

- (C) The waiver may be used for four years (including summers), as long as satisfactory academic progress is maintained.
 - (D) The parent must be a regular employee of the University of Illinois (or other Illinois state university) with at least seven years of service on the first day of instruction of the term for which the waiver is requested, and be one whose appointment qualifies for employer-provided insurance benefits. Excluded as "parent" are annuitants; employees of University-related organizations (i.e., Foundation and Alumni Association); Civil Service temporary and extra help; graduate and undergraduate assistants; and academic hourly and student employees.
 - (E) The child must be under twenty-five years of age and the child of the eligible employee by blood or adoption; or the legal child of the employee's current spouse; or the legal ward of the eligible employee.
 - (F) The child must qualify for admission to a degree program under the same requirements, standards, and policies applicable to general applications.
 - (G) To apply for the waiver, the employee or child must obtain an eligibility form available at one of the following offices:
 - Office of Student Financial Aid, Student Services Arcade Building, 620 East John Street, Champaign
 - Benefits Center, Fourth Floor, 807 South Wright Street, Champaign
 - Staff Human Resources, 52 East Gregory Drive, Champaign
- (f) Other Categories of Students
Tuition is waived for:
- (1) Holders of tuition waiver scholarships.
 - (2) Graduate students with college-level waivers
 - (3) University of Illinois faculty, academic professional, and staff retirees.
 - (4) Holders of grants or contracts from outside sponsors that provide payments to cover the total cost of instruction.
 - (5) Cooperating teachers and administrators who receive an assignment of practice teachers, who receive assignment of students meeting the clinical experience requirement in teacher education curricula, or who cooperate in research projects related to teacher education: one semester, quarter, or summer term for each semester, quarter, or equivalent service rendered within two consecutive semesters. The waiver shall apply to the semester, quarter, or summer term of registration, as designated by the student, that is concurrent with, or following, the term of service, but must be applied no later than one calendar year from the end of the term of service. Concurrent registration on more than one campus of the University or in University extramural courses constitutes one semester, quarter, or session of eligibility for waiver.
 - (A) A similar waiver is authorized for cooperating librarians, school-nurse teachers, social welfare field supervisors, recreation field supervisors, health education field supervisors, speech pathology supervisors, developmental child care field supervisors, educational psychology supervisors, continuing education supervisors, industrial relations field supervisors, and physicians who participate without salary in the instructional program of the University of Illinois College of Medicine at Urbana-Champaign.
 - (B) Acceptance of more than one assignment from any of the above listed offices during any one term will generate only one waiver.

§ 3-504 Tuition—Waiver of Nonresident Portion

- (a) The nonresident portion of tuition is waived for:
 - (1) academic and staff employees on appointment for at least 25 percent of full-time service with the University and with certain specifically identified related agencies, provided the appointment requires service for not less than three-fourths of the term.
 - (2) persons actively serving in one of the Armed Forces of the United States who are stationed and present in the state of Illinois in connection with that service and their spouses and dependent children, as long as the military person remains stationed, present, and living in Illinois.

- (b) The following students are treated as residents for tuition purposes:
- (1) the teaching and professional staff (such as counselors, school psychologists, school social workers, librarians, and administrators) in the private and public elementary and secondary schools in Illinois who hold appointment for at least one-fourth time for not less than three-fourths of the term.
 - (2) the spouses and dependent children of academic and staff employees and graduate assistants on appointment with the University and certain specifically identified related agencies for at least 25 percent of full-time service, and of those identified in subsection (b)(4) below. (Dependent children are those who qualify as dependents for federal income tax purposes.)
 - (3) the spouses and dependent children of fellows and trainees who are appointed as teaching assistants to the fullest extent permitted by their fellowship appointment.
 - (4) the faculties of state-supported institutions of higher education in Illinois holding appointments of at least one-fourth time, provided the appointment requires service for not less than three-fourths of the term.

§ 3-505 Fee Assessments

Registration fee charges are assessed on the basis of the number of semester credit hours for which a student is registered. For fee assessment purposes, there is no distinction between resident and nonresident, graduate or undergraduate. Fee rates are determined by the University Board of Trustees; current rates may be found in the online Class Schedule. Waivers and exemptions are explained in §§ 3-503 and 3-504. Students with questions should call (217) 333-0210 for clarification. Brief descriptions of assessed registration fees follow.

- (a) **Service Fee**
A fee to support salaries, programming, general expenses, and utilities for campus Auxiliary Service units such as the Illini Union, the Assembly Hall, and Campus Recreation. (Students exempt from this fee because they are registered in Credit Ranges III or IV (Range IV in summer) may obtain its service by special arrangement with the provider; see the online Class Schedule for details.)
- (b) **Health Service Fee**
A fee to provide salaries, programming, general expenses, and utilities for McKinley Health Center and the Counseling Center.
- (1) Fall semester coverage extends to the first day of instruction in the spring semester; spring semester coverage extends to the first day of instruction in the summer term. Summer term coverage extends to the first day of instruction in the fall semester.
 - (2) Dependents of students (spouses and dependent children) are ineligible for health services at the McKinley Health Center unless they are registered University students.
 - (3) Students who were covered by University Health Center services during the spring semester and who do not enroll in summer term may extend their eligibility through the summer by paying an additional fee. Application for extended McKinley Health Center coverage for the summer terms must be made at 131 McKinley Health Center. (Students exempt from this fee because they are registered in Credit Ranges III or IV (Range IV in summer) may obtain its service by special arrangement with the provider; see the online Class Schedule for details.)
- (c) **Health Insurance Fee**
A fee to cover the cost of premiums to the insurance carrier and the cost of administering the program. (See § 2-103.)
- (d) **Transportation Fee**
A fee to support a plan to provide for unlimited student use of special campus bus routes and all existing Champaign-Urbana Mass Transit District bus routes, as well as to create service for additional student/commuter and long-term parking. (Students exempt from this fee because they are registered in Credit Ranges III or IV may obtain its service by special arrangement with the provider; see the online Class Schedule for details.)

- (e) **General Fee**
A fee to support certain fixed costs of fee-supported buildings (Intramural Physical Education Building, Ice Arena, Assembly Hall, Illini Union, etc.) on campus.
- (f) **Academic Facilities Maintenance Fund Assessment (AFMFA)**
An assessment to support deferred maintenance and facility renovations for academic buildings.
- (g) **Library/Information Technology Fee**
A fee used to aid in the transition towards electronic media and digitalization, increase library hours, improve information technology services, strengthen opportunities for research technology and assistance, and enhance access to both electronic and print material collections.
- (h) **Krannert Fee**
A refundable fee to support productions at the Krannert Center for the Performing Arts. (Students exempt from this fee because they are enrolled in Credit Ranges III or IV (Range IV in summer) may obtain its service by special arrangement with the provider; see the online Class Schedule for details.)
- (i) **Student Organization Resource Fee (SORF)**A refundable fee assessed all students registered on campus during each registration to support the Student Legal Service and to help fund programs and/or services of registered organizations.
- (j) **Students for Equal Access to Learning (SEAL) Fund**
A refundable fee assessed all students registered on campus each semester to supplement existing financial aid for needy students.
- (k) **Legacy of Service and Learning Scholarship (LSLS) Fee**
A refundable fee assessed all students registered on campus each semester to provide scholarships on the basis of need and merit. Recipients need to complete fifty hours of community service to be eligible for renewal of the scholarship.
- (l) **Study Abroad Undergraduate Student Scholarship (SAS) Fee**
A refundable fee assessed all undergraduate students registered on campus each semester to provide scholarships to undergraduate students.
- (m) **Cultural Programming Fee (CP)**
A refundable fee supports African American, Asian American, Latino, and Native American cultures programming.
- (n) **Sustainable Campus Environmental Fee (SCEF)**
A refundable fee to help establish a sustainable campus environment by financing initiatives such as green buildings, engagement of the university community, recycling energy efficiency, and environmentally responsible purchasing.
- (o) **Cleaner Energy Technologies Fee (CET)**
A nonrefundable fee used to purchase cleaner energy technologies for campus, including solar, wind, hydrogen and geothermal projects, energy efficiency purchases, and the purchase of renewable energy from non-University producers.
- (p) **Flight Training Fees**
In addition to regular tuition and fee registration charges, a fee, based on the nature of each course, is charged each student enrolled in flight training courses.

