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UNIVERSITY OF ILLINOIS
Urbana-Champaign Campus



REGULATIONS

Applying to All Undergraduate Students

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REGULATIONS

Applying to All Undergraduate Students

Each student should familiarize himself with the academic and other regulations of the University. He is responsible for complying with the regulations of the University, of his college, and of the departments from which he takes courses, and for fulfilling all requirements for his particular degree.

Please contact your college dean for additional regulations applying only in your college.

REGISTRATION

1. Registration Days

Days for registration are designated for each semester and for the summer session. Undergraduate students may not register by proxy and students are not admitted to classes unless properly registered. (See also Rule 21.)

2. Residence Classification

(a) Evidence upon the basis of which the legal residence of each applicant for admission to the University as a student can be determined shall be submitted to the Dean of Admissions and Records at the time of application for admission, and either the resident or nonresident student fees shall be assessed, as applicable, on the basis of the evidence appearing in the records of his office.

(b) In all cases where said records establish that the student's legal residence is not in the state of Illinois the nonresident fee shall be assessed. A student who takes exception to the ruling that the nonresident fee is payable

shall pay that fee, but may file a claim in writing for a refund of the portion thereof in excess of the resident fee **WITHIN THIRTY DAYS** from the date designated in the official University calendar as that upon which instruction begins for the academic period for which the fee is payable; provided, however, that, if the nonresident fee was not assessed on or prior to that date, the claim for refund may be filed within thirty days after the nonresident fee was assessed and the student was given notice of its assessment. *If such claim for refund is not filed within said thirty-day period, the student loses all rights to a refund of any portion of the fee assessed for the academic period for which said fee is payable.*

(c) Petitions for change in residence classification are made on forms provided by the Office of Admissions and Records.

(d) In the event a student who claims he is a resident student is dissatisfied with an adverse ruling of the Dean of Admissions and Records, he may obtain a review of such decision by the Legal Counsel of the University by filing with the Dean of Admissions and Records *within twenty days* after he has been notified of said ruling his request in writing that said ruling be referred to and reviewed by the Legal Counsel, *whose decision shall be final.*

3. Physical Examinations

All new students proposing to enroll in the University of Illinois, or in the University High School, at Urbana-Champaign and at the Chicago Undergraduate Division are required, before completion of their registration, to present adequate evidence of satisfactory physical and mental health as determined by the Director of Health Services.

The Director of Health Services of the University shall prescribe the form, extent, and scope of the required pre-entrance examinations. The examination may be obtained in accordance with either of these procedures, as the entering student may prefer:

(a) The pre-entrance examination, except for foreign students, may be performed by properly qualified doctors of medicine of the student's choice, in Illinois or in other states, territories, or possessions of the United States, the cost of such examinations to be borne by the student. The

examinations shall be subject to final evaluation and approval by the Director of Health Services who may require additional examinations if deemed necessary. *The examination shall be completed within the six-month period immediately preceding the registration date for the particular semester or summer session*, and the completed examination record shall be forwarded or delivered to the Director of Health Services at least fifteen days prior to the date of registration for the particular semester or summer session.

(b) As an alternative to (a) above, students may obtain, free of charge, their pre-entrance physical examination, preferably by appointment, at the University Health Service until fifteen days prior to the date of registration for the particular semester or summer session. Thereafter, the Health Service shall conduct no physical examinations of entering students for that semester or summer session, except for foreign students. Students arriving on campus after such date (i.e., fifteen days preceding registration) without a prior physical examination will be directed to a local practicing physician of the student's choice for the pre-entrance physical examination, which examination shall be at the student's expense.

(c) Former and continuing students in the University of Illinois and in the University High School also may be required to present adequate evidence of satisfactory physical and mental health prior to readmission to or continuation in the University.

4. Number of Hours Required

Each student is required to pursue a full program of studies. The number of hours varies with the college and curriculum.

More or less than a normal program may be permitted only by authority of the dean of the college. (The minimum program required for selective service approval is twelve hours; for Korean veterans, fourteen hours.)

5. Registration of Listeners or Visitors

Permission to attend a class as a listener or visitor is granted only by permission of the instructor of the class and with the approval of the dean of the college concerned. Visitors are not permitted in laboratory, military, physical education, or studio classes.

Nonacademic employees of the University must secure also the recommendation of the head of the department in which they work and approval of the Director of Non-academic Personnel.

Registered students on a full fee schedule and persons on University appointment are charged no fee for visiting classes.

Persons not otherwise registered and students registered on a reduced fee schedule are charged a fee of \$10.00 for each class attended. (See also Rule 22, paragraph g.)

A person who visits a course as a listener is not allowed a proficiency or special examination for credit therein at any time.

6. Credit Forfeited by Re-registration

If a student is permitted by the dean of his college to repeat a subject for which he has received credit either by classwork at the University or by advanced standing allowed for work done elsewhere, he forfeits his original credit. (See also Rules 42 and 50.)

7. Change in Study Programs

(a) Permission to change a course in a study program after registration may be obtained only from the dean of the college in which the student is enrolled. For admission to a class after the registration days, a student must secure also the consent of the departmental representative in charge of the course, and the latter may require the student to pass an examination in the work already covered by the class or to present satisfactory evidence of his ability to proceed with the class.

