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ILLINOIS UNI-
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REGULATIONS
APPLYING TO
UNDERGRADU-
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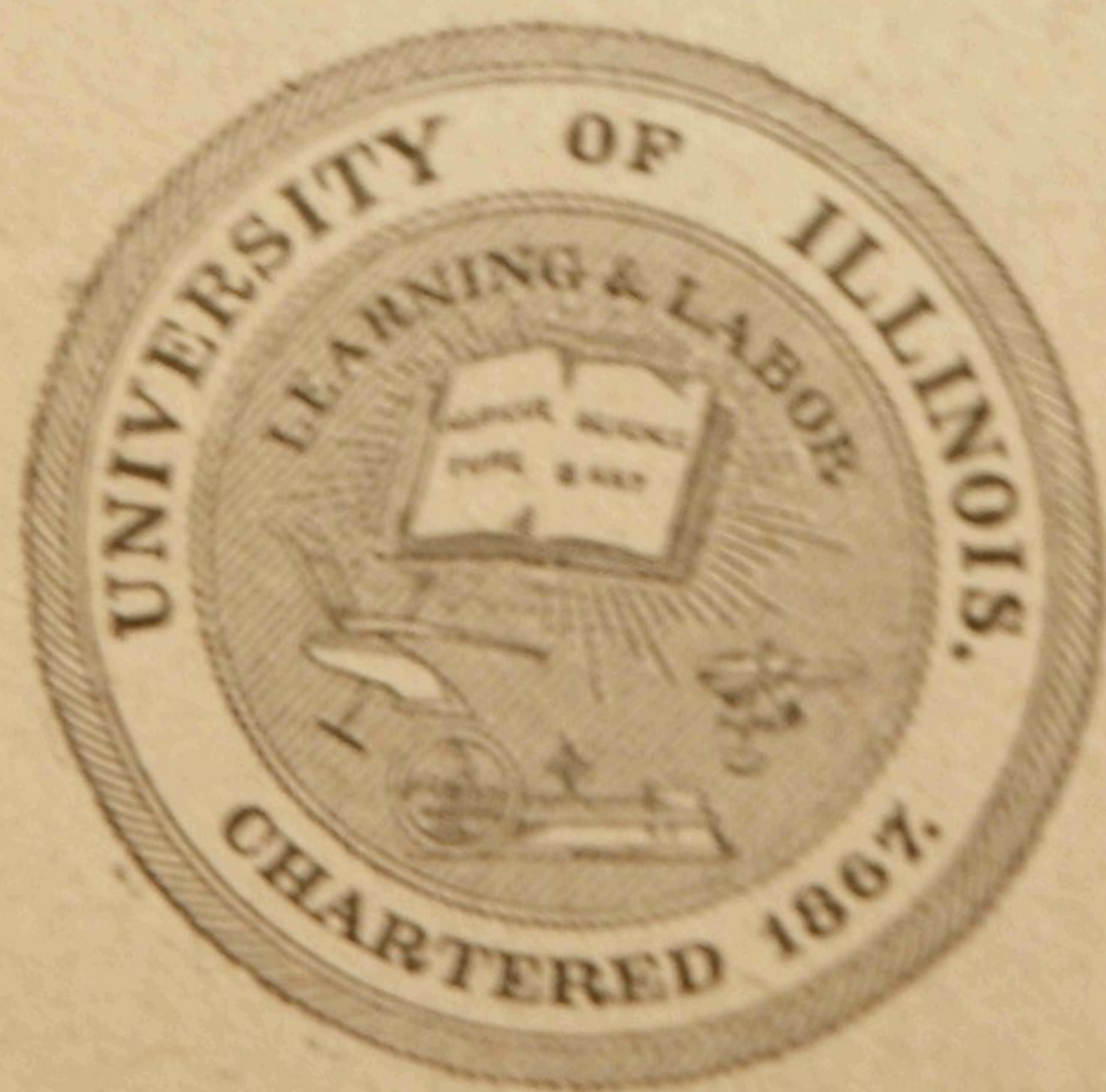
UNIVERSITY OF ILLINOIS

