

Current Code	Revised Version; Approved by CCG (changes in bold)
<p>§ 2-501 Preamble</p> <p>(a) All meetings or events utilizing university premises or facilities shall be scheduled in accordance with section VIII-1 of the <i>Campus Administrative Manual</i> and this <i>Code</i>. Use of the State Farm Center, Krannert Center for the Performing Arts, Foellinger Auditorium, Activities and Recreation Center, Campus Recreation Center-East, Illini Union, Beckman Institute for Advanced Science and Technology, and Allerton Park and Conference Center shall be governed by the provisions of this rule, except where the special function, designation, and responsibilities of these facilities justify otherwise. (Additional provisions for use of space in the Krannert Center for the Performing Arts are contained in § 2-509, for the State Farm Center in § 2-510, for the Beckman Institute for Advanced Science and Technology in § 2-511, and for the Allerton Park and Conference Center in § 2-512.) It is the intent of these regulations to encourage optimal use of the university's premises and facilities in the furtherance of the university's educational, research, and public service mission without jeopardizing the overall condition or safety of those premises and facilities or its users. It is not the intent, however, that university premises and facilities be used for private gain or noneducational purposes, either by individuals or organizations.</p> <p>(b) In developing these regulations, no attempt has been made to foresee all potential types of use that may be requested. Therefore, authority to make exceptions to these regulations is reserved by the Chancellor.</p>	<p>§ 2-501 Preamble</p> <p>(a) All meetings or events utilizing university premises or facilities (collectively “University Property”) shall be scheduled in accordance with section VIII-1 of the Campus Administrative Manual and this Code. Use of the State Farm Center, Krannert Center for the Performing Arts, Foellinger Auditorium, Activities and Recreation Center, Campus Recreation Center-East, Illini Union, Beckman Institute for Advanced Science and Technology, and Allerton Park and Conference Center shall be governed by the provisions of this rule, except where the special function, designation, and responsibilities of these facilities justify otherwise. (Additional provisions for use of space in the Krannert Center for the Performing Arts are contained in § 2-509, for the State Farm Center in § 2-510, for the Beckman Institute for Advanced Science and Technology in § 2-511, and for the Allerton Park and Conference Center in § 2-512.) It is the intent of these regulations to encourage optimal use of the university's premises and facilities University Property in the furtherance of the university's educational, research, and public service mission without jeopardizing the overall condition or safety of those premises and facilities University Property or its users. It is not the intent, however, that university premises and facilities be used for private gain or noneducational purposes, either by individuals or organizations.—University Property shall only be used for private purposes or private gain in accordance with applicable law and university policies and procedures.</p> <p>(b) In developing these regulations, no attempt has been made to foresee all potential types of use that may be requested. Therefore, authority to make exceptions to these regulations is reserved by the Chancellor. Because these regulations cannot</p>

	<p align="center">address all potential uses, the Chancellor has the authority to make exceptions to these regulations.</p>
<p>§ 2-502 Eligibility</p> <p>Those organizations described in § 2-301, other than campus-community organizations, outside organizations, and individuals, shall be eligible to make use of university premises and facilities on the Urbana-Champaign campus in accordance with the provisions of section VIII-1 of the Campus Administrative Manual and these regulations. Campus-community organizations, outside organizations, and individuals shall be similarly eligible upon a finding by the Office of the Registrar that the particular event involved is consistent with the rules and regulations referred to above and policies developed by the Committee on the Use of Facilities. (See § 2-508.) University permission for the use of premises and facilities by an organization or individual, however, implies neither approval nor disapproval of the purposes of that organization or the events sponsored by that organization.</p>	<p>§ 2-502 Eligibility</p> <p>Those organizations described in § 2-301, other than campus-community organizations, outside organizations, and individuals, shall be eligible to make use of University premises Property and facilities on the Urbana-Champaign campus in accordance with the provisions of section VIII-1 of facility use policies in the Campus Administrative Manual and these regulations. Campus-community organizations, outside organizations, and individuals shall be similarly eligible upon a finding by the Office of the Registrar facility Designated Official that the particular proposed event involved or activity is consistent with the rules and regulations referred to above and policies developed by the Committee on the Use of Facilities Chancellor’s Special Event Advisory Committee. (See § 2-508507.) The university’s grant of permission for the use of premises and facilities by an organization or individual, however, implies neither approval nor disapproval to use University Property does not imply an endorsement of the purposes or viewpoints of that organization or the event or the sponsoring events sponsored by that organization or individuals.</p>
<p>§ 2-503 Reservation Procedures</p> <p>Those seeking use of university premises shall make their requests by completing and filing the form “Request for Use of University Premises.”</p> <p>(a) Requests from university organizations, campus boards, registered organizations, and related organizations shall be signed by a registered agent and shall be filed in one of the following offices, depending upon the location of the space requested. Registered Organizations and Registered Student Organizations must first</p>	<p>§ 2-503 Reservation Procedures</p> <p>Those seeking use of University premises Property shall make their requests by following the reservation procedures set forth below, completing and filing the form “Request for Use of University Premises.”</p> <p>(a) Requests from university organizations, campus boards, registered organizations, and related organizations shall be signed by a registered agent and shall be filed through a</p>

receive event approval from the Illini Union Office of Registered Organizations, 284 Illini Union.

- (1) for space in the Illini Union, with the Illini Union Reservations Office, 165 Illini Union, or via iumeetingrooms@illinois.edu or establish an on-line account by sending an email message to address provided above
 - (2) for space in University Housing, with the student government of the residence through the Housing Division, 200 Clark Hall
 - (3) for space in the State Farm Center, with the State Farm Center Reservations Office, 101 State Farm Center
 - (4) for space in the Krannert Center for the Performing Arts, with the Krannert Center Associate Director's Office
 - (5) for space in Allerton Conference Center, with Allerton Conference Center
 - (6) for space in Allerton Park, with Allerton Park Visitor Center
 - (7) for space in the Activities and Recreation Center, Campus Recreation Center-East, Complex Fields and Outdoor Center Fields, with Campus Recreation, ARC Administrative Offices
 - (8) for space in the Ice Arena, Campus Recreation, 406 East Armory
 - (9) for space in the Beckman Institute, with the Beckman Institute Director's Office
 - (10) for all other locations, with the Office of the Registrar, 901 W. Illinois St, Urbana.
- (b) Campus-community organizations, outside organizations, and individuals seeking use of university premises shall file their requests at the Office of the Registrar, 901 W. Illinois St, Urbana. A request from a campus-community organization or outside organization shall be signed by an agent of the organization and/or the appropriate officer; a request from an individual shall be signed by that individual. The Office of the Registrar shall determine whether the proposed use is consistent with the provisions of section VIII-1 of the Campus Administrative Manual, these regulations, and the policies developed by the Committee on the Use of Facilities. (See § 2-508.) If the proposed use is in accord with these rules, regulations, and policies, the request shall be referred to the appropriate reservations office as outlined in subsection (a) above.

process determined by the Student Engagement Office. ~~in one of the following offices, depending upon the location of the space requested.~~ Registered Organizations, and Registered Student Organizations, and University Student Organizations must first receive event approval from the Student Engagement Office. ~~Illini Union Office of Registered Organizations, 284 Illini Union.~~

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Decisions of the Office of the Registrar may be appealed to the Committee on the Use of Facilities. (See § 2-508.)

- (c) Requests for space should be filed a minimum of forty-eight hours prior to the activity to allow ample time for processing. If event approval or special services are required, requests should be filed at least one week prior to the activity. If specific staging or production services are required, advance filing of one month or more may be required. The reservations office receiving the request shall have the right to refuse requests not submitted within the above time limits if it appears that proper review and clearance procedures cannot be satisfactorily accomplished.
- (d) Upon receipt of a request for the use of university premises, the reservations office concerned shall proceed as follows:
- (1) Determine whether the organization or individual requesting space is eligible to use university premises as requested and has made adequate arrangements regarding the requirements of § 2-506.
 - (2) Determine whether the specific event involved requires formal approval, and, if so, determine that such approval has been obtained or may be granted.
 - (3) Determine whether the space requested is available and appropriate, and, if not, determine the availability of alternative appropriate facilities.
 - (4) Make the appropriate reservation and notify applicant accordingly unless there is a clear showing that provisions in (1) and (2) above have not been fulfilled. A refusal to make a reservation shall, upon request, be in the form of a written statement that shall include the reasons for the refusal and an indication of the right to appeal the refusal to the Committee on the Use of Facilities. (See § 2-508.)

~~Registrar, 901 W. Illinois St, Urbana. A request from a campus-community organization or outside organization shall be signed by an agent of the organization and/or the appropriate officer; a request from an individual shall be signed by that individual. The Office of the Registrar shall determine whether the proposed use is consistent with the provisions of section VIII-1 of the Campus Administrative Manual, these regulations, and the policies developed by the Committee on the Use of Facilities. (See § 2-508.) If the proposed use is in accord with these rules, regulations, and policies, the request shall be referred to the appropriate reservations office as outlined in subsection (a) above. Decisions of the Office of the Registrar may be appealed to the Committee on the Use of Facilities. (See § 2-508.)~~

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(b) Applicants other than recognized student organizations should submit a reservation request to the Designated Official of the proposed University Property. The Office of the Vice Chancellor for Administration and Operations maintains contact information for Designated Officials. Requests for space should be submitted in advance of the proposed event or activity to allow necessary evaluation and ample time for processing. Unless otherwise stated in an individual facility use policy, the Campus Administrative Manual or these regulations, requests should be submitted a minimum of 48 hours prior to the activity to allow ample time for processing. If event approval or special services are required, requests

should be submitted at least one week prior to the activity. If specific staging or production services are required, advance filing of one month or more may be required. Student Engagement or the Designated Official receiving the request may refuse requests not submitted within the above time limits if it appears that proper review and clearance procedures cannot be satisfactorily accomplished.

- ~~(d)~~ (c) Upon receipt of a request for the use of ~~u~~University premises Property, the facility's Designated Official ~~reservations office concerned~~ shall proceed as follows:
- (1) Confirm applicant's eligibility to reserve space in accordance with this regulation and other applicable university policies;
 - (2) Confirm whether the requested space is available, suitable, and appropriate for the proposed activity or event, including but not limited to whether the space can accommodate the expected crowd size; anticipated noise level and impact, if any, on the academic activities or other university activities in the vicinity; impact on traffic; and any other relevant, viewpoint-neutral considerations;
 - (3) Recommend reasonable alternative spaces if necessary;
 - (4) Confirm that the proposed activity complies with applicable laws and university policies;
 - (5) Determine the need for additional support services regarding health and safety considerations, such as security;
 - (6) Advise on the need for special approvals; and
 - (7) Notify appropriate university stakeholders of reservations requests, including but not limited to Facilities and Services, Division of Public Safety, and University Risk Management.
 - ~~(8) Determine whether the organization or individual requesting space is eligible to use university premises as requested and has made adequate arrangements regarding the requirements of § 2-506.~~

	<p>(9) Determine whether the specific event involved requires formal approval, and, if so, determine that such approval has been obtained or may be granted.</p> <p>(10) Determine whether the space requested is available and appropriate, and, if not, determine the availability of alternative appropriate facilities.</p> <p>(11) Make the appropriate reservation and notify applicant accordingly unless there is a clear showing that provisions in (1) and (2) above have not been fulfilled. A refusal to make a reservation shall, upon request, be in the form of a written statement that shall include the reasons for the refusal and an indication of the right to appeal the refusal to the Committee on the Use of Facilities. (See § 2-508.)</p>
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§ 2-504 The Priority System – Priorities for Use of Space

- (a) Except for space in the Illini Union, State Farm Center, Krannert Center for the Performing Arts, Foellinger Auditorium, Beckman Institute, Allerton Park and Conference Center, Activities and Recreation Center, Campus Recreation Center-East, Ice Arena, and Complex Fields and Outdoor Center Fields, the following priorities with respect to reservations of space shall be followed:
- (1) the teaching, research, and public service programs of university organizations. In general, scheduled instructional usage shall take precedence over all other uses.
 - (2) educational, informational, cultural, and recreational programs sponsored by university organizations, campus boards, registered organizations, and related organizations.
 - (3) approved events sponsored by (in order of priority)
 - (1) campus-community organizations, (2) outside organizations, and (3) individuals.
- (b) For space in the Illini Union, the following priorities with respect to reservations of space shall be followed:

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- (1) the teaching, research, and public service programs of university organizations. In general, scheduled instructional usage shall take **precedence priority** over all other uses.
 - (2) educational, informational, cultural, and recreational programs sponsored by university organizations, campus boards, registered organizations, and related organizations.

- (1) functions sponsored by the Illini Union Board.
 - (2) educational, informational, cultural, and recreational programs sponsored by university organizations, campus boards, registered organizations, and related organizations.
 - (3) the teaching, research, and public service programs of university organizations, including conferences and short courses sponsored by the Office of Continuing Education.
 - (4) approved events sponsored by (in order of priority)
 - (1) campus-community organizations, (2) outside organizations, and (3) individuals.
- (c) For space in Foellinger Auditorium, the following priorities with respect to reservations of space shall be followed:
- (1) scheduled classes between 8:00 a.m. and 3:00 p.m. Mondays through Fridays during the fall and spring semesters.
 - (2) final examinations during the fall and spring semester final examination period.
 - (3) evening examinations (Monday, Tuesday, Wednesday, Thursday). (To ensure other events are not precluded, a maximum of two evening exams per week will be scheduled. Additional evening exams may be scheduled within four weeks prior to the exam date, if space is available.)
 - (4) events involving a large expected attendance, or the need for theater facilities and production equipment.
 - (5) Other matters concerning the operation of the priority system may be developed by the management of Foellinger Auditorium.
- (d) For space in the Activities and Recreation Center and the Campus Recreation Center-East, the following priorities with respect to reservations of space shall be followed:
- (1) scheduled Kinesiology classes between 8:00a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. Monday through Friday during the fall and spring semesters.
 - (2) recreational programs sponsored by Campus Recreation.
 - (3) programs sponsored by recognized Club Sports organizations within Campus Recreation.
 - (4) programs sponsored by Registered Organizations and Registered Student Organizations.

- (3) approved events sponsored by (in order of priority)
 - (1) campus-community organizations, (2) outside organizations, and (3) individuals.
- (b) For space in the Illini Union, the following priorities with respect to reservations of space shall be followed:
- (1) functions sponsored by the Illini Union Board.
 - (2) educational, informational, cultural, and recreational programs sponsored by university organizations, campus boards, registered organizations, and related organizations.
 - (3) the teaching, research, and public service programs of university organizations, including conferences. ~~and short courses sponsored by the Office of Continuing Education.~~**
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 - (3) evening examinations (Monday, Tuesday, Wednesday, Thursday). (To ensure other events are not precluded, a maximum of two evening exams per week will be scheduled. Additional evening exams may be scheduled within four weeks prior to the exam date, if space is available.)
 - (4) events involving a large expected attendance, or the need for theater facilities and production equipment.
 - (5) Other matters concerning the operation of the priority system may be developed by the management of Foellinger Auditorium.
- (d) For space in the Activities and Recreation Center and the Campus Recreation Center-East, the following priorities with respect to reservations of space shall be followed:

- (e) For space in the Complex Fields and Outdoor Center Fields, the following priorities with respect to reservations of space shall be followed: recreational programs sponsored by Campus Recreation.
- (f) For space in the Ice Arena, the following priorities with respect to reservations of space shall be followed: scheduled Kinesiology classes between 9:30 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. Monday through Friday during the fall and spring semesters.
- (g) For space in the Krannert Center for the Performing Arts, see § 2-509; for space in the State Farm Center, see § 2-510; for space in the Beckman Institute, see § 2-511; and for space in Allerton Park and Conference Center, see § 2-512.

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- (3) programs sponsored by recognized Club Sports organizations within Campus Recreation.
- (4) programs sponsored by Registered Organizations and Registered Student Organizations.
- (e) For space in the Complex Fields and Outdoor Center Fields, the following priorities with respect to reservations of space shall be followed: recreational programs sponsored by Campus Recreation.
- (f) For space in the Ice Arena, the following priorities with respect to reservations of space shall be followed: scheduled Kinesiology classes between 9:30 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. Monday through Friday during the fall and spring semesters.
- (g) For space in the Krannert Center for the Performing Arts, see § 2-509; for space in the State Farm Center, see § 2-510; for space in the Beckman Institute, see § 2-511; and for space in Allerton Park and Conference Center, see § 2-512.**

§ 2-505 Operation of the Priority System

- (a) Reservations will not be accepted more than twenty-four months prior to the proposed event if such date is during the time period when the university is in or preparing to be in active session.
- (b) Reservations will be confirmed under the following guidelines:
 - (1) Reservations will be confirmed up to twelve months in advance of the proposed event if such date is at a time when the university is not in or preparing to be in active session.
 - (2) Reservations for space in the Illini Union (for use between 7:00 a.m. and 3:30 p.m. on weekdays) for conferences and short courses sponsored by the Office of Continuing

§ 2-505 Operation of the Priority System

- (a) Reservations will not be accepted more than **24** ~~twenty-four~~ months prior to the proposed event if **the proposed such** date is during the time ~~period~~ when the university is in or preparing to be in active session.
- (b) Reservations will be confirmed under the following guidelines:
 - (1) Reservations will be confirmed up to ~~twelve~~ **12** months in advance of the proposed event if such date is at a time when the university is not in or preparing to be in active session.

Education or other university organizations may be confirmed up to twelve months in advance.

- (3) If the event is to take place in a space normally needed for instructional purposes at that time, reservations will be confirmed up to one month in advance of the proposed event with the following exceptions:
 - (A) Events taking place during the first three weeks of an academic session are not considered confirmed until forty-eight hours in advance.
 - (B) Events taking place after the first three weeks of an academic session are considered confirmed at the start of the fourth week of that session.
- (4) If the event is to take place in a space that is not normally needed for instructional purposes at that time, reservations will be confirmed after March 1 for events in the summer terms, after June 1 for events in the fall semester, or after November 1 for events in the spring semester.
- (c) The university retains the right to cancel or change reserved space when it is needed for university use. Whenever possible, comparable space and prior notification of the change will be provided.
- (d) Applications for use of unreserved space as defined in subsection (b)(4) above received prior to March 1, June 1, or November 1 will be honored in the order of priority as delineated in § 2-504, with applicants of equal priority being given equal consideration. Applications of equal priority will be honored in such a manner to ensure the most appropriate space usage for the programs involved in accordance with policies developed by the Committee on the Use of Facilities. (See § 2-508.) If such an appeal is to be made, it must be submitted in writing and received by the chairperson of the committee within five school days after the notice of denial is given.
- (e) Applications received after March 1, June 1, or November 1 will not displace any previously approved assignments except by mutual consent of the parties concerned or successful appeal to the Committee on the Use of Facilities. (See § 2-508.) All applications for as yet unreserved space received within three months of the date of requested use will be handled on a first-come, first-served basis. Events so scheduled may be displaced only by mutual consent of

(2) Reservations for space in the Illini Union (for use between 7:00 a.m. and 3:30 p.m. on weekdays) for conferences ~~and short courses sponsored by the Office of Continuing Education~~ or other university organizations may be confirmed up to ~~twelve~~ **12** months in advance.