§ 3-506 Fee Waivers and Exemptions

- (a) Students enrolled in Tuition Ranges III or IV (Range IV in summer) are assessed the General Fee and the Health Insurance Fee only and are exempt from all other remaining fees. Services covered by the remaining fees may be obtained by making individual arrangements with service providers; the online Class Schedule contains the locations and deadlines for making such arrangements.

- (b) Health Insurance Fee Waivers
 - (1) graduate students with waiver-generating appointments, as defined in the section on tuition (See § 3-503(b)), receive a partial payment of the Health Insurance Fee.
- (c) Health Insurance Fee Exemptions
 - (1) students presenting evidence of approved equivalent medical insurance coverage (See § 2-103.)
 - (2) students registered in absentia
 - (3) students registered in off-campus and/or study-abroad courses for zero credit; however, the fee is required of students in those categories registered for more than zero credit.
 - (4) University employees registered at the request of their departments in zero-credit courses especially established to improve work performance
 - (5) University employees registered as students but eligible for and participating in the mandatory State of Illinois Employees Insurance Program
 - (6) employees of specifically identified related agencies who are eligible automatically to receive hospital-medical coverage as an employee benefit at the cost of their employing agency
 - (7) Illinois Teacher of the Year recipients
 - (8) CIC Visiting Scholars
 - (9) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
- (d) Service Fee Waivers
 - (1) graduate students with waiver-generating appointments, as defined in the section on tuition (See § 3-503(b))
 - (2) foreign exchange students with a Service Fee waiver as part of the exchange contract
 - (3) graduate students with college-level waivers
 - (4) law students with Service Fee waivers
 - (5) participants in the International Exchange Program in Agriculture
 - (6) participants in the Bridge Program
 - (7) Illinois Teacher of the Year recipients
 - (8) CIC Visiting Scholars
 - (9) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (10) Department of Children and Family Services dependents
- (e) Service Fee Exemptions
 - (1) students enrolled in Credit Ranges III or IV (Range IV in summer)
 - (2) students registered in absentia
 - (3) students registered in study-abroad programs
 - (4) students registered as participants in the official high school concurrent enrollment program
 - (5) students registered in recognized off-campus programs
 - (6) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (7) staff members holding at least 50 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (8) employees (as defined in (6) and (7) above) holding appointments with the University of Illinois at Chicago or at Springfield
 - (9) interinstitutional staff members
 - (10) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (11) faculty, academic employees, or staff members of specifically identified related agencies
 - (12) University of Illinois faculty, academic professional, and staff retirees
- (f) Academic Facilities Maintenance Fund Assessment Waivers
 - (1) graduate students with waiver-generating appointments, as defined in the section on tuition (See § 3-503(b))
 - (2) foreign exchange students with a Service Fee waiver as part of the exchange contract

- (3) graduate students with college-level waivers
 - (4) law students with Service Fee waivers
 - (5) participants in the International Exchange Program in Agriculture
 - (6) participants in the Bridge Program
 - (7) Illinois Teacher of the Year recipients
 - (8) CIC Visiting Scholars
 - (9) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (10) Department of Children and Family Services dependents
- (g) Library/Information Technology Fee Exemptions
- (1) students registered in absentia
 - (2) students registered in study-abroad programs
 - (3) students registered as participants in the official high school concurrent enrollment program
 - (4) students registered in recognized off-campus programs
 - (5) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (6) staff members holding at least 50 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (7) employees (as defined in (5) and (6) above) holding appointments with the University of Illinois at Chicago or at Springfield
 - (8) interinstitutional staff members
 - (9) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (10) faculty, academic employees, or staff members of specifically identified related agencies
 - (11) University of Illinois faculty, academic professional, and staff retirees
- (h) Library/Information Technology Fee Waivers
- (1) graduate teaching or research assistants holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (2) foreign exchange students with a Service Fee waiver as part of the exchange contract
 - (3) holders of Graduate College waivers
 - (4) law students with Service Fee waivers
 - (5) participants in the International Exchange Program in Agriculture
 - (6) participants in the Bridge Program
 - (7) Illinois Teacher of the Year recipients
 - (8) CIC Visiting Scholars
 - (9) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (10) Department of Children and Family Services dependents
- (i) Academic Facilities Maintenance Fund Assessment Exemptions
- (1) students registered in absentia
 - (2) students registered in study-abroad programs
 - (3) students registered as participants in the official high school concurrent enrollment program
 - (4) students registered in recognized off-campus programs
 - (5) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (6) staff members holding at least 50 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (7) employees (as defined in (5) and (6) above) holding appointments with the University of Illinois at Chicago or at Springfield
 - (8) interinstitutional staff members
 - (9) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (10) faculty, academic employees, or staff members of specifically identified related agencies
 - (11) University of Illinois faculty, academic professional, and staff retirees

- (j) General Fee Waivers
 - (1) CIC Visiting Scholars
 - (2) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (3) Department of Children and Family Services dependents
 - (4) Illinois Teacher of the Year recipients

- (k) General Fee Exemptions
 - (1) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (2) staff members holding at least 50 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (3) employees (as defined in (1) and (2) above) holding appointments with the University of Illinois at Chicago or at Springfield
 - (4) interinstitutional staff members
 - (5) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (6) faculty, academic employees, or staff members of specifically identified related agencies
 - (7) University of Illinois faculty, academic professional, and staff retirees

- (l) Health Service Fee Waivers
 - (1) graduate students with the waiver-generating appointments, as defined in the section on tuition (See § 3-503(b))
 - (2) CIC Visiting Scholars
 - (3) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (4) Department of Children and Family Services dependents
 - (5) Illinois Teacher of the Year recipients

- (m) Health Service Fee Exemptions
 - (1) students enrolled in Credit Ranges III or IV (Range IV in summer)
 - (2) students registered in absentia
 - (3) students registered in study-abroad programs
 - (4) students registered as participants in the official high school concurrent enrollment program
 - (5) students registered in recognized off-campus programs
 - (6) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (7) staff members holding at least 50 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (8) employees (as defined in (6) and (7) above) holding appointments with the University of Illinois at Chicago or at Springfield
 - (9) interinstitutional staff members
 - (10) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (11) faculty, academic employees, or staff members of specifically identified related agencies
 - (12) University of Illinois faculty, academic professional, and staff retirees
 - (13) University employees registered as students but eligible for the mandatory State of Illinois Employees Insurance Program

- (n) Transportation Fee Waivers
 - (1) CIC Visiting Scholars
 - (2) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (3) Department of Children and Family Services dependents
 - (4) Illinois Teacher of the Year recipients

- (o) Transportation Fee Exemptions
 - (1) students enrolled in Credit Ranges III or IV (Range IV in summer)
 - (2) students registered in absentia

- (3) students registered in study-abroad programs
 - (4) students registered as participants in the official high school concurrent enrollment program
 - (5) students registered in recognized off-campus programs
 - (6) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (7) staff members holding at least 50 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (8) employees (as defined in (6) and (7) above) holding appointments with the University of Illinois at Chicago or at Springfield
 - (9) interinstitutional staff members
 - (10) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (11) faculty, academic employees, or staff members of specifically identified related agencies
 - (12) University of Illinois faculty, academic professional, and staff retirees
- (p) Krannert Fee Waivers
- (1) CIC Visiting Scholars
 - (2) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (3) Department of Children and Family Services dependents
 - (4) Illinois Teacher of the Year recipients
- (q) Krannert Fee Exemptions
- (1) students enrolled in Credit Range III or IV (Range IV in summer)
 - (2) students registered in absentia
 - (3) students registered in study-abroad programs
 - (4) students registered as participants in the official high school concurrent enrollment program
 - (5) students registered in recognized off-campus programs
 - (6) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (7) staff members holding at least 50 percent appointments for three-fourths of the semester, as defined in the section on tuition
 - (8) faculty, academic employees, or staff members of a specifically identified related agency
 - (9) interinstitutional staff members
 - (10) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (11) employees (as defined in (6) and (7) above) holding a combined appointment with the University of Illinois at Chicago or at Springfield
 - (12) University of Illinois faculty, academic professional, and staff retirees
- (r) SEAL, LSL, SORF, CET, SCEF, SAS and CP Waivers
- (1) CIC Visiting Scholars
 - (2) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (3) Department of Children and Family Services dependents
 - (4) Illinois Teacher of the Year recipients
- (s) SEAL, LSL, SORF, CET, SCEF, SAS and CP Exemptions
- (1) students enrolled in Credit Range III or IV (Range IV in summer)
 - (2) students registered in absentia
 - (3) students registered in study-abroad programs
 - (4) students registered as participants in the official high school concurrent enrollment program
 - (5) students registered in recognized off-campus programs
 - (6) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition

- (7) staff members holding at least 50 percent appointments for three-fourths of the semester, as defined in the section on tuition
- (8) employees (as defined in (6) and (7) above) holding appointments with the University of Illinois at Chicago or at Springfield
- (9) interinstitutional staff members
- (10) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
- (11) faculty, academic employees, or staff members of specifically identified related agencies
- (12) University of Illinois faculty, academic professional, and staff retirees

§ 3-507 Payment Requirement

- (a) Tuition and fees assessed for any semester, term, or summer session are due and payable in full by the deadline date indicated on the online electronic billing statement (E-bill). Students must make full payment by the scheduled due date shown on the bill.
- (b) A late payment charge of 1.5 percent per month is added to delinquent student accounts. The late payment charge is applied to all items on the student account that are past due. In addition, students with delinquent accounts may be subject to a financial hold, which may prevent student registration and/or release of the student's academic record.
- (c) Payments made by check or electronic transaction that are returned for non-sufficient funds (NSF) are subject to penalties and must be repaid within 5 days of notification. In addition, students who present an NSF payment in order to release their financial hold to register, may have their registration for all future terms cancelled. In this case, the financial hold for any registration activity will not be released until all funds have cleared.

§ 3-508 Refunds of Registration Charges

- (a) Withdrawal from the University
 - (1) A student who, for reasons other than active military service or other approved national defense service, withdraws from the University on or before 60 percent of the enrollment period has elapsed shall receive a refund. Assessed tuition, the service fee, the general fee, Academic Facilities Maintenance Fund Assessment (AFMFA), Library/Information Technology Fee and the transportation fee are refunded on a pro-rata basis less a fifty dollar (\$50) Administrative Fee. The Administrative Fee is not charged for withdrawal from the summer term.
 - (2) Students who withdraw from the University continue to be covered by student health insurance and are eligible to receive McKinley Health Center services until the close of the term if the fees for these services were originally assessed.
 - (3) Before a refund is made to the student, the University must make a refund to appropriate financial aid programs providing assistance to the student. Students indebted to the University at the time of withdrawal will have the amount owed deducted from the amount of any refund available.
 - (4) Students who either fail to withdraw officially from the University or withdraw following the refund period are responsible for payment of all tuition and fee charges billed. (See § 3-306.)
- (b) Flight Training

A student who withdraws from a flight-training or glider course receives a refund of the unused portion of flight-training, glider, or aviation course fees.
- (c) Students Dismissed

A refund to a student dismissed from the University during a term is on the same basis as indicated for a student who withdraws from the University.
- (d) Krannert, SAS (Study Abroad Undergraduate Student Scholarship) SEAL (Students for Equal Access to Learning), LSLs (Legacy of Service and Learning Scholarship), SORF (Student Organization Resource Fee), Cultural Programming (CP) and Sustainable Campus Environmental fees refunds are available to those students who do not desire to participate. Refunds requests are accepted during the fourth and fifth week of instruction in a semester.

(The SORF fee is the only fee refundable during the summer term and refund requests are accepted during the fifth week of instruction in the eight-week summer term.) Refunds are requested at University Student Financial Services & Cashier Operations (USFSCO), 100 Henry Administration Building, and will be credited to the student's account.

- (e) **Withdrawal for Military and Other National Defense Service**
In cases of withdrawal for active duty in the Armed Forces or other approved national defense service under the circumstances described in § 3-314, special refund provisions have been adopted by the University as follows:
 - (1) Irrespective of the time of withdrawal, students will receive full refunds of all tuition and refundable fees, unless credit is granted as part of the withdrawal.
 - (2) Students who receive credit as part of their withdrawal will receive a full refund of their tuition and refundable fees, less the amounts associated with the credit given.
- (f) **Reduction of Program**
Students who reduce their course enrollment to a lower credit range receive a refund of the full amount of the difference in tuition and fees, provided the changes are made during the first ten days of instruction for a semester. For University academic terms of other lengths, refund periods are determined proportionately. The exact refund dates for these terms can be found at the Office of the Registrar website (www.registrar.illinois.edu/calendars.html). Thereafter, no refund is allowed. Credit ranges are found in § 3-501.
- (g) **Cancellation of Registration**
 - (1) Students who cancel their registration as described in § 3-308 will not be charged tuition and fees.
 - (2) Students who either have attended classes or have used campus services during a term may not cancel their registration. They must withdraw as described in § 3-313 and be subject to the refund regulations governing withdrawals.
- (h) **Auditors**
A person registered as an auditor who withdraws receives no refund of the auditor's fee.

§ 3-509 Students in Debt to the University

- (a) A monetary penalty of \$25 is assessed the student for each check he or she presents to the University that is returned by the bank to University Student Financial Services & Cashier Operations (USFSCO) for insufficient funds or other reasons. The privileges of paying by check may be suspended when more than one check is returned to the University. Additional penalties, including dismissal from the University, may be imposed on students who permit their University accounts to become past due or who issue checks that are returned to the University unpaid.
- (b) A student who is in debt to the University at the end of any academic term shall not be permitted to register in the University again and shall not be entitled to receive his or her diploma or an official statement or transcript of credits until the indebtedness has been paid or suitable arrangements for payment have been made unless there is pending a bankruptcy petition of the student seeking a discharge of all such indebtedness or all such indebtedness has been discharged.

PART 6. STUDENT RECORDS—GUIDELINES AND REGULATIONS GOVERNING ACCESS AND RELEASE

§ 3-601 Authorization and Responsibility for Policy Implementation

- (a) It is University policy to comply fully with the Family Educational Rights and Privacy Act of 1974 (the Act) as amended. On November 13, 1974, the Board of Trustees authorized the

President of the University to promulgate guidelines and regulations for discharge of the University's obligation under the Act to identify the responsibility for its implementation. The integrated nature of our administrative information systems means that some student information could be accessible throughout the University of Illinois. The University of Illinois will not disclose student record information that it maintains except as provided by law.

- (b) Except as otherwise provided in these Guidelines and Regulations, the responsibility for implementation of the Act is assigned to the Chancellor. Among these responsibilities are:
 - (1) publication of parents' and students' rights and procedures under the Act;
 - (2) publication of the types of records kept and the names of the persons in charge;
 - (3) notification to students of directory information categories that may be released without the student's consent in each individual instance; and
 - (4) notification of a reasonable period of time during which currently enrolled students may indicate that any or all items of directory information should not be released without the student's prior consent.
- (c) The Chancellor shall designate persons to perform the necessary functions.

§ 3-602 Definitions

For the purpose of the Act:

- (a) "Student" is defined as a person who is or has been in attendance at the University of Illinois, and for whom the University maintains education records or personally identifiable information. The definition includes on-campus, extramural, correspondence, distance learning, and work-study students.
- (b) "Education records" are those records, files, documents, and other materials that contain information directly related to the student and are maintained by the University or by a person acting for the University. Under the Act, each student has the right to inspect his or her education record (see § 3-604 Regulations for Record Custodians).

