**Section 5151.100 Appeal to Head of Public Body**

a) The President of the University shall decide the appeals of persons who request and are denied access to records under these rules. Appeals shall be addressed to:

President of the University of Illinois

364 Administration Building

506 South Wright Street

Urbana, Illinois 61801

b) The time for deciding an appeal shall commence upon the receipt of a written appeal identifying:

1) The date of the request and the public records office where it was submitted.

2) The records to which the person making the appeal was denied access.

3) Whether the denial of access was in writing or due to failure to provide records within the time specified by these rules.

4) The name and return address of the person making the appeal.

c) Within 7 working days of receipt of appeal, the President of the University will determine whether such record is subject to inspection and copying as specified in these rules, decide the appeal and give notice of the decision to the person making the appeal. If the President denies the appeal, the letter of denial shall inform the person of his or her right to judicial review.