- (3) If the event is to take place in a space normally needed for instructional purposes at that time, reservations will be confirmed up to one month in advance of the proposed event with the following exceptions:
 - (A) Events taking place during the first three weeks of an academic session are not considered confirmed until forty-eight hours in advance.
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- (c) The university retains the right to cancel or change reserved space when it is needed for university use. Whenever possible, comparable space and prior notification of the change will be provided.
- (d) Applications for use of unreserved space as defined in subsection (b)(4) above received prior to March 1, June 1, or November 1 will be honored in the order of priority as delineated in § 2-504, with applicants of equal priority being given equal consideration. Applications of equal priority will be honored in such a manner to ensure the most appropriate space usage for the programs involved in accordance with policies developed by the **Chancellor's Special Event Advisory Committee** ~~Committee on the Use of Facilities~~. (See § 2-508~~7~~.) If such an appeal is to be made, it must be submitted in writing and received by the chairperson of the

<p>the parties involved, or through successful appeal to the Committee on the Use of Facilities.</p>	<p>committee within five school days after the notice of denial is given.</p> <p>(e) Applications received after March 1, June 1, or November 1 will not displace any previously approved assignments except by mutual consent of the parties concerned or successful appeal to the Chancellor’s Special Event Advisory Committee Committee on the Use of Facilities. (See § 2-5087.) All applications for as yet unreserved space received within three months of the date of requested use will be handled on a first-come, first-served basis. Events so scheduled may be displaced only by mutual consent of the parties involved, or through successful appeal to the Chancellor’s Special Event Advisory Committee Committee on the Use of Facilities.</p>
<p>§ 2-506 Requirements and Limitations</p> <p>(a) All events to which the general public will be invited and/or a fee charged must receive formal “event approval” prior to the assignment of space and advertising of the event. Such “event approval” shall be given only if each of the following requirements is satisfactorily met:</p> <ol style="list-style-type: none"> (1) The proposed use of premises or facilities is in accordance with these and other applicable university regulations. (2) The event is not in serious conflict or competition with other events planned or being planned as determined by review on the part of the Coordinating Committee on Entertainment Events. (3) The sponsoring organization is financially able to sponsor the event. <p>(b) Review of proposed events to determine “event approval” shall be made by the following:</p> <ol style="list-style-type: none"> (1) the Illini Union Registered Organizations Office for events to be sponsored by Registered Organizations and Registered Student Organizations and campus boards. 	<p>§ 2-506 Requirements and Limitations</p> <p>(a) All events to which the general public will be invited and/or for which a fee will be charged must receive formal “event approval” prior to the assignment of space and advertising of the event. Such “event approval” shall be given only if each of the following requirements is satisfactorily met:</p> <ol style="list-style-type: none"> (1) The proposed use of University Property premises or facilities is in accordance with these and other applicable university regulations and policies. (2) The event is not in serious conflict or competition with other events planned or being planned as determined by review on the part of the Coordinating Committee on Entertainment Events. (3) (2) The sponsoring organization is financially able to sponsor the event. <p>(b) Review of proposed events to determine “event approval” approval shall be made by the following:</p>

- (2) the Office of the Registrar for events to be sponsored by university organizations and related organizations, campus-community organizations, outside organizations, and individuals.
- (c) Denial of an “event approval” may be appealed by the sponsoring organization to the Committee on the Use of Facilities. (See § 2-508.) If such an appeal is to be made, it must be submitted in writing and received by the chairperson of the committee within five school days after the notice of denial is given.
- (d) If an outside organization requesting space has a local affiliate, the local affiliate shall participate in the arrangements and be responsible for the use of the premises and facilities in accordance with these regulations.
- (e) To ensure the proper accounting and application of funds, the sponsoring organization of all events involving income or disbursement of funds shall conform to all university policies, procedures, and regulations as may be prescribed in section VIII-1 of the Campus Administrative Manual and in §§ 2-301 to 2-317.
- (f) In order to protect students, faculty, staff, and/or the general public from foodborne illnesses while using university premises or facilities, all requests involving the dispensing of food not provided by regular university food services will require special clearance from the Department of Safety and Compliance.
- (g) Organizations and individuals using university premises or facilities must comply with all reasonable requests related to such usage made by university officials having responsibility for the premises or facilities concerned. Such requests may include the employment of facility attendants to ensure proper use of the premises or facilities concerned.
- (h) University premises and facilities shall not be used for benefit events, charitable or otherwise, except with the special approval of the Chancellor. In addition, specific requirements of section VIII-1 of the Campus Administrative Manual shall apply. (Benefit events are those events intended to raise money for uses other than the expenses of the sponsoring organization or the support of other university activities.)
- (i) University premises and facilities shall not be used for any activity inconsistent with federal or state laws or university policies or regulations.

- (1) ~~the Illini Union Registered Organizations Office Student Engagement~~ for events to be sponsored by **recognized student organizations. Registered Organizations and Registered Student Organizations and campus boards.**
- (2) ~~the Designated Official of the University Property. the Office of the Registrar for events to be sponsored by university organizations and related organizations, campus-community organizations, outside organizations, and individuals.~~
- (c) ~~Event denial of an “event approval”~~ may be appealed by the sponsoring organization to the **Chancellor’s Special Event Advisory Committee. Committee on the Use of Facilities.** (See § 2-~~508~~ **507**.) ~~If such an appeal is to be made, it~~ must be submitted in writing and received by the chairperson of the committee within five school days after the notice of denial is given. **Any such appeal shall be made in good faith and based on an alleged procedural violation, bias or viewpoint discrimination.**
- (d) If an outside organization requesting space has a local affiliate, the local affiliate shall participate in the arrangements and be responsible for the use of ~~the premises and facilities~~ **University Property** in accordance with these regulations.
- (e) To ensure the proper accounting and application of funds, the sponsoring organization of all events involving income or disbursement of funds shall conform to all university policies, procedures, and regulations as may be prescribed in ~~section VIII-1 of~~ the Campus Administrative Manual and in §§ 2-301 to 2-317 **of these regulations.**
- (f) ~~In order to~~ **To help** protect students, faculty, staff, and/or the ~~general~~ **University Property** public from foodborne illnesses while using ~~university premises or facilities~~, all requests involving the dispensing of food not provided by regular university food services will require special clearance from ~~the Facilities and Service Safety and Compliance Department of Safety and Compliance.~~

- (j) Outside organizations and all individuals may not use facilities for the following:
- (1) Meetings scheduled on a regular basis.
 - (2) Any meeting for the purpose of instruction that would normally be offered by or in cooperation with any unit of the university, unless the offering of the instructional program is approved by the appropriate university unit.
 - (3) Entertainment and social activities such as dances, etc., that are not scheduled as a part of an approved meeting or activity unless approved or sponsored by an appropriate university organization.
 - (4) Sports events unless approved or sponsored by an appropriate unit of the university.
 - (5) Any meeting or event that would substantially interfere with or detract from events sponsored by university organizations, campus boards, registered organizations, or related organizations.
 - (6) Solicitations, collections, fund drives, or any events for which an admission will be charged, even though the funds are for public benefit, except as provided in section VIII-1 of the Campus Administrative Manual and as follows:
 - (A) Those nonprofit organizations that schedule their entire admission fee programs on the Urbana-Champaign campus will return to the university all net profits, after expenses and in excess of allowable cash reserves as prescribed by the Office of Business and Financial Services.
 - (B) Those organizations that sponsor an admission fee program on the Urbana-Champaign campus will be assessed a service fee or the net profit, whichever is greater, for the use of university facilities.
- (k) Premises or facilities reserved by an organization or individual may not be turned over to another organization or individual without prior consent of the Office of the Registrar and the reservations office of the facility involved.
- (l) Safety
- (1) Adequate provisions must be made for the safety of persons at an event on university premises and the safety of the premises and facilities being used. Such provisions are the

- (g) Organizations and individuals using ~~University premises or facilities~~ **Property** must comply with all reasonable requests related to such usage made by university officials having responsibility for the **property premises or facilities** concerned. Such requests may include, **for example**, the employment of facility attendants. ~~to ensure proper use of the premises or facilities concerned.~~
- (h) University ~~Property premises and facilities~~ shall not be used for benefit events, charitable or otherwise, except with the special approval of the Chancellor. ~~In addition, specific requirements of section VIII-1 of the Campus Administrative Manual shall apply.~~ (Benefit events are those events intended to raise money for uses other than the expenses of the sponsoring organization or the support of other university activities.)
- (i) University ~~Property premises and facilities~~ shall not be used for any activity inconsistent with federal or state laws or university policies or regulations.
- (j) Outside organizations and all individuals may not use facilities for the following:
- (1) Meetings scheduled on a regular basis.
 - (2) Any meeting for the purpose of instruction that would normally be offered by or in cooperation with any ~~unit of the university unit~~, unless the offering of the instructional program is approved by the appropriate university unit.
 - (3) Entertainment and social activities, such as dances, ~~etc.~~, that are not scheduled as a part of an approved meeting or activity unless approved or sponsored by ~~an appropriate u~~ a university organization.
 - (4) Sports events unless approved or sponsored by ~~an appropriate~~ unit of the university.
 - (5) Any meeting or event that would substantially interfere with or detract from events sponsored by university organizations, campus boards, registered organizations, or related organizations.
 - (6) Solicitations, collections, fund drives, or any events for which an admission will be charged, even though the funds are for public benefit, except ~~as provided in~~

responsibility of the person or organization sponsoring the event. Actions required to ensure safety, as determined by the official in charge of the facility involved or by the campus administrative staff, shall be adhered to.

- (2) The university reserves the right to inspect and approve all physical arrangements in university facilities in order to ensure safety. Information and advice in these matters may be obtained through the Department of Safety and Compliance.

(m) Alteration of Facilities

- (1) Organizations or individuals shall not make or contract to make any revisions or alterations to university facilities or its utilities (electric, water, steam, air, and gas) in connection with a reservation. All such work must be approved in advance by an appropriate official of the facility involved or by the Office of the Registrar and, if approved, must be accomplished by or under the supervision of the Facilities and Services Division of the university or the regular maintenance forces of the facility involved.
- (2) Requests for work to be done must be submitted for approval at least forty-eight hours in advance of the event. Work requested, as well as any work immediately required to return the facilities in question to their original use condition, shall be done at the entire expense of the organization or individual sponsoring the event.

(n) Dining Facilities

Nothing in these regulations shall be interpreted to restrict dining in areas so designated for such use and operated by the university. Specific regulations governing the use of these facilities may be developed separately by appropriate administrative units, when and if conditions so warrant. In general, the Illini Union facilities are intended to be available only for use by students, faculty, staff, alumni, and their immediate families, and by official guests of the university.

~~section VIII 1 of the Campus Administrative Manual as permitted in the Facility Use Agreement. and as follows:~~

- ~~(A) Those nonprofit organizations that schedule their entire admission fee programs on the Urbana-Champaign campus will return to the university all net profits, after expenses and in excess of allowable cash reserves as prescribed by the Office of Business and Financial Services.~~
- ~~(B) Those organizations that sponsor an admission fee program on the Urbana-Champaign campus will be assessed a service fee or the net profit, whichever is greater, for the use of university facilities.~~
- (k) ~~Premises or facilities reserved by an organization or individual may not be turned over to another organization or individual without prior consent of the Office of the Registrar and the reservations office of the facility involved. An organization or individual that has reserved use of University Property shall not assign the reservation or allow another organization or individual to use the University Property.~~
- (l) Safety
 - (1) Adequate provisions must be made for the safety of persons **and property** at an event on **University Property. premises and the safety of the premises and facilities being used.** Such provisions are the responsibility of the **person individual** or organization(s) sponsoring the event. Actions required to ensure safety, as determined by **the Designated Official of the facility the official in charge of the facility** involved or by the campus administrative staff, shall be adhered to.
 - (2) The university may ~~reserves the right to~~ inspect and approve all physical arrangements in **and on University Property for safety reasons. facilities in order to ensure safety.** Information and advice in these matters may be obtained through **Facilities and**

	<p style="text-align: center;">Service Safety and Compliance. the Department of Safety and Compliance.</p> <p>(m) Alteration of Facilities</p> <p>(1) Organizations or individuals shall not make or contract to make any revisions or alterations to university facilities University Property or its utilities (electric, water, steam, air, and gas) in connection with a reservation. All such work must be approved in advance by an appropriate official of the facility involved or by the Office of the Registrar and, if approved, must be accomplished by or under the supervision of the Facilities and Services Division of the university or the regular maintenance forces of the facility involved.</p> <p>(2) Requests for work to be done must be submitted for approval at least forty-eight 48 hours in advance of the event. Work requested, as well as any work immediately required to return the facilities in question to their original use condition, shall be done at the entire expense of the organization or individual sponsoring the event.</p> <p>(n) Dining Facilities</p> <p>Nothing in these regulations shall be interpreted to restrict dining in areas so designated for such use and operated by the university. Specific regulations governing the use of these facilities may be developed separately by appropriate administrative units, when and if conditions so warrant. In general, the Illini Union facilities are intended to be available only for use by students, faculty, staff, alumni, and their immediate families, and by official guests of the university.</p>
<p>§ 2-507 Committees Related to the Use of University Premises and Facilities</p> <p>(a) The Committee on the Use of Facilities</p>	<p>§ 2-507 Committees Related to the Use of University Premises and Facilities</p>

(1) The Committee on the Use of Facilities has as its purposes:

(A) Development of policies and rules of practice regarding the use of university facilities, in accord with the provisions of this Part and section VIII-1 of the Campus Administrative Manual. Pursuant to this function it shall make recommendations to the Conference on Conduct Governance and the Chancellor concerning the need for alterations in the provisions of the above regulations.

(B) Review of appeals and the adjudication of conflicts arising from the application of the provisions of this Part regarding the use of university premises and facilities.

(2) The Committee on the Use of Facilities shall have as a chairperson the Provost or designee from the administrative staff of that office. It shall have five additional members, two of whom shall be faculty, two of whom shall be undergraduate, graduate, or professional students, and one from the administrative staff of the Office of the Vice Chancellor for Student Affairs. Faculty and student committee members shall be appointed by the Provost. Faculty are appointed for two-year terms. Students are appointed for one-year terms. All members of the committee shall be eligible to vote. A quorum shall consist of four members. A decision shall be reached by a majority vote of those members present. In the event of a tie vote, the final decision will be made by the Provost. Decisions of the committee regarding questions of priority, eligibility of organizations, and approval of events shall be binding. However, appeals of such decisions may be made to the Chancellor.

(3) The committee shall meet at least once each two calendar weeks while the university is in session, unless there are no appeals before it.

(b) Special Events Advisory Committee

(1) The Special Events Advisory Committee has as its purposes:

(A) Education about policies and rules of practice regarding the use of university facilities, in accord with the provisions of this Part and section FO-41 of

(a) ~~The Committee on the Use of Facilities-Chancellor's Special Events Advisory Committee~~

(1) ~~The Committee on the Use of Facilities has as its purposes:-~~ The Chancellor's Special Events Advisory Committee has its purposes:

(A) ~~Development of policies and rules of practice regarding the use of university facilities, in accord with the provisions of this Part and section VIII-1 of the Campus Administrative Manual. Pursuant to this function it shall make recommendations to the Conference on Conduct Governance and the Chancellor concerning the need for alterations in the provisions of the above regulations.~~ Review of policies and reservations priorities regarding the use of university facilities, in accord with the provisions of this Part and Campus Administrative Manual.

(B) ~~Review of appeals and the adjudication of conflicts arising from the application of the provisions of this Part regarding the use of university premises and facilities.~~ Review of appeals and the adjudication of conflicts arising from the application of policies regarding the reservation of University Property.

(2) The committee shall meet at least once each two calendar weeks while the university is in session. ~~The Committee on the Use of Facilities shall have as a chairperson the Provost or designee from the administrative staff of that office. It shall have five additional members, two of whom shall be faculty, two of whom shall be undergraduate, graduate, or professional students, and one from the administrative staff of the Office of the Vice Chancellor for Student Affairs. Faculty and student committee members shall be appointed by the Provost. Faculty are appointed for two-year terms.~~

the Campus Administrative Manual. Pursuant to this function, it shall make recommendations to the Committee on the Use of Facilities regarding policies and practice related to the use of university premises and facilities.

- (B) Advise, when appropriate, the Illini Union Office of Registered Organizations, the Office of the Registrar, or other campus units prior to event or space approval.
 - (C) Consult with event organizers when a proposed event involves multiple campus venues, has potential risk factors, or presents other concerns for campus.
- (2) The Special Events Advisory Committee shall have as a chairperson the Associate Registrar for Facility Management and Scheduling. It shall have representatives appointed from the following areas: Campus Recreation; Technology Services; Division of Public Safety; Facilities and Services; Foellinger Auditorium; Illini Union and the Illini Union Office of Registered Organizations; Illinois Student Government; Office of the Dean of Students; University Housing; and University Office of Risk Management. Additional members may be added by the chairperson as necessary.
- (3) The committee shall meet at least once each two calendar weeks while the university is in session.

~~Students are appointed for one year terms. All members of the committee shall be eligible to vote. A quorum shall consist of four members. A decision shall be reached by a majority vote of those members present. In the event of a tie vote, the final decision will be made by the Provost. Decisions of the committee regarding questions of priority, eligibility of organizations, and approval of events shall be binding. However, appeals of such decisions may be made to the Chancellor.~~

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~~(b) Special Events Advisory Committee~~

~~(1) The Special Events Advisory Committee has as its purposes:~~

- ~~(A) Education about policies and rules of practice regarding the use of university facilities, in accord with the provisions of this Part and section FO-41 of the Campus Administrative Manual. Pursuant to this function, it shall make recommendations to the Committee on the Use of Facilities regarding policies and practice related to the use of university premises and facilities.~~
- ~~(B) Advise, when appropriate, the Illini Union Office of Registered Organizations, the Office of the Registrar, or other campus units prior to event or space approval.~~
- ~~(C) Consult with event organizers when a proposed event involves multiple campus venues, has potential risk factors, or presents other concerns for campus.~~

~~(2) The Special Events Advisory Committee shall have as a chairperson the Associate Registrar for Facility~~

~~Management and Scheduling. It shall have representatives appointed from the following areas: Campus Recreation; Technology Services; Division of Public Safety; Facilities and Services; Foellinger Auditorium; Illini Union and the Illini Union Office of Registered Organizations; Illinois Student Government; Office of the Dean of Students; University Housing; and University Office of Risk Management. Additional members may be added by the chairperson as necessary.~~

~~(3) The committee shall meet at least once each two calendar weeks while the university is in session.~~

§ 2-508 Special Provisions for Use of the Krannert Center for the Performing Arts

- (a) The Krannert Center for the Performing Arts is a unit of the College of Fine and Applied Arts and has a dual purpose: first, to provide educational facilities in the performing arts for the School of Music, Departments of Theater and Dance, and University Bands, including public performances sponsored by these departments and the Krannert Center; second, to provide the university community, the local community, and the state with a cultural program of performances by university groups and professionals in the many fields of the performing arts.
- (b) In view of (a) above, the following are the special conditions regarding the use of space in the center:
 - (1) In the public performing areas of the Krannert Center, namely the Foellinger Great Hall, the Festival Theatre, the Colwell Playhouse, the Studio, the Amphitheatre, and appropriate adjunct areas, the following priorities shall be followed:
 - (A) events that are related to the performing arts and are cosponsored or presented in conjunction with the Krannert Center by one or more of the designated academic units: School of Music, Departments of

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Theatre and Dance, and University Bands, all of which offer instruction in the performing arts.

(B) events that are related to the performing arts and are sponsored and presented by the Krannert Center.

(C) events related to the performing arts that are approved by the director for the cosponsorship by the center with those organizations listed in Part 3 of this Article. In addition, a limited number of conferences may be scheduled when space permits and for which fees are charged.