(b) Changes in study programs should be completed and deposited at the Business Office within two days after the issuance of the student's "Change of Program." A fee of \$1.00 is charged for each change slip issued. In cases of conflict or errors in registration the fee is waived at the discretion of the college office.

(c) Students already enrolled in the University are not permitted to enter new classes after the beginning of the semester or summer session except with the approval of the dean of the college in which the student is enrolled. (See also Rule 8, paragraph a.)

(d) Changes in time of course meetings must be arranged through the office of the department concerned.

8. Withdrawals

(a) From courses: A student who has become seriously deficient in any course, either through neglect or lack of ability, if he desires to withdraw from such course may be required by the dean of his college to accept the grade of "E" for the course. The withdrawal is effected through the regular change slip, signed by the instructor in charge of the course and approved by the dean of the college concerned. The latter writes upon the change slip: "Withdrawn, accepting the grade of 'E.'" The Recorder then notifies the instructor who returns the grade of "E" as the official grade of the course. (See also Rule 22.)

(b) From the University: A student who leaves the University during any semester or summer session must officially withdraw. Otherwise the courses he is pursuing appear upon his record as "Ab" (absent, counts as failure). Withdrawal procedure is as follows:

(1) Obtain from the office of the dean of the college concerned a clearance paper.

(2) Obtain on the clearance paper the signatures of the University officers as indicated by the dean.

(3) Return the clearance paper to the dean for approval.

(4) Deposit the clearance paper at the Recorder's Office.

The same procedure must be followed by a student upon completion of the requirements for a degree.

NOTE: In cases where it is evident that the student at the time of withdrawal is failing any or all his courses either through neglect or lack of ability, the dean may issue clearance papers with notation on the back thereof that failing grades are to be recorded in specified courses in which the student is seriously deficient. At the discretion of the dean of his college, a student may be dropped or placed on probation for poor scholarship as of the date of his withdrawal. If such a student fails to file clearance papers with the Recorder, the dean may file them. (See also Rule 9.)

9. Withdrawal within the Last Three Weeks of the Semester or within the Last Two Weeks in the Summer Session and Students Whose Status Can Not Be Determined

A student who withdraws from the University within the last three weeks of instruction in any semester or within the last two weeks in any summer session, or a student whose status can not be determined because of excused grades, may register again only on petition approved by the dean of his college.

10. Supplementary Certificates from High Schools

Supplementary certificates from high school principals covering work done and examinations taken in addition to work shown on certificates previously submitted may be accepted in all cases where they refer to work done and examinations passed *prior to the student's admission to the University*. Having once entered the University of Illinois the student is required to obtain his credit in the examinations given by the University, and supplementary certificates relating to secondary school work done and examinations passed in the summer or at other times after his entrance to the University are not acceptable. (See also Rules 35 and 36.)

11. Classification of Students

Classification of students by years is made in the Recorder's Office at the end of each semester on the number of credits earned including required physical education and military. Classification for registration purposes and for student activities is based on one of the following scales, depending upon the number of hours required for the degree:

	130 hours	More than
	or less	130 hours
Freshman standing.....	0-29 hours	0-29 hours
Sophomore standing.....	30 hours	30 hours
Junior standing.....	60 hours	62 hours
Senior standing.....	94 hours	99 hours

Students having ninety-five or more hours of credit, without regard to the curriculum in which they may be enrolled, are classified as seniors for the purpose of designating those freshman courses which, when taken by seniors, carry reduced credit.

12. Candidacy for Graduation

A candidate for graduation must have completed by the beginning of his final semester (or summer session) all studies required for the degree, *except those to be taken in class during that semester (or summer session).*

It is provided, however, that special examinations in courses failed *during the preceding semester* may be taken at any time designated by the instructor within the limits of Rule 38.

In addition to specific courses and scholastic average requirements, each candidate for a bachelor's degree from the University must spend either the first three years, earning not less than ninety semester hours, or the last year (two semesters, or the equivalent), earning not less than thirty semester hours, in residence on the Urbana campus, uninterrupted by any work in another institution. Until such time as the Chicago Undergraduate Division is authorized to grant degrees, students from that division must complete either the junior or senior year (two semesters, or the equivalent), earning a minimum of thirty semester hours, on the Urbana campus.

See the Undergraduate Study bulletin for general requirements for graduation and the requirements of the various colleges. (See also Rule 42.)

PHYSICAL EDUCATION

13. Requirement

Men and women entering the University with less than sixty semester hours of credit are required to secure four semesters of credit in physical education including the amount transferred. Credit in these four semesters of required physical education is not included in the total hours or in the scholastic average required for graduation. (See also Rules 42 and 52, paragraph a.)

14. Excuse from

(a) Students entering the University with sixty semester hours or more are exempt from the requirement in physical education.

(b) The University Health Service may defer or exempt

permanently from the required courses those students found physically disqualified for physical education.

(c) The dean of the student's college may approve deferment or exemption from the requirement in physical education in cases where adjustments of this requirement to a student's schedule of required study or to his necessary obligations present a critical problem.

