

UIC JOHN MARSHALL LAW SCHOOL



Registering for and Documenting Credit Hours

- 1. Purpose:** This policy explains when a student must register to receive credit for coursework completed and for which semester or term that credit will appear on the student's transcript.
- 2. General Rule:** Except as provided below, a student must register for credit in the semester or term in which the student's work for that credit occurs. For example, if a student intends to complete work for a course in the Fall 2017 semester, the student must register for that course for Fall 2017, and the course will appear on the student's transcript for Fall 2017. In other words, a student may not complete work in one semester then "bank" or "defer" that work to register for and receive the credit in a later semester.
- 3. Authorized Exception:** The only pre-authorized exception to this policy is work in an honors program for a course in which the major project spans two semesters, as determined by the faculty advisor in consultation with the Vice Dean for Academic Affairs. Examples of these projects include (a) a journal note or comment for which significant work begins in one semester but the final project is not completed and approved until the end of the second semester, and (b) advocacy competitions, such as Vis and Jessup, in which substantial work begins in one semester but in which the actual competition does not occur until at least mid-way through the second semester. In these situations, a student should register for and receive credit only in the second semester.
- 4. Situations Not Addressed by This Policy:** If a situation similar to that described in paragraph 3 above arises, or if a faculty member or student is not clear about when a student should register for credit hours, then the faculty member or student must consult with the Vice Dean for Academic Affairs before the student begins the project.

Administrative policy enacted September 8, 2017; effective immediately.