(2) In the rehearsal rooms of the Krannert Center, priorities with respect to reservations of space will be given as follows:

(A) to course work and production rehearsals that fall within the educational and performing programs of the academic units of the School of Music, Departments of Theatre and Dance, and University Bands

(B) to performing programs sponsored or cosponsored by the center

(3) Only those events that fall within the classification described in subsection (1)(C) above require that the cosponsoring organization receive “event approval” by the director of the Office of Registered Organizations and/or the Office of the Registrar.

(4) Requests for space for entertainment events in the Krannert Center for the Performing Arts must be received not less than twelve weeks prior to the date of the proposed event. Requests received after twelve weeks will be considered. However, they may be denied if there is insufficient time to prepare adequately for the proposed event.

(5) Decisions of the Committee on the Use of Facilities under § 2-508(a)(2) shall apply only to cosponsored events covered by subsection (1)(C) above; and if such decisions in the adjudication of conflicts affect the educational program of any department, they shall be referred by the Vice Chancellor for Student Affairs to the appropriate dean for action.

(6) Decisions of the Coordinating Committee on Entertainment Events concerning professional attractions shall be final in

~~units: School of Music, Departments of Theatre and Dance, and University Bands, all of which offer instruction in the performing arts.~~

~~(B) events that are related to the performing arts and are sponsored and presented by the Krannert Center.~~

~~(C) events related to the performing arts that are approved by the director for the cosponsorship by the center with those organizations listed in Part 3 of this Article. In addition, a limited number of conferences may be scheduled when space permits and for which fees are charged.~~

~~(2) In the rehearsal rooms of the Krannert Center, priorities with respect to reservations of space will be given as follows:~~

~~(A) to course work and production rehearsals that fall within the educational and performing programs of the academic units of the School of Music, Departments of Theatre and Dance, and University Bands~~

~~(B) to performing programs sponsored or cosponsored by the center~~

~~(3) Only those events that fall within the classification described in subsection (1)(C) above require that the cosponsoring organization receive “event approval” by the director of the Office of Registered Organizations and/or the Office of the Registrar.~~

~~(4) Requests for space for entertainment events in the Krannert Center for the Performing Arts must be received not less than twelve weeks prior to the date of the proposed event. Requests received after twelve weeks will be considered. However, they may be denied if there is insufficient time to prepare adequately for the proposed event.~~

~~(5) Decisions of the Committee on the Use of Facilities under § 2-508(a)(2) shall apply only to cosponsored~~

the resolution of conflicts between the Krannert Center for the Performing Arts and other agencies responsible for sponsoring or cosponsoring professional events. (See §§ 2-507(c) and (d).)

- (7) In all cases of cosponsorship, contractual and financial arrangements will be in accord with recommended procedures established by the Coordinating Committee on Entertainment Events, the Office of Business and Financial Services, and the University Legal Counsel.

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- ~~(6) Decisions of the Coordinating Committee on Entertainment Events concerning professional attractions shall be final in the resolution of conflicts between the Krannert Center for the Performing Arts and other agencies responsible for sponsoring or cosponsoring professional events. (See §§ 2-507(c) and (d).)~~
- ~~(7) In all cases of cosponsorship, contractual and financial arrangements will be in accord with recommended procedures established by the Coordinating Committee on Entertainment Events, the Office of Business and Financial Services, and the University Legal Counsel.~~

§ 2-509 Special Provisions for Use of the State Farm Center

- (a) The State Farm Center is to provide programs of an educational or cultural nature for University of Illinois students, for faculty, staff, and community, and for the general citizenry of the state. It also is to make its facilities available to eligible organizations for such activities as they may be authorized to undertake at the State Farm Center.
- (b) Because of the special nature, size, charge, and financial requirements of the State Farm Center, the following special conditions apply:
- (1) Eligibility to use the State Farm Center is determined by section VIII-1 of the *Campus Administrative Manual* and this rule.
 - (2) Any organization or individual desiring to use the State Farm Center shall apply to the State Farm Center Office, 101 State Farm Center. Initial rulings on eligibility will be

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made by the Office of the State Farm Center and are subject to approval by the Office of the Registrar. Requests should be made at least one month prior to the date involved. Any request, whenever made, may be denied if there is insufficient time to prepare adequately for the proposed event.

(3) For use of State Farm Center space, the following sequence of priorities obtains:

- (A) functions sponsored by the State Farm Center.
- (B) educational, informational, cultural, recreational, and entertainment events sponsored by university organizations, campus boards, registered organizations, and related organizations, for which reservations will be accepted from one to twelve months in advance.
- (C) approved events sponsored by campus-community organizations or outside organizations, for which reservations will be accepted from one to forty-eight months in advance. No more than half of the weekends and half of the weekdays in a fiscal year may be so committed in advance.
- (D) rehearsals or practice sessions in excess of standard minimum allotments and in advance of events to be presented in the State Farm Center.
- (E) other appropriate functions in support of the university's charge of teaching, research, and public service.

(4) Reservations may be granted on either a confirmed or a tentative basis. Tentative reservations may be withdrawn by the Office of the State Farm Center. For example, if a second applicant requests the date and the initial applicant fails to show appropriate evidence, such as a contract, that the time will be used, the initial reservation may be withdrawn. Tentative reservations for events of low priority also may be withdrawn if another event of high priority has valid claim and use for the date. Confirmed reservations may not be jeopardized by others regardless of priority. An organization holding a confirmed reservation may not be displaced by any other organization. Other matters

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concerning the operation of the priority system may be developed by the Office of the State Farm Center.

- (5) As provided in § 2-406, free leaflets, handbills, etc., may be distributed outside the building on the State Farm Center grounds. Such distribution may not interfere with the movement of people going to or from the State Farm Center, and no such materials may be placed in or on automobiles in State Farm Center parking lots. The sale of any item on State Farm Center grounds may be regulated or prohibited by the Office of the State Farm Center. Also, the sale or free distribution of any item or materials for any purpose inside the State Farm Center may be regulated or prohibited by the Office of the State Farm Center.
- (6) If a function proposed to be held at the State Farm Center represents a potential hazard to public safety, the event may be canceled or denied. (See also § 2-506(l).)
- (7) All organizations using the State Farm Center shall apply to the Office of the State Farm Center for any additional services, alterations, equipment, etc., they may desire. (See also § 2-506(m).)
- (8) All foodstuffs, including refreshments, beverages, meals, samples, etc., to be served or distributed in the State Farm Center must be acquired and served by arrangements with the Office of the State Farm Center and must conform with health requirements outlined in subsection 2-506(f) and with contractual obligations and concession policies. (See also § 2-506(n).)

(c) Requirements and Limitations

- (1) Only those events held in the State Farm Center that fall within the classifications in subsection (3)(B)-(E) above require that the organization receive “event approval,” which must be obtained from the Office of the Registrar and/or the director of the Office of Registered Organizations as well as the Office of the State Farm Center.
- (2) Any proposed usage must be appropriate to and suited to the size, structure, purpose, and operating costs of the State Farm Center, and there must be good reason to expect that a proposed event will attract at least 2,000 people.

~~Tentative reservations for events of low priority also may be withdrawn if another event of high priority has valid claim and use for the date. Confirmed reservations may not be jeopardized by others regardless of priority. An organization holding a confirmed reservation may not be displaced by any other organization. Other matters concerning the operation of the priority system may be developed by the Office of the State Farm Center.~~

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- (3) Any outside organization or other organization requesting space at the State Farm Center shall qualify on its own merits and be responsible for its own commitments without reference or transfer to any local affiliate of any organization.
- (4) No campus-community organization, outside organization, or individuals may use the State Farm Center for any series of regularly scheduled meetings unless these meetings are annual or less often.
- (5) Reservations for presenting one event may not be used for presenting a different event without approval of the director of the State Farm Center. Sponsorship of an event may not be changed without approval of the director of the State Farm Center, and all sponsors must be clearly identified.
- (6) Use of the State Farm Center may be denied or limited if the applicant lacks personnel, experience, expertise, contracting authority, financial status, or other essential capabilities required to undertake the proposed project in an adequate manner. A sponsoring organization may not redelegate any control or responsibility to any cosponsor, agent, or other third party without prior approval of the director of the State Farm Center. If the initial authorized organization agrees to cosponsorship with a third party, but is not willing or able to fulfill all delegated functions and responsibilities adequately, participation of the State Farm Center as a cosponsor may be one of the conditions for approval.
- (7) Responsibility and control for all matters of staffing, crowd control, technical arrangements, ticketing and ticket policy, scaling, promotion, advertising policy, and similar managerial factors are functions of the Office of the State Farm Center and may be exercised by it or delegated in part to users, as determined by the director of the State Farm Center.
- (8) All contracts for events in the State Farm Center must be approved by the director of the State Farm Center and the Office of the University Legal Counsel prior to execution or commitment. Specifically, contractual agreements must be in accord with the financial well-being of the State Farm Center.

(e) Requirements and Limitations

- ~~(1) Only those events held in the State Farm Center that fall within the classifications in subsection (3)(B)-(E) above require that the organization receive "event approval," which must be obtained from the Office of the Registrar and/or the director of the Office of Registered Organizations as well as the Office of the State Farm Center.~~
- ~~(2) Any proposed usage must be appropriate to and suited to the size, structure, purpose, and operating costs of the State Farm Center, and there must be good reason to expect that a proposed event will attract at least 2,000 people.~~
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- (9) Decisions of the Committee on the Use of Facilities, under § 2-508(a)(2), shall apply to the State Farm Center only insofar as they pertain to uses separate from those intended primarily for the general public. Conflicts between the Committee on the Use of Facilities and the Coordinating Committee on Entertainment Events shall be adjudicated by the Chancellor or the Chancellor's designee.
- (10) Decisions of the Coordinating Committee on Entertainment Events concerning those entertainment events to be held in the State Farm Center shall be final in the resolution of conflicts between the State Farm Center and other sponsors or cosponsors. (See § 2-507(c) and (d).

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- ~~(7) Responsibility and control for all matters of staffing, crowd control, technical arrangements, ticketing and ticket policy, seating, promotion, advertising policy, and similar managerial factors are functions of the Office of the State Farm Center and may be exercised by it or delegated in part to users, as determined by the director of the State Farm Center.~~
- ~~(8) All contracts for events in the State Farm Center must be approved by the director of the State Farm Center and the Office of the University Legal Counsel prior to execution or commitment. Specifically, contractual agreements must be in accord with the financial well-being of the State Farm Center.~~
- ~~(9) Decisions of the Committee on the Use of Facilities, under § 2-508(a)(2), shall apply to the State Farm Center only insofar as they pertain to uses separate from those intended primarily for the general public. Conflicts between the Committee on the Use of Facilities and the Coordinating Committee on Entertainment Events shall be adjudicated by the Chancellor or the Chancellor's designee.~~
- ~~(10) Decisions of the Coordinating Committee on Entertainment Events concerning those entertainment events to be held in the State Farm Center shall be final in the resolution of conflicts between the State Farm Center and other sponsors or cosponsors. (See § 2-507(c) and (d).~~

§ 2-510 Special Provisions for Use of the Beckman Institute for Advanced Science and Technology

- (a) The Beckman Institute for Advanced Science and Technology is an interdisciplinary research facility established as a college-level unit reporting to the Vice Chancellor for Academic Affairs. The institute's primary mission is to provide a single physical location for university faculty and staff members and students engaged in research programs chosen for inclusion in the building. A secondary and related objective of the institute is the exchange of scientific and technical information through meetings, conferences, workshops, and other such gatherings. For this reason, the institute was designed to include a number of seminar and meeting rooms.
- (b) Because the institute was designed to provide research and meeting facilities in support of the research programs conducted in the building, institute researchers will have first priority for use of meeting spaces within the institute. The institute administration is responsible for ensuring that use of meeting rooms by others does not compromise the ability of institute research groups to conduct scientific and technical meetings.
- (c) In view of the special mission of the institute, which includes research and scientific exchange, the following are the special conditions regarding use of space in the institute:
 - (1) Any individuals or groups eligible under section VIII-1 of the Campus Administrative Manual and this rule can request the use of meeting space in the Beckman Institute. The use of such meeting space is subject to approval by the director of the institute, who in responding to such requests will use the following priority scale:
 - (A) groups conducting research in the Beckman Institute, for gatherings intended for exchange of scientific and technical information
 - (B) central and campus administrative units holding gatherings important to the campus or university as a whole
 - (C) units or individuals working in areas scientifically or technically related to institute research areas

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<p>(D) campus units or individuals holding events of academic importance to the campus but unrelated to institute research programs</p> <p>(E) off-campus academic organizations whose activities are relevant to the institute</p> <p>(F) those off-campus organizations whose events are unrelated to the institute will rarely be granted approval</p> <p>(2) Except for scientific meetings sponsored by institute groups, no event can be scheduled more than one year in advance of the date it is to be held.</p> <p>(3) Food and beverages may be catered in connection with an event only with the permission of the director of the institute.</p> <p>(4) Individuals or organizations desiring to use the Beckman Institute should apply in writing to the Office of the Director, 1301 Beckman Institute, 405 North Mathews Avenue, Urbana, IL 61801.</p> <p>(5) Decisions of the director of the Beckman Institute under this policy may be appealed to the Vice Chancellor for Academic Affairs.</p>	<p>(B) central and campus administrative units holding gatherings important to the campus or university as a whole</p> <p>(C) units or individuals working in areas scientifically or technically related to institute research areas</p> <p>(D) campus units or individuals holding events of academic importance to the campus but unrelated to institute research programs</p> <p>(E) off-campus academic organizations whose activities are relevant to the institute</p> <p>(F) those off-campus organizations whose events are unrelated to the institute will rarely be granted approval</p> <p>(2) Except for scientific meetings sponsored by institute groups, no event can be scheduled more than one year in advance of the date it is to be held.</p> <p>(3) Food and beverages may be catered in connection with an event only with the permission of the director of the institute.</p> <p>(4) Individuals or organizations desiring to use the Beckman Institute should apply in writing to the Office of the Director, 1301 Beckman Institute, 405 North Mathews Avenue, Urbana, IL 61801.</p> <p>(5) Decisions of the director of the Beckman Institute under this policy may be appealed to the Vice Chancellor for Academic Affairs.</p>
<p>§ 2-511 Provisions for Use of the Allerton Park and Conference Center</p> <p>(a) Allerton Park and Conference Center is a unit of the Office of Continuing Education, and its mission is to provide opportunities for educational and research programs that are unique to a natural area, house, and estate garden of high quality. The park also has an important mission to provide a public location for recreational activities that employ its natural resources and engender an</p>	<p>§ 2-511 Provisions for Use of the Allerton Park and Conference Center</p> <p>(a) Allerton Park and Conference Center is a unit of the Office of Continuing Education, and its mission is to provide opportunities for educational and research programs that are unique to a natural area, house, and estate garden of high quality. The park also has an</p>

appreciation for them. Allerton is the university's learning sanctuary.

- (b) At Allerton Conference Center, priority is given to academic and administrative departments whose activities are most consistent with the Allerton mission and support of the university's charge of teaching, research, and public service. When space is available, other groups can be accommodated, including those from other educational institutions, government agencies, social service organizations, private not-for-profit groups, and private groups whose activities are consistent with the Allerton mission. Requests for use of Conference Center space should be filed at the Conference Center office.
- (c) Allerton Park is composed of forests, wild and plant life reserves, and landscaped gardens. It operates as a public park. To maintain a tranquil setting that is conducive to education, ecological research, and appreciation of the natural qualities of the site, priority is given to programs and recreational activities that do not detract from the quality of those elements.
- (d) Requests for permits to use space in the park for the following activities should be filed with the park superintendent at the Visitors Center:
 - (1) Requests to conduct research are reviewed by the site superintendent and, if indicated, the requests are forwarded to the Campus Committee on Natural Areas for approval.
 - (2) Visitors Center. First priority is given to activities that involve use of the formal gardens.
 - (3) Events in the formal gardens in the park include weddings, receptions, and graduation ceremonies. Fees are set according to the size of the group and the need for special accommodations.
- (e) Special requests for use of Allerton Park and Conference Center not covered in subsections (b) and (c) above should be filed with the director of Allerton Park and Conference Center, 302 East John Street, Suite 202, Champaign, IL 61821.

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§ 1-111 Sexual Misconduct Policy (i)

(i) Danielle Morrison serves as the university's lead Title IX Coordinator and can be contacted in person or by mail at 616 E. Green Street, Suite 214, Champaign, IL 61820; by phone at (844) 616-7978; or by email at titleixcoordinator@illinois.edu.

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§ 1-108 Nondiscrimination Policy (c) (d) (e)

(c) For additional information on the equal opportunity, affirmative action, and harassment policies of the university, please contact the Director of the Office for Access & Equity (OAE) at:

616 East Green Street, Suite 214
Champaign, IL 61820
(217) 333-0885
accessandequity@illinois.edu
oae.illinois.edu

(d) For additional information on Title IX, please contact the Title IX Coordinator at the Title IX Office at:

616 East Green Street, Suite 214
Champaign, IL 61820
(844) 616-7978
titleixcoordinator@illinois.edu
wecare.illinois.edu/titleix

(e) For additional information on ADA or 504, please contact the ADA Coordinator in the ADA Division at the Office for Access and Equity at:

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Champaign, IL 61820

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(e) For additional information on ADA (**Americans with Disabilities Act**) or 504 (**Section 504 on the Rehabilitation Act of 1973**), please contact the ADA Coordinator in the ADA Division at the Office for Access & Equity at:

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<p>§ 3-604 Regulations for Record Custodians (b) Request to Review Record. A student’s request to see their education record must be granted within a reasonable period of time, but in no case more than forty-five days after the request for access has been made. For the purpose of the Act, records that are not accessible to students for review are:</p> <ol style="list-style-type: none"> (1) Financial records of parents, (2) Confidential letters of recommendation received prior to January 1, 1975, or confidential letters of recommendation received after January 1, 1975 for which the student has waived the right to review, (3) Sole possession records (personal memory aids that are not accessible or revealed to others except to a temporary substitute for the maker of the record), (4) Law enforcement records, (5) Medical, psychiatric or similar records made, maintained or used by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in such capacity and in connection with the treatment of the student, (6) Alumni records created or received by the university after an individual is no longer a student in attendance and are not directly related to the individual’s attendance or academic progress as a student, (7) Grades on peer graded assignments until they are collected and recorded by an instructor, and (8) Any other records exempted from review under the Act. 	<p>§ 3-604 Regulations for Record Custodians (b) Request to Review Record. A student’s request to see their education record must be granted within a reasonable period of time, but in no case more than forty-five days after the request for access has been made. For the purpose of the Act, records that are not accessible to students for review are:</p> <ol style="list-style-type: none"> (1) Financial records of parents, (2) Confidential letters of recommendation received prior to January 1, 1975, or confidential letters of recommendation received after January 1, 1975 for which the student has waived the right to review, (3) Sole possession records (personal memory aids that are not accessible or revealed to others except to a temporary substitute for the maker of the record), (4) Law enforcement records, (5) Medical, psychiatric, or similar records made, maintained, or used by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in such capacity and in connection with the treatment of the student, and disclosed only to individuals providing treatment. (6) Alumni records created or received by the university after an individual is no longer a student in attendance and are not directly related to the individual’s attendance or academic progress as a student, (7) Grades on peer graded assignments until they are collected and recorded by an instructor, and (8) Any other records exempted from review under the Act.
<p>§ 1-111 Sexual Misconduct Policy (h)(12)</p>	<p>§ 1-111 Sexual Misconduct Policy (h)(12)</p>

(12) Not require, allow, rely upon, or otherwise use questions or evidence that constitutes or seeks disclosure of, information protected under a legally recognized privilege will be required, allowed, or relied on unless the person holding such privilege has waived the privilege.