MILITARY

15. Requirement

All male students, except those specifically exempted below, must register in military, and unless properly excused, must satisfactorily complete the full basic course (*first two years*) within their first two years in the University, whether they intend to graduate or not. Repeated failure in basic military subjects the student to disciplinary action. The classes of students exempted below may take military work, if they so desire, by registering for it, except that no student who is not a citizen of the United States, and no student who holds a Reserve Corps Commission or a Certificate entitling him to a Reserve Commission, is permitted so to register.

16. Exemptions

(a) Students who are twenty-two years of age or over when first entering the University at Urbana-Champaign.

(b) Students who *when first entering the University at Urbana-Champaign* have been granted sixty or more semester hours of credit.

(c) Students who are not citizens of the United States.

(d) Students who have completed satisfactorily two years of military training in other senior units of the R.O.T.C.

(e) Students holding commissions in the Officers' Reserve Corps, United States Army, Air Force, Navy, or Marine Corps, or certificates of eligibility for such commissions.

(f) Students who are found physically disqualified to perform the military training, such disability to be certified to by the University Health Officer.

(g) Veterans who while in active military service with any component of the Armed Forces of the United States

have completed basic or recruit training of six months or more. (See Rule 51.)

(h) Students enrolled in the N.R.O.T.C. or A.F.R.O.T.C. at the University.

(i) Students who have completed successfully three years of training in accredited junior R.O.T.C. units and who register for the Army R.O.T.C. at the University are required to take only one year's training with the senior unit at the University. Students in this category must submit petitions to the Dean of Students to obtain exemption. This exemption does not apply to the Air Force or Navy R.O.T.C.

(j) Students who are members of federally recognized units of the National Guard and who are attending weekly drill meetings. (Students must submit petitions to the Dean of Students each semester for exemptions in this category.)

(k) Students who are accepted for membership in certain other active and reserve military units may be considered for exemption on petition to the Dean of Students.

(l) Students exempted on the basis of conscientious objections. Such petitions originate in the Office of the Dean of Students. In all cases where a petitioner is excused from compulsory military training on the grounds of conscience, he is required to enroll in and pass five semester hours of special prescribed academic courses in lieu of the military training courses.

(m) In order that athletes may comply with the general University requirement as to military training, and also may be eligible to pursue the advanced course in the Reserve Officers' Training Corps, receiving the financial benefits and preparation for leadership accruing thereto, the following govern:

Members of varsity teams are excused from basic military training periods when absences are due to actual conflict with practice sessions, out-of-town trips, or home games of the teams to which they belong, and are not required to make up such absences. Such absences are reported to the Commandant by the Secretary of the Committee on Student Affairs in accordance with University rules pertaining to group absences.

All varsity athletes taking basic military training normally register for sections which do not interfere with

regular practice hours for the sport concerned, and which do not meet on days normally used for athletic competitions with other universities. Special cases in which a conflict is unavoidable are decided by the Dean of Students after considering the recommendations of the heads of the departments concerned.

17. Students Excusable by Petition

For reasons other than those mentioned in Rule 16, students to be excused from military or to have their military training deferred must first register for military and then submit a petition through the Headquarters of the Departments of Military Science, Naval Science, or Air Force Science to the Dean of Students for action. Petitions are granted only for exceptional reasons.

FEES*

18. Payable in Advance

Fees assessed for any semester or summer session are due and payable in full when the student registers. The privilege of deferring fees may in special instances be granted by the Bursar's Office, upon payment of a service charge. (See Rule 19.)

19. Installment Payment

(a) Students approved for installment payment of tuition and fees are assessed a service charge of \$2.00. An additional service charge of \$2.00 is assessed in the case of installment payment of the flight instruction fee. There is no service charge for the payment of University housing accounts on the installment basis which are payable monthly.

(b) A charge of two per cent, but not less than \$1.00, is assessed on each installment of any tuition, fee, or housing account that becomes delinquent. An installment is considered as delinquent on the first day of the month following the date payment is due.

20. Students in Debt to the University

A student who is in debt to the University at the end of any semester or summer session for fees or charges is not

* For the schedule of regular University fees, see the Undergraduate Study bulletin.

permitted to register in the University again and is not entitled to receive his diploma or an official statement of his credits from the Office of Admissions and Records until his indebtedness has been discharged.

21. Late Registration Fee

A student is not registered until his fees are paid. A late registration fee of \$5.00 is charged of all former students registering later than the registration days in any semester.

A student, therefore, who does not pay or arrange his fees on the registration days is charged the late registration fee. (This rule does not apply in the summer session of eight weeks.) *A study program becomes invalid if not completed and deposited at the Office of Admissions and Records and fees paid at the Business Office within one week after the date of its issue.*

Students registering in *courses beginning in the middle of the semester* are not regarded as registering late, provided their registration is completed the day before the beginning of such courses.

22. Refunds

(a) In case a student withdraws from the University during the first ten days of instruction, the total amount of his tuition and fees, except the Hospital-Medical-Surgical Insurance fee, is refunded. After ten days and before the middle of the semester, a rebate is made of one-half of the above assessment. After the middle of the semester, no rebate is allowed. In no case is the Hospital-Medical-Surgical Insurance fee refunded.

