

1981

Student Handbook 1981-1982

Governors State University

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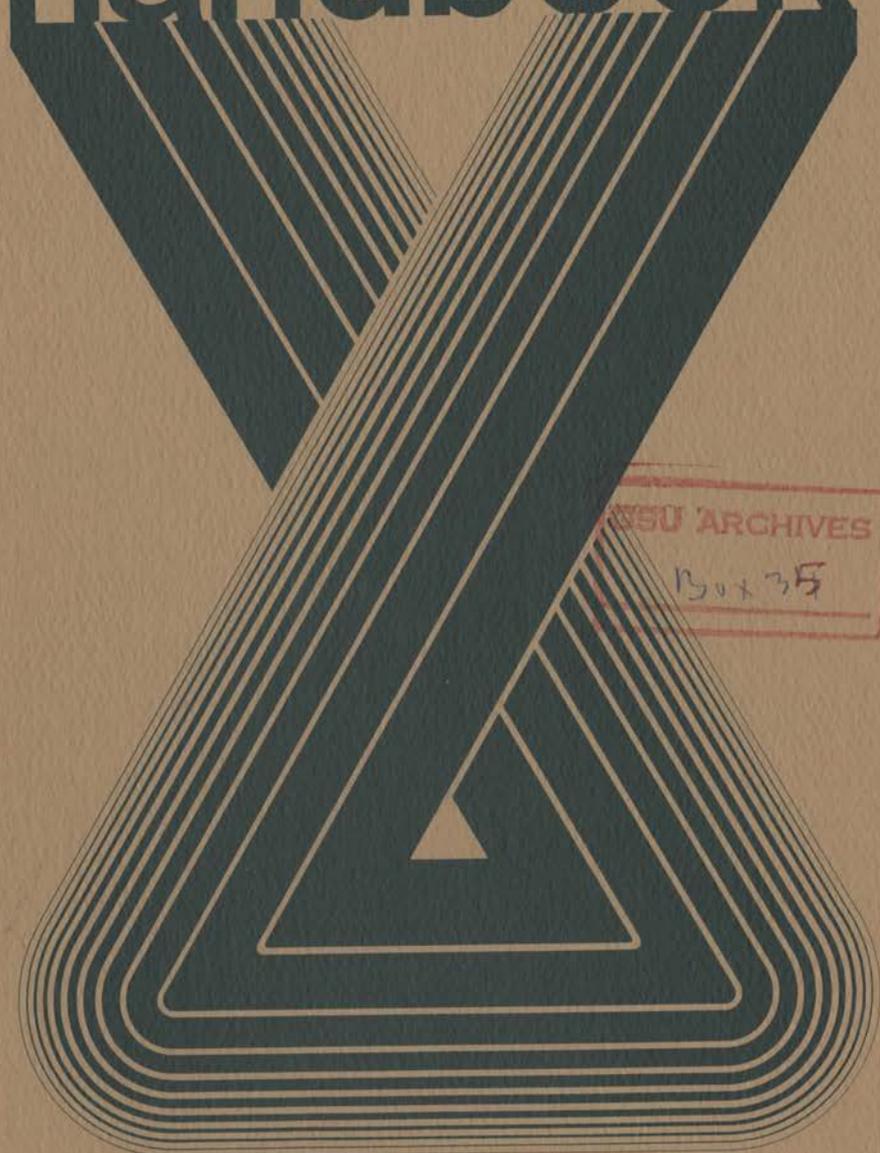
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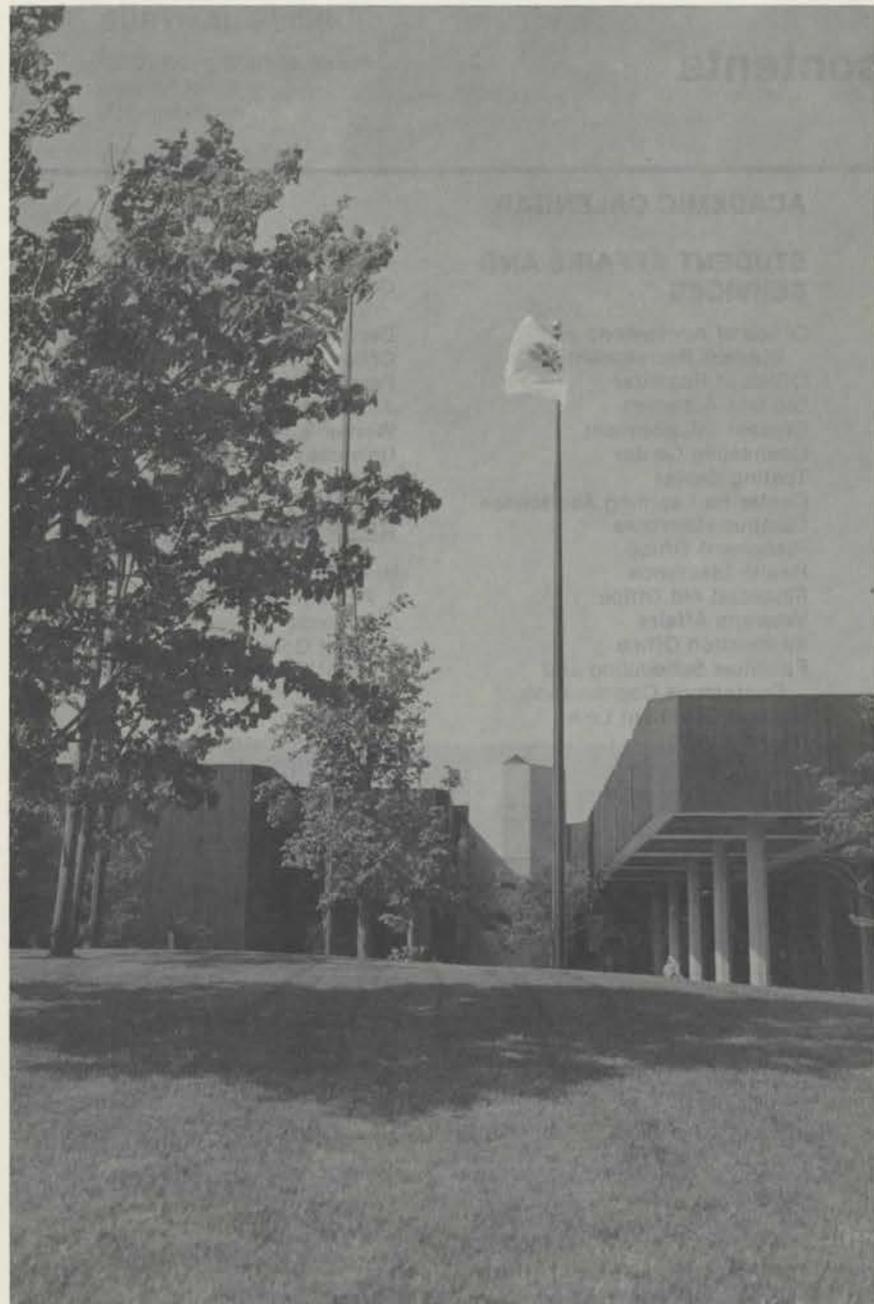