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§ 2-201 Certified Single Student Housing (c)

(c) Exceptions to this policy include:

- (1) Undergraduates living with a parent or a legal guardian within 40 miles of the Urbana-Champaign campus.
- (2) Undergraduates who have reached the age of 21 by August 15
- (3) Undergraduates who have been granted permission to live in noncertified housing by the Vice Chancellor of Student Affairs or designee via an approved exemption application.
- (4) Undergraduates who have elected eight or fewer credit hours during a regular academic semester.
- (5) Undergraduate students who are married or in a documented domestic partnership and are living with their partner.

§ 2-201 Certified Single Student Housing (c)

(c) Exceptions to this policy include:

- (1) Undergraduates ~~living with a parent or legal guardian within 40 miles of the Urbana-Champaign campus. who have reached the age of 21 by August 15 of the first term in which they are registered for classes.~~
- (2) Undergraduates who have ~~reached the age of 21 by August 15~~ elected eight or fewer credit hours during a regular academic semester.
- (3) ~~Undergraduates who have been granted permission to live in noncertified housing by the Vice Chancellor of Student Affairs or designee via an approved exemption application.~~ The following additional exceptions require submission of a first-year student live-on requirement exemption waiver application for official review and are subject to approval:
 - (A) Undergraduates living with a parent or a legal guardian within 40 miles of the Urbana-Champaign campus.
 - (B) Undergraduate students who are married or in a documented domestic partnership and are living with their partner.
 - (C) Undergraduate students who have lived in a residence hall at another collegiate institution for two or more semesters.
 - (D) Other extenuating circumstances not listed above.

- ~~(4) Undergraduates who have elected eight or fewer credit hours during a regular academic semester.~~
- ~~(5) Undergraduate students who are married or in a documented domestic partnership and are living with their partner.~~

§ 1-106 Student Affairs

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

(a) 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 chose 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. University Student Organizations are required to have a faculty or staff advisor who is a full-time employee of the university. The USO may choose their advisor unless one is

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assigned to the organization as a part of their responsibilities of employment. The advisor should not have authority to control the policy and activities of the organizations, except as it relates to compliance with university policies.

- (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.

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ACRONYMS

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Acronym	Definition
ACT	American College Testing
ADOS	Associate Dean of Students
AFMFA	Academic Facilities Maintenance Fund Assessment
APEC	Academic Progress and Eligibility Committee
AVCSA	Associate Vice Chancellor for Student Affairs
BTAA	Big Ten Academic Alliance
CET	Cleaner Energy Technologies Fee

	CP	Cultural Programming
	CT	Central Time
	CWVHE	Center for Wounded Veterans in Higher Education
	DOS	Dean of Students or designee
	DRES	Division of Disability Resources and Educational Services
	EO	Executive Officer
	EPT	English Placement Test
	FERPA	Family Educational Rights and Privacy Act
	KCPA	Krannert Center for the Performing Arts
	LGBT	Lesbian, Gay, Bisexual, Transgender
	LSLS	Legacy of Service and Learning Scholarship Fee
	MLA	Modern Language Association
	RO	Registered Organization
	RSO	Registered Student Organization
	SAS	Study Abroad and Travel Scholarship Fee
	SAT	Scholastic Assessment Test
	SCEF	Sustainable Campus Environment Fee
	SCSD	Senate Committee on Student Discipline
	SEAL	Students for Equal Access to Learning
	SFAC	Student Fee Advisory Committee
	SORF	Student Organization Resource Fee
	USFSCO	University Student Financial Services & Cashier Operations
	USO	University Student Organizations
	VCSA	Vice Chancellor for Student Affairs or designee

§ 1-101 Preamble

- (a) A student at the University of Illinois at the Urbana-Champaign campus is a member of a university community of which all members have at least the rights and responsibilities common to all citizens, free from institutional censorship; affiliation with the university as a student does not diminish the rights or

§ 1-101 Preamble

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<p>responsibilities held by a student or any other community member as a citizen of larger communities of the state, the nation, and the world.</p>	<p>responsibilities held by a student or any other community member as a citizen of larger communities of the state, the nation, and the world.</p>
<p>§ 1-107 Religious Beliefs, Observances, and Practices (b)</p> <p>(a) Illinois law requires the university to reasonably accommodate its students’ religious beliefs, observances, and practices in regard to admissions, class attendance, and the scheduling of examinations and work requirements. (See § 1-501; Article 3, Part 2.)</p> <p>(b) Any student may appeal in writing an instructor's decision on a request based on religious beliefs, observances, and practices to the dean of the academic unit offering the course. Before taking action, the dean or director should request that the instructor explain their decision in writing.</p>	<p>§ 1-107 Religious Beliefs, Observances, and Practices (b)</p> <p>(a) Illinois law requires the university to reasonably accommodate its students’ religious beliefs, observances, and practices in regard to admissions, class attendance, and the scheduling of examinations and work requirements. (See § 1-501; Article 3, Part 2.)</p> <p>(b) Any student may appeal in writing an instructor's decision on a request for accommodation based on religious beliefs, observances, and practices to the dean of the academic unit offering the course. Before taking action, the dean or director should request that the instructor explain their decision in writing.</p>
<p>§ 1-111 Sexual Misconduct Policy (a)</p> <p>(a) Purpose The purpose of this policy is to provide a safe and welcoming educational and work environment and to establish standards of conduct that are appropriate for our campus community; and to comply with Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. § 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106; Section 304 of the Violence Against Women Reauthorization Act of 2013 (“VAWA”), 20 U.S.C. 1092(f), and its implementing regulations, 34 C.F.R. Part 668.46; Title VII of the Civil Rights Act of 1964 (“Title VII”); the Illinois Human Rights Act; and the Illinois Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/1 et seq.</p> <p>This policy was revised in July 2020 as part of the effort to align the university’s policy and procedures with new Title IX regulations and to incorporate recommendations made by the Committee on</p>	<p>§ 1-111 Sexual Misconduct Policy (a)</p> <p>(a) Purpose The purpose of this policy is to provide a safe and welcoming educational and work environment and to establish standards of conduct that are appropriate for our campus community; and to comply with Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. § 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106; Section 304 of the Violence Against Women Reauthorization Act of 2013 (“VAWA”), 20 U.S.C. 1092(f), and its implementing regulations, 34 C.F.R. Part 668.46; Title VII of the Civil Rights Act of 1964 (“Title VII”); the Illinois Human Rights Act; and the Illinois Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/1 et seq.</p> <p>This policy was revised in July 2020 as part of the effort to align the university’s policy and procedures with new Title IX</p>

Faculty Sexual Misconduct for addressing unwelcome sexual, sex or gender-based conduct by employees. When investigating and adjudicating complaints of “Title IX Sexual Harassment” (as defined below), federal regulations require the university to follow specific procedures, some of which are unique to Title IX. This policy also addresses other categories of sexual misconduct that do not fall within the definition of “Title IX Sexual Harassment” (for example, because of the nature of the alleged conduct, where it took place, or who was involved) but that may violate other conduct requirements.

The purpose of this policy in delineating which conduct is “Title IX Sexual Harassment” is not to imply that the university considers certain conduct more or less objectionable, nor to discourage any person from submitting a report. Rather, the purpose of this policy is to ensure that all persons who experience sexual misconduct described in this policy have full access to the rights and resources they are entitled to, and that every complaint is handled fairly and equitably, in a manner consistent with applicable law, and with the ultimate aim of maintaining an institutional climate of safety and accountability. Title IX requires a definition of “Title IX Sexual Harassment” that provides a floor—not a ceiling—to the varied forms of misconduct that can be prohibited at a university, and the University of Illinois has decided to go beyond this floor to promote a safe and welcoming culture and climate.

Relation to Other Laws and Policies

Conduct prohibited by this policy may violate other laws and policies, including, but not limited to, the university’s Nondiscrimination Policy, the university Code of Conduct, and the Student Code. Sexual misconduct that constitutes Title IX Sexual Harassment will be addressed pursuant to the university’s Title IX grievance procedure(s). Nothing in this policy prevents the university from addressing prohibited sexual misconduct that does not trigger the university’s Title IX response obligations under other applicable policies and procedures.

In addition, this policy does not cover every allegation of discrimination based on sex. Other university policies prohibit

regulations and to incorporate recommendations made by the Committee on Faculty Sexual Misconduct for addressing unwelcome sexual, sex or gender-based conduct by employees. When investigating and adjudicating complaints of “Title IX Sexual Harassment” (as defined below), federal regulations require the university to follow specific procedures, some of which are unique to Title IX. This policy also addresses other categories of sexual misconduct that do not fall within the definition of “Title IX Sexual Harassment” (for example, because of the nature of the alleged conduct, where it took place, or who was involved) but that may violate other conduct requirements.

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Conduct prohibited by this policy may violate other laws and policies, including, but not limited to, the university’s Nondiscrimination Policy, the university Code of Conduct, and the Student Code. Sexual misconduct that constitutes Title IX Sexual Harassment will be addressed pursuant to the university’s Title IX grievance procedure(s). Nothing in this policy prevents the university from addressing prohibited sexual misconduct that does not trigger the university’s Title

<p>discrimination and harassment that would not constitute sexual misconduct, as defined in this policy. When an individual alleges discriminatory action that is not sexual misconduct, as defined in this policy, the allegations are assessed under the applicable university policy. For information regarding other university policies addressing discrimination and harassment, visit the Nondiscrimination Policy.</p> <p>If the regulations implementing Title IX at 85 Fed. Reg. 30026, 30026-30579 are enjoined or invalidated by a Federal Court with jurisdiction over the university or reversed or replaced by any agency with sufficient authority, the Prohibited Sexual Misconduct Processes will immediately begin to apply to all reports and complaints of Prohibited Sexual Misconduct, including Title IX Sexual Harassment, and the Title IX Sexual Harassment Process will immediately be inoperative unless and until any such injunction, invalidation, reversal, or replacement is overturned.</p>	<p>IX response obligations under other applicable policies and procedures.</p> <p>In addition, this policy does not cover every allegation of discrimination based on sex. Other university policies prohibit discrimination and harassment that would not constitute sexual misconduct, as defined in this policy. When an individual alleges discriminatory action that is not sexual misconduct, as defined in this policy, the allegations are assessed under the applicable university policy. For information regarding other university policies addressing discrimination and harassment, visit the Nondiscrimination Policy.</p> <p>If the regulations implementing Title IX at 85 Fed. Reg. 30026, 30026-30579 are enjoined or invalidated by a Federal Court with jurisdiction over the university or reversed or replaced by any agency with sufficient authority, the Prohibited Sexual Misconduct Processes (§1-111 (e)) will immediately begin to apply to all reports and complaints of Prohibited Sexual Misconduct, including Title IX Sexual Harassment, and the Title IX Sexual Harassment Process (§1-111 (d)) will immediately be inoperative unless and until any such injunction, invalidation, reversal, or replacement is overturned.</p>
<p>§ 1-501 All Students</p> <p>(a) Regular class attendance is expected of all students at the university. The authority to excuse absences rests with the course instructors, subject to the requirement to reasonably accommodate class absences as set forth in this part (Article I, Part 5).</p> <p>(b) Instructors are strongly encouraged to make a course syllabus available to all students prior to the deadline for an undergraduate student to add a course (see the Office of the Registrar Academic Calendars (registrar.illinois.edu/academic-calendars) for the current term for the specific date). A syllabus should include the</p>	<p>§ 1-501 All Students</p> <p>(a) Regular class attendance is expected of all students at the university. The authority to excuse absences rests with the course instructors, subject to the requirement to reasonably accommodate class absences as set forth in this part (Article I, Part 5).</p> <p>(b) Instructors are strongly encouraged to make a course syllabus available to all students prior to the deadline for an undergraduate student to add a course (see the Office of the Registrar Academic Calendars</p>

instructor's course attendance policy, the due dates of all major assignments, quizzes, and examinations. The student is encouraged to inform the instructor of any known conflict as soon as possible, but no later than one week before the date of the quiz or examination or due date of the assignment. (Note that conflict policies stated in the syllabus take priority over this rule.) Students should notify the instructor in advance of missing any class or as soon as possible thereafter. If a student is unable to contact instructors due to hospitalization or other emergency, the student may contact the Student Assistance Center in the Office of the Dean of Students during business hours to request that email notification be sent.

- (c) Students whose absences meet the criteria below may contact the Student Assistance Center in the Office of the Dean of Students to request an absence letter, if it is required by an instructor. Absence letters, however, do not excuse students from class or ensure that make-up work will be permitted. This authority rests with each instructor. These letters are intended to provide information to the instructors who require them and can be used to help the instructor determine whether or not to excuse the absence and allow make-up work. Except for absences related to religious beliefs/observances/practices, which are addressed in § 1-501(c)(4) below, students should request absence letters as soon as possible after the student's return from the absence, but no later than 10 business days after the student's return to class. The Student Assistance Center will not provide letters requested outside of this timeframe.

An absence letter may be requested for documented absences resulting from:

- (1) Prolonged illness or injury of student of 3 days or more. The illness must be formally documented by a health care provider who has provided the student treatment and must be on the provider's letterhead. Students with chronic health conditions and/or disabilities that may affect their class attendance should register with Disability Resources and Educational Services (DRES), in accordance with § 1-110.
- (2) Life threatening or serious illness or injury of an immediate family member including parents, legal guardian,

~~(registrar.illinois.edu/academic-calendars) for the current term for the specific date). A syllabus should include the instructor's course attendance policy, the due dates of all major assignments, quizzes, and examinations. The student is encouraged to inform the instructor of any known conflict as soon as possible, but no later than one week before the date of the quiz or examination or due date of the assignment. (Note that conflict policies stated in the syllabus take priority over this rule.) Students should notify the instructor in advance of missing any class or as soon as possible thereafter. If a student is unable to contact instructors due to hospitalization or other emergency, the student may contact the Student Assistance Center in the Office of the Dean of Students during business hours to request that email notification be sent. Instructors of fully online courses may not require in-person attendance for any course component, including exams, without the permission of the unit EO and the Office of the Provost. Permission for in-person components for fully online courses will require justification, and any approved requests necessitate clearly informing students in writing of the in-person requirement(s) prior to the first course meeting.~~

- (c) ~~Students whose absences meet the criteria below may contact the Student Assistance Center in the Office of the Dean of Students to request an absence letter, if it is required by an instructor. Absence letters, however, do not excuse students from class or ensure that make-up work will be permitted. This authority rests with each instructor. These letters are intended to provide information to the instructors who require them and can be used to help the instructor determine whether or not to excuse the absence and allow make-up work. Except for absences related to religious beliefs/observances/practices, which are addressed in § 1-501(c)(4) below, students should request absence letters as soon as possible after the student's return from the absence, but no later than 10 business days after the student's return to class. The Student Assistance Center will not provide letters~~

spouse/partner, siblings, children, or grandparents. Relatives in law and step relatives in categories above are also included. The condition of the family member must be formally documented by the treating health care provider and must be on the provider's letterhead.

- (3) Death of a family member (See Student Bereavement Guidelines odos.illinois.edu/community-of-care/resources/students/bereavement/).
- (4) A student's religious beliefs, observances, and practices. university policy and state law require that all instructors reasonably accommodate conflicts with class attendance and work requirements resulting from a student's religious beliefs, observances, and practices. (See § 1-107.) Students seeking an excused absence for religious reasons should complete the Request for Accommodation for Religious Observances Form, which can be found on the Office of the Dean of Students website. The student should submit this form to the instructor and the Office of the Dean of Students by the end of the second week of the course to which it applies.
- (5) A student serving as a volunteer emergency worker, as defined in the Volunteer Emergency Worker Job Protection Act. university policy and state law require that all instructors reasonably accommodate conflicts with class attendance and work requirements resulting from a student's serving as an volunteer emergency worker.
- (6) Significant and compelling circumstances beyond a student's control. This may include medical treatment or surgery related to a prolonged illness or injury; pregnancy; legal matters; citizenship or naturalization processes; or acts of nature which cause destruction to the student's primary residence or which disrupt air travel such that a student is unable to return to campus as planned. These circumstances must be documented. Absence letters will not be approved for classes missed: (i) to attend family events such as weddings, graduations, or reunions; (ii) to be present for circumstances related to extended family members including illness; (iii) to attend job or graduate school interviews; or (iv) for other reasons which do not satisfy the standard of

~~requested outside of this timeframe.~~ Instructors are strongly encouraged to make a course syllabus available to all students prior to the deadline for an undergraduate student to add a course (see the Office of the Registrar Academic Calendars (registrar.illinois.edu/academic-calendars) for the current term for the specific date). A syllabus should include the instructor's course attendance policy, the due dates of all major assignments, quizzes, and examinations. The student is encouraged to inform the instructor of any known conflict as soon as possible, but no later than one week before the date of the quiz or examination or due date of the assignment. (Note that conflict policies stated in the syllabus take priority over this rule.) Students should notify the instructor in advance of missing any class or as soon as possible thereafter. If a student is unable to contact instructors due to hospitalization or other emergency, the student may contact the Student Assistance Center in the Office of the Dean of Students during business hours to request that email notification be sent.

- (d) ~~University policy and state law require instructors to reasonably accommodate students whose class absences result from religious beliefs, observances, and practices or from serving as a volunteer emergency worker under the Voluntary Emergency Worker Job Protection Act.~~ Students whose absences meet the criteria below may contact the Student Assistance Center in the Office of the Dean of Students to request an absence letter, if it is required by an instructor. Absence letters, however, do not excuse students from class or ensure that make-up work will be permitted. This authority rests with each instructor. These letters are intended to provide information to the instructors who require them and can be used to help the instructor determine whether or not to excuse the absence and allow make-up work. Except for absences related to religious beliefs/observances/practices, which are addressed in § 1-501(d)(4) below, students should request absence letters as soon as possible after the student's return from the absence, but no later than 10

significant and compelling, as determined by the Student Assistance Center.

- (d) University policy and state law require instructors to reasonably accommodate students whose class absences result from religious beliefs, observances, and practices or from serving as a volunteer emergency worker under the Volunteer Emergency Worker Job Protection Act.
- (e) Instructors must also reasonably accommodate students whose class absence resulted from formal participation in scheduled activities of officially recognized groups such as athletic teams, performing groups, and the Urbana-Champaign Senate. Policy governing class attendance of student athletes, as adopted by the Senate, is found in § 1-502.
- (f) Instructors shall hold all students who miss class for the reasons set forth in § 1-501(d) and § 1-501(e) to the same standard. Accommodating absences for some groups but not others amounts to invidious discrimination and is against university policy. (See § 1-108.)
- (g) For an absence to be excused and make up work to be accepted, the student must provide an explanation to the instructor and supply supporting evidence as required by the instructor, which may include an absence letter, when the absence meets the criteria outlined above. The student must make arrangements with the instructor to make up missed work expeditiously. (See § 3-201 for information about absence from final examinations and § 3-202 for information about absence from evening, midterm, and hourly examinations.) Any student may appeal in writing an instructor's decision regarding an absence to the executive officer of the academic unit offering the course. Before taking action, the executive officer should request that the instructor explain their denial in writing.
- (h) The instructor decides when a student's attendance becomes irregular. In this case, the instructor may send oral, written, or electronic notice of the student's irregular attendance to the dean of the student's college. The dean shall then notify the student in writing, with a copy to the instructor. The notification may be in the following form:

has notified this office that your

business days after the student's return to class. The Student Assistance Center will not provide letters requested outside of this timeframe.

