



Graduate College
507 E. Green St., Suite 101, MC-434
Champaign, IL 61820

Graduate College Policy Updates for AY 24-25

Revision of the Graduate College Policy for Curriculum Changes

Approved by the Graduate College Executive Committee on March 22, 2024

This policy revision includes updates for clarity on curriculum change procedures:

1. Updates policy language describing procedures for changing curriculum and removes the requirement that their former department must approve the curriculum change.
2. Revises policy language to clarify process for students pursuing multiple degree programs concurrently.

Revision of the Graduate College Policy for Re-Entry

Approved by the Graduate College Executive Committee on March 22, 2024

Re-entry processes and policies apply to students who have not been enrolled for one calendar year.

This revision allows for the following changes:

1. Programs may utilize either the petition process or require a full application for returning students. Application fees would be waived for any students who are required to submit a new application.
2. Students who are re-entering University but applying to a new program must submit a full application and fee.
3. This update also documents that a student's residency will be reassessed upon re-entry admission, and if they have attended another post-secondary institution during their break of enrollment at UIUC, they will be required to submit credentials from any degree-granting institutions.

Revision of the Graduate College Policy for Admission on Limited Status

Approved by the Graduate College Executive Committee on March 22, 2024

This revision removes the “department deficiencies” option for admitting students on limited status. This status may be used when a student comes in with a deficiency determined by the department. The department must then notify the Graduate College when the student has satisfied their requirement to complete before graduation.

As this status is fully governed by the program, we are removing it from the Graduate College admission process. It is very rarely used (less than ½ percent of total admissions included students admitted on limited status for department deficiencies).

Revision of the Graduate College Policy for Academic Standing

Approved by the Graduate College Executive Committee on March 22, 2024

In February 2024, the Senate approved policy language for undergraduate and graduate students that removes the term “academic probation”, replacing it with “academic warning”. This revision makes those necessary changes.

Senate proposal referenced: [EP24067_FINAL_20240205.pdf \(illinois.edu\)](#)

Revision of the Graduate College Policy for Fellowships

Approved by the Graduate College Executive Committee on April 10, 2024

Regarding the Graduate College policies that govern waiver-generating fellowships, the following changes are being made:

1. Increase the maximum limit on concurrent appointments from 50% to 67% and excludes graduate hourly appointments from calculation in total FTE.
2. Implements a full-time minimum registration requirement for fellows during the fall and spring semesters. Fellows with fellowship appointments during the summer would be required to register, but no minimum hours are required (zero hours of 599 research credit would satisfy the registration requirement)
3. Replace the term “major” with “waiver-eligible” when describing large fellowships to which most fellowship related policies apply.

Complete policy proposals are included in Appendix A.



**Proposal to the Graduate College Executive Committee for
New/Revised Graduate College Policy**

PROPOSAL: Revise the Curriculum Change Policy

SPONSOR: Beth Spark, Assistant Dean

BRIEF DESCRIPTION: This proposal seeks to provide more transparency for students around the curriculum change admission process.

Proposal: In 2015, we began allowing programs to require either a graduate student petition or a full graduate application for students applying for a change in degree programs. In addition, recent Department of State reporting requirements have influenced the way we must process student curriculum record updates.

This policy update clarifies that for students who are completing or abandoning their current degree program to pursue a new degree program, must apply for a curriculum change and be approved for admission by the new program and the Graduate College. This update will remove the requirement to obtain approval from the former program.

This policy update clarifies that for students who wish to concurrently pursue multiple degrees within their department may petition to add a secondary curriculum to their student record and must obtain approval from their department and the Graduate College.

This policy update clarifies that for students who wish to concurrently pursue multiple degrees from multiple departments must obtain approval from both departments as both programs will remain active within their curriculum record.

COMMUNICATION PLAN: Graduate programs will be notified by email, admission websites will be updated, and the Graduate College handbook will be updated to reflect the change with the start of next academic year.

DESIRED EFFECTIVE DATE: Fall 2024

RECOMMENDED CHANGES TO POLICY STATEMENT:

CHAPTER 4: GRADUATE DEGREE AND GRADUATION REQUIREMENTS

4.1 Graduate Degree Requirements

~~Changing Departments or Programs Curriculum Changes~~

Students who wish to change their degree program must request a curriculum change.

