Registration Requirements

Note: The policies below complement those stated in the University Student Manual (https://studentmanual.uchicago.edu).

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.

Master’s Programs

In addition to the course requirements for each master’s program, the M.A. and M.Div. programs each require a period of scholastic residence. The period for the M.A. is two years or six quarters, not including the summer quarter. The period for the M.Div. is three years or nine quarters, not including the summer quarter. 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.

Students are expected to register in each quarter of the academic year, Autumn-Winter-Spring. Students in master’s programs may interrupt their program of study and not register for courses for a maximum of one year (four consecutive quarters, including summer quarter). Students who have not registered for four consecutive quarters will be withdrawn from the program, and must petition to resume studies, subject to approval of the director of the master’s program and the Dean of Students.

Students in a master’s program who have not graduated at the end of their final quarter of registration will enter Extended Status for up to four consecutive quarters (including Summer). Extended Status confers no privileges such as registering for courses, borrowing money, loan deferment, access to health insurance or the Student Care Center, and carries no tuition charges. Students in Extended Status are eligible to access the libraries on campus, and borrowing privileges may be purchased for a quarterly fee. Access to university e-mail accounts is maintained in Extended Status.

Students who have not graduated at the end of four quarters of Extended Status will be withdrawn from the program. They must petition to complete their degree requirements, subject to approval of the director of the master’s program and the Dean of Students.

Graduate students at the University register according to registration requirements.

· M.A. students are registered for two years to meet the degree requirement.
· M.Div. students are registered for three 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.
· Ph.D. students are registered for no more than nine years (if enrolled effective summer 2016 or later), or twelve years (if enrolled prior to summer 2016.)

• 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.

Ph.D. students and registration

Students in a Ph.D. program are assigned to a residence status correlating to their year of study.

The following information is not comprehensive, but rather provides a basic pattern of how the residence system works.

During the first four years of study Ph.D. students are in Scholastic Residence. Scholastic Residence is a full-time registration and requires students to register Autumn, Winter, and Spring quarters.

After completing Scholastic Residence, students enter Advanced Residence. They will remain in Advanced Residence through the end of their program. For students entering Autumn 2016 and later, the end of the program is nine years after matriculation. For students entering before that time, the end of program is twelve years from matriculation. Advanced Residence is a full-time registration, which requires students to register Autumn, Winter, and Spring quarters. Students may register for courses while in Advanced Residence, but are not required to do so.

If a student has not received the PhD degree by the end of the ninth or twelfth year of study (depending on when they matriculated), they are Administratively Withdrawn. Students who have been withdrawn can still complete their dissertation and graduate with the permission of the Committee on Degrees. In order to obtain the PhD after they have been Administratively Withdrawn, students must complete all degree requirements, including the dissertation and the dissertation defense, their Area must certify that they have demonstrated current knowledge in their field, and the student must pay a graduation fee.

Students who have been Administratively Withdrawn are not eligible for loan deferments, additional student loans, or health insurance coverage through the university. They will be eligible for a two-quarter grace period (usually Autumn and Winter quarters) during which they will maintain access to electronic resources. After the end of the two-quarter grace
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Students must meet all other requirements for the completion of the Ph.D. degree, including a successful midpoint review, approval of the plan of completion in the quarter in which they will graduate, and be charged the pro forma fee currently in effect. Students must submit a request to complete the degree by submitting a timeline for completion to the Divinity School’s Committee on Degrees. This petition must be submitted no later than the end of the 9th 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 Ph.D. 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.

A Ph.D. student 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 who suspend work toward a degree but who expect to resume work after a maximum of one academic year, with the possibility of approval of an additional 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 any Leave of Absence, the student resumes residence at the point at which studies were interrupted.

PhD Student Academic Progress and Completion of the Degree

All Divinity School Ph.D. 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 Ph.D. students who are in year six or higher 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 sixth year of study will result in restriction on the student’s enrollment. No tuition is assessed when a student is on a Leave of Absence.

For students who were enrolled prior to summer quarter 2016:

Divinity School students who do not complete the Ph.D. 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 Ph.D. 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.

For students who enrolled in summer 2016 or later:

Divinity School students who do not complete the Ph.D. program by the end of the 9th 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 9th 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 Ph.D. 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.

Additional information on the Residence System is in the University Student Manual (http://studentmanual.uchicago.edu/residence_phd). Ph.D. students 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 20 hours a week or more in a job unrelated to their dissertation research, and subject to other federal and state student loan policies, students are eligible for student loans and deferment of loan payments.

Failure to submit a plan of completion in the sixth year of study will result in restriction on the student’s enrollment.
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Font Notice

This document should contain certain fonts with restrictive licenses. For this draft, substitutions were made using less legally restrictive fonts. Specifically:

- Times was used instead of Trajan.
- Times was used instead of Palatino.

The editor may contact Leepfrog for a draft with the correct fonts in place.