REGULATIONS

FOR THE GUIDANCE

OF

UNDERGRADUATE STUDENTS



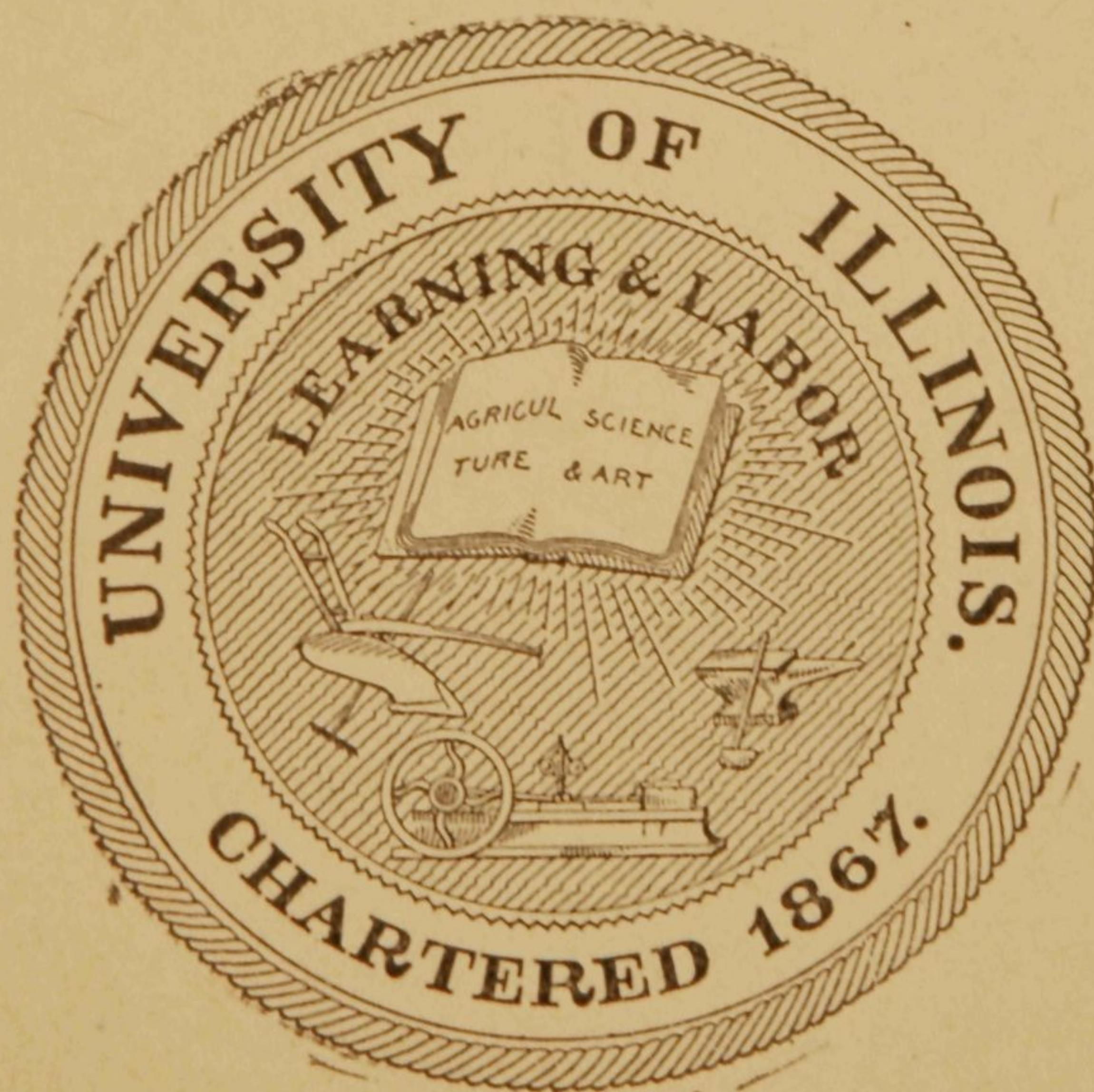
UNIVERSITY OF ILLINOIS

REGULATIONS

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REGULATIONS
FOR THE
GUIDANCE OF UNDERGRADUATE
STUDENTS

These regulations are to be taken, not as arbitrary rules, but as the normal laws of the University, necessary to its organization and operation. Every student of the University is, therefore, bound both by reason and by loyalty to observe them, since upon them depends the free and healthy activity of the institution whose benefits he seeks.