student 1981-82 handbook



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Box 35

Governors State University



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1981-82 trimester schedule

GSU operates year round on a Trimester schedule of three 15-week Trimesters. The academic year begins with the Fall Trimester (September through December), followed by the Winter Trimester (January through April), and continues with the Spring/Summer Trimester (May through August).

Each Trimester is divided into three *Blocks*. Confused? This will help:

Block 1 — Courses that meet for 15 weeks. **Block 2** — Courses that meet for the first 7½ weeks. **Block 3** — Courses that meet for the last 7½ weeks.

FALL TRIMESTER 1981

Financial Aid Application Deadline for Fall Trimester	F, May 1
Advance Registration	W-F, July 15 - August 14
Admission Application and Credential Deadline for Fall Trimester	M, August 3
Registration and Fee Payment for Advance Registrants Only	W, August 26
Open Registration and Fee Payment	Th, August 27
Classes Begin (Blocks 1 and 2)	M, August 31
HOLIDAY — Labor Day	M, September 7
Add/Drop and Late Registration	M-W, August 31-September 9
Block 2 (Adds Only)	M-Sa, August 31-September 5
100% Refund Deadline (Blocks 1 and 2)	F, September 11
50% Refund Period (Total Withdrawal Only)	Sa-F, September 12-25
Applications for Fall Trimester Graduation (December) Due in Colleges	Th, October 1
Withdrawal Deadline (Block 2)	Sa, October 3
Block 2 Ends	W, October 21
Classes begin (Block 3)	Th, October 22
Add/Drop and Late Registration (Block 3)	Th-W, October 22-28
Grades for Block 2 Courses Due in Registrar's Office from Faculty	Noon, F, October 23
Student Status Reports (Grades), for Block 2 Courses Only Mailed to Students	F, October 30
100% Refund Deadline (Block 3)	W, November 4
50% Refund Period (Block 3 Total Withdrawal Only)	Th-W, November 5-18
Withdrawal Deadline (Block 1)	Sa, November 7
Advance Registration for Winter Trimester	M-W, November 16-December 16
Withdrawal Deadline (Block 3)	W, November 25
HOLIDAY — Thanksgiving Recess Begins	Th, November 26
Classes Resume	M, November 30
Financial Aid Application Deadline for Winter Trimester	T, December 1
Admission Application and Credential Deadline for Winter Trimester	M, December 7
End of Fall Trimester (5:00 p.m.)	Sa, December 12
Diploma Date	Sa, December 12
Grades for Blocks 1 and 3 Courses Due in Registrar's Office from Faculty	Noon, T, December 15
Student Status Reports (Grades) Mailed to Students	T, December 22

