

Il6u Mre

1938

cop. 3

UNIVERSITY OF ILLINOIS

REGULATIONS

APPLYING TO

UNDERGRADUATE

STUDENTS



THE LIBRARY OF THE

SEP 19 1938

UNIVERSITY OF ILLINOIS

SEPTEMBER, 1938

Item 7115
1938
2.90

REGULATIONS

CONTENTS

	PAGE
Registration	3
Physical Education	6
Military	6
Fees	7
Special Regulations	8
Absences	9
Discipline	9
Library Regulations	10
Examinations	10
Grades	13
Scholastic Delinquencies	13
Transferred Credit	14
Honors	15

THE UNIVERSITY OF ILLINOIS
SEP 1 9 1938
UNIVERSITY OF ILLINOIS

REGULATIONS

Applying to Undergraduate Students

REGISTRATION

1. Registration Days

Days for registration are designated for each semester and for the summer session. Students may not register by proxy and students are not admitted to classes unless properly registered.

2. Physical Examinations

All students registering in this University, except those entering only for the summer session, who have not previously taken here a physical examination, must take such an examination. New students will be required to make appointments with the University Health Service for their physical examinations *before* registration. The examination is given by the University at the time of appointment without cost to the student. If the student fails to take the examination at the appointed time and does not present an excuse from the Registrar a fee of \$5.00 will be charged, or he will be required at his own expense to be examined outside the University in a manner meeting the requirements of the University Health Service.

3. 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.

4. Registration of Listeners or Visitors

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

Employees of the University must secure also the recommendation of the head of the department in which they are at work.

Registered students and persons in the employ of the University are charged no fee for visiting classes. All others are charged a fee of \$7.50 per each class attended. *A person who visits a course as a listener is not allowed an examination for credit therein at any time.*

5. 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 class work at the University or by advanced standing allowed for work done elsewhere, he forfeits his credit. When a course is thus repeated the grade given at the end of the repetition becomes the official grade. (In the College of Liberal Arts and Sciences no student may repeat a course for which he has received credit either at the University of Illinois or elsewhere.)

6. Change in Study-Lists

(a) Permission to change study-lists after registration may be obtained only from the dean of the college or the director of the school 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 gone over by the class or to present satisfactory evidence of his ability to proceed with the class.

(b) Changes in study-lists should be completed and filed at the Business Office not later than twelve o'clock noon of the Monday following registration. After this date, a fee of \$1.00 is charged for each change, except that the total charge for the rearrangement authorized on any one change slip will not exceed two dollars. The Registrar is authorized to waive the fee for change of study-list in cases where the change is required by University officer.

(c) Students already enrolled in the University will not be permitted to enter new classes that continue through the semester after the close of the third week of the semester; and permission will not be given such students to enter new classes continuing only a portion of a semester later than the close of the second week of instruction in the subject. Exceptions to this rule will be made in cases in which the student is required to drop an advanced course and to add a previous course on account of having failed to remove a failure by special examination or for similar reasons. (See also Rule 7.)

7. 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 will be 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 will write upon the change slip: "Withdrawn, accepting the grade of E." The Registrar will then notify the instructor who will return the grade of E as the official grade in the course.

(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 will appear upon his record as failures. Withdrawal procedure is as follows:

(1) Obtain from the office of the Dean or Director of the College or School concerned a clearance paper.

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

(3) Return the clearance paper to the Dean or Director 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.

8. 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 the student is required to obtain his credit in the examinations given by the University, and supplementary certificates relating to work done and examinations passed in the summer or at other times after his entrance to the University are not acceptable.

9. Students Who Have Withdrawn within the Last Three Weeks of the Semester or Whose Status Cannot be Determined

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

10. 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:

(1) That special examinations to remove failures incurred *during the preceding semester* may be taken at any time before the beginning of the tenth week of a student's final semester; or, if the final period of attendance is a summer session, at any time before the beginning of the fifth week.

(2) That, similarly, substitutions for courses required for the degree may be made as indicated for special examinations in (1) above.

