
August Grad Contacts Training

Graduate Student Academic Services
(GSAS)



Petition Deadline for Graduating Students

- Move from 2 Deadlines (Guaranteed and Final) to **1 Deadline**
- Deadline to now be two weeks after degree conferral
- December 2010 Graduation Petition Deadline:
 - January 7, 2011



New Petition Form & Directions

- Removal of petition type for *In Absentia* from petition form
- Combination of Petition Types
- Petition Directions on the Web
 - Specified directions for each type identified



GRADUATE STUDENT PETITION

INSTRUCTIONS (additional instructions on the following pages)

Please read Instructions for filing a Graduate Student Petition before completing the petition.

Students complete the petition in consultation with their adviser. The petition is used to request an exception to the Graduate College policies, requirements, or deadlines. After the adviser and department have made their recommendations, the Graduate Student Petition should be submitted to Graduate Student Academic Services, 204 Coble Hall, 801 South Wright Street (MC-322), Champaign, IL 61820. Please provide **complete and thorough explanation and documentation of the reasons for your request** to ensure speedy consideration. Lack of information may result in delays or denials of the request.

UTN _____	E-MAIL ADDRESS _____	DATE OF BIRTH _____	TODAY'S DATE _____
LAST NAME, FIRST NAME, MIDDLE INITIAL _____		STUDENT'S CURRENT DEPARTMENT _____	
STREET ADDRESS _____		DEGREE IN PROGRESS (M.S., M.A., Ph.D., etc.) _____	TERM OF ADMISSION _____
CITY _____	STATE _____	ZIP CODE _____	DAYTIME PHONE _____
		EXPECTED GRADUATION TERM _____	

INTERNATIONAL STUDENTS: What visa status do you currently hold (F-1, J-1, H1B, etc.)? _____

REQUEST: Please choose all requests that apply and complete the explanation section.

1. Change or Add Curriculum for Current or Future Term
2. Add or drop a Graduate Minor or Concentration
3. Re-entry (Re-Entry Data Form Required)
4. Time Extension (Expected Graduation Date)
5. Use of Coursework more than 5 years for Master's Degree and Certificates of Advanced Study
6. Use of Old Coursework for Doctoral Degree
7. Overload
8. Late add to Degree List
9. Transfer Courses from One Graduate Degree to Another
10. Transfer Courses Taken as a Non-Degree Student at the University of Illinois at Urbana-Champaign
11. Transfer Courses Taken while enrolled as a Undergraduate or Professional (Law/Vet Med) student at University of Illinois Urbana-Champaign toward a Graduate Degree
12. Transfer Course(s) from another Accredited Institution
13. Grade Mode Change after Deadline (Standard, Credit/No Credit or Audit)
14. Extend Time for "I" or "DFR" Grade
15. Retroactive Add or Change to Credit Hours to a Course
16. Retroactive Drop of a Course
17. Withdrawal/Cancellation from University after Deadline (Withdrawal/Cancellation Form required)
18. Reinstatement after Dismissal for Low GPA
19. Thesis, Dissertation, and/or committee policy exceptions
20. Other (Please specify)

Graduate College Decision:

Entered into Petition database: date/initials _____ pre-check: initials _____ Date Notified/initials: _____

Decision/Date: _____



In Absentia Departmental Procedures

- Review Graduate College policy on *in Absentia* registration
- Determine if student is eligible for *in Absentia* registration
- Complete new *in Absentia* form
- Submit form to Graduate Student Academic Services for review and processing
- Email will be sent to student and department once approval is received and attribute is added to student record



Graduate College
"In absentia" Registration Request Form

FOR GRADUATE STUDENTS ONLY

Name (Printed): _____

UIN: _____ Department: _____

Email: _____ Phone: _____

TERM(S) for which "In absentia" is requested: Fall Spring Summer YEAR(S): _____

"In absentia" registration is designed for students who wish or need to remain registered, but plan to be studying or doing research for at least one semester at least 50 miles away from campus. Please see the Graduate College Handbook for more details.

- I understand by registering "in absentia" that I will be assessed the corresponding range of tuition for the number of hours which I am registered. There is no decrease in tuition rates when a student is registered in absentia, and tuition assessment will be based on the student's college and curriculum of enrollment, their residency status, and the number of hours for which the student is registered.
- I will be assessed the General Fee which will allow me access to university email and library services.
- I understand that by registering "in absentia" that I will **not** have student health insurance or access to any of the fee supported services on campus.
- I understand that I must register myself through UI-Integrate for the courses I wish to enroll during the term(s) I request to register "in absentia." Students may register "in absentia" for any number of credit hours.
- "In absentia" registration is available for current and future terms only.
- Because student's circumstances may change, permission for "in absentia" registration is granted for a maximum of one academic year at a time.