WINTER TRIMESTER 1982

Advance Registration	M-W, November 16 - December 16
Financial Aid Application Deadline for Winter Trimester	T, December 1
Admission Application and Credential Deadline for Winter Trimester	M, December 7
Registration and Fee Payment for Advance Registrants Only	W, January 6
Open Registration and Fee Payment	Th, January 7
Classes Begin (Blocks 1 and 2)	M, January 11
Add/Drop and Late Registration	M-W, January 11-20
Block 2 (Adds Only)	M-Sa, January 11-16
HOLIDAY — Martin Luther King's Birthday	F, January 15
100% Refund Deadline (Blocks 1 and 2)	F, January 22
50% Refund Period (Total Withdrawal Only)	Sa-F, January 23 - February 5
Applications for Winter Trimester Graduation (April) Due in Colleges	M, February 1
HOLIDAY — Lincoln's Birthday	F, February 12
Withdrawal Deadline (Block 2)	Sa, February 13
Financial Aid Application Deadline for Spring/Summer Trimester	M, March 1
Block 2 Ends	W, March 3
Classes Begin (Block 3)	Th, March 4
Add/Drop and Late Registration (Block 3)	Th-W, March 4-10
Grades for Block 2 Courses Due in Registrar's Office from Faculty	Noon, F, March 5
Student Status Reports (Grades) for Block 2 Courses Only Mailed to Students	F, March 12
Advance Registration for Spring/Summer Trimester	M-M, March 15 - April 12
100% Refund Deadline (Block 3)	W, March 17
50% Refund Period (Block 3 Total Withdrawal Only)	Th-W, March 18-31
Withdrawal Deadline (Block 1)	Sa, March 20
Admission Application and Credential Deadline for Spring/Summer Trimester	M, April 5
Withdrawal Deadline (Block 3)	W, April 7
End of Winter Trimester (5:00 p.m.)	Sa, April 24
Diploma Date	Sa, April 24
Grades for Blocks 1 and 3 Courses Due in Registrar's Office from Faculty	Noon, T, April 27
Student Status Reports (Grades) Mailed to Students	T, May 4

SPRING/SUMMER 1982

Financial Aid Application Deadline for Spring/Summer Trimester	M, March 1
Advance Registration	M-M, March 15 - April 12
Admission Application and Credential Deadline for Spring/Summer Trimester	M, April 5
Registration and Fee Payment for Advance Registrants Only	W, April 28
Open Registration and Fee Payment	Th, April 29
Financial Aid Application Deadline for Fall Trimester	M, May 3
Classes Begin (Blocks 1 and 2)	M, May 3
Add/Drop and Late Registration	M-W, May 3-12
Block 2 (Adds Only)	M-Sa, May 3-8
100% Refund Deadline (Blocks 1 and 2)	F, May 14
50% Refund Period (Total Withdrawal Only)	Sa-F, May 15-28
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Admission Application and Credential Deadline for Summer Session (Block 3)	Th, June 3
Withdrawal Deadline (Block 2)	Sa, June 5
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Block 2 Ends	W, June 23
Classes Begin (Block 3)	Th, June 24
Add/Drop and Late Registration (Block 3)	Th-W, June 24-30
Grades for Block 2 Courses Due in Registrar's Office from Faculty	Noon, F, June 25
Student Status Reports (Grades) for Block 2 Courses Only	
Mailed to Students	F, July 2
HOLIDAY — Independence Day (Observed)	M, July 5
100% Refund Deadline (Block 3)	W, July 7
50% Refund Period (Block 3 Total Withdrawal Only)	Th-W, July 8-21
Withdrawal Deadline (Block 1)	Sa, July 10
Advance Registration for Fall Trimester	Th-Sa, July 15 - August 14
Withdrawal Deadline (Block 3)	W, July 28
Admission Application and Credential Deadline for Fall Trimester	M, August 2
End of Spring/Summer Trimester (5:00 p.m.)	Sa, August 14
Diploma Date	Sa, August 14
Grades for Blocks 1 and 3 Courses Due in Registrar's Office from Faculty	Noon, T, August 17
Student Status Reports (Grades)	
Mailed to Students	T, August 24





student affairs and services

student affairs and services

Dean of Student Affairs and Services: Frank Borelli, Ext. 2553

Associate Dean for Student Development: Burton Collins, Ext. 2413.

Located: 1st Floor, D Wing

Some students, whatever their age or experience, think they are the first to encounter a certain interest, need or problem. Chances are good that your concern is new to you — but not to us. Deans Borelli and Collins care about students. It is their job and they do it well. They both have an open door policy for students and want to talk to you if you are having a problem at GSU. If they don't have the answer to your concern, they will find someone to help you.

office of admissions and student recruitment

Director of Admissions and Student Recruitment: Richard Pride

Located: 1st Floor, D Wing, Ext. 2518.

Hours: Monday and Wednesday, 8:30 a.m. - 8:00 p.m.; Tuesday and Thursday, 9:00 a.m. - 8:00 p.m.; Friday, 8:30 a.m. - 5:00 p.m.; and Saturday, 8:30 a.m. - 12:00 noon.

Here you can obtain information about academic programs, preadmission information and counseling regarding criteria for admission, curriculum and degree requirements, procedures and credential evaluation. Applications, transcripts and other credentials required for admission are forwarded to this office. Prospective students may call or come in any time during office hours with or without an appointment. However, an appointment may be beneficial. This office is also responsible for planning, organizing and direc-

ting the student recruitment program. The admissions counselor for international students can help you with admission and application procedures, and forms necessary for the Department of Immigration and Naturalization.

office of registrar

Registrar: Richard Rainsberger

Located: 1st Floor, D Wing, Ext. 2165.

Hours: Monday — Thursday, 8:30 a.m. - 8:00 p.m.; Friday, 8:30 a.m. - 5:00 p.m.; and Saturday, 8:30 a.m. - 12:00 noon.