~~Graduate College policy allows students who are completing or abandoning their current degree program and wish to join a new graduate program must apply for a curriculum change and be approved for admission by the new program and the Graduate College to transfer from one academic program to another, provided that both departments agree to the transfer.~~

~~Students who wish to concurrently pursue multiple degrees within their graduate department may request to add a secondary curriculum to their student record. This includes doctoral students requesting to be awarded a master's degree while pursuing their doctoral degree program. This may also include students requesting to be awarded a certificate while pursuing their primary degree program.~~

~~Students who wish to concurrently pursue multiple degrees from multiple departments must obtain approval from both departments as both programs will remain active within their curriculum record.~~

~~Some programs may allow students to apply for a curriculum change using the petition process, while The mechanism to complete the transfer process depends on the program. Some programs allow students to transfer using the petition process. When transferring using the petition form, students are not required to complete a new application or pay an application fee; however, other some programs may require a full graduate application with all required materials, including an application fee. Students should contact their newly proposed program of study for instructions. However, all secondary curriculum requests should be submitted using the petition process.~~

Students should note that tuition assessment and tuition and fee benefits are tied to the program in which they are enrolled. An approved change in curriculum during the term that occurs after tuition has been assessed and payments credited may result in recalculation of tuition assessments that result in the student incurring additional expenses. Students on fellowships should consult their program regarding potential impacts on their eligibility to continue to hold their fellowship if approved for a curriculum change.

International students with F-1 or J-1 visas who transfer change curriculum from one program to another are required to obtain new immigration documents from International Student and Scholar Services.

PAGE 38 changes

Leaves and Changing Programs

1. Degree time limits are not automatically extended for students who transfer change curriculum from one doctoral program to another doctoral program within the Graduate College.
2. Degree time limits are not automatically extended for students who do not register or who are on an approved leave of absence.
3. The process to request extensions is described below.

Proposal to the Graduate College Executive Committee for New/Revised Graduate College Policy

PROPOSAL: Revise the Re-Entry Policy

SPONSOR: Beth Spark, Assistant Dean

BRIEF DESCRIPTION: This proposal seeks to provide more transparency for students around the re-entry admission process.

Proposal: In 2015, we began allowing programs to require either a graduate student petition or a full graduate application for students applying for re-entry. Programs and students are often uncertain as to which process to follow when applying for re-entry and from whom they must seek approval.

This policy update clarifies that for students returning to their previous department, programs may allow students to continue to either petition or submit a full application and that approval is required from the department and the Graduate College. If the program requires an application, we will waive the application fee for these students.

This policy update clarifies that for students who are applying for re-entry to the Graduate College, but for admission to a new department, they must submit a full application and application fee. These students must obtain approval from their new proposed program of study and the Graduate College.

The updated policy also documents that a student's residency will be reassessed upon re-entry admission and if they have attended another post-secondary institution during their break in enrollment, they will be required to submit credentials from any degree-granting institutions.

COMMUNICATION PLAN: Graduate programs will be notified by email, admission websites will be updated, and the Graduate College handbook will be updated to reflect the change with the start of next academic year.

DESIRED EFFECTIVE DATE: Fall 2024

RECOMMENDED CHANGES TO POLICY STATEMENT:

1.5 Re-Entry

Students who do not enroll for a calendar year must apply for re-entry.

Students requesting re-entry and to enroll in their previous department may be allowed to apply for re-entry via the petition process. Some departments require students to complete a full application with all required materials; however, the application fee will be waived for these students. Students should contact their department for instructions. Re-entry must be approved by the department and the Graduate College.

Students requesting re-entry and to enroll in a new graduate department must submit a full graduate application with all required application materials and an application fee. Re-entry must be approved by the new proposed program of study and the Graduate College.

Regardless of the re-entry process used, the Graduate College will reassess a student's residency status for tuition and assessment purposes upon re-entry. In addition, if a student has attended another post-secondary institution since their last enrollment term, they will be required to provide this information and submit official transcripts from any degree-granting institution.

Proposal to the Graduate College Executive Committee for New/Revised Graduate College Policy

PROPOSAL: Revise the Departmental Deficiencies Limited Status Admission Policy

SPONSOR: Beth Spark, Assistant Dean

BRIEF DESCRIPTION: This proposal seeks to provide move the departmental deficiencies limited status option from the Graduate College admission level to the departmental level.