In connecting himself with the University, the student neither loses the rights nor escapes the responsibilities of the citizen.

REGISTRATION

1. The two days preceding the beginning of instruction at the opening of the first semester are for registration.

New students must secure a permit to register from the Registrar. Former students of the University who were not in attendance during the preceding semester and students not in good standing must secure a permit from the Dean of Undergraduates, in case of men, and from the Dean of Women, in case women. This permit must be presented to the Dean or Director of the college or school which the student wishes to enter. Other students who were in attendance at the University during the preceding semester proceed at once to their Dean or Director and make out with him, or some one desig-

nated by him, a list of studies for the year, and file the same with the Dean or Director when it has been properly signed by all instructors.

2. Students are not admitted to classes unless properly registered.

3. Subsequent to registration days, registration is not permitted without the approval of the Dean of Undergraduates, for men, and the Dean of Women, for women, and then, in the case of former students, only on the payment of a fee of one dollar.

4. No unmatriculated student is entered as a conditioned freshman unless enrolled in at least nine hours of University work for each semester, and unless all entrance conditions are such as can be made up during the year. No student having entrance conditions may pursue university studies more than one year, and every such student must clear up his entrance conditions during the year, either by taking work in class or by examination.

5. All preparatory studies are counted on the same basis as university studies in determining the amount of work which a student may take.

6. Permission to attend classes as a listener, or irregularly for credit, is granted only by consent of the instructor of the class and the approval of the Dean of the College or the Director of the school in which the student is enrolled. Students who visit a course as listeners are not allowed an examination for credit.

CHANGES IN STUDY LISTS.

7. 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.

8. Changes in study lists for the first semester may

not be made after the end of the first ten days of class work as scheduled, except on payment of a fee of \$1.00 for each change.

9. Changes in study lists for the second semester must be completed by students present the first semester, except as in 10 below, *and filed with the Dean or Director* not later than 5 p. m. on the day preceding the examinations of the first semester. If received later than this, they will be subject to the late registration fee of \$1.00.

10. Changes in schedules of studies for the second semester, made necessary by the results of the examinations of the first semester, may be made until 5 p. m. on the tenth day of the second semester, and may not be made after that time, except upon payment of a fee of \$1.00 for each change.

11. A student entering the second semester may not change his study list after the tenth day of the semester, except on the payment of a fee of \$1.00.

12. Students already enrolled in the University will not be permitted to enter new classes which 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 that subject.

FEEES

13. All fees and deposits due the University must be paid at the business office at such times as the Chief Clerk may require, or the student will be excluded from classes after that time.

14. The diploma fee must be paid at least twenty days before Commencement.

15. All persons connected with the University, other

than regular students, if they attend any university class must register and file study lists. Every such person must also pay a fee of seven dollars and fifty cents for each study each semester.

16. Students not enrolled in the College of Law, but taking law work, pay a fee of five dollars for each course, full or fractional. Students enrolled in the College of Law may elect university studies for which they are prepared, without additional fees.

17. Students who desire to be absent from the University must apply for leave to the Dean of Undergraduates, in the case of men, or the Dean of Women, in the case of women. An excuse for absence does not in any case relieve the student from responsibility for the work of his class during his absence.

18. All absences from class exercises are reported daily.

19. No excuses are required or taken for absence.

20. When the absences of any member of the freshman or sophomore classes aggregate one-eighth of the whole number of recitations in a course, excepting in cases of military and physical training, such students are dropped from that course. Juniors when they are absent one-fifth of the total number of recitations in a course are dropped from the course.

21. Two committees, called the Committees on Attendance, shall be appointed annually by the Council of Administration, one for men, and one for women. The secretaries of these committees shall be the Dean of Undergraduates, and the Dean of Women, or her substitute, respectively. Instructors shall report all absences daily on blanks furnished for the purpose. The absences of the men are reported to the Dean of Undergraduates, and those of women to the Dean of Women, or her representative. No absence is excused or omit-

ed, but such information as the instructor has may be transmitted with the report.