11. Classification of Students

Classification of students by years is made in the Registrar's Office at the end of each year upon the number of credits earned. Classification for student activities is based on one of the following scales, depending upon the number of hours required for the degree:

	120 hrs. required	130 hrs. required	More than 130 hrs.
Sophomore standing..	27 hours	30 hours	30 hours
Junior standing	56 hours	60 hours	62 hours
Senior standing	88 hours	94 hours	99 hours

PHYSICAL EDUCATION

12. Excusing from Physical Education

The dean of the college may excuse from the required physical education such students, as are doing manual labor or present other legitimate reasons; he may also give permission to defer physical education for the current year.

Men and women students entering the University with sophomore standing may be relieved from the requirement in physical education in one year and from the hygiene requirement. Those entering with junior or senior standing may be relieved from the entire requirements in physical education.

MILITARY

13. Of Whom Required

All male students, except those specifically exempted below, must register in military, and unless properly excused, must take the full basic course (*first two years*) therein, whether they intend to graduate or not. To have any credits received for basic military work count for graduation, the full course (basic) must be taken. 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, will be permitted to so register.

Exemptions:

a. Students over 22 years of age when entering the University.

b. Students entering the University with Junior standing.

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

d. Students who have had two years of military work in other Senior Units of the R. O. T. C. and who can present certificates that they have successfully completed such two years' course.

e. Students holding Commissions in the Reserve

Corps, United States Army, or certificates of eligibility for such commissions.

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

g. Students who have completed their first year in the University and have been certified by the Director of Athletics to be members of a varsity athletic squad may be exempted on petition to the Dean of Men.

14. Students Excusable by Petition

For reasons other than those mentioned in paragraph 13, students to be excused from military or to have their military work deferred, must first register for military and then submit a petition through the Headquarters of the Military Department to the Dean of Men for action. Petitions will be granted only for exceptional reasons.

FEES*

15. Payable in Advance

Fees assessed for any semester are due and payable in full when the student registers.

16. Students in Debt to the University

A student who is in debt to the University at the end of any semester for fees or charges shall not be permitted to register in the University again, and shall not be entitled to receive an official statement of his credits from the Registrar, until his indebtedness has been discharged.

17. Late Registration Fee

A late registration fee of five dollars is charged of all former students registering later than the registration days.† (This rule does not apply in the Summer Session.)

A student is not registered until his fees are paid. A student, therefore, who does not pay or arrange his fees on the registration days is charged the late registration fee. A study-list becomes invalid if not filed within one week after the date of its issue.

18. Refunds

In case a student withdraws from a course or from the University during the first ten days of instruction, the total amount of his fees for the work dropped, except the matriculation fee, will be refunded. After

*For the schedule of regular University fees—the matriculation fee, the incidental fee, the diploma fee, etc.—see the *Annual Register*.

†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.

ten days and before the middle of the semester, a rebate of one-half the fees, except the matriculation fee, will be made. After the middle of the semester, no rebate will be allowed.

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

In the *Summer Session*, the total amount of fees paid, except the matriculation fee, will be refunded within the first five days; one-half the amount after the first five days but within the first four weeks; and nothing after the beginning of the fifth week.

19. Deposit Required

Each student at Urbana, except persons on University appointment or on appointment in allied surveys or laboratories, in addition to payment of fees as indicated in the Annual Register, must make a deposit of \$5.00 at the time of his first registration. An additional deposit of \$10.00 (\$15.00 in all) will be required of students withdrawing military equipment. Chargeable against this deposit are such items as unreturned towels and locks, lost library books, library fines, shortages in laboratory, military and other equipment, etc. Whenever the amount of the \$5.00 deposit falls below \$2.50 or the amount of the \$15.00 deposit falls below \$12.50 the student will be required immediately by additional deposit to bring the total up to \$5.00 and \$15.00 respectively. Any balance in a deposit will be returned to the student in case he officially withdraws from the University.

