### Current Code

**§ 3-605 Classification, Locations and Custodians of Student Records**

(a) Records available to students fall within the following three classifications:

1. biographical data, including but not limited to:
   - A. name and addresses of student
   - B. student’s birth date and place
   - C. name and address of parent(s) or guardian(s)

2. application data, including but not limited to:
   - A. high school transcript
   - B. class rank and test scores
   - C. transfer courses and grades
   - D. solicited and unsolicited correspondence
   - E. summary of interviews and/or auditions

3. matriculation data, including but not limited to:
   - A. new student test results
   - B. cumulative record of courses
   - C. grades and other evaluations
   - D. proficiency, probation, and other related information
   - E. summary of conferences
   - F. fellowship and assistantship appointment records
   - G. irregular attendance reports
   - H. honors received
   - I. disciplinary records

(b) Student records and record custodians are located as follows:

1. Admissions and Records, Office of the Registrar, 901 West Illinois Street
2. Agricultural, Consumer and Environmental Sciences, College of: Associate Dean, 104 Mumford Hall
3. Applied Health Sciences, College of: Associate Dean, 114 George Huff Hall
4. Aviation, Institute of: Assistant Director, Academic Office, Airport
5. Medicine, College of, at Urbana-Champaign: Assistant Dean, 195 Medical Sciences Building
6. Administrative Information Technology Services, Urbana-Champaign Office of: Assistant Director, 50 Gerty Drive
7. Business, College of: Associate Dean, 1055 Business Instructional Facility

### Proposed Changes (changes in bold)

**§ 3-605 Classification, Locations and Custodians of Student Records**

(a) Records available to students fall within the following three classifications:

1. biographical data, including but not limited to:
   - A. name and addresses of student
   - B. student’s birth date and place
   - C. name and address of parent(s) or guardian(s)

2. application data, including but not limited to:
   - A. high school transcript
   - B. class rank and test scores
   - C. transfer courses and grades
   - D. solicited and unsolicited correspondence
   - E. summary of interviews and/or auditions

3. matriculation data, including but not limited to:
   - A. new student test results
   - B. cumulative record of courses
   - C. grades and other evaluations
   - D. proficiency, probation, and other related information
   - E. summary of conferences
   - F. fellowship and assistantship appointment records
   - G. irregular attendance reports
   - H. honors received
   - I. disciplinary records

(b) Student records and record custodians are located as follows:

1. **Agricultural, Consumer and Environmental Sciences, College of**: Office of Academic Programs, 128 Mumford Hall
2. **Applied Health Sciences, College of**: Associate Dean, 120 Huff Hall
3. **Carle Illinois College of Medicine**: Office of Student Affairs, Medical Sciences Building, 506 South Mathews Avenue, First Floor
4. **Education, College of**
8. Media, College of: Associate Dean, 119 Gregory Hall
9. Continuing Education, Office of: Associate Director, Suite 202, 302 East John Street
10. Dean of Students
   A. Career Services Center: Director, Student Services; Student Services Arcade Building, 620 East John Street
   B. International Student and Scholar Services: Director, 610 East John Street
   C. Health Service: Director, 247 McKinley Health Center
   D. Counseling Center: Director, Turner Student Services Building, 610 East John Street
   E. Student Financial Aid, Office of: Director, Student Services Arcade Building, 620 East John Street
   F. Student Services: Dean, 300 Turner Student Services Building, 610 East John Street
11. Education, College of
   A. Undergraduate Programs Office: 120 Education Building
   B. Coordinator of Graduate Study: 110 Education Building
   C. Educational Placement Office: 140 Education Building
12. Engineering, College of: Associate Dean, 207 Engineering Hall
13. Fine and Applied Arts, College of: Associate Dean, 110 Architecture Building
14. General Studies, Division of: Associate Director, Center for Advising and Academic Services, 807 South Wright Street, Fifth Floor
15. Graduate College: Associate Dean, 507 East Green Street, Suite 101
16. Information Sciences, School of: 112 Library and Information Science Building
17. Innovation in Teaching and Learning, Center for, 249 Armory Building
18. International Student and Scholar Services: Director, 423 Turner Student Services Building
19. Labor and Employment Relations, School of: Assistant Dean, 149 Labor and Employment Relations Building
20. Law, College of: Assistant Dean, 101 Law Building
21. Liberal Arts and Sciences, College of: Associate Dean, 2002 Lincoln Hall
22. Liberal Arts and Sciences, College of: Associate Dean, 2002 Lincoln Hall (When appropriate, college offices may refer students to departmental offices.)
23. Library and Information Science, Graduate School of: 112 Library and Information Science Building
24. Military Education Council
   A. Air Force Aerospace Studies, Department of: Commandant, 229 Armory Building
A. Air Force Aerospace Studies, Department of: Commandant, 223 Armory
B. Military Science, Department of: Commandant, 110 West Armory
C. Naval Science, Department of: Commandant, 236 Armory
21. Social Work, School of: Assistant Dean, 1010 West Nevada Street
22. Student Discipline, Senate Committee on: Executive Director, 409 Turner Student Services Building
23. Veterinary Medicine, College of: Associate Dean, 2271G Veterinary Medicine Basic Sciences Building

B. Military Science, Department of: Commandant, 113 Armory Building
C. Naval Science, Department of: Commandant, 236 Armory Building
19. Registrar, Office of the, 901 West Illinois Street
20. Social Work, School of: Assistant Dean, 1010 West Nevada Street
21. Student Affairs at Illinois
   A. Career Center, The: Director, Student Services Arcade Building, 715 South Wright Street
   B. Counseling Center: Director, 206 Turner Student Services Building
   C. McKinley Health Center: Director, 1109 South Lincoln Avenue
   D. Student Assistance Center: Associate Dean of Students, 300 Turner Student Services Building
   E. Student Conflict Resolution, Office for: Director, 300 Turner Student Services Building
22. Student Financial Aid, Office of: Director, Student Services Arcade Building, 620 East John Street
23. Undergraduate Admissions, Office of: 901 West Illinois Street
24. Veterinary Medicine, College of: Associate Dean, 2271G Veterinary Medicine Basic Sciences Building

§ 3-104 Other Grade Symbols in Use
### Other symbols in use, which are not included in computation of averages, are:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit; indicates attendance as a visitor only.</td>
</tr>
<tr>
<td>NR</td>
<td>Not reported.</td>
</tr>
<tr>
<td>NV</td>
<td>Not valid.</td>
</tr>
<tr>
<td>FF</td>
<td>Used only in courses taken under the pass/fail grading option from Spring 1968 through Fall 1974. A minimum of D was required for passing.</td>
</tr>
<tr>
<td>W</td>
<td>Approved withdrawal without credit.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete. Approved extension of time to complete the final examination or other requirements of the course. Applies to both undergraduate and graduate students. (Students who are assigned incomplete grades will be allowed to finish remaining course requirements without any additional fees. The final grade will be reported via the Online Grade Change system.)</td>
</tr>
</tbody>
</table>

### Undergraduate Students

Only the dean of the student’s college may authorize such extension of time in individual cases. A grade of “incomplete” that is not removed by the end of the first eight weeks of instruction in the next semester in which the student is enrolled on the Urbana-Champaign campus becomes the grade of F (or U) by rule, depending on grading mode of the course. The exact date can be found on the Office of the Registrar Academic Calendars ([http://registrar.illinois.edu/academic-calendars](http://registrar.illinois.edu/academic-calendars)). If the student receiving the incomplete grade does not reenroll on the Urbana-Champaign campus, the incomplete grade, if not removed, becomes an F (or U) by rule, after one calendar year. With the approval of the dean of his or her college, the student who has not made up an “incomplete” examination may be withdrawn from the course retroactively, provided such withdrawal is completed before the grade of “incomplete” automatically becomes a grade of F (or U) by rule. In exceptional cases, a student who, because of absence for active military service, physical disability, or other sufficient cause, is unable to comply with the rule by removing the I grade within the specified time may be granted a limited extension by the dean of his or her college. A student whose status cannot be determined because of “incomplete” grades may register again only with the approval of the dean of his or her college. (See §§ 3-313 and 3-201.)
**Graduate Students**

A grade of "incomplete" may be assigned at the discretion of the instructor of the course to allow an extension of time to satisfy final exam requirements or other final course requirements. The period of time allowed to finish remaining course requirements will be set by the instructor and communicated to the student upon assignment of the I grade. The instructor may authorize such extension of time for a graduate student regardless of the level of the course. If no final grade is assigned by the deadlines described below, the grade becomes an F (or U) by rule, depending on grading mode of the course. Reasonable extensions of time are granted by the Graduate College for justifiable reasons. A student will not be certified for a degree with an Incomplete grade in the academic record.

- I grades assigned in Fall will become an F (or U) by rule after Reading Day in the Spring.
- I grades assigned in Spring will become an F (or U) by rule after the 10th day of Instruction in the following Fall semester.
- I grades assigned in the Summer will become an F (or U) by rule after Reading Day in the Fall.

Credit earned. To be used only in courses taken under the credit-no credit grading option. Instructors report the usual letter grades. Any grade of C- or better will automatically be converted to CR. Prior to spring semester 1975, CR was assigned for course work taken through the Study Abroad Program with a grade of D or better.

No credit earned. To be used only in courses taken under the credit-no credit grading option. Instructors report the usual letter grades. A letter grade of D+ or lower or a grade of ABS will automatically be converted to NC.

Grade temporarily deferred. To be used only in those thesis, research, and special problems courses extending over more than one semester that are taken by graduate students as preparation for the thesis and by undergraduate students in satisfaction of the requirements for graduation with honors, and in other approved courses that extend over more than one semester.

Requests for approval to use the DFR grade in courses that extend over more than one semester, which therefore require postponement of the final grade, must be submitted to the Dean of the Graduate College for approval. A student who cannot comply with the rule by removing the I grade within the specified time may be granted a limited extension by the dean of his or her college. A student whose status cannot be determined because of "incomplete" grades may register again only with the approval of the dean of his or her college. (See §§ 3-313 and 3-201.)

---

**CR**

Credit earned. To be used only in courses taken under the credit-no credit grading option. Instructors report the usual letter grades. Any grade of C- or better will automatically be converted to CR. Prior to spring semester 1975, CR was assigned for course work taken through the Study Abroad Program with a grade of D or better.
### Final Grade Report

A final grade report, must be submitted in writing by the executive officer of the department offering the courses to the dean of the college for concurrence. A copy of the approval will be sent to the Office of the Registrar, which maintains a list of all courses approved for the DFR grade.

Graduate students: The symbol DFR in courses other than thesis (499/599) must be converted to a permanent grade no later than the end of the next semester in which the student is registered. If no grade change is submitted within that period, the DFR will be converted as follows: for letter graded courses to an F, for courses graded Satisfactory/Unsatisfactory to a U, and for courses taken on Credit/No Credit basis to an NC. The DFR symbol for thesis courses (499/599) stands indefinitely until a Supplemental Grade Report Form is submitted by the adviser at the completion (successful or unsuccessful) of the thesis.

Satisfactory

Unsatisfactory

Satisfactory and Unsatisfactory are to be used only as final grades in graduate thesis research courses, in graduate and undergraduate courses given for zero credit, and in other courses that have been specifically approved by the head or chairperson of the department concerned, with concurrence of the college dean. A current list of courses that have received such approval is maintained in the Office of the Registrar. The fact that a particular course or a section of a course will be offered on the S/U basis must be clearly announced in the Course Explorer (https://courses.illinois.edu) along with other pertinent course or section information.

PS Used for test-based credit (proficiency or special exam). A minimum grade of C- is required.

NC No credit earned. To be used only in courses taken under the credit-no credit grading option. Instructors report the usual letter grades. A letter grade of D+ or lower or a grade of ABS will automatically be converted to NC.

DFR Grade temporarily deferred. To be used only in thesis, research, and special problems courses extending over more than one semester that are taken by graduate students as preparation for thesis and by undergraduate students in satisfaction of the requirements for graduation with honors, and in other approved courses that extend over more than one semester.

Requests for approval to use the DFR grade in courses that extend over more than one semester, which therefore require postponement of the final grade report, must be submitted in writing by the executive officer of the department offering the courses to the dean of the college for concurrence. A copy of the approval will be sent to the Office of the Registrar, which maintains a list of all courses approved for the DFR grade.

Graduate students: The symbol DFR in courses other than thesis (499/599) must be converted to a permanent grade no later than the end of the next semester in which the student is registered. If no grade change is submitted within that period, the DFR will be converted as follows: for letter graded courses to an F, for courses graded Satisfactory/Unsatisfactory to a U, and for courses taken on Credit/No Credit basis to an NC. The DFR symbol for thesis courses (499/599) stands indefinitely until a Supplemental Grade Report Form is submitted by the adviser at the completion (successful or unsuccessful) of the thesis.

### Grade Symbols

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>PS</td>
<td>Used for test-based credit (proficiency or special exam). A minimum grade of C- is required.</td>
</tr>
<tr>
<td>NC</td>
<td>No credit earned. To be used only in courses taken under the credit-no credit grading option. Instructors report the usual letter grades. A letter grade of D+ or lower or a grade of ABS will automatically be converted to NC.</td>
</tr>
<tr>
<td>DFR</td>
<td>Grade temporarily deferred. To be used only in thesis, research, and special problems courses extending over more than one semester that are taken by graduate students as preparation for thesis and by undergraduate students in satisfaction of the requirements for graduation with honors, and in other approved courses that extend over more than one semester. Requests for approval to use the DFR grade in courses that extend over more than one semester, which therefore require postponement of the final grade report, must be submitted in writing by the executive officer of the department offering the courses to the dean of the college for concurrence. A copy of the approval will be sent to the Office of the Registrar, which maintains a list of all courses approved for the DFR grade.</td>
</tr>
</tbody>
</table>

### HON Honors

Honors. Used only for Carle Illinois College of Medicine core clerkship courses indicating completion with honors.

S Satisfactory
Unsatisfactory

Satisfactory and Unsatisfactory are to be used only as final grades in graduate thesis research courses, in graduate and undergraduate courses given for zero credit, and in other courses that have been specifically approved by the head or chairperson of the department concerned, with concurrence of the college dean. A current list of courses that have received such approval is maintained in the Office of the Registrar. The fact that a particular course or a section of a course will be offered on the S/U basis must be clearly announced in the Course Explorer (https://courses.illinois.edu) along with other pertinent course or section information.

Satisfactory after Remediation. Used only for Carle Illinois College of Medicine.

PS Used for test-based credit (proficiency or special exam). A minimum grade of C- is required.

§ 3-303 Registration (e)
Under certain conditions, a college, a department, or the Office of the Registrar may alter or create a student’s course registration. For example:

1. Students may request the appropriate administrative office to act if they are unable to take action because of deadlines and/or restrictions enforced by the student registration system.
2. First-year students in law and veterinary medicine may be registered by their colleges.

§ 3-303 Registration (e)
Under certain conditions, a college, a department, or the Office of the Registrar may alter or create a student’s course registration. For example:

1. Students may request the appropriate administrative office to act if they are unable to take action because of deadlines and/or restrictions enforced by the student registration system.
2. First-year students in law and veterinary medicine may be registered by their colleges.
3. Students enrolled at Carle Illinois College of Medicine are registered by the Carle Illinois Registrar.
§ 3-505 Fee Assessment (h)
Student Initiated Fees
Student Initiated Fees – All Student Initiated Fees (1-11) listed below were implemented as referenda questions approved by the students during the student election process. Upon approval each Student Initiated fee was approved by the University of Illinois Board of Trustees. Similarly, a student referendum affirmed the role of the Student Fee Advisory Committee (SFAC) to provide recommendations to the Chancellor regarding the dollar amount of each Student Initiated Fee. The SFAC review process will at least follow the rotation schedule below. Continuation of an existing fee will be reaffirmed by student vote as per the rotation schedule below. A new Student Initiated Fee may be established upon affirmation of a student body vote. The following fees will be reviewed at least every four years in the following order: Year 1-Krannert Center Fee, Collegiate Readership Fee; Year 2-Cleaner Energy Technologies Fee, Sustainable Campus Environment Fee, and Legacy of Service and Learning Scholarship Fee; Year 3-Cultural Programming Fee and Students for Equal Access to Learning Fee, and Bicycle Programs and Infrastructure Fee; Year 4-Student Organization Resource Fee, Study Abroad and Travel Scholarship Fee, and Media Fee. All Student Initiated Fees shall be reviewed by the Student Body via student referendum no less than once every four years.

1. Cleaner Energy Technologies Fee (CET)
   A fee used to purchase cleaner energy technologies for campus, including solar, wind, hydrogen and geothermal projects, energy efficiency purchases, and the purchase of renewable energy from non-University producers. This fee shall be reviewed by the Student Body via student referendum no less than once every four years.

2. Collegiate Readership Fee
   A fee to fund the Collegiate Readership Program, which provides free copies of various newspapers. This fee shall be reviewed by the Student Body via student referendum no less than once every four years.

3. Cultural Programming Fee (CP)
   A fee that supports cultural programming within six areas: African-American, Asian-American, Latina/o, LGBT, Native American and women’s programming. This fee shall be reviewed by the Student Body via student referendum no less than once every four years.

§ 3-505 Fee Assessment (h)

h. Student Initiated Fees
Student Initiated Fees – All Student Initiated Fees (1-11) listed below were implemented as referenda questions approved by the students during the student election process. Upon approval each Student Initiated fee was approved by the University of Illinois Board of Trustees. Similarly, a student referendum affirmed the role of the Student Fee Advisory Committee (SFAC) to provide recommendations to the Chancellor regarding the dollar amount of each Student Initiated Fee. The SFAC review process will at least follow the rotation schedule below. Continuation of an existing fee will be reaffirmed by student vote as per the rotation schedule below. A new Student Initiated Fee may be established upon affirmation of a student body vote. The following fees will be reviewed at least every four years in the following order: Year 1-Krannert Center Fee and, Collegiate Readership Fee; Year 2-Cleaner Energy Technologies Fee, Sustainable Campus Environment Fee, and Legacy of Service and Learning Scholarship Fee; Year 3-Cultural Programming Fee, and Students for Equal Access to Learning Fee, and Bicycle Programs and Infrastructure Fee, and Helping Others’ Personal Excellence Fee; Year 4-Student Organization Resource Fee, Study Abroad and Travel Scholarship Fee, and Media Fee. All Student Initiated Fees shall be reviewed by the Student Body via student referendum no less than once every four years.

1. Cleaner Energy Technologies Fee (CET)
   A fee used to purchase cleaner energy technologies for campus, including solar, wind, hydrogen and geothermal projects, energy efficiency purchases, and the purchase of renewable energy from non-University producers. This fee shall be reviewed by the Student Body via student referendum no less than once every four years.