An absence letter may be requested for documented absences resulting from:

- (1) Prolonged illness or injury of student of 3 days or more. The illness must be formally documented by a health care provider who has provided the student treatment and must be on the provider's letterhead. Students with chronic health conditions and/or disabilities that may affect their class attendance should register with Disability Resources and Educational Services (DRES), in accordance with § 1-110.**
- (2) Life threatening or serious illness or injury of an immediate family member including parents, legal guardian, spouse/partner, siblings, children, or grandparents. Relatives-in-law and step relatives in categories above are also included. The condition of the family member must be formally documented by the treating health care provider and must be on the provider's letterhead.**
- (3) Death of a family member (See Student Bereavement Guidelines odos.illinois.edu/community-of-care/resources/students/bereavement/).**
- (4) A student's religious beliefs, observances, and practices. University policy and state law require that all instructors reasonably accommodate conflicts with class attendance and work requirements resulting from a student's religious beliefs, observances, and practices (See § 1-107). Students should consult with their instructor regarding any potential conflicts. Should any instructors require an absence letter in order to manage the absence, students should complete the Request for Accommodation for Religious Observances form, which can be found on the Office**

attendance in _____ has become irregular. Please contact the instructor immediately. The instructor may refuse to grade, return, or record any assignment, quiz, or examination until you have met with the instructor to discuss your attendance problem.

- (i) If, after receiving a notice described in subsection (h) above, a student's attendance continues to be irregular, the instructor may report this fact to the student's college dean. The dean of the student's college, in consultation with the instructor, may determine that the student's attendance has become so irregular that the student's scholarship is likely to be severely impaired. The dean may require the student to withdraw from the course with a grade of Withdrawal or Failure.
- (j) General Provisions
 - (1) A student may notify the Student Assistance Center in the Office of the Dean of Students if the student will be unavoidably absent from class because of illness, death in the family, or other emergency. The Student Assistance Center will pass this information along to instructors and the student's college as is appropriate. This communication is meant for information and does not certify the validity of the student's reason for absence.
 - (2) Class absences before and after vacations are treated like any other absences during the semester.
 - (3) Regularly scheduled classroom or laboratory work shall have precedence over instructional field trips except on the second Saturday of each month.
 - (4) Because McKinley Health Center does not provide medical excuses, instructors should be aware that a student may not be able to provide formal documentation for minor illnesses of less than 3 days.

of the Dean of Students website. **In order to best facilitate planning and communication between students and faculty, students should make requests for absence letters as early as possible in the semester in which the request applies.**

- (5) **A student serving as a volunteer emergency worker, as defined in the Volunteer Emergency Worker Job Protection Act. University policy and state law require that all instructors reasonably accommodate conflicts with class attendance and work requirements resulting from a student's serving as a volunteer emergency worker.**
- (6) **Significant and compelling circumstances beyond a student's control. This may include medical treatment or surgery related to a prolonged illness or injury; pregnancy; legal matters; citizenship or naturalization processes; or acts of nature which cause destruction to the student's primary residence, or which disrupt air travel such that a student is unable to return to campus as planned. These circumstances must be documented. Absence letters will not be approved for classes missed: (i) to attend family events such as weddings, graduations, or reunions; (ii) to be present for circumstances related to extended family members including illness; (iii) to attend job or graduate school interviews; or (iv) for other reasons which do not satisfy the standard of significant and compelling, as determined by the Student Assistance Center.**
- (e) ~~Instructors must also reasonably accommodate students whose class absence resulted from formal participation in scheduled activities of officially recognized groups such as athletic teams, performing groups, and the Urbana-Champaign Senate. Policy governing class attendance of student athletes, as adopted by the Senate, is found in §1-502.~~ University policy and state law require instructors to reasonably accommodate students whose class absences result from religious beliefs, observances, and practices or

from serving as a volunteer emergency worker under the Volunteer Emergency Worker Job Protection Act.

- (f) ~~Instructors shall hold all students who miss class for the reasons set forth in § 1-501(d) and § 1-501(e) to the same standard. Accommodating absences for some groups but not others amounts to invidious discrimination and is against university policy. (See § 1-108.)~~ Instructors must also reasonably accommodate students whose class absence resulted from formal participation in scheduled activities of officially recognized groups such as athletic teams, performing groups, and the Urbana-Champaign Senate. Policy governing class attendance of student athletes, as adopted by the Senate, is found in § 1-502.
- (g) ~~For an absence to be excused and make-up work to be accepted, the student must provide an explanation to the instructor and supply supporting evidence as required by the instructor, which may include an absence letter, when the absence meets the criteria outlined above. The student must make arrangements with the instructor to make up missed work expeditiously. (See § 3-201 for information about absence from final examinations and § 3-202 for information about absence from evening, midterm, and hourly examinations.) Any student may appeal in writing an instructor's decision regarding an absence to the executive officer of the academic unit offering the course. Before taking action, the executive officer should request that the instructor explain their denial in writing.~~ Instructors shall hold all students who miss class for the reasons set forth in § 1-501(e) and § 1-501(f) to the same standard. Accommodating absences for some groups but not others amounts to invidious discrimination and is against university policy. (See § 1-108.)
- (h) ~~The instructor decides when a student's attendance becomes irregular. In this case, the instructor may send oral, written, or electronic notice of the student's irregular attendance to the dean of the student's college. The dean shall then notify the student in writing, with a copy to the~~

~~instructor. The notification may be in the following form:~~

~~_____ has notified this office that your attendance in _____ has become irregular. Please contact the instructor immediately. The instructor may refuse to grade, return, or record any assignment, quiz, or examination until you have met with the instructor to discuss your attendance problem. For an absence to be excused and make up work to be accepted, the student must provide an explanation to the instructor and supply supporting evidence as required by the instructor, which may include an absence letter, when the absence meets the criteria outlined above. The student must make arrangements with the instructor to make up missed work expeditiously. (See § 3-201 for information about absence from final examinations and § 3-202 for information about absence from outside of class period, midterm, and hourly examinations.) Any student may appeal in writing an instructor's decision regarding an absence to the executive officer of the academic unit offering the course. Before taking action, the executive officer should request that the instructor explain their denial in writing.~~

- (i) ~~If, after receiving a notice described in subsection (h) above, a student's attendance continues to be irregular, the instructor may report this fact to the student's college dean. The dean of the student's college, in consultation with the instructor, may determine that the student's attendance has become so irregular that the student's scholarship is likely to be severely impaired. The dean may require the student to withdraw from the course with a grade of Withdrawal or Failure. The instructor decides when a student's attendance becomes irregular. In this case, the instructor may send oral, written, or electronic notice of the student's irregular attendance to the dean or designee of the student's college. The dean shall then notify the student in writing, with a copy to the instructor.~~

(j) ~~General Provisions~~ If, after receiving a notice described in subsection (i) above, a student's attendance continues to be irregular, the instructor may report this fact to the student's college dean. The dean or designee of the student's college, in consultation with the instructor, may determine that the student's attendance has become so irregular that the student's progress in meeting course objectives is likely to be severely impaired. The dean may require the student to withdraw from the course with a grade of Withdrawal or Failure.

(k) ~~General Provisions~~

- (1) A student may notify the Student Assistance Center in the Office of the Dean of Students if the student will be unavoidably absent from class because of illness, death in the family, or other emergency. The Student Assistance Center will pass this information along to instructors and the student's college as is appropriate. This communication is meant for information and does not certify the validity of the student's reason for absence.
- (2) Class absences before and after vacations are treated like any other absences during the semester.
- (3) Regularly scheduled classroom or laboratory work shall have precedence over instructional field trips except on the second Saturday of each month.
- (4) Because McKinley Health Center does not provide medical excuses, instructors should be aware that a student may not be able to provide formal documentation for minor illnesses of less than 3 days.

§ 3-201 Final Examinations

(a) All Students: The following regulations will be applied with the understanding that the university must reasonably accommodate a

§ 3-201 Final Examinations

(a) All Students: The following regulations will be applied with the understanding that the university must

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 their 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. Online proctored exams are to be taken within a 24-hour window of the scheduled final exam period.
- (2) Change in final examination schedule: The Schedule of Final Examinations for all colleges (except Law, Veterinary Medicine, and the Carle Illinois College of Medicine) is prepared and published by the Office of the Registrar (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. 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 periodically announce the

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 the 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 executive officer of the department** 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. Online proctored exams are to be taken within a 24-hour window of the scheduled final exam period. Synchronous courses are defined as courses in which at least one component of the course meets in-person or remotely at a day and time published in the Class Schedule.**
- (2) **Change in final examination schedule: The Schedule of Final Examinations for all colleges (except Law, Veterinary Medicine, and the Carle Illinois College of Medicine) is prepared and published by the Office of the Registrar (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. Permission will not be granted to those instructors wishing to change final examinations to a time

amount of time remaining 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 the student 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) 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, arranged, 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

~~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.~~ *Asynchronous courses* are defined as courses in which no component of the course occurs at a day and time published in the Class Schedule.

- (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).~~ *Synchronous final exams* are defined as final exams where all students enrolled in the section or course are scheduled to begin the exam simultaneously at a scheduled day and time, either in the same location or remotely. Synchronous final exams may be required only in synchronous courses.

- (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 periodically announce the amount of time remaining throughout the duration of the final examination.~~ *Asynchronous final exams* are defined as final exams that may be scheduled and completed in any period within a longer window of time. Asynchronous exams may be offered in synchronous or asynchronous courses.

- (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~~

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, arranged, or conflict final examination.
- (3) A department offering a combined-sections or arranged 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. 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.

~~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 the student takes the following action no later than the last day of classes:~~

Requirement for final examinations:

Synchronous 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.

- (6) ~~Normally in a semester several combined-sections, conflict, arranged, 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~~ Change in final examination schedule: The beginning and ending dates for final examinations are defined within each term’s Academic Calendar (https://senate.illinois.edu/a_calendar.asp). The Schedule of Final Examinations for all colleges (except Law, 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 who give synchronous final examinations, regardless of course modality, must do so at the time specified in the Schedule of Final Examinations (<http://registrar.illinois.edu/final-exam-schedule-public>) unless a change is approved in advance by the Office of the Provost. Requests for change should be submitted to the executive officer of the department in which the course is offered. Permission may 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.

- (7) The window in which asynchronous exams are to be started must be at least 24 hours. In the case of an untimed take-home exam, this means students must be allowed a minimum of 24 hours to complete the exam.**
- (8) A student shall be said to have an exam conflict if that student has two instructor-scheduled, synchronous exams during the same exam window. If a student is permitted to select an exam time, the student shall be said to have an exam conflict only if there are no available alternative times that do not conflict with an instructor-scheduled, synchronous exam.**
- (9) No student is required to take more than two consecutive final examinations. This means that a student taking a final examination beginning at 8:00 a.m. and another beginning 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 beginning at 7:00 p.m. one day and another beginning at 8:00 a.m. the next day cannot be required to take a final examination beginning at 1:30 p.m. that second day. Any student with an exam conflict meeting these criteria is entitled to rescheduling as follows if action is taken no later than the last day of classes:

(A) The student must determine whether a conflict exam or asynchronous scheduling option for a final examination is being held at another time for any of the examinations involved.

(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.

(10) 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. Normally in a semester several combined-sections, conflict, arranged, 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.

- (A) 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.**
- (B) In resolving conflicts, priority will be given in the following order:**
- (1) Noncombined, synchronous exams scheduled by the Office of the Registrar**
 - (2) Combined-sections, synchronous exams scheduled by the Office of the Registrar**
 - (3) Asynchronous or arranged exams scheduled by the instructor**
 - (4) Conflict final examinations**
- (C) A department offering a combined-sections, asynchronous, or arranged final examination must provide a conflict examination if required to accommodate student conflicts.**
- (D) In the event of a conflict not clearly resolved by the provisions of this section or which cannot otherwise be resolved, students should consult with the dean or appropriate designee in their home academic unit.**

(b) Undergraduate Students

	<p>(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.</p> <p>(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.)</p> <p>(c) Graduate Students</p> <p>(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.)</p> <p>(2) Approval of this deferment by the dean of the Graduate College is not required.</p>
<p>§ 3-202 Evening, Midterm, and Hourly Examinations</p> <p>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.</p> <p>(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.</p> <p>(b) Online proctored exams are to be completed within a 24-hour window of the regularly scheduled class meeting time.</p>	<p>§ 3-202 Evening, Midterm, and Hourly Outside-of-Class-Period Examinations</p> <p>The following regulations will be adhered to regarding examinations given at times other than during that extend outside of regular class periods. These policies do not apply to final examinations. They 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 the instructor of the conflict within one week after being informed</p>

- (c) Any in-person 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.
- (d) 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.
- (e) 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.
- (f) 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. –

of the examination schedule. Appeal of an instructor's decision of such accommodation may be made to the executive officer of the department in which the course is offered.

- (a) ***Synchronous courses* are defined as courses in which at least one component of the course meets in-person or remotely at a day and time published in the Class Schedule.**
- (b) ***Asynchronous courses* are defined as courses in which no component of the course occurs at a day and time published in the Class Schedule.**
- (c) ***Synchronous exams* are defined as exams where all students enrolled in the section or course begin the exam simultaneously at a scheduled day and time, either in the same location or remotely. Synchronous exams may be required only in synchronous courses.**
- (d) ***Asynchronous exams* are defined as exams that may be scheduled and completed in any period within a longer window of time. Asynchronous exams may be offered in synchronous or asynchronous courses.**
- (e) **The window in which asynchronous exam are to be started must be at least 24 hours. In the case of an untimed take-home exam, this means students must be allowed a minimum of 24 hours to complete the exam.**
- (f) **The scheduling of synchronous examinations given at a time extending outside of the regular class period requires the approval of the departmental executive officer. Approval is not required for evening examinations in courses with multiple sections.**
- (g) **Students are to be excused from one or more regular class periods for an amount of time equivalent to that required for the outside-of-class period examination.**
- (h) **Conflict or makeup examinations must be arranged for those students who cannot take the scheduled outside-of-class period examination because of the conflicts arising from participation in any of the following activities:**

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.

- (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 university-affiliated performances or rehearsals. Students are expected to notify the instructor of the conflicting performance or rehearsal as soon as possible but no later than one week before the examination.**
 - (3) Regularly scheduled classes. Students are expected to notify the instructor of the conflicting regularly-scheduled class as soon as possible but no later than one week before the examination.**
 - (4) Sickness, regular employment, or other extenuating circumstances. Appeal of an instructor's decision regarding the excused absence may be made to the departmental executive officer.**
 - (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 departmental executive officer.**
- (i) In the event of a conflict not clearly resolved by the provisions of this section or which cannot otherwise be resolved, students should consult with the dean or appropriate designee in their home academic unit.**
 - (j) For synchronous examinations, 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 outside-of-class period examination whenever possible; when not possible, they should be held between the hours of 7:50 a.m. – 10:00 p.m. Central Time Monday – Thursday and 7:50 a.m. – 5:00 p.m. Central Time Friday, unless approved in advance by the Office of the Provost.

§ 3-105 Credit-No Credit Grading Options

- (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.
- (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) 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.

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 - (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;

- (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

- (1) Any undergraduate student 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 must 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.
- (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 (e.g., the end of the eighth week in a

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.

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- (3) ~~Students who are placed on probation after electing the credit-no credit option must rescind this request.~~ **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 18 semester hour maximum credit-no credit limit allowed. A full-time student in good academic standing may take a maximum of two courses each semester under the credit-no credit option. Part-time students and students on academic probation may take one course each semester under this option. Summer session students may take one course under 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**

sixteen-week 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 as indicated in the Graduate College calendar. The credit-no credit option form must be properly approved and submitted to the Graduate College.
- (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.

~~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.~~ **Students who are placed on probation after electing the credit-no credit option for more than one course must choose which course they wish to keep as credit-no credit and rescind their request for other course(s).**

- (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.
- (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 (e.g., the end of the eighth week in a sixteen-week 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.

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- (5) Hours transferred from another 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, the student 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) 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 as indicated in the Graduate College calendar. The credit-no credit option form must be properly approved and submitted to the Graduate College.
 - (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.
 - (B) Students enrolling in one 5 hour undergraduate language course.
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§ 3-311 Adding and Dropping Courses

- (a) Except for courses described under subsection (b), a student may add a course during the Add Period, which is defined as the first ten instructional days of a semester or the first five instructional days of an eight-week part of term. A student may drop a course during the first eight weeks of instruction of a semester or the first four weeks of an eight-week part of term. The deadlines for adding and dropping non-standard courses are determined proportionately in accordance with these principles based on parts of term; exact dates can be found on the Office of the Registrar Academic Calendars (<http://registrar.illinois.edu/academic-calendars>). A college or department may place an advising hold on a student whom they wish to see prior to adding or dropping a course.
- (b) However, some instructors or departments may shorten the Add Period for specific courses before the deadlines, as outlined above in subsection (a), in cases where missing early class sessions would severely impair the student's chances for successfully completing the course. An instructor who intends to shorten the Add Period must secure the approval of the unit's Executive Officer before doing so. The instructor should also announce this restriction in class and include it in the course syllabus. Where this restriction is known in advance, it should be included in the course description and in the Class Schedule.
- (c) When students are allowed to add a class within the designated Add Period, the instructor must reasonably accommodate them in making up work they have missed. For admission to a class after the designated Add Period, a student must secure the consent of the departmental representative in charge of the course who may require the student to pass an examination in the work already covered by the class or to present other satisfactory evidence of ability to proceed with the class.
- (d) The following rules apply only in the undergraduate colleges. (See § 3-508 for refund deadlines.)
 - (1) Provided the minimum academic load required by the college is maintained, courses (except required courses) may

§ 3-311 Adding and Dropping Courses

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- (d) The following rules apply only ~~in the~~ **to** undergraduate ~~colleges~~ **students**. (See § 3-508 for refund deadlines.)

<p>be dropped, and will not appear on a student’s transcript prior to the deadline found on the Office of the Registrar Academic Calendars (http://registrar.illinois.edu/academic-calendars)</p> <p>(2) A student’s college may grant an exception by petition to the drop deadline in the case of extraordinary circumstances beyond a student’s control (such as medical or other emergency reasons). If the student’s college determines a late drop is warranted, it will decide whether the course will be dropped without appearing on the student’s transcript, assigned a grade of W, or assigned a grade of F.</p> <p>(3) A Study Abroad student who is registered as full-time during the semester(s) abroad by a “placeholder” enrollment must maintain 12 credits or the full-time enrollment equivalent as defined by the international institution.</p> <p>(e) Change of section within a course is permitted at the discretion of the department teaching the course.</p>	<p>(1) Provided the minimum academic load required by the college is maintained, courses (except required courses) may be dropped, and will not appear on a student’s transcript prior to the deadline found on the Office of the Registrar Academic Calendars (http://registrar.illinois.edu/academic-calendars).</p> <p>(2) A student’s college may grant an exception by petition to the drop deadline in the case of extraordinary circumstances beyond a student’s control (such as medical or other emergency reasons). If the student’s college determines a late drop is warranted, it will decide whether the course will be dropped without appearing on the student’s transcript, assigned a grade of W, or assigned a grade of F.</p> <p>(3) A Study Abroad student who is registered as full-time during the semester(s) abroad by a “placeholder” enrollment must maintain 12 credits or the full-time enrollment equivalent as defined by the international institution.</p> <p>(e) Change of section within a course is permitted at the discretion of the department teaching the course.</p>
<p>PART 4. ACADEMIC INTEGRITY POLICY AND PROCEDURE</p> <p>§ 1-401 Policy Statement; Application; Definitions</p> <p>(a) Policy Statement. The university has the responsibility for maintaining academic integrity so as to protect the quality of education and research on our campus and to protect those who depend upon our integrity.</p> <p>(1) Expectations of Students. It is the responsibility of each student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions.</p>	<p>PART 4. ACADEMIC INTEGRITY POLICY AND PROCEDURE</p> <p>§ 1-401 Policy Statement; Application; Definitions</p> <p>(a) Policy Statement. The university has the responsibility for maintaining academic integrity so as to protect the quality of education and research on our campus and to protect those who depend upon our integrity.</p> <p>(1) Expectations of Students. It is the responsibility of each student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of</p>

Students have been given notice of this Part by virtue of its publication. Regardless of whether a student has actually read this Part, a student is charged with knowledge of it. Ignorance is not a defense.

