

2016

Community Standards Student Handbook 2016-2017

Governors State University

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COMMUNITY STANDARDS
STUDENT HANDBOOK
2016-2017



Preface

GSU's Community Standards program strives to promote a safe and secure community while upholding the rights of all community members. The office provides programs and services that value academic excellence, student success, diversity, and personal as well as community accountability.

The Student Code of Conduct (Policy 4) is the primary policy used to outline the University's expectations for students and the role that they play in our community. This handbook outlines the administrative procedures used in addressing the conduct of students and/or registered student organizations that fail to abide by the University's community standards.

Community Standards' mission is fulfilled by:

- Developing, disseminating, interpreting, and enforcing the Student Code of Conduct
- Promoting a campus environment that supports the overall educational mission of the University by educating students about their rights and responsibilities as University community members
- Responding to allegations in a fair, consistent, and timely manner to guarantee that due process is afforded to each student
- Supporting students during the conduct experience in an effort to foster life-long learning skills regarding decision making and behavioral standards in the context of community
- Offering educational and leadership opportunities for students who participate in the operation of the student conduct system

Community Standards Core Values:

- Civility
- Responsibility
- Social Justice
- Integrity

The Community Standards program, coordinated by the Office of the Dean of Students, is responsible for administering the Student Code of Conduct (Policy 4) and will educate students about the University's community standards, and manage a fair and just outcome when those standards are not met.

This 2016-17 Community Standards Student Handbook is effective August 29, 2016.

Knowledge/Interpretation Statement

The policies and procedures listed within the Community Standards Student Handbook do not constitute a comprehensive outline of all the University's rules and regulations. Students are subject not only to all applicable laws, but also to all university policies, rules and regulations, and are responsible for informing themselves about their responsibilities and obligations. For additional information regarding University policies, please go to www.govst.edu/policies or the Governors State University Catalog at www.govst.edu/catalog.

Any question of interpretation or application of this Community Standards Student Handbook or the Student Code of Conduct (Policy 4) will be referred to the Office of the Dean of Students.

Procedures for Amending Content in the Community Standards Student Handbook

Proposed changes to the handbook are welcome from all GSU community members. However, the Student Conduct Committee, as a standing committee, with the addition of a member from the Educational Policies Committee (EPC), whose role includes ensuring that procedures are aligned with policy, is responsible for final approval of proposed revisions.

All final changes to procedures implementing the Student Code of Conduct must be approved by at least two-thirds of the committee (Student Conduct Committee plus the EPC member).

Approved revisions are finalized and held until the beginning of the following academic year and/or the effective date for the following academic year's Community Standards Student Handbook, however, should the university determine that emergency circumstances exist, or are imminent; the university reserves the right to make revisions to the Code of Conduct effective upon publication and notice to students.

TABLE OF CONTENTS

Page	Content
6	SECTION ONE: UNIVERSITY OVERVIEW
6	Welcome from the University President and Dean of Students
6	University Mission Statement
7	SECTION TWO: STUDENT RIGHTS
7	General Responsibility of Students
8	Student Records (FERPA)
8	Religious Observances
8	Sexual Misconduct
9	Americans with Disabilities Act
10	Good Samaritan Practice
11	SECTION THREE: STUDENT CODE OF CONDUCT
11	Community Standards and Student Advocacy Mission Statement
11	Jurisdiction of the Student Conduct System
12	Student Misconduct
12	Academic Misconduct Violations
13	Academic Misconduct Process and Procedures
15	Student Code of Conduct (Non-Academic Misconduct)
15	Non-Academic Misconduct Violations
19	Non-Academic Misconduct Process and Procedures
21	Rights of a Responding Student in the Conduct Process
22	Hearing Options
25	Student Conduct Witnesses: Navigating the Hearing Process
26	Student Conduct Advisors: Navigating the Hearing Process
27	Sanctions
28	Counseling Center Mandated Assessment Policy
29	Academic Resource Center Mandated Outreach Presentation Policy
30	Appeals
32	Disciplinary Records
33	SECTION FOUR: GENERAL POLICIES AND PROCEDURES
32	Smoke Free/Tobacco Free Campus
32	Alcohol, Drugs, and Violence
32	Conceal to Carry
34	Parental Notification
35	Volunteer Emergency Worker
35	Civility Policy
36	Student Grievance Policy and Procedures

36	Demonstration and University Posting Procedures
36	Student Life Posting Procedures
37	Campus Safety
37	Meningitis Notice
37	Mental Health Contact Disclosure
38	Missing Student Notification Procedures
38	Supplementary GSU Student Resource Guides
39	SECTION FIVE: STUDENT SERVICES AT A GLANCE

SECTION ONE: UNIVERSITY OVERVIEW

It is important that we all know what to expect of one another and how we make our shared values come to life every day in the context of our University community. Our mission isn't a static statement – it's what we live by:

Governors State University is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills, and confidence to succeed in a global society. GSU is dedicated to creating an intellectually stimulating public square, serving as an economic catalyst for the region and leading as a model of academic excellence, innovation, diversity, and responsible citizenship.

Everyone on campus has a responsibility for helping us as we strive for academic freedom, integrity, excellence in scholarship, justice, diversity, and access to education. Our Student Code of Conduct, along with other University policies, will give you clear guidance on both what you can expect from GSU faculty and staff, and what we will expect from you.

We wish you the best this academic year. And remember, we're here to help you succeed.

Dr. Elaine P. Maimon
University President

Dr. Aurélio Manuel Valente
Vice President for Student Affairs
and Dean of Students

GSU MISSION

Governors State University is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills and confidence to succeed in a global society.

GSU VISION

Governors State University will create an intellectually stimulating public square, serve as an economic catalyst for the region, and lead as a model of academic excellence, innovation, diversity and responsible citizenship

SECTION TWO: STUDENT RIGHTS

General Responsibility of Students

Governors State University (GSU) recognizes the basic rights and responsibilities of the members of the University and strives to provide for its members the opportunities and protections that best serve the nature of the educational process. The Student Code of Conduct governs the behavior of students of the University and protects the basic rights of the individual as well as the practical necessities of the community.

As members of the academic community, students are entitled to the same rights and protections enjoyed by members of the community. Students are subject to certain obligations by virtue of membership in the University community. Students are subject to civil law, the enforcement of which is the responsibility of duly constituted civil authorities.

The accrediting groups for the various academic programs at Governors State University may have additional ethical standards and requirements regarding student conduct which complement the University's student conduct policy and procedures.

When students violate a University regulation, they are subject to disciplinary action by the University whether or not the conduct violates civil laws. When a student is subject to allegations of violating federal, state, and/or local laws, the University may simultaneously and independently investigate and address potential conduct code violations. The University conduct process shall proceed notwithstanding any criminal complaint that may arise from the same incident.

GSU students are accountable for their decisions and actions. Students may be held responsible for the actions of their guests which violate the student conduct code. When a guest commits a violation, the host student may be charged with violating the student code of conduct. Guests include, but are not limited to University guests and guests of students residing in University owned and operated residence halls. Students may be held accountable for the behavior of their guests including restitution for property damage. Students and their guests are expected to follow the rules and regulations defined in the following Student Code of Conduct.

Students are expected to:

1. Treat students, faculty, and staff of the University with fairness and respect,
2. Represent themselves in an honest manner (see Policy 24-Academic Honesty),
3. Respect University property and the activities conducted at University facilities, or University-sponsored events,
4. Respect the property of others, and
5. Uphold University policies and all applicable laws.

University is expected to:

1. Afford students procedural due process before taking disciplinary actions.

Student Records (FERPA)

As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, Governors State University maintains individual records and information about students for the purpose of providing educational, vocational, and personal services to the student following the university's Access to Student Educational Records procedures for access to student records. The student records policy provides the confidentiality of student education records as established under FERPA, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data. The University has an obligation to limit access to student information to those legitimate uses defined in the FERPA and university policy, and to insure that data is stored securely to prevent unauthorized access. Questions regarding FERPA should be directed to the Registrar's Office, C Building, Room 1300 or (708) 534.4500.