(b) A student registered on a reduced program schedule of eight semester hours or two graduate units, or less, who further reduces his total registration within the first ten days of instruction will be refunded the full amount of tuition for the courses dropped. After ten days and before the middle of the semester, a rebate is made of one-half of the tuition. After the middle of the semester, no rebate is allowed.

(c) A student registered for a reduced schedule at the beginning of the semester who further reduces his program to five semester hours or one graduate unit (three semester hours or one-half graduate unit in the eight-week summer

session) during the full or half rebate period receives a full rebate of the Illini Union fee. In no case is the Hospital-Medical-Surgical Insurance fee refunded.

(d) A student originally registered for a full program of studies who reduces his registration to eight semester hours or two graduate units, or less, may not gain the advantage of the reduced fees provided for such schedules unless the changes are made during the first ten days of instruction in the semester, or during the period for the refund of full fees in case of withdrawal from the University.

(e) The fees of a student dismissed from the University during any semester are refunded on the same basis as indicated above for a student who withdraws with permission.

(f) In the eight-week summer session, the total amount of fees paid, except the Hospital-Medical-Surgical Insurance fee, is refunded if withdrawal occurs within the first five days. After the first five days but within the first four weeks, one-half of the above fees are refunded. Nothing is refunded after the beginning of the fifth week. In the summer session, the reduced fee schedule applies to students registered for four semester hours or one graduate unit, or less.

(g) If a person registered as a listener or visitor desires to withdraw, the listener's or visitor's fee if originally charged is refunded in full provided the student makes personal request for a refund at the Office of Admissions and Records within the first ten days of instruction in any semester, or the first five days of instruction in any eight-week summer session. Thereafter no rebate is made.

SPECIAL REGULATIONS

23. Living Quarters of Students

(a) Each undergraduate student is responsible for maintaining in the Office of Admissions and Records his correct, current addresses of residence at home and on campus.

(b) All unmarried undergraduate students must live in housing in which facilities have been approved by the University.

(c) No unmarried undergraduate student may occupy living quarters in which there does not reside some person in general charge approved by the University.

24. Operation of Motor Vehicles by Students

The University of Illinois restricts the use of motor vehicles by undergraduate students in the departments in Urbana-Champaign.

(a) Freshmen under the age of twenty-one, and other undergraduate students on academic probation, are not permitted to operate an automobile while under the jurisdiction of the University, unless and until they have obtained a motor vehicle permit based on a demonstrated need.

(b) All undergraduate, graduate, and professional students who are eligible to have vehicles *must register them with the University.*

(c) Each application for registration of a motor vehicle for purposes other than storage must be accompanied by an affidavit showing that:

(1) The student has a valid motor vehicle operator's license (or permit) issued by a state of the United States or a province of the Dominion of Canada and has had such a license (or permit) for a period of more than one year prior to the application for registration; and

(2) He has operated a motor vehicle for at least one year under, and following the issuance of, such motor vehicle license or licenses prior to the application for registration.

A student unable to satisfy the above requirements may qualify to register a motor vehicle upon passing a driver's examination administered by the Department of Health and Safety Education of the College of Physical Education and obtaining a state of Illinois motor vehicle operator's license.

(d) Any undergraduate student, and any graduate or professional student not holding at least a half-time appointment or fellowship, eligible to own or operate a car while enrolled at the Urbana-Champaign campus, must pay a fee of \$7.50 each semester.

(e) A student may apply for a permit to drive a car registered in another student's name by paying a fee of \$2.50 each semester.

(f) Unauthorized operation of motor vehicles or violation of provisions of a motor permit, of parking restrictions, or of state or community traffic regulations may subject the

student to monetary or other disciplinary penalty by the University.

Information concerning insurance requirements and other details of the motor vehicle restriction rule, including parking regulations, may be obtained from the Security Office, Motor Vehicle Division, 103 Service Building Annex (101 North Mathews Avenue, Urbana).

25. Operation of Bicycles

No member of the University faculty, staff, student body, or allied agencies officed on the campus shall operate, park, or store a bicycle in or on the campus unless or until the owner or owners thereof shall have registered said bicycle with the University Motor Vehicle Division, 101 North Mathews Avenue, and procured a permit for the operation thereof.

(a) The permit issued at registration must be affixed conspicuously to the bicycle. If mutilated or lost, a new permit will be issued on request.

(b) There is no fee connected with this registration, and the original registration shall be valid so long as the bicycle is operated on the campus.

(c) All bicycles not currently and legally registered with the University shall be so registered within two weeks following the start of classes for the fall semester of each year. Bicycles brought to the campus after this time shall be registered immediately.

(d) Bicycles found on University property without a permit issued by the University will be considered as lost, abandoned, or stolen, and will be impounded until registered or redeemed by the owner.

(e) ALL motor vehicle traffic laws must be obeyed by bicycles.

(f) Bicycles must be equipped with brakes, a warning horn or bell and, if operated at night, with a light.

(g) Bicycles shall NOT be operated on pedestrian sidewalks.

(h) Bicycles shall be parked on campus only in areas specifically designated for bicycle parking.

(i) Violation of any part of the University bicycle regulations may subject the individual to monetary penalty or other disciplinary action.