SPECIAL REGULATIONS

20. Living Quarters of Students

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

21. Operation of Motor Vehicles by Students

The University of Illinois restricts the use of motor vehicles by undergraduate students in the departments in Urbana and Champaign to cases of demonstrated necessity or special convenience. Information concerning details of the motor vehicle restriction rule may be obtained from the Secretary of the Committee on Student Affairs.

22. Smoking

A regulation of the Board of Trustees of the University prohibits smoking by students in any of the public buildings of the University. This applies, in the case of students, to all areas within any of the University's public buildings except the Student Center and certain rooms, assigned as smoking rooms, in buildings in which University dances are held.

ABSENCES

23. Class Absences

All absences of undergraduates from classes shall be reported daily by instructors to the offices of the Dean of Men and the Dean of Women. In those offices a record of absences shall be kept for informational purposes.

No absences from class exercises are "excused" but shall be explained to the instructor on request.

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

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 shall report the case to the dean of the student's college. 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.

Explanations of absences over extended periods may be called for by the Dean of Men and Dean of Women for the purpose of information.

24. Absences before and after Vacations and Inspection Trips

Students absent from classes immediately preceding or following a vacation or an inspection trip are *excluded from the final examinations* in the courses from which they have absented themselves, and are dealt with as are those students who absent themselves from examinations without proper excuse (see Rule 32). Disabilities incurred by failure to observe the limits of vacation and inspection periods are assessed by the Senate Committee on Discipline. Students who are *obliged* to be absent at times indicated by this rule may present to the dean of the college a petition asking to be excused.

25. Special Discipline for Repeated Absence

If the repeated absence from classes of any student seems to the dean of the college a matter requiring discipline, the case may be reported to the Committee on Discipline for action.

DISCIPLINE

26. Basis for Discipline

A student may be subject to discipline for conduct prejudicial to the best interests of the Univer-

R
sity. Any student fined or imprisoned by the civil authorities becomes liable to University discipline.

27. Administration of Discipline

I
Discipline is administered through the Senate Committee on Discipline and Sub-Committees appointed by it. These Sub-Committees have original jurisdiction to hear and render decisions in all disciplinary cases except that students registered in the Graduate School are subject to discipline by the dean of that school. The Senate Committee on Discipline hears cases appealed to it from its Sub-Committees.

LIBRARY REGULATIONS

28. Use of Books

The Library is primarily for free reference use. The privilege of drawing books for use outside of the reading room is accorded to all officers of instruction and government, to all registered students, and to other accredited persons. Books not reserved for classes may be borrowed for home use for two weeks, and may be renewed for two weeks more if not specially restricted or called for. All books are subject to recall at any time when needed for University work.

General reference books, books reserved for classes, all general periodicals, and certain other groups of books are to be consulted in the reading rooms only. They may not be loaned from the Library except when the reading rooms are closed. They must then be returned by the time the Library opens.

29. Fines

Books which are not returned on time are subject to a fine of two cents a day; in computing fines, Sundays and holidays are counted. Books from the reference, reserve, and periodical shelves, as well as some special collections, are subject to a fine of twenty-five cents for the first hour and five cents for each additional hour if kept overtime. 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, a fine of twenty-five cents a day is charged. All books lost or damaged must be replaced or paid for.

EXAMINATIONS

30. Proficiency Examinations

Proficiency examinations for advanced standing are offered in all courses normally open to freshmen and sophomores. Except in Rhetoric 1 and 2 and Hygiene 2 and 5, the student must secure the consent of the Head of the Department concerned. A student may obtain the privilege of taking proficiency examinations in more advanced undergraduate courses on recom-

commendation of the Head of the Department, and approval of the Dean of the College.

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. An examination for credit in a college subject of elementary character will not be 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. 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.

Proficiency examinations are provided without fee. The examinations in Rhetoric and Hygiene ordinarily are given each semester in the week preceding the registration of upperclassmen. Examinations in other subjects ordinarily are given early in each semester. Information concerning these examinations may be obtained from the Registrar or from the department concerned.