2. Collegiate Readership Fee
   A fee to fund the Collegiate Readership Program, which provides free copies of various newspapers. This fee shall be reviewed by the Student Body via student referendum no less than once every four years.

3. Cultural Programming Fee (CP)
   A fee that supports cultural programming within six areas: African-American, Asian-American, Latina/o, LGBT, Native American and women’s programming. This fee shall be reviewed by the Student Body via student referendum no less than once every four years.
<table>
<thead>
<tr>
<th></th>
<th>Fee Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Krannert Center Fee</td>
<td>A fee to support productions at the Krannert Center for the Performing Arts (KCPA). This fee shall be reviewed by the Student Body via student referendum no less than once every four years.</td>
</tr>
<tr>
<td>5</td>
<td>Legacy of Service and Learning Scholarship (LSLS) Fee</td>
<td>A fee creating a new and permanent source of need/merit-based scholarships which include a community service component. This fee shall be reviewed by the Student Body via student referendum no less than once every four years.</td>
</tr>
<tr>
<td>6</td>
<td>Student Organization Resource Fee (SORF)</td>
<td>A fee to help fund programs and/or services of Registered Student Organizations. This fee shall be reviewed by the Student Body via student referendum no less than once every four years.</td>
</tr>
<tr>
<td>7</td>
<td>Students for Equal Access to Learning (SEAL) Fund</td>
<td>A fee which supplements existing financial aid for students with financial need. This fee shall be reviewed by the Student Body via student referendum no less than once every four years.</td>
</tr>
<tr>
<td>8</td>
<td>Study Abroad and Travel Scholarship Fee</td>
<td>A fee to provide scholarships to undergraduate students for study abroad and the graduate and professional students for travel scholarships. This fee shall be reviewed by the Student Body via student referendum no less than once every four years.</td>
</tr>
<tr>
<td>9</td>
<td>Sustainable Campus Environment Fee (SCEF)</td>
<td>A fee to help establish a sustainable campus environment by financing initiatives such as green buildings, engagement of the University community, recycling, energy efficiency, and environmentally responsible purchasing. This fee shall be reviewed by the Student Body via student referendum no less than once every four years.</td>
</tr>
<tr>
<td>10</td>
<td>Media Fee</td>
<td>A fee to support Illini Media Company which operates The Daily Illini, Illio, WPGU, and other campus-based media. This fee shall be reviewed by the Student Body via student referendum no less than once every four years.</td>
</tr>
<tr>
<td>11</td>
<td>Bicycle Programs and Infrastructure Fee</td>
<td>A fee used to fund better bike infrastructure, expanding bike parking, creating safety courses and materials for bike encouragement and education, and creating a bike rental program. This fee shall be reviewed by the Student Body via student referendum no less than once every four years.</td>
</tr>
</tbody>
</table>
reviewed by the Student Body via student referendum no less than once every four years.

<table>
<thead>
<tr>
<th>§ 3-501 Tuition Assessment (f)</th>
<th>§ 3-501 Tuition Assessment (f)(g)</th>
</tr>
</thead>
<tbody>
<tr>
<td>f. The University Board of Trustees determines tuition rates; current rates may be found in the Office of the Registrar Tuition &amp; Fee Rates (<a href="http://registrar.illinois.edu/tuition-fee-rates">http://registrar.illinois.edu/tuition-fee-rates</a>). Information regarding waivers is given in § 3-503. Students with questions about tuition may call the Record Service Center at (217) 333-6565 for clarification.</td>
<td>f. Students enrolled in the Doctor of Medicine (MD) program are assessed a single tuition rate for each of the four years of the professional curriculum; tuition is not prorated over the traditional four ranges since the professional curriculum requires a full course of study each term.</td>
</tr>
</tbody>
</table>

§ 2-307 Organization Fund
(a) An Organization Fund shall be the administrative responsibility of the Vice Chancellor for Student Affairs, operated under the supervision of the campus Office of Business and Financial Services.
(b) The purpose of the fund shall be to ensure protection of the interests of the state and University in the use of its facilities and to offer a service to organizations.
(c) Regulations regarding financial operation of the fund and payments to be made to it are included in § 2 306.
§ 2-308 Organization Fund—Purpose

§ 2-307 CUSTODIAL FUND
a. Each Registered Student Organization (RSO) or Registered Organization (RO) has the option to establish a custodial fund which the University will manage on their behalf. A custodial fund is a fund held by the University of Illinois system in a purely custodial capacity as a fiscal agent for the owner of the money. In other words, all financial activity taking place in a custodial fund is not part of the University...
The financial system of the Organization Fund is operated by the Office of Business and Financial Services, acting for the comptroller of the Board of Trustees, under the authority of the Board of Trustees, without liability of the University, in order to: (1) provide a depository for the safekeeping of Registered Organizations’ and Registered Student Organizations funds, (2) consolidate and coordinate financial accounts of various organizations, (3) secure uniformity in accounting procedures and records, (4) maintain continuity of records of business officers and their successors, (5) aid organizations in keeping their activities on a sound financial basis, (6) ensure protection of interests of the state and the University in the use of its facilities, and (7) offer a service to organizations.

§ 2-309 Organization Fund—Status
(a) Under the authority of article II, section 3e, of the General Rules Concerning University Organization and Procedure, the “Vice President for Business and Finance is permitted to act as treasurer of student and other organizations affiliated with the University but in so doing shall not act on behalf of the University or as a University officer or employee, and shall not thereby create any liability on the part of the Board of Trustees of the University of Illinois. In all cases, the accounts of these organizations shall be kept separate from the University accounts and the funds of such organizations shall be kept apart from University funds.”
(b) The Organization Fund (successor to the Student Organization Fund established in 1923) has been established to handle the accounts of all Registered Organizations and Registered Student Organizations at the Urbana-Champaign campus of the University of Illinois. Consistent with the understanding that all University facilities, premises, and services hereinafter referred to as University facilities are held in trust for the benefit of the people of Illinois, the philosophy for the regulations and procedures that follow is based on the principle that the use of all income or receipts of organizations resulting from the use of University facilities will be consistent with the rules and regulations applying to all University funds.

§ 2-310 Organization Fund—Scope
(a) All funds received by a Registered Organization and Registered Student Organization that are initially collected by the University, or received from, or directly or indirectly through a University-related or Registered Organization or Registered Student Organization, or generated in any way through the use of University facilities, are required to be deposited in the Organization Fund. Other funds, received by a Registered Organization or Registered Student Organization and derived without the use of University facilities, including the collection of dues from the organization’s own members, may at the option of the Registered Organization or Registered Student Organization be deposited in the Organization Fund, but if so deposited will be subject to the same rules, regulations, and policies governing mandatory deposits.
(b) The phrase “collected by the University” includes, unless otherwise specifically provided, here or elsewhere, student fees or other fees, and similar items the University assists in imposing or collecting for ultimate receipt by a Registered Organization or Registered Student Organization. The phrase “received from, or directly or indirectly through, a University-related Registered Organization and/or Registered Student Organization” includes funds transferred from one University-related or Registered Organization or Registered Student Organization to another. The phrase “generated in any

§ 2-308 REGISTERED ORGANIZATION ADMINISTRATIVE CUSTODIAL FUND—PURPOSE
The Registered Organization Administrative Custodial Fund is a fiscal account that receives funds that supports registered organizations and registered student organizations. This fund hosts custodial funds, used to account for resources held by the University as custodian or fiscal agent for others, including student organizations. Registered Organizations and Registered Student Organizations may be granted the use of a custodial fund as mentioned in 2-305. The financial system of the Organization Administrative Custodial Fund is operated by the Department of Student Engagement and supported by the University Accounting and Financial Reporting acting for the comptroller of the Board of Trustees, under the authority of the Board of Trustees, without liability of the University, in order to: (1) provide a depository for the safekeeping of Registered Organizations’ and Registered Student Organizations funds, (2) consolidate and coordinate financial accounts of various organizations, (3) secure uniformity in accounting procedures and records, (4) maintain continuity of records of business officers and their successors, (5) aid organizations in keeping their activities on a sound financial basis, (6) ensure protection of interests of the state and the University in the use of its facilities, and (7) offer a service to organizations.

§ 2-309 ORGANIZATION CUSTODIAL FUND—STATUS
   a. Under the authority of article II, section 3e, of the General Rules Concerning University Organization and Procedure, the “Vice President for Business and Finance is permitted to act as treasurer of student and other organizations affiliated
way through the use of University facilities” excludes the collection of dues from the Registered Organization or Registered Student Organizations’ own members and includes, but is not limited to, funds from (1) admission charges, ticket sales, registration fees, or any other money collected in connection with talks, lectures, entertainment, cultural, or other events on the campus, (2) receipts from the rental or sale of services or products on the campus, and (3) voluntary contributions or the proceeds of solicitations made on campus.

(c) Any organization that feels that its activity does not fall within this section may request a determination by the Organization Fund Advisory Board, which shall file a report and make a recommendation to the Chancellor or the Chancellor’s designee, whose decision shall be final.

d. Services of the Organization Fund may be offered to campus boards and University-related organizations with the approval of the director of the Office of Registered Organizations and the Vice-President for Business and Finance. Other organizations may be offered the services of the Organization Fund with the approval of the Chancellor. All references in § 2-310 of this rule applying to registered organizations apply to all other organizations participating in the Organization Fund.

(e) The Illini Union Office of Registered Organizations shall have primary responsibility for proper disbursement of all funds from the Organization Fund, subject to review by the Office of Business and Financial Services. Individuals handling funds on behalf of an organization project utilizing University facilities shall be held personally accountable for such funds.

§ 2-311 Organization Fund—Administration
(a) The comptroller or a designee shall serve as treasurer of the Organization Fund.

(b) The Vice Chancellor for Student Affairs or a designee shall serve as secretary of the Organization Fund.

(c) The operation of the Organization Fund shall be under the direct supervision of the Illini Union Office of Registered Organizations and the Office of Business and Financial Services.

(d) Disbursement checks must be cosigned by the treasurer and the secretary of the Organization Fund, or their designees.

(e) The treasurer of the Organization Fund shall select a depository bank and may invest, when advisable, the cash balance of the Organization Fund over and above a working balance in any of those securities or investments in which the treasurer may—as provided under Illinois law—invest trust funds. Income from such investments, plus a service fee if necessary, shall be used to cover the direct expense of the fund operation including voucher forms, receipt books, handbooks, printing, mailings, and other direct costs incurred in maintaining the Organization Fund. Income to the Organization Fund not needed for its operating expenses shall be placed in a separate account designated as the Surplus Distribution Account within the Organization Fund. Up to one half of such income shall be allocated by the Organization Fund Advisory Board for the purchase of equipment or

with the University but in so doing shall not act on behalf of the University or as a University officer or employee, and shall not thereby create any liability on the part of the Board of Trustees of the University of Illinois. In all cases, the accounts of these organizations shall be kept separate from the University accounts and the funds of such organizations shall be kept apart from University funds.”

b. The Custodial Fund (successor to the Student Organization Fund established in 1923) has been established to handle the funds of all Registered Organizations and Registered Student Organizations at the Urbana-Champaign campus of the University of Illinois. Consistent with the understanding that all University facilities, premises, and services hereinafter referred to as University facilities are held in trust for the benefit of the people of Illinois, the philosophy for the regulations and procedures that follow is based on the principle that the use of all income or receipts of organization resulting from the use of University facilities will be consistent with the rules and regulations applying to all University funds.

§ 2-310 ORGANIZATION CUSTODIAL FUND—SCOPE
a. All funds received by a Registered Organization (RO) and Registered Student Organization (RSO) that are initially collected by the University, or received from, or directly or indirectly through, a University-related or RO/RSO, or generated in any way through the use of University facilities, are required to be deposited in the RO/RSO established Custodial Fund. Other funds, received by a RO or RSO and derived without the use of University facilities, including the collection of dues from the organization’s own members, may at the option of the RO or RSO be deposited in the Custodial Fund, but if so deposited will be subject to the
improvements to benefit Registered Organizations and Registered Student Organizations; such expenditure(s) must be approved by a majority vote of treasurers present at the Annual Treasurers Meeting (see § 2-312). The remaining income shall be distributed annually pro rata to participating organizations based on the balances in the accounts that contributed to the general investment income receipts. Should such expenditure(s) not be approved at the Annual Treasurers Meeting, the total of all such income shall be distributed annually pro rata to participating organizations based on the balances in the accounts that contributed to the general investment income receipts. Should quorum not be met, all funds in the Surplus Distribution Account will be retained within the Organization Fund and will be available the following fiscal year.

(f) Excess funds not currently needed by Registered Organizations and Registered Student Organizations may be separately invested by Registered Organizations and Registered Student Organizations through the treasurer of the Organization Fund, and such securities shall be held in the Office of Business and Financial Services according to appropriate policies and procedures of that office.

(g) University Accounting and Financial Reporting of the Office of Business and Financial Services shall maintain an account or accounts as desired by each Registered Organization and Registered Student Organization, shall be responsible for recording all deposits and disbursements. Registered Organization and Registered Student Organizations treasurers may request their current balance at any time form the Illini Union Registered Organizations Office.

(h) The financial records, related documents, and accounts will be subject to audit by the University auditor.

§ 2-312 Purposes for Which Organization Funds May Be Used

(a) The determination of the ways in which Registered Organization and Registered Student Organization funds are expended is largely the responsibility of the members of the Registered Organization and Registered Student Organization, subject to the general policies and procedures established by the Office of Business and Financial Services, which acts in the name of the comptroller. While it is not possible to list all of the expenditure regulations, the items outlined below are listed to present the thrust of the regulations, and no attempt has been made to foresee all potential types of expenditures that may be requested. Therefore, authority to approve all expenditures remains with the Illini Union Office of Registered Organizations and the Office of Business and Financial Services. Expenditures from the Organization Fund must be for a lawful purpose and, in general, must:

(1) be for payment for services rendered, or for material received,
(2) be related to the educational goals and objectives of the University,
(3) not accrue or inure to the benefit of an individual or individuals, except as payment for services rendered,
(4) not be for the purchase of alcoholic beverages, or to enable or facilitate by any means the purchase of alcoholic beverages by any person,
(5) not be for the purchase of weapons (as defined in § 1-309(b)), or to enable or facilitate by any means the purchase of weapons by any person, and

same rules, regulations, and policies governing mandatory deposits.

b. The phrase “collected by the University” includes, unless otherwise specifically provided, here or elsewhere, student fees or other fees, and similar items the University assists in imposing or collecting for ultimate receipt by a Registered Organization or Registered Student Organization. The phrase “received from, or directly or indirectly through, a University-related Registered Organization and/or Registered Student Organization” includes funds transferred from one University-related or Registered Organization or Registered Student Organization to another. The phrase “generated in any way through the use of University facilities” excludes the collection of dues from the Registered Organization or Registered Student Organizations’ own members and includes, but is not limited to, funds from (1) admission charges, ticket sales, registration fees, or any other money collected in connection with talks, lectures, entertainment, cultural, or other events on the campus, (2) receipts from the rental or sale of services or products on the campus, and (3) voluntary contributions or the proceeds of solicitations made on campus.

c. Services of the Custodial Fund may be offered to University-related organizations with the approval of the director of Student Engagement. Other organizations may be offered the services of the Custodial Fund with the approval of the Chancellor. All references in § 2-310 of this rule applying to registered organizations apply to all other organizations participating in the Organization Fund.

d. The Department of Student Engagement shall have primary responsibility for proper disbursement of all funds from the custodial fund, subject to review by the University Accounting & Financial Reporting (UAFR)Individuals handling
(6) not be for the purchase of materials by, through, or from the University for resale to others.

(b) Requests for travel reimbursements must be for actual and necessary costs.

c) All tax and legal matters relating to organization activities are the sole responsibility of the Registered Organization and Registered Student Organizations. Registered Organizations and Registered Student Organizations are not authorized to use the University’s Employer Identification Number (EIN) or tax-exempt status. Funds deposited in the Organization Fund may not be used for donations to, gifts to, or support of charitable organizations, except with the special approval of the Chancellor. Currently, the Illini Union Office of Registered Organizations approves and supervises contributions to recognized charitable organizations.

d) Funds may be transferred to another account within the Organization Fund provided that such transfer does not violate any University statutes or policies or this Code and does not provide the recipient organization with funds obtained in a manner otherwise prohibited to the recipient organization.

§ 2-313 Procedures for Organization Fund Operations

(a) Access to Funds—All vouchers for withdrawal of funds from a Registered Organization or Registered Student Organization’s account must be signed by an authorized account treasurer. Registered Organizations and Registered Student Organization account treasurers must be registered students, faculty, or staff members.

(b) There is no need for a bond to ensure honest performance by treasurers of Registered Organization or Registered Student Organizations as each voucher processed is approved by the Illini Union Office of Registered Organizations and the treasurer of the Organization Fund for compliance with University rules and regulations.

(c) Deposits—Organizations’ account treasurer(s) shall deposit applicable funds with the Student Financial Services and Cashier Operations of the Office of Business and Financial Services, which will issue deposit slips showing the source of money deposited for entry in the Registered Organizations’ or Registered Student Organizations’ records.

(d) Disbursements—Registered Organizations and Registered Student Organizations’ account treasurer(s) will be given access to blank vouchers forms by the Illini Union Office of Registered Organizations, which they must use to request payments on properly approved bills against the organizations. These vouchers shall be completed and presented with an accompanying invoice or receipt to the Illini Union Office of Registered Organizations. That office shall (1) confirm the organization is registered and in good financial standing; (2) verify the signature; (3) make the initial approval consistent with the operations and finances

§ 2-311 REGISTERED ORGANIZATION CUSTODIAL FUND—ADMINISTRATION

a. The comptroller or a designee shall serve as treasurer of the Organization Fund.

b. The Vice Chancellor for Student Affairs or a designee shall serve as secretary of the Organization Fund.

c. The operation of the Registered Organization Custodial Fund shall be under the direct supervision of the Department of Student Engagement along with accounting assistance provided by University Accounting and Financial Reporting.

d. Requests for disbursements from the RSO Custodial Fund must be cosigned by the treasurer and the secretary of the RSO Custodial Fund, or their designees.

e. The treasurer of the Registered Organization Custodial Fund shall select a depository bank and may invest, when advisable, the cash balance of the Custodial Fund over and above a working balance in any of those securities or investments in which the treasurer may—as provided under Illinois law—invest trust funds. Income from such investments, plus a service fee if necessary, shall be used to cover the direct expense of the administrative operation including, but not limited to voucher forms, receipt books, handbooks, printing, mailings, and other direct costs incurred in maintaining the operations and support for RO and RSO Custodial Fund. Income to the Custodial Fund not needed for the administrative operations shall be placed in a separate account designated as the Surplus Distribution Fund within the Registered Organization Custodial Fund. Up to one half of such income can be allocated by the Student Organization Advisory Board for the purchase of equipment
of the Registered Organization and Registered Student Organization, and the general policies and procedures of the Organization Fund, and (4) send it to University Accounting and Financial Reporting for final review and approval, including verification of the secretary’s signature by the treasurer of the Organization Fund; and transmittal to University Payables for processing and generation of the check. All checks will be mailed by the University and require up to five University business days for processing. Vouchers under $1 will not be processed.