The complete policy can be found under University Policies – Access to Student Educational Records (Policy 12) which can be found at: www.govst.edu/policies

Religious Observances

Governors State University will not discriminate against students for observing religious holidays and will reasonably accommodate the religious observance of individual students in regard to admission, class attendance, as well as the scheduling of examinations and academic work requirements.

- It is the responsibility of the student to notify (in writing) the GSU administrator/faculty member involved at least three class periods in advance of the date of the religious observance.
- Accommodations considered unreasonable are those which would necessitate the modification of academic standards or create undue hardship on the University or its staff.
- If students feel they have been discriminated against, redress can be sought through the Student Grievance Procedure (Policy 5).

A more detail description of this University policy can be found at www.govst.edu/policies under Reasonable Accommodation for Students' Religious Observances (Policy 38).

Sexual Misconduct

Governors State University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. GSU is committed to providing an environment for employees, students, and campus visitors that is free from harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, veteran status, marital status, parental status, ex-offender status or any other basis prohibited by law.

Title IX is the comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. As required by Title IX, the University prohibits discrimination on the basis of gender in all University activities and programs. Any form of sexual harassment, including sexual assault and sexual violence, is a violation of [University Policy 52](#) and the Code of Student Conduct. In addition to facing University consequences, those who engage in sexual harassment, sexual assault and/or sexual violence may be subjected to criminal prosecution.

Consistent with both our institutional values and our legal obligations, GSU strives to comply with all applicable legal requirements prohibiting harassment against any member of the GSU community and will investigate complaints, and to take prompt action to stop harassment when it occurs.

If you experience sexual harassment or assault, or know someone that has, we encourage you report it so that we can help create a university community free of any such conduct.

Contact the Title IX Officer to report such incidents:

Joyce Coleman, Title IX Officer
1 University Parkway (C-1360)
University Park, IL 60484
Telephone Number: 708-235-7169
Fax: 708-534-1642
Email: jcoleman7@govst.edu

To learn more about Title IX, please visit: www.govst.edu/Title_IX/

Americans with Disabilities Act

Governors State University complies with the Americans with Disabilities Act of 1992, as amended, and with Section 504 of the Rehabilitation Act of 1973 as well as other federal and state legislation which states that, “No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.”

Access Services for Students with Disabilities (ASSD) is dedicated to creating an accessible environment and equality of educational opportunities for students with documented disabilities. Legally mandated access and accommodations are available to all qualified students who self-identify with ASSD. Students must provide documentation by a qualified professional that can

verify the functional impact of the disability as well as recommendations for appropriate accommodations. The information provided by students is voluntary and confidential. For more information and/or to arrange for appropriate accommodations, please contact the Director of Student Disability Services in the Academic Resource Center, located in B-1215 and can be reached at (708) 534.4090.

To learn more about Access Services for Students with Disabilities (ASSD), please visit www.govst.edu/arc.

Good Samaritan Practice

The health and safety of every student is important to GSU. The Office of the Dean of Students recognizes that the potential for a misconduct action may deter students from seeking needed medical assistance for a fellow student or themselves. As a university, we support and encourage all students to reach out for assistance in cases of a medical emergency and/or when you see a fellow student in need. Through the *Good Samaritan* practice, students are encouraged to be active bystanders and respond to potentially risky circumstances (such as alcohol overdose) without reasonable fear of penalty from their University. As such, a Good Samaritan who makes an effort to obtain medical assistance will not face formal non-academic disciplinary action. Specifically, excused instances include that of the possession and/or use of alcohol/drugs by persons under the age of twenty-one (21) as well as intoxication in or on any property owned, controlled, or used by Governors State University, including that of University Housing. As long as students have not committed any other violation(s) of the Student Code of Conduct (Policy 4), they will be considered to be a Good Samaritan and will not suffer any disciplinary repercussions. GSU's *Good Samaritan* practice can also apply to situations that may arise during an approved University-sponsored event or activity wherein the serving of alcoholic beverages is permitted. In any case, should a situation arise, the Office of the Dean of Students will take all actions made by a student and/or a student organization/team into consideration throughout the process of addressing any violation of the Student Code of Conduct (Policy 4).

Please note: conduct that violates local, state, and/or federal laws are still subject to potential criminal charges.

For medical assistance, contact the Department of Public Safety (DPS) at 708.534.4900 or proceed to dial 911. All students who reach out for assistance must self-identify so that the University is able to recognize your *Good Samaritan* practice.

For more information about our *Good Samaritan* practice, please contact Community Standards – Building A, Room 2120C – 708.235.2845 – communitystandards@govst.edu or deanofstudents@govst.edu

SECTION THREE: STUDENT CODE OF CONDUCT

Community Standards Mission Statement

The Community Standards program strives to promote a safe and secure community while upholding the rights of all community members. The office provides programs and services that help ensure academic excellence, student success, diversity, and personal as well as community accountability.

Jurisdiction of the Student Conduct System

The [Student Code of Conduct \(Policy 4\)](#) outlines the student conduct system for the administration of fairness for students of Governors State University. This policy establishes standards of behavior for the GSU student body, both for academic and nonacademic purposes. The identified standards of behavior may be applied to student behavior both on and off campus.

Institution/University/School is Governors State University

University community includes all persons associated with the University as students, employees, agents, trustees, volunteers, contractors (including employees or agents of contractors), or members of the public lawfully in attendance at a University activity or present on University premises.

- The Student Code of Conduct is applicable to both individual students and registered student organizations.
 - **Student** is a person currently enrolled at a campus or in a course, program or activity of the University, including without limitation, all persons taking courses at the University, both full-time and part-time, pursuing undergraduate or graduate studies in any University school/college or program. For individuals who become subject to the conduct process while a student, their status shall continue for disciplinary processing purposes until all University proceedings have been concluded. The complete and full definition of a student status can be found under Continuing Student Policy (Policy 32) which can be found at: www.govst.edu/policies.
 - **Organization** is a group of persons who have complied with University requirements for recognition.
- The Student Code of Conduct is applicable to misconduct both on and off campus. All students and registered student organizations are expected to follow all relevant policies and procedures listed within the University policy directory and your respective program of study.
 - **University premises** are buildings or grounds owned, leased, operated, controlled, or supervised by the University.
 - **University sponsored activities** are all University sponsored educational programs and services; extracurricular programs, events, or functions (including

religious, service, leadership, social, recreational and athletic) administered or coordinated through the University or one of its schools, departments or approved organizations; as to each whether occurring on or off University premises.

- The Student Code of Conduct applies to all University locations, University-sponsored events, property owned by the University, and events sponsored by recognized student organizations/clubs.
- The Student Code of Conduct applies to actions and behaviors displayed in person and/or through the use of any electronic medium.
- The University reserves the right to regulate enrollment status to any person because of prior misconduct and/or criminal activity that may significantly affect the interest of the University or admit such a person with a conditional admittance applicable disciplinary status.
- The Student Code of Conduct may not apply to the following University relationships with students:
 - Academic Grievance Procedures: Student grievances over grades should be directed to the Academic Grievance Policy (Policy 5).
 - Employment Procedures: Student work, federal work study, and graduate assistant disputes should be directed to the appropriate parties (e.g., Office of Financial Aid and/or Human Resources).

Student Misconduct

The official policy statement is under ‘Student Conduct Code’ (Policy 4) and ‘Academic Honesty’ (Policy 24). All GSU students are responsible for reading, understanding, and following the official policy. For the most up-to-date list of policies, please visit www.govst.edu/policies

Academic Misconduct Violations

Academic Misconduct includes:

All violations of academic honesty related to fulfilling academic requirements, including but not limited to, cheating, plagiarism, and/or knowingly assisting other students to engage in such conduct.

Academic Misconduct Process and Procedures

Faculty Jurisdiction

The faculty member has initial jurisdiction over instances of academic misconduct that occur in association with a course being taught by the faculty member.

