

**BOARD OF TRUSTEES of WESTERN ILLINOIS UNIVERSITY**

REGULATIONS

Approved: November 16, 2001

Section: **IV. Students**

Subsection: **A. Admission Policies**

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**IV. Students**

**A. Admission Policies**

The University shall develop policies for the admission of undergraduate and graduate students. The policies shall become effective when approved by the President and shall be:

1. Consistent with the Board's commitment to equal opportunity for qualified students to attend Western Illinois University.
2. Consistent with admission standards approved by the Board of Higher Education.
3. Published in appropriate university catalogs.

Section: **IV. Students**

Subsection: **B. Student Financial Aid**

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**IV. Students (continued)**

**B. Student Financial Aid**

**1. Definition**

Student financial aid includes tuition waivers, scholarships, grants, loans, and employment opportunities which are provided for students to assist them in meeting the costs of university attendance whether from university, state, federal, or private resources.

**2. Financial Aid Policies**

The University shall develop policies for the administration of its financial aid program. The policies shall become effective when approved by the President.

Financial aid policies shall be consistent with the Board's commitment to provide an equal opportunity to qualified Illinois residents. The policies shall include the following provisions and such other provisions as are necessary and appropriate:

- a. Policies and procedures concerning the award of tuition waivers. The policies and procedures shall describe all tuition waivers issued by the University and the criteria for their award. The policies and procedures shall comply with Board of Higher Education tuition waiver policies and the other applicable laws, policies, rules, or requirements.

In compliance with 110 Illinois Compiled Statutes 605/8h, the University's policies and procedures for the award of tuition waivers shall provide that each eligible child of any Western Illinois University employee who has been employed for at least 7 cumulative years by the University shall, upon proper application and verification of eligibility, be offered a 50% tuition waiver for any academic year for which he or she:

- (1) is under the age of 25 at the commencement of the academic year during which the partial tuition waiver is to be effective. Eligibility for this purpose will be verified on a year-by-year basis;
- (2) qualifies for admission under the same admissions requirements, standards, and policies which the University generally applies to applicants for admission to its respective undergraduate programs;
- (3) is the natural, adopted, foster, or step-child of a current University employee who has been employed for a total of at least 7 cumulative years by the Board. Academic years shall count as calendar years for those employees normally employed on an academic year basis. Employment which is or was contingent upon an individual's status as an enrolled student shall not be counted as part of this 7 cumulative years of employment;
- (4) has, if the application is for a renewal of the award, maintained satisfactory academic progress toward graduation as this would be determined by the established rules of the University; and

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Subsection: **B. Student Financial Aid**

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**IV. Students (continued)**

**B. Student Financial Aid (continued)**

**2. Financial Aids Policies (continued)**

a. Policies and Procedures Concerning the Award of Tuition Waivers (continued)

(5) has not expended a total of 4 years of undergraduate 50% tuition waiver benefits as provided under this section. For purposes of this subsection, 4 years shall be considered to be 8 regular semesters and 4 summer terms or 120 hours, whichever comes first.

b. Policies and procedures concerning the employment and compensation of student hourly workers. The policies and procedures shall comply with the rules of the State Universities Civil Service System and with applicable state and federal employment law.

c. Policies and procedures concerning the appointment, hours of work, and compensation of graduate assistants. Graduate assistants may not hold faculty rank and must hold at least the baccalaureate degree or its equivalent.

**3. Financial Aid Report**

The President, or the President's designee, shall submit an annual report to the Board on student financial aid programs at the University.

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Section: **IV. Students**

Subsection: **C. Residency Status**

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**IV. Students (continued)**

**C. Residency Status**

**1. Definitions**

For purposes of this regulation, the following definitions pertain:

- a. An "adult student" is a student who is eighteen or more years of age.
- b. A "minor student" is a student who is less than eighteen years of age.
- c. An "emancipated minor student" is a completely self-supporting student who is less than eighteen years of age. Marriage or active military service shall be regarded as effecting the emancipation of minors, whether male or female, for the purposes of this regulation.
- d. "Residence" means legal domicile. Voter registration, filing of tax returns, proper license and registration for driving or ownership of a vehicle, and other such transactions may verify intent of residence in a state. Neither length of university attendance nor continued presence in the university community during vacation periods shall be construed to be proof of Illinois residence. Except as otherwise provided in this regulation, no parent or legal or natural guardian will be considered a resident unless the parent or guardian maintains a bona fide and permanent residence in Illinois, except when temporarily absent from Illinois, with no intention of changing his or her legal residence to some other state or country.

**2. Residency Determination**

The University shall determine the residency status of each student enrolled in the University for the purpose of determining whether the student is assessed in-state or out-of-state tuition. Each applicant for admission shall submit at the time of application evidence for determination of residency. The office responsible for admissions shall make a determination of residency status.