The Registrar is the official holder of all your student records. Certification of attendance, graduation processing, registration, add/drop, academic credit reports and transcript requests are processed here.

student activities

Director of Student Activities: Tommy Dascenzo

Located: 1st Floor, E Wing, Ext. 2123/2124.

Hours: Monday — Thursday, 8:30 a.m. - 8:00 p.m.; Friday, 8:30 a.m. - 5:00 p.m.; and Saturday, 8:30 a.m. - 12:30 p.m.

A comprehensive program of activities and services has been designed to assist students in the attainment of their educational and personal goals.

Student Activity Center Open to all students, it contains student activity program staff offices, student senate offices, and recreational activities. Television and lounge facilities are also available for relaxing.

Social, Cultural and Special Interest Programming Students are encouraged to



participate in committees that recommend programming.

1. Contemporary Lecture Showcase
2. Classical Music Showcase
3. Contemporary Music Showcase
4. Video-Tape Media Showcase
5. Cinema Showcase
6. Coffee House
7. Special Events

Student Clubs and Organizations

Students can form their own recognized organizations or participate in established clubs and organizations. "Club Charter Forms" are available in the Student Activity area.

The INNOVATOR This is the student newspaper on campus. There are several paid student positions on the newspaper staff open to students who apply. Volunteer positions are also available to all interested students.



Child Care Center The Student Activities unit operates a child care center program. The center is open for all students, faculty, and staff. The center provides children with structured activities and meets all regulations of the State of Illinois, Department of Children and Family Services. A hot lunch program is available for all children using the center.

The center is open from 8:15 a.m. - 7:30 p.m., Monday — Thursday, 8:15 a.m. - 5:00 p.m. on Fridays. The center will accept children, toilet trained, ages 2 - 12. All parents must register their children at the beginning of each Trimester, if they plan on using the center.

Fee Structure*

Registered Rates: Parents must register what dates and times they will be using the center in order to be eligible for these rates.

Students: \$.75 an hour for first child. \$.65 an hour for additional children.

Staff/Faculty: \$.85 an hour for first child. \$.75 an hour for additional children.

Drop-in Rates: Parents must register their child with the center at the beginning of the Trimester even if they do not know the specific dates and times of use.

Students: \$.90 an hour for each child.

Staff/Faculty: \$1.10 an hour for each child.

Hot Lunch Program: Parents whose children will be using the center for five (5) hours or more must participate in the hot lunch program. Tentative lunch fee, \$1.25 daily.

*subject to change

Program Advisory Committee This committee, composed of students and staff, recommends special events to the Student Activities Office. Membership is open to all students.

Student Government Students have the opportunity to influence policies which may affect their personal, social and academic experiences. Students are encouraged to become involved in the University governance through the student senate.

The present governance body for the entire University is composed of a student senate, faculty senate and civil service senate. There are 21 members of the student senate. Student senate elections are held once a year. For more information, contact the Student Activities Office.

Student Representative to Board of Governors The Board of Governors of State Colleges and Universities (BOG) governs GSU and four other state univer-

sities. One GSU student is elected each year to serve a one-year term beginning July 1st. The Board meets monthly at one of the five universities and in Springfield.

Student Advisory Committee to the Illinois Board of Higher Education Overseeing all colleges and universities in the state is the Illinois Board of Higher Education (IBHE). Advising them is the Student Advisory Council to the IBHE, composed of a student representative from each public college and university in the state. The Advisory Committee meets monthly at colleges and universities throughout the state. The student is elected prior to July 1st of each year.

Leadership Skill Development Students are encouraged to participate in the decision making process of the University. Special workshops are offered for students interested in campus student leadership positions. This program is coordinated by the Director of Student Activities.

Identification Cards All students must have an I.D. card. You must provide proof of current enrollment to obtain a card.

Student Lockers Lockers are located in each of the three collegial areas and near the "Y", cafeteria, and Student Activity area. Students are allowed one locker, assigned on a first-come, first-served basis.

Lost and Found Items found are kept in the Student Activities Office. Students may contact the Student Activities Office for further information.

Student Organization Mailboxes Students can contact student organization leaders through mailboxes for student organizations which are maintained in the Student Activity Area.

Housing Information Students may check in the Student Activities Center to find listings of available housing opportunities.

Jumper Cables Jumper cables are supplied free by the Student Activities Office.



student development

Associate Dean: Burton Collins

Located: 1st Floor, D Wing, Ext. 2413.

The function of the Student Development unit is to provide programs and services which facilitate the personal, academic, health, and career growth and development of students from their entry to graduation. The unit offers services and assistance on an individual and group basis which facilitate the resolution of students' needs, which help to prevent the occurrence of potential problems and crises, and provide guidance and direction toward self-management.

Student Development consists of six interdependent units:



counseling center

Counselors: Maureen Brennan, Ext 2431; Susan Brown, Ext. 2142; Harvey Grimsley, Ext. 2128.

Located: 1st Floor, D Wing.

Hours: Monday — Thursday, 8:30 a.m. - 8:00 p.m., and Friday, 8:30 a.m. - 5:00 p.m.