1. The faculty member may personally meet with the student to discuss misconduct and its consequences (e.g., zero on an exam, a lower grade for the course, etc.). If the faculty member determines that this consequence is sufficient to resolve the misconduct, a written record of the incident and its resolution needs to be drafted by the faculty member to record the resolution of this matter. A copy of the letter of understanding and/or record of disciplinary action shall be sent to the chair of the program offering the course. The chair will then forward a copy to the dean of their college and the Office of the Dean of Students.
2. If the faculty member determines that the student's misconduct cannot be resolved by reducing the grade for the test, paper, or other course-related activity in question and/or by adjusting the grade for the course, the faculty member must request a meeting with the division/department chair/unit director to discuss the matter.
3. The division/department chair/unit director and faculty member shall meet to determine if the misconduct warrants disciplinary sanctions. If so, the division/department chair/unit director drafts a letter to the dean of the college and the dean of students outlining the details of the misconduct and recommendations for sanctions or further action.

Office of the Dean of Students Jurisdiction

Upon receiving notice of the alleged violation of policy, the Dean of Students (or designee) shall determine if the case should be heard by an administrative hearing officer or referred to the Student Conduct Committee.

The administrative hearing officer (AHO) shall personally meet with the student to discuss misconduct, decide on students' level of responsibility, and sanctions, if appropriate. At the conclusion of the hearing, the administrative hearing officer presents their findings to the Office of Dean of Students, which will be filed in the student's disciplinary record.

Student Jurisdiction

For the most up-to-date and detailed description of the procedures for students to allow regarding academic misconduct, please visit www.govst.edu/policies under the Academic Grievance Policy and Procedures (Policy 5).

1. Informal Resolution
 - a. Prior to filing a grievance, the student must seek informal resolution of the issue with the faculty member or administrator directly involved in the issue/incident of concern.

- b. The student must seek this informal resolution within fifteen (15) working days (when classes are in session) of the occurrence of the issue. If, after reasonable efforts, a satisfactory solution is not reached, the student may file a written grievance with the appropriate division/department chair.
2. Filing a Grievance
 - a. To file an official academic grievance, the student must submit a written statement to the division/department chair of the collegial unit in which the course is offered.
 - b. The division/department chair must receive the written grievance statement within thirty (30) calendar days of the event which led to the grievance.
 - c. The written grievance must state the reasons for the grievance and the remedy that is sought.
3. Request for Extension of Filing a Grievance
 - a. The student may request a one (1) time extension of the thirty (30) day time period in which a grievance must be filed.
 - b. This request must be in writing to the division/department chairperson prior to the end of the thirty (30) day period with reasons and requested time for extension.
4. Determination of Grievances (*please check with your college dean for the most up-to-date information*).
 - a. Determination if the Grievance is an Issue of Substance
 - i. Upon receipt of the grievance, the division/department chair has seven working days (when classes are in session) to determine if the grievance is an issue of substance.
 - ii. Within seven working days (when classes are in session) after receiving the grievance and upon determination it represents an issue of substance covered by the context of the procedures, the division/department chair shall refer the grievance to the chair of the College Grievance Committee.
 - iii. The grievance chair shall attempt to find a mutually satisfying solution by working with both the student and the faculty/administrator involved within seven working days (when classes are in session) of receiving the grievance.
 - iv. If the grievance chair is unable to mediate a satisfactory solution, s/he shall request in writing that the faculty/administrator involved submit a written response to the student's grievance.
 - v. The response is to be received by the grievance chair within seven working days of the request (when classes are in session).
 - vi. The grievance chair shall convene the Student Grievance Committee within ten working days (when classes are in session) of receiving a written response from the faculty/administrator involved.

Student Code of Conduct (Non-Academic Misconduct)

All non-academic misconduct shall be directly sent to Community Standards and Student Advocacy or the Dean of Students for evaluation and determination of disciplinary actions at the University level, when appropriate.

- A. Any member of the University community may notify the Office of the Dean of Students (or designee) of violations of the University standards of conduct via the [online incident report](#). No complaint will be forwarded for a hearing without reasonable evidence to support a violation of the policy. Unsupported and/or unreliable complaints may not be forwarded for a hearing.
- B. Written complaints, reports involving student conduct, procedures for handling disciplinary cases and the results of conducted hearings shall be maintained in the Office of the Dean of Students.

The Dean of Students (designee: the Coordinator of Community Standards) shall be responsible for all administrative details involved in academic and non-academic student conduct referrals.

Non-Academic Misconduct Violations

For purposes of readability and formatting, language in the Community Standards Student Handbook may differ slightly from the University approved policies. While there are no procedural implications due to language differences, the original policies can be found at: <http://www.govst.edu/policies/>

Non-academic misconduct includes, but is not limited to:

1. **Abuse (Physical).** Physical abuse, injury, constraint on another's physical movement, or threat of harm toward another person, is prohibited. These acts include, but are not limited to: assault; battery; bullying; restraining or transporting someone against their will; the use of weapons; or any action that threatens or endangers the physical and/or emotional health or safety of any person or causes reasonable trepidation of such harm (Reference to Violation 4; Policy 4).
2. **Abuse (Verbal).** Abusive or threatening language, behavior that intentionally or recklessly abuses, mocks, or ridicules a person that may adversely affect their learning, living, or working environment is prohibited. These acts include, but are not limited to: engaging in any conduct that may limit or restrict the freedom of another person or participating in any conduct that may prevent or distract others from their studies or pursuit of personal affairs. This includes the use of a telephone, a computer, any other electronic media, or third parties to carry out any sort of harassing offenses (Reference to Violation 4; Policy 4).

3. **Alcohol.** Prohibited acts include, but are not limited to, the use, possession, manufacturing, or distribution of alcoholic beverages on University premises and during University sponsored events. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age. Individuals may not be in a state of public intoxication or drunkenness. Individuals may not operate a University motor vehicle or any other form of University transportation while intoxicated or while under the influence of alcohol. Individuals may not be intoxicated or under the influence of alcohol while acting as a representative of the University. Students are also subject to all state and local regulations concerning the use of alcoholic beverages. Further, regulations regarding alcohol as it pertains to living on campus can be found within the [University Housing Handbook](#) (Reference to Violation 9; Policy 4).
4. **Contempt of the Conduct Process.** Prohibited acts include, but are not limited to: failure to comply with the instructions or orders of a duly authorized conduct body or representative; failure to fully perform imposed disciplinary sanctions; falsification of information; or any act which hinders or obstructs the conduct process. Any student found to have shared a student's disciplinary information inappropriately would also be in contempt of the conduct process (Reference to Violations 11 and 24; Policy 4).
5. **Destruction/Defacement of Property.** Prohibited acts include, but are not limited to, any activity which destroys or defaces property or grounds of the University, of a University community member, of another institution, or of another person, on or off campus (Reference to Violation 8; Policy 4).
6. **Discrimination.** Prohibited acts include, but are not limited to, those that disparage other individuals based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, gender, gender identity, pregnancy, predisposing genetic characteristics, marital status, veteran status, or ex-offender status (Reference to Violation 18; Policy 4).
7. **Dishonesty.** Prohibited acts include, but are not limited to: forgery, alteration, destruction, or misuse of any University document, record, or instrument of identification; furnishing false information to any University official, faculty member, or office; or facilitation, intentionally or knowingly aiding another student in violating the Student Code of Conduct (Reference to Violations 2, 13, and 23; Policy 4).
8. **Disorderly Conduct.** Prohibited acts include, but are not limited to: public behavior that is disruptive; breach of peace; or aiding/procuring another person to breach the peace at functions sponsored by the University as well as functions involving the participation of members of the University community (Reference to Violation 7; Policy 4).