- a. If a non-resident is classified by error as a resident, a change in tuition charges shall be applicable beginning with the term following reclassification. If the erroneous resident classification is caused by false information submitted by the student, a change in tuition charges shall be applicable for each term in which tuition charges were based on such false information. In addition, the student who has submitted false information may be subject to appropriate disciplinary action.
- b. If a resident is classified by error as a non-resident, a change in tuition charges shall be applicable during the term in which the reclassification occurs, provided that the student has filed a written request for review in accordance with this regulation.

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Section: **IV. Students**

Subsection: **C. Residency Status**

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**IV. Students (continued)**

**C. Residency Status (continued)**

**3. Residency Requirements**

a. Adult Students

To be considered a resident, an adult student must have been a bona fide resident of Illinois for a period of at least six consecutive months immediately preceding the beginning of any term for which the individual registers at the University and must continue to maintain a bona fide residence in Illinois. In the case of adult students who reside with their parents (or one of them if only one parent is living or the parents are separated or divorced), the student will be considered a resident if the parents have established and are maintaining a bona fide residence in Illinois.

b. Minor Students

The residence of a minor student shall be considered to be the same as and change with the following:

1. That of the minor's parents if they are living together, or the living parent if one is deceased; or
2. If the parents are separated or divorced, that of the parent to whom custody of the minor has been awarded by court decree or order, or, in the absence of a court decree or order, that of the father unless the minor has continuously resided with the mother for a period of at least six consecutive months immediately preceding the minor's registration at the university, in which latter case the minor's residence shall be considered to be that of the mother; or
3. If the minor has been legally adopted, that of the adoptive parents, and, in the event the adoptive parents become divorced or separated, that of the adoptive parent whose residence would govern under the foregoing rules if the parent had been a natural parent; or
4. That of the legally appointed guardian of the person; or
5. That of a "natural" guardian such as a grandparent, adult brother or adult sister, adult uncle or aunt, or other adult with whom the minor has resided and by whom the minor has been supported for a period of at least six consecutive months immediately preceding the minor's registration at the University for any term if the minor's parents are deceased or have abandoned the minor and if no legal guardian of the minor has been appointed and qualified.

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Section: **IV. Students**

Subsection: **C. Residency Status**

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**IV. Students (continued)**

**C. Residency Status (continued)**

**3. Residency Requirements (continued)**

c. Emancipated Minors

If emancipated minors actually reside in Illinois, such minors shall be considered residents even though their parents or guardians may not reside in Illinois. Emancipated minors who are completely self-supporting shall be considered residents if they have maintained a dwelling place within Illinois uninterrupted for a period of at least six consecutive months immediately preceding the beginning of any term for which they register at the university. Emancipated minors who reside with their parents and whose parents (or one of them if one parent is living or the parents are separated or divorced) have established and are maintaining a bona fide Illinois residence shall be regarded as residents.

d. Minor Children of Parents Transferred outside the United States

The minor children of persons who have resided in Illinois for at least twelve consecutive months immediately prior to a transfer by their employers to some location outside of the United States shall be considered residents. This rule shall apply, however, only when the minor children of such parents enroll in the University within five years of the time their parents are transferred by their employer to a location outside the United States.

e. Married Students

A non-resident student, whether minor or adult, who is married to a person who meets and complies with all of the applicable requirements of these regulations to establish residence status, shall be classified as a resident.

f. Armed Forces Personnel

Non-residents of Illinois who are on active duty with one of the services of the Armed Forces of the United States who are stationed in Illinois and who submit evidence of such service and station, as well as the spouses and dependent children of such persons, shall be considered residents as long as such persons remain stationed in Illinois and the spouses and/or dependent children of such persons also reside in Illinois. If such persons are transferred to a post outside the continental United States but such persons remain registered at the university, residency status shall continue until such time as these persons are stationed within a state other than Illinois within the continental United States.

g. Staff Members of the University, Allied Agencies, and Faculty of State-Supported Institutions in Illinois

Staff members of the University and of allied agencies, and faculties of state-supported institutions of higher education in Illinois, holding appointment of at least one-quarter time, and their spouses and dependent children, shall be treated as residents.

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Section: **IV. Students**

Subsection: **C. Residency Status**

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**IV. Students (continued)**

**C. Residency Status (continued)**

**3. Residency Requirements (continued)**

h. Teachers in Public and Private Illinois Schools

Teachers in the public and private elementary and secondary schools of Illinois shall, if subject to payment of tuition, be assessed at the resident rate during any term in which they hold an appointment of at least one-quarter time, including the summer session immediately following the term in which the appointment was effective.

**4. Residency Status Appeal Procedure**

Students who take exception to their residency status classification shall pay the tuition assessed but may file a claim in writing to the university office responsible for reconsideration of residency status. The written claim must be filed within thirty (30) calendar days from the date of the tuition bill or the student loses all rights to a change of residency status for the term in question. If the student is dissatisfied with the ruling in response to the written claim made within said period, the student may file a written appeal within ten (10) calendar days of receipt of the decision to the responsible university office. Such written appeals shall be forwarded to the appropriate university vice president, who shall consider all evidence submitted in connection with the case and render a decision which shall be final.

