

the second week of a full semester course, a W appears on your transcript for the course(s) from which you withdrew. No notation appears on the transcript when the withdrawal occurs during the first two weeks of a full-semester course, first week of an eight-week course, or first 1/8 of an irregular term course. If you fail to withdraw officially from a course, you will be assigned a U grade.

Partial Withdrawals You must make partial withdrawals (dropping some but not all courses for the term) within 10 working days from the first day of the semester (five days for summer) to be released from financial obligation for the dropped course(s).

Complete Withdrawals Adjustments for tuition and fees for complete withdrawals (dropping all courses for the term) are made according to the following schedule.

<u>Time period</u>	Percentage of tuition and fees CHARGED for dropping
	<u>ALL courses</u>
Week 1	10%
Week 2	10%

Week 3	20%
Week 4	30%
Week 5	30%
Week 6	40%
Week 7	40%
Week 8	50%
Week 9	60%
Week 10	60%
Week 11	No reduction in tuition and fees.

A service charge of 5 percent or \$100, whichever is less, will be added to the charges for dropping all courses.

AUDITING COURSES

If you audit courses, you are required to pay full tuition and fees. Courses audited successfully appear on your transcript with the grade of AU. Credit for audited courses may not be established under any circumstances.

A change from credit to audit may be made through the last day for authorized withdrawal. Full-time students must include audit courses as part of the maximum load requirement.

Your instructor may determine that the audited

course should not be placed on your transcript if you do not attend class regularly. When enrollment in a course is limited, students enrolling for credit are admitted before audits are allowed.

TRANSCRIPTS

The Office of Admissions and Records will issue official transcripts of your academic record at the University of Illinois at Springfield on written request. A \$4 fee (subject to change) for each transcript is charged at the time the request is made. Transcripts cannot be requested by phone and will be released only if you are in good financial standing with UIS.

FINANCIAL ASSISTANCE

The UIS Office of Financial Assistance coordinates federal, state, institutional, and private financial aid programs. Undergraduate students, except Capital Scholars, must transfer at least 45 credit hours into UIS to be eligible for financial assistance. Students pursuing a graduate degree or certificate must have earned a bachelor's degree, and proof of that degree must be on record with the Office of Admissions and Records.

Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veterans' benefits. Applications for all forms of financial assistance may be obtained from the Office of Financial Assistance, unless otherwise specified. You are encouraged to apply as early as possible for all forms of financial assistance, and it is recommended that you complete the federal application (FAFSA) for the award year that begins each August as soon as possible after January 1 each year. For additional information, contact the Office of Financial Assistance by visiting SAB 60 or calling (217) 206-6724.

VETERANS

The Office of Financial Assistance must certify military veterans for benefits. A Request for Benefits form must be filed with the UIS certifying official each term that you want benefits (GI Bill, Illinois National Guard, Illinois Veterans Grant, MIA/POW, Vocational Rehabilitation) to be processed. Additional paperwork may be required, depending on the type of benefit. Contact the Office of Financial Assistance to inquire about the documentation required for your benefit. Student veterans must also notify the office of any changes that affect the amount or disposition of benefits, including

changes in address, academic status (withdrawals, added classes, etc.), and number of dependents (through marriage, divorce, births, deaths, etc.).

Illinois Veterans Grant

Students seeking this benefit must have been in active military service for at least one year unless discharged for medical reasons. All discharges must be honorable. Students must have resided in Illinois within six months before entering the service and must return to Illinois within six months of leaving the service.

To apply, complete an application through the Illinois Student Assistance Commission (ISAC). Application forms can be obtained from the Office of Financial Assistance or can be downloaded from the website at www.isac-online.org. Once ISAC has processed the application, they will mail you an award letter certifying the amount of eligibility. This award letter must be submitted to the Office of Financial Assistance.


Illinois National Guard Grant

To apply for a National Guard Grant, you must be on active-duty status and must have served for at least one year in the Illinois National Guard. Applications for this grant may be obtained from the Office of Fi-

ancial Assistance, from your unit of service, or download one from the website at www.isac-online.org. All applications are renewable each year and must be processed by the Illinois Student Assistance Commission (ISAC). ISAC must receive all applications by the following deadlines: fall semester - October 1; spring semester - March 1; summer term - June 15.