9. **Disruptive Behavior.** Disruptive acts or behaviors that impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University or the rights of other members of the University community. Prohibited acts include, but are not limited to, acts that occur both inside and outside of the classroom setting and that may involve the use of electronic or cellular equipment, such as in online classes. This also includes behavior off campus during a University-sanctioned event or an activity/event where the student serves as a representative of the University (Reference to Violation 6; Policy 4).
10. **Fire Safety.** Prohibited acts include, but are not limited to: tampering with or the unauthorized use of fire alarms, fire extinguishers, fire alarm pull boxes, and emergency routing signs; blocking or locking fire exits; propping doors open; smoking indoors; starting or maintaining any open flame in unauthorized spaces; or disposing of lit tobacco products into trash receptacles (Reference to Violation 10; Policy 4).
11. **Gambling.** Prohibited acts include, but are not limited to: any form of gambling; playing any games and/or extra-curricular activities for money or property; or otherwise placing bets on uncertain outcomes (Reference to Violation 19; Policy 4).
12. **Hazing.** All forms of hazing are prohibited. Hazing includes attempting to or recklessly or negligently causing physical or emotional injury. Prohibited acts include, but are not limited to: the forced consumption of any substance; paddling or striking in any manner; personal servitude; sleep deprivation; conducting activities that do not allow for time to meet academic commitments; those that require the violation of University policies or federal, state, or local laws; or any activity likely to cause embarrassment or humiliation (Reference to Violations 4 and 6; Policy 4).
13. **Illegal Drugs.** Prohibited acts include, but are not limited to, the use, possession, manufacturing, sale, distribution, or transportation of illegal drugs and drug paraphernalia, on or off campus (Reference to Violation 1; Policy 4).
14. **Indecent Exposure.** Prohibited acts include, but are not limited to: indecent exposure of the body; urination or defecation in public; lewd or obscene expressions; or the use of profanity (Reference to Violation 21; Policy 4).
15. **Legal.** Committing or attempting to commit any act that is or would be a violation of local, state, or federal law, on campus or at any University-sponsored event, is prohibited (Reference to Violation 22; Policy 4).

16. **Misuse of Online Resources.** Any information brought to the attention of University officials about the misuse of online resources, including that of social networking sites. Prohibited acts include, but are not limited to: harassment and threats toward individuals or property; photographs portraying inappropriate or illegal situations; or misrepresentation of identity (Reference to Policies 49 and 62).
17. **Noncompliance with University Officials.** Failure to comply with the directions of University officials, including campus police officers acting in performance of their duties, is prohibited (Reference to Violation 12; Policy 4).
18. **Prescription/Over-the-Counter Medication.** Prohibited acts include, but are not limited to, the use, possession, sale, or distribution of any prescription medication, over-the-counter medication, or any other substance being used in any manner other than its intended purpose (Reference to Violation 1; Policy 4).
19. **Sexual Misconduct.** Prohibited acts include, but are not limited to engaging in any physical or verbal acts related to sexual activities between individuals that is accomplished through force or the threat of force, or without full and informed consent of all parties involved (Reference to Violation 4; Policy 4 and Policy 52).
20. **Stalking.** When a person willfully, on more than one occasion, follows or is in the presence of another person without legal purpose and with the intent to cause death or bodily injury or with the intent to cause emotional distress by placing that person in reasonable fear of death or bodily injury. Prohibited acts that may constitute stalking include, but are not limited to: persistent physical approaches; following another person or coincidentally showing up at places that person frequents; or unwanted and/or threatening mail, phone calls, text messaging, electronic mail, and/or various forms of cyber communication (Reference to Violation 4; Policy 4).
21. **Technological Misuse.** Misuse of University computer systems, laboratories, equipment, or software in violation of University policies is prohibited (Reference to Violation 17; Policy 4).
22. **Theft.** Prohibited acts include, but are not limited to: the unauthorized removal or stealing of property of the University or property of a member of the University community; and/or the attempted removal or stealing of property of the University or property of a member of the University community; or other personal or public property, on or off campus. This also includes knowingly possessing such stolen property (Reference to Violations 15 and 16; Policy 4).

23. **Trespassing.** Unauthorized presence in or use of University premises, facilities, or properties. Prohibited acts include, but are not limited to, locations that are locked, closed to student use, or otherwise restricted from use (Reference to Violation 14; Policy 4).
24. **Unauthorized Recording.** Any unauthorized use of electronic or other devices to make an audio or video recording of any person without their prior knowledge or without their consent. Prohibited acts include, but are not limited to: recording when the person or persons being recorded have a reasonable expectation of privacy; when such recording is likely to cause injury or distress; when the person or persons being recorded have not provided their consent; or when a recording is shared without the consent of those that were recorded (Reference to Violation 5; Policy 4).
25. **University Housing Policies.** All students, regardless of residential status, are expected to comply with all regulations outlined by the University Housing Handbook, all regulations established within the housing contract, as well as any supplementary expectations communicated by the University Housing staff in the performance of their duties. Additional information about these regulations can be found within the [University Housing Handbook](#) (Reference to Violation 20; Policy 4).
26. **Weapons.** Weapons of any type are prohibited on or in any property owned or leased by the University; this includes any property used to house University-sponsored events or activities. Prohibited acts include, but are not limited to, illegal or unauthorized possession, use, or unauthorized storage of firearms, fireworks, ammunition, explosives, dangerous chemicals, switchblade knives, knives with blades that are three inches or longer, other weapons, or realistic replicas of weapons on University premises or use of any such item, even if it is legally possessed, in a manner that harms, threatens, or causes fear to others (Reference to Violation 3; Policy 4 and [Concealed Carry Policy](#)).

Non-Academic Misconduct Process and Procedures

Incident reports alleging violations of the Student Code of Conduct will be referred to Community Standards who will conduct a preliminary review of the facts of the case to determine whether sufficient evidence exists to warrant a hearing. If sufficient evidence exists, the student(s) involved in the case will be asked to meet with a designated representative in an administrative/committee hearing to discuss the alleged violations and their response to them.

During the course of the school year, cases are normally assigned to an administrative hearing officer (AHO) or the Student Conduct Committee (SCC) for hearing and resolution purposes.

Exceptions to this procedure include, but are not limited to:

- Cases in which a student is not contesting the charges or recommended sanctions;
- Periods when the Committee is not in session (e.g., academic break periods, summer session, university break periods, periods at the start of each semester prior to the convening of the committee);
- Serious cases that pose a special need for confidentiality (e.g., Title IX cases)

Following the assignment of a case to Community Standards, the office will then:

- Notify the student of the alleged charges as well as their hearing date;
- Provide the student with general information related to the hearing process;
- Provide the student with time to review relevant reports and documents to be used at the hearing.

The University student code process is not a criminal or judicial trial/practice. The purpose of the hearing is to determine what transpired during the incident and whether the Code of Conduct was violated, and if so, by whom. The hearing process is designed to educate students and hold them accountable for their conduct and decision-making.

Responding Student(s): Student(s) who are alleged to have violated the University's Student Code of Conduct.

Complainant(s): Person(s) who have reported or brought forth the alleged violation(s) of responding student(s).

Preponderance of Evidence: The standard of proof that applies to all University student conduct proceedings or determinations is a preponderance of evidence. A finding of a violation of the Student Code of Conduct must be supported by evidence that is "more likely than not" that the violation was committed. The University bears the burden of proving the charges.

Community Standards will give written notice of an administrative hearing or conduct hearing to the responding student, recognized student club/organization, complainant, or victim/survivor via email. The notice will include the date, time, and location of the hearing. Students are responsible for informing the Registrar's Office of any changes to their current address.

Consistent with FERPA standards of practice, all documentation from the Office of the Dean of Students and/or Community Standards is emailed to the listed GSU student email address and will constitute as a valid notification for all parties. As well any communication that is mailed will be mailed to the current listed address with the Registrar's Office.

Rights of a Responding Student in the Conduct Process

Students are given certain due process (procedural) rights that are in compliance with the Fourteenth Amendment of the U.S. Constitution, 1961 *Dixon v. Alabama Board of Education* and 1974 *Goss v. Lopez*, which requires all public institutions of higher learning to afford students minimal procedural process prior to taking disciplinary actions.