22. A record is kept of all absences. When a student has passed the limit allowed in any one subject the secretary of the Committee on Attendance informs the instructor in charge, who drops that student from his course.

23. When a student has been dropped from a course on account of absences he may be reinstated only upon making up the work omitted during the period of absence from the study. Permission to do this is given only upon the recommendation of the instructor in charge of the course, and on the approval of the Committee on Attendance.

24. If the repeated absence from classes of any student seems to the Committee on Attendance a matter requiring discipline, the committee reports the student to the Council of Administration for its action,

25. The fact that a student is dropped from a course does not release him from the obligation of complying with rule 28.

26. Students who are to sever their connection with the University must file with the Dean of Undergraduates clearance papers showing that all their obligations to the University have been discharged.

STUDIES

27. Credit is reckoned in semester "hours," or simply "hours." An "hour" is either one class period a week for one semester, each class period presupposing two hours' preparation by the student, or the equivalent in laboratory, shop, or drawing room.

28. That the time of students may be fully occupied, each person is required to pursue studies aggregating not less than fifteen nor more than eighteen hours; ex-

cept that students in courses requiring more than such number of hours in any semester are not limited as to such required hours by this rule; and, excepting further, that a student whose standing in each study of the preceding semester has been 85 may take for the semester studies aggregating not more than twenty hours. A student may be permitted to take more or less than the amount of work described above only on the permission of the Dean of the college or the Director of his school, or a three-fourths vote of his college faculty at a formal meeting.

29. Any required subject in which there is a failure or a condition unremoved, must, upon the first recurrence of such subject in course, take precedence over all other subjects.

30 Candidates for graduation must have completed by the end of the first semester of the year of graduation all studies required therefor, except those to be taken in class in the second semester; provided, that a failure or a condition in the first semester's work must be made up not later than one month after the beginning of the second semester.

31 Students who have maintained a good character for faithful study and correct deportment, and have paid all their university dues, may at any time receive a certificate from the Registrar stating the studies they have pursued and the grades they have obtained therein.

EXAMINATIONS

32. Examinations must be taken at the close of each semester on the work of the semester in all subject except those whose character renders it unnecessary or impracticable. Other examinations are held as often as in the judgment of the instructor the necessities of the

work require. Three days after a semester examination any student may secure from his instructor an exact statement of his standing.

*33. The grades given at regular semester examinations are as follows: 90—100 indicate degrees of proficiency expected from superior students; 80—89 indicate degrees of proficiency expected from average students; 70—79 are grades given for work below the average, yet sufficient to secure a credit; 60—69 indicate a condition, that is, the student may receive a credit if he passes at a second examination; 59 and below indicate a failure.

Grades below 70 count as failures when given at an examination to remove a condition (see 34), or at a special examination (see 38 and 39), except as provided in 37.

Absences from a regular or a condition examination, except as provided in 37, count as failures.

34. Students receiving a condition in subjects aggregating less than ten hours are entitled to second examination, if taken at the appointed time; when, however, the total number of hours exceeds ten they must first obtain permission of their Dean or Director. The time for condition examination may be extended only on the recommendation of the instructor and the approval of the Dean of the college or Director of the school in which the subject belongs.

35. A student who fails to make a passing grade in at least nine hours of work for which he is registered in any semester is placed upon probation for the succeeding semester, and in case he fails to meet the same requirement the second semester he is dropped from the college.

36. A student who has failed in one study, or has been conditioned in two, and whose conduct has been reported

**Rule 33 will go into effect September, 1906.*

dates for a degree, may be admitted to classes as special students on approval of the Dean of the college or the Director of the school, provided they can satisfy the professor in charge of the department in which such classes are taught that they possess the requisite information and ability to pursue profitably the chosen subject; but no one may be registered as a special student unless he is twenty-one years of age when he enters the University, except as provided in 46 below.