FEDERAL AND STATE FINANCIAL ASSISTANCE PROGRAMS (PELL, SEOG, Work-Study, Federal Student Loans, Perkins Loans, PLUS Loans, Monetary Award Program Grant)

To receive assistance from most federal and state programs, you must meet all eligibility requirements set forth in the Higher Education Act as amended. These requirements include approved citizenship status, enrollment level, status as a regularly admitted student pursuing a degree (graduate students should also refer to the section concerning Conditional/Provisional Admission for Graduate Programs), enrollment in coursework required for that degree, and satisfactory academic progress (refer to the Satisfactory Academic Progress Policy section). Most financial aid programs have maximum time frames or limits based on cumulative or lifetime assistance from the program or on



number of hours you have attempted. You must complete the Free Application for Federal Student Aid (FAFSA) every year that you wish to receive financial assistance.

Complete information on federal and state assistance programs, including veterans' benefits, is available from the UIS Office of Financial Assistance.

INSTITUTIONAL PROGRAMS

Institutional Tuition Waivers, Grants, and Student Employment

Each year the campus provides a limited number of tuition waivers. Awards are made on the basis of demonstrated financial need. The Student-to-Student Grant program is funded with voluntary student contributions and matching state aid. Awards are given to undergraduates with financial need. A job center is located in the Office of Financial Assistance. The Office of Financial Assistance website (www.uis.edu/financialaid) and bulletin boards located in the office list student work opportunities both on and off campus. You must be enrolled in at least six semester hours to be eligible for on-campus employment. Documentation establishing identity

and citizenship is required to comply with regulations of the Immigration and Naturalization Service.

Minority Leadership in Public Service Program See page 23.

UIS Student Emergency Loan Fund This fund provides short-term loans to students enrolled at least half time. Except in cases of extreme emergency, loans are limited to students working on campus and/or students with expected financial aid. There are limitations on the amount of loans and the number that you can receive. Loans are interest-free, although a service fee of 50 cents is charged at the time the loan is repaid.

PRIVATE SCHOLARSHIPS

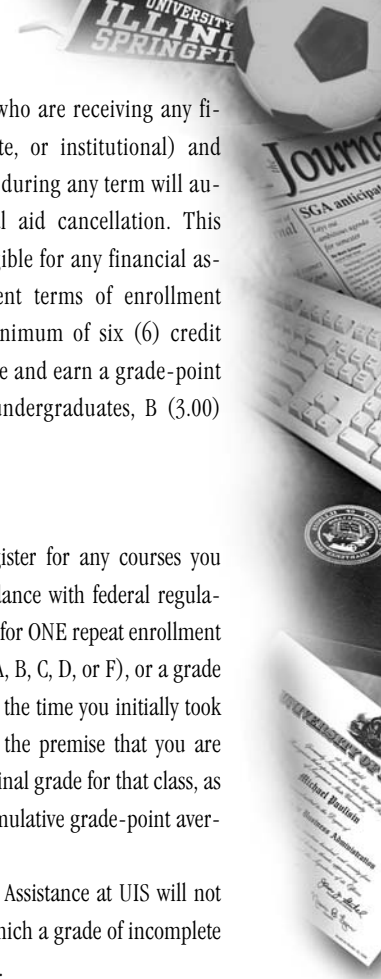
There are more than 50 privately supported scholarships and awards available to qualified UIS students. You must submit applications for private scholarships to the Office of Financial Assistance unless otherwise directed to specific programs. Contact the Office of Financial Assistance for an up-to-date list and details on how to apply.

APPLICATION PROCEDURES FOR FINANCIAL ASSISTANCE

To be awarded most types of state, federal, and institutional need-based financial assistance, you must complete the Free Application for Federal Student Aid (FAFSA) or the Federal Renewal Application, indicating UIS (school code 009333) as a school choice.