(e) Petty Cash—During the year, Registered Organizations and Registered Student Organizations’ account treasurers may draw vouchers upon available funds of their respective organizations for the purpose of setting up petty cash funds for minor expenses. These funds may be administered by the Registered Organization and Registered Student Organization’s account treasurer(s), but must be accounted for with appropriate receipts to the Illini Union Office of Registered Organizations. Failure to do so will result organization losing access to privileges until the funds can be accounted for.

(f) Account Treasurer’s Handbook—The Illini Union Office of Registered Organizations shall provide officers with access to a handbook outlining processes of operation that they will be expected to follow.

(g) Account Treasurer’s Handbook—The Office of Registered Organizations shall publish a handbook for financial officers.

§ 2-314 Withdrawal of Organization Fund Privileges
A Registered Organization or Registered Student Organization participating in the Organization Fund that does not follow the rules or regulations regarding the Organization Fund may have its Organization Fund privileges withdrawn by the appropriate University authority. Except for nonpayment of accounts, as provided under § 2-312, the actions taken by the secretary of the Organization Fund may include a warning, a probation for a specified time, a suspension of right to use the Organization Fund for a specified time, or a revocation of right to use the Organization Fund, including in the latter instances the right to receive funds as provided in this Code. Any such actions may be appealed by the affected Registered Organization or Registered Student Organization to the Organization Fund Advisory Board, which shall file a report and make a recommendation to the Chancellor or the Chancellor’s designee, whose decision shall be final.

§ 2-315 Dormant Accounts
Any account in the Organization Fund assigned to an organization that does not re-register for a period of at least four years will be closed. Any funds in the account at the time of closure will be transferred to the Organization Fund Administrative Account. Each year, the income generated from the Administrative Account (as stated in § 2 309(e)) shall be used to help cover the direct expense of the fund operation. Excess interest will be retained in the Administrative Account.

Should such an organization then re-register after its account has been closed, it may petition the Organization Fund Advisory Board to have its funds re-established.

or improvements to benefit Registered Student Organizations.

f. Excess funds not currently needed by Registered Organizations and Registered Student Organizations may be separately invested by Registered Organizations and Registered Student Organizations through the treasurer of the Organization Fund, and such securities shall be held in the University Accounting and Finance Reporting according to appropriate policies and procedures of that office.

(g) The Student Organization Finance Center and University Accounting and Financial Reporting shall maintain a fund or funds as desired by each Registered Organization and Registered Student Organization. The Student Organization Finance Center shall be responsible for recording all deposits and disbursements. Registered Organization and Registered Student Organization treasurers may request their current balance at any time from the Student Engagement Student Organization Finance Center.

h. The financial records, related documents, and accounts will be subject to audit by the University auditor.

§ 2-312 PURPOSES FOR WHICH REGISTERED ORGANIZATION CUSTODIAL FUNDS MAY BE USED

a. The determination of the ways in which Registered Organization and Registered Student Organization Custodial funds are expended is largely the responsibility of the members of the Registered Organization and Registered Student Organization, subject to the general policies and procedures established by University Accounting and Financial Reporting, which acts in the name of the comptroller. While it is not possible to list all of the expenditure regulations, the items outlined below are listed to present the thrust of the regulations, and no attempt has been made to foresee all potential types of expenditures
§ 2-316 Organization Fund—Advisory Board
The Organization Fund Advisory Board shall meet each year under these rules:
(a) The membership shall include the following:
   (1) the comptroller or the comptroller’s designee, who shall serve as treasurer of the
       Organization Fund Advisory Board, without vote
   (2) the Vice Chancellor for Student Affairs or the Vice Chancellor’s designee, who shall
       serve as secretary of the Organization Fund Advisory Board, without vote
   (3) two faculty or staff, appointed by the Chancellor or the Chancellor’s designee
   (4) five students, selected from nominations submitted by the Organization Fund voting
       membership at the Treasurers Meeting, according to § 2-317.
(b) Terms of voting members shall be one year with vacancies filled via appointment by the
    Vice Chancellor for Student Affairs or a designee.
(c) A chairperson of the Organization Fund Advisory Board shall be elected annually
    from and by the ten voting members.
(d) The Organization Fund Advisory Board shall establish bylaws that provide the
    procedures and methods of operation of the board. These bylaws, and amendments
    thereof, shall be subject to the approval of the Vice Chancellor for Student Affairs.

§ 2-317 Functions of the Organization Fund Advisory Board
The Organization Fund Advisory Board’s functions include the following:
(a) develop policies and rules of practice regarding the allocation of funds in the surplus distribution account to Registered Organizations and Registered Student Organizations as described in § 2-309(e), subject to section VIII-1 of the Campus Administrative Manual and this Code,
(b) hear appeals by Registered Organizations and Registered Student Organizations that have had actions taken against them and make recommendations to the Chancellor or the Chancellor’s designee, whose decision shall be final,
(c) distribute an annual report of its activities to all Registered Organizations and Registered Student Organizations with accounts in the Organization Fund,
(d) advise the appropriate University or campus official(s) on all aspects of the Organization Fund.
§ 2-318 Annual Meetings
(a) Officially accredited representatives of all authorized organizations operating through the Organization Fund shall receive a call to vote once each year at the call of the secretary of the Organization Fund Advisory Board, who shall serve as coordinator of the meetings;
(b) The treasurer of each Registered Organization and Registered Student Organization that operates in the Organization that is in good standing and whose accounts have positive balance at the time of the vote, will have one vote (regardless of the number of its accounts) one person may not represent more than one organization, and one organization may not have more than one vote regardless of the number of its accounts.
(c) As part of the call to vote, the representatives, will:
(1) receive reports of the Organization Fund Advisory Board and of the treasurer, and
(2) vote on the expenditure proposal brought forth by the Organization Fund Advisory Board according to § 2-309(e), and
(3) vote on nominees for the student membership of the Organization Fund Advisory Board, and
(4) transact such other business as the Organization Fund Advisory Board, or any organization through its accredited representative, may bring before the meeting.
(d) A quorum consists of accredited representatives of at least 10 percent or 60, whichever is smaller, of those organizations that operate in the Organization Fund that are in good standing and whose accounts have positive balances at the time of the meeting. Should a quorum not be met, all funds in the Surplus Distribution Account will be retained within the Organization Fund and will be available the following fiscal year and student appointments to the Organization Fund Advisory Board will be made by the Vice Chancellor for Student Affairs or the Vice Chancellor’s designee.

§ 2-313 PROCEDURES FOR REGISTERED ORGANIZATION CUSTODIAL FUND OPERATIONS
a. Access to Funds—All vouchers for funds from a Registered Organization or Registered Student Organization’s fund must be signed by an authorized president and treasurer. Registered Organizations, presidents and treasurers must be faculty and/or staff. Presidents and Treasurers of Registered Student Organizations must be enrolled students.
b. There is no need for a bond to ensure honest performance by treasurers of Registered Organization or Registered Student Organizations as each voucher processed is approved by the Student Organizations Finance Center and the treasurer of the Organization Fund for compliance with University rules and regulations.
c. Deposits—Organizations’ account treasurer(s) shall deposit applicable funds with the University Bursar, which will issue deposit slips showing the source of money deposited for entry in the Registered Organizations’ or Registered Student Organizations’ records.
d. Disbursements—Registered Organizations and Registered Student Organizations’ treasurer(s) will be given access to blank voucher forms by the Department of Student Engagement which they must use to request payments on properly approved bills against the organization’s fund. These vouchers shall be completed and presented with an accompanying statutes or policies or this Code and does not provide the recipient organization with funds obtained in a manner otherwise prohibited to the recipient organization.
invoice or receipt to the Department of Student Engagement. That department shall

1. Confirm the organization is registered and in good financial standing;
2. Verify that the signature(s) are in place from the applicable members of the Registered Organization or Registered Student Organization
3. Ensure the expenditures are in compliance with the rules and regulations and
4. Transmit the approved voucher to University Payables for processing and generation of the check. All checks will be mailed by the University and require up to five University business days for processing. Vouchers under $1 will not be processed.
5. Student Engagement provides policies and guidelines for treasurers and requires all presidents and treasurers to attend mandatory trainings and workshops.

§ 2-314 WITHDRAWAL OF REGISTERED ORGANIZATION FUND PRIVILEGES
A Registered Organization or Registered Student Organization participating in the Organization Fund that does not follow the rules or regulations regarding the Organization Fund may have its Organization Fund privileges withdrawn by the appropriate University authority and be referred to the Office for Student Conflict Resolution, as applicable. For nonpayment of accounts, as provided under § 2-312, the actions taken may include a warning, a probation for a specified time, a suspension of right to use the Organization Fund for a specified time, or a revocation of right to use the Organization Fund, including in the latter instances the right to receive funds. Any such actions may be appealed through the conduct process that governs the entities. Additionally, guidelines
are established by Student Engagement and outlined in the “handbook”

§ 2-315 DORMANT ACCOUNTS
Any fund in the Organization Fund assigned to an organization that does not re-register for a period of at least three years will be closed. Any funds in the custodial fund at the time of closure will be transferred to the Organization Administrative Custodial Fund. Each year, the income generated from the Administrative Custodial Fund (as stated in § 2 309(e)) shall be used to help cover the direct expense of the fund operation. Excess interest will be retained in the Administrative Fund.

§ 2-316 STUDENT ORGANIZATION ADVISORY BOARD
a. The purpose of the Student Organization Advisory Board is to foster intentional student engagement and involvement. The Student Organization Advisory Board provides feedback on pressing student issues that impact full engagement in the co-curricular experience. Meetings throughout the academic year encourage discussion on new initiatives and emergent issues. The Board’s recommendations help to influence The Department of Student Engagement goals, services, and overall effectiveness.

b. The Board serves as a vehicle for information sharing and support between and among key student leaders, and advocates for university clubs and organizations.

c. The Board encourages students, clubs and organizations to be contributors to an overall active student life on the campus.

d. The Board encourages the exploration of programmatic efforts without taking away the ownership of events from sponsoring entities. Ultimately, the board serves as a clearinghouse of information.

e. The Board solicits and recommends fiscal support for student organization administration, operations and programming.
Membership of the board shall consist of undergraduate and graduate students, faculty and staff that have interest and expertise in student organization matters. Student members shall be selected by annual application and interview. Membership shall include the following:

a. The Vice Chancellor for Student Affairs or the Vice Chancellor’s designee.
b. Two faculty or staff, appointed by the Vice Chancellor or the Vice Chancellor’s designee through the Student Affairs Committee process.
c. Seven (7) students (graduate or undergraduate), selected from application and interview available in the fall and spring semesters.
   a. Terms of student members shall be one year with vacancies filled via appointment by the Vice Chancellor for Student Affairs or a designee.
   b. Terms of faculty and staff members shall be for no more than (3) consecutive years.
   c. A chairperson of the Advisory Board shall be selected annually by the members of the board.

§ 2-317 FUNCTIONS OF THE STUDENT ORGANIZATION ADVISORY BOARD

a. Develops guidelines regarding the allocation of funds in the surplus distribution fund to Registered Student Organizations should there be excess funds.
b. Assist Student Engagement is providing outreach and coaching to student organizations on a variety of leadership development topics to foster organizational success.
c. Review and make recommendations to the Office of Student Engagement to improve existing policies and processes regarding student organizations.
d. Advise the appropriate University or campus official(s) on all aspects of the Student Organization engagement.
e. Assist in strengthening communication among campus student organizations.

f. Assist with the evaluation of student organizations in determining duplication in accordance with the Office of Student Engagement policy.

§ 2-318 ANNUAL MEETINGS
An annual meeting of all RSOs will be called once a year to provide a review of the past year, make recommendations for any purchases from the Organization Fund surplus fund, should it be available, that has the greatest impact on the operations and success of student organizations.

a. The chair and Director of Student Engagement shall serve as coordinators of the meetings.

b. Registered Student Organizations in good standing may attend the annual meeting, however one person may not represent more than one organization, and one organization may not have more than one representative.

c. The meeting may take place virtually or in person.

d. As part of the annual meeting, attendees may:
   a. Receive reports of the Organization Fund and the operations of the Student Organization Finance Center.
   b. Vote on the expenditure proposal brought forth by the Advisory Board to enhance the student organization experience.
   c. Transact such other business as the Advisory Board, or any organization through its accredited representative, may bring before the meeting.
   d. A quorum consists of accredited representatives of at least 10 percent or 60, whichever is smaller, of those organizations that are in good standing.
<table>
<thead>
<tr>
<th>§ 1-109 Statement on Consenting Sexual Relationships</th>
</tr>
</thead>
<tbody>
<tr>
<td>University guidelines on responsible professional conduct state that individuals assessing the work of others should base their assessments on appropriate professional criteria. Due to the inherent conflicts of interest, no individual should initiate or participate in institutional or educational decisions involving a direct benefit or penalty to a person with whom that individual has or has had a sexual relationship. Where supervisory or student teacher relationships exist between husband and wife, or members of a couple, whether married or not, it is the responsibility of the teacher or supervisor to alert his/her supervisor so that appropriate arrangements can be made.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>§ 1-109 Policy on Workplace-Related Intimate Personal Relationships</th>
</tr>
</thead>
<tbody>
<tr>
<td>University guidelines on responsible professional conduct state that individuals assessing the work of others should base their assessments on appropriate professional criteria. Due to the inherent conflicts of interest, no individual should initiate or participate in institutional or educational decisions involving a direct benefit or penalty to a person with whom that individual has or has had a sexual relationship. Where supervisory or student teacher relationships exist between husband and wife, or members of a couple, whether married or not, it is the responsibility of the teacher or supervisor to alert his/her supervisor so that appropriate arrangements can be made.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>§ 1-305 Policy on Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>d. The illegal possession or use of drugs or drug paraphernalia is prohibited. While the use of medical marijuana has been legalized in the state of Illinois, the possession or use of prescribed medical marijuana is prohibited on campus property.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>§ 1-305 Policy on Drugs (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>d. The illegal possession or use of drugs or drug paraphernalia is prohibited. Although the possession and use of marijuana is allowed under Illinois state law in some circumstances, the possession or use of marijuana for medical or recreational purposes is prohibited on university property.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>§ 1-108 (d) Nondiscrimination Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>d. For additional information on Title IX, ADA, or 504, please contact the Title IX Coordinator at the Title IX Office at:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>§ 1-108 (d) Nondiscrimination Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>d. For additional information on Title IX, ADA, or 504, please contact the Title IX Coordinator at the Title IX Office at:</td>
</tr>
</tbody>
</table>
Allison Kushner shared that law requires that the name, office address, and telephone number of the ADA Coordinator must be provided to interested persons. Allison also suggested using “ADA Coordinator, adacoordinator@illinois.edu” to avoid having it tied to a specific person’s name and making future updates to it, if needed. After committee discussion, Stephen Bryan agreed that he and Nisi Sturgis would make the necessary technical changes to § 1-108 AND § 1-110 & 1-111 that would incorporate these updates to be consistent with the law and with CAM.

§ 1-111 Sexual Misconduct Policy

§ 2-605 Operation of Bicycles

- Bicycles on campus must be operated at all times in accordance with the current University Bicycle Ordinance located at go.illinois.edu/bikeordinance.
- Bicycles shall be parked on campus only in an area that is designated by the presence of racks for bicycle parking.
- Students may register bicycles for campus use with Facilities and Services at no charge.
- Bicycle theft should be reported to the University Police Department at (217) 333-1216.

- Bicycles on campus must be operated at all times in accordance with the current University Bicycle Ordinance located at go.illinois.edu/bikeordinance.
- Bicycles must be parked and locked on campus only in an area that is designated by the presence of racks for bicycle parking at go.illinois.edu/bikeracks.
- Students must register bicycles for campus use at a one-time cost per bicycle, as described in the Bicycle Regulations CAM policy FO-13, and collect a tamper resistant and
theft deterrent Shield sticker (bicycle registration tag) from one of the several locations.
More information at go.illinois.edu/mybike.
(d) Bicycle theft should be reported to the University Police Department at (217) 333-1216

### § 1-106 Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

1. **Freedom of Association**
   Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.
   1. The membership, policies, and actions of a Registered Organization and Registered Student Organization usually will be determined by the vote of only those persons who hold bona fide membership in the college or University community.
   2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
   3. Registered Organizations and Registered Student Organizations are not required to have campus advisors. However, if they choose to have one, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
   4. The name(s) and address(es) of an agent or agents, and/or officers of a Registered Organization and Registered Student Organization, are required as a condition of registration.
   5. Campus organizations, including those affiliated with an extramural organization, shall not discriminate against a member or prospective member on the basis of race, color,
2. Freedom of Inquiry and Expression
   1. Students, Registered Organizations and Registered Student Organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

2. Students should be allowed to invite and hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities, adequate financial underwriting for costs of services to be provided by the University, adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The University’s control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

4. The name(s) and address(es) of an agent or agents, and/or officers of a Registered Organization, Registered Student Organization or University Student Organization, are required as a condition of registration.

5. Campus organizations, including those affiliated with an extramural organization, shall not discriminate against a member or prospective member on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, laws, orders and regulations, except as specifically exempted by law.

b. Freedom of Inquiry and Expression
   1. Students, Registered Organizations, Registered Student Organizations and University Student Organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

2. Students should be allowed to invite and hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities, adequate financial underwriting for costs of services to be provided by the University, adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The University’s control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.
the University, adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The University’s control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

§ 2-301 Classification of Organizations

This section defines those organizations that are authorized, under certain conditions, to use University facilities and services at Urbana-Champaign and to which these regulations and procedures apply. Upon review by an appropriate university designee, eligible organizations may be registered and assigned to one of the following classifications:

A. University Organizations: All University colleges, schools, institutes, departments, divisions, and other academic administrative units and committees, and the Urbana-Champaign Senate and its committees.

B. Campus Boards: Those governing and advisory boards that have been so designated by the Chancellor or the Chancellor’s designee.

