RESIDENCE REQUIREMENTS

While the faculty that recommends the award of a degree establishes its academic requirements, the University establishes the residence requirements for those degrees. The unit of residence is the academic year, which normally consists of three consecutive quarters of enrollment, beginning with the autumn quarter.

Graduate students at the University register according to a two-stage residence structure. (Residence status denotes a registration identity. It does not relate to a student’s physical place of residence.)

1. Scholastic Residence. All first-year students in the M.A, M.Div., and Ph.D. programs in the Divinity School register in Scholastic Residence. Two years fulfills the residence requirement for the M.A. degree. Three years fulfills the residence requirement for the M.Div. degree. Ph.D. students must complete four years of Scholastic Residence as part of their residence requirement.

A.M.R.S. students enroll in a minimum of one course per quarter, and must complete nine courses for the degree. These students are not registered in Scholastic Residence, but will normally complete the degree within nine academic quarters.

2. Advanced Residence. After completion of the required Scholastic Residence, all Ph.D. students register in Advanced Residence. Ph.D. students may register in Advanced Residence for a maximum of eight years.

M.Div. students who do not complete the degree during the period of Scholastic Residence may register for up to one year of residence for the purpose of completing outstanding requirements of the degree. Such registration must be approved by the Dean of Students and the Director of Ministry Studies.

PhD students and Residence status

PhD students in Advanced Residence are eligible for all the privileges and rights of full-time students, such as access to the Student Care Center (the University’s student health service) and medical insurance coverage, University housing, computer facilities, libraries, career and placement services, and athletic facilities. Provided they are not employed more than 19.5 hours a week or more in a job unrelated to their dissertation research, and subject to other federal and state student loan policies, students in Advanced Residence are eligible for student loans and deferment of loan payments.

A PhD student in Advanced Residence whose dissertation research requires residence away from Chicago may register Pro Forma, upon recommendation from the advisor and approval by the Dean of Students. Normally students applying for Pro Forma status will have been admitted to candidacy and have had their dissertation topic approved by the Committee on Degrees. Renewal for a second year requires approval from the Dean of Students. Quarters registered in Pro Forma are counted toward the 12 total academic years in which a student may be enrolled in the Ph.D. program.

Leave of Absence is a formal status for students in Scholastic Residence who suspend work toward a degree but who expect to resume work after a maximum of
one academic year. Such leave must be approved by both the student’s area of study and the Dean of Students. If, at the conclusion of an approved Leave of Absence, studies are not resumed, the student will be withdrawn from the University. After the student enters Advanced Residence, a Leave of Absence can be granted only when involuntary causes, such as illness or injury, prevent progress in the program. A Leave of Absence from Advanced Residence must be endorsed by the Dean of Students and approved by the Office of the Provost. After any Leave of Absence, the student resumes residence at the point at which studies were interrupted.

A female student in either Scholastic or Advanced Residence who becomes pregnant may request a one-quarter leave of absence for childbirth. The one quarter maternity leave of absence may be taken in the quarter of childbirth or an adjacent quarter. Such a leave may be granted by the Dean of Students.

Availability of student health insurance during a leave of absence, and other issues that may arise about that coverage, will be governed by the operative student health insurance rules and policies at the time the leave is taken. Other University facilities and services are not available to students on leaves of absence.

Graduate study at the University is normally full time, and references to a certain number of quarters of residence assume full-time enrollment. Any quarter in which a doctoral student is registered part time counts as one-half of a full quarter of residence in that status. Requests for part-time status must be approved by the Dean of Students in the Divinity School. In any quarter in which an A.M., M.Div., or Ph.D. student is registered part time, the tuition charged will be one-half of the full tuition of the appropriate residence status.

The registration and residence requirements reflect a structure of graduate tuition that links charges to residence status. Students will be assessed the prevailing full tuition rate only for the period of Scholastic Residence. A lower level will apply to any years of Advanced Residence. Tuition is not charged for Pro Forma registration, though a fee is assessed each quarter. No tuition is assessed when a student is on a Leave of Absence.

**PhD Student Academic Progress and Completion of the Degree**

All Divinity School PhD students must also complete an annual progress report, which includes the advisor’s evaluation of student progress. The progress report form is submitted in the Spring quarter of each year to the Dean of Students for review by the appropriate area faculty.

Divinity School PhD students who are in year six or higher of Advanced Residence (year 10 of registration) must submit a plan for completion, along with a letter of approval from the student’s dissertation advisor, to the Dean of Students by the end of Winter Quarter of that academic year. Failure to submit a plan of completion in the 10th year of study will result in restriction on the student’s enrollment.

Students who have not completed their doctoral program after 12 years of registration are subject to the policy below:

Doctoral students who have not completed their degrees after the elapse of twelve years will no longer be allowed to register in their degree programs. Extended
Residence (ER), the registration status previously associated with students in Year 13 and beyond, has been eliminated, and individuals who would formerly have enrolled in ER at that point in their academic career will instead be administratively withdrawn. Individuals who have been administratively withdrawn will still be allowed to graduate past the twelfth year with the permission of their department and school or division.

Divinity School students who do not complete the PhD program by the end of the 12th year of registration must submit a request to complete the degree by submitting a timeline for completion to the Divinity School’s Committee on Degrees. The timeline and petition must be approved by the academic advisor, and must be submitted to the Dean of Students according to the published deadlines for submission of materials to the Committee on Degrees. This petition must be submitted no later than the end of the 12th year of registration. Students whose requests are approved will be allowed to register in the quarter in which they will graduate, and be charged the pro forma fee currently in effect. Students must meet all other requirements for the completion of the PhD degree, including a successful midpoint review, approval of the dissertation by the dissertation committee, and submission of the dissertation to the University’s Dissertation Office by the stated deadlines.