Exclusions:

 - (1) 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)
 - (2) Alumni records that are 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
 - (3) Grades on peer graded assignments until they are collected and recorded by an instructor
- (c) At the University, "directory information" for currently enrolled students includes the student's name, addresses (including email), telephone numbers, University Identification Number (UIN), college, curriculum, and major field of study, class level, date of admission, expected graduation date, date of birth, dates of attendance and full- or part-time status, attendance site (campus/location), eligibility for membership in registered University honoraries, degrees, honors, and certificates received or anticipated; for students appointed as fellows, assistants, graduate, or undergraduate hourly employees, the title, appointing department, appointment dates, duties, and percent time of the appointment; weight and height if the student is an athletic team member; participation in officially recognized activities and sports; and institutions previously attended.
- (d) For former students, "directory information" may include the student's name; date of birth; last known addresses and telephone numbers; college, curriculum, and major field of study; dates of admission, attendance, and full or part-time status; class level; honors; certificates or degrees earned at the University and the date(s) conferred; weight and height if the student was an athletic team member; participation in officially recognized activities and sports; attendance site (campus/location), and institutions previously attended.
- (e) "University officials" may include:
 - (1) any person employed by the University in an administrative, supervisory, academic, research, student employee, or support staff position (including persons employed by

- the University law enforcement unit and health staff);
- (2) a person serving on an official committee, including but not limited to a scholarship, disciplinary or grievance committee, or otherwise assisting a University official in performing his or her tasks;
 - (3) a person serving on the Board of Trustees;
 - (4) a person or company with whom the University has contracted to provide a service (such as an attorney, auditor, or collection agent).
- (f) A school official has a "legitimate educational interest" if the official is:
- (1) performing a task that is specified in his/her position description or contract agreement;
 - (2) performing a task related to a student's education (e.g. providing academic or personal advice and counsel, creating and/or maintaining educational records, supervising and/or certifying student educational progress for University or government purposes);
 - (3) performing a task related to the disciplining of a student;
 - (4) providing a service or benefit relating to the student (e.g. health care, counseling, job placement, housing, financial aid); or
 - (5) maintaining the safety and security of the campus.

Whether or not a legitimate educational interest exists will be determined on a case-by-case basis by the head of the unit with which the records are affiliated or, if the request would include records that do not belong to that unit, by the Registrar.

§ 3-603 Access to Student's Personally Identifiable Education Records

- (a) **By Students:** A student's education record shall be made accessible to the student requesting access to his or her record within a reasonable time, but in no case more than forty-five (45) days after the request for access has been made.
- (b) **By Parents (including legal guardians):** Access to a student's education record will generally be granted to a parent only with the student's prior written consent, except in the following circumstances:
 - (1) Dependent Student. Parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954, may be given the same access to that student's education records as is available to the student without the student's written consent if the parent documents to the satisfaction of the record's custodian that he or she claimed the student as an exemption on the filing of the last federal income tax statement.
 - (2) Incidents involving alcohol or a controlled substance. The University may disclose information from a student's education record to parents regarding the violation of any federal, state, or local law, or any rule or policy of the institution, governing the use of alcohol or a controlled substance if: (A) The student is under the age of twenty-one, and (B) The student is found to have committed a violation of the Student Code relating to alcohol or controlled substances, and (C) the Dean of Students determines it to be in the best interest of the student and the University.
 - (3) Health and Safety Emergency. The University may disclose information from a student's education record to parents in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.
- (c) **By Others:**
 - (1) Information from a student's education record may be disclosed to others:
 - (A) with the prior written consent of the student, specifying the records to be disclosed, the purpose of the disclosure, and to whom the disclosure is made, with a copy of the information disclosed provided to the student if requested;
 - (B) in compliance with judicial order, or lawfully issued subpoena, provided the University makes a reasonable effort to notify the student of the order or subpoena in advance of compliance, unless the order or subpoena directs otherwise; or
 - (C) by the Dean of Students or the emergency dean on duty, to appropriate parties,

- including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- (D) if deemed by the Dean of Students to be necessary to protect public safety, the following information may be disclosed to the public:
1. The name, code violation, and sanction of a student found (after all appeals through the disciplinary system) to be in violation of those provisions of § 1-302 applying to crimes of violence or nonforcible sex offenses; or
 2. Information about sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 USC 14071 received pursuant to federal law and guidelines.
- (2) Otherwise, personally identifiable education records of students may be disclosed without the student's written consent only to the following persons, subject to certain conditions as specified in FERPA:
- (A) to other University officials, including faculty who have legitimate educational interests;
 - (B) to officials of other schools or school systems in which the student seeks or intends to enroll or where the student has already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer, upon condition that the student is notified of the disclosure, receives a copy of the record if desired, and has an opportunity for a hearing to challenge the content of the record;
 - (C) to those representatives of the federal government and state agencies who are identified in FERPA;
 - (D) in connection with the student's application for, or receipt of, financial aid;
 - (E) to state and local officials or authorities to which such information is specifically required to be reported or disclosed concerning the juvenile justice system;
 - (F) to organizations (including the federal, state and local governments and independent organization) conducting studies for, or on behalf of the University under a written agreement for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer required for the purpose for which it is conducted;
 - (G) to accrediting organizations in order to carry out their accrediting functions;
 - (H) to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the final results of a disciplinary proceeding under the conditions set forth in FERPA;
 - (I) to the apparent record originator in order to verify authenticity of a record.
- (3) Except as set forth in FERPA, records may be disclosed, with or without the student's consent, to a third party only on the condition that the recipient will not permit others to have access to the personal information without the written consent of the student. With the exception of University officials described under § 3-602(e), persons desiring access to a student's record must sign a written form, available for inspection by the student and the official responsible for the record maintenance, indicating specifically thereon the legitimate educational or other interest for which the information is sought.
- (4) Custodians of records and other record-maintenance personnel shall have access to student records while performing the record-keeping function, without the necessity of executing access forms.
- (5) In the interests of public safety, the name, code violations, and sanction of a student found (after all appeals through the disciplinary system) to be in violation of those provisions of § 1-302 applying to violent offenses and nonforcible sex offenses may be released to the public. This release of information is permitted under the Family Educational Rights and Privacy Act (FERPA) Section 951.

§ 3-604 Regulations for Record Custodians

- (a) Directory Information Suppression and Default display:
- (1) Prior to the sixth day of instruction for a specific term, students have the right to request that directory information be kept confidential. Requests will be in force

until the student notifies the Office of the Registrar in writing that the information is no longer to be restricted. On the sixth day of instruction, all directory information that has not been restricted by the student may be released without the student's prior consent. Nothing contained herein prevents the University from disclosing directory information as permitted in 3-603(c).

- (2) The default public online display for unsuppressed directory information will be the student's first and last name and email address. Students may choose to include additional information for general public online display.
- (b) Request to Review Record. A student's request to see his or her 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:
- (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.
- (c) Reproductions. Students have the right to reproductions of their education records if failure to provide copies would effectively prevent students from exercising the right to inspect and review their education records. A charge not to exceed \$1 per page may be made for this service. Offices that charge the students are to keep in mind the regulations in Business and Financial Policies and Procedures, SECTION 10.2 - Cash Collections and Deposits
- (d) Corrections. Every reasonable effort should be made to verify or correct any information in the student education record that is misleading, inaccurate, or otherwise in violation of the student's privacy or other rights. If a dispute cannot be settled by the record custodian, the student may request the appropriate dean, director, or his or her designee to resolve the matter. If the conflict cannot be resolved at that level, the student may request a hearing before a panel appointed by the Chancellor.
- (e) Recordkeeping. A written record of access requests that have been processed must be maintained for as long as the education record requested is maintained.