A complete statement of the University of Illinois Bicycle Regulations may be obtained from either the Motor Vehicle Division Office or the University Police Office.

26. Possession of Firearms

No undergraduate student may have or keep any firearm on his person, in his quarters, or in his motor vehicle at any time, except that a married student living with his wife may keep such a firearm as is permitted by Sec. 158, Ch. 38, Illinois Revised Statutes. Arrangements can be made for registration, storage, and safe keeping with the Military Department in the University Armory.

27. Smoking

Smoking is restricted to offices and first floor corridors, and to lounges which are specifically designated as student and staff lounging quarters. Deans may request the Physical Plant Department further to restrict smoking:

(a) In order to reduce the danger of loss of property or life.

(b) In order safely to carry out programs for which they are responsible.

Smoking is prohibited in classrooms, lecture rooms, seminar rooms, teaching laboratories, theaters, warehouses, attics, storage areas, toilets, elevators, library reading rooms and stacks, museums, gymnasiums, in shop and service areas where woodworking is in process or gasoline or other volatiles are stored or dispensed, and in posted areas.

28. Class Absences

(a) No absences from class exercises are "excused" but must be explained to the instructor on request. In case of unavoidable absence from classes because of illness, death in family, or other emergency, the student should notify the Dean of Men or Dean of Women, who will in turn notify his instructors. In such cases, arrangements should be made with the instructor in each course to make up the work missed.

(b) If in the opinion of the instructor a student should be reminded of his attendance requirements, the instructor must submit a report of irregular attendance to the office of the Dean of Men or the Dean of Women who may request explanation of absences for the purposes of information. These reports may be submitted on a weekly rather than a daily basis.

(c) If in the opinion of an instructor the attendance of a student becomes so irregular that his scholarship is likely to be impaired, the instructor reports the case to the dean of the student's college through the Dean of Men or the Dean of Women. Furthermore, when in the opinion of the instructor concerned, irregular attendance has so seriously impaired the work of the student as to make continuation unprofitable, the dean of the college concerned may require the student to withdraw from the course with a grade of "W" or "E."

(d) General regulations touching absences from class exercises by groups, as athletic teams, musical organizations, and the like, are determined by the Senate, acting through the Committee on Student Affairs, and enforced in the particular case by the Committee on Student Discipline.

(e) Class absences before and after vacations are treated like any other absences during the semester.

29. Special Discipline for Repeated Absence

If the repeated absence from classes of any student seems to the dean of the college in which the student is enrolled a matter requiring discipline, the case may be reported to the Committee on Student Discipline for action. Repeated absences in military science courses are reported to the Committee on Student Discipline for action.

DISCIPLINE

30. Basis for Discipline

The University reserves the right to exclude at any time students whose conduct is deemed undesirable or prejudicial to the University community's best interest, examples of which, without excluding others, are gambling, visiting or loitering in the vicinity of places of ill-repute, violations of

law involving moral turpitude, intoxication, and disorderly conduct.

Any undergraduate student organization which allows or tolerates the use or possession of intoxicants in an undergraduate housing unit or at an organizational social event is subject to suspension or revocation of its charter upon proof of a violation; any individual student responsible for or allowing such a violation is subject to dismissal.

Any undergraduate student using or possessing intoxicants in an undergraduate housing unit or at an organizational social event is subject to dismissal.

Unauthorized mass demonstrations are not approved by the University. In the event of any unauthorized assembly, any student involved as an inciter, leader, or as a follower is a participant and is subject to University discipline.

Any student who alters or mutilates any official document of the University, i.e., identification card, program card, change slip, receipt, transcript of credits, etc., is subject to dismissal.

Any student withholding information or giving false information on his application for admission or readmission may become ineligible for admission to the University or subject to dismissal.

Students may be subject to discipline for other sufficient cause.

31. Administration of Discipline

Discipline is administered through the Senate Committee on Discipline and subcommittees appointed by it. These subcommittees have original jurisdiction to hear the evidence and to take action including the assessment of monetary penalties in all disciplinary cases involving undergraduate and professional students. Students registered in the Graduate College are subject to discipline by the dean of that college. The Senate Committee on Discipline hears cases appealed to it.

Cases of academic irregularities are handled by the respective colleges, except that cases recommended for suspension or dismissal are referred to the subcommittee on student discipline.

LIBRARY REGULATIONS

32. Use of Books

The Library exists primarily in order to circulate books to the faculty and student body of the University. The privilege of drawing books for use outside the Library is accorded to all officers of instruction and administration, to all registered students, and to other persons accredited by the Library. Books not reserved for classes may be borrowed for home use for three weeks, and renewed for three weeks more if not specifically restricted or called for. All books are subject to recall at any time when needed for University work.

In general, reference books, books reserved for classes, periodical volumes, and certain other groups of books are to be consulted in the reading rooms only. Reserve books usually may circulate overnight, but they must be returned to the library from which they were taken the following morning.

The loss of a book should be reported immediately to the library from which it was borrowed. A lost book which has become overdue is subject to fine until personally reported lost. If the book can not be recovered by the borrower within a reasonable length of time, he will be charged the cost of replacing the volume plus a processing fee.

Theft and mutilation of library materials and forgery of signatures and identification numbers are state offenses and matters for University disciplinary action.