Students charged with violations of the Student Code of Conduct are advised of their due process rights when they meet with Office of the Dean of Students staff and designees, and throughout the process, they are entitled to the procedural rights listed below. All students should familiarize themselves with the following rights and procedures. Please note that processes for sensitive cases such as sexual assault and sexual harassment may differ from what is listed below:

1. **Notice of Charges:** The student will be given the opportunity, upon request, to read all written reports to be presented at the hearing regarding the circumstances and allegations of the case. (To protect the rights of others involved, presented documentation may be redacted.)
2. **Reasonable Accommodations:** The student will be given reasonable accommodations for concerns related to personal safety, well-being, and/or fears of confrontation of persons involved with the case during the hearing process.
3. **Presumption of Innocence:** It is presumed that a student charged with a violation of the Code is not responsible for such violations unless the student admits responsibility or it is determined otherwise following a hearing.
4. **Choosing Not to Participate:** Students are not required to appear at a hearing or participate in the resolution of their charges. In this situation, the Office of the Dean of Students will proceed to resolve the charge without the participation of the student.
5. **Respond to Charges:** Both the responding student(s) and the complainant(s) will be provided with an opportunity to meet with the hearing officer/committee to share information about the incident. Students have the right to question persons presenting information regarding the alleged incident. Contact between the responding and complainant parties may be limited to necessity.
6. **Submit Witnesses:** The student has the right to present witnesses on their behalf (either to verify their character or to substantiate circumstances related to the case). Please see the 'Student Conduct Witnesses: Navigating the Hearing Process' section listed on page 24 for information on how to request witnesses for your hearing.

7. **Opportunity for an Advisor:** A responding student may have a person of their choosing present for any conduct meeting or hearing to provide support. However, the advisor may not represent that student. Students are expected to speak for themselves at all times during the process. Please see the ‘Student Conduct Advisors: Navigating the Hearing Process’ section listed on page 25 for further information on how to include an advisor in your hearing.
8. **Separate Hearing:** Incidents that involve multiple responding students may be assigned a group conduct hearing. However, students have the right to request a separate individual hearing. Individual hearings must be approved by the hearing officer/Student Conduct Committee and responding student.
9. **Notice of Outcome:** The student will receive written notification of the outcome of their hearing within ten (10) working days of the hearing.
10. **Right to Appeal:** The student has the right to request an appeal (see section 3.5 for details outlining the appeal process).

Hearing Options

1. **Administrative Hearing:** An informal conversation between a student (respondent/accused) and the administrative hearing officer (AHO) where the violation is initially discussed. The AHO has the option to hold a student responsible, to dismiss charges, or further investigate based upon preponderance of evidence.
2. **Student Conduct Committee (SCC):** A formal conversation between the student (respondent/accused) and the committee. Per Policy 4, the Student Conduct Committee shall be a standing committee to hear cases (academic and non-academic) of alleged serious violations or repeated minor/mid-level violations. The Student Conduct Committee also hears all level two appeals.
 - a. The committee shall determine student misconduct and disciplinary action.
 - b. The committee shall be composed of: six students appointed by the Student Senate, six faculty members appointed by the Faculty Senate; three administrator appointed by the Dean of Students.
 - i. The chairperson shall be chosen from within the committee. Responsibilities of the chair shall be guided by documented procedures supporting this policy.
 - ii. All members shall serve two-year, staggered; renewable terms; student and faculty/staff must be in good standing with the university.
 - iii. At least four members (representing at least two different groups) must be present to conduct a hearing.

- iv. Individual members must recuse themselves from hearing any case in which they feel they could not render an impartial judgment.

The administrative hearing officer or the Conduct Committee will conduct hearings in a fashion consistent with the [Student Code of Conduct \(Policy 4\)](#). Following all hearings, the Office of the Dean of Students will formally notify the student in writing of the findings and sanction(s) to be imposed, if applicable. All hearings of the Student Conduct Committee are recorded and stored electronically in the student's file.

1. **Student Attends Administrative Hearing:** The administrative hearing officer shall personally meet with the student to discuss alleged misconduct. During this meeting, the student is officially informed of allegations, and is also allowed to present their side, student is notified of investigation and conduct process, as well as their rights as a student.
 - a. Student has a *private administrative hearing*. Only administrative hearing officer(s) and students connected to the case are allowed to attend.
 - b. *Student fails to attend administrative hearing*. For students who enter the conduct process for the first time, a second notice will be afforded to them. However, any student that has previously gone through the conduct process and/or decides to not attend will forfeit their right to provide an initial personal statement. This forfeiture then results in the automatic processing of the conduct process/decision. As well, if the student is found responsible, they forfeit their right to appeal the decision of responsibility.
 - c. *Other*. Additional administrative hearings are allowed if additional information is needed in order to make a final decision.
 - d. At the conclusion of the meeting, the administrative hearing officer will inform student(s) of the next steps are to follow.

2. **Student Attends Student Conduct Hearing:**
Hearing Guidelines

Call Hearing to Order: University Convener

- a. Introductions:
 - i. "In accordance with the Student Code of Conduct (Policy 4), the Hearing Officer/Student Conduct Committee asks everyone in the room to state their first name for hearing quorum purposes."
 1. Identifying respondent/accused student
 2. Identify complainant/witnesses/reporters
 3. Administrative Hearing Officer/ Student Conduct Committee
 4. Observers, legal, etc.

Hearing Begins: AHO/Committee Chair

All presented information must be pre-approved by Community Standards and Student Advocacy prior to the hearing.

- ii. Due Process Statement: “(Student Name), please answer this question by confirming with a yes or no answer, did you receive a statement of the charges?”
- b. Complainant/Reporter/Witness Statements:
- i. Each party will be invited to the hearing table (one at a time) and asked to state their first name and to give a truthfully detailed description of what occurred during the alleged incident, as well as their experience with the respondent. Following the individual statements given by each party, the accused student will be given the opportunity to ask any additional questions that they may respectively. The AHO/Committee will then have the opportunity to pose questions that they may have. If there is a question that the complainant/reporter/witness or accused student does not wish to answer, they have the right to respectfully decline or to address the AHO/committee with their concern.
- c. Observers/Legal/Advisors:
- i. Observers/legal/advisors are not permitted to counsel/advise/guide while the hearing is in session. If any party disturbs the hearing process, they will only be given one (1) warning to cease from disrupting the process again, and should their behavior persist, they will be promptly removed from the hearing room as well as the rest of the hearing process.
- d. Statement Order:
- i. Dean of Students (DOS) Designee calls hearing to order.
 1. Chair and University Representative for Student Conduct Committee
 2. Administrative Hearing Office
 - ii. DOS Designee Summarizes Timeline / Facts as Reported.
 - iii. Accused Student Presents Statement and / or Witnesses
 - iv. DOS Designee/Conduct Committee Questions for Accused Student
 - v. DOS Designee Presents Statements and /or Witnesses
 1. For Student Conduct Committee: Questions for University
 - 2.

- vi. Student Response to DOS Designee Presentation
 - 1. For Student Conduct Committee: Closing Questions for either University or Student
- vii. Closing of Hearing by DOS Designee

The statement order listed above outlines how a student conduct hearing typically operates; however, this order is subject to change under various, unforeseen circumstances.

Call Hearing to End: AHO/Committee Chair

- e. All non-conduct committee members are dismissed: responding student, advisors, complainant, legal, observers, police, record-keeper, reporter, as well as any witnesses).

Deliberation Phase

[Responsible] [Not responsible]

Sanction Phase

This phase will occur only if the responding student is found responsible for violating the Student Code of Conduct (Policy 4). Please see page 25 -27 for a list of potential outcomes.

Decision Notice: Letter is sent via GSU student email, includes charge(s), sanction(s) and appeal process. *If there is no disciplinary action needed*, a letter is still sent communicating that no action was taken.

Witnesses in Student Conduct Cases: Navigating the Hearing Process

Responding students that wish to have witnesses speak about what happened and/or speak to their character must inform Community Standards at least seventy-two (72) business hours prior to their scheduled hearing. All witnesses must be pre-approved by Community Standards. Approved witnesses will receive an email notification from Community Standards to confirm their desire to serve as a witness. Once a witness receives their notification, the responding student will be notified of said approval.

