

of Trustees) and 15 student senators. Elections are held each fall and spring. For more information about the SGA or any of its programs, stop by the Student Life Office in SLB 22, or call (217) 206-6665.

STUDENT GRIEVANCES

If you have a grievance about the application of campus policy, academic or non-academic, you should attempt to seek informal resolution of the matter with the faculty or staff member involved or, if necessary, with the help of the immediate supervisor of the faculty/staff member. If such informal procedures fail to resolve the matter in an equitable manner, you may initiate a formal grievance procedure. Contact the Office of the Dean of Students for information about the process.

STUDENT HEALTH INSURANCE

If you are a full-time (12 hours or more) student, you will be assessed a fee for group health and accident insurance unless you show proof of equivalent coverage (see below). Peoria students are not assessed a fee for insurance unless all or a portion of their course load includes classes on the Springfield campus.

Part-time (6 to 11 hours) students are also eligible

to participate in the insurance program by completing an enrollment form and paying the required insurance fee. Applications are available at the Office of Human Resources or the Bursar's Office. Established deadlines to enroll in the student insurance program are published each semester in the course schedule.

UIS-insured students may purchase identical coverage for dependents. If you are insured during the spring semester, you may continue coverage for yourself and your dependents through the following summer even if you are not enrolled during the summer term. (To ensure summer coverage, you must make application and pay the required premium before the last day of spring semester. Applications are available at the Office of Human Resources or the Bursar's Office.)

You will be required to provide the Office of Human Resources with proof of equivalent insurance coverage to waive university-provided student insurance. Proof must be submitted only to Human Resources either in person, by fax, or postmarked U.S. mail no later than the established deadline. Proof may include a current insurance card, letter of verification from your insurance carrier on company letterhead, or a certificate of coverage. Human Resources will

keep a copy of this proof and will provide you with a receipt showing satisfactory completion of the student insurance process.

You may request a one-time student insurance exemption when you have full-time status. An exemption will continue in effect until you request reinstatement to the plan or do not respond to a periodic request to confirm that you continue to be covered by another health plan. You may become eligible for reinstatement to the university's policy within 30 days of the loss of other insurance coverage. Proof of cancellation is required at the time of application. Semester fees will not be pro-rated. Only the Office of Human Resources will accept and issue student insurance exemptions and reinstatements.

If you withdraw from school or drop to part-time (11 hours or less) status during the semester for which coverage was purchased (usually the first 10 days), you will not be covered under the policy and a full refund of the premium will be made. If you drop or withdraw later than 10 days after the beginning of the semester, you will remain covered under the policy for the full period for which the premium has been paid and no refund will be available. For more information contact the Office of Human Resources at (217) 206-7095.