C. Registered Organizations and Registered Student Organizations: Those incorporated and unincorporated organizations that have been registered under Section 2-303. A “Registered Organization” is one formed under subsection 2-303(a)(4)(C). A “Registered Student Organization” is one formed under subsection 2-303(a)(4)(D). Registered Organizations and Registered Student Organizations are not affiliated with the University.

D. Related Organizations: Those specifically designated organizations or agencies that relate directly and continually to the University and that have been designated as follows by the Board of Trustees or its designee.

| (a) University Organizations: All University colleges, schools, institutes, departments, divisions, and other academic administrative units and committees, and the Urbana-Champaign Senate and its committees. |
| (b) Campus Boards: Those governing and advisory boards that have been so designated by the Chancellor or the Chancellor’s designee. |
| (c) Registered Organizations and Registered Student Organizations: Those incorporated and unincorporated organizations that have been registered under Section 2-303. A “Registered Organization” is one formed under subsection 2-303(a)(4)(C). A “Registered Student Organization” is one formed under subsection 2-303(a)(4)(D). Registered Organizations and Registered Student Organizations are not affiliated with the University. |
| (d) University Student Organizations: Those student led organizations that are governed by University policies similar to |
1. **University-Related Organizations**—Those organizations defined in the Legislative Audit Commission Guidelines adopted by the University, which include University foundations, athletic associations, alumni associations, and corporate outgrowths. Relationships between the University and University-related organizations are governed by the Legislative Audit Commission Guidelines.

2. **Allied Organizations**—Those organizations closely associated with the University that support specific aspects of the University’s program and those governmental/professional and technical organizations or agencies whose activities contribute directly to the University’s program. Relationships between allied organizations and the University shall be in accordance with guidelines promulgated by the Office of the Vice Chancellor for Academic Affairs.

### E. Campus-Community Organizations:
Those organizations of which the majority of the members and a minimum of two officers must be affiliated with the University (students, faculty, staff, alumni, and spouses of those).

### F. Outside Organizations:
All other organizations that have not been designated or registered as set forth in the preceding definitions.

### University Organizations under subsection 2-301(a).

**University Student Organizations** are required to register and follow the same expectations as Registered Student Organizations as outlined under subsection 2-303(a)(4)(C). USOs are considered a University entity for purposes of business functions and support.

(e) **Related Organizations**: Those specifically designated organizations or agencies that relate directly and continually to the University and that have been designated as follows by the Board of Trustees or its designee.

1. **University-Related Organizations**—Those organizations defined in the Legislative Audit Commission Guidelines adopted by the University, which include University foundations, athletic associations, alumni associations, and corporate outgrowths. Relationships between the University and University-related organizations are governed by the Legislative Audit Commission Guidelines.

2. **Allied Organizations**—Those organizations closely associated with the University that support specific aspects of the University’s program and those governmental/professional and technical organizations or agencies whose activities contribute directly to the University’s program. Relationships between allied organizations and the University shall be in accordance with guidelines promulgated by the Office of the Vice Chancellor for Academic Affairs.

(f) **Campus-Community Organizations**:
Those organizations of which the majority of the members and a minimum of two officers must be affiliated with the University (students, faculty, staff, alumni, and spouses of those).

(g) **Outside Organizations**:
All other organizations that have not been designated or registered as set forth in the preceding definitions.
1. The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms, whether or not specifically prohibited by law.

2. It is the policy of the University that Registered Organizations shall be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations. Registered Organizations and Registered Student Organizations shall not practice discrimination against a member or prospective member on the basis of race, color, religion, sex, sexual orientation including gender identity, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law. Solely for the purpose of determining whether a Registered Organization or Registered Student Organizations has violated the policy stated in this subsection, the official name of a Registered Organization or Registered Student Organizations, in and of itself, shall not be construed or interpreted as denying open membership or prohibiting participation in any program or activity. Each Registered Organization or Registered Student Organizations must agree with the University of Illinois Statement of Nondiscrimination when applying for registered organization status.

3. Benefits provided by the University to Registered Organizations or Registered Student Organizations include, but are not limited to, (1) a regular use of University facilities (buildings, grounds, services); (2) fund-raising privileges; and (3) use of the Organization Fund.

4. Inquiries on Registered Organizations and/or Registered Student Organizations or this policy should be directed to the Illini Union Office of Registered Organizations, 284 Illini Union.

5. Extracurricular activities at the University are an integral element of its intellectual and educational purpose. To the extent possible, the University should provide encouragement and support to these activities by extending to them such services and facilities as are possible. A well-rounded extracurricular program supported by the
University should create an environment in which students may take full advantage of their educational opportunities.

6. University services available to Registered Organizations or Registered Student Organizations are too numerous and diverse to list in this Code. For information concerning these campuswide services, procedures for reserving space, interpretation of regulations governing Registered Organizations or Registered Student Organizations, and supportive resources that can be utilized for organizational projects, contact the Illini Union Office of Registered Organizations, 284 Illini Union. Reservations offices may develop policies and practices regarding the use of University facilities for Registered Organizations or Registered Student Organizations, and questions regarding the use of University facilities may be directed towards the appropriate reservations offices.

7. Voluntary organizations of students, faculty, and staff are an essential part of a University community. They provide an extension of the educational activities of the University beyond the curricular program. The existence of a diverse group of such organizations is in the best interest of the University and its students. Provision for Registered Organizations or Registered Student Organizations status and its attendant privileges is made to encourage and facilitate the formation and operation of such organizations.

(d) Inquiries on Registered Organizations and/or Registered Student Organizations or this policy should be directed to the Illini Union Office of Registered Organizations Student Engagement Office, 284 Illini Union.

(e) Extracurricular activities at the University are an integral element of its intellectual and educational purpose. To the extent possible, the University should provide encouragement and support to these activities by extending to them such services and facilities as are possible. A well-rounded extracurricular program supported by the University should create an environment in which students may take full advantage of their educational opportunities.

(f) University services available to Registered Organizations or Registered Student Organizations are too numerous and diverse to list in this Code. For information concerning these campuswide services, procedures for reserving space, interpretation of regulations governing Registered Organizations or Registered Student Organizations, and supportive resources that can be utilized for organizational projects, contact the Illini Union Office of Registered Organizations Student Engagement Office, 284 Illini Union. Reservations offices may develop policies and practices regarding the use of University facilities for Registered Organizations or Registered Student Organizations, and questions regarding the use of University facilities may be directed towards the appropriate reservations offices.

(g) Voluntary organizations of students, faculty, and staff are an essential part of a University community. They provide an extension of the educational activities of the University beyond the curricular program. The existence of a diverse group of such organizations is in the best interest of the University and its students. Provision for Registered Organizations or Registered Student Organizations status and its attendant privileges is made to encourage and facilitate the formation and operation of such organizations.
<table>
<thead>
<tr>
<th>§ 2-303 Requirements for Registration for Registered Organizations and Registered Student Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> To register with the University, organizations must annually file for registration status with the Illini Union Office of Registered Organizations. To qualify for registration, the organization must meet the following requirements:</td>
</tr>
<tr>
<td>1. The name of the organization must not be preceded by “University of Illinois,” “Illinois,” or any abbreviation thereof. The title “at the University of Illinois at Urbana-Champaign,” “at Illinois,” or any abbreviation thereof, may follow the organization’s particular name. Illini and Illinois may be used in the organization’s name. This includes both how the organization is registered and how the organization refers to itself, or in any other way that the organization presents itself.</td>
</tr>
<tr>
<td>2. The organization must identify name(s) of the member(s) of the organization who shall be called “authorized agent(s).”</td>
</tr>
<tr>
<td>3. The organization must provide contact address(es) and telephone number(s) for the organization’s authorized agent(s) for inquiries and correspondence concerning the organization.</td>
</tr>
<tr>
<td>4. The organization must provide a statement executed by the authorized agent(s) for the organization that includes the following:</td>
</tr>
<tr>
<td>1. that the authorized agent(s) are authorized to act on behalf of the organization in its relations with the University.</td>
</tr>
<tr>
<td>2. the names, contact information and University Identification Numbers (UIN) of the officers of the organization, and a designation of which officers perform the duties of president and treasurer.</td>
</tr>
<tr>
<td>3. that Registered Organization membership is restricted to emeritus/a faculty, faculty, staff, and their spouses/partners. Only emeritus/a faculty and currently appointed faculty and staff may serve as officers and authorized agents. Such an organization is not eligible for funding allocations from the Student Organization Resource Fee (SORF) (§ 3-505(h)); or</td>
</tr>
</tbody>
</table>

| § 2-303 Requirements for Registration for Registered Organizations and Registered Student Organizations |
| (a) To register with the University, organizations must annually file for registration status with the Illini Union Office of Registered Organizations Student Engagement Office. To qualify for registration, the organization must meet the following requirements: |
| (1) The name of the organization must not be preceded by “University of Illinois,” “UIUC,” or any abbreviation thereof. The title “at the University of Illinois at Urbana-Champaign,” “at UIUC,” or any abbreviation thereof, may follow the organization’s particular name. Illini and Illinois may be used in the organization’s name. This includes both how the organization is registered and how the organization refers to itself, or in any other way that the organization presents itself. |
| (2) The organization must identify name(s) of the member(s) of the organization who shall be called “authorized agent(s).” |
| (3) The organization must provide contact address(es) and telephone number(s) for the organization’s authorized agent(s) for inquiries and correspondence concerning the organization. |
| (4) The organization must provide a statement executed by the authorized agent(s) for the organization that includes the following: |
| (A) that the authorized agent(s) are authorized to act on behalf of the organization in its relations with the University. |
| (B) the names, contact information and University Identification Numbers (UIN) of the officers of the organization, and a designation of which officers perform the duties of president and treasurer. |
| (C) that Registered Organization membership is restricted to emeritus/a faculty, staff, and their spouses/partners. Only emeritus/a faculty and currently appointed faculty and staff may serve as officers and authorized agents. Such an organization is not eligible for funding allocations from the Student Organization Resource Fee (SORF) (§ 3-505(h)); or |
| (D) that Registered Student Organization membership is comprised with a majority of student members, and that |
that Registered Student Organization membership is comprised with a majority of student members, and that student membership is restricted to currently enrolled students at the Urbana-Champaign campus and their spouses/partners. Currently appointed faculty/staff and their spouses/partners also may be members. Only currently enrolled students or currently appointed faculty/staff may serve as officers and authorized agents. Such organizations are eligible for funding allocations from the Student Organization Resource Fee (SORF) (§ 3-505(h)).

5. that neither the organization nor its members shall discriminate on any basis prohibited by § 1-108(b).

6. whether the organization is incorporated, and if so, in what jurisdiction.

7. that the organization will make available, to any interested party who makes a request to the organization’s officers, if any, or authorized agent(s), its constitutions, bylaws, rules, and statements of purpose, and articles of incorporation, if such documents exist.

8. that the organization agrees to abide by the regulations governing Registered Organizations and Registered Student Organization. (§§ 2-301 through 2-318 and §§ 2-501 through 2-512.)

9. that the purpose of the organization does not violate any laws or University policies or regulations.

2. Each Registered Organization and Registered Student Organization must re-register with the Illini Union Registered Organization Office as part of the annual re-registration period that takes place April 1 – September 30. Filing for re-registration includes completing all requirements of registration by the established deadline.

3. As provided in § 2-506, Registered Organizations and Registered Student Organizations must obtain “event approval” from the Illini Union Office of Registered Organizations for all income-generating projects or events involving the use of University facilities, setting the time, place, and date thereof, and must follow the Ticket Policy published by the Illini Union Office of Registered Organizations in accordance with the policies and procedures of the Office of Business.
events held in University facilities. University Housing reviews space requests for events held in University residence hall facilities pursuant to University Housing procedures.

4. Registered Organizations and Registered Student Organizations are independent and autonomous from the University and are responsible for managing their own affairs. Registered Organizations and Registered Student Organizations are not affiliated with the University, nor are they units or agents of the University, and they shall not represent themselves as such. Events and activities conducted by Registered Organizations and Registered Student Organizations shall not be considered University-sponsored. Except as provided in § 2-303(a)(1), Registered Organizations and Registered Student Organizations shall not be permitted to use the name University of Illinois, any abbreviations thereof, or any symbol identified with the University or to conduct its affairs in such a manner as to imply that the organization is an official agency or part of the University. This includes uses in promotional materials, clothing and/or website/electronic media.

5. Each Registered Organization and Registered Student Organization shall be required to include in its articles of incorporation/association, bylaws, or constitution and any contracts or agreements the organization enters with others, a provision clearly stating that the organization is not an official agency or a part of the University and that the University is not liable or otherwise responsible for any acts, omissions, or liabilities of the organization.

§ 2-304 Sanctions of Registered Organizations

1. A Registered Organization and/or Registered Student Organization may be sanctioned for one or more of the following causes:
   1. knowingly sponsoring, urging, or engaging in actions by individuals or organizations that violate University rules or regulations, including this Part.
   2. knowingly sponsoring, urging, or engaging in actions on campus by individuals or organizations that violate local, state, or federal law
3. knowingly sponsoring, urging, or engaging in actions that substantially disrupt or interfere with the normal operation of the University or with the lawful activities of organizations or individuals authorized to use University facilities

2. No Registered Organization or Registered Student Organization may be sanctioned except by action of the appropriate University authority after notice and opportunity for hearing in accordance with procedures adopted by the Senate Committee on Student Discipline or the Faculty Advisory Committee.

3. The sanctions may include but are not limited to one or more of the following: warning; probation for a specified time; suspension of registered status for a specified time; revocation of registered status. Students involved with a Registered Organization or Registered Student Organization that is under judicial review, may also be reviewed individually by the Office for Student Conflict Resolution.

<table>
<thead>
<tr>
<th>§ 2-305 University Credit Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit policies for Registered Organizations and Registered Student Organizations are established by the Office of Business and Financial Services. Individuals incurring debts to the University in the name of a Registered Organization and Registered Student Organization shall be held personally responsible for payment should the organization lack funds in its account or refuse to accept the responsibility for the debt. To the extent that University facilities are available to and used by Registered Organizations and Registered Student Organizations, the University will, in connection with the respective costs, extend thirty days credit to these organizations. Credit will not be extended to organizations that have accounts delinquent.</td>
</tr>
</tbody>
</table>

§ 2-305 University Credit Policies

Individuals, such as officers, who incur costs or expenses on their Registered Student Organization (RSO), Registered Organization (RO) or University Student Organization (USO) fund, shall be held personally responsible for payment should the RSO, RO, or USO lack funds in its custodial fund, other university fund accounts, or refuse to accept responsibility for the debt. Any deficit incurred within a RSO or RO fund must be cleared within thirty calendar days. No disbursements will be permitted from a Registered Organization’s or Registered Student Organization’s fund that is delinquent.
with the University over thirty days past due. University credit will not be given to any organization that consistently permits its account to become delinquent (over thirty days past due). No disbursements will be permitted from a Registered Organization and Registered Student Organization’s account that is delinquent.

§ 2-306 Alcoholic Beverages Policies

1. As stated in § 1-306(c), all University of Illinois at Urbana-Champaign students, Registered Organizations and Registered Student Organizations are subject to the alcoholic beverages policies stated in §§ 1-306 to 1-308. Both individual students and Registered Organizations and Registered Student Organizations may be subject to disciplinary action for violations of these policies (See § 1-301(d)). In addition, the following regulations apply to Registered Organizations and Registered Student Organizations.

2. Registered Organizations and Registered Student Organizations events supported in part by alcoholic beverage distributors, manufacturers, and retailers must be conducted in compliance with procedures and guidelines available from the Illini Union Office of Registered Organizations.

3. Consistent with § 2-406(a), in promoting sponsored programs, a Registered Organization and Registered Student Organization may not use materials that: (1) advertise the availability of alcohol, or (2) contain information associated with solicitation for profit (for example, coupons, discounts, or commercial advertisements).

4. Events involving the use of alcohol at Registered Organization and Registered Student Organization sponsored programs should subscribe to the philosophy of responsible and legal use of the beverages. Functions with alcohol should neither encourage any form of alcohol abuse nor place emphasis on quantity and frequency of use.

5. A Registered Organization and Registered Student Organization may not use University resources to advertise or promote any event, the sole or primary purpose of which is the illegal consumption or overconsumption of alcohol. Such events include, but are not limited to, “bar crawls” and “happy hours.” If an event is challenged by the
Illini Union Office of Registered Organizations as a violation of this subsection, the burden is on the Registered Organization or Registered Student Organization to prove that its sole or primary purpose was conduct other than the illegal consumption or overconsumption of alcohol.

<table>
<thead>
<tr>
<th>§ 1-102 In the Classroom (d)</th>
<th>§ 1-102 In the Classroom (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>d. The instructor is in charge of the orderly conduct of the class and may exclude a student or an auditor who does not comply with a reasonable request in this regard. If the student is registered for the course and if the disruption is repeated or so egregious as to violate other conduct regulations, (usually § 1-302(f)), the instructor, after consultation with the department head or designee and the Executive Director of the Senate Committee on Student Discipline, may exclude the student from the class until such time as the disciplinary matter has been resolved. If the disciplinary matter is resolved in a manner that permits the student to return to class, the instructor, in consultation with the department head and the Executive Director of the Senate Committee on Student Discipline or designee, shall decide whether and to what extent the student will be permitted to make up course work missed while excluded from class.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>§ 1-301 Basis for Discipline – Source &amp; Jurisdiction</th>
<th>§ 1-301 Basis for Discipline – Source &amp; Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. By authority of the Board of Trustees, the Urbana-Champaign Senate Committee on Student Discipline is responsible for the administration of student discipline for acts involving the violation of campus or University regulations. These regulations are formulated by a variety of sources, including, but not limited to, the Conference on Conduct Governance, the Senate, the Chancellor, the President, and the Board of Trustees.</td>
<td></td>
</tr>
</tbody>
</table>
2. It is in the best interest of the University and all those who are students or who may desire to become students at the Urbana-Champaign campus that the basis for discipline at this campus be clearly defined. The University discipline system recognizes that not all violations of law affect the interests of the University community, and the discipline system accepts jurisdiction only in those instances in which the University community’s interest is substantially affected. On the other hand, the University may take disciplinary action for incidents that violate the University’s rules of conduct even though such conduct is not prosecuted in the courts. All members of the University community are expected to observe high standards of integrity and ethical behavior. The University discipline system may take action only upon the following basis:
   1. all actions that are violations of law or Board of Trustees’ action or any University rule of conduct and that occur on University premises or property
   2. all actions that violate any of the laws or regulations cited in section (a) above and that substantially affect the University community’s interest, even though such actions do not occur on University premises or property (for further information about the criteria used by the Senate Committee on Student Discipline in determining the kinds of conduct covered by this jurisdiction, see www.conflictresolution.illinois.edu or contact the Office for Student Conflict Resolution)
   3. all cases referred to the discipline system following interim suspension by the Chancellor
   4. academic violations
   5. appeals and referrals from student judiciaries arising from violations of regulations
   6. violations of University vehicle or bicycle regulations

3. Individuals subject to student discipline include but is not limited to all persons:
   1. taking courses at the University;
   2. who cancel, withdraw, or graduate after committing behavior which may violate the code;
   3. who are not officially enrolled for a particular term but have a continuing relationship with the University; and
   4. who have been notified of and accepted their admission.
This definition includes but is not limited to individuals between academic terms and persons who consent to participating in the student discipline process.