As a witness for a Governors State University student conduct hearing, it is important that you know your role within the process. The following information will serve as a guide in navigating our hearing process:

- Upon arrival, the witness should check in with the Office of the Dean of Students (A2134). We ask that you arrive early, if possible.
- A student conduct hearing typically consists of the responding student(s), the complainant(s), a University police officer, a record keeper, the reporter(s), the Student Conduct Committee, a University convener as well as any approved witnesses.
- Hearings are projected to last one (1) hour; however, in some cases, they may exceed that projected timeframe.
- The witness will either be called into the hearing during the allotted time to share/offer their statement or will be invited into the hearing at its outset.
- The witness will be asked to state their name and give a detailed and truthful description of what happened during the alleged incident and/or speak to the character of the accused student (if applicable).
- Student Conduct Committee hearings are audio recorded.
- If there is a question that a witness does not wish to answer, they have the right to respectfully decline or address the committee with their concern.
- All hearings are confidential, and matters of the case will remain within the hearing process. A student found to have shared such confidential information may result in a violation of the conduct process specifically, contempt of the conduct process.
- Following the conclusion of their role in the hearing, the witness may either leave or return to their original seat until the completion of the hearing. If a witness is speaking on behalf of both parties, they will be given further instruction during the hearing.

Advisors in Student Conduct Cases: Navigating the Hearing Process

Responding students that wish to have an advisor present for their conduct hearing must inform Community Standards at least seventy-two (72) business hours prior to their scheduled hearing. All advisors must be pre-approved by Community Standards.

As an advisor for a Governors State University student conduct hearing, it is important that you know your role within the process. Advisors may not represent the responding student or speak on behalf of the student. Students are expected to speak for themselves at all times during the process. Any advisors disregarding these rules will be asked to leave any meeting or hearing.

Sanctions

As per Policy 4, the following disciplinary sanctions shall comprise the range of official sanctions which may be imposed for violation of conduct regulations. One or more sanctions may be imposed. Records of disciplinary action shall be recorded and kept by the Dean of Students (or designee) for five (5) years following the last term of enrollment, except as noted under disciplinary suspension and disciplinary dismissal.

- A. **Disciplinary Written Warning:** Official notice to a student that previous conduct was unacceptable and that future breach of conduct shall be treated more severely.
- B. **Educational Programs:** Educational programs include activities and assignments designed to increase awareness and education about the impact of violation on self and community. Completion and outcomes of these assignments should be clearly articulated in hearing summary of findings. Failure to complete assignments as designated shall be considered a violation of the Student Code of Conduct.
- C. **Disciplinary Probation:** Disciplinary probation is a trial period for a specific time during which a student must behave in a manner acceptable to the University. Terms of the probation shall reflect the purpose of the disciplinary sanction. Disciplinary probation status may affect qualification for awards, prizes, or student aid, when conduct acceptable to the University is a condition of such benefits. Violation of the terms of probation or of a further incident of misconduct may result in further disciplinary action.
- D. **Disciplinary Suspension:** Disciplinary suspension is an action which excludes the student from registration, class attendance, and use of University facilities for a specified period of time. Disciplinary suspension is recorded on the student's academic record during the period in effect and is permanently removed upon reinstatement. Upon termination of the period of suspension, the student shall be considered for registration in compliance with the academic good standing policy and the policy on continuing student status then in effect. Established proof of a further incident of misconduct, after the student is readmitted, may result in disciplinary dismissal.
- E. **Disciplinary Dismissal:** Disciplinary dismissal is the withdrawal by the University President of the privilege of registration and class attendance with no promise (implied or otherwise) that the student may return at any future time. The privilege of the use of University facilities is withdrawn by this action unless specific permission is obtained from the Dean of Students (or designee). Disciplinary dismissal is recorded on the student's academic record, to be removed only if and when the student is reinstated. A student on disciplinary dismissal may be readmitted only by action of the President of the University. A student who has been dismissed is not eligible for readmission sooner than one year from the date of dismissal.
- F. **Loss of Privilege:** Loss of privilege is the withdrawal of a privilege or use of a service for a specific period of time commensurate with the offense committed. Loss of privilege may be imposed separately or in addition to any other sanction(s).

- G. **Restitution:** Requires a student to pay for damages to, or misappropriation of, University property, or the property of visitors to, or members of, the University community. Such restitution may be charged to any student who alone, or through group conducted activities, organizes or knowingly participates in the events causing the damages or costs. Restitution may be imposed separately or in addition to any other sanction(s).
- H. **Summary Suspension:** A summary suspension requires that a student immediately leave the campus. See the Student Code of Conduct (Policy 4) under Removal of Student from Campus Prior to a Hearing (Summary Suspension) for complete description.
- I. **Loss of Recognized Student Organization/Club Status:** Loss of all privileges identified within the student club/organization protocols, for a specified period of time.
- J. **University Housing Suspension:** Separation of the student from university housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- K. **University Housing Expulsion:** Permanent separation of the student from university housing.
- L. **Summary Suspension University Housing:** The Director of Auxiliary Services & University Housing or their designee in consultation with the Dean of Students may remove or temporarily suspend a student from university housing pending a hearing, if sufficient facts indicate that the student presents a threat to themselves, or to others, or to the normal operations of the GSU community.

Counseling Center Mandated Assessment Policy

Unless otherwise specified, the student will have up to two (2) weeks to contact the counseling center for an initial assessment by a counselor. The student then has thirty (30) days after contacting the counseling center to attend an assessment appointment.

The intent of the initial assessment is to evaluate harm to self/others as well as determine a plan for further counseling should it be deemed necessary. Counseling Center staff will report whether or not the student attended their initial assessment, but will keep session content confidential as is provided for by the ACA/APA ethics code and by the Illinois Mental Health Code.

It is the student's responsibility to ensure that appointments are scheduled as well as completed by the deadlines set by the Student Conduct Committee. Students must sign an authorization to release information to Community Standards for the following information: date of scheduled assessment and students' compliance with or refusal to complete assessment.

Academic Resource Center Mandated Outreach Presentation Policy

The student will have up to eight (8) weeks (when classes are in session) to attend the recommended outreach workshop(s). Students will need to present valid picture identification to the facilitator in order to receive credit for attendance. The student must arrive on time and stay for the entire duration of the outreach presentation. The workshop facilitator will review the student's documentation and/or picture identification at the conclusion of the workshop. The student's attendance will then be reported to Community Standards.

Appeals

Appeals are primarily granted based on the following criteria:

- The hearing was not conducted fairly or in conformity with prescribed University procedures
- The imposed sanction(s) was/were not appropriate for the violation(s) for which the student was found responsible
- New, substantive information, sufficient to alter the decision, exists and was evidently not available at the time of the original hearing

Please note that although attendance is not required for an administrative hearing, non-attendees forfeit their right to appeal a decision of responsibility, if given.

Academic Grievance Appeal Procedures

1. **Student Appeals Faculty Disciplinary Action:** The student may appeal the faculty member's action of reducing a grade through the academic grievance process (see Policy 5, section IV). The appellate body for faculty disciplinary actions is the division/department chair.
2. **Appeal of the Division/Department Chair's Decision:** If the decision by the division/department chair is unsatisfactory to the grievant, the grievant may request a review by the dean.
 - a. The request of the grievant must be made in writing within *ten (10) working days* (when classes are in session) of receipt of the division/department chair's decision. The decision of the college dean is the last appellate body for such an appeal.

Student Conduct Appeal Procedures

1. **Administrative Hearing Appeal:** The student must submit a one (1) page (maximum) letter explaining their rationale for an appeal and attach all additional supporting documentation that they believe will be needed to effectively review the appeal request based on the above appeal criterion. Appeals must be received by Community Standards *within ten (10) working days* of receipt of the decision notice. Once Community Standards receives an appeal, the Coordinator will review all materials submitted and make a determination with regard to whether or not the appeal request contains sufficient merit for an appeal hearing. If the appeal is accepted, the Coordinator of Community Standards will notify all parties (i.e., the responding student, the complainant) and will schedule an appeal hearing. If the appeal request is denied, the coordinator will notify the student of the decision along with the rationale for denial.