Proposal: The Graduate College sets the minimum requirements for admission and may allow students to be admitted on limited status or academic probation due to having a low GPA or not having a comparable bachelor's degree. Similarly, we may admit on limited status due to an English deficiency. There is another limited status option that is designated by programs called departmental deficiencies. This status may be used when a student comes in with some sort of deficiency determined by the department. The department is then required to notify the Graduate College when the student has satisfied whatever requirement they've set out for the student to complete prior to graduation.

As this status is fully governed by the program, we would like to remove it from the Graduate College admission process. It is very rarely used and most often departments are uncertain as to why it was selected when it comes to graduation. For those that wish to continue to use this status, they can do so through their own departmental admission offer process.

Note that this status was used 54 times in Fall 2019, 40 times in Fall 2020, 54 in Fall 2021, 45 in Fall 2022, and 30 in Fall 2023. These numbers represent less than ½ a percent of our total admissions.

COMMUNICATION PLAN: Graduate programs will be notified by email, admission websites will be updated, and the Graduate College handbook will be updated to reflect the change with the start of next academic year.

DESIRED EFFECTIVE DATE: Fall 2024

RECOMMENDED CHANGES TO POLICY STATEMENT:

1.4 Student Status

A student is admitted to the Graduate College on full status or limited status and classified as a degree-seeking or non-degree student. The admission status is stated in the notice of admission letter. Students must have full graduate standing and be degree-seeking in order to be awarded a graduate degree.

Full Status

A student who meets all admission requirements set by the Graduate College may be approved for full status admission. However, if the admitting graduate program wishes to admit the student on limited status due to departmental deficiencies, the Graduate College will admit on limited status even if all normal minimum requirements are met.

Limited Status

A student who does not meet one or more of the admission requirements may be approved for limited status admission. Students must be in good standing by addressing all requirements in order to be awarded a graduate degree. There are different types of limited status:

Limited status due to a lack of demonstrated English language proficiency. Students admitted with limited status due to lack of demonstrated English language proficiency will be required to take the English as a Second Language Placement Test (EPT) at the beginning of their first term of enrollment. The results of this test may satisfy this requirement or indicate that the student is required to complete additional English as a Second Language courses. The student must complete those required courses during their first year following enrollment at the university.

Limited status due to low GPA or no comparable bachelor's degree. Students are admitted on academic probation and must meet the minimum GPA requirements by the end of the first semester.

Proposal to the Graduate College Executive Committee for New/Revised Graduate College Policy

PROPOSAL TITLE: Revise the Handbook to Update Language about Probation

SPONSOR: Alexis Thompson, Associate Dean, Graduate College

BRIEF DESCRIPTION: In February 2024, the Senate approved policy language for undergraduate and graduate students that removes the term “academic probation”, replacing it with “academic warning”. Because of this policy change, a number of updates are required in the Graduate College Handbook.

BACKGROUND: Robust campus discussions resulted in a decision to move away from the term “probation” in an academic context. See the approved [Senate proposal](#) for more information. Additionally, the proposal changes the terminology from “good standing” to “good academic standing” to reduce confusion with good standing from a disciplinary perspective.

The term “probation” occurs throughout the Graduate College Handbook, and a number of edits will be required in order to align this document with campus policy.

Additionally, we will need to work with campus programs to make them aware of the change to update their program handbooks if needed.

DESIRED EFFECTIVE DATE: Fall 2024

COMMUNICATION PLAN: We will share information with graduate departments about the change in terminology in spring 2024 to allow them time to make changes to their program handbooks, websites and other materials.

NEW/REVISED POLICY STATEMENT:

1.4 Student Status

[...]

- Limited status due to low GPA or no comparable bachelor’s degree. Students are admitted on ~~limited status academic probation~~ and must meet their ~~academic program’s~~ minimum GPA requirements by the end of the first semester.

2.4 Registration Options

Credit-No Credit

[...] ~~Only s~~Students ~~on limited status admission or probation are not in good academic standing and full status admission are~~ allowed to register for credit-no credit course work ~~until the limited status or probation has been removed.~~ [...]