33. Fines

Books which are not returned to the departmental library from which they were borrowed by the time indicated on the date slip are subject to a fine of fifteen cents a day. Books from the reference and periodical sections, as well as some special collections, may be subject to different fine regulations. Books on reserve are subject to a fine of twenty-five cents for the first hour and five cents for each additional hour if kept overdue. Books recalled for University work must be returned at once upon receipt of notice. If they are not returned within two days after notice is mailed, the student is subject to fine.

34. Collection of Library Charges

All library fines and charges for lost books are forwarded to the Business Office for collection, which office mails a statement to the student at the end of the month. If the statement is not paid before the end of the following month, a penalty charge of two per cent of the unpaid balance, but not less than \$1.00, is assessed.

EXAMINATIONS

35. Proficiency Examinations

(a) Proficiency examinations for advanced standing are offered in all University courses normally open to freshmen and sophomores.

(b) They may be taken only by the following:

(1) Students who are in residence (Rule 38, paragraph i).

(2) Persons who have been in residence and are registered in correspondence courses.

(3) Persons not registered in the University at the time but who are candidates for degrees and need no more than ten semester hours to complete the requirements for their degrees.

(c) Except in Rhetoric 101 and 102, the student must secure the consent of the head of the department concerned.

(d) A student may obtain the privilege of taking proficiency examinations in more advanced undergraduate courses on recommendation of the head or chairman of the department and approval of the dean of the college.

(e) A student who passes a proficiency examination is given credit toward graduation for the amount regularly allowed in the course, provided such credit does not duplicate credit counted for admission to the University.

(f) An examination for credit in a college subject of elementary character is not granted to a student who has received credit for more than one semester course in the subject in advance of the course in which the examination is requested.

(g) The grade in proficiency examinations is "pass" or "not pass," but no student is given a grade of "pass" unless

he has made at least "C" in the examination. No official record is made of failures in these examinations.

(h) Proficiency examinations are provided without fee.

(i) The examinations in rhetoric ordinarily are given each semester during the freshman orientation period. Examinations in other subjects ordinarily are given early in each semester. Information concerning these examinations may be obtained from the Dean of Admissions and Records or from the department concerned.

(j) A proficiency examination may not be taken to raise a grade or to remove a failure in a course.

36. Entrance Examinations

(a) Entrance examinations may be taken to remove specific deficiencies for admission.

(b) No matriculated student may take entrance examinations after beginning his second year in the University.

37. Semester Examinations

(a) Examinations must be taken at the close of each semester on the work of the semester in all subjects except those the character of which renders it unnecessary or impracticable.

(b) *Only the dean of the student's college may authorize deferment of a final examination.* A student who has pursued a study with a class in the University and who must miss a scheduled final examination should report this fact to the dean of his college as soon as possible and *before* the examination is given. For satisfactory reasons he may be "excused" by the dean of his college and examined by the instructor at his convenience. *Absence from such an examination for any other cause is reported as a grade of "absent" in the course and counts as a failure.*

(c) A grade of "excused" which is not removed during the first semester completed by the student following the giving of such a grade automatically becomes a grade of "E."

38. Special Examinations

(a) Special examinations may be had only upon the recommendation of the head or chairman of the department

concerned or of some person duly authorized by him, and with the approval of the dean of the college in which the student is enrolled.

(b) Special examinations are reported as "passed," or "not passed," but no student is given a grade of "pass" unless he has made at least "C" in the examination.

(c) Grades earned in special examinations do not enter into any computation of averages.

(d) These examinations may be taken only in courses taken at the University of Illinois in which failing grades have been received or in correspondence courses in which a grade of "D" has been received.

(e) A special examination should be taken before the end of the next semester in which the student is registered following failure in the course.

(f) For each special examination a fee of \$10.00 must be paid in advance.

(g) Students who are required to take the English qualifying examination but have not done so prior to their final semester and for whom special arrangements must be made to give the examination may be charged the special examination fee of \$10.00.

(h) No special examinations may be given during the period beginning ten days before and continuing for ten days after each final examination period, except that special examinations may be given on and after the first Friday of the second semester, when that date is earlier.

(i) A student who has completed the work of a semester is considered to be still under registration for the purposes of this rule for fifteen days after the close of the final examination period, except that a student who has completed the work of the second semester or the summer session is considered to be still under registration for the purposes of this rule up to the end of the registration period for the fall semester. (Students who have been dropped from the University are not eligible to take special examinations unless they have been readmitted.)

(j) Subject to the above provisions, the Office of Admissions and Records is authorized to issue permits for special examinations to registered students and to persons who are

not registered in the University at the time but who are candidates for degrees and who have no more than ten semester hours to complete for their degrees.

39. Pre-legal College Subject Examinations

No student who has attended the University of Illinois is permitted to take for credit at the University the examinations conducted by the University in Chicago primarily for candidates for admission to the State Bar Examination. In no case is credit allowed toward the degree for these college examinations given by the University in Chicago until the applicant for such credit has earned in residence at the University an amount of credit equal to that earned through examinations. The same grading system applies as for proficiency examinations, except that failures are recorded. (See Rule 35, paragraph g.)