The appellate body for level one administrative hearings is the second level administrative hearing officer or the Student Conduct Committee.

- a. Level two administrative hearing officers may hear level one appeals
 - b. An administrative hearing officer or the Student Conduct Committee will hear level two appeals
 - i. Student Conduct Committee receives an appeal and a hearing shall be scheduled to take place *within ten (10) working days* following the date of receiving a student's appeal notification (when classes are in session)
 - ii. Student Conduct Committee Hearing
 1. Appeal hearings will seek to address if:
 - a. The previous hearing was not conducted fairly or in conformity with prescribed University procedures
 - b. The imposed sanction(s) was/were not appropriate for the violation(s) for which the student was found responsible
 - c. New, substantive information, sufficient to alter the decision, exists and was evidently not available at the time of the original hearing
 2. If any of the above are applicable the appeal officer will make a recommendation:
 - a. If a case will need to be reheard; or
 - b. If imposed sanctions need to be changed
 3. If an appeal hearing results in a rehearing, the rehearing will follow the traditional hearing process.
 4. Needed parties involved will be notified of appeal findings and sanction(s) *within ten (10) working days (when classes are in session)* of receiving the recommendation of the Student Conduct Committee.
2. **Student Conduct Committee Hearing Appeal:** The student must submit a one (1) page (maximum) letter explaining their rationale for the appeal and all additional supporting documentation that they believe will be needed to effectively review their appeal request based on the above appeal criterion. Appeal to the Dean of Students/designee must be received by the Office of the Dean of Students within *ten (10) working days* of receipt of the Student Conduct Committee's decision notice. The appellate body for the Student Conduct Committee is the Dean of Students (or designee).
- a. The Office of the Dean of Students will investigate/review appeal information in order to make a decision. Appointments with the complainant, victim/survivor, and responding student may be arranged to discuss an appeal.

- b. Students will be notified of a decision *within two (2) weeks of the meeting and/or initial request* (GSU student email).
3. **Dean of Students Appeal:** Appeal must be in writing and made within *seven (7) working days* of dean of students (or designee) decision notice to the provost or designee (unless the student has explicitly waived this right in writing).
 - a. Provost or provost designee receives appeal and must review within *ten (10) working days*. The provost/designee is the last appellate body for such an appeal. *Student is notified of binding outcome* with copies sent to the college dean, division/department chair, and Office of the Dean of Students.

Withdrawal Committee Appeal Procedures

The Office of the Dean of Students serves as the appellate body for the University Withdrawal Policy (Policy 6).

The procedures associated with an appeal of the University Withdrawal Policy (Policy 6) are:

1. Student submits a one (1) page (maximum) letter explaining the rationale for an appeal and attaches all additional supporting documentation that the student believes will be needed to effectively review the appeal request based on the above appeal criterion. This information must be submitted to the Office of the Dean of Students (deanofstudents@govst.edu) *within ten (10) days of the denial letter receipt* from the Registrar.
2. The Office of the Dean of Students will investigate/review the appeal information in order to make a decision. The designated individual responsible for reviewing the appeal will determine if a meeting with the student to discuss the appeal is necessary or if there is sufficient information provided within the written appeal in order to make a decision.
3. Students will be notified of decision *within two (2) weeks* of submitting an appeal. If the appeal is approved, the associated departments will need *at least two (2) weeks* to make changes to the student's account.

Disciplinary Records

The University disciplinary process is designed to educate students and hold them accountable for their conduct and decision-making. For that reason, disciplinary records are a part of a student's educational record. The disciplinary information is considered an educational record and is not subject to review by the public and must follow the guidelines in accordance with GSU's [Access to Student Educational Records Policy \(Policy 12\)](#).

SECTION FOUR: GENERAL POLICIES AND PROCEDURES

These policies and procedures are not the full and comprehensive policies and procedures of Governors State University. For additional policies and procedures, feel free to visit www.govst.edu/policies or the Governors State University Catalog at www.govst.edu/catalog for the most-up-to-date policies and procedures.

Smoke Free/Tobacco Free Campus

In accordance with (110 ILCS 64/) the Smoke-Free Campus Act, as of July 1, 2015 smoking is prohibited at Governors State University indoors and outdoors on campus and in university-owned vehicles. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited.

The purpose of the Smoke-Free Campus Act is to provide a healthy environment that promotes and encourages the health, well-being, and safety of students, faculty, staff, and visitors at Governors State University by minimizing the negative effects of secondhand smoke; to improve safety; and to encourage a more sustainable environment. For more information please review the [GSU Smoke Free Policy](#).

Alcohol, Drugs, and Violence

Consistent with its educational mission, Governors State University is committed to providing education about the effects of the use of drugs and alcohol and to furthering efforts to prohibit possession, use, or abuse of these substances. GSU students are expected to comply with local, state, and federal laws related to the use of drugs, alcohol, and crimes of violence.

GSU has detailed sanctions for those found in violation of this student code of conduct. The University has professional counseling staff in the Academic Resource Center to provide initial counseling assistance to students with problems and/or concerns related to the use and/or abuse of drugs and/or alcohol. Those students who seek University counseling assistance will also be referred to an appropriate community treatment program for more in-depth assessment and treatment if required. Some alcohol, drug, and/or crimes of violence must be deferred directly to public safety to enforce appropriate charges for their illegal actions.

Conceal to Carry

The policy was developed in response to the Illinois Firearms Concealed Carry Act, 43 ILCS 66 [the “Act”]. The Act prohibits anyone from knowingly bringing a handgun onto property owned or controlled by an institution of higher education. It also authorizes the GSU to restrict persons from carrying concealed handguns onto their property, including university vehicles, to regulate

student, employee or visitor misconduct or violations of regulations, and to establish regulations for the storage and maintenance of firearms on university property.

The policy expands the restriction of firearms, and, inter alia, includes weapons which shoots a projectile, is explosive or is designed or traditionally used to inflict harm and includes threatening, intimidating or bullying actions in the restricted activities. It also places restrictions on the movement and storage of firearms or weapons in privately owned vehicles on university property. For more detail information, please click on this [conceal to carry link](#).

Parental Notification

Parents, or designated guardians, will receive written notification of incidents involving the following behaviors associated with the Student Code of Conduct (Policy 4):

1. **Violation 3: Alcohol.** Prohibited acts include, but are not limited to, the use, possession, manufacturing, or distribution of alcoholic beverages on University premises and during University-sponsored events. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age. Individuals may not be in a state of public intoxication or drunkenness. Individuals may not operate a University motor vehicle or any other form of University transportation while intoxicated or while under the influence of alcohol. Individuals may not be intoxicated or under the influence of alcohol while acting as a representative of the University. Students are also subject to all state and local regulations concerning the use of alcoholic beverages. Further, regulations regarding alcohol as it pertains to living on campus can be found within the [University Housing Handbook](#), **and/or**
2. **Violation 13: Illegal Drugs.** Prohibited acts include, but are not limited to, the use, possession, manufacturing, sale, distribution, or transportation of illegal drugs and drug paraphernalia, on or off campus, **and/or**
3. **Violation 18: Prescription/Over-the-Counter Medication.** Prohibited acts include, but are not limited to, the use, possession, sale, or distribution of any prescription medication, over-the-counter medication, or any other substance being used in any manner other than its intended purpose, **and/or**
4. The student (under 21) was arrested by University Police for DUI, Public Intoxication, Minor in Possession or any other drug or alcohol-related incident resulting in citation or arrest, **and/or**
5. The student received medical assistance due to incapacitation, suspected incapacitation, and/or self-injury.