3.2 Academic Standing

Graduate students must maintain a minimum GPA and make satisfactory progress in all other aspects of their degree programs in order to continue as students. Academic standing reflects the student's level of accomplishment with regard to these aspects. The Graduate College monitors cumulative and semester graduate GPA and time limits, and graduate programs monitor all other aspects of academic progress. There are three categories of academic standing: Good **academic** standing, **academic warning (not in good academic standing) probation**, and dropped.

[...]

Academic Standing

The Graduate College monitors minimum program cumulative and semester GPA and time limits for certain degree requirements, and failure to meet these requirements in any term can result in the student being **not in good academic standing placed on probation** or dropped from the Graduate College. Other factors that determine satisfactory academic progress are monitored by the student's program, and failure to meet these requirements can result in the program recommending to the Graduate College that the student **be not in good academic standing be placed on probation** or dropped from the Graduate College. All graduate students must meet the minimum program GPA specified by their program in order to have the degree certified and to graduate.

Good **Academic** Standing

Good academic standing requires more than an acceptable cumulative and semester GPA. Graduate students must make satisfactory progress in all aspects of their program in order to continue as students and to graduate. Good **academic** standing can also be referred to as full graduate standing, which is the normal status of graduate students with no holds (Chapter 2.3) or limited status (Chapter 1.4) or **academic warning probation** status at the university.

Academic Warning (Not in Good Academic Standing) Probation

Academic Warning Probation due to GPA. Students **who are not in good academic standing placed on probation** due to GPA have one semester to improve their standing to good **academic** standing, or they will be dropped from the Graduate College. A student who has a cumulative graduate GPA below the degree program's minimum and / or a semester GPA below 2.75 at the end of any semester of enrollment will be placed on **academic warning status Graduate College probation**. A student who has no cumulative graduate GPA recorded at the end of a fall or spring semester will be placed on **academic warning status probation**. Once a student has been placed on **academic warning probation**, the student must raise the cumulative GPA to their program's minimum by the end of the next semester of enrollment and must earn a semester GPA of at least 2.75 in the next semester of enrollment, or be dropped from the Graduate College.

~~Academic Warning Probation~~ due to exceeded time limit. Students who have exceeded the time limit to complete their master's degree or doctoral degree must successfully petition the Graduate College to continue in their academic program. They will be ~~not in good academic standing (academic warning) placed on academic probation~~ and will have up to three consecutive semesters to improve their standing to good standing or they will be dropped from the Graduate College. Students who are petitioning for their initial time extension in a program may be exempted from academic ~~warning probation~~ due to justifiable reasons at their department's request.

Students who ~~are not in good academic standing (academic warning) have been placed on probation~~ due to having exceeded the time limit to complete Stage II of their doctoral degree will have a fall or spring semester to improve their standing to good standing or will be dropped from the Graduate College.

Once a student ~~is not in good academic standing has been placed on probation~~ due to an exceeded time limit, the student must complete that degree stage by the end of the ~~warning probationary~~ period or ~~be dropped face dismissal~~ from the Graduate College.

~~Academic Warning Probation~~ based on program recommendation. Programs monitor the academic progress of their students. Factors that a program may use to assess academic progress include, but are not limited to, performance in course work; satisfactory and timely completion of all milestones as determined by the program; satisfactory progress in research; overall graduate and / or program GPA; and performance on qualifying, preliminary, and other examinations. Failure to meet these requirements can result in the program recommending to the Graduate College that the student ~~be not in good academic standing be placed on probation~~ or dropped by the Graduate College. The Graduate College will review the recommendation. If it is determined that the student will be placed on ~~academic warning status probation~~, the Graduate College will communicate the length of the ~~warning probationary~~ period and requirements for returning to Good Academic Standing.

Admission on limited status due to low GPA or no comparable bachelor's degree. Students who are admitted to the Graduate College on limited status because of no comparable bachelor's degree or low GPA are admitted on ~~academic warning status probation~~ (see Chapter 1.4 for more information). If these students do not meet the minimum GPA for their program in the first fall or spring semester of graduate work, they will receive a notice of ~~of~~ drop status from the Graduate College.

Drop Status

A graduate student in ~~academic warning status placed on probation~~ who fails to improve their academic standing by the end of the ~~warning probationary~~ period will receive a notice of drop status from the Graduate College. This action prohibits the student from registering and drops any courses for which the student has pre-registered. The student may request reinstatement to the Graduate College

through the petition process. The Graduate College will consider petitions containing strong support from the academic program they wish to pursue and strong justification based on other factors pertinent to the program's determination of satisfactory academic progress.