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

- (a) Records available to students fall within the following three classifications:
- (1) biographical data, including but not limited to:
 - (A) name and addresses of student
 - (B) student's birth date and place
 - (C) name and address of parent(s) or guardian(s)
 - (2) application data, including but not limited to:
 - (A) high school transcript
 - (B) class rank and test scores
 - (C) transfer courses and grades
 - (D) solicited and unsolicited correspondence
 - (E) summary of interviews and/or auditions

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

- (b) Student records and record custodians are located as follows:
 - (1) Admissions and Records, Office of the Registrar, 901 West Illinois Street
 - (2) Agricultural, Consumer and Environmental Sciences, College of: Associate Dean, 104 Mumford Hall
 - (3) Applied Health Sciences, College of: Associate Dean, 114 George Huff Hall
 - (4) Aviation, Institute of: Assistant Director, Academic Office, Airport
 - (5) Medicine, College of, at Urbana-Champaign: Assistant Dean, 195 Medical Sciences Building
 - (6) Administrative Information Technology Services, Urbana-Champaign Office of: Assistant Director, 50 Gerty Drive
 - (7) Business, College of: Associate Dean, 214 David Kinley Hall
 - (8) Media, College of: Associate Dean, 119 Gregory Hall
 - (9) Continuing Education, Office of: Associate Director, Suite 202, 302 East John Street
 - (10) Dean of Students
 - (A) Career Services Center: Director, Student Services Student Services Arcade Building, 620 East John Street
 - (B) International Student and Scholar Services: Director, 610 East John Street
 - (C) Health Service: Director, 247 McKinley Health Center
 - (D) Counseling Center: Director, Turner Student Services Building, 610 East John Street
 - (E) Student Financial Aid, Office of: Director, Student Services Arcade Building, 620 East John Street
 - (F) Student Services: Dean, 300 Turner Student Services Building, 610 East John Street
 - (11) Education, College of
 - (A) Undergraduate Programs Office: 120 Education Building
 - (B) Coordinator of Graduate Study: 110 Education Building
 - (C) Educational Placement Office: 140 Education Building
 - (12) Engineering, College of: Associate Dean, 207 Engineering Hall
 - (13) Fine and Applied Arts, College of: Associate Dean, 110 Architecture Building
 - (14) General Studies, Division of: Associate Director, Center for Advising and Academic Services, 807 S. Wright St. 5th floor
 - (15) Graduate College: Associate Dean, 204 Coble Hall
 - (16) Labor and Industrial Relations, Institute of: Assistant to the Director, 205 Labor and Industrial Relations Building
 - (17) Law, College of: Assistant Dean, 101 Law Building
 - (18) Liberal Arts and Sciences, College of: Associate Dean, 270 Lincoln Hall (When appropriate, college offices may refer students to departmental offices.)
 - (19) Library and Information Science, Graduate School of: 112 Library and Information Science Building
 - (20) Military Education Council
 - (A) Air Force Aerospace Studies, Department of: Commandant, 223 Armory
 - (B) Military Science, Department of: Commandant, 110 West Armory
 - (C) Naval Science, Department of: Commandant, 236 Armory
 - (21) Social Work, School of: Assistant Dean, 1010 West Nevada
 - (22) Student Discipline, Senate Committee on: Executive Director, 409 Turner Student Services Building
 - (23) Veterinary Medicine, College of: Associate Dean, 2271G Veterinary Medicine Basic Sciences Building

§ 3-606 Procedures for Student Access and Challenge

- (a) Gaining access to the record:
 - (1) Go to designated office for help in locating record(s);
 - (2) Make written request to the custodian(s) of the record(s);
 - (3) Examine record(s).
- (b) Challenging the contents:
 - (1) If a student's challenge cannot be satisfied by the record custodian, the student may appeal to the following, or his or her designee:
 - (A) law students, dean of the College of Law.
 - (B) veterinary medicine students, dean of the College of Veterinary Medicine.
 - (C) medical students, dean, College of Medicine at Urbana-Champaign.
 - (D) graduate students, dean of the Graduate College.
 - (E) undergraduate students, dean of the college regarding academic matters; Dean of Students regarding nonacademic matters.
 - (2) If no resolution can be effected, the matter will be referred to the Chancellor's hearing panel.

§ 3-607 Chancellor's Hearing Panel

- (a) General principles:
 - (1) Request for a hearing must be specific to a record, be submitted in writing, and include an explanation or justification of the request for a hearing.
 - (2) Once a hearing has been held in accordance with some other University activity by a duly constituted board or committee, no additional hearing on the content of a record will be allowed. The existing hearing processes (capricious grading, student disciplines) already provide for an opportunity to add to, correct, or otherwise modify that record.
 - (3) After consultation with appropriate student and faculty groups, the Chancellor will appoint a hearing panel.
 - (4) Decisions reached by the hearing panel will be final; there is no further appeal within the University.
- (b) Hearing panels shall operate in accordance with the following guidelines:
 - (1) Hearings will not be open to the public.
 - (2) Neither party, nor representatives thereof, shall serve on the panel.
 - (3) Decisions of the hearing panel will be by majority vote.
 - (4) Results of the hearing will be communicated in writing to the student and the custodian.

§ 3-608 Disposal of Inactive Records

With the exception of placement office files, the permanent ledger file, and computer-based records useful for research purposes, all student records shall be reviewed within five years of the last academic term in which they were considered active files. At the time of this review, files should be cleared of all correspondence, interview notations, and other items of short-term significance. All records other than placement files and the permanent ledger file shall be destroyed on or before the tenth anniversary of their withdrawal from active status. Records are destroyed subject to approval and procedures of the University archivist or federal and state laws. In any case, records will be inaccessible for normal use.

§ 3-609 Release of Student Information and Academic Records by the Office of the Registrar

- (a) To Agencies or Persons outside the University

The following policies and procedures govern the release of student information by the Office of the Registrar to persons outside the University.

 - (1) The University may release information concerning current or former students that appears in directories and publications available to the public without the student's consent except when requested by the student to hold such information confidential.

For currently enrolled students, this information includes the student's name; addresses; telephone numbers; college, curriculum, and major field of study; class level; date of birth; dates of attendance and full- or part-time status; eligibility for membership in registered University honoraries; degrees, honors, and certificates received or anticipated; for students appointed as fellows, assistants, graduate, or undergraduate hourly employees, the title, appointing department, appointment dates, duties, and percent time of appointment; weight and height if the student is an athletic team member; participation in officially recognized sports; and institutions previously attended. For former students, this information may include the student's name; date of birth; last known addresses and telephone numbers; college, curriculum, and major field of study; dates of attendance and full- or part-time status; class level; honors, certificates, or degrees earned at the University and the date(s) conferred; weight and height if the student was an athletic team member; participation in officially recognized activities and sports; and institutions previously attended.

- (2) Transcripts are released only by written request to whomever a student or former student designates.
 - (3) Upon written authorization of the student concerned, individuals may view a student's records in the Office of the Registrar or may have the information sent to them. A document, signed by the student, listing the University of Illinois as a reference, is considered written authorization.
 - (4) The Registrar may release student academic information to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted in such a manner as will not permit the personal identification of students and their parents by persons other than those conducting the study, and such information must be destroyed when no longer needed for the stated purpose.
 - (5) The Registrar may release student academic information in the support of financial assistance without the student's written consent.
 - (6) Copies of student records will not be provided to parents without the student's prior written consent; however, parents of a dependent student, as defined in section 152. f of the Internal Revenue Code of 1954, may be granted access to the student's record without such consent under the following procedures:
 - (A) Any parent who in writing states that he or she is the parent of a student who was claimed as an exemption at the time of the filing of the last federal income tax statement may be sent a copy of the student's transcript on the payment of the regular fee.
 - (B) Any parent who in writing states that he or she is the parent of a dependent student may be given the same access as the student to other records.
- (b) To Agencies or Persons within the University
- (1) All requests to the Urbana-Champaign Office of Administrative Information Systems and Technology Services from individuals, departments, and/or groups of departments, except the offices of the President, the Vice-Presidents, the Chancellor, or Bureau of Institutional Research, for data based on confidential records of students in a particular college, must first be cleared through the appropriate college office.
 - (2) Requests involving students in more than one college must be cleared through the Registrar.
- (c) Grade Reports
Reports of final grades for each semester and summer session are furnished to all students.
- (d) Credentials Presented from Other Sources
All academic credentials presented to the University of Illinois become the property of the University and are not subsequently released to the student or to another individual or institution.