I will be studying or doing research at least 50 miles away from campus and intend on registering for the following course(s), CRN(s), and credit hours: _____

I have read and understand the Graduate College Handbook policy and all statements above in regard to Registration "in absentia."
I request to register "in absentia" for the term(s) indicated above.

Student's Signature: _____ Date: _____

Off-Campus Address: _____

REQUIRED DEPARTMENTAL AUTHORIZATION (must be two (2) different signatures):

* Adviser Printed name: _____

Signature: _____ Date: _____

* Authorized Departmental Signatory Printed Name: _____

Signature: _____ Date: _____

GRADUATE COLLEGE:

Decision/Signature/date: _____

"In absentia" attribute added to student's record: [] yes [] no Decision emailed to student (date/initials): _____



Web Resources for *in Absentia* Registration

- In Absentia Policy

<http://www.grad.illinois.edu/gradhandbook/chapterII/section02>

- Compare Registration Options

<http://www.grad.illinois.edu/sites/default/files/PDFs/AlternativeRegistrationOptions.pdf>



EGD (Expected Graduation Date)

- Graduate College policies on time to degree
 - 5 Years for Masters and CAS candidates
 - 7 Years for Doctoral candidates
- Time to degree 'clock' begins with first registration in the new degree program
 - 'Clock' does not stop when student leaves and re-enters for any reason



ID: Student Summary Term: View Current/Active Curricula

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: Fall 2005 - Urbana-Champaign
 Student Status: Active
 Student Type: First Time Graduate
 Residence: Non-Resident, Out ST Tuition
 Fee Assessment Rate:
 Class: Graduate
 Full or Part Time: Full Time Part Time None

From Term: To Term:

Additional Information

Site:
 Session:
 Block:
 Citizenship: Citizen

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
<input type="text" value="1"/>	<input type="text" value="120058"/>	MA:Speech Communic	<input type="text" value="120058"/>	Graduate - Urbana-Chan	Urbana-Champaign	Graduate College	Master of Arts
		Outcome Key: <input type="checkbox"/>	Admission Type: Regular Admission		Admission: <input type="text" value="120058"/>	Matriculation: <input type="text" value="120058"/>	

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major <input type="button" value="v"/>
<input type="text" value="1"/>	<input type="text" value="120058"/>	Major	Speech Communication	Communication	
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				

Forms Services



ID: Student Summary Term: View Current/Active Curricula

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

Academic Status

Academic Term:
Academic Status: ***
Academic Standing Override: ***
Academic Status Override Term:

Progress Evaluaton:
Progress Evaluation Override:
Progress Evaluation Override Term:

Combined Academic Standing:
Combined Academic Standing Override:
Combined Academic Standing Override Term:

Graduation Status

Expected Graduation Date:
Graduation Term:
Graduation Year:

Dual Degree

Degree:
Level:
College:
Department:
Major:

Forms Services



How is EGD calculated?

- Doctoral students
 - First term of admission plus 7 calendar years
 - Example: Fall 2010 admit=August 2017 Graduate
- Masters/CAS students
 - First term of admission plus 5 calendar years
 - Example: Fall 2010 admit=August 2015 Graduate

NOTE: This does not mean the student must graduate in that term. Only that their EGD is the final term in which they are authorized to graduate without an approved time extension from the Graduate College



EGD Timeline Fall 2010

- **Early September 2010**
 - GSAS will review report of students who are currently registered with a December 2010 EGD
 - Email communication will be sent from GSAS to Departmental Grad Contact with your December 2010 graduates
- **November 1, 2010**
 - Spring 2011 Priority Registration Begins



EGD Timeline Spring 2011

- **February 1, 2011**
 - GSAS to review report of currently registered students with a Spring and Summer 2011 EGDs
 - GSAS communicates list of students to departments of their May and August 2011 graduates
- **March 4, 2011**
 - Time extension petitions due for those having a May or August 2011 EGD but NOT anticipating graduating in May or August 2011
 - If no petition received by this date, student record will be inactivated for future registrations
- **April 4, 2011**
 - Priority Registration begins for Summer 2011 and Fall 2011



Web Resources for EGD

- Time to degree policy for Masters/CAS degree candidates

<http://www.grad.illinois.edu/gradhandbook/chapterV/section05>

- Time to degree policy for Doctoral degree candidates

<http://www.grad.illinois.edu/gradhandbook/chapterVI/section05>



Summary

- **One petition deadline** each graduation period
- *in Absentia* no longer on Graduate student petition form. File 'in Absentia' registration requests on new form
- **Expected Graduation Date** will be enforced beginning with currently registered students with a Spring 2011 expected graduation date. If a student does not graduate, and does not petition for a time extension prior to the petition deadline, their student record will be inactivated for future registrations. NOTE: deadlines and dates to remember will be sent from the Graduate College each **Fall semester** and **Spring semester**.