4. The actions of a Registered Organization and Registered Student Organization in University-approved activities or University-sponsored activities that are in violation of University regulations for organizations may result in disciplinary action against that organization. In addition, individuals involved may also receive disciplinary action as well.

5. The University reserves the right to deny admission to any person because of previous misconduct that may substantially affect the interest of the University, or to admit such a person on an appropriate disciplinary status. The admission of such a person will not be approved or denied until the case has been heard by the appropriate disciplinary committee. (This applies to a person not now enrolled in the University who might apply for admission, or to a person who has pre-enrolled whether or not the applicant has paid a deposit.) A favorable action of the appropriate disciplinary committee does not abrogate the right of any dean or director to deny admission on the basis of scholarship. (See § 1-303.)

6. The University reserves the right to withhold authority to register to any student or former student because of previous misconduct that may substantially affect the interests of the University or to assign appropriate disciplinary status to the student or former student. Permission to register will not be approved or denied until the case has been heard by the appropriate disciplinary committee. A favorable action by the appropriate disciplinary committee does not abrogate the right of any dean or director to deny the authority to register on the basis of scholarship. (See § 1-303.)

7. Students admitted to or enrolled in the Graduate College or any of the professional schools or colleges are subject to any additional conduct regulations of those units. Regulations will be available in printed form to those students.

8. The University will take disciplinary action for conduct violating §§ 1-302 to 1-311 below. Disciplinary action also may be taken for violations of other sections. Examples include but are not limited to: (1) § 1-102(d) (Orderly Conduct of Classes); (2) § 2-402 (Library

C. Individuals subject to student discipline include but is not limited to all persons:

a. taking courses at the University;

b. who cancel, withdraw, or graduate after committing behavior which may violate the code;

c. who are not officially enrolled for a particular term but have a continuing relationship with the University; and

d. who have been notified of and accepted their admission.

This definition includes but is not limited to individuals between academic terms and persons who consent to participating in the student discipline process.

D. The actions of a Registered Organization and Registered Student Organization in University-approved activities or University-sponsored activities that are in violation of University regulations for organizations may result in disciplinary action against that organization. In addition, individuals involved may also receive disciplinary action as well.

E. The University reserves the right to deny admission to any person because of previous misconduct that may substantially affect the interest of the University, or to admit such a person on an appropriate disciplinary status. The admission of such a person will not be approved or denied until the case has been heard by the appropriate disciplinary committee. (This applies to a person not now enrolled in the University who might apply for admission, or to a person who has pre-enrolled whether or not the applicant has paid a deposit.) A

e. appeals and referrals from student judiciaries arising from violations of regulations

f. violations of University vehicle or bicycle regulations
6. Alleged violations of the Student Code noted in (h) above are resolved through procedures developed and approved by the Senate Committee on Student Discipline, its Subcommittees on Student Conduct, and Disciplinary Officers approved by the Senate Committee on Student Discipline. These procedures include: Disciplinary Officer Procedures (informal resolution); Procedures for Appeal from the Action of Disciplinary Officers; Procedures for the Subcommittee on Undergraduate Student Conduct; and Procedures for Appeal to the Senate Committee on Student Discipline. These procedures may be found at www.conflictresolution.illinois.edu or by contacting the Office for Student Conflict Resolution. Among other rights delineated in these procedures, the right to written notice of charges and an opportunity to respond to those charges are guaranteed.

F. The University reserves the right to withhold authority to register to any student or former student because of previous misconduct that may substantially affect the interests of the University or to assign appropriate disciplinary status to the student or former student. Permission to register will not be approved or denied until the case has been heard by the appropriate disciplinary committee. A favorable action by the appropriate disciplinary committee does not abrogate the right of any dean or director to deny the authority to register on the basis of scholarship. (See § 1-303.)

G. Students admitted to or enrolled in the Graduate College or any of the professional schools or colleges are subject to any additional conduct regulations of those units. Regulations will be available in printed form to those students.

H. The University will take disciplinary action for conduct violating §§ 1-302 to 1-311 below. Disciplinary action also may be taken for violations of other sections. Examples include but are not limited to:
(1) § 1-402 (Academic Integrity Infractions); (2) § 1-406 (Multiple Academic Integrity Infractions by the Same Student); (3) § 2-403 (Smoke and Tobacco Free Campus Policy); and (4) § 2-406 (Solicitation and Commercial Activity in University Residence Halls).

I. Alleged violations of the Student Code noted in (h) above are resolved through procedures developed and approved by the Senate Committee on Student Discipline. These procedures may be found at www.conflictresolution.illinois.edu or by contacting the Office for Student Conflict Resolution. Among other rights delineated in these procedures, the right to written notice of charges and an opportunity to respond to those charges are guaranteed.
## § 1-302 Rules of Conduct

Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the University’s function as an educational institution and suitable to members of the academic community. Conduct for which students are subject to discipline includes, but is not limited to, the following:

1. Conduct that threatens the health or safety of any person, including but not limited to:
   1. causing bodily harm to an individual
   2. making physical contact of an insulting or provoking nature with an individual
   3. reckless disregard for the health or safety of any person
   4. any threat or physically threatening behavior which creates a reasonable fear for a person's safety
   5. engaging in behavior which is so persistent, pervasive, or severe as to deny a person's ability to participate in the University community

2. Conduct that violates the University’s sexual misconduct policy, including:
   1. sexual assault, as defined by § 1-111(f)(4)
   2. sexual harassment, as defined by § 1-111 (f)(10)
   3. sexual exploitation, as defined by § 1-111(f)(11)
   4. dating violence, as defined in § 1-111(f)(7)
   5. domestic violence, as defined in § 1-111(f)(8)
   6. retaliation, as defined in § 1-111(g)
   7. Title IX sexual harassment, as defined in § 1-111(f)(3)
   8. sexual violence, as defined in § 1-111(f)(12)

3. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. For the purposes of this definition,
   1. course of conduct means two or more acts, including but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveilles, threatens, or

## § 1-302 Rules of Conduct

Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the University’s function as an educational institution and suitable to members of the academic community. Conduct for which students are subject to discipline includes, but is not limited to, the following:

A. Violent and/or dangerous conduct, including:
   a. causing bodily harm to a person
   b. inappropriate physical contact with another person, such as pushing, slapping, or spitting
   c. reckless disregard for the health or safety of any person
   d. any verbal threat or physically threatening behavior that would cause a reasonable person to fear for their safety

B. Conduct that violates the University’s sexual misconduct policy, including:
   a. sexual assault, as defined by § 1-111(f)(4)
   b. sexual harassment, as defined by § 1-111 (f)(10)
   c. sexual exploitation, as defined by § 1-111(f)(11)
   d. dating violence, as defined in § 1-111(f)(7)
   e. domestic violence, as defined in § 1-111(f)(8)
   f. retaliation, as defined in § 1-111(g)
   g. Title IX sexual harassment, as defined in § 1-111(f)(3)
   h. sexual violence, as defined in § 1-111(f)(12)
communicates to or about, a person, or interferes with a person’s property;
2. reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; and
3. substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(See also § 1-111(f)(6) of the Student Code.)

4. Hazing: any action taken or situation created (1) for the purpose of initiation into, admission into, affiliation with, or as a condition of continued membership in, a group or organization; and (2) to produce physical discomfort or injury, mental discomfort, embarrassment, or ridicule. Such actions or situations may include but are not limited to the following: use of alcohol; personal servitude; paddling in any form; creation of excessive fatigue; physical and psychological shocks; wearing of apparel which is conspicuous or not in good taste; engaging in public stunts; degrading or humiliating games and activities; or any activities which are not consistent with the academic mission, organizational ritual or policy, or applicable state or local law. Hazing may occur regardless of a person’s willingness or consent to participate in the activity.

5. The use of force or violence, actual or threatened, to willfully deny, impede, obstruct, impair, or interfere with any of the following:
   1. the freedom of movement of any person, including entering or leaving property or facilities
   2. the performance of institutional duties by a member of the University
   3. by knowingly occupying or remaining in or at any property or facility owned or controlled by the University after receiving due notice to depart.

6. Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University. Without excluding other situations, examples include shouting, noise making, obstruction, and other disruptive actions designed or intended to interfere with or prevent meetings, assemblies, classes, or other scheduled or routine University operations or activities.

7. Providing false or misleading information to a member or agent of the University acting in the performance of his or her duty; or failing to

C. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition,
   a. course of conduct means two or more acts, including but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveilles, threatens, or communicates to or about, a person, or interferes with a person’s property;
   b. reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; and
   c. substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (See also § 1-111(f)(6) of the Student Code.)

D. Hazing: any action taken or situation created (1) for the purpose of initiation into, admission into, affiliation with, or as a condition of continued membership in, a group or organization; and (2) to produce physical discomfort or injury, mental discomfort, embarrassment, or ridicule. Such actions or situations may include but are not limited to the following: use of alcohol; personal servitude; paddling in any form; creation of excessive fatigue; physical and psychological shocks; wearing of apparel which is conspicuous or not in good taste; engaging in public stunts; degrading or humiliating games and activities; or any activities which are not consistent with the academic mission, organizational ritual or policy, or applicable state or local law. Hazing may occur regardless of a person’s willingness or consent to participate in the activity.
| 8. | Providing false or misleading information to a University or other law enforcement official acting in the performance of her or his duty; or failing to comply with the reasonable directions of a University or other law enforcement official acting in the performance of her or his duty. |
| 9. | Participation in a disruptive or coercive demonstration. A demonstration is disruptive or coercive if it substantially impedes University operations, substantially interferes with the rights of others, or takes place on premises or at times where students are not authorized to be. There is no requirement that University authorities order students to cease participation in a disruptive or coercive demonstration. |
| 10. | Theft, unauthorized use, or unauthorized possession of property or services of another; or knowing possession of stolen property. |
| 11. | Intentional or reckless destruction or damage of University, public, or personal property of another. |
| 12. | Indecent exposure of the body, including, but not limited to urination or defecation in public. |
| 13. | Unauthorized entry to or use of University, public, or private premises. |
| 14. | Abuse of computers where the University community’s interest is substantially affected, including, but not limited to:  
 1. unauthorized entry into a file for any purpose  
 2. unauthorized transfer of a file  
 3. unauthorized use of another individual’s identification, account, or password  
 4. knowingly disrupting the work of another person or the normal operation of the University computing system  
 5. accessing child pornography  
 6. the use of computing facilities and resources in violation of copyright laws. |
| 15. | Abuse of the University disciplinary system including, but not limited to:  
 1. failure to obey the directive of a disciplinary body or University officials in performance of their duties  
 2. knowing falsification, distortion, or misrepresentation of information before a disciplinary body |
| E. | The use of force or violence, actual or threatened, to willfully deny, impede, obstruct, impair, or interfere with any of the following:  
  a. the freedom of movement of any person, including entering or leaving property or facilities  
  b. the performance of institutional duties by a member of the University or  
  c. by knowingly occupying or remaining in or at any property or facility owned or controlled by the University after receiving due notice to depart. |
| F. | Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University. Without excluding other situations, examples include shouting, noise making, obstruction, and other disruptive actions designed or intended to interfere with or prevent meetings, assemblies, classes, or other scheduled or routine University operations or activities. |
| G. | Providing false or misleading information to a member or agent of the University acting in the performance of his or her duty; or failing to comply with reasonable directions of a member or agent of the University acting in the performance of his or her duty. |
| H. | Providing false or misleading information to a University or other law enforcement official acting in the performance of her or his duty; or failing to comply with the reasonable directions of a University or other law enforcement official acting in the performance of her or his duty. |
| I. | Harassment: unwelcome conduct that is based on an individual’s status within a protected classification covered by § 1-108 and that is (1) sufficiently severe or pervasive; and (2) objectively offensive; and (3) unreasonably interferes with, denies, or limits a person’s ability to participate or benefit from educational or employment opportunities, assessments, or status at the University. |
3. deliberate disruption or interference with the orderly conduct of a disciplinary proceeding
4. knowingly initiating a disciplinary proceeding without cause
5. attempting to influence the impartiality of a member of a disciplinary body prior to, or during the course of, the disciplinary proceeding
6. harassment or intimidation of any participant in the disciplinary system
7. failure to comply with the sanction(s) imposed under the Student Code
16. Making, attempting to make, or distributing a sound or visual recording of any person(s) in bathrooms, showers, bedrooms, locker rooms, or any other premises where there is a reasonable expectation of privacy, without the knowledge and consent of all participants subject to such recordings.
17. Violation of published University policies, rules, or regulations.
18. Inciting, aiding, or encouraging others to engage in a behavior which violates the Student Code.
19. Committing or attempting to commit any act which would be a violation of local, state, or federal law on or off University property, when such behavior is detrimental to the University community’s interest.
20. Sale or Distribution of Lecture Notes or Course Materials. No student shall sell, deliver or distribute copyrighted lecture notes or other course materials without the express permission of the copyright holder. An example of an infraction would include posting on a website or selling instructor copyrighted slides, lecture notes or other expressions fixed in a medium. (See also the University General Rules, Art. III, §4 regarding copyright policy.)

J. Theft, unauthorized use, or unauthorized possession of property or services of another; or knowing possession of stolen property.
K. Intentional or reckless destruction or damage of University, public, or personal property of another.
L. Indecent exposure of the body, including, but not limited to urination or defecation in public.
M. Unauthorized entry to or use of University, public, or private premises.
N. Unauthorized or malicious use of computer and communications equipment / devices, software, or application services where the University community’s interest is substantially affected, including, but not limited to:
   a. entry into files, applications, databases, or cloud environments for any purpose
   b. transfer or alteration of files, applications, databases, or source code
   c. use of another individual’s identification, account, or password
   d. knowingly disrupting the work of another person or the normal operation of the University computing system or service
   e. accessing child pornography
   f. violation of copyright and patent laws.
O. Abuse of the University disciplinary system including, but not limited to:
   a. failure to obey the directive of a disciplinary body or University official acting in the performance of their duties
   b. knowing falsification, distortion, or misrepresentation of information before a disciplinary body
c. deliberate disruption or interference with the orderly conduct of an investigation or disciplinary proceeding

d. knowingly reporting a student for disciplinary action without cause

e. attempting to influence the impartiality of any investigator or decision-maker prior to, or during the course of, the disciplinary proceeding

f. harassment or intimidation of any witness, complainant, respondent, investigator, decision-maker, or other participant in a disciplinary proceeding

g. failure to comply with the sanction(s) imposed under the Student Code

P. Making, attempting to make, or distributing a sound or visual recording of any person(s) in bathrooms, showers, bedrooms, locker rooms, or any other premises where there is a reasonable expectation of privacy, without the knowledge and consent of all participants subject to such recordings.

Q. Violation of published University policies, rules, or regulations.

R. Inciting, aiding, or encouraging others to engage in a behavior which violates the Student Code.

S. Committing or attempting to commit any act which would be a violation of local, state, or federal law on or off University property, when such behavior is detrimental to the University community’s interest.

T. Sale or Distribution of Lecture Notes or Course Materials. No student shall sell, deliver or distribute copyrighted lecture notes or other course materials without the express permission of the copyright holder. An example of an infraction would include posting on a website or selling instructor copyrighted slides, lecture notes or other expressions fixed in a medium. (See also the University General Rules, Art. III, §4 regarding copyright policy.)
§ 1-306 Alcoholic Beverages – Preamble (c)

c. The following regulations apply to all University of Illinois at Urbana-Champaign students and Registered Organizations and Registered Student Organizations while on campus, while involved in University-related activities, while within the environs of Champaign County, or in other circumstances where a substantial University community interest exists. A “substantial University community interest” exists, but is not limited to, situations in which individual or group alcohol consumption results in actual or threatened injury to persons, damage to property, or disruption of a University-related event.

§ 1-307 Alcoholic Beverages – General Rules (a)
a. All students, wherever they happen to be, are expected to observe the liquor laws of the local jurisdiction. (See § 1-201 below.) Under the liquor laws of the State of Illinois and the cities of Champaign and Urbana, and this rule:

§ 2-101 Health Requirements

a. Physical and Mental Health

Each student may be required to present evidence of satisfactory physical and mental health to the Director of the McKinley Health Center at Urbana-Champaign. Each admitted applicant will receive an Immunization Information Form, which he or she must use to report proof of immunity to certain vaccine-preventable diseases as defined by state law and required by University regulations, as well as any other pertinent medical data, to the director of the McKinley Health Center. A minor (under eighteen years of age by the time of registration) must submit the Immunization Information Form with a parent’s or guardian’s written authorization for the student to receive treatment at McKinley Health Center. A student who fails to return the completed Immunization Information Form by the date shown on the form and who fails to comply by the end of the first term of enrollment is prohibited from subsequent enrollment in the University. Upon the advice of a McKinley Health Center physician, admission of a student may be denied until the student is cleared by the McKinley Health Center.
1. Students transferring from the University of Illinois at Chicago or at Springfield should request that their Immunization Information Form be transferred by the health center on that campus.

2. Military personnel may have their Immunization Information Form completed by a military physician.

b. Tuberculosis Control

1. All new and returning students are encouraged to present evidence of freedom from tuberculosis to the McKinley Health Center. All new international students are required to complete tuberculosis screening at the McKinley Health Center before completing registration.

2. A person who has a positive skin test is required to have a chest X-ray. A person with a known history of positive reaction to the tuberculosis skin test will not be retested, but will require a chest X-ray to show evidence of freedom from active tuberculosis. An individual who has had a chest X-ray performed within the previous twelve months will not require an additional chest X-ray if the previous chest X-ray is obtainable and meets the University’s chest X-ray standards. A student with a positive skin test must schedule an appointment at McKinley Health Center to review his or her health history.

3. A student with a positive skin test must schedule an appointment at McKinley Health Center to review his or her health history.

Minor (under eighteen years of age by the time of registration) must submit the Immunization Information Form with a parent’s or guardian’s written authorization for the student to receive treatment at McKinley Health Center. A student who fails to return the completed Immunization Information Form by the date shown on the form and who fails to comply by the end of the first term of enrollment is prohibited from subsequent enrollment in the University. Upon the advice of a McKinley Health Center physician, admission of a student may be denied until the student is cleared by the McKinley Health Center.