PART 7. TRANSCRIPTS

§ 3-701 Availability

- (a) Students who have paid their University fees and charges are entitled to receive, upon written request, a transcript of their academic records. Upon graduation, or withdrawal from the University, students with outstanding loans will not be issued a transcript until they have completed an exit interview with the Office of Business and Financial Services. Transcripts that are provided directly to students are marked "Issued to Student in Sealed Envelope" to distinguish them from transcripts that are sent by the Office of the Registrar to other recipients. Each transcript routinely includes a student's entire academic record to date and current academic status. Incomplete transcripts are not issued. Upon request, separate transcripts shall be issued that include only the academic record for undergraduate programs or the academic record for graduate, veterinary medicine, or law programs. Any separate transcript shall be appropriately labeled "partial transcript." The charge for an official transcript is \$8 per copy (amount subject to change).
- (b) Transcripts issued at the request of students for whom possible disciplinary action is pending are followed by a corrected transcript issued without charge to the original recipient showing the final status in the event that the student involved is subsequently placed on disciplinary probation, is deferred readmission to the University of Illinois until the student appears before the appropriate hearing body, or is dismissed from the University as a result of the pending action.
- (c) Transcripts are normally produced and distributed within two working days of the receipt of a written request. A student requesting a transcript near the end of a term must specify that the transcript not be released prior to the posting of final grades for that term. Final grade posting normally occurs approximately thirty days after the end of the final examination period.

§ 3-702 Information Appearing on All Transcripts

- (a) Student's name
- (b) University identification number
- (c) Level (undergraduate, graduate, law, veterinary medicine)
- (d) Birth date (month and day only)
- (e) Degree and the date graduated from the University of Illinois
- (f) Recognition as a James Scholar or a Chancellor's Scholar
- (g) Honors recognition—Bronze Tablet, Dean's List, etc.
- (h) Institutional courses, grades, hours of credit, and grade-point average, listed by semester
- (i) When a student changes his or her college and/or curriculum of enrollment, the new college and/or curriculum is recorded on the student's record in the semester in which the change is effective.
- (j) When a student withdraws during a term, the withdrawal date is recorded on his or her record at the end of the term.

§ 3-703 Other Symbols Appearing on Transcripts

The grading system itself is described in § 3-102. The following symbols provide additional information

- & Immediately following the letter grade for Religious Foundation courses indicates the grade and credit are not included in the GPA.
- * Immediately following the letter grade indicates grade does not count toward the student's GPA or earned hours.

- H Immediately following the letter grade indicates that the student has received honors credit for the course because either: 1) the student has successfully completed an Honors Credit Learning Agreement negotiated with the instructor of the course; or 2) the course/section was certified as an honors course/section by the department offering the course. Appropriate grades using the H designation include A+H, AH, A-H, B+H, BH and B-H.

- A Signifies a repeated course that is included in the GPA calculation. Course is excluded from the term, overall, and earned hours.

- E Repeated course that is excluded from the GPA but included in attempted hours only.

§ 3-704 Description and Definition of Information Appearing on Transcripts

(a) Student Status

Student status is determined on the basis of a student's academic performance and conduct. Unless otherwise indicated by the notation of 'drop' status, the student is eligible to enroll either without condition or on a probationary basis.

(b) Credit

- (1) Undergraduate credit is recorded in semester hours. Each semester hour represents one fifty-minute period of class-room work each week for the duration of one semester of sixteen weeks (two periods of classroom work per week during an eight-week part of term), or the equivalent in laboratory, field work, or approved independent study.
- (2) Graduate credit is recorded in semester hours.

(c) Transfer Credit

- (1) Undergraduate credit earned at another accredited University or college and accepted by the University of Illinois is recorded in semester hours. Grades earned are not indicated.
- (2) Graduate credit earned at another accredited University or college and accepted by the University of Illinois will be indicated on the transcript with the institution's name, total credit hours, GPA hours, Grade Points, and total GPA. GPA hours and Total GPA will generally be zero because the grade value of accepted transfer credit is recorded as "CR," for satisfactory, without differentiation by letter grade, except for courses transferred for work taken at the University of Illinois at Chicago or at Springfield or as a CIC Traveling Scholar. Graduate credit earned at another accredited university or college and accepted by the University of Illinois prior to Fall 2004 will be indicated on the transcript as total transfer credit without indication of the institution(s) attended.
- (3) If an undergraduate student is not currently enrolled and has earned the required 60 or more semester hours of University of Illinois at Urbana-Champaign credit (§ 3-801(a)(1)), credit earned elsewhere and submitted to the Office of Undergraduate Admissions for the purpose of fulfilling degree requirements will be evaluated and recorded on his or her permanent record. The official transcript must be sent directly from the institution attended and accompanied by a letter from the student requesting that the credit be added to his or her record for degree purposes.

(d) Course Numbering System

- (1) Courses numbered 000-099 do not carry academic credit but do count for tuition and load. In general, the 000-level courses are for preparatory work that does not count toward a degree.

- (2) Courses numbered 100-199 are intended primarily for freshmen and correspond to entry-level work. They may be taken by sophomores, juniors, and seniors. In certain instances they may be taken by graduate students to make up undergraduate deficiencies, but they may not be taken for graduate credit.
- (3) Courses numbered 200-299 are intended for lower division students who satisfy the published prerequisite(s), if any. Transfer credit from 2-year colleges around the state would correspond to 100 and 200-level offerings. In certain instances they may be taken by graduate students to make up undergraduate deficiencies, but they may not be taken for graduate credit.
- (4) Courses numbered 300-399 are intended primarily for juniors and seniors who satisfy published prerequisite(s), if any. Transfer work from a community college does not correspond to these numbers. In certain instances they may be taken by graduate students to make up undergraduate deficiencies, but they may not be taken for graduate credit.
- (5) Courses numbered 400-499 are available for credit for upper division undergraduate students and typically for graduate students.
- (6) Courses numbered 500-599 are intended for graduate and professional school students. Certain seniors, with Graduate College approval, may enroll for credit.
- (7) Courses numbered 600-799 are available for certain professional school courses with restricted enrollments. These courses apply primarily to law and veterinary programs.

PART 8. GRADUATION

§ 3-801 Credit Requirements for Degrees

(a) First Bachelor's Degree

- (1) In addition to specific course and scholastic average requirements, each candidate for a bachelor's degree from the University of Illinois at Urbana-Champaign must earn at least 60 semester hours of University of Illinois at Urbana-Champaign credit, of which at least 21 hours must be 300 or 400 level courses at a University of Illinois at Urbana-Champaign campus location.
- (2) A student on drop status may not graduate until he or she has been reinstated by the dean of his or her college. A student who meets the conditions of subsection (a)(1) above must notify the dean of his or her college of the student's intent to apply credit earned elsewhere toward the degree requirements and arrange to have a final official transcript from the other collegiate institution(s) attended sent to the Office of the Registrar.
- (3) Only those courses that are applicable toward the degree sought may be counted in satisfying the above minimum requirements. (See §§ 3-804 and 3-805.)
- (4) Students transferring from the University of Illinois at Chicago or at Springfield to Urbana-Champaign as candidates for degrees must satisfy the degree requirements in subsection (a)(1) and academic requirements for graduation established for the curriculum entered on the Urbana-Champaign campus.
- (5) A student who requests that the credit requirement for graduation be waived should complete and submit a petition to the dean of his or her college, who will take action on the petition.

(b) Second Bachelor's Degree

- (1) A student who has received one bachelor's degree from the University of Illinois at Urbana-Champaign may be permitted to receive a second bachelor's degree from the University of Illinois at Urbana-Champaign, provided all specified requirements for both degrees are fully met and provided also that the curriculum offered for the second degree includes at least 30 semester hours of University of Illinois at Urbana-Champaign credit that is not counted for the other degree.
- (2) The second bachelor's degree may be earned either concurrently with or subsequent to the first degree.
- (3) Only those courses that are acceptable toward the degree sought may be counted in satisfying the above minimum requirements. This includes the 30 additional hours required for the second degree.

(c) Graduate Students

- (1) At least half of the hours required for a master's degree must be earned in courses meeting on the Urbana-Champaign or Chicago or Springfield campus, or in courses meeting in other locations that have been approved by the Graduate College.
- (2) At least two-thirds of the total hours required for a doctoral degree must be earned in courses meeting on the Urbana-Champaign or Chicago campus, or in courses meeting in other locations that have been approved by the Graduate College.
- (3) CIC Traveling Scholars Program work may fulfill the "on-campus" requirement in subsections (c)(1) and (c)(2) for as much as 20 semester hours of course work at CIC institutions each semester, for a maximum of two semesters.

