university) and credits do not count in 20-credit limit for withdrawal.****
Change undergraduate curriculum/major. (Grad students consult the College of Graduate Studies section in Part 4)	Anytime. File form with registrar. The request to change must be approved by the department in which the new curriculum is offered. If the new curriculum is in a different college, students must meet the admission requirements of that college. Students must also see the department they are transferring out of for counseling and information purposes (not for permission to transfer). A UI cumulative grade-point average of 2.00 or better is normally required to transfer from one UI college or another; however, any student may transfer to the General Studies Program by consulting the program director (signatures certify that the student's academic records have been forwarded). The change of curriculum is official when the student files the completed form with the registrar.			
<p>* For accelerated or short courses, the deadline is when no more than 12.5% of the class-meeting hours have been completed.</p> <p>** For accelerated or short courses, the deadline is after 12.5% but less than 60% of the class-meeting hours have been completed.</p> <p>*** For accelerated or short courses, the deadline is after 60% of the class-meeting hours have been completed.</p> <p>**** In the College of Law, consult the dean's office for information concerning grades assigned when students withdraw from law courses after the 2nd week of classes.</p>				

C-2. Adding a Course. As shown in the chart accompanying this regulation, a course may be added on-line during the first six days of classes. Beginning with the seventh day of classes, the student must file a form with the registrar that includes the signature of the instructor. After the fourth week of the semester an undergraduate student must have the advisor's signature as well as the instructor's to add a course. A course may be added with permission through the end of the second week following midterms..

C-3. Dropping a Course. As shown in the chart accompanying this regulation, a course may be dropped on-line without a grade of W (withdrawal) being recorded on the student's permanent record through the fourth week of the semester. Beginning with the fifth week of the semester and ending the second week of the semester following midterms, a student must file a form with the registrar to drop a course (undergraduate students are required to have the signature of their advisor). During this period a grade of W will be recorded on the student's record and will count against their 20-credit withdrawal limit (see regulation C-4).

C-4. Credit Withdrawal Limitation.

C-4-a. The number of credits that may be dropped and recorded on the student's permanent record is limited to 20 credits during a student's undergraduate career at UI. Petitions must be submitted to the Academic Petitions Committee to drop more than 20 credits during a student's undergraduate career at UI.

C-4-b. If a student attempts to drop a course that would bring the total credits he or she has dropped above 20, the student will not be allowed to do so. If a student attempts to drop two or more courses simultaneously and together they would bring his or her total credits dropped above 20, the student will be asked, through the dean's office, to submit a revised request to drop only one course or a combination of courses that would not cause the limitation to be exceeded. If the student cannot be reached or fails to submit a revised request, the registrar will record dropping the course or combination of courses that bear the highest course numbers and not cause the limitation to be exceeded; the dropping of the remainder will not be allowed.