1. Students transferring from the University of Illinois at Chicago or at Springfield should request that their Immunization Information Form be transferred by the health center on that campus.

2. Military personnel may have their Immunization Information Form completed by a military physician.

b. Tuberculosis Control

1. All new and returning students are encouraged to present evidence of freedom from tuberculosis to the McKinley Health Center. All new international students are required to complete tuberculosis screening via the electronic form on their mymckinley portal at the McKinley Health Center before completing registration.

2. A person who has a positive skin test is required to have a Quantiferon TB Blood Test and a chest X-ray. A person with a known history of positive reaction to the tuberculosis skin test will not have the TB Skin Test repeated, be retested, but will require a Quantiferon TB Blood Test and a chest X-ray to show evidence of freedom from active tuberculosis.
tuberculosis. An individual who has had a chest X-ray performed within the previous twelve months will not require an additional chest X-ray if the previous chest X-ray is obtainable and meets the University’s chest X-ray standards. A student with a positive Quantiferon TB Blood Test skin test must schedule an appointment at McKinley Health Center to review his or her health history.

§ 2-602 Automobiles

a. Use

1. The parking of motor vehicles and motorcycles in University structures or lots is controlled by signs posted at the entrances. Unless special approval is received under Section VIII-8 of the Campus Administrative Manual, parking on University property is permitted only in areas marked as University streets or as areas posted with signs designating specific parking areas, unless otherwise restricted.

2. During restricted hours a current rental permit must be displayed in motor vehicles parked in rental facilities. A current motorcycle rental permit must be displayed on motorcycles parked in designated motorcycle areas.

3. No parking is permitted on most University-administered parking facilities from 2 a.m. to 6 a.m. except for persons on duty. Motor vehicles and motorcycles parked by those persons on duty must display current permits.

4. Definition of an automobile: For the purpose of these regulations, an automobile is defined as any motor-propelled vehicle used for transporting persons or property but excluding motorcycles, motor scooters, and motor bikes.

5. Possession of an automobile: Possession of an automobile is defined as physical control or operation of an automobile or the right to control or operate an automobile even though ownership is vested in a parent, a spouse, or another person.

§ 2-602 AUTOMOBILES

a. Use

1. The parking of motor vehicles and motorcycles in University structures or lots is controlled by signs posted at the entrances. Unless special approval is received under Section VIII-8 of the Campus Administrative Manual, parking on University property is permitted only in areas marked as University streets or as areas posted with signs designating specific parking areas, unless otherwise restricted.

2. During restricted hours a current virtual permit is required in motor vehicles parked in rental facilities. A current motorcycle rental permit must be displayed on motorcycles parked in designated motorcycle areas.

3. No parking is permitted on most University-administered parking facilities from 2 a.m. to 6 a.m. except for persons on duty. Motor vehicles and motorcycles parked by those persons on duty must display current permits.

4. Definition of an automobile: For the purpose of these regulations, an automobile is defined as any motor-propelled vehicle used for transporting persons or property.
6. Visitor: Any individual other than faculty, staff, or student who desires to visit a facility administered by the University or an approved allied agency.

b. Operation of an Automobile
   1. Any student operating an automobile on any street, drive, parking lot, or service area shall do so with due regard for the safety of pedestrians and in compliance with the motor vehicle laws of the state of Illinois, the traffic ordinances of the cities of Champaign and Urbana, and such other specific safety regulations as may be adopted by the University of Illinois.
   2. In addition to University action, any violation of a state or municipal law or ordinance may result in the arrest of the violator or a notice to appear before the appropriate state court.

c. Parking of Student Automobiles
   1. Parking of student automobiles in the University lots is permitted as posted by appropriate signs at the entrance to each lot. Authorization to park in University lots does not extend to spaces on a twenty-four-hour rented basis.
   2. Students may purchase permits to park in certain designated lots included in the University “lot rental” program. Hours for required permits are contained on each lot entrance sign. Application must be made to the Facilities and Services Parking Department, prior to parking in such lots.
   3. Students are permitted to park on any city street in accordance with the appropriate city regulations without any requirement that their cars be registered with the University.
   4. Students may purchase permits to park and/or store their automobiles in Lot F-23, located on Florida Avenue west of Lincoln Avenue; Lot E-14, located on the southwest corner of First Street and Kirby Avenue, and parking deck B04, located on University Avenue between Goodwin and Mathews. Parking in these three lots is available twenty-four hours per day. Application must be made to the Facilities and Services Parking Department prior to parking in these lots.
   5. Refund of rental or storage lot fees will be prorated upon a request made to the Facilities and Services Parking Department.

   but excluding motorcycles, motor scooters, and motor bikes.

5. Possession of an automobile: Possession of an automobile is defined as physical control or operation of an automobile or the right to control or operate an automobile even though ownership is vested in a parent, a spouse, or another person.

6. Visitor: Any individual other than faculty, staff, or student who desires to visit a facility administered by the University or an approved allied agency.
### § 2-603 Use of Motorcycles (Including Motor Scooters and Motor-Drive Bicycles)

All motorcycles and mopeds must purchase a permit and park in designated “Motorcycle Parking Permitted” parking areas. These areas are designated on the campus map. Permits are effective March 1 of each calendar year and expire the last day in February of the following year.

### § 2-604 Parking Citations

| a. | All Parking Department citations issued for violations of the University regulations may be paid to a cashier at the Facilities & Services Parking Department, 1110 W. Springfield, Urbana, or placed in any University drop box. |
| b. | The penalty for each automobile and motorcycle citation shall increase as stated on the citation unless paid within seventy-two hours. |
| c. | Appeals for violations or other matters concerning these regulations may be made in writing to the Facilities and Services Parking Department. Appeals must be made within five business days of |

### § 2-603 USE OF MOTORCYCLES (INCLUDING MOTOR SCOOTERS AND MOTOR-DRIVE BICYCLES)

All motorcycles and mopeds must purchase a permit and park in designated “Motorcycle Parking Permitted” parking areas. These areas are designated on the campus map. **Permits are effective July 1 of each calendar year and expire the last day in June of the following year.**

### § 2-604 PARKING CITATIONS

| a. | All Parking Department citations issued for violations of the University regulations may be paid online at www.parking.illinois.edu, over the phone at (217) 333-3530, in person at the Parking Department, 1201 W. University Ave., Urbana, or placed in any red fine box. |
| b. | The penalty for each automobile and motorcycle citation shall increase as stated on the citation unless paid within **10 days**. |
c. Appeals for violations or other matters concerning these regulations may be made online at www.parking.illinois.edu. Appeals must be made within 30 days of citation issuance and only after the citation is paid. Appeals are heard by the Parking Appeals Board, which consists of volunteer faculty, staff, and student members.

§ 2-402 Library Regulations

The University Library exists primarily to provide intellectual and physical access to information and services that support the university’s educational mission. To provide physical access, the Library circulates library materials to the faculty, staff and student body of the University. The privilege of borrowing materials for use outside the Library is accorded to all faculty, staff, students, and other persons accredited by the Library. The use of licensed electronic resources is accorded to all current university faculty, staff, and students.

a. Use of Library Materials

1. Most library materials may be borrowed for home use and renewed to extend the loan. Loan periods vary from a few days to several weeks, however, most materials have a loan period of between 4 weeks (undergraduate students) and 16 weeks (graduate students). Renewing materials will generally extend the loan from the date of the renewal, by a period of time similar to that of the original loan. All such materials are subject to recall at any time, and all Library users are fined for failing to return a recalled item on time. Reference books, items reserved for classes, and periodicals are generally not allowed out of the library.

2. Any student who steals or mutilates library materials will be subject to university discipline.

3. Electronic resources made available by the Library to students are for activities that support the university's educational mission. The Library's ability to provide access, authorize use, and permit reproduction of licensed resources is governed by contractual license agreements and U.S. Copyright Law. These license agreements are negotiated between the Board of Trustees and the providers of the electronic resources.
of the University of Illinois and publishers or third party brokers. These legally binding contracts allow students to access these resources for non-commercial, educational, scholarly and research purposes. Students using of library-licensed resources must comply with the terms of agreements and be aware that publishers may monitor use of electronic resources to ensure that the terms of their licensing agreements are enforced. Breach of license may lead a publisher/vendor to turn off the University's access without warning. Consequently, the Library works closely with contractual partners and the Campus' Chief Information Officer to resolve issues surrounding questionable use as they arise.

4. Any students who misuse commercially licensed electronic resources may be referred to appropriate campus disciplinary bodies and have on and off-campus access privileges suspended.

5. A student ID card serves as a library card and may be used in the University Libraries of all three campuses or any Consortium of Academic and Research Libraries in Illinois (CARLI)-member school.

6. Students have access to the main stacks upon presentation and validation of their current ID card. Any student may request to have materials paged for them.

7. Some material, due to its condition, scarcity, or value, may be restricted to building use only.

8. Some library locations may require students to show identification, register, and/or check bags and coats before using library materials.

b. Charges (subject to change without notice)
   1. Library materials, with the exception of special items, can be returned to any library drop box on campus. Special items, such as fragile items, media materials, loanable technology, reserves, and other short-term loans, must be returned to the departmental library from which they were borrowed. Interlibrary loan materials must be returned to the central circulation desk at the entrance to the main stacks in the Main Library.
   2. Most library materials are not subject to overdue fines, except heavily-used materials such as reserves, recalled material, media, loanable technology and building-use only materials. Items not returned by the time indicated in the library’s database are subject to a late charge. Library fines are subject to change without notice.
   3. The date recorded in the library’s database is the official record of the time when an item must be returned to the Library. Overdue notices are sent as a courtesy only, and failure to receive one is not a reason for cancellation or reduction of late charges.

mission. The Library's ability to provide access, authorize use, and permit reproduction of licensed resources is subject to contractual agreements and U.S. Copyright Law. Contractual agreements, negotiated between the Board of Trustees of the University of Illinois and publishers or third-party brokers, allow students to access electronic resources for non-commercial, educational, scholarly and research purposes. Student use of electronic resources made available by the Library must comply with the terms of license agreements. Students should be aware that publishers monitor use of electronic resources to ensure that the terms of their agreements are enforced. Breach of license may lead a publisher/vendor to turn off the University's access without warning.

(Students who misuse commercially licensed electronic resources may be referred to appropriate campus disciplinary bodies and have access privileges suspended.)

Accessing Resources

1. A student ID card serves as a library card. The ID card can be used to access resources in the libraries of all three universities of the University of Illinois System or any libraries where the Library has a reciprocal borrowing relationship.

2. Upon presentation and validation of their current ID card, students have access to the main stacks, where a core subset of the Library’s physical collections is stored. Any student may request to have materials retrieved for them from the stacks.

3. Some materials, due to their condition, scarcity, or value, may be restricted to building use only.
4. Special items, such as fragile items, media materials, loanable technology, reserves, and other short-term loans may also be subject to late charges if kept past the time due. These charges may vary from one library to another, depending on the item or the library location.

5. Materials recalled for another library user or for reserve purposes may have a reduced loan period; the revised due date is the effective one. All patrons will be fined if a recalled item is not returned by the date specified in the recall notice. A patron will be billed a lost-book charge if the book is not returned when a recall notice is issued.

6. The loss of any item should be reported immediately to the library from which it was borrowed. Any lost library materials that have become overdue are subject to late charges until personally reported lost. If the item cannot be recovered by the borrower within a reasonable length of time, the borrower will be charged the cost of replacing the material.

7. Special collections are subject to different regulations and policies.

c. Collection of Library Charges All library charges for overdue and lost materials are forwarded to University Student Financial Services & Cashier Operations (USFSCO) for collection. Students wishing to appeal charges for overdue and lost materials may contact the Library Billing Office.

d. Use of Library Premises The Library provides students with an environment conducive to teaching, learning, research, study, and to the conduct of University business. Students using the Library are expected to act responsibly, appropriately, and courteously in order to preserve the Library's environment, facilities, and collections as described in the Patron Conduct Policy: [http://www.library.illinois.edu/administration/services/policies/patron_conduct.html](http://www.library.illinois.edu/administration/services/policies/patron_conduct.html)

Students who violate any of these policies, or any other policies of the University of Illinois at Urbana-Champaign, may lose their privileges to use the Library, be subject to university-imposed discipline, and/or be subject to criminal prosecution or other legal action, as appropriate.
§ 2-701 Basis for Chancellor's Emergency Powers

a. The Chancellor, in consultation with the President, will place into effect regulations, procedures, or measures deemed necessary or appropriate to meet an emergency, to safeguard persons and property, and to maintain educational activities. Examples of emergency measures include the imposition of curfew or other crowd-control measures, and the imposition of interim suspension upon any student where there is reasonable cause to believe the student has engaged in any disruptive or coercive act. Those placed on interim suspension shall be given prompt notice of charges and the opportunity of a prompt hearing.

b. The Chancellor, in consultation with the President, will institute and implement the necessary procedures for referral of such cases to the appropriate disciplinary processes. Disciplinary procedures may be invoked for violation of University or campus regulations, whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts.

Champaign, may lose their privileges to use the Library, be subject to university-imposed discipline, and/or be subject to criminal prosecution or other legal action, as appropriate.

§ 2-701 Basis for Chancellor's Emergency Powers

a. The Chancellor, in consultation with the President, will place into effect policies, regulations, procedures, or measures deemed necessary or appropriate to meet an emergency, to safeguard persons and property, and to maintain educational and research activities. Examples of emergency measures include, but are not limited to, the imposition of curfew or other crowd-control measures and the imposition of interim suspension upon any student where there is reasonable cause to believe the student may pose a significant threat to the health and safety of the campus community or the student substantially threatens or interferes with the maintenance of appropriate order and discipline in university operations. Those students placed on interim suspension shall be given prompt notice of charges and the opportunity for a prompt hearing.

b. The Chancellor, in consultation with the President, will institute and implement the necessary procedures for referral of such cases to the appropriate disciplinary processes. Disciplinary procedures may be invoked for violation of System University or campus policies or regulations, whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts.
§ 2-801 Confidential Contact Identification

Each registered student may maintain in the Office of the Registrar a confidential contact who will be notified by authorized persons not more than 24 hours after the student is determined to be missing. Students may update confidential contact information in the student registration system. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may access this confidential contact information.

§ 2-802 Reporting a Suspected Missing Student

A person that suspects a student has been missing for 24 hours should contact the University of Illinois Police Department or the Dean of Students Office to make a report. Students in University Housing may also report the matter to the Resident Director, who shall immediately convey the information to the Police Department.

§ 2-803 Handling

If University law enforcement determines that a student, for whom a missing persons report has been filed, has been missing for 24 hours and has not returned to the campus, the University will notify the confidential contact as identified by the student in the student registration system, and appropriate University officials.

a. For students under 18 years of age, the University must also notify a custodial parent or guardian not later than 24 hours after any student is determined to be missing, unless the student has been emancipated and has submitted proof of the same to the University.
b. The University will notify other appropriate law enforcement agencies no later than 24 hours after a student is determined to be missing, unless the student has been emancipated and has submitted proof of the same to the University.

determined to be missing, unless the student has been emancipated and has submitted proof of the same to the University.

b. The University will notify other appropriate law enforcement agencies no later than 24 hours after a student is determined to be missing, including local law enforcement that has jurisdiction in the area that the student is reported missing.

A person that suspects a student has been missing for 24 hours should contact the University of Illinois Police Department or the Dean of Students Office to make a report. Students in University Housing may also report the matter to the Resident Director. The Dean of Students Office and University Housing shall then immediately convey the information to the University of Illinois Police Department.

<table>
<thead>
<tr>
<th>§ 3-101 Academic Work Report Requirements</th>
<th>§ 3-101 ACADEMIC WORK REPORT REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Faculty members have the responsibility to provide the University with an individual evaluation of the work of each student in their classes. Final course grades are entered on the student’s permanent University record at the close of each semester, term, or session.</td>
<td>a. Faculty members have the responsibility to provide the University with an individual evaluation of the work of each student in their classes. Final course grades are entered on the student’s permanent University record at the close of each semester, term, or session.</td>
</tr>
<tr>
<td>2. A dean may require semester reports from each instructor or faculty member, upon the work of all freshmen and unclassified students, and upon all other students whose work is presumably below C.</td>
<td>b. A dean may require semester reports from each instructor or faculty member, upon the work of all freshmen and unclassified students and upon all other students whose work is presumably below C.</td>
</tr>
<tr>
<td>3. Reports of midsemester grades are required upon the work of all freshmen. They are not entered on the student’s permanent University record.</td>
<td>c. Reports of midsemester grades are required upon the work of all freshmen. They are not entered on the student’s permanent University record.</td>
</tr>
</tbody>
</table>
§ 3-102 Grading System—Grades Authorized for All Colleges

Excellent (A+, A, A-); Good (B+, B, B-); Fair (C+, C, C-); Poor (D+, D, D-) (lowest passing grade); Failure (F) (not acceptable for degree credit), including courses dropped for academic irregularities (see § 1-402); Absent from the final examination without an acceptable excuse ABS (counts as a failure, not acceptable for degree credit). If a student is absent from a final examination, and it is clear that taking that examination could not have resulted in a passing grade for the course, a grade of F may be given instead of ABS. The A+ grade standing alone should not be used to designate Honors Credit (see § 3-703). It should only be used to designate superior academic performance in a course/section not certified as an honors course/section by the offering department. It should not be used for Honors Credit Learning Agreements. To recognize superior academic performance in a course so designated, the appropriate grade is A+H.

§ 3-103 COMPUTATION OF SCHOLASTIC AVERAGES

a. Numerical Values

§ 3-102 GRADING SYSTEM—GRADES AUTHORIZED FOR ALL COLLEGES

Excellent (A+, A, A-); Good (B+, B, B-); Fair (C+, C, C-); Poor (D+, D, D-) (lowest passing grade); Failure (F) (not acceptable for degree credit), including courses dropped for academic irregularities (see § 1-402); Absent from the final examination without an acceptable excuse ABS (counts as a failure, not acceptable for degree credit). If a student is absent from a final examination, and it is clear that taking that examination could not have resulted in a passing grade for the course, a grade of F may be given instead of ABS. The A+ grade standing alone should not be used to designate Honors Credit (see § 3-703). It should only be used to designate superior academic performance in a course/section not certified as an honors course/section by the offering department. It should not be used for Honors Credit Learning Agreements. To recognize superior academic performance in a course so designated, the appropriate grade is A+H.