You can obtain the FAFSA from the Office of Financial Assistance or access and submit it via the Internet at www.fafsa.ed.gov. The Federal Renewal Application is sent by the U.S. Department of Education to students who applied for federal assistance the previous academic year. Both forms include instructions for mailing to the federal processor. The processor will send the results directly to UIS and, for Illinois residents, to the Illinois Student Assistance Commission, initiating a state application. If you are eligible to use the Federal Renewal Application but do not receive one, you must use a FAFSA to apply. Additionally, students must meet the following requirements:

1. Be fully admitted to UIS as a degree-seeking student.
2. Enroll in at least six hours that lead to that degree.



3. Make satisfactory academic progress measured by completion rate, GPA, and maximum time frame (applies to returning students only). Refer to the section concerning the Satisfactory Academic Progress Policy for additional information. The standards of this policy are established by the U.S. Department of Education and may differ from the academic policies of the University.

4. Respond to any request for information from the Office of Financial Assistance. As a result of applying for federal assistance, you may be cited by the federal processor or state agency for additional documentation.

CRITICAL DATES AFFECTING FINANCIAL ASSISTANCE

Applicants for need-based assistance should be aware of the following dates:

February 15 - Deadline for scholarship applications for upcoming year.

March 1 - Application for fall semester assistance should be initiated to ensure consideration for all forms of aid.

March 15 - Last day to submit paperwork to be considered for spring semester financial assistance.

April 15 - Applications due for upcoming summer term.

May 1 - Applications should be complete (including results of needs analysis) to ensure consideration for all forms of assistance for the upcoming fall semester.

June 30 - Last day to submit paperwork to be considered for summer term financial assistance.

October 1 - Application deadline for upcoming spring semester to ensure consideration for all forms of financial assistance.

November 15 - Last day to submit paperwork to be considered for fall semester financial assistance.

CONSEQUENCES OF WITHDRAWAL FOR FINANCIAL AID RECIPIENTS

Recipients of Title IV (federal) financial assistance are considered to earn their financial aid award by attending and/or completing coursework. Students who withdraw (i.e., drop all courses) from UIS during any term before that term is 60 percent complete:

- will have a calculation applied to determine the percentage and amount of federal aid earned,
- will have a determination made regarding the amount of federal aid to be disbursed or returned,
- will be billed for unpaid institutional charges, and
- may owe a repayment if the federal aid disbursed to them exceeded the percentage earned.


In addition, students who are receiving any financial aid (federal, state, or institutional) and who completely withdraw during any term will automatically face financial aid cancellation. This means that they are ineligible for any financial assistance during subsequent terms of enrollment until they complete a minimum of six (6) credit hours at their own expense and earn a grade-point average of C (2.00) for undergraduates, B (3.00) for graduates.

REPEATING CLASSES

As a student, you can register for any courses you choose; however, in accordance with federal regulations, financial aid will pay for ONE repeat enrollment of a class if a letter grade (A, B, C, D, or F), or a grade of U or NC was assigned at the time you initially took the class. This is done on the premise that you are seeking to improve the original grade for that class, as well as to improve your cumulative grade-point average.

The Office of Financial Assistance at UIS will not pay for repeat classes for which a grade of incomplete (I) was previously assigned.

All enrollments in a class will count toward the



total number of attempted credit hours when calculating completion ratios and maximum time frames as they relate to satisfactory academic progress (refer to the Satisfactory Academic Progress Policy section for additional information).

CONDITIONAL/PROVISIONAL ADMISSION FOR GRADUATE PROGRAMS

An individual must be fully admitted into an eligible degree program and be enrolled as a regular student in order to receive financial aid funds. A “regular student” is defined as someone who is enrolled or accepted for enrollment for the purpose of obtaining a degree or certificate offered by the University of Illinois at Springfield. Exceptions to this standard at UIS are made for students whose status is “conditional admission” and “provisional admission.”

Graduate students are occasionally conditionally or provisionally admitted to UIS in order to allow them to complete specified prerequisite courses before they are fully admitted to their program. These students may receive financial aid as long as they meet all other financial aid requirements (e.g., satisfactory academic progress), but they must successfully complete their prerequisite coursework within one calendar year (12

months). After that calendar year, they must be fully admitted into the program in order to begin or continue receiving financial assistance.

SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE AND GRADUATE STUDENTS

In accordance with the Higher Education Act of 1965, as amended by Congress, the University of Illinois at Springfield has established a minimum Standards of Academic Progress (SAP) policy.

ALL federal, state, and institutional financial aid programs administered by the UIS Office of Financial Assistance are covered by this policy. Examples of these programs are: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Perkins Loan, Federal Work Study, Federal Family Education Loan Program (i.e., Subsidized and Unsubsidized Stafford Loans), Monetary Award Program (MAP) grant, Parent Loan for Students (PLUS), federal and state veteran programs, and all institutional scholarships.

Students will be considered to be making satisfactory progress if they meet **ALL** of the following requirements. Failure to comply with any one may result

in a loss of financial aid eligibility.

Rate of completion requirement

A student must earn a minimum number of credit hours each year in order to graduate within a specified time frame. There is a maximum number of semesters allowed during which you must complete your work toward a degree. Withdrawing from the University or repeatedly dropping courses may affect your ability to maintain minimal academic progress and could jeopardize your financial aid eligibility. The chart below illustrates the minimum acceptable percentage of hours completed that undergraduate and graduate students can have to maintain satisfactory progress for financial aid purposes. (Note: Completion Rate refers to the percentage of hours completed in relation to hours attempted.)

UNDERGRADUATES

Hours attempted (includes transfer and repeated hours):

0-30	31-60	61-90	91+
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Percentage of completed (Completion Rate):

50%	60%	70%	75%
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GRADUATES

Hours attempted (includes transfer and repeated hours):

0-12 13-24 24+

Percentage of completed (Completion Rate):

50% 60% 75%

Grade-Point Average Requirement

Undergraduate students: A student must remain in good academic standing by earning a minimum cumulative grade-point average (GPA) of 2.00 (C) or better on a 4.00 scale as determined by the University.

Graduate students: A student must remain in good academic standing by earning a minimum cumulative grade-point average (GPA) of 3.00 (B) or better on a 4.00 scale as determined by the University.

Maximum Time Frame Requirement

Undergraduate students: Students are expected to complete degree requirements within 12 semesters of full-time enrollment. Every semester of enrollment is counted, regardless of whether or not you completed the semester. Transfer hours from other in-

stitutions will count toward the maximum 12 semesters (12 transfer hours = 1 semester). In addition, hours earned from repeated courses will be counted in the calculation of hours attempted.

Graduate students: Students are expected to complete degree requirements within 150% of the specified program of study. (For example: A master's degree in management information systems is comprised of 44 credit hours. Students may receive financial assistance for no more than 66 attempted credit hours if they are pursuing this degree.) Transfer hours from any institution will count toward the maximum time frame. In addition, hours earned from repeated courses will be counted in the calculation of hours attempted.

FINANCIAL AID PROBATION

Satisfactory Academic Progress (SAP) is reviewed at the end of each spring semester. If you fail to meet the policy, you will be placed on financial aid probation during the next semester you attend. You may still receive financial assistance while you are on financial aid probation; however, you must meet all Satisfactory Academic Progress requirements to continue receiving financial assistance during subsequent semesters of

enrollment. Failure to meet even one SAP requirement will result in cancellation of your financial aid.

FINANCIAL AID CANCELLATION

A student's financial aid may be cancelled for any of the following reasons:

- Failure to make progress toward a 2.00 cumulative GPA during the semester(s) of probation.
- Failure to meet the completion rate required during the semester(s) of probation.
- Complete withdrawal from the University during a semester for which aid was received.
- Failure to complete all credit hours attempted during the semester with a passing grade.

APPEAL PROCEDURES

If you fail to meet the requirements of financial aid probation and subsequently lose your financial aid eligibility, you may file an appeal. All appeals MUST be made in writing and addressed to the Office of Financial Assistance. The appeal should include documentation that will verify the circumstance(s) which impeded your satisfactory academic progress. Examples of acceptable documentation include medical records, a letter from a faculty adviser, or a letter from an employer on company letterhead.