You may at some time want to talk with someone about an educational, personal, or social concern such as vocational indecision, or lack of information about the University. At the Counseling Center, counselors are available to assist you in resolving such problems. For vocational/educational counseling, the counselors administer and interpret tests for assessing your interests, abilities, and values. These services are available to all members of the University community.



testing center

Psychometrist: David Suddick

Located: 1st Floor, D Wing (Student Development), Ext. 2158.

Hours: Monday — Thursday, 11:30 a.m. - 8:00 p.m., Friday and Saturday, 8:30 a.m. - 5:00 p.m.

SIM testing for objective paper and pencil tests are administered and scored. Information regarding policies and operations are included in the packet of material distributed by the faculty coordinating the SIM. They are also available in the Testing Center.

GSU is a national testing center for the American College Testing Proficiency Examination Program (PEP). In addition, information on other national testing programs, e.g., GRE, GMAT, LSAT, MAT and ACT, are available.

The Testing Center is a service unit which works cooperatively with other GSU units. Collegial testing programs are administered through the Testing Center. Personality and career guidance instruments are administered for the Counseling Center. Aptitude and achievement tests are administered for the Center for Learning Assistance. the U.S. and Illinois Constitution examination is also administered by this office.

In addition to test administration, the Testing Center provides technical assistance in interpreting the score results and works cooperatively with

other units in resolving career, counseling and learning-related concerns of the student body.

All GSU-related testing is provided without charge. All national testings (ACT-PEP, GMAT, LSAT, MAT and ACT) are paid for by the student at the company's rate.

center for learning assistance

Director: Lee Owens

Located: 2nd Floor, F Balcony (near YM-CA), Ext. 2238.

Hours: Monday — Thursday, 9:00 a.m. - 9:00 p.m.; Friday, 9:00 a.m. - 5:00 p.m.; Saturday, 9:00 a.m. - 12:00 noon.

This center offers assistance to you, the GSU student, in the form of tutoring, self-instructional materials (SIM) and learning lab seminars. The center offers help in skills such as mathematics, composition, research paper techniques, study methods, reading and test taking. Tutors are also available in many course areas.

campus ministries

Staff: Rev. Elmer Witt, Father J. Stalzer

Located: 1st Floor, D Wing, Ext. 2149.

The Campus Ministries Council is an organization which affords clergy the opportunity to participate in the life of

Governors State University. Individuals designated by their respective churches act as resource persons to faculty, staff, and students on spiritual matters. At present, Lutheran and Roman Catholic campus ministers are available in the Student Development Office and observe regular office hours to serve the needs of the GSU community. Appointments can be made by dropping by the office or telephoning. The council conducts a weekly forum, "Theology for Lunch," 12 noon on Wednesdays, along with other activities of interest. All funding for council expenses is provided by participating ecclesiastical denominations.



placement office

Graduate Placement Officer: Mary Hughes.

Located: 1st Floor, D Wing, Ext. 2163.

Hours: Monday — Thursday, 8:30 a.m. - 7:00 p.m.; Friday, 8:30 a.m. - 5:00 p.m.

The Placement Office assists University students and alumni in preparing for a job search and securing career employment and summer employment.

The Placement Office maintains a current Career Library designed to inform interested students and alumni about available positions pertinent to the various curriculums.

During each academic year, the Placement Office conducts free noncredit seminars which are comprehensive forums emphasizing an awareness of employment positions, career qualifications, job search techniques, the

resume, cover letter, credentials folder and interview.

Students are encouraged to visit the Placement Office for professional counseling on preparing their resumes, establishing a credentials folder and other topics related to employment. This service is available without charge.

health insurance

Applications and information on optional health insurance are available in the Student Development Office.

financial aid office

Director: Herbert Robinson

Located: 1st Floor, D Wing, Ext. 2161.

Hours: Monday — Friday, 8:30 a.m. - 8:00 p.m.

The Office of Financial Aid at GSU provides, coordinates and administers financial aid for our students.

Financial aid is money, or the opportunity to earn or borrow money, which helps GSU students pay for their education. Applications and ACT need analysis forms are available at this office. For deadline dates, contact the Financial Aid Office or see *Schedule of Class and Information Bulletin*, available in the Registrar's Office. You are encouraged to apply early for all programs. The office is staffed by professional financial aid counselors and it is a good idea to make an appointment with one for further information.

General Requirements for Financial Aid:

1. You must be a citizen of the United States or a permanent resident.
2. You must be financially needy according to the American College Testing Program (ACT).
3. You must be enrolled at least six hours per Trimester to be eligible for grants and loans and for student employment.
4. You must be making satisfactory progress in the course of study in which you are enrolled in order to retain eligibility.

5. You must be a degree-seeking student.

Another important person in this office is the Job Locator. This person seeks off-campus employment for all GSU students while they are attending GSU. There will be part-time and full-time openings for students who wish to work — you do not have to be in financial need to qualify for these jobs.

veterans affairs

Coordinator: Doug McNutt

Located: 1st Floor, D Wing (Financial Aid Office), Ext. 2126.

Hours: Monday, Wednesday, and Friday, 8:30 a.m. - 5:00 p.m.; Tuesday and Thursday, 8:30 a.m. - 7:30 p.m.

The Office of Veterans Affairs provides administrative assistance to veterans. The services rendered by the office include: Illinois Veterans Scholarship processing, G.I. Bill benefits certification, V.A. educational loans, V.A. work/study program, V.A. tutorial assistance program, discharge upgrading, and check problem inquiries.