- (2) Expectations of Instructors. It is the responsibility of each Instructor to establish and maintain an environment that supports academic integrity. An essential part of each Instructor's responsibility is the enforcement of existing standards of academic integrity. If Instructors do not discourage and act upon violations of which they become aware, respect for those standards is undermined. Instructors should provide their students with a clear statement of their expectations concerning academic integrity.

(b) Application. This Part contains the procedures for addressing course-based academic integrity infractions, including proficiency tests taken after enrollment, for all courses in all colleges except for courses in the College of Law, the Carle Illinois College of Medicine, and the College of Veterinary Medicine, as well as, academic integrity infractions in non-course-based degree requirements such as qualifying examinations. This Part also does not apply to pre-enrollment infractions (see § 1-301 and § 1-303) or infractions of the Academic Integrity in Research and Publications Policy.

(c) Definitions. For purposes of this Part, the following definitions shall apply:

- (1) Business Day. Monday through Friday, excluding university and campus holidays and reduced service days.
- (2) Consultant. A person with whom a student or Instructor may privately consult during the process. A Consultant may attend hearings with a student or Instructor, but may not participate in the hearings, and may not serve as a witness. Each participant may be accompanied by only one Consultant.
- (3) Dean. The dean of the college or head of the equivalent academic unit in which a course or examination is conducted or their designee.

such infractions, and from conduct that aids others in such infractions. Students have been given notice of this Part by virtue of its publication. Regardless of whether a student has actually read this Part, a student is charged with knowledge of it. Ignorance is not a defense.

- (2) Expectations of Instructors. It is the responsibility of each Instructor to establish and maintain an environment that supports academic integrity. An essential part of each Instructor's responsibility is the enforcement of existing standards of academic integrity. If Instructors do not discourage and act upon violations of which they become aware, respect for those standards is undermined. Instructors should provide their students with a clear statement of their expectations concerning academic integrity.

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(c) Definitions. For purposes of this Part, the following definitions shall apply:

- (1) ~~Business Day. Monday through Friday, excluding university and campus holidays and reduced service days.~~ **Appeal Manager. The administrator to whom the Appellant submits the Notice of Appeal and who is responsible for overseeing the appeal process. For department-level appeals, the Executive Officer is**

- (4) Executive Officer (EO). The executive officer or head of the department or unit in which a course or examination is conducted or their designee.
- (5) Instructor. A faculty member or authorized staff member who supervises any academic endeavor.
- (6) Notice. A written communication conveying information to or from a participant in the process. E-mail notices are strongly encouraged.
- (7) Record. The Instructor's Allegation Notice, written student Response, any materials relied upon by the Instructor to make the Instructor's decision, the course syllabus, and the Instructor's Decision Notice.

§ 1-402 Academic Integrity Infractions

(a) Cheating. No student shall use or attempt to use in any academic exercise materials, information, study aids, or electronic data that the student knows or should know is unauthorized. Instructors are strongly encouraged to make in advance a clear statement of their policies and procedures concerning the use of shared study aids, examination files, and related materials and forms of assistance. Such advance notification is especially important in the case of take-home examinations. During any examination, students should assume that external assistance (e.g., books, notes, calculators, and communications with others) is prohibited unless specifically authorized by the Instructor. A violation of this section includes but is not limited to:

- (1) Allowing others to conduct research or prepare any work for a student without prior authorization from the Instructor, including using the services of commercial term paper companies.
- (2) Submitting substantial portions of the same academic work for credit more than once or by more than one student without authorization from the Instructors to whom the work is being submitted.

the Appeal Manager. For college-level appeals, the Dean is the Appeal Manager.

- (2) ~~Consultant. A person with whom a student or Instructor may privately consult during the process. A Consultant may attend hearings with a student or Instructor, but may not participate in the hearings, and may not serve as a witness. Each participant may be accompanied by only one Consultant.~~ **Appellant. A student who submits a Notice of Appeal in accordance with these procedures.**
- (3) ~~Dean. The dean of the college or head of the equivalent academic unit in which a course or examination is conducted or their designee.~~ **Business Day. Monday through Friday, excluding university and campus holidays and reduced service days.**
- (4) ~~Executive Officer (EO). The executive officer or head of the department or unit in which a course or examination is conducted or their designee.~~ **Consultant. A person with whom a student or Instructor may privately consult during the process. A Consultant may attend hearings with a student or Instructor, but may not participate in the hearings, and may not serve as a witness. Each participant may be accompanied by only one Consultant.**
- (5) ~~Instructor. A faculty member or authorized staff member who supervises any academic endeavor.~~ **Dean. The dean of the college or head of the equivalent academic unit in which a course or examination is conducted or their designee.**
- (6) ~~Notice. A written communication conveying information to or from a participant in the process. E-mail notices are strongly encouraged.~~ **Executive Officer (EO). The executive officer or head of the department or unit in which a course or examination is conducted or their designee.**

(3) Working with another person without authorization to satisfy an individual assignment.

(b) Plagiarism. No student shall represent the words, work, or ideas of another as their own in any academic endeavor. A violation of this section includes but is not limited to:

- (1) Copying: Submitting the work of another as one's own.
- (2) Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited. Proper citation style for many academic departments is outlined in such manuals as the MLA Handbook or K.L. Turabian's A Manual for Writers of Term Papers, Theses and Dissertations. These and similar publications are available in the university bookstore or library. The actual source from which cited information was obtained should be acknowledged.
- (3) Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part. This is true even if the student's words differ substantially from those of the source. A citation acknowledging only a directly quoted statement does not suffice as an acknowledgment of any preceding or succeeding paraphrased material.
- (4) Borrowed Facts or Information: Information obtained in one's reading or research that is not common knowledge must be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific laws, etc. Materials that contribute only to one's general understanding of the subject may be acknowledged in a bibliography and need not be immediately cited. One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source.

(c) Fabrication. No student shall falsify or invent any information or citation in an academic endeavor. A violation of this section includes but is not limited to:

(7) ~~Record. The Instructor's Allegation Notice, written student Response, any materials relied upon by the Instructor to make the Instructor's decision, the course syllabus, and the Instructor's Decision Notice.~~ Instructor. A faculty member or authorized staff member who supervises any academic endeavor.

(8) Notice. A written communication conveying information to or from a participant in the process. E-mail notices are strongly encouraged.

(9) Record. The Instructor's Allegation Notice, written student Response, any materials relied upon by the Instructor to make the Instructor's decision, and the Instructor's Decision Notice.

§ 1-402 Academic Integrity Infractions

(a) Cheating. No student shall use or attempt to use in any academic exercise materials, information, study aids, or electronic data that the student knows or should know is unauthorized. Instructors are strongly encouraged to make in advance a clear statement of their policies and procedures concerning the use of shared study aids, examination files, and related materials and forms of assistance. Such advance notification is especially important in the case of ~~take-home~~ **asynchronous** examinations. During any examination, students should assume that external assistance (e.g., books, notes, calculators, **smart devices**, and communications with others) is prohibited unless specifically authorized by the Instructor. A violation of this section includes but is not limited to:

- (1) Allowing others to conduct research or prepare any work for a student without prior authorization from the Instructor, including using the services of commercial term paper companies.
- (2) Submitting substantial portions of the same academic work for credit more than once or by more than one

- (1) Using invented information in any laboratory experiment or other academic endeavor without notice to and authorization from the Instructor or examiner. It would be improper, for example, to analyze one sample in an experiment and covertly invent data based on that single experiment for several more required analyses.
- (2) Altering the answers given for an exam after the examination has been graded.
- (3) Providing false or misleading information for the purpose of gaining an academic advantage.
- (d) Facilitating Infractions of Academic Integrity. No student shall help or attempt to help another to commit an infraction of academic integrity, where one knows or should know that through one's acts or omissions such an infraction may be facilitated. A violation of this section includes but is not limited to:
 - (1) Allowing another to copy from one's work.
 - (2) Taking an exam by proxy for someone else. This is an infraction of academic integrity on the part of both the student enrolled in the course and the proxy or substitute.
 - (3) Removing an examination or quiz from a classroom, faculty office, or other facility without authorization.
- (e) Bribes, Favors, and Threats. No student shall bribe or attempt to bribe, promise favors to or make threats against any person with the intent to affect a record of a grade or evaluation of academic performance. This includes conspiracy with another person who then takes the action on behalf of the student.
- (f) Academic Interference. No student shall tamper with, alter, circumvent, or destroy any educational material or resource in a manner that deprives any other student of fair access or reasonable use of that material or resource.
 - (1) Educational resources include but are not limited to computer facilities, electronic data, required/reserved readings, reference works, or other library materials.
 - (2) Academic interference also includes acts in which the student committing the infraction personally benefits from the interference, regardless of the effect on other students.

- student without authorization from the Instructors to whom the work is being submitted.
- (3) Working with another person without authorization to satisfy an individual assignment.
- (b) Plagiarism. No student shall represent the words, work, or ideas of another as their own in any academic endeavor. A violation of this section includes but is not limited to:
 - (1) Copying: Submitting the work of another as one's own.
 - (2) Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited. Proper citation style for many academic departments is outlined in such manuals as the *MLA Handbook* or K.L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*. These and similar publications are available in the university bookstore or library. The actual source from which cited information was obtained should be acknowledged.
 - (3) Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part. This is true even if the student's words differ substantially from those of the source. A citation acknowledging only a directly quoted statement does not suffice as an acknowledgment of any preceding or succeeding paraphrased material.
 - (4) Borrowed Facts or Information: Information obtained in one's reading or research that is not common knowledge must be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific laws, etc. Materials that contribute only to one's general understanding of the subject may be acknowledged in a bibliography and need not be immediately cited. One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source.

(a) Suspicion of infraction – Initial Determination.

- (1) Allegation. An Instructor who has reason to believe that a student has committed an academic integrity infraction shall notify the student in writing of the basis for the belief. E-mail notice is strongly encouraged. The Allegation Notice must contain sufficient information to permit the student to respond to the concern. A copy of the Allegation Notice shall be provided to the department and college in which the course or examination is conducted. The college should, where applicable, submit a copy of the Allegation Notice to the college with which the student is affiliated (for graduate students, the Graduate College is always the applicable college).
- (2) Response. The student has ten (10) business days from the date of the Allegation Notice to submit a written Response to the Instructor. The Response should include all relevant information, materials and witness statements the student wishes the Instructor to consider. Upon good cause shown, an extension may be requested in writing and may be granted by the executive officer (EO).
- (3) Fact-Finder. The Instructor shall act as fact-finder and explore information relevant to the alleged infraction. The Instructor should consider all information provided by the student in the Response. The instructor may collect additional relevant information to assist in making a determination. The Instructor will pay due regard to the Family Educational Rights and Privacy Act (FERPA) when making inquiries, including interviewing involved parties.
- (4) Timing. The Instructor shall work to resolve the matter and make a determination on a timely basis.
- (5) Instructor's Decision.
 - (A) If the Instructor concludes that the student did not commit an infraction, the student shall be permitted to:
 - (i) Continue in the course and be given whatever grade the student is entitled to without regard to the charge of an infraction; or

(c) Fabrication. No student shall falsify or invent any information or citation in an academic endeavor. A violation of this section includes but is not limited to:

- (1) Using invented information in any laboratory experiment or other academic endeavor without notice to and authorization from the Instructor or examiner. It would be improper, for example, to analyze one sample in an experiment and covertly invent data based on that single experiment for several more required analyses.
 - (2) Altering the answers given for an exam after the examination has been graded.
 - (3) Providing false or misleading information for the purpose of gaining an academic advantage.
- (d) Facilitating Infractions of Academic Integrity. No student shall help or attempt to help another to commit an infraction of academic integrity, where one knows or should know that through one's acts or omissions such an infraction may be facilitated. A violation of this section includes but is not limited to:
- (1) Allowing another to copy from one's work.
 - (2) Taking an exam by proxy for someone else. This is an infraction of academic integrity on the part of both the student enrolled in the course and the proxy or substitute.
 - (3) Removing an examination or quiz from a classroom, faculty office, or other facility without authorization.
- (e) Bribes, Favors, and Threats. No student shall bribe or attempt to bribe, promise favors to, or make threats against any person with the intent to affect a record of a grade or evaluation of academic performance. This includes conspiracy with another person who then takes the action on behalf of the student.
- (f) Academic Interference. No student shall tamper with, alter, circumvent, or destroy any educational material or resource in a manner that deprives any other student of fair access or reasonable use of that material or resource.
- (1) Educational resources include but are not limited to computer facilities, electronic data, required/reserved readings, reference works, or other library materials.

(ii) Drop the course at any time during the semester without a “W” on the transcript. However, to drop the course after the applicable drop deadline, the student must indicate their desire to drop the course within 10 business days of the Instructor’s decision; or

(iii) Change sections in the course, if possible.

(B) If the Instructor concludes, based on available information, that it is more probably true than not true that the student has committed an infraction, the Instructor shall make a finding of a violation and impose a sanction as permitted in 1-404.

(C) In either case (A or B), Notice of the Instructor’s decision shall be given to the student and to the department and college in which the course or examination was conducted. The college should, where applicable, submit a copy of the Instructor’s Decision Notice to the college with which the student is affiliated (for graduate students, the Graduate College is always the applicable college). When an infraction is found, the Instructor’s Decision Notice shall include at least: 1) the finding of violation, 2) a brief explanation of the facts establishing the violation, 3) the sanction and the basis for the same, and 4) a statement such as: “You have the right to appeal this decision and/or sanction by [insert date, i.e. within five (5) business days from the date of the Instructor’s Decision Notice] pursuant to 1-403(b) of the Student Code.”

(6) Multiple students. When two or more students have been accused of cooperating in an academic infraction, any fact-finding inquiries should establish their independent responsibility and the sanctions for each individual should be decided separately.

(7) Student not enrolled in course. If a student is not enrolled in the course affected, the Instructor shall not make an allegation but shall instead forward that student’s case to the Senate Committee on Student Discipline for handling

(2) Academic interference also includes acts in which the student committing the infraction personally benefits from the interference, regardless of the effect on other students.

§ 1-403 Procedures Initial Determination

(a) Overview. Instructors should regularly check for potential academic integrity violations as student work is submitted so that students can be informed of and learn from their mistakes early in their coursework. Instructors should use the FAIR (Faculty Academic Integrity Report) (FAIR) portal to report potential academic integrity infractions. The software FAIR, used by most colleges, guides Instructors and students through the process exactly as stated in the Student Code and generates all letters and reports. A quick reference guide to academic integrity for Instructors that includes a link to the FAIR portal can be found on the Provost’s website.

(b) Allegation. An Instructor who has credible evidence that a student has committed an academic integrity infraction shall notify the student in writing of the basis for the belief. The Instructor should review all the student’s submitted work in the course for academic integrity infractions prior to making an allegation and include all infractions in the allegation. The Allegation Notice must contain the evidence (or instructions for accessing the evidence) and sufficient explanation to permit the student to respond to the concern. A copy of the Allegation Notice shall be provided to the department and college in which the course or examination is conducted. The college should, where applicable, submit a copy of the Allegation Notice to the college with which the student is affiliated (for graduate students, the Graduate College is always the applicable college).

(1) Student Not Enrolled in Course. If a student is not enrolled in the affected course when the alleged infraction occurred, the Instructor shall not make an allegation but shall instead forward that

pursuant to its policies and procedures. This does not apply to allegations arising from non-course-based degree requirements.

- (8) Finality of Instructor's Decision. If a student does not appeal the instructor's decision, it shall be final except to the extent the sanction includes a recommendation for suspension or dismissal from the university. A recommendation of suspension or dismissal will be handled pursuant to 1-403(d).
- (9) Forwarding the Record. Once a decision has been made, the Instructor shall forward the Record to the department or unit executive officer for retention pursuant to applicable policy.

(b) Contested Determination or Sanction - Appeal

- (1) Timing and Content of Appeal. A student wishing to appeal an Instructor's decision must file a written appeal within five (5) business days from the date of the Instructor's Decision Notice, except as provided in 1-403(d)(1)(A). The appeal shall include at least: the name of the student, the course or degree requirement involved, the name of the Instructor, the applicable grounds for appeal (see b.2 below), and an explanation for the basis of appeal. The appeal shall be submitted to the executive officer (EO) in the department or unit in which the infraction is alleged to have occurred.
- (2) Burden of Proof; Grounds for Appeal. A student wishing to appeal bears the burden of establishing at least one of the following grounds for appeal:
 - (A) The Instructor did not follow these procedures as outlined in the Academic Integrity Policy and Procedures and the deviation resulted in significant prejudice against the student;
 - (B) The Instructor's decision was clearly not objectively reasonable based upon information available at the time of the Instructor's decision;
 - (C) The sanction was disproportionate to the violation; or
 - (D) New information exists that was not available at the time of the instructor's decision, and that information makes it

student's case to the Office for Student Conflict Resolution for handling pursuant to its policies and procedures. This does not apply to allegations arising from non-course-based degree requirements.

- (2) **Allegations After the Conclusion of the Course. If the course has already concluded when the Instructor discovers a possible academic integrity infraction, they should consult with their college before sending allegation.**
- (c) **Student's Response. The student has ten (10) business days from the date of the Allegation Notice to submit a written response to the Instructor. The response should include all relevant information, all relevant materials, and the names of relevant witnesses the student wishes the Instructor to consider. This is the student's opportunity to make their case. Upon good cause shown, an extension may be requested in writing and may be granted by the EO.**
- (d) **Instructor Fact-Finding. The Instructor shall act as fact-finder and explore information relevant to the alleged infraction. The Instructor should consider all information provided by the student in the response. The Instructor may collect additional relevant information to assist in making a determination. The Instructor will respect the privacy of any students involved when making inquiries, including when interviewing involved parties, by not sharing any unnecessary information.**
 - (1) **Multiple Students. When two or more students have been accused of cooperating in an academic infraction, any fact-finding inquiries should establish their independent responsibility, and the sanctions for each individual should be decided separately.**
 - (2) **New Allegations. If the Instructor identifies additional allegations, a revised allegation notice must be sent including all allegations. If academic integrity infractions occur in work submitted after the original allegation notification, the Instructor must initiate a new academic integrity process.**

substantially more likely that the student did not commit the violation than that the student did.

- (3) EO handling of Appeal. Upon receipt of the appeal and Record, the EO shall:

(A) Schedule a departmental hearing if the highest sanction was a Category 2 as provided in 1-404. If the department consists of nine or fewer full-time faculty members, the appeal will be directed to a similarly constituted committee of the school or college.

(B) Refer the Record to the Dean of the college responsible for the course or degree requirement for a college hearing if the highest sanction is Category 3 as provided in 1-404.

- (4) Automatic Review. A recommendation for suspension or dismissal by an Instructor shall be automatically reviewed pursuant to 1-403(d).

(c) Appeal Hearing Procedures.