§ 3-103 COMPUTATION OF SCHOLASTIC AVERAGES

a. Numerical Values
<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>D-</td>
<td>.67</td>
</tr>
</tbody>
</table>

F Failure (including courses dropped for academic irregularities) = 0.00

ABS Absent from final; counts as failure.

b. Undergraduates

A uniform method for calculating undergraduate grade-point averages has been established for all undergraduate colleges on the Urbana-Champaign campus. These averages are calculated on the basis of all courses attempted for which grades and credits are assigned and that carry credit in accordance with the Courses catalog. Grades of S, U, CR, NC, and PS are reported on the official University transcript but are not included in the grade-point averages since grade-points are not assigned to these letter grades. This method of calculation is used to determine honors, probationary and drop status, financial aid and scholastic awards, and transfer between colleges on this campus. For the purpose of computing a grade-point average for graduation, only the grades received in those courses counting toward the degree, including grades in repeated courses, are included in the average. (See also § 3-802.)

c. Graduates

The graduate GPA includes all hours and grades for all courses taken while enrolled as a graduate student. The GPA component of academic status is calculated at the end of each semester. At the point of calculation, graduate
students must have a cumulative graduate GPA at or above their
department’s minimum and a semester GPA of at least 2.75 to be in good
standing. To be eligible for an advanced degree, a graduate student must
have a grade-point average of at least 2.75. Some departments require a
higher average. See the Graduate College Handbook for Students, Faculty
and Staff for more information about repeated courses and grade points
used in computations.

counting toward the degree, including grades in repeated
courses, are included in the average. (See also § 3-802.)

d. Graduates

The graduate GPA includes all hours and grades for all
courses taken while enrolled as a graduate student. The GPA
component of academic status is calculated at the end of
each semester. At the point of calculation, graduate students
must have a cumulative graduate GPA at or above their
department’s minimum and a semester GPA of at least 2.75
to be in good standing. To be eligible for an advanced
degree, a graduate student must have a grade-point average
of at least 2.75. Some departments require a higher average.
See the Graduate College Handbook for Students, Faculty
and Staff for more information about repeated courses and
grade points used in computations.

<table>
<thead>
<tr>
<th>§ 3-105 Credit-No Credit Grading Options</th>
<th>§ 3-105 CREDIT-NO CREDIT GRADING OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The credit-no credit grading option is designed to encourage student exploration into areas of academic interest that they might otherwise avoid for fear of poor grades. All students considering this option are cautioned that many graduate and professional schools consider applicants whose transcripts bear a significant number of nongrade symbols less favorably than those whose transcripts contain none or very few. Likewise, in computing a preadmission grade-point average, some of these schools may convert the NC symbol to a failing grade since they do not know whether the actual grade was a D or F.</td>
<td></td>
</tr>
<tr>
<td>2. All Students</td>
<td></td>
</tr>
<tr>
<td>1. Credit-no credit courses are not counted toward the grade-point average but are included as part of the total credit hours.</td>
<td></td>
</tr>
<tr>
<td>a. The credit-no credit grading option is designed to encourage student exploration into areas of academic interest that they might otherwise avoid for fear of poor grades. All students considering this option are cautioned that many graduate and professional schools consider applicants whose transcripts bear a significant number of nongrade symbols, such as CR or NC, less favorably than those whose transcripts contain none or very few. Likewise, in computing a preadmission grade-point average, some of these schools may convert the NC symbol to a failing grade since they do not know whether the actual grade was a D or F.</td>
<td></td>
</tr>
</tbody>
</table>
2. Instructors are not informed of those students in their classes who are taking work under the credit-no credit option, and they report the usual letter grades at the end of the course. These grades are automatically converted to CR or NC.

3. Grades of C- or better are required in order to earn credit.

4. Final grades of CR or NC (for credit or no credit) are recorded on the student’s permanent academic record and subsequently will not be changed to letter grades.

5. Students enrolled in self-paced online courses may elect the credit-no credit option prior to completion of one-eighth of the lessons contained in the course; however, should they desire to return to a letter grade, an amended credit-no credit form must be filed prior to completion of one-half of the lessons.

6. Courses taken under the credit-no credit option, including self-paced online courses, may be dropped only in accordance with the normal procedures for dropping courses.

3. Undergraduate Students
   1. Any undergraduate student on clear status may elect the credit-no credit option.
   2. To elect the credit-no credit option, students must obtain the approval of their adviser or, in the case of self-paced online courses, their adviser or college office.
   3. Students who are placed on probation after enrolling must change their program to eliminate the credit-no credit option.
   4. A maximum of eighteen semester hours earned under the credit-no credit option may be applied toward a degree at the Urbana-Champaign campus of the University. Self-paced online courses taken on a credit-no credit basis will be included in the eighteen semester hour maximum credit-no credit limit allowed. A full-time student may take a maximum of two courses each semester under the credit-no credit option. Part-time students may take one course each semester under this option. Summer session students may take one course under the credit-no credit option.
   5. Any lower- or upper-division course may be chosen under the credit-no credit option except courses used to satisfy the University’s general education requirements, courses designated by name or area by the major department for grade since they do not know whether the actual grade was a D or F.

b. All Students
   1. Credit-no credit courses are not counted toward the grade-point average but are included as part of the total credit hours.
   2. Instructors are not informed of those students in their classes who are taking work under the credit-no credit option, and they report the usual letter grades at the end of the course. These grades are automatically converted to CR or NC.
   3. Grades of C- or better are required in order to earn credit.
   4. Grades of CR or NC (for credit or no credit) are recorded on the student’s permanent academic record and subsequently will not be changed to letter grades.
   5. Students enrolled in self-paced online courses may elect the credit-no credit option prior to completion of one-eighth of the lessons contained in the course; however, should they desire to return to a letter grade, an amended credit-no credit form must be filed prior to completion of one-half of the lessons.
   6. Courses taken under the credit-no credit option, including self-paced online courses, may be dropped only in accordance with the normal procedures for dropping courses.

c. Undergraduate Students
satisfying the major, minor, or field of concentration, or those specifically required by name by the college for graduation.

6. In cases of subsequent change of major or field of concentration, courses previously taken under the credit-no credit option in the new field may qualify for meeting major requirements.

7. An undergraduate student must choose between the graded option and the credit-no credit grade option prior to the midpoint of the course (the end of the eighth week in a sixteen-week term). The credit-no credit option form must be properly approved and deposited in the college office.

4. Professional Students

1. Students in the Colleges of Law and Veterinary Medicine may elect the credit-no credit option only in undergraduate courses not required as part of the professional curriculum.

2. A student in either the College of Law or the College of Veterinary Medicine must choose between the graded option and the credit-no credit grade option prior to the midpoint of the course (the end of the eighth week in a sixteen-week term). The credit-no credit option form must be properly approved and deposited in the college office.

5. Graduate Students

1. Graduate students may elect the credit-no credit option through the last day allowed for dropping a course without academic penalty. Students may elect to return to the regular grade basis by filing an amended request by the deadline date for dropping a course without academic penalty as indicated in the Graduate College calendar. The credit-no credit option form must be properly approved and deposited with the Graduate College, 204 Coble Hall, 801 S. Wright Street, Champaign, IL 61820.

2. The student’s adviser must approve the election of this option in accordance with the policy established by the major department.

3. Over the entire course of a degree program, a student must earn at least two credit hours of standard graded (A+ to D-) course work for each hour of earned credit-no credit course work.

4. Any undergraduate student on clear status in good academic standing may elect the credit-no credit option.

2. To elect the credit-no credit option, students must obtain the approval of their adviser or, in the case of self-paced online courses, their adviser or college office, if applicable. Non-degree students not admitted through an academic unit must obtain approval from the Office of the Vice Chancellor for Academic Affairs and Provost.

3. Students who are placed on probation after electing the credit-no credit option enrolling must change their program to eliminate the credit-no credit option. Rescind this request.

4. A maximum of eighteen semester hours earned under the credit-no credit option may be applied toward a degree at the Urbana-Champaign campus of the University. Self-paced online courses taken on a credit-no credit basis will be included in the eighteen semester hour maximum credit-no credit limit allowed. A full-time student may take a maximum of two courses each semester under the credit-no credit option. Part-time students may take one course each semester under this option. Summer session students may take one course under the credit-no credit option.

5. Any lower- or upper-division course may be chosen under the credit-no credit option except courses used to satisfy the University’s general education requirements, courses designated by name or area by the major department for satisfying the major, minor, or field of concentration, or those specifically required by name by the college for graduation.
4. In any one semester, a student may take no more than four credit hours on a credit-no credit basis, except in these cases: (A) Students registering for Study Abroad or Domestic Study Away Students enrolling in one 5 hour undergraduate language course. (B) Students enrolling in one 5 hour undergraduate language course.

5. Hours transferred from another University cannot be used as part of the “graded course work.”

6. If a student is admitted on a limited basis, or if a student falls below the Graduate College minimum grade-point average of 2.75 (or below the departmental minimum grade-point average) and is placed on probation, he or she will not be allowed to register for credit-no credit course work for hours until the grade-point average has been raised to the minimum and the probation designation has been removed.

7. In cases of subsequent change of major or field of concentration, courses previously taken under the credit-no credit option in the new field may qualify for meeting major requirements.

8. An undergraduate student must choose between the graded option and the credit-no credit grading option prior to the midpoint of the course (e.g., the end of the eighth week in a sixteen-week term course or the end of the fourth week in an eight-week course). The credit-no credit option form must be properly approved and submitted to the student's college office.

d. Professional Students

1. Students in the Colleges of Law and Veterinary Medicine may elect the credit-no credit option only in undergraduate courses not required as part of the professional curriculum.

2. A student in either the College of Law or the College of Veterinary Medicine must choose between the graded option and the credit-no credit grade option prior to the midpoint of the course (the end of the eighth week in a sixteen-week term). The credit-no credit option form must be properly approved and deposited in the college office.

3. Students in the Carle Illinois College of Medicine are not eligible to use the credit-no credit option.

e. Graduate Students

1. Graduate students may elect the credit-no credit option through the last day allowed for dropping a course without academic penalty. Students may elect to return to the regular grade basis by filing an amended request by the deadline date for dropping a course without academic penalty.
penalty as indicated in the Graduate College calendar. The credit-no credit option form must be properly approved and deposited with submitted to the Graduate College, 204 Coble Hall, 801 S. Wright Street, Champaign IL 61820.

2. The student’s adviser must approve the election of this option in accordance with the policy established by the major department.

3. Over the entire course of a degree program, a student must earn at least two credit hours of standard graded (A+ to D-) course work for each hour of earned credit-no credit course work.

4. In any one semester, a student may take no more than four credit hours on a credit-no credit basis, except in these cases: (A) Students registering for Study Abroad or Domestic Study Away Students enrolling in one 5 hour undergraduate language course. (B) Students enrolling in one 5 hour undergraduate language course.

5. Hours transferred from another University higher education institution cannot be used as part of the “graded course work.”

6. If a student is admitted on a limited basis, or if a student falls below the Graduate College minimum grade-point average of 2.75 (or below the departmental minimum grade-point average) and is placed on probation, he or she will not be allowed to register for credit-no credit course work for hours until the grade-point average has been raised to the minimum and the probation designation has been removed.
### § 3-107 Procedures for Review of Alleged Capricious Grading

**a.** Capricious grading, as that term is used herein, constitutes any of the following: (1) the assignment of a grade to a particular student on some basis other than performance in the course; (2) the assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students registered for the same credit in that course; (3) the assignment of a grade representing a substantial departure from the instructor’s previously announced standards. The following procedures are not to be used: (1) to review the judgment of an instructor in assessing the quality of a student’s work, or (2) in cases involving alleged violations of academic integrity (see §§ 1-401 to 1-406).

**b.** A Capricious Grading Committee shall be appointed or elected annually by each unit’s executive officer. If the instructor of the course is a member of the committee, that instructor shall be disqualified from the consideration of any appeal involving the instructor. If a committee member has a significant professional or personal involvement with the facts of, or the parties to, the appeal (a conflict of interest), that committee member shall be disqualified from hearing the appeal. The determination that a conflict of interest exists shall be made by the EO (department or unit executive officer or designee) or, if the EO has a conflict of interest, by the dean of the college.

**c.** A student who believes that a semester grade is improper and the result of capricious grading should first confer promptly with the instructor in the course or, if the instructor is unavailable, with the EO. If the student and the instructor (or, in the instructor’s absence, the EO) are unable to arrive at a mutually agreeable solution, the student may file an appeal with the EO within 30 business days after the start of the fall semester (for a grade assigned the previous spring); or spring semester (for a grade assigned the previous fall).

**d.** The student shall file an appeal by submitting to the EO a written statement particularizing the basis for the allegation of capricious grading and presenting any available supporting evidence. The EO shall submit a copy of the student’s written statement to the instructor of the course with a request that the instructor promptly submit a written response thereto.
e. The EO shall then submit the appeal and response to the unit’s Capricious Grading Committee. The committee shall proceed to hold a fact-finding session concerning the allegations set forth in the appeal. A quorum consisting of 75 percent of the elected committee is required for this session. Both the student and the instructor shall be entitled to be present throughout this session and to present any evidence relevant to the manner in which the grade was assigned, including testimony by other persons. Both the student and the instructor shall have an opportunity to question or refute any evidence presented. The confidentiality of all evidence shall be preserved. The student and instructor may each be accompanied by a person to assist them in presenting evidence. The session shall not be open to the public.

f. At the close of the session, the committee shall deliberate privately. If a majority of the elected committee, or a majority of those remaining if the committee member is disqualified under the procedure outlined in subsection (b) above, shall find the allegation of capricious grading not supported by substantial evidence, it shall dismiss the appeal. If the committee finds the allegation of capricious grading to be supported by substantial evidence, the committee shall proceed to determine the most appropriate remedy. The committee may direct the instructor to grade the student’s work anew or to give the student a new examination in the course, or may take such other action as will bring about substantial justice in the individual case. However, except in the most extraordinary circumstances the committee should not award the student a new grade in the course. The decision of the committee shall be reported in writing to the student, the instructor, and the departmental office. Except as provided in subsection (i) below, the committee’s decision is final.

g. The committee is not authorized to reprimand or otherwise take disciplinary action against the instructor. Evidence put before the committee shall be admissible in any disciplinary proceedings that may thereafter be undertaken against the instructor, but the disciplinary body shall make an independent determination of whether that evidence and any other information before that body constitutes sufficient proof of the conduct charged.

h. None of the established procedures available to the instructor to raise grievances before the Faculty Advisory Committee or alleged violations of academic freedom before the Senate Committee on has a conflict of interest, by the dean of the college or school that houses the department offering the course.

c. A student who believes that a semester final grade is improper and the result of capricious grading should first confer promptly with the instructor in the course or, if the instructor is unavailable, with the EO of the department offering the course. If the student and the instructor (or, in the instructor’s absence, the EO) are unable to arrive at a mutually agreeable solution, the student may file an appeal with the EO within 30 business days after the start of the fall semester (for a grade assigned the previous spring or summer); or spring semester (for a grade assigned the previous fall or winter).

d. The student shall file an appeal by submitting to the EO a written statement particularizing the basis for the allegation of capricious grading and presenting any available supporting evidence. The EO shall submit a copy of the student’s written statement to the instructor of the course with a request that the instructor promptly submit a written response thereto.

e. The EO shall then submit the appeal and response to the unit’s Capricious Grading Committee. The committee shall proceed to hold a fact-finding session concerning the allegations set forth in the appeal. A quorum consisting of 75 percent of the elected committee is required for this session. Both the student and the instructor shall be entitled to be present throughout this session and to present any evidence relevant to the manner in which the grade was assigned, including testimony by other persons. Both the student and the instructor shall have an
Academic Freedom and Tenure shall be abridged or affected by the actions of the committee.

i. If the academic unit involved fails to follow the procedures outlined in this section, the student may file an appeal within 30 days to the dean of the college. If the dean (or dean’s designee) finds that the academic unit failed to follow the procedures outlined in this section, the student shall be entitled to a new hearing in compliance with this section.

f. At the close of the session, the committee shall deliberate privately. If a majority of the elected committee, or a majority of those remaining if the committee member is disqualified under the procedure outlined in subsection (b) above, shall find the allegation of capricious grading not supported by substantial evidence, it shall dismiss the appeal. If the committee finds the allegation of capricious grading to be supported by substantial evidence, the committee shall proceed to determine the most appropriate remedy. The committee may direct the instructor to grade the student’s work anew or to give the student a new examination in the course, or may take such other action as will bring about substantial justice in the individual case. However, except in the most extraordinary circumstances the committee should not award the student a new grade in the course. The decision of the committee shall be reported in writing to the student, the instructor, and the departmental office. Except as provided in subsection (i) below, the committee’s decision is final.

g. The committee is not authorized to reprimand or otherwise take disciplinary action against the instructor. Evidence put before the committee shall be admissible in any disciplinary proceedings that may thereafter be undertaken against the instructor, but the disciplinary body shall make an independent opportunity to question or refute any evidence presented. The confidentiality of all evidence shall be preserved. The student and instructor may each be accompanied by a person to assist them in presenting evidence. The session shall not be open to the public.
determination of whether that evidence and any other
information before that body constitutes sufficient proof of the
conduct charged.

h. None of the established procedures available to the
instructor to raise grievances before the Faculty Advisory
Committee or alleged violations of academic freedom before
the Senate Committee on Academic Freedom and Tenure shall
be abridged or affected by the actions of the committee.

i. If the academic unit involved fails to follow the procedures
outlined in this section, the student may file an appeal within 30
days to the dean of the college or school in which the offering
department is housed. If the dean (or dean’s designee) finds
that the academic unit failed to follow the procedures outlined
in this section, the student shall be entitled to a new hearing in
compliance with this section.

<table>
<thead>
<tr>
<th>§ 3-109 Academic Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The progress of the student toward a degree is the concern of the dean of the college in which the student is enrolled.</td>
</tr>
<tr>
<td>2. A student whose progress is unsatisfactory is subject to action by the dean of the college in which the student is enrolled under general provisions adopted by the faculty.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>§ 3-109 ACADEMIC PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The progress of the student toward a degree is the concern of the dean of the college or school in which the student is enrolled.</td>
</tr>
<tr>
<td>b. A student whose progress is unsatisfactory is subject to action by the dean of the college or school in which the student is enrolled under general provisions adopted by the faculty.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>§ 3-110 Probation and Drop Rules - Undergraduate Students</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>§ 3-110 PROBATION AND DROP RULES - UNDERGRADUATE STUDENTS</th>
</tr>
</thead>
</table>
a. The following probation and drop rules apply in all undergraduate colleges on the Urbana-Champaign campus. They do not apply in the Graduate College, or the professional Colleges of Law and Veterinary Medicine. (See § 3-609(b) on notification.)