A V.A. representative works closely with the Office of Veterans Affairs as a liaison between the V.A. Regional Office and GSU.

information office

Located: 1st Floor, near main entrance Ext. 2464.

Hours: Monday - Thursday, 8:30 a.m. - 7:30 p.m.; Friday, 8:30 a.m. - 5:00 p.m.

Available at this office are bus and train schedules, maps on how to get to GSU, walking tour maps of GSU, current monthly calendar of events, and copies of GSU brochures. The staff can help you find a class, find a lost child, give directions inside and outside GSU, and answer other miscellaneous questions.

facilities scheduling and conference coordination

Public Functions Supervisor: Phyllis Bacon

Located: 1st Floor, E Wing, Ext. 2514.

Hours: Monday - Friday, 8:30 a.m. - 5:00 p.m.

This office has many functions. If you need facilities for a graduate project or recital, this is where you reserve the room. The office schedules all space in the University and coordinates the food, audio/visual, and physical setup in conjunction with the space assigned. They also provide coordination for all conferences on campus. In short, they schedule all space at GSU and can provide information about an event already scheduled.



student comment line

As a GSU student you may call with comments about your experiences at the University. If we can't resolve your problems, we can tell you who to contact with your concern. We also like to hear positive comments! The telephone number is 534-0222.

notary publics

Notary Publics are available in the following Student Affairs and Services Offices to notarize student documents relative to University transactions: Admissions and Student Recruitment, Registrar's Office, Student Development, Financial Aid, and Dean of Student Affairs and Services.



off-campus student information

introduction

The Office of Special Programs was established in Fall, 1978 to coordinate all off-campus courses offered for credit plus all conferences and workshops offered on campus or off campus. Now called Special Programs and Continuing Education, the office is located on the first floor of A Wing.

The courses offered for credit off campus are approved by the College of Arts and Sciences, the College of Human Learning and Development, the College of Business and Public Administration, and the School of Health Professions. The off-campus courses are announced in the *Schedule of Classes and Admissions Bulletin*, *Conferences and Off-Campus Courses*, and in separate brochures and flyers. Information about courses offered off campus is available from the Office of Special Programs, 534-5000, extension 2319 or 2549, from 8:30 a.m. to 5:00 p.m. Monday through Friday. During evenings and weekends, information may be requested by calling 534-0555.

admission requirements

Students who wish to become degree candidates at GSU must apply for admission and submit their credentials by the University deadline, approximately three weeks prior to the beginning of each Trimester. These deadlines are announced in the academic calendar for each year. Students who wish to register as degree candidates for off-campus courses must be admitted to the University before they can be registered.

Students who wish to register as Students-at-Large must present their credentials: at least 60 semester or 90 quarter hours of "C" work at a regionally accredited institution for an undergraduate Student-at-Large and at least a bachelor's degree from a regionally accredited institution for a graduate Student-at-Large to certify their admissibility.

Students who have been enrolled within the last two Trimesters at GSU as degree candidates or at any time as Students-at-Large may register for off-campus courses as Continuing Students.

Students who wish to register as Special Nondegree Candidates because they have not completed 60 semester or 90 quarter hours of college work must present credentials certifying their admissibility and must complete an application form for admission as a Special Nondegree Student. This application must be approved by an academic Dean or his designee.

registration procedures

Students may enroll in off-campus courses, or all workshops and conferences in one of two ways: (1) by presenting their admissions credentials at on-campus registration; or (2) by presenting their admission credentials at the first meeting of the off-campus course.

off-campus fees and tuition

ISA Fees and Conference Fees The tuition charges for off-campus courses are the same as tuition charges for on-campus courses. Off-campus students are charged an Instructional Services Agreement (ISA) fee at the rate of \$10 per credit hour to cover the cost of offering courses off campus. Off-campus students are not charged student activity fees. All students who attend workshops or conferences on campus or off campus are charged a conference fee which is based upon the length of the workshop, meals included, special materials provided, etc.

Tuition fees effective 1981 Fall Trimester:

	Illinois Resident	Non Illinois Resident
Undergraduate Full-Time (12 or more hours)	\$345.00	\$1,035.00
Part-Time (charge per hour)	28.75	86.25
Graduate Full-time (12 or more hours)	372.00	1,116.00
Part-time (charge per hour)	31.00	93.00

Illinois Residents To be considered an Illinois resident, a student must have lived in Illinois for at least six months immediately preceding the beginning of any term in which he or she wishes to register and he or she must continue to maintain a bona fide residence in the state.

A student who is not a citizen of the U.S. must have a permanent resident status with the U.S. Immigration and Naturalization Service and must also meet and comply with all other ap-

plicable requirements to establish resident status.

Credit Cards The University accepts tuition and fee payment via Master Charge or VISA/Bank Americard credit cards up to a maximum of \$300.00.

Tuition Waivers Senior citizens who present proof of their age, name and social security number are eligible for fees up to six units per Trimester.

Scholarships Veterans may be eligible for Illinois Veterans Scholarships. Further information may be obtained from the Office of Veterans Affairs, 534-5000, extension 2126.