40. General Educational Development Tests

Veterans, and others twenty-one or more years of age, not otherwise eligible, may qualify for admission to certain divisions of the University by passing with satisfactory scores the high school level General Educational Development Tests.

GRADES

41. Significance of Grades

The grading system is as follows: A, excellent; B, good; C, fair; D, poor (but passing); E, failure; Ab, absent from the final examination without excuse (counts as a failure); Dr, dropped from a course for academic irregularity (counts as a failure). Numerical equivalents of these grades, on the basis of which averages are computed, are as follows: A = 5; B = 4; C = 3; D = 2; E, Ab, and Dr = 1.

Other symbols in use are Ex, temporarily excused by the dean of the student's college from the final examination (becomes a failure if not removed during the next semester of attendance); Df, grade deferred (used only in graduate courses and undergraduate honors and thesis courses); S, satisfactory, and U, unsatisfactory (used only in graduate thesis courses).

Grades in courses in which the student receives credit as a result of special or proficiency examinations are not

considered in computing averages either for probation or graduation. (See also Rules 13 and 42.)

42. Minimum Scholarship Requirements for the Degree

In order to qualify for the bachelor's degree, a student entering the University of Illinois after July 30, 1956, must have earned a minimum grade-point average of 3.0, including grades in courses transferred from other institutions. He must also have attained an average of not less than 3.0 in work done at the University of Illinois. All grades in those courses which count toward graduation in the college in which the student is registered are used in computing the graduation average. Where a course has been repeated, both the original and subsequent grades are included in the average if the course is to be counted toward graduation, but the credit is counted only once. (See also Rules 13 and 41.)

Certain colleges have established higher scholastic standards. Each college office, on request, informs the student regarding the scholarship regulations of that college.

43. English Requirement for Graduation

(a) A satisfactory proficiency in the use of written English is a requirement for all undergraduate degrees awarded by the Urbana divisions of the University. In order to assure such proficiency, all undergraduates who pass the Rhetoric 102 course or its equivalent with a grade of "C" or "D" are required to take an English qualifying examination before graduating. This qualifying examination may not be taken until one semester has elapsed after the student has taken Rhetoric 102.

(b) A student who is required to take the qualifying examination in English and who has not done so may not register for his senior year in any undergraduate college except by authorization of the Provost.

(c) A student transferring to the University with eighty or more credit hours, including 4.6 or more semester hours in freshman rhetoric, with a grade of "C" or "D" in the last course taken, must take the qualifying examination scheduled specifically for him on the first day of his first semester at the University.

(d) A student who fails on the qualifying examination

is required to pass an extra one-semester course in rhetoric, specifically Rhetoric 200 (Rhetoric 201 for foreign students). Rhetoric 200 is offered every semester and summer session, and the individual colleges decide at what point in his University career the student who fails the qualifying examination should take the course. In general, Rhetoric 200 is required as soon as possible after the qualifying examination. Students with ninety-five or more credit hours receive reduced credit for this course.

(e) Students who fail Rhetoric 200 must repeat either this course or the qualifying examination. *At least one term must elapse after failing the course before the qualifying examination can be repeated.*

(f) The qualifying examination takes precedence over all other course work or campus events on the nights on which it is offered. Students who fail to take the qualifying examination in English when scheduled, unless officially excused by the Executive Secretary of the Senate Committee on Student English, are required to enroll in Rhetoric 200. (See also Rule 38, paragraph g.)

44. Reporting on Unsatisfactory Work

College faculties may require reports from each instructor during each semester, at times designated by the dean, upon the work of all freshmen and unclassified students and, if called for by the dean, upon all other students whose work is presumably below "C."

45. Transcripts of Studies and Grades

Each student who has paid all his University fees and charges is entitled to receive on request, without charge, one transcript of his record. For each additional transcript a fee of \$1.00 is charged.

SCHOLASTIC DELINQUENCIES

46. Progress Toward the Degree

The progress of the student toward his degree is the concern of the dean of the college in which the student is enrolled. A student whose progress in his work is unsatisfactory is subject to action by the dean of the college in which he is registered under general provisions adopted by

the faculty. This may take the form of a warning, a period of probation, or, if his work is very poor, of dropping from the college for scholastic delinquencies. The following *minimum* scholarship requirements are in effect:

(a) *Probation.* If at the end of any semester a student's average for that semester falls below 3.0, he is placed on probation for the following semester.

(b) *Continuance in the University.* If at the end of a semester on probation a student's average for the semester is 3.0 or above, he is removed from probation unless the college in which he is registered requires a higher average for removal from probation. If his average is below 3.0, he is dropped from the University for poor scholarship. (Some colleges require a minimum *cumulative* average for removal from probation or continuance in the University.)

(c) *Graduation Requirement.* A minimum average of 3.0 is required for graduation from all curricula for students entering the University after October 1, 1947. (See also Rule 42.)

47. Readmission of Students Dropped

Petitions for readmission of students dropped from the University for poor scholarship are acted on by the dean, under regulations made by the faculty of the college concerned.

TRANSFERRED CREDIT

48. Transferring Credit of "D" Grade

In transferring credit from other institutions, those subjects which have been passed with a grade corresponding to the "D" grade at the University of Illinois are indicated on the student's record here as being of that grade and are included in computing his status for the degree in those colleges which specify that not more than one-fourth of the work presented for the degree may be of "D" grade.