(1) Configuration

(A) Departmental Level Appeal. The EO shall appoint a Chair, who shall serve as a non-voting member. The EO shall select a hearing committee which shall be composed of at least two faculty members and at least one student to hear and vote on the matter. Only faculty and students without a conflict of interest (as determined by the EO) shall serve.

(B) College Level Appeal. The Dean shall appoint a Chair who shall be a nonvoting member. The Chair shall select a hearing committee which shall be composed of at least two faculty members and at least one student member to hear and vote on the matter. Only faculty and students without a conflict of interest (as determined by the Chair) shall serve.

(C) Student Committee Members. The student members on the hearing committees shall be of the same status as the respondent(s) (undergraduate or graduate). In matters involving both undergraduate and graduate student(s), both an undergraduate and a graduate student shall serve on the committee. The undergraduate committee member shall vote on the undergraduate respondent(s) and the graduate student committee member shall vote on the graduate respondent(s).

- (3) Timeline. The Instructor shall work to resolve the matter and make a determination on a timely basis, within 20 business days from the date of the Allegation Notice if possible. If no finding has been entered by 20 business days after the grade entry deadline for the course, or the date of the Allegation Notice, whichever is the later date, the college may choose to close the case administratively and notify the Instructor and student.**

(e) Instructor's Decision.

- (1) If the Instructor concludes that the student did not commit an infraction, the student will have the course options listed in § 1-404(c)(2).**
- (2) If the Instructor concludes, based on available information, that it is more probably true than not true that the student has committed an infraction, the Instructor shall make a finding of a violation and impose a sanction as permitted in § 1-404(a).**
- (3) In either case (1 or 2), Notice of the Instructor's decision shall be given to the student and to the department and college in which the course or examination was conducted. The college should, where applicable, submit a copy of the Instructor's Decision Notice to the college with which the student is affiliated (for graduate students, the Graduate College is always the applicable college). When an infraction is found, the Instructor's Decision Notice shall include at least: the finding of violation; a brief explanation of the facts establishing the violation; any sanctions and the basis for the same; and instructions for appealing the decision, including contact information for the Appeal Manager and a statement such as: "You have the right to appeal this decision and/or sanction by [insert date, i.e. within five (5) business days from the date of the Instructor's Decision Notice] pursuant to § 1-405 of the Student Code." The Instructor shall provide sufficient information regarding the case so that someone who is not**

(2) Notice of Hearing. Notice of Hearing shall be sent at least five (5) business days prior to the hearing, unless the student requests an expedited hearing and the request is granted.

(3) Attendance. Attendance is restricted to committee members and to the student(s), Instructor(s), and their Consultants. Both the student and the Instructor shall be permitted to be present throughout the hearing but are not required to attend. When multiple students are involved, their hearings may be combined except when discussing the educational record of each student with regard to sanctions. Students and Instructors shall represent themselves in the hearing. Any person, including a student or Instructor, who disrupts a hearing or who fails to adhere to the directives of the Chair may be removed from the hearing at the discretion of the Chair. All parties shall be excluded during committee deliberations.

(4) Information Considered. Appeals are intended to determine if the student has established the grounds for appeal. The student and the Instructor may each make a brief opening statement, and then respond to questions from the committee. The student and the Instructor may suggest questions to be asked of each other. The Chair shall decide whether or not to pose the questions. The committee, through the Chair, may solicit information or statements from any person it deems relevant to the matter in dispute, either at its own initiative or at the suggestion of the student or Instructor. All such information must be presented in the hearing and not in closed deliberation.

The confidentiality of all information shall be preserved. Formal rules of evidence shall not apply.

(5) Committee Deliberations and Disposition. The deliberations of the Committee are confidential. The decisions and recommendations of the committee must be agreed to by a simple majority of the voting members of the committee hearing the matter. The committee shall submit a written report to the EO (or Dean of the college responsible for the course or degree requirement in the case of a college level hearing) within five (5) business days from the date of the hearing. The report should include:

- (A) A brief overview of the allegation(s) and response;
- (B) A summary of the relevant information considered at the hearing;
- (C) A statement as to whether the student has met the burden

familiar with the details of the case can understand the decision.

- (f) **Finality of Instructor's Decision.** If a student does not appeal the Instructor's decision, it shall be final except to the extent the sanction includes a recommendation for suspension or dismissal from the University. A recommendation of suspension or dismissal will be handled pursuant to § 1-405(g).
- (g) **Forwarding the Record.** Once a decision has been made, the Instructor shall forward the Record to the department or unit executive officer for retention pursuant to applicable policy.

§ 1-404 Sanctions and Student Status

(a) **Authorized Sanctions.** Authorized Sanctions for academic integrity violations are one or more of the following:

- (1) **Category 1 – Any sanction discussed and agreed to in writing by the Instructor and the student. A Category 1 sanction must also be reported pursuant to § 1-407. A student who accepts a Category 1 sanction waives his or her right to appeal either the finding of a violation or the sanction under § 1-405(a).**
- (2) **Category 2 –**
 - (A) **A written warning**
 - (B) **Educational Sanctions including make-up assignments of a more difficult nature, assignments pertaining to academic integrity, and/or required attendance at a noncredit workshop or seminar on academic integrity**
 - (i) **The Instructor must check workshop or seminar availability with the offering unit before specifying this sanction.**

establishing the grounds for an appeal; and

(D) A recommendation. The recommendation may include upholding, overturning or adjusting the instructor's decision or sanction, or such other recommendation as may be appropriate. Failure by the Instructor, department or college to follow the procedures of this Part shall not absolve a student of their responsibility to refrain from violations of academic integrity. The committee may recommend that a matter be returned to the level where the error occurred for reconsideration. The committee shall not recommend a sanction of a higher Category than the Instructor's original sanction. (See 1-404 of this Part.)

(6) EO or Dean's decision. Following the receipt of the Report and on a timely basis, the EO or Dean may do any of the following:

(A) If the EO or Dean accepts a committee recommendation to uphold the Instructor's decision and sanction, the EO or Dean shall inform the Instructor and the student of the same in writing.

(B) If the EO or Dean accepts a committee recommendation to overturn or adjust the Instructor's decision and/or sanction, the EO or Dean shall inform the Instructor and permit the Instructor five (5) business days to concur with the committee's recommendation or submit a statement of objection. If the Instructor objects, the EO or Dean shall take that objection into account when making a final decision in the case. No response from the Instructor within the allotted time shall be construed as no objection to the recommendation.

(C) If the EO or Dean disagrees with the committee's recommendation, the EO or Dean shall direct the committee to reconsider the matter. The specific errors or concerns shall be identified and the committee need only address the issues raised. The EO or Dean may then accept or decline the committee's recommendation in whole or in part.

(7) Finality of Decision. The decision of the EO or Dean shall be final, and shall be communicated to the student and Instructor in writing.

(d) Handling of a Recommendation for Suspension or Dismissal from the University

(1) Upon receipt of a recommendation for suspension or dismissal from the university, the EO shall review the record and discuss the matter with the Instructor and with the student.

(ii) **The Instructor will set the deadline for the completion of educational sanctions.**

(iii) **Failure to complete these sanctions by the deadline may result in referral to the Office for Student Conflict Resolution.**

(C) **A reduced grade on the assignment**

(D) **A failing grade for the assignment**

(E) **A reduced grade for the course**

(F) **A denial of credit for the proficiency exam**

(3) **Category 3 – A failing grade for the course or failing assessment for the degree requirement.**

(4) **In addition to any other sanctions imposed, an Instructor may also recommend suspension or dismissal from the University. In such cases, the special procedures described in § 1-405(g) shall be followed.**

(b) General Guidance for Sanctions. The variety of academic settings encountered in the university precludes establishing uniform sanctions for all infractions. Instructors may use their discretion in light of the nature of the class, the educational experience of the student, prior instructions or warnings the Instructor has given to the student, etc. Where applicable, the Instructor shall use the following principles in determining sanctions:

(1) Knowledge and intent are not necessarily factors in determining whether an infraction occurred but shall be considered in determining an appropriate sanction. Instructors shall consider whether the student knew or should have known that an infraction was likely to occur based on the circumstances surrounding the incident. Careless conduct that results in an infraction should be sanctioned less severely than intentional conduct.

(2) Instructors shall consider aggravating factors, such as repeated violations within the same course in the same semester, cheating on the major work for the course, activity that was designed to hinder the

(A) If the EO declines to forward the recommendation for suspension or dismissal, the EO shall provide Notice declining the recommendation to the student and the Instructor. The Instructor's finding(s) and other sanction(s) remain in effect. The student shall have five (5) business days from the date of the EO's Decision Notice to appeal the Instructor's finding and/or sanctions, pursuant to the provisions of 1-403(b).

(B) If the EO agrees with the recommendation and the student waives the right to a college-level appeal hearing, the matter shall be forwarded to the Senate Committee on Student Discipline for review and action.

(C) If the EO agrees with the recommendation and the student does not waive the right to appeal, the EO shall forward the matter to the Dean for a hearing by the college in which the course or examination was offered. The college shall conduct a hearing in accordance with 1-403(c) except, in the event the student is affiliated with a different college, the dean of the student's college shall be invited to name a representative from the student's college, who shall serve as a non-voting member of the committee. The hearing committee shall consider the facts of the case and make a judgment on whether suspension or dismissal is warranted. If the student also wishes to appeal the Instructor's finding(s) and/or other sanction(s), that appeal shall be heard at the same hearing. In that case, the burden rests with the student to establish that at least one of the grounds for appeal found in 1-403(b)(2) are present.

(2) If, after a hearing, the dean of the college in which the course or examination was offered accepts a recommendation for suspension or dismissal, the dean shall forward the recommendation to the Senate Committee on Student Discipline for review and action.

(3) The question before the Senate Committee on Student Discipline would be whether the breach of academic integrity in question is of such a nature as to warrant suspension or dismissal of the student. The Committee may take into consideration prior findings of academic integrity violations against the student when determining if suspension or dismissal from the university is warranted. If the hearing committee or the Senate Committee on Student Discipline does not concur with the recommendation of suspension or dismissal, it may impose a lesser formal sanction and/or educational sanctions, along with the course-based sanction imposed by the

academic performance of others, and similar conduct when determining an appropriate sanction.

(3) Violations in other courses or other semesters will be addressed through the Senate Committee on Student Discipline's procedures and shall not be considered by the Instructor when determining a sanction. See § 1-406.

(c) Student Status.

(1) While an academic integrity infraction is pending (from the date of the Allegation Notice until final resolution):

(A) No change in enrollment status in the course shall be permitted.

(B) If the final deadline for reporting a grade occurs prior to the resolution of the case, the Instructor shall request that the student's college assign an "Incomplete" grade to the student for the course until final resolution.

(2) Upon a finding of no infraction and resolution of the case, the student shall have the options to:

(A) Continue in the course and be given whatever grade the student is entitled to without regard to the charge of an infraction; or

(B) Drop the course at any time during the semester without a "W" on the transcript. However, to drop the course after the applicable drop deadline, the student must indicate their desire to drop the course within 10 business days of the finding of no infraction; or

(C) Change sections in the course, if possible.

(3) Upon a finding of an infraction and resolution of the case:

(A) If the sanction is Category 1 or 2 as provided in subsection (a) above, an undergraduate

Instructor. (See SCSD Student Disciplinary Procedures for permissible sanctions.) The Committee shall inform the Dean of its decision and the Dean shall notify the Instructor and EO of the unit in which the infraction occurred. The decision of the Senate Committee on Student Discipline shall be final.

- (e) Student Status. While an academic integrity infraction is pending (from the date of the Allegation Notice until final resolution), no change in enrollment status in the course shall be permitted.
- (1) If the final deadline for reporting a grade occurs prior to the resolution of the case, the Instructor shall request that the student's college assign an "Incomplete" grade to the student for the course until final resolution.
- (2) Upon a finding of no infraction and resolution of the case, the student shall have the options set forth in 1-403(a)(5)(A).
- (3) Upon a finding of an infraction and resolution of the case:
- (A) If the sanction is Category 1 or 2 as provided in 1-404, an undergraduate student may drop the course or change the course to Credit/No Credit status if the student were otherwise eligible under section 3-311(d)(2) at the time of the infraction. Graduate students may drop the course or change the course to Credit/No Credit provided the infraction occurred before the usual deadlines. A record of the infraction will remain in the student's file even if the student drops the course.
- (B) If the sanction is a Category 3 as provided in 1-404, the student may neither change the course to a Credit/No Credit status nor drop the course.

§ 1-404 Sanctions

- (a) Authorized Sanctions. Authorized Sanctions for academic integrity violations are one or more of the following:
- (1) Category 1 – Any sanction discussed and agreed to in writing by the Instructor and the student. A Category 1 sanction must also be reported pursuant to 1-405. A student who accepts a Category 1 sanction waives the right to appeal either the finding of a violation or the sanction under 1-403(b).
- (2) Category 2 –
- (A) A written warning
- (B) Educational Sanctions including make-up assignments of a more difficult nature, assignments pertaining to academic integrity, and/or

student may drop the course or change the course to Credit - No Credit status if they were otherwise eligible at the time of the infraction. Graduate students may drop the course or change the course to Credit - No Credit provided the infraction occurred before the usual deadlines. A record of the infraction will remain in the student's file even if the student drops the course.

(B) If the sanction is a Category 3 as provided in subsection (a) above, the student may neither change the course to a Credit - No Credit status nor drop the course.

(d) See § 3-107 for procedures regarding capricious grading, if relevant.

§ 1-405 Appeal Procedures

- (a) How to Appeal. The student may appeal the Instructor's decision based on the set of grounds in subsection (c) below by submitting a written Notice of Appeal to the Appeal Manager within five (5) business days from the date of the Instructor's Decision Notice, except as provided in subsection (g)(1) below. In the Notice of Appeal, the Appellant must identify themselves, identify one or more grounds for appeal (see subsection (c) below) that apply in their case, and provide reasons in support of the grounds identified.**
- (b) Access to Record. From the date of the Instructor's Decision Notice to the date of the appeal hearing, if applicable, the student may request, in writing to the Appeal Manager, access to the Record of the case. The Appeal Manager must provide access, under reasonable conditions, by the end of the next business day. If an appeal hearing is held, the Appellant, the Instructor, and their consultants must be provided access to the Record for the duration of the hearing.**
- (c) Grounds for Appeal. The Appellant must base the appeal exclusively on one or more of the following grounds:**

required attendance at a noncredit workshop or seminar on academic integrity.

(C) A reduced grade on the assignment

(D) A failing grade for the assignment

(E) A reduced grade for the course

(F) A denial of credit for the proficiency exam

(3) Category 3 – A failing grade for the course or failing assessment for the degree requirement.

(4) In addition to any other sanctions imposed, an Instructor may also recommend suspension or dismissal from the university.

(5) If a combination of sanctions is imposed, the sanction from the highest Category shall determine to whom a Contested Determination or Sanction is forwarded in 1-403(c), except as provided by 1-403(d) for cases involving suspension or dismissal.

(b) General Guidance for Sanctions. The variety of academic settings encountered in the university precludes establishing uniform sanctions for all infractions. Instructors may use their discretion in light of the nature of the class, the educational experience of the student, prior instructions or warnings the Instructor has given to the student, etc.

(1) Relevant aggravating and mitigating factors shall be considered in determining the sanction.

(A) Knowledge and intent are not necessarily factors in determining whether an infraction occurred, but shall be considered in determining an appropriate sanction. Instructors shall consider whether the student knew or should have known that an infraction was likely to occur based on the circumstances surrounding the incident. Careless conduct that results in an infraction should be sanctioned less severely than intentional conduct.

(B) Instructors shall consider aggravating factors, such as repeated violations within the same course in the same semester, cheating on the major work for the course, activity that was designed to hinder the academic performance of others, and similar conduct when determining an appropriate sanction.

(C) Violations in other courses or other semesters will be addressed by the Senate Committee on Student Discipline and shall not be considered by the Instructor when determining a sanction. See Section 1-406.

§ 1-405 Reporting and Record Keeping

(a) Report. Once a violation of academic integrity matter has been resolved

(1) The Instructor (or any other involved university official) did not follow the procedures described above, and this procedural error affected the outcome of the case.

(2) The Instructor (or any other involved university official) had a conflict of interest or bias that affected the outcome of the case.

(3) Any sanctions imposed were not appropriate for the violation(s).

(4) New information that was not available at the time of the Instructor's decision exists and would have affected the outcome of the case.

(d) Jurisdiction. If all sanctions issued are Category 1 or 2 (See § 1-404(a).) and the department or unit in which the infraction is alleged to have occurred has ten or more full-time faculty members, then the department is responsible for addressing the appeal. Otherwise, the college responsible for the course or degree requirement is responsible for addressing the appeal. If the Instructor has recommended suspension or dismissal, the special procedures described in subsection (g) below shall be followed.

(e) Initial Review. No more than five (5) business days after receiving the Notice of Appeal, the Appeal Manager will determine whether the Appellant has met the requirements set out in subsection (a) above and provide written notification of their determination to the Appellant. The Appeal Manager is not to evaluate whether the Appellant has successfully established any grounds for appeal, but only whether the Appellant has identified at least one ground for appeal and provided one or more reasons in support of that ground. If the ground identified is the existence of new information, the Appeal Manager will determine whether the information submitted "was not available at the time of the Instructor's decision" when deciding if the Appellant has met the appeal requirements. Overall, any uncertainty should result in a decision in the Appellant's favor. If the Appeal Manager determines that the appeal requirements have not been met, the Appeal

(a finding of violation, sanction and completion of appeals process or expiration of time to appeal), the EO shall prepare a report of the violation. The report shall include:

- (1) the nature of the alleged violation of academic integrity;
- (2) if applicable, the appeal procedures followed and the recommendation of any hearing committee; and
- (3) the final decision and sanction(s) imposed.

(b) Transmittal. The EO shall send a copy of this report, including the student's name and university identification number, to the college in which the course or examination was conducted, to the college or equivalent academic unit in which the student is enrolled, and to the Director of the Office for Student Conflict Resolution within ten (10) business days of the resolution of a case.

(c) Record Retention. A record of the infraction will remain in the student's department and college files (both the student's college of enrollment and the college in which the course or examination was conducted), pursuant to the university's record retention policy. The Director of the Office for Student Conflict Resolution will retain the information pursuant to the university's records retention policy.

(d) Annual Report. The Director of the Office for Student Conflict Resolution shall compile an annual report to the Senate on the number and severity of such infractions of academic integrity, without identification of the individuals involved. The report shall be available to the public.

§ 1-406 Continuing Jurisdiction of the Senate Committee on Student Discipline

Nothing contained herein shall be construed to limit or impair the jurisdiction of the Senate Committee on Student Discipline (SCSD) over student disciplinary matters. Departments that become aware of repeat offenders are encouraged to call these cases to the attention of their college. Colleges are encouraged to make special note of repeat offenders to the SCSD. The SCSD will address multiple violations of the academic integrity policy by the same student.

Manager will reject the Notice of Appeal, and the Instructor's decision will become final.