Financial Aid Further information about financial aid may be obtained from the Office of Financial Aid, 534-5000, extension 2161. The general requirements for aid are U.S. citizenship, need, enrollment for six hours credit, and successful progress as a degree candidate. Students-at-Large are not eligible for financial aid.

Refunds According to the Board of Governors Policy, students who drop courses during the first ten class days after the first day of a Trimester or Block are entitled to a full refund of tuition and fees. Students who withdraw from all courses and terminate their student status between the eleventh and twenty-first class day of the Trimester are entitled to a 50 percent refund of tuition and fees.

transcript schedule

Transcripts may be obtained at Governors State University six times a year at the end of each Block of courses. Off-campus courses may be completed before the end of the Block in which they are listed but transcripts will not be available until three weeks after the end of the Block. In the current academic year, transcripts will be available on the following dates:

For Courses in:	Transcripts will be available
Fall, 1981 Block 2	Oct. 30, 1981
Fall, 1981 Blocks 1 & 3	Dec. 22, 1981
Winter, 1982 Block 2	Mar. 12, 1982
Winter, 1982 Blocks 1 & 3	May 4, 1982
Spring/Summer, 1982 Block 2	July 2, 1982
Spring/Summer 1982 Blocks 1 & 3	Aug. 24, 1982

Transcript requests should be submitted in writing to the Registrar's Office. The first two transcripts are free. Additional transcripts cost \$2.00 each. No transcript will be issued to students with outstanding financial obligations to the University or to students who have an Admissions Office hold.

other services

Books Students may purchase books from the Bookstore located on the GSU campus. Books may also be purchased at the learning site at the first meeting of the course. Independent study course materials may be purchased in person during the Bookstore hours; or by mail by sending the appropriate order form provided by the Office of Special Programs and Continuing Education.

Library Special arrangements have been made to allow off-campus students to use the collections and borrow materials from the following libraries:

- Chicago State University
- DePaul University
- Illinois Institute of Technology
- Northeastern Illinois University
- Roosevelt University
- University of Illinois — Circle Campus

Tutoring Students who need special help in writing, reading, and study skills in order to complete courses, may request help from the Center for Learning Assistance.

For additional information about placement, tutoring, library resources, financial aid and other services, consult the "Service and Support Units" section in this Handbook.





service and support units

university library

Director: Jean Singer

Located: 2nd Floor over the main entrance, Ext. 2323.

Hours: Monday — Thursday, 8:30 a.m. - 10:00 p.m.; Friday, 8:30 a.m. - 8:00 p.m.; Saturday, 8:30 a.m. - 5:00 p.m.

Actively supporting all academic programs at GSU, the University Library maintains an extensive library of books (over 183,000 volumes) and periodicals (over 2,300 different magazines, scholarly journals, and newspapers), plus many materials and services beyond the usual scope of a library:

- Videotapes, films, slides, records, cassettes, models, games, and transparencies, and the equipment to use them.
- Computer terminals and on-line printers. Computer-assisted reference service is available to the library user.
- Over 260,000 research documents and other publications are available in microform, such as ERIC, Human Relations Area Files, Disclosure, College Catalogs, and Envirofiche. (Reading equipment includes machines capable of printing eye-legible paper copies.)
- A continually changing collection of 350 recently published popular fiction and nonfiction books.
- Several thousand LP records and music scores.

Documents Collection The University Library is a Federal and State depository and more than 75,000 documents are shelved in this separate collection.

Materials Center The University Library has textbooks, curriculum materials, juvenile fiction and nonfiction, and non-print media maintained as a resource for students in education.

Reserve Collection Includes materials

designated for short term loan by faculty for classes and for SIMS currently in session.

Comprehensive Reference Service Furnished at all times when the University Library is open. Also, for special projects, students can get help from librarians specializing in various subject areas.

Science, Health Professions — Marty Armstrong, Ext. 2543.

Psychology and Education — Susan Morriss, Ext. 2227.

Humanities, Fine and Performing Arts and Public Administration — Joseph Meredith, Ext. 2532.

Management, Economics, Accounting and Human Services — Carl Peterson, Ext. 2331.

Intercultural Studies — Adlean Harris, Ext. 2332.

Communications — Mary Schellhorn, Ext. 2226.

A brochure describing the library in more detail is available at the circulation desk.

office of assessment

Director: Otis Lawrence

Located: 2nd Floor, F Balcony, Ext. 2515.

Hours: Monday and Tuesday, 8:30 a.m. - 8:30 p.m.; Wednesday, Thursday, Friday, 8:30 a.m. - 5:00 p.m.

The Office of Assessment administers the following experiential learning programs:

BOG/BA (Board of Governors BA Degree Program)

CEEL (Credit through Evaluation of Experiential Learning)

Students interested in securing credit for admission and/or degree requirements for these programs should contact this office.

parking

Parking at GSU is by permit only. Parking stickers may be purchased from the Cashier's Office. The cost is \$9.00 for a Trimester sticker or \$25.00 for an annual sticker. A daily permit may be purchased for 75¢ at the Parking Information Booth which is located just inside the main campus entrance. Violators will be ticketed. The publication *Motor Vehicle and Parking Regulations* is available from the Department of Public Safety, first floor, D Wing.