1. Probationary status serves as a warning to the student that unless his or her scholarship improves, the student is subject to the drop rules.
2. Probation and drop rules are based on the University of Illinois semester average or (See § 3-103 on computation of scholastic averages.)

b. Probation Rules

The following regulations shall be used to determine a student’s probationary status, provided drop rules do not apply:

1. Beginning Freshmen
   A beginning freshman who does not earn at least a 2.0 (C) average in his or her first semester or during summer session is placed on a 2.0 probation for the next semester or summer session in which the student is registered.

2. Students other than beginning freshmen
   1. A student whose cumulative average is 2.0 or better and who does not earn at least a 2.0 average in any semester or during summer session is placed on a 2.0 probation for the next semester or summer session in which he or she is registered.
   2. A student whose cumulative average is 1.75 to 1.99 inclusive is placed on a 2.25 probation.
   3. A student whose cumulative average is less than 1.75 is placed on a minimum 2.33 probation.
   4. A student may be placed on a “probationary status” at any time when, in the judgment of the college, his or her scholastic record warrants such action. Likewise, the probation rules may be waived when, in the judgment of the college, a student’s scholastic record indicates that the warning provided by the probationary status is unwarranted.

3. Scholastic probationary status at the University may not be cleared by attendance at another institution except by special action of the dean of the student’s college.

a. The following probation and drop rules apply in all undergraduate colleges on the Urbana-Champaign campus. They do not apply in the Graduate College, or the professional programs in the Carle Illinois College of Medicine, the Colleges of Law, and College of Veterinary Medicine. (See § 3-609(b) on notification.)

1. Probationary status serves as a warning to the student that unless his or her scholarship improves, the student is subject to the drop rules.
2. Probation and drop rules are based on the University of Illinois semester average or (See § 3-103 on computation of scholastic averages.)

b. Probation Rules

The following regulations shall be used to determine a student’s probationary status, provided drop rules do not apply:

1. Beginning Freshmen
   A beginning freshman who does not earn at least a 2.0 (C) average in his or her first semester or during summer session is placed on a 2.0 probation for the next semester or summer session in which the student is registered.

2. Students other than beginning freshmen
   A. A student whose cumulative average is 2.0 or better and who does not earn at least a 2.0 average in any semester or during summer session is placed on a 2.0 probation for the next semester or summer session in which he or she is registered.
   B. A student whose cumulative average is 1.75 to 1.99 inclusive is placed on a 2.25 probation.
4. Removal from probation. Students on academic probation for failure to maintain the minimum grade-point average are returned to non-probationary standing upon obtaining a cumulative grade-point average of 2.0 (C = 2.0) or better.

c. Drop Rules
The following regulations shall be used to determine if a student is to be dropped from the University.

1. A student is dropped if he or she fails to earn at least a 1.0 (D) average in any academic semester (not including summer session).
2. A student on probation who fails to meet his or her established probation level is dropped unless the student has achieved at least a 2.0 average or better for that semester and his or her cumulative average is at least 2.0.
3. A student who fails to make satisfactory progress toward a degree is dropped. Examples would be the repeated failure of a required course or failure to meet other conditions for continuation in the curriculum.
4. A nondegree or part-time student who fails to complete the conditions of admission or continuation is dropped.
5. The drop rules may be waived when, in the judgment of the student’s college, his or her scholastic record warrants such action.

C. A student whose cumulative average is less than 1.75 is placed on a minimum 2.33 probation.

D. A student may be placed on a “probationary status” at any time when, in the judgment of the college or school, his or her scholastic record warrants such action. Likewise, the probation rules may be waived when, in the judgment of the college or school, a student’s scholastic record indicates that the warning provided by the probationary status is unwarranted.

3. Scholastic probationary status at the University may not be cleared by attendance at another institution except by special action of the dean of the student’s college or school.

4. Removal from probation. Students on academic probation for failure to maintain the minimum grade-point average are returned to non-probationary standing upon obtaining a cumulative grade-point average of 2.0 (C = 2.0) or better.

c. Drop Rules
The following regulations shall be used to determine if a student is to be dropped from the University.

1. A student is dropped if he or she fails to earn at least a 1.0 (D) average in any academic semester (not including summer or winter session).
2. A student on probation who fails to meet his or her established probation level is dropped unless the student has achieved at least a 2.0 average or better for that semester and his or her cumulative average is at least 2.0.
3. A student who fails to make satisfactory progress toward a degree is dropped. Examples would be the repeated failure of a required course or failure to meet other conditions for continuation in the curriculum.
4. A nondegree or part-time student who fails to complete the conditions of admission or continuation is dropped.
5. The drop rules may be waived when, in the judgment of the student’s college or school, his or her scholastic record warrants such action.

§ 3-201 Final Examinations

a. All Students: The following regulations will be applied with the understanding that the University must reasonably accommodate a student’s religious beliefs, observances, and practices in accordance with § 1-107 and § 1-501 in regard to the scheduling of examinations if the student informs his or her instructor of the conflict within one week after being informed of the examination schedule. Appeal of an instructor’s decision of such accommodation may be made to the dean of the college in which the course is offered.

1. Requirement for final examinations: Final examinations will be given during the scheduled final examination period for each course, except in a course that has a character that renders a final examination unnecessary or impracticable, as determined by the instructor.

2. Change in final examination schedule: The Schedule of Final Examinations for all colleges (except Law and Veterinary Medicine) is prepared and published by the Office of the Registrar (http://registrar.illinois.edu/final-exam-schedule-public).

Instructors must give final examinations at the time specified in the Schedule of Final Examinations unless a change is approved in advance by the Office of the Provost. Requests for change should be submitted through the executive officer.
of the department in which the course is offered and the dean of the appropriate college. Permission will not be granted to those instructors wishing to change final examinations to a time outside the final examination week. Reading Day should be left entirely free of any mandatory course obligations so that students may use this opportunity to prepare for their upcoming final exams.

3. Take-home final examinations: If take-home final examinations are assigned, they are to be submitted at the time and date of the regularly scheduled final examination. If instructors wish to depart from this practice, they must follow the procedure for changing the final examination schedule as outlined in § 3-201(a)(2).

4. Remaining time during a final examination: Instructors are strongly encouraged to assist students in monitoring the amount of time remaining during a given final examination. Instructors are encouraged to verbalize the amount of time remaining in several intervals throughout the duration of the final examination.

5. A student having more than two consecutive final examinations: No student should be required to take more than two consecutive final examinations. In a semester, this means that a student taking a final examination at 8:00 a.m. and another at 1:30 p.m. on the same day cannot be required to take a final examination that same evening. However, the student could be required to take a final examination beginning at 8:00 a.m. the next day. Similarly, a student having a final examination at 7:00 p.m. one day and another at 8:00 a.m. the next day cannot be required to take a final examination at 1:30 p.m. that second day. Any student having more than two consecutive final examinations is entitled to rescheduling as follows if he or she takes the following action no later than the last day of classes:
   1. The student must investigate whether a conflict final examination is being held at another time for any of the examinations involved.
      
      Note: Instructional staff members are urged to announce any conflict final examinations by the last day of classes

2. Change in final examination schedule: The Schedule of Final Examinations for all colleges (except Law, and Veterinary Medicine, and the Carle Illinois College of Medicine) is prepared and published by the Office of the Registrar (http://registrar.illinois.edu/final-exam-schedule-public).

Instructors must give final examinations at the time specified in the Schedule of Final Examinations as outlined above unless a change is approved in advance by the Office of the Provost. Requests for change should be submitted through the executive officer of the department in which the course offered and the dean of the appropriate college is.

Permission will not be granted to those instructors wishing to change final examinations to a time outside the final examination week. Reading Day should be left entirely free of any mandatory course obligations so that students may use this opportunity to prepare for their upcoming final exams.

3. Take-home final examinations: If take-home final examinations are assigned, they are to be submitted at the time and date of the regularly scheduled final examination. If instructors wish to depart from this practice, they must follow the procedure for changing the final examination schedule as outlined in § 3-201(a)(2).

4. Remaining time during a final examination: Instructors are strongly encouraged to assist students in monitoring the amount of time remaining during a given final examination. Instructors are encouraged to verbalize periodically announce the amount of time remaining in several intervals throughout the duration of the final examination.
2. If a conflict final examination has been scheduled for any of the courses, the student must take one or more of these conflict final examinations. If conflict final examinations are offered for more than one course, the student must take the conflict for the course that has the largest number of students.

3. If no conflict final examinations have been scheduled, the student must contact the instructor of the course having the largest number of students. The contact must be made no later than the last day of classes, and that instructor must provide a makeup final examination.

6. Normally in a semester several combined-sections, conflict, and noncombined final examinations are given at the same time. As a guide to resolving conflicts, an order of priority has been established within each final examination period, and a student should resolve a conflict using the published final examination schedules and the following priority guidelines.

1. National and state professional examinations (e.g., CPA, actuarial science, Architecture Registration Examination) take priority over campus final examinations. An instructor must offer a conflict final examination to a student scheduled to take a national or state professional examination and a campus final examination at the same time.

2. A noncombined course final examination has precedence over any combined-sections or conflict final examination.

3. A department offering a combined-sections final examination must provide a conflict examination if required to accommodate student conflicts.

b. Undergraduate Students

1. Undergraduate students must obtain the approval of the dean of their college to defer a final examination. Undergraduate students who must miss a scheduled final examination should report this fact to the dean of their college as soon as possible and before the final examination period.

2. For satisfactory reasons, students may be “excused” by the dean of their college and examined later by their instructor.

5. A student having more than two consecutive final examinations: No student should be required to take more than two consecutive final examinations. In a semester, this means that a student taking a final examination at 8:00 a.m. and another at 1:30 p.m. on the same day cannot be required to take a final examination that same evening. However, the student could be required to take a final examination beginning at 8:00 a.m. the next day. Similarly, a student having a final examination at 7:00 p.m. one day and another at 8:00 a.m. the next day cannot be required to take a final examination at 1:30 p.m. that second day. Any student having more than two consecutive final examinations is entitled to rescheduling as follows if he or she takes the following action no later than the last day of classes:

A. The student must investigate whether a conflict final examination is being held at another time for any of the examinations involved.

Note: Instructional staff members are urged to announce any conflict final examinations by the last day of classes

B. If a conflict final examination has been scheduled for any of the courses, the student must take one or more of these conflict final examinations. If conflict final examinations are offered for more than one course, the student must take the conflict for the course that has the largest number of students.

C. If no conflict final examinations have been scheduled, the student must contact the instructor of the course having the largest number of students. The contact must be made no
Absence from a final examination for any other cause is reported as a final grade of “absent” (ABS) in the course and counts as a failure. (See § 3-103.)

c. Graduate Students

1. Graduate students who are unable to take a final examination at the scheduled time or to complete other requirements of a course must make individual arrangements with the instructor. (See § 3-104.)

2. Approval of this deferment by the dean of the Graduate College is not required.

b. Undergraduate Students

1. Undergraduate students must obtain the approval of the dean of their college to defer a final examination. Undergraduate students who must miss a scheduled final examination should report this fact to the dean of their college as soon as possible and before the final examination period.
2. For satisfactory reasons, students may be “excused” by the dean of their college and examined later by their instructor. Absence from a final examination for any other cause is reported as a final grade of “absent” (ABS) in the course and counts as a failure. (See § 3-103.)

c. **Graduate Students**

1. Graduate students who are unable to take a final examination at the scheduled time or to complete other requirements of a course must make individual arrangements with the instructor. (See § 3-104.)

2. Approval of this deferment by the dean of the Graduate College is not required.

---

<table>
<thead>
<tr>
<th>§ 3-202 Evening, Midterm, And Hourly Examinations</th>
<th>§ 3-202 Evening, Midterm, And Hourly Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following regulations will be adhered to regarding examinations given at times other than during regular class periods. These policies do not apply to final examinations.</td>
<td>The following regulations will be adhered to regarding examinations given at times other than during regular class periods. These policies do not apply to final examinations.</td>
</tr>
<tr>
<td>a. The scheduling of an evening examination requires the approval of the departmental executive officer unless the course meets regularly on the hour and day the examination is scheduled.</td>
<td>a. The scheduling of an in-person evening examination requires the approval of the departmental executive officer unless the course meets regularly on the hour and day the examination is scheduled.</td>
</tr>
<tr>
<td>b. Any examination, except a final, given at other than the regular class hour, and when the University is in session, will be scheduled between 7:00 p.m. and 10:00 p.m., on Monday, Tuesday, Wednesday, or Thursday. An examination may also be given on Friday evening or on Saturday morning when, in the opinion of the dean, exceptional circumstances appear to warrant it.</td>
<td>b. Online proctored exams are to be completed within a 24-hour window of the regularly scheduled class meeting time.</td>
</tr>
<tr>
<td>c. Students are to be excused from one or more regular class periods for an amount of time equivalent to that required for the evening examination.</td>
<td>c. Any in-person examination, except a final, given at other than the regular class hour, and when the University is in session, will</td>
</tr>
<tr>
<td>d. Evening examinations may be given only in courses with multiple sections unless, in the opinion of the departmental executive officer, special circumstances appear to justify an exception.</td>
<td></td>
</tr>
</tbody>
</table>

---
Conflict or makeup examinations must be arranged for those students who cannot take the scheduled evening examination because of the conflicts arising from participation in any of the following activities:

1. Other examinations, including special examinations, scheduled at a prior date. Priority will be given to the examination announced in class the earliest in the semester. If the two (or more) examinations being held at the same time were announced on the first day of class of each course, conflict and makeup examinations will be offered by the instructors of all of these courses and the students may choose which conflict or makeup examinations they wish to take.

2. Regularly scheduled performances or rehearsals.

3. Regularly scheduled classes.

4. Sickness, regular employment, or other extenuating circumstances. Appeal of an instructor’s decision regarding the excused absence may be made to the dean of the college.

5. Religious observances and practices in accordance with § 1-107 and § 1-501. Appeal of an instructor’s decision regarding the excused absence may be made to the dean of the college in which the course is offered.

Conflict or makeup examinations should be held within one week of the regularly scheduled examinations. Conflict or makeup examinations should be held during the class period from which students are excused for the evening examination; when not possible, they should be held between the hours of 7:50 a.m. – 10:00 p.m. Monday – Thursday and 7:50 a.m. – 5:00 p.m. Friday, unless approved in advance by the Office of the Provost.

Conflict or makeup examinations should be held between 7:00 p.m. and 10:00 p.m., on Monday, Tuesday, Wednesday, or Thursday. An examination may also be given on Friday evening or on Saturday morning when, in the opinion of the dean, exceptional circumstances appear to warrant it.

Students are to be excused from one or more regular class periods for an amount of time equivalent to that required for the evening examination.

Evening examinations may be given only in courses with multiple sections unless, in the opinion of the departmental executive officer, special circumstances appear to justify an exception.

Conflict or makeup examinations must be arranged for those students who cannot take the scheduled evening examination because of the conflicts arising from participation in any of the following activities:

1. Other examinations, including special examinations, scheduled at a prior date. Priority will be given to the examination announced in class the earliest in the semester. If the two (or more) examinations being held at the same time were announced on the first day of class of each course, conflict and makeup examinations will be offered by the instructors of all of these courses and the students may choose which conflict or makeup examinations they wish to take.

2. Regularly scheduled performances or rehearsals.

3. Regularly scheduled classes.
4. Sickness, regular employment, or other extenuating circumstances. Appeal of an instructor’s decision regarding the excused absence may be made to the dean of the college.

5. Religious observances and practices in accordance with § 1-107 and § 1-501. Appeal of an instructor’s decision regarding the excused absence may be made to the dean of the college in which the course is offered.

g. Conflict or makeup examinations should be held within one week of the regularly scheduled examinations. **In-person** conflict or makeup examinations should be held during the class period from which students are excused for the evening examination; when not possible, they should be held between the hours of 7:50 a.m. – 10:00 p.m. Monday – Thursday and 7:50 a.m. – 5:00 p.m. Friday, unless approved in advance by the Office of the Provost.

### § 3-301 Number of Hours Required

<table>
<thead>
<tr>
<th>a. All Students</th>
<th>a. All Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For undergraduate, graduate, and professional students, the minimum program required for receipt of maximum educational benefit payments under the Veteran’s Readjustment Benefits Act of 1966 and receipt of Social Security benefits as a dependent is 12 hours in a semester (six hours in the summer term).</td>
<td>1. For undergraduate, graduate, and professional students, the minimum program required for receipt of maximum educational benefit payments under the Veteran’s Readjustment Benefits Act of 1966 and receipt of Social Security benefits as a dependent is 12 hours in a semester (six hours in the summer term).</td>
</tr>
<tr>
<td>2. Twelve credit hours and above in a semester constitute a full program of study for tuition and fee assessment; in the summer term, the number of hours is six and above. (See § 3-501(b) on credit ranges.)</td>
<td>2. Twelve credit hours and above in a semester constitute a full program of study for tuition and fee assessment; in the summer term, the number of hours is six and above. (See § 3-501(b) on credit ranges.)</td>
</tr>
</tbody>
</table>
3. Registration in at least 12 credit hours in a semester is required for certification as a full-time student with one exception. Graduate students with assistantship appointments of 25–67%, inclusive, for a semester will be considered full-time for certification purposes when they are registered for at least eight credit hours. For purposes of load calculation, English as a Second Language courses required or recommended by the English as a Second Language Placement Test will count as four hours even if the registration is listed in the student registration systems as zero hours. Registration in at least six credit hours is required for certification as a half-time student in a semester. In the summer term, registration in at least six credit hours is required for full-time certification.

4. For University academic terms of other lengths, the number of hours are determined proportionately in accordance with the above principles.

5. Study Abroad students shall be considered full-time for academic purposes at the University when they are enrolled for at least the minimum full-time academic load as defined by the international institution. However, federal regulations require that students must take and transfer back 12 or more University of Illinois at Urbana-Champaign hours to be considered full-time for financial aid purposes.

b. Undergraduate Students

1. Each student is required to pursue a normal program of studies. The number of hours varies with the college and curriculum. More or less than a normal program may be permitted only by authority of the dean of the college or designated representative.

2. In most colleges, 12 semester hours are required for Dean’s List recognition. (See §3-401.)
<table>
<thead>
<tr>
<th>§ 3-901 THRU 3-904 DELETE AND RE-WRITE</th>
<th>§ 3-901 THRU 3-904 DELETE AND RE-WRITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>After review, Stephen Bryan motioned to remove § 3-901 THRU 3-904 and make a reference to where this is housed on the System’s website. This would include the website link and who has the authority to amend this policy. Stephen also agreed that he and Nisi Sturges would write this reference sentence that would replace Part 9 in Article 3, § 3-901 THRU 3-904.</td>
<td></td>
</tr>
</tbody>
</table>