Volunteer Emergency Worker

Consistent with the Volunteer Emergency Worker Higher Education Protection Act (110 ILCS 122), Governors State University will provide reasonable accommodations for any student who is absent from class due to the performance of their duties as a volunteer emergency worker. A volunteer emergency worker is defined in the Volunteer Emergency Worker Job Protection Act (50 ILCS 748) and in most cases would be a volunteer firefighter, emergency medical technician, ambulance driver or attendant, or other first responder.

If an absence is the result of a student's documented performance of emergency volunteer work, an instructor must accommodate the absence within reason. A student who believes that they have been unreasonably denied this accommodation may seek redress through the academic grievance procedure outlined in the Institutional Policy Manual.

Civility Policy

As set forth in its Mission Statement, "Governors State University is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills and confidence to succeed in a global society."

The faculty, staff, and students of Governors State University, as members of the University community, can expect to be treated with respect and consideration and are expected to treat others in a similar manner.

All members of the community must treat other members with civility and respect, while recognizing that disagreement and informed debate are valued in an academic community. Demeaning, intimidating, threatening, or violent behavior, either in verbal or written form, that affects the ability to learn, teach, or work in the University community are unacceptable and violate Governors State University's standard for civility and respect.

Individuals covered by this policy include all members of the Governors State University community (faculty, staff, and students). Contractors and vendors of Governors State University, as well as visitors to the campus are also expected to comply with the requirements of this policy.

Violation of the Policy: A University community member who has violated the policy is subject to disciplinary action, which may include separation of the offending party from the University, consistent with established disciplinary procedures. Non-compliant behavior by contractors, vendors, or visitors may lead to removal from the campus, at the discretion of Governors State University.

Responsibility to Act: A member of the community who is involved in or witnesses behavior on campus that imposes imminent danger to people or property should immediately contact the Department of Public Safety.

Red Campus Phones:	Direct line to DPS
Yellow Campus Phones:	Red button provides a direct line to DPS
Campus Phones - Emergency:	Dial 911
- Non-Emergency:	Dial 4900
Non-emergency - Other Phones:	Dial (708) 534-4900
Dean of Students:	Dial (708) 235-7595

A supervisor, division/department chair, dean, the Department of Human Resources, or the Office of the Provost should be contacted in situations that do not involve imminent danger, for advice on the proper course of action, or to make a complaint.

Student Grievance Policy and Procedures

The Student Grievance Policy and Procedure (Policy 5) is applicable to student grievances regarding academic issues, such as faculty and/or administrator's professional judgment related to the issuance of final grades, academic advising, and other academic related matters.

The policy is applicable to student complaints regarding discrimination, harassment, or other unfair treatment related to non-academic issues. For more information and key deadlines for filing a grievance, please visit www.govst.edu/policies

Demonstration and University Posting Procedures

Governors State University's demonstration procedures include but are not limited to participating in an on-campus or off-campus demonstration, riot, and/or activity/event that disturbs the normal operations of the University and/or infringes on the rights of other members of the University community. Furthermore, leading or provoking others to interrupt scheduled or regular activities within any campus building is strictly prohibited.

Student Life Posting Procedures

Prior approval by the Office of [Student Life](#) is required to post materials on [Student Life and University Housing bulletin boards](#). Types of material which may be posted include, but are not limited to: event notices of activities offered by the Student Life Unit, events and activities sponsored by recognized student groups and organizations, events and activities offered by Governors State University or their associates (e.g., Dining Services, Follett Bookstore), non-profit events and activities of interest to Governors State University students, and direct service items considered on a case-by-case basis.

Approved items must have a Student Life unit date stamp and authorized initials/signature, which may be obtained in the Office of Student Life (A2100). Materials are displayed within 48 hours of submission.

Due to limited board space, full exposure for very large, double-sided, or bi-fold pieces cannot be guaranteed on Student Life bulletin boards. Student Life may remove unauthorized or outdated material on a daily basis. The maximum posting time for any material posted is 30 days.

Campus Safety

Students Right to Know

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:

Establishing and maintaining a safe and secure environment for our staff, students, and visitors is of primary importance to Governors State University. As part of this commitment and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990, the Campus Security Report is available for review on the [University website](#) and in printed form at [Department of Public Safety \(DPS\)](#), located on the University's main campus, Building C, Room 1375.

Meningitis Notice

Governors State University, consistent with the American College Health Association (ACHA) and Centers for Disease Control and Prevention - Advisory Committee for Immunization Practices (CDC-ACIP), recommends that students consider vaccination to reduce their risk for potentially fatal meningococcal disease.

For additional information, please refer to the index of ACHA and other resources at <http://www.acha.org/Topics/meningitis.cfm>, and the Centers for Disease Control and Prevention at <http://www.cdc.gov/meningococcal/about/index.html>.

For personal assistance regarding all immunizations for yourself or a member of your family please see your health care provider.

This announcement is intended to promote public health awareness and practices, and is in compliance with the Illinois Meningitis Information Law (110 ILCS 690/35-120).

Mental Health Disclosure

In accordance with the Student Optional Disclosure of Private Mental Health Act, Governors State University is providing students the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person of your choosing.

This Act states that an institution of higher learning may disclose information about a mental health emergency to a designated person if the student grants permission. If a mental health emergency occurs such that a student poses a threat to the safety of themselves or others, a University staff member will attempt to contact the designated mental health contact person and notify them that the student poses a clear, imminent danger to themselves or others.

If you wish to designate a person that would receive certain private mental health information in an emergency, please complete the Mental Health Contact Information in your emergency contact section of the MGSUportal.

Missing Student Notification Procedures

Governors State University strives to offer the safest learning environment for all members of the campus community. The *Higher Education Opportunity Act of 2008* requires all institutions of higher education to establish a missing student notification policy for students that reside in on-campus housing. The Act requires such institutions to ensure that on-campus residential students have a process for which they can register confidential contact person information as well as procedures for implementation of this policy. For more detailed information, please refer to the [University Housing Handbook](#) or visit www.govst.edu/housing.

Supplementary GSU Student Resource Guides

Members and Student Leaders in Student Organizations

All recognized student organizations are entitled to certain procedural rights and guarantees in the student code of conduct process. For more detailed information about expectations and procedures as they pertain to clubs and organizations, please refer to the [Clubs and Organizations Resource Manual](#).

Resident Students

To learn more about living on campus, please visit the [University Housing website](#) or refer to the [University Housing Handbook](#).

Student Athletes

For more information about our Recreation and Fitness Center, please visit the [GSU Athletics website](#) or refer to the [Student-Athlete Handbook](#).

SECTION FIVE: STUDENT SERVICES AT A GLANCE

Tutoring, Counseling, Disability Services, Writing Center	Academic Resource Center B1215, (708) 534-4090 www.govst.edu/arc
Career Services	Career Services (708) 235-3974 www.govst.edu/careerservices
Check Cashing	Cashier's Office C1336, (708) 534-4055 http://www.govst.edu/About/Offices_and_Departments/Student_Accounts_and_Billing/Cashier-s_Office/
Student Advocacy, Student Concerns, Student Conduct, and Campus Threat Assessment	Community Standards / Office of the Dean of Students A2134, (708) 235-2845 www.govst.edu/communitystandards
Lost and Found, Escort Services, and Car Unlocking Services	Department of Public Safety C1375, (708) 534-4900 http://www.govst.edu/Campus_Life/Campus_Safety/Police_Services/
Childcare Services	Family Development Center FDC Building, (708) 235-7300 http://www.govst.edu/FamilyDevelopmentCenter/
myONECARD Student Identification Services	Student Central or University Housing & Auxiliary Services D1400 or C1331, (708) 534-4363 http://www.govst.edu/Campus_Life/myONECARD/
International Student Services	International Student Services GMT 168, (708) 235-7611 www.govst.edu/ois
Recreation and Fitness / Intercollegiate Athletics	Recreation and Fitness A1106, (708) 534-4556 http://www.govst.edu/Campus_Life/Recreation_and_Fitness/
Student Involvement, Community Service, Diversity Programs	Student Life A2100, (708) 235-7362 www.govst.edu/studentlife
Student Military Support	Veterans Resource Center GMT 160, (708) 235-7597 www.govst.edu/veterans