5.1 Master's Degrees

Time Limits

A master's degree student is expected to complete all degree requirements within five years of first registering as a degree-seeking student in the master's degree program, unless the student is enrolled in a program with a different time limit that has been approved by the Graduate College. Students who have not completed the degree by this time will be put on academic **warning status probation**. When supporting petitions for extensions of time to degree, it is the program's responsibility to determine whether old course work is still relevant to the current degree.

5.2 Certificates of Advanced Study

Time Limits

A student pursuing a Certificate of Advanced Study is expected to complete all degree requirements within five years of first registering as a degree-seeking student in the degree program, unless the student is enrolled in a program with a different time limit that has been approved by the Graduate College. Students who have not completed the degree by this time will be put on academic **warning status probation**. When supporting petitions for extensions of time to degree, it is the program's responsibility to determine whether old course work is still relevant to the current degree.

5.3 Artist's Diplomas

Time Limits

A student pursuing an Artist's Diploma is expected to complete all degree requirements within five years of first registering as a degree-seeking student in the degree program, unless the student is enrolled in a program with a different time limit that has been approved by the Graduate College. Students who have not completed the degree by this time will be put on academic **warning status probation**. When supporting petitions for extensions of time to degree, it is the program's responsibility to determine whether old course work is still relevant to the current degree.

6.2 Time Limits

Stage II (must be completed by end of year four or five depending on admission stage). A doctoral student is considered to be in Stage II from completion of the master's degree or equivalent to completion of all departmental requirements (except the defense and deposit of the dissertation), including passing the preliminary examination. In some programs, doctoral students entering with a master's degree will take a qualifying examination early in Stage II. Stage II usually consists of one or more years devoted to course work and research in preparation for the preliminary examination. Stage II must be completed no later than year five for a student entering in Stage I and year four for a student entering in Stage II, and ends with the successful passing of the preliminary examination. Students who have not successfully passed their preliminary examination at the end of year four or five (as determined by their admission stage) of their graduate program will be **not in good academic standing ~~put on academic probation~~**.

Stage III (must be completed by end of year six or seven depending on admission stage). Stage III is the time from the completion of Stage II to graduation. Stage III consists of the student conducting research and writing their dissertation, successful passing of their final examination (defense), and deposit of their dissertation. Students in Stage III must have a director of research (who is often the student's adviser) who oversees the dissertation research (See Chapter 6.4). Stage III must be completed by the end of year seven of a doctoral program if the student entered as Stage I or by the end of year six if the student entered at Stage II. Students who have not completed Stage III by this time will be **not in good academic standing ~~put on academic probation~~**.

8.1 Assistantship Policies Eligibility Requirements

[...]

Students **not in good academic standing ~~on probation~~**, admitted on limited status, or admitted as non-degree students must petition the Graduate College each term to request to hold an assistantship.

8.2 Campus Fellowship and Traineeship Policies [...]

Students who are admitted on limited status due to grade point average, admitted on limited status due to bachelor's degree not comparable to that at this university, or **not in good academic standing ~~on academic probation~~** may not hold fellowships or traineeships until they are in good academic standing. Non-degree students are not eligible for fellowships or traineeships.

Students **not in good academic standing ~~on probation~~** must petition the Graduate College each term to request to hold a fellowship or traineeship.

APPENDIX A: TERMS AND DEFINITIONS

Definitions

academic standing: full (good academic standing), not in good academic standing (academic warning) ~~probation~~, and drop status

CLEARANCES: *(Clearances should include signatures and dates of approval.)*

Graduate College Unit Representative:

Date:

Graduate College Dean:

Date:

ADDITIONAL APPROVALS: *(If necessary. Clearances should include signatures and dates of approval.)*

Provost Representative:

Date:

Additional Representative:

Date:

Proposal to the Graduate College Executive Committee for New/Revised Graduate College Policy

PROPOSAL TITLE: Revise the Concurrent Appointment Limit, Implement a Full-Time Registration Requirement, and Alter the Language Used to Describe Large Awards.

SPONSOR: Ken Vickery, Assistant Dean for Fellowships, Graduate College.