49. Maximum Credit from Junior Colleges

Credit transferred from a junior college is limited to the total a student may earn in his first two years in the University without carrying an excess schedule (sixty-six

semester hours maximum, plus approved credit in military and physical education).

Credit for work completed in a junior college by a student after he has accumulated this total in either a junior or senior college is allowed only in exceptional cases by special action of the All-University Committee on Admissions.

50. No Transfer Credit in Courses Passed Here

A student who has passed a course at the University of Illinois may not be given credit by transfer for the same course taken elsewhere.

51. Correspondence and Extramural Courses

(a) Credit for correspondence work taken with fully accredited institutions in Class A may be allowed, but only on the approval of the dean of the college concerned.

(b) After matriculation a student may count toward his degree, with the approval of the dean of his college, as much as sixty semester hours of credit earned in extramural courses and correspondence study.

(c) No correspondence courses passed with grades below "C" may be counted toward graduation.

(d) Correspondence and extramural courses are not counted toward satisfying the minimum residence requirement for graduation.

(e) A student enrolled for courses in residence must obtain approval of the dean of his college to enroll concurrently in correspondence courses.

(f) A student who has been dropped from the University of Illinois for poor scholarship must obtain the recommendation of the dean of his college before completing his application for admission to correspondence work.

52. Undergraduate Credit for Service and for Education in the Armed Forces

The University, under general provisions administered by the All-University Committee on Admissions, recognizes for college credit certain training and experience in the Armed Forces of the United States.

(a) The completion of military service in one of the

branches of the Armed Forces of the United States, including basic or recruit training of six months or more, will be accepted for the general University requirements of four semester hours of credit in military science and four semester hours of credit in physical education upon presentation of evidence of honorable discharge or transfer to the Reserve component. Candidates for graduation who are still in military service are entitled to the same credit.

(b) Additional credit in military may be granted for courses completed in the service which are acceptable as the equivalent of the advanced R.O.T.C. at the University of Illinois.

(c) The Committee recognizes for credit correspondence courses of college grade and the examinations in special fields prepared by the United States Armed Forces Institute. The College Training Programs of the Air Force, Army, Marine Corps, and Navy are accepted as credit transferred from the institution where it was taken. The Committee considers for credit work done in the Air Force, Army, Coast Guard, Marine Corps, and Navy Specialized and Technical Schools where its equivalence in terms of college courses is established by proficiency examinations, or where such courses have been recommended for college credit in the Guide to the Evaluation of Educational Experience in the Armed Services published by the American Council on Education.

53. Religious Education Credit

A maximum of ten semester hours of credit in religious education may be counted toward graduation. Courses of study offered by the religious foundations located in Urbana-Champaign which have been approved by the All-University Committee on Admissions are accepted by the University. Registration in these courses is limited to students of sophomore standing or above and must be approved in advance by the dean of the student's college. Grades in these courses are not included in the student's all-University scholastic average.

HONORS DAY RECOGNITION

54. College Honors

Students in the upper three per cent of the sophomore,

junior, and senior classes in the several colleges are awarded College Honors in recognition of their superior scholarship, provided that no student shall be included whose average is below 4.5.

55. University Honors (Bronze Tablet)

In recognition of sustained excellence in scholarship, the University awards University Honors to the following:

(a) Those seniors who have been in the upper three per cent of their class in the several colleges in the four semesters in which they were considered for junior and senior honors, and, therefore, have been awarded University Honors in recognition of their sustained excellence in scholarship, and are entitled to have their names inscribed on the Bronze Tablet.

(b) Other graduating senior students who have earned College Honors twice, and whose scholastic averages for all semesters prior to the one in which they are scheduled to graduate are equal to or higher than the four-semester average of the lowest student currently chosen for University Honors from their college under (a), are also entitled to have their names inscribed on the Bronze Tablet.

(c) Graduating senior transfer students who have not been at Illinois long enough to be considered under (a) or (b) are also entitled to have their names inscribed on the Bronze Tablet, provided that (1) their scholastic averages in the University of Illinois for the three prior semesters are equal to or higher than the four-semester average of the lowest student currently chosen for University Honors from their college under (a), and that (2) their averages in transferred credits are at least equal to the average of the lowest student currently chosen for University Honors from their college under (a).

56. Class Honors

In recognition of high scholarship, the University awards Class Honors to students (freshmen, sophomores, juniors, and seniors) not eligible for College Honors but (a) who are in the upper ten per cent of their respective classes in their colleges and (b) whose scholastic average for each semester included in the average calculated for honors recognition is not less than 4.0.

57. Scholarship Keys

The following honor students are entitled to wear the University of Illinois scholarship key:

(a) Those whose names have appeared in the Honors Day program three times, or have received College Honors twice;

(b) Seniors who attain University Honors (Bronze Tablet). Students in this group are entitled to wear a key of special design — with a star implanted on the "I";

(c) Those transfer students who have not been in attendance here enough semesters to qualify as required above, but who attain College Honors as seniors.

These students receive a Scholarship Key Certificate on the day of the Honors Day convocation.

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