Proficiency examinations may be taken only by persons who are in residence; except that they may be taken by persons who are not registered in the University at the time but who are candidates for degrees at the close of the college year in which the examination is to be given and who need no more than ten semester hours to complete the requirements for their degrees.

No proficiency examinations in a college subject of elementary character shall be granted to students who have received credit for more than one semester course in the subject in advance of the course in which the examination is requested.

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

31. Entrance Examinations Closed to Upperclassmen

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

32. Semester Examinations

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.

A student who has pursued a study with a class in the University and has been absent from the regular examination for *satisfactory reasons* may be excused by the dean of the college and examined by the instructor at his convenience. *Absence from such an examination for any other cause counts as a failure.*

"A grade of 'excused' which is not removed during the first semester that a student is registered follow-

ing the giving of such a grade automatically becomes a grade of E."

33. Special Examinations

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. 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. Grades earned in special examinations do not enter into any computation of averages. These examinations may be taken only for the removal of failures in courses taken at the University of Illinois. A special examination to remove a failure in a course should be taken before the end of the next semester in which the student is registered following such failure.

For each special examination a fee of five dollars must be paid in advance.

Additional provisions with reference to special examinations are as follows:

(1) 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. (The provisions of this paragraph do not apply in the College of Law.)

(2) A student who has completed the work of the first 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. A student who has completed the work of the second semester is considered to be still under registration for the purposes of this rule up to the end of the registration period for the next semester.

(3) An examination for credit in a college subject of elementary character will not be 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.

(4) The Registrar is authorized to issue permits for special examinations to persons who are not registered in the University at the time but who are candidates for degrees at the close of the college year in which the examination is to be given and who have no more than ten semester hours to complete for their degrees.

(5) No student who has attended the University of Illinois will be 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 will credit be allowed toward the degree for these college examinations given by the University in Chi-

cago until the applicant for such credit has earned in residence at the University an amount of credit equal to that earned through examinations.

GRADES

34. Significance of Grades

The grading system is as follows: A, excellent; B, good; C, fair; D, poor but passing; E, failure.

35. Incompletes

The term "incomplete" is used in reporting the work of students only in the department of physical education.

A grade of "incomplete" which is not removed during the first semester that a student is registered following the giving of such a grade automatically becomes a grade of E.

36. Minimum Scholarship Requirements for the Degree

In order to receive the bachelor's degree, a student must have secured grades of not less than C in subjects aggregating at least three-fourths of the work, prescribed or elective, and required for such degree, or must have met such other minimum scholarship requirements as the University has approved for his college or school.

37. Certificates of Studies and Grades

Each student who has paid all his University fees shall be entitled to receive on request, without charge, one transcript of his record, but for transcripts after the first, a charge is made as follows: Original, or first copies, \$1.00 each; carbon copies, fifty cents each.

38. Reporting on Unsatisfactory Work

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

SCHOLASTIC DELINQUENCIES

39. Progress Toward the Degree

The progress of the student toward his degree is the concern of the dean of the college or director of the school in which the student is enrolled. A student whose progress in his work is unsatisfactory will be subject to action by the dean or director of the college or school 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 or school for scholastic delinquencies. Each

college office, on request, will inform the student regarding the scholarship regulations of that college.

40. Readmission of Students Dropped

Petitions for readmission of students dropped from the University for poor scholarship shall be acted on by the dean or director, under regulations made by the faculty of the college or school concerned.

TRANSFERRED CREDIT

41. 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, shall be indicated on the student's record here as being of that grade and shall be included in computing his status for the degree under the rule providing that not more than one-fourth of the work presented for the degree may be of D grade.

42. Revision of Transferred Credit

A student from a college of Class B or Class C who makes an average grade of B or higher in his first year's work here, without failure in any subject, shall be entitled to have his credits revised to full value. A student from any institution rated lower than Class A, shall receive full credit for such elementary courses as are continued at the University of Illinois in advance and in sequence with grades of C or higher.