(f) Appeal Hearings

- (1) Appeal Committee Membership. The Appeal Manager will appoint a faculty chair, who will be a non-voting member of the appeal committee. The chair will then select at least two faculty and at least one student as additional members. Any student members will be of the same status as the Appellant (undergraduate or graduate). In matters involving both undergraduate and graduate Appellants, at least one undergraduate student and at least one graduate student must serve on the committee. Only faculty and students without a conflict of interest (as determined by the chair) shall serve.**
- (2) Challenges to Appeal Committee Membership. The Appellant and the Instructor will be given an opportunity to challenge the objectivity of any voting member of the appeal committee. Such a challenge must be based on an identified bias or an identified conflict of interest. The Appeal Manager will decide whether this opportunity is provided prior to the hearing or during the hearing itself. If provided prior to the hearing, the chair will consider these challenges when making a final decision regarding committee membership. If provided during the hearing, the chair will determine whether to excuse the challenged committee member from the hearing and whether any resulting vacancy requires that the hearing be postponed.**
- (3) Notice of Hearing. The Appeal Manager will notify the Appellant and the Instructor by email of the date and time of the hearing and any instructions for participating at least five (5) business days in advance. At the Appeal Manager's discretion, the hearing may take place virtually using video conference or other similar technology.**
- (4) Hearing Rules.**

- (A) Appeal hearings are closed to the public.**
 - (B) The Appellant, the Instructor, and their consultants may attend the hearing but are not required to do so. At the chair's discretion, other faculty or staff members may be allowed to attend to advise, or provide administrative support to, the appeal committee.**
 - (C) The chair may exclude from the hearing any person who disrupts the orderly process of the hearing but will do so only after first issuing a warning. The Chair need not consider this cause to reschedule the hearing or continue the hearing on a later date.**
 - (D) The chair will identify reasonable breaks throughout the hearing. Appellant and the Instructor may also request additional breaks as needed, provided the number of requests is not disruptive to the orderly conduct of the hearing. The chair will decide whether to grant any such requests.**
 - (E) After consultation with the other committee members, the chair may decide to continue the hearing to another day for good cause, including the inability to complete all required steps of the hearing process within a reasonable time frame. The Appellant and the Instructor must be notified of the date, time, and location at least five business days in advance, but prior notification of possible continuance dates will satisfy this requirement.**
 - (F) The chair may set additional rules for the hearing as needed, provided they do not conflict with any provision of these procedures.**
- (5) Order of the Proceedings. The Appellant and the Instructor may each make a brief opening statement, after which the committee members may**

ask relevant questions of each. The chair will give both the Appellant and the Instructor an opportunity to suggest questions to be asked of the other, but the chair may choose not to pose a question if it has already been answered, is irrelevant, or is inappropriate. The chair may also reword a relevant question that is asked in a manner that, in the chair's opinion, is confusing or is intended to disparage, intimidate, or otherwise harass the individual being questioned. The committee, through the chair, may solicit information or statements from any person it deems relevant to the matter in dispute, either at its own initiative or at the suggestion of the Appellant or Instructor. All such information must be presented in the hearing and not in closed deliberation.

(6) **Deliberation.** The appeal committee will deliberate in closed session and will decide by simple majority vote whether the Appellant has met any of the grounds for appeal. Absent a majority to the contrary, the Instructor's original decision shall be affirmed. If one or more of the grounds for appeal have been met, the appeal committee may modify the finding and/or the sanction, overturn the Instructor's decision entirely, or return the case to the procedural step at which an error occurred for reconsideration. The appeal committee may not issue a sanction of a higher category than the Instructor's original sanction (See § 1-404(a)).

(7) **Combined Hearings.** At the sole discretion of the Appeal Manager, a single appeal hearing may be scheduled for multiple Appellants provided that the allegations against those Appellants arise out of the same facts or circumstances. Such a hearing will be conducted as described above with the following additional rules:

(A) **Information about one Appellant's academic record or sanctions may not be shared with another Appellant unless, in the chair's**

opinion, that information is necessary for determining whether one or more grounds for appeal apply to the latter Appellant's case.

(B) Except as described in the previous subsection, any discussions of an Appellant's academic record or sanctions must be conducted separately.

(8) Appeal Decision Notice. The chair or their designee will provide written notification of the appeal committee's decision to the Appellant, Instructor, and EO within three (3) business days of the appeal hearing. If the appeal committee has found that one or more of the grounds for appeal have been met, this notice must identify the applicable grounds and must include an explanation of the committee's finding and a rationale for the specific relief provided.

(9) Finality of the Appeal Decision. The decision of the appeal committee is final and binding on the Appellant and the Instructor.

(g) Special Procedures for Handling Recommendations for Suspension or Dismissal

(1) If the Instructor recommends that the student be suspended or dismissed from the University, the EO shall review the Record, discuss the matter with the Instructor and with the student, and then determine whether to support the recommendation.

(A) If the EO declines to support the recommendation, the EO shall provide Notice to both the Instructor and the student. The student shall then have five (5) business days from the date of the EO's Notice to appeal the Instructor's finding and/or sanctions, as described in subsection (a) above.

(B) If the EO supports the recommendation, the EO shall provide Notice to both the Instructor and the student and forward the

matter to the Dean for a hearing by the college in which the course or examination was offered. The college shall conduct an appeal hearing in accordance with subsection (f) above except, in the event the student is affiliated with a different college, the dean of the student's college shall be invited to name a representative from the student's college to serve as a non-voting member of the committee. The appeal committee shall consider the facts of the case and determine whether suspension or dismissal is warranted. If the student also intends to appeal the Instructor's finding(s) or sanction(s), the student shall have five (5) business days from the date of the EO's Notice to submit a Notice of Appeal to the Dean, and that appeal shall be decided at the same hearing.

- (2) If the appeal committee determines that suspension or dismissal is warranted, the Dean shall forward the recommendation to the Director of Office for Student Conflict Resolution, who will schedule a hearing before at least three members of the Senate Committee on Student Discipline.
- (3) The question before the members of the Senate Committee on Student Discipline will be whether the breach of academic integrity in question is of such a nature as to warrant suspension or dismissal of the student. The members may take into consideration prior findings of academic integrity violations against the student when determining if suspension or dismissal from the university is warranted. If the members do not concur with the recommendation of suspension or dismissal, they may impose a lesser formal sanction and/or educational sanctions, along with any course-based sanctions imposed by the Instructor. (See the Student Disciplinary Procedures at

<http://conflictresolution.illinois.edu/policies/student-discipline/> for permissible sanctions.) The Director of the Office for Student Conflict Resolution shall inform the Dean of the members' decision, and the Dean shall notify the Instructor and EO of the unit in which the infraction occurred. The decision of the members of the Senate Committee on Student Discipline shall be final.

(h) **Appeal Timeline.** The Appeal Manager is responsible for promptly resolving any appeal. The anticipated duration of the appeal process is approximately 20 business days from the day the Notice of Appeal is received. The actual duration may vary depending on, for example, the complexity of the case, the need for language assistance or accommodation of disabilities, and the possibility of interruption by break periods. If the duration of the appeal process will substantially exceed 20 business days, the Appeal Manager will notify, in writing, both the Appellant and the Instructor of the delay and the reason for the delay. If the appeal is not held in a timely manner, as described above, the college may decide to dismiss the case.

§ 1-406 Continuing Jurisdiction of the Senate Committee on Student Discipline

Nothing contained herein shall be construed to limit or impair the jurisdiction of the Senate Committee on Student Discipline (SCSD) over student disciplinary matters. Departments that become aware of repeat offenders are encouraged to call these cases to the attention of their college. Colleges are encouraged to make special note of repeat offenders to the SCSD. The SCSD will address multiple violations of the academic integrity policy by the same student.

§ 1-407 Reporting and Record Keeping

- (a) Report.** Once a violation of academic integrity matter has been resolved (a finding of violation, sanction and completion of appeals process or expiration of time to appeal), the EO shall prepare a report of the violation. The report shall include:
 - (1) the nature of the alleged violation of academic integrity;**
 - (2) if applicable, the appeal procedures followed and the recommendation of any hearing committee; and**
 - (3) the final decision and sanction(s) imposed.**
- (b) Transmittal.** The EO shall send a copy of this report, including the student’s name and university identification number, to the college in which the course or examination was conducted, to the college or equivalent academic unit in which the student is enrolled, and to the Director of the Office for Student Conflict Resolution within ten (10) business days of the resolution of a case.
- (c) Record Retention.** A record of the infraction will remain in the student’s department and college files (both the student’s college of enrollment and the college in which the course or examination was conducted), pursuant to the university’s record retention policy. The Director of the Office for Student Conflict Resolution will retain the information pursuant to the university’s records retention policy.
- (d) Annual Report.** The Director of the Office for Student Conflict Resolution shall compile an annual report to the Senate on the number and severity of such infractions of academic integrity, without identification of the individuals involved. The report shall be available to the public.

§ 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

§ 2-309 Organization Custodial Fund – Status (a)

- a. Under the authority of article II, section 3e, of the General Rules Concerning University Organization and Procedure, the

<p>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.”</p>	<p>“Vice President for Business and Finance Director of Student Engagement, or designee, 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 the University of Illinois System funds.”</p>
<p>§ 1-305 Policy on Drugs (d)</p> <p>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.</p>	<p>§ 1-305 Policy on Drugs (d)</p> <p>The illegal possession or use of drugs or drug paraphernalia is prohibited. Although the possession and use of marijuana cannabis is allowed under Illinois state law in some circumstances, the possession or use of marijuana cannabis for medical or recreational purposes is prohibited on university property.</p>
<p>§ 2-201 Certified Single Student Housing (d)(1)</p> <p>(d) Additional Regulations for Certified Housing</p> <p>(1) Residents of certified housing units shall abide by university policies and regulations and local, state, and federal laws with regard to the possession and use of alcoholic beverages, marijuana and controlled substances, and the possession of weapons. (See §§ 1-305 through 1-309.)</p> <p>(2) All students shall comply with published university policies and municipal fire safety codes with special regard for emergency evacuation, fire and safety devices, and parties and decorations. (See § 1-310.)</p>	<p>§ 2-201 Certified Single Student Housing (d)(1)</p> <p>(d) Additional Regulations for Certified Housing</p> <p>(1) Residents of certified housing units shall abide by university policies and regulations and local, state, and federal laws with regard to the possession and use of alcoholic beverages, marijuana cannabis and controlled substances, and the possession of weapons. (See §§ 1-305 through 1-309.)</p> <p>(2) All students shall comply with published university policies and municipal fire safety codes with special regard for emergency evacuation, fire and safety devices, and parties and decorations. (See § 1-310.)</p>

<p>(3) Students living in certified housing may entertain guests in their living units subject to regulations established by the student government of the unit and approved by the Vice Chancellor of Student Affairs or designee.</p> <p>(4) The student government of each living unit (or the residents, in the absence of a student government) may establish regulations concerning social conduct that are consistent with requirements of the landlord or management.</p>	<p>(3) Students living in certified housing may entertain guests in their living units subject to regulations established by the student government of the unit and approved by the Vice Chancellor of Student Affairs or designee.</p> <p>(4) The student government of each living unit (or the residents, in the absence of a student government) may establish regulations concerning social conduct that are consistent with requirements of the landlord or management.</p>
<p>§ 2-403 Smoke and Tobacco Free Campus Policy (a)(1)</p> <p>(a) Smoking and the use of all non-combustible tobacco products and non-FDA approved nicotine delivery devices and products is prohibited on all Campus Property at the University of Illinois Urbana–Champaign, both indoors and outdoors, in university-owned vehicles and in privately-owned vehicles parked on Campus Property. The advertising, sale, or free sampling of Tobacco Products and non-FDA approved nicotine delivery devices are also prohibited on Campus Property. Littering the remains of Tobacco Products or any other related waste product on Campus Property is further prohibited. No individual or campus unit subject to this policy may discriminate or retaliate against any person who makes a complaint of a violation of this policy or provides information concerning a violation of this policy.</p> <p>(1) “Smoke” or “Smoking” means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, cigarillos, hookah, beedies, kreteks, weed, herbs, electronic cigarettes, water pipes, bongs, marijuana or other lighted smoking equipment and includes products containing or delivering nicotine intended or expected for human consumption, or any part of such a product that is not a tobacco product as</p>	<p>§ 2-403 Smoke and Tobacco Free Campus Policy (a)(1)</p> <p>(a) Smoking and the use of all non-combustible tobacco products and non-FDA approved nicotine delivery devices and products is prohibited on all Campus Property at the University of Illinois Urbana–Champaign, both indoors and outdoors, in university-owned vehicles and in privately-owned vehicles parked on Campus Property. The advertising, sale, or free sampling of Tobacco Products and non-FDA approved nicotine delivery devices are also prohibited on Campus Property. Littering the remains of Tobacco Products or any other related waste product on Campus Property is further prohibited. No individual or campus unit subject to this policy may discriminate or retaliate against any person who makes a complaint of a violation of this policy or provides information concerning a violation of this policy.</p> <p>(1) “Smoke” or “Smoking” means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, cigarillos, hookah, beedies, kreteks, weed, herbs, electronic cigarettes, water pipes, bongs, marijuana cannabis or other lighted smoking equipment and includes products containing or delivering nicotine intended or expected for human consumption, or any part of such a product that is not a tobacco product as defined by Section 321(rr) of Title</p>

defined by Section 321(rr) of Title 21 of the United States Code, unless it has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation or other medical purposes and is being marketed and sold solely for that approved purpose. "Smoke" or "Smoking" does not include smoking that is associated with a native recognized religious ceremony, ritual, or activity by American Indians that is in accordance with the federal American Indian Religious Freedom Act, Sections 1996 and 1996a of Title 42 of the United States Code.

21 of the United States Code, unless it has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation or other medical purposes and is being marketed and sold solely for that approved purpose. "Smoke" or "Smoking" does not include smoking that is associated with a native recognized religious ceremony, ritual, or activity by American Indians that is in accordance with the federal American Indian Religious Freedom Act, Sections 1996 and 1996a of Title 42 of the United States Code.

§ 2-102 Mandatory Assessment

- (a) In the event that the university is presented with a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide or expressed a preoccupation with suicide, that student will be required to attend four sessions of professional assessment. These sessions are designed to foster the students' willingness and ability to maintain a reasonable concern for their own self welfare.
- (b) Confidentiality
 - (1) All records associated with the reported incident are kept separately by the Suicide Prevention Team. The Suicide Prevention Team is staffed by the Counseling Center and McKinley Health Center.
 - (2) All records associated with the mandated assessment are protected by federal and state laws regarding confidentiality.
- (c). Appeals
 - (1) A student may appeal the accuracy of the report to the Suicide Prevention Team. In some instances, in order for the

§ 2-102 Mandatory Assessment

- (a) **Suicide Incident Referrals**
 - (1) **When the university is presented with a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to attempt suicide or has been psychiatrically hospitalized due to suicidal ideation, that student may be required to attend four sessions of professional assessment.**
 - (2) **Procedures**
 - (A) **The attending or responsible university employee who becomes aware of facts stated in subsection (a)(1) above must submit a Suicide Incident Referral Form including the student's name and circumstances of the student's suicide incident.**
 - (B) **Members of the Suicide Intervention Team (SIT) will conduct an individualized clinical evaluation of the report to determine if assessment will be mandated. SIT will notify the Student Assistance Center (SAC) of their determination.**
 - (C) **The SAC will notify the student via their official University of Illinois email account of the requirement. This notification will include relevant deadlines;**

appeal to go forward, a student will be required to sign a release of information authorizing the members of the Suicide Prevention Team to contact and interview witnesses to the incident. An appeal may be made to the Dean of Students or designee. The decision of the Dean of Students is final.

- (2) The policy of four sessions of professional assessment is applied uniformly to all students who cross the threshold described above. The requirement of four professional assessments is not subject to appeal.

(d) Alcohol and Drugs

An assessment of a student can be mandated by the Director of McKinley Health Center (Director) if:

- (1) a student becomes incapacitated as the apparent result of alcohol or other drug use; and
- (2) emergency medical personnel are summoned to transport the student to a hospital for emergency care; and
- (3) the student is in fact transported to the hospital for emergency medical care or refuses to accept such transportation when recommended by the emergency medical personnel.

(e) Procedures

- (1) The attending or responsible university employee who becomes aware of facts stated in subsection (a) must notify the Director of the student's name and the circumstances of the student's incapacitation. Other individuals (for example, the city Police Department or Certified Staff) may submit to the Director reports of student emergency transportation or refusal to accept such transportation.
- (2) If the Director becomes aware of facts stated in subsection (a) (through a notification under subsection (d)(1) or

enforcement mechanisms for noncompliance, including but not limited to registration holds; and instructions for appealing (See subsection (c) below.).

- (D) If the student is not subject to mandatory assessment, the SAC will contact the student via their official University of Illinois email account and provide them with information about relevant campus resources.**

(b) Alcohol and Other Drug Transport Referrals

- (1) The Office for Student Conflict Resolution (OSCR) may mandate that a student complete an alcohol and other drug assessment if:**

- (A) The student becomes incapacitated as the apparent result of alcohol or other drug use; and**
- (B) Emergency medical personnel are summoned to transport the student to a hospital for emergency care; and**
- (C) The student is in fact transported to the hospital for emergency care or refuses to accept such transportation when recommended by the emergency medical personnel.**

(2) Procedures

- (A) The attending or responsible university employee who becomes aware of facts stated in subsection (b)(1) above must notify the Office for Student Conflict Resolution (OSCR) of the student's name and the circumstances of the student's incapacitation. Other individuals, including law enforcement officers and emergency medical personnel, may also submit to OSCR reports of student emergency transportation or refusal to accept such transportation.**
- (B) OSCR will evaluate any report received to determine if the criteria for a mandatory assessment have been met.**
- (C) If a mandatory assessment is warranted, OSCR will notify the student via their official University of Illinois email account of the requirement. This notification will include relevant deadlines; enforcement mechanisms for noncompliance, including but not limited to registration holds; and instructions for appealing (See subsection (c) below.).**

otherwise), the Director will decide whether to require the student to undergo a mandatory assessment.

- (3) If the Director decides that the student should be required to undergo a mandatory assessment, the Director shall so notify the student.
- (4) After notification under subsection (d)(3), and unless successfully appealed under subsection (g), the student must undergo an assessment conducted at the direction of the Director.
- (f) If the student completes the assessment, the results of the assessment and the fact that an assessment was conducted are confidential medical information and may not be disclosed without consent of the student and may not form the basis of a disciplinary proceeding or any other sanction imposed by the university. However, if the student fails to complete the assessment, this fact is not confidential medical information, and the Director may disclose that fact to the Dean of Students, who may in turn inform other responsible parties (see § 1-302(h) and § 3-603).
- (g) Appeals
If the student disagrees with the decision of the Director directing a mandatory assessment, the following rules apply:
 - (1) the student may appeal the Director's decision to the Dean of Students;
 - (2) such an appeal must be submitted in writing within three business days after receipt by the student of the notice by the Director;
 - (3) the Dean of Students (or the Dean's designee) shall convene a hearing within five business days after receipt of the appeal;
 - (4) prior to the hearing, the student shall be entitled to review the information leading to the referral;
 - (5) at the hearing, the Dean or designee shall review all relevant evidence to determine whether to uphold the mandatory assessment directive. The student may be assisted at the hearing by any person chosen by the student. The decision of the Dean or designee shall be final.

(3) In accordance with the Office for Student Conflict Resolution's Medical Amnesty & Survivor Protections Policy, students who complete a mandatory alcohol and other drug assessment will not face disciplinary action for their personal substance use, absent the exceptional circumstances described in that policy. See the Office for Student Conflict Resolution's website for additional details.

(c) Appeals of Mandatory Assessments. A student may appeal an assessment mandated under subsections (a) or (b) above within three business days of the date they were notified of the requirement by submitting a written appeal to the Dean of Students (or designee). In reviewing an appeal, the Dean of Students (or designee) may consult with appropriate campus professionals. The Dean of Students (or designee) will render a decision as soon as is practicable. The decision of the Dean of Students (or designee) is final and not subject to further appeal.