BRIEF DESCRIPTION: Regarding the Graduate College policies that govern waiver-generating fellowships, this proposal seeks to make the following changes:

- 1) Increase the maximum limit on concurrent appointments from 50% to 67%.
- 2) Implement a full-time minimum registration requirement for fellows during the fall and spring semesters.
- 3) Replace the term “major” with “waiver-eligible” when speaking of the large fellowships to which most fellowship-related policies apply.

BACKGROUND: Currently, Graduate College policies require that holders of waiver-generating fellowships hold no more than 50% FTE in combined concurrent employment-related appointments. Such appointments include assistantships, Grad Hourly positions, and any other University employment. At the same time, however, fellows are not required to register full-time. They must be registered, but they are free to register for zero hours and still hold their fellowships.

In reevaluating these two related situations, the Graduate College finds that the lack of a minimum registration requirement runs counter to the general intent of a fellowship in helping students maximize degree progress, and it runs counter to the full-time expectation that accompanies almost every external fellowship available nationwide. As well, the Graduate College finds that some students are indeed able to manage more than a 50% appointment while simultaneously fulfilling the goals of their fellowships and therefore need not be constrained by such a limit.

The Graduate College therefore proposes 1) to require that holders of waiver-generating fellowships register full-time during the academic year and 2) to increase the limit on concurrent appointments to 67%. Note, however, that this proposed limit applies only to the Graduate College’s limit, i.e., departments and other funders would still be free to set their own lower limits.

Ultimately, the Graduate College proposes that implementing a full-time registration requirement during the academic year (fall and spring) for all holders of waiver-generating fellowships will, unto itself, encourage students to achieve the general intent of a fellowship and that, with that intent then fulfilled, there is less need for the Graduate College to restrict the level of employment an awardee can take on.

Also, to align with current assistantship policy (which allows a waiver only to students who hold no more than 67% FTE in assistantships), the 67% limit would apply only to concurrent assistantships, i.e., Grad Hourly positions would not be counted.

Lastly, the current language describing the large awards to which most of our fellowship policies apply uses the term “major,” but does not define that term. This proposal aims to clarify that language by replacing “major” with “waiver-eligible.”

DESIRED EFFECTIVE DATE: Fall 2024

COMMUNICATION PLAN: We will plan to communicate with graduate departments and business offices to alert them to changes in policy as well as plans for implementation during the spring 2024 semester in preparation for Fall 2024 fellowship award processing.

PROPOSED CHANGES TO HANDBOOK TEXT:

Concurrent Appointments (Section 8.2 under “Concurrent Appointments”):

Unless otherwise restricted by campus policy, ~~or~~ the granting agency or unit, or other external source, fellows may, at the discretion of their department and with the prior approval of the Graduate College, hold up to 67% FTE in totality of assistantship/traineeship appointments.~~carry an assistantship or graduate hourly appointment of up to 50 percent time.~~ Any assistantship/traineeship offer should be reported to the Graduate College Fellowship Office through its electronic fellowship management system, and the Fellowships Office will then determine ~~where the determination will be made~~ whether the appointment can be held concurrently with the fellowship. ~~Information about guidelines for concurrent appointments for trainees is posted online.~~

Registration (Section 8.2 under “Registration for Fellows and Trainees”):

Holders of waiver-generating fellowships/traineeships and holders of courtesy waivers ~~Fellows~~ are required to register during their entire fellowship periods and must register full-time during the fall and spring semester each semester of the appointment. ~~Students receiving courtesy waivers are not required by the Graduate College to be enrolled full-time in the terms in which they receive a courtesy waiver.~~

Terminology Regarding “Major” Fellowships (Section 8.2 under “Concurrent Awards”):

Fellows are prohibited from holding two ~~major-waiver-eligible~~ awards concurrently. “Awards” here includes any ~~fellowship, traineeship, grant, tuition payment award, or comparable support from any government agency (state, federal, or foreign), or from any foundation, corporation, or similar organization).~~ “Waiver-eligible” means that the award is of sufficient dollar amount to generate a waiver (see section 7.4 for details on the dollar amounts required to generate a waiver). Any award offer should be reported immediately to the Graduate College Fellowship Office, where the determination will be made as to whether an exception to this policy is allowable. ~~the two awards may be held concurrently.~~