**5. Special Situations**

Upon recommendation of the President, the Board may, in special situations, grant residency status to categories of persons otherwise classified as non-residents under this regulation.

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Approved: November 16, 2001

Section: **IV. Students**

Subsection: **D. Student Conduct**

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**IV. Students (continued)**

**D. Student Conduct**

The University shall develop policies concerning student rights and conduct. The policies and any changes shall become effective when approved by the President.

The policies shall include the following provisions and such other provisions as are necessary and appropriate:

1. Recognition of basic student rights.
2. Clarification of the distinction between university conduct standards and those established by civil and criminal statutes.
3. Specific prohibited conduct, with sanctions which may be imposed for such conduct.
4. Procedures for presenting complaints of prohibited conduct and a due process for determining whether violations have occurred.
5. Grievance procedures.

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Section: **IV. Students**

Subsection: **E. Student Activities and Organizations**

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**IV. Students (continued)**

**E. Student Activities and Organizations**

The University shall develop policies concerning student activities and organizations. The policies and any changes shall become effective when approved by the President.

The policies shall include the following provisions and such other provisions as are necessary and appropriate:

1. Procedures for recognition of approved university activities and organizations.
2. Procedures for the approval of allocations and expenditures of student activity funds.

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REGULATIONS

Approved: November 16, 2001

Section: **IV. Students**

Subsection: **F. Student Publications and Broadcasting Policies**

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**IV. Students (continued)**

**F. Student Publications and Broadcasting Policies**

The University shall develop policies concerning the operation of all student media which are supported in whole or in part by University funds. The policies and any changes shall become effective when approved by the President.

The policies shall include the following provisions and such other provisions as are necessary and appropriate:

1. Necessary management elements for the conduct of student media organizations, including specifying the line of authority and responsibility from the President to the staff of each organization.
2. Method of funding and procedures for budget approval.
3. Establishment of a staff organization, of fiscal authority responsibility, and of guidelines for the conduct of operations.
4. Provisions for a faculty/staff advisor and for selection of principal student staff and advisors.
5. Establishment of appropriate ethical and professional standards.
6. Complaint procedures.
7. Requirements for assuring compliance with all applicable laws and regulations.

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Approved: November 16, 2001

Section: **IV. Students**

Subsection: **G. Student Legal Services**

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**IV. Students (continued)**

**G. Student Legal Services**

The University may develop policies concerning the provision of student legal services. The policies and any changes shall become effective when approved by the President.

The policies shall include the following provisions and such other provisions as are necessary and appropriate:

1. That the attorney may be an independent contractor or an employee of the University.
2. That the attorney acts on behalf of students and not as an attorney or agent for the Board or the University.
3. Functions of the attorney, types and limitations of legal service which may be provided.
4. Establishment of an Advisory Board.

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REGULATIONS

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Section: **IV. Students**

Subsection: **H. Student Housing**

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**IV. Students (continued)**

**H. Student Housing**

The University with student housing shall develop policies concerning student housing. The policies and any changes shall become effective when approved by the President.

The policies shall include the following provisions and such other provisions as are necessary and appropriate:

1. Eligibility for housing.
2. Procedures for assignment of housing.
3. Billing and refund procedures.
4. Sanctions for violations of housing policies.

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REGULATIONS

Approved: November 16, 2001

Section: **IV. Students**

Subsection: **I. Military Service**

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**IV. Students (continued)**

**I. Military Service**

The University shall develop policies concerning credit for students who enter active military service. The policies and any changes shall become effective when approved by the President.

The policies shall include the following provisions and such other provisions as are necessary and appropriate:

1. Provisions for course credit and residence credit for students who withdraw during the term.
2. Provisions for make up of coursework missed while attending annual training.

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REGULATIONS

Approved: November 16, 2001

Section: **IV. Students**

Subsection: **J. Intercollegiate Athletics Policy**

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**IV. Students (continued)**

**J. Intercollegiate Athletics Policy**

An intercollegiate athletics program is an important and worthwhile activity. A properly administered program can make a significant contribution to the quality of campus and student life.

The primary responsibility for management of an intercollegiate athletics program rests with the President. The President's exercise of that responsibility is subject to applicable law and Board policies, including the following:

1. The President shall inform the Board in advance of any action or proposal which significantly affects the intercollegiate athletics program, including proposals to change conferences, athletic associations or divisions, or to add or drop sports.
2. State appropriations may be used to support the intercollegiate athletics program, but no more than 1.5 percent of the university's annual state appropriation may be expended for intercollegiate athletics. The University will advise the Board at the next scheduled Board meeting when expenditures exceed the 1.5 percent limit.
3. Student athletic fees may be used to support the intercollegiate athletics program, but increases in such fees should normally not exceed the projected rate of inflation for the year in which the increase is to take effect. Proposals to increase student athletic fees should not be presented for Board approval without prior consultation with appropriate student advisory bodies.
4. Every effort should be made to minimize reliance on state appropriations and student fees as revenue sources for intercollegiate athletics.
5. The President shall prepare an annual report for the Board on intercollegiate athletics which shall include appropriate financial and program information.