§ 3-802 Minimum Scholarship Requirements for the Bachelor's Degree

- (a) All candidates for a degree must have at least a 2.0 (C) average on all University of Illinois credits counted for graduation requirements and at least a 2.0 average on the combined transfer and University of Illinois credits counted for graduation requirements. Certain colleges have established higher scholastic graduation requirements for specific curricula. (Grades in courses taken at the other campuses of the University are counted as transferred.)
- (b) Where a course has been repeated, both the original and subsequent grades are included in the average if the course is acceptable toward graduation, but the credit is counted only once. An original failing grade is not removed from the student's record for a course subsequently passed by special examination. (See § 3-309 on repeated courses.)
- (c) Students at the Urbana-Champaign campus who do not meet the requirements stated above may graduate if they have the minimum grade-point average calculated by either of the following alternate methods:
 - (1) Exclude courses in which grades of D or F have been recorded not to exceed a total of ten semester hours completed prior to the last thirty hours of work completed at the University of Illinois, Urbana-Champaign campus, and counted for graduation requirements, or
 - (2) A grade average of no less than 2.1 for the last sixty semester hours of work counted for graduation requirements and completed at the University of Illinois, Urbana-Champaign campus, except in those curricula where a higher scholastic graduation requirement is specified.
- (d) Each college office, on request, informs the student regarding the scholarship regulations of that college.

§ 3-803 English Requirement for Graduation

- (a) Satisfactory proficiency in the use of English is a requirement for all undergraduate degrees awarded at the Urbana-Champaign campus of the University. This proficiency can be certified by the satisfactory completion of a one-semester, four-hour course of either Rhetoric 105 or 108 or by the satisfactory completion of the two-semester, six-hour sequence of Speech Communication 111 and 112 (Verbal Communication). A student with a sufficiently high score on either the ACT English Subtest or the SAT Verbal Test and high performance on a written essay examination will satisfy the English requirement for graduation.
- (b) If the academic credentials of a transfer student do not indicate fulfillment of course work equivalent to the University of Illinois English graduation requirement, the student may be administered the Rhetoric Placement and Proficiency Examination, the English Placement Test (EPT), or the Transfer Writing Examination.
- (c) Under certain conditions students may satisfy the English requirement for graduation through satisfactory completion of courses offered by the Division of English as an International Language. Satisfactory completion of ESL courses (ESL 114 and ESL 115) satisfies the English graduation requirement. Evidence that a student is eligible to enroll in these courses is established by a satisfactory score on the ESL Placement Test, a test of oral and written English administered by the Division of English as an International Language.

On the basis of this test, the student will be enrolled in the course or courses appropriate to his or her English needs.

- (d) If a student's score on the EPT is higher than the proficiency level of students in ESL 115, that student must take the Rhetoric Placement and Proficiency Examination offered by the Department of English.
- (e) Those students whose deficiency in English requires that they take one or more of the ESL noncredit courses (ESL 109, ESL 110, and ESL 111) are not allowed to register for a full academic program and must complete their noncredit requirements before enrolling in the ESL 114-115 sequence.

§ 3-804 Credit for Kinesiology (Physical Education)

Credit earned in kinesiology (physical education) courses may be included in the scholastic average at the discretion of the individual colleges and may, at the discretion of the individual colleges, be included in the total hours required for graduation. Kinesiology (physical education) courses numbered from 100 through 110 are kinesiology (physical education) activity courses. Kinesiology (physical education) courses numbered above 110 are professional or advanced courses. (See § 3-802.)

§ 3-805 Language Credit

- (a) Except as prohibited or limited by the established policy of the student's college, credit in University non-primary language courses taken to remove high school entrance deficiencies may, at the discretion of the college:
 - (1) be counted in the total hours required for graduation, or
 - (2) be accepted in partial or complete satisfaction of the non-primary language requirement for the degree.
- (b) Normally no more than ten hours of proficiency credit for the study of a single non-primary language at the elementary and intermediate level shall be counted for graduation in the College of Liberal Arts and Sciences. Additional credit may be granted for advanced courses emphasizing literature and language structure rather than communicative competence in the language.

§ 3-806 Credit for Undergraduate Open Seminar Courses

- (a) Credit in each 199 course shall not be less than one nor more than five credit hours per semester, and may vary from student to student.
- (b) A student may accumulate an unlimited number of credit hours in 199 courses, but no more than twelve such hours listed on the student's transcript may be counted toward fulfilling graduation requirements, except in cases in which a larger number of credit hours in 199 courses is an integral part of a formal, college-approved program of study (e.g., Individual Plans of Study, Unit I).
- (c) If a specific 199 topic offering has an enrollment that averages twenty or more for the semesters in which it is offered during two consecutive academic years, the topic may be offered in the third year only if a proposal to establish it as a regular course is submitted in the normal manner promptly after the beginning of the second semester of the second year of such enrollment. The topic may be offered as 199 in the third and subsequent years (whatever the enrollment then proves to be) only until a decision is made on the proposal of a regular course. If the regular course proposal is approved, the topic may then be offered only in that form; if the regular course proposal is disapproved, the topic may not be offered again.
- (d) A 199 course appears on a student's transcript with the departmental rubric and the title "Undergraduate Open Seminar." The topic covered may be identified in the student's permanent record. Students and former students who wish to provide the topic or content of such a course must do so by making a request directly to the department responsible for the course. The department is obligated to maintain a permanent record of all such courses offered.

PART 9. RESIDENCY STATUS REGULATIONS

§ 3-901 In General

- (a) The University of Illinois is a land-grant institution supported by funding from state of Illinois tax revenue. As a state tax-supported institution, the University (with some exceptions) extends preference in admission and tuition to residents of the state of Illinois—that is, to persons whose circumstances conform to the University's definition of resident status stated as follows.
- (b) Principal elements that determine residency are domicile in Illinois and actions which evidence the intent to make Illinois the person's permanent residence. A person has but one domicile at any time. Mere physical presence in Illinois, regardless of how prolonged, is insufficient to establish residency without action and intention to make the place a permanent residence and principal home. To establish bona fide residency in Illinois under this policy, a person must demonstrate presence and intent to reside permanently in Illinois for reasons other than educational objectives.
- (c) The burden of establishing that a person is domiciled in Illinois for other than educational purposes is upon the person. The regulations, factors, and procedures enumerated in this policy will be considered by the University in determining the residency status.
- (d) Residency Status Regulations are subject to change from time to time at the discretion of the Board of Trustees. A person holding nonresident status is subject to rules in effect when the petition seeking Illinois residency is filed. Nothing in these rules shall be applied retroactively to reverse in-state residency status previously granted under former regulations.
- (e) The University's definition of the term "resident" may be different from the definitions developed by other, non-University, agencies. Thus, a person who is an Illinois resident for tax or voting purposes, for example, is not necessarily a resident for University of Illinois tuition and admission purposes. The University's definition of resident status applies both to payment of tuition and admission to the University of Illinois.

§ 3-902 Regulations

The following regulations are used to determine the resident status for admission and tuition assessment.

- (a) A person's domicile is presumed to be that of the parent(s) or legal guardian unless the person is independent and establishes a separate domicile. For the purposes of these Regulations, legal guardian and parent are interchangeable.
A person who is dependent upon his/her parent(s) or other person in authority, other than spouse, for financial support shall not be considered independent for the purpose of these regulations. A person claiming independence may be requested to present satisfactory evidence that his/her parent(s) has not contributed significantly to his/her support or claimed him/her as a dependent for federal or state income taxes during the period in which the person attempts to establish and/or maintain residency. Filing and payment of Illinois income tax is necessary to establish residency.
- (b) In order to be classified as a resident for purposes of admission, an independent person shall be domiciled in Illinois and a bona fide resident for at least one calendar year immediately preceding the date of receipt of the application for admission. To be considered a resident for purposes of assessment of tuition, an independent person must be a bona fide resident for at least one calendar year immediately preceding the first scheduled day of classes for the term for which residency is sought.
- (c) During the one-year period in which a person attempts to establish residency, a person must be financially independent. He/she must rely upon gainful employment in Illinois or prove reliance upon resources in Illinois for more than fifty percent of the income sufficient to provide for tuition, fees, and normal living expenses, e.g., food, clothing, housing, and

transportation. Income earned as a result of University enrollment, such as educational loans, graduate assistantships, or student employment, is not considered evidence of intent to establish residency. To establish residency, a person must reside in Illinois for one calendar year primarily for other than educational purposes.

