

**GOVERNORS STATE UNIVERSITY
BOARD OF TRUSTEES**

**REGULATIONS
Issued July 12, 1996**

SECTION 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 Governors State University.
2. Consistent with admission standards approved by the Board of Higher Education.
3. Published in appropriate University catalogs.

The President shall submit a report to the Board on admission policies whenever such policies are altered.

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 Policy
The University shall develop a policy for the administration of its financial aid program. The policy shall become effective when approved by the President. The policy and procedures shall comply with Board of Higher Education tuition waiver policies and the other applicable laws, policies, rules, or requirements.

The financial aid policy shall be consistent with the Board's commitment to provide an equal opportunity to qualified Illinois residents to attend Governors State

University. The policy 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.
 - 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 shall submit an annual report to the Board on student financial aid programs.

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 bone 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 to the University 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.

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:

- i. That of the minor's parents if they are living together, or the living parents if one is deceased; or
- ii. 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

- iii. 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
- iv. That of the legally appointed guardian of the person; or
- v. 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.

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 uninterruptedly 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. **Arms 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.
- 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.

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 conduction, 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.

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.

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.

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.

H. 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.