43. Maximum Credit from Junior Colleges

Credit transferred from a junior college shall be limited to the total a student may earn in his first two years in the University without carrying an excess schedule. Credit for work completed in a junior college by a student after he has acquired junior standing will be allowed only in exceptional cases by special action of the Committee on Admissions from Higher Institutions.

44. 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.

45. Correspondence Courses

Credit for correspondence work taken with institutions in Class A may be allowed, but only on the approval of the Dean of the College concerned. After matriculation a student may count toward his degree as much as sixty semester hours of credit earned in correspondence study in subjects passed with grades of C or higher.

HONORS

46. Class Honors

Students in the upper ten per cent of each class within the respective Schools or Colleges are awarded *Class Honors* and are entitled to have their names printed on the Convocation program in recognition of their *high scholarship*, provided that no student shall be included whose average is below B.

47. College Honors

Students in the upper three per cent of the sophomore, junior, and senior classes in the respective Schools and Colleges are awarded *College Honors* in recognition of their *superior scholarship* and are entitled to wear the scholarship emblem.

48. University Honors (Bronze Tablet)

(a) Those seniors who have been in the upper three per cent of their class in the respective Schools and Colleges in the four semesters preceding Honors Day, and, therefore, have been awarded *College Honors* in both junior and senior years, are 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 senior students who have earned *College Honors* twice, and whose scholastic averages for the first seven 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), are also entitled to have their names inscribed on the Bronze Tablet.

(c) 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 scholarship 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 for the year prior to their transfer are at least equal to the average of those chosen for *University Honors* under (a).

INDEX

- Absence, discipline for, 9
- Absence, leave of, 9
- Absences before and after vacations and inspection trips, 9
- Absences, dropping from courses for, 9
- Advanced standing, proficiency examinations for, 10
- Automobiles, operation of, 8
- Books, library, use of, 10
- Candidacy for graduation, 5
- Certificates, high school, supplementary, 5
- Certificates of studies, 13
- Classification of students, 6
- Debt, students in, to University, 7
- Deposit, 8
- Discipline, administration of, 10
- Discipline, basis for, 9
- Discipline for absence, 9
- Dropping for absences, 9
- Dropping, scholastic delinquencies, 13
- Entrance examinations, closed to upperclassmen, 11
- Examinations for advanced standing, 10
- Examinations, physical, 3
- Examinations, proficiency, 10
- Examinations, semester, 11
- Examinations, special, 12
- Fee, late registration, 7
- Fees, 7
- Fees, refund, 7
- Fines, library, 10
- Grades, certificates of, 13
- Grades, incomplete, 13
- Grades, intra-semester reports, 13
- Grades, significance of, 13
- Grades, three-fourths C, 13
- Graduation, candidacy for, 5
- Graduation, minimum scholarship requirements, 13
- High School Certificates, supplementary, 5
- Honors, 15
- Hours, number required, 3
- Incompletes, 13
- Inspection trips, absences before and after, 9
- Junior Colleges, maximum credit from, 14
- Late registration fee, 7
- Leave of absence, 9
- Library fines, 10
- Library regulations, 10
- Listeners, registration of, 3
- Living quarters of students, 8
- Military, 6
- Motor vehicles, operation of, 8
- Physical education, excusing from, 6
- Physical examinations, 3
- Proficiency examinations, 10
- Refund of fees, 7
- Registration, changes in, 4
- Registration days, 3
- Registration, listeners or visitors, 3
- Reinstatement, 14
- Re-registration, credit forfeited by, 3
- Reporting on unsatisfactory work, 13
- Revision of transferred credit, 14
- Scholastic delinquencies, 13
- Semester examinations, 11
- Smoking, 8
- Special examinations, 12
- Students in debt to University, 7
- Study-lists, change in, 4
- Transcripts of records, 13
- Transferred credit, 14
- Three-fourths C rule, 13
- Unsatisfactory work, reporting on, 13
- Vacations, absences before and after, 9
- Visitors, registration of, 3
- Withdrawals, 4
- Withdrawing within last three weeks, 5

THE LIBRARY OF THE
SEP 19 1938