- (d) A person who is not a citizen of the United States of America may establish resident status unless the person holds a visa which precludes an intent to permanently reside in the United States. A list of the visa classifications may be obtained from the Office of the Registrar.
- (e) Noncitizens may commence establishment of residency with notification of permanent residency status by the United States Immigration and Naturalization Service provided the person meets and complies with all the applicable requirements of these Regulations.
- (f) The minor children of persons who, having resided in this state for at least twelve months immediately prior to such a transfer, are transferred by their employers to some location outside the United States shall be considered an Illinois resident for purposes of the computation and payment of tuition. However, this Section shall apply only when the minor child of such parents enrolls in a state-supported college or University within five years from the time the parents are transferred to some location outside the United States. If the resident parent(s) establishes a domicile outside Illinois after a dependent is admitted, the dependent shall continue to be classified as a resident until degree completion, assuming timely matriculation, continuous enrollment, and maintenance of a separate residence in Illinois.
- (g) A person who claims Illinois domicile while living in another state or country must provide proof of continued Illinois domicile. Proof may include, but is not limited to, evidence that the person (or parent or legal guardian as applicable) has not acquired a domicile in another state, has maintained a continuous voting record in Illinois, and has filed and paid regular Illinois resident state income tax returns during the absence.
- (h) A person whose parent(s) moves to Illinois may become a resident at the beginning of the next term following the move.

An independent person whose parent(s) has established and is maintaining a bona fide residence in Illinois will be regarded as a resident if the independent person lives in Illinois.

Even though a divorced or separated parent who is not a resident of Illinois provides significant financial support, a person shall be classified as a resident as long as the other parent is a bona fide resident of Illinois.

- (i) A nonresident shall be classified as a resident if his/her spouse is a resident of Illinois and meets the applicable requirements of these regulations. A noncitizen may establish residency through his/her resident spouse, provided the noncitizen complies with subsection (d) above.
- (j) A person who is actively serving in the Armed Forces of the United States and who is stationed and/or present in the state in connection with that service may be eligible for a waiver of the nonresident portion of tuition as long as the person remains stationed and/or present in Illinois. The waiver is extended to the person's spouse and dependent children who also live in the state. A resident of Illinois, and the spouse and dependent children, who is stationed outside of Illinois in active service in the Armed Forces of the United States and who has maintained residency under section (g) shall be classified as a resident.
- (k) Staff members of the University and of allied agencies, and faculties of state-supported institutions of higher education in Illinois, holding an appointment of at least one-quarter time, and their spouses and dependent children, shall be treated as residents. The term "staff member" as used in these regulations shall mean a person appointed to a faculty, academic professional, or permanent civil service position for a specific amount of time at a salary or wage commensurate with the percentage of time required. The

appointment shall require service for not less than three-fourths of the term. For purposes of residency, the term "staff member" shall not apply to persons employed on an hourly basis in an academic capacity, nor to persons on leave without pay.

- (l) Nonresident teachers in the private and public elementary and secondary schools in Illinois holding an appointment of at least one-quarter time shall, if required to pay tuition, be assessed at the resident rate. This privilege also extends to the summer session immediately following the term of appointment.

Any nonresident teacher who qualifies for resident tuition as described above shall become subject to nonresident tuition for the entire term if the school appointment is vacated prior to completion of three-fourths of the term in question. Resignation or cancellation of the appointment prior to the close of the spring term also cancels the eligibility for the resident tuition privilege in the following summer term.

§ 3-903 Factors in Determining Residency

- (a) Bona fide residency must be maintained in Illinois for at least one calendar year immediately preceding the date of receipt of the application for admission, or, for tuition purposes, one calendar year immediately preceding the first scheduled day of classes for the term for which resident classification is sought. The following circumstances, although not necessarily conclusive, have probative value in support of a claim for resident classification:
 - (1) Continuous physical presence—defined as no more than a three-week absence from the state of Illinois—for at least one calendar year as described above.
 - (2) Domicile in Illinois of parent(s) or legal guardian, or spouse.
 - (3) Voting or registration for voting in Illinois.
 - (4) Illinois driver's license or identification card and automobile registration.
 - (5) Financial independence and payment and filing of Illinois income/property taxes and/or ownership of property in Illinois during the tax year or partial tax year immediately preceding the term for which the person is requesting resident classification. Just the filing of Illinois state income taxes, or filing without substantial Illinois income earned, will not be judged as a significant criterion for reclassification.
 - (6) One calendar year of gainful employment in Illinois or prove reliance upon resources in Illinois for more than fifty percent of the income sufficient to provide for tuition, fees, and normal living expenses, e.g., food, clothing, housing, and transportation. Reliance upon income earned from loans is not viewed as evidence of intent to establish residency. Employment must be in other than graduate assistantships or student employment.
 - (7) The lease of living quarters and payment of utility bills in Illinois.
 - (8) Former domicile in the state and maintenance of significant connections therein while absent.
 - (9) Admission to a licensed practicing profession in Illinois.
 - (10) Long-term military commitments in Illinois and/or proof that Illinois is the home of record. The petitioner must complete a Military Certification Form, which can be obtained at the Office of the Registrar.
 - (11) Domicile for one calendar year in the state for other than educational purposes.
 - (12) Establishment of financial accounts at Illinois institutions.
 - (13) Public records, for example, birth and marriage records.
 - (14) Other official documents verifying legal, official connection with Illinois or with organizations or institutions within the state of Illinois.
 - (15) Exclusive use of the Illinois address when home or mailing address is requested.
- (b) The University may request additional documentation of the evidence. Missing evidence, the lack of evidence, or inconsistent evidence may be used to refute the claim of residency.

§ 3-904 Procedures

- (a) The Registrar or a designee shall determine the initial residence classification of each person at the time the person enters or re-enters the University.
- (b) A student who is not satisfied with a determination concerning his/her residence classification may request that the responsible official reconsider the determination. For the purposes of admission, the written request must be received by the Office of the Registrar within twenty calendar days from the date of notification of residency status. For the purposes of assessment of tuition, the written request must be received by the Office of the Registrar by September 30 for the fall term, February 15 for the spring term, and June 20 for the summer term or some other date as set by the Office of the Registrar.
- (c) The request should include the Petition for Determination of Residency Status (available from the Office of the Registrar) and all other materials applicable to the claim. The request and accompanying documentation will not be returned, and the person is advised to maintain a copy for his/her record.
- (d) If the person is still not satisfied with the determination after it has been reconsidered, the person may appeal the decision to the director, University Office for Academic Policy Analysis. The appeal shall be in writing and shall include reasons for the appeal. The appeal must be received by the Registrar within twenty calendar days of the notice of the ruling. The appeal will then be referred to the director, University-wide Student Programs. A person who fails to file such an appeal within twenty calendar days of the notice of the ruling waives all claims to reconsideration for that academic session. Filing deadlines cannot be extended or waived and applications and appeals untimely filed will not be reviewed. The decision of the director, University-wide Student Programs, shall be final in all cases.
- (e) A person may be reclassified at any time by the University upon the basis of additional or changed information. If the person is classified in error as a resident student, nonresident tuition shall be assessed in the next term; if the person is classified in error as a nonresident, resident tuition shall be assessed in the term in which the classification occurs, provided the person has filed a written request for a review in accordance with these regulations.
- (f) A person who fails to notify the University of a change of facts or provides false information which might affect classification or reclassification from resident to nonresident status and/or who provides false information or conceals information for the purpose of achieving resident status may be subject to appropriate disciplinary action, as well as other penalties which may be prescribed by law.
- (g) Further information or clarification may be secured by contacting one of the offices listed below:

University of Illinois at Urbana-Champaign
Office of the Registrar
901 West Illinois Street
Urbana, IL 61801

University of Illinois at Chicago
Office of Admissions and Records
Student Services Building
P.O. Box 5220
Chicago, IL 60680

University of Illinois at Springfield
Office of Enrollment Services
Building F-20
Springfield, IL 62794-9243