45. No one may enroll in the University as a special student for more than two years, except upon the recommendation of the faculty of the college in which he is enrolled, and the approval of the Council of Administration

46. In the college of agriculture special students may be received at eighteen years of age subject to the same conditions as other special students.

ORDER AND DISCIPLINE

47. The degrees of discipline in the University are expulsion, dismissal, suspension and reprimand. Expulsion is permanent exclusion from the University; dismissal, exclusion for a set time not to exceed two semesters; suspension, exclusion without a definite period but not to exceed one semester. Reprimand is an admonition, given by the proper officer, according to the circumstances of the particular case.

A student may be expelled or dismissed or finally suspended only by the Council of Administration. He may be suspended from any class, for sufficient reason, by the instructor in charge; or from his college or school by his Dean or Director; or from the University by the Dean of Undergraduates or the Dean of Women (in the case of women); but in no case shall such suspension be for more than one week, and every such suspension

shall be reported immediately to the President for action by the Council of Administration, unless in the meantime the suspension has been terminated by the authority which made it, upon promise of good behavior or for reasons satisfactory to such authority.

48. The posting or distributing in university buildings of advertisements for the promotion of commercial interests is prohibited.

49. Any student who wilfully or carelessly injures the property of the University is required to pay for its replacement or repair.

50. Smoking is not permitted in any of the public buildings of the University.

51. A student dismissed or suspended from the University must absent himself from the university grounds and buildings.

52. The unauthorized entrance of the rooms of other students, or subjecting fellow-students to indignities of any character, is a violation of university discipline.

53. The posting or distributing of advertisements of university occurrences, entertainments, etc., in saloons is forbidden.

54. Annuals or informals by any university organization may be held only on Friday or Saturday evenings.

55. On the first Monday of every month students are reported to the head of the department in which instructions is given, if for any cause they are not doing satisfactory work. In case a second report is received, the head of the department will report the student to the Dean of the college or the Director of the school in which he is enrolled.

56. All cases of cheating are reported to the Council of Administration for discipline.

MEETING IN UNIVERSITY BUILDINGS

57. The buildings of the University are closed at 6 p. m. excepting as otherwise provided.

58. No society or association may be organized among the students of the University without permission of the Council of Administration, and no change in the character of the regulations of such society or association may be made without such permission.

59. The Council reserves the right to withdraw its authorization from any society of students, if, in its judgment, the well-being of the University requires such action.

60. No meeting of students' societies or associations, and no public meeting of students may be held during the hours devoted to the regular exercises of the university without the permission of the Dean of Undergraduates or the Dean of Women (for meetings of women).

61. Meetings of societies occupying university room must close not later than 11 p. m. during September, October, March, April, May, and June; and not later than 10:30 p. m. during November, December, January and February.

62. All social gatherings connected with the University, held in the university buildings, must terminate not later than 11:30 p. m., with the exception of the annual senior ball, the junior promenade, military ball, and sophomore cotillion, which must close not later than 2 a. m.

63. No public entertainment or exhibition may be given by students except by permission of the Council of Administration. After permission is obtained the dates for such entertainments or exhibitions must be entered at the office of the Dean of Undergraduates, at

least two weeks before their occurrence, and all programs for the same must be approved by the social committee.

64. No organization connected with the University is permitted to hold any entertainment with a view to raising money to be divided among its members. All funds received from entertainments given by any university organization shall be turned over to the treasurer of the same, and used for the benefit of the organization as a whole, and for the promotion of the interests for which it was established.

MILITARY AND PHYSICAL TRAINING

65. All male students, under twenty-five years of age, must register in Military on entering the University, and must take the full course therein, whether they intend to graduate or not;

PROVIDED: That special students may, on petition, properly approved, postpone their military for not more than two semesters.

66. Students excused from drill or from the prescribed physical training are not allowed to exercise in the gymnasium except by special permission of the Dean of Undergraduates, for men, and of the Dean of Women, for women. Such permission is not given if in the judgment of the Directors of the gymnasiums it will interfere with the regular work of the same.

67. The Dean of Undergraduates may excuse from the required physical training such students as are doing manual labor or who present other legitimate reasons; he may also give permission to defer it for the current year.