

proceedings may be initiated and carried out within the academic program of the teaching faculty in which the alleged offense occurred. If you are alleged to have committed plagiarism, your instructor may refuse to grade the assignment and record it as no credit. Penalties may include no credit (i.e., failure) in the course as well as recommendation for disciplinary probation, suspension, or dismissal from the class, program, or UIS.

## REGISTRATION PROCEDURES

The dates and times of registration are published each semester and summer term in the course schedule. The course schedule also lists the current courses and gives up-to-date information on registration procedures, tuition and fees, and relevant deadlines. Information in course schedules supersedes similar information in this catalog.

### TUITION AND FEES PER SEMESTER\*

*These figures reflect tuition and fees for the 2002-2003 academic year. Figures for AY 2003-2004 will be available after January 2003.*

	Under-graduate	Graduate
Tuition (Illinois Residents)		
1-16 hours/per hour	\$ 109.50	\$123.25

Tuition (Non-Illinois Resident)		
1-16 hours/per hour	\$328.50	\$369.75

### Mandatory Fees

Springfield Campus		
Full time (12 or more hours)		\$ 221
Part time (1-11 hours)		\$ 74.50
		plus \$6 per semester hour

Peoria Campus		
Full time (12 or more hours)		\$87
Part time (1-11 hours)		\$15
		plus \$6 per semester hour

Online Courses (per hour)		\$ 15
		plus \$6 per semester hour

### Other Fees

Student-to-Student Grant (may apply for waiver-see current course schedule for deadline)		\$ 4
Late Registration Fee (per course)		\$ 5
Late Assessment Fee		\$ 25
Health Immunization Processing Fee (per semester)		\$ 25
Service Charge (deferred payment plan)		\$ 10
Late Payment Fee (for failure to meet each deferred tuition payment date)		**
Parking Fee (semester)		\$ 24

***Student Insurance Fee (up to age 35)		\$141
(age 35 and older)		\$218
Transcript Fee		\$ 4
Bachelor's Degree Graduation Fee		\$ 20
Master's Degree Graduation Fee		\$ 25
Doctoral Graduation Fee		\$ 25

Summer term fees will be listed in the summer schedule.


*\*Tuition and fees are subject to change. You should check with the Office of Admissions and Records to verify amounts.*

*\*\*1 percent per month assessed on billed and unpaid balance.*

*\*\*\*See section on student health insurance, page 25.*

Tuition and fees are assessed at the time of registration and are subject to change without notice. Current procedures and due dates are published in the course schedule.

UIS reserves the right at the time of registration to require full payment from students who have failed in the past to pay tuition and fees on time. Students with outstanding accounts are not permitted to register for subsequent semesters or to receive transcripts and are not eligible to receive a degree. Bills are mailed to stu-



dents who advance register. A late charge of 1 percent per month is assessed on the billed and unpaid balance.

You will be responsible for paying all attorneys' fees and other reasonable collection costs and charges necessary for the collection of any tuition, fees, and/or other charges assessed by UIS that are not paid when due.

You are also responsible for charges for all courses that are not officially dropped with the Office of Admissions and Records by the dates specified in the course schedule for tuition and fee adjustment. Courses must be officially dropped by web, phone, or in person at the Office of Admissions and Records. Questions regarding billing or payment should be directed to the Accounting Office.

## FEES

**Mandatory Fees** A student activity fee of \$105 per semester for on-campus, full-time students (\$52.50 per semester for a part-time student) is part of your bill. Peoria students are charged \$15 per semester for the activity fee. The fee supports such activities as films, art exhibits, dances, visiting lecturers, and access to recreational facilities. A noninstructional facility fee of \$26 is assessed to on-campus, full-time students (\$13 for part-time students). A gymnasium fee of \$18 per

semester for on-campus, full-time students (\$9 for part-time students) supports the payment of the capital debt and maintenance costs of the facility. All on-campus students are charged the intercollegiate athletics fee of \$72 per semester for on-campus, full-time students (\$6 per credit hour for part-time students). Fees are subject to change without notice.

**Other Fees** If you are not in compliance with the immunization or assessment requirements, you will be assessed a \$25 per semester processing charge.

**Course Charges** Charges for laboratory, art, and other classes requiring use of disposable supplies and materials are indicated in each course schedule and are in addition to regular tuition and fees.

**Online Fee** There is an online course fee of \$15 per credit hour. The only other on-campus mandatory fees assessed to students enrolled in online courses only is the intercollegiate athletics fee.

**Late Registration Fee** A late registration fee of \$5 per course is charged any student who adds courses after

the add/drop period for any active semester or term. See the appropriate course schedule for specific dates.

## U OF I RESIDENCY STATUS FOR ADMISSION AND ASSESSMENT OF TUITION

**General** The University of Illinois is a land-grant institution assisted by funding from Illinois tax revenue. As a state tax-assisted institution, the University of Illinois (with some exceptions) extends preference in admission and tuition to residents of the state of Illinois—that is, to students whose circumstances conform to the university definition of resident status outlined below.

The University of Illinois' 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.

Principal elements that determine residency are domicile in Illinois and actions that evidence the intent to make Illinois the person's permanent residence for a period of 12 months prior to the first day of class. A person has but one domicile at any time. Mere phys-

ical presence in Illinois, regardless of how prolonged, is insufficient to establish residency without the existence of action and intent to make the place a permanent residence and principal home. In order to establish bona fide residency under this policy, a person must be independent and demonstrate presence and intent to reside permanently in Illinois for reasons other than educational objectives.

The burden of establishing that a student is domiciled in Illinois for other than educational purposes is on the student. The regulations, factors, and procedures enumerated in this policy will be considered by the university in determining the residency status of students.

**Procedures** The director of admissions and records, or a designee, shall determine the initial residence classification of each student at the time the student enters or reenters the university.

A student who is not satisfied with the 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 Admissions and Records within 20 calendar days from the date of notification of residency status. For the pur-

poses of assessment of tuition, the written request must be received by the admissions office within 20 days of the date of assessment of tuition or the first scheduled day of classes for the term for which the tuition is payable, whichever is later.

The request should include the Petition for Determination of Residency Status and all other materials applicable to the claim. The request and accompanying documentation will not be returned, and the student is advised to maintain a copy for his/her records.

If the student is still not satisfied with the determination after it has been reconsidered, he or she 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 director of admissions and records within 20 days of the notice of the ruling. It will then be referred to the director, University Office for Academic Policy Analysis. A student who fails to file an appeal within 20 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 not filed in a timely manner will not be reviewed. The decision of the director, University Office for Academic Policy Analysis, shall be final in all cases.

For detailed information on regulations and statutes used to determine residency, contact the Office of Admissions and Records.

## **REFUNDS/CHANGE IN AMOUNT OF TUITION AND FEES**

All withdrawals from courses must be made officially according to procedures outlined in the current course schedule. Non-attendance or non-payment does NOT constitute an official withdrawal. You are financially responsible for all courses not officially dropped according to the policy and deadlines indicated. Specific deadlines will be published each term in the course schedule. Contact the Office of Admissions and Records for dates that apply to irregular term courses.

## **WITHDRAWALS**

You may terminate registration in a course by officially withdrawing and meeting the deadlines outlined in the current course schedule.

The same deadlines apply to changes in grading options: from letter grade to credit/no credit and vice versa, as well as changes to audit.

No withdrawals will be processed after the published deadlines. When the withdrawal occurs after

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.

Time period	Percentage of tuition and fees CHARGED for dropping
	ALL courses
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.