Guest Parking The guest parking lot is limited to guest use by permit only. Students, staff and faculty *MUST* use lots A, B, C, or D.

Handicapped Parking Special parking areas are provided for handicapped persons. Parking in these areas will be regulated and assigned by the Department of Public Safety. Permission will be granted to those persons who exhibit the special license plates issued to handicapped persons by the State of Illinois, or who present a letter from a doctor specifying the need for and duration of special parking privileges. Handicapped persons must purchase a valid parking permit. Request forms for special handicapped parking are available at the offices of the Department of Public Safety.

cashier's office

Located: 1st Floor, D Wing, Ext. 2171.

Hours: Monday — Thursday, 8:30 a.m. - 8:00 p.m.; Friday, 8:30 a.m. - 5:00 p.m.

The cashier will cash your personal check up to \$50.00 with a valid student I.D. Pay your fees, buy parking stickers and postage stamps here.

the YMCA at GSU

Located: 1st Floor, F Wing, 534-5800.

Through a special cooperative arrangement between GSU and the "Y", a comprehensive recreational program is available to you. As a student, you may obtain an individual membership for \$1.00 per Trimester with a valid GSU I.D. card. Family memberships are available for students and their families at a discount rate of one-half off the standard YMCA family membership fee. There is a gym, pool, and handball/racquetball

court, plus supervised programs in many activities. Get into the swim of things!

bookstore

Located: 1st Floor, adjacent to the cafeteria, Ext. 2296.

Hours: Monday — Thursday, 10:00 a.m. - 7:45 p.m.; Friday, 10:00 a.m. - 5:00 p.m.; Saturday, 10:00 a.m. - 1:00 p.m.

You can buy texts and materials for classes, newspapers and miscellaneous supplies at the Follett's GSU Bookstore. Buy a GSU T-shirt here. Periodically they offer a service to buy used books.

central duplicating

Located: Planning Building (NW of main building), Ext. 2191.

Hours: Monday — Friday, 8:30 a.m. - 5:00 p.m.

Printing services are available to students and staff for a fee. Have your resumes, questionnaires, etc., printed here.

instructional communications center

Acting Director: Ralph Kruse

Located: 1st Floor, C Wing, Ext. 2300

Hours: Monday — Friday, 8:30 a.m. - 5:00 p.m.

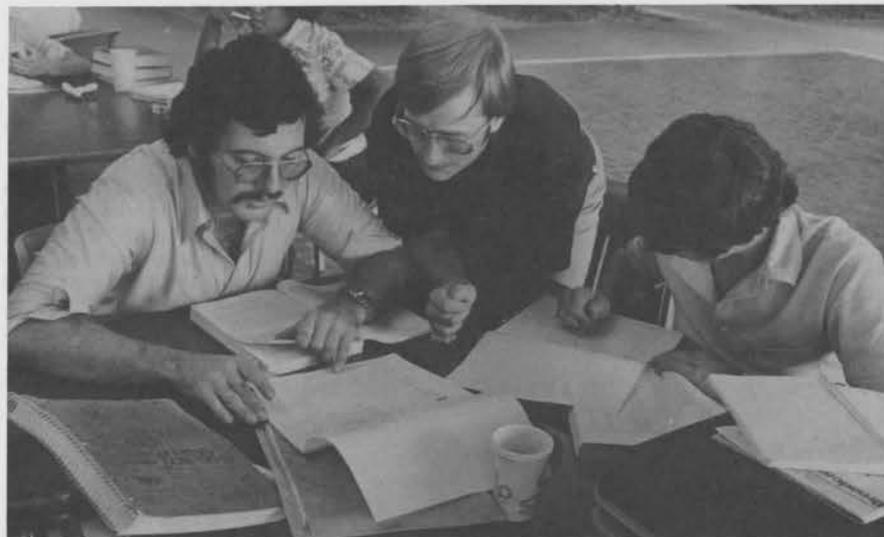
The ICC serves GSU by producing mediated materials for on- and off-campus instruction and by providing media students with production work experience in photography, graphics, audio and television. In addition, a media production lab is equipped for students and faculty to use when working on their own projects.

food services/cafeteria

Located: 1st Floor, C Wing, Ext. 2295.

Hours: Monday — Friday, 8:00 a.m. - 9:15 a.m.; Monday — Thursday, 11:00 a.m. - 7:30 p.m.; Friday, 11:00 a.m. - 2:00 p.m.

Szabo Food Service Company provides cafeteria food and vending service at GSU. They have been in business for over 30 years and sell everything from soup to popcorn!



special programs and continuing education

Acting Dean: Barbara Smith

Located: 1st Floor, A Wing, Ext. 2549 and 2319.

Hours: Monday - Friday, 8:30 a.m. - 5:00 p.m. Messages will be recorded evenings and weekends at (312) 534-0555.

The Office of Special Programs and Continuing Education is responsible for coordinating all off-campus courses (credit and noncredit) and all conferences and workshops offered for credit or noncredit, on or off campus.

computer and information systems (C&IS)

MICC User Coordinator: Mark A. Stevens

Located: 2nd Floor, D Wing, Ext. 2107.

Hours: Monday - Friday, 8:30 a.m. - 5:00 p.m.

Computer & Information Systems provides access to computers for academic computing through computer terminals located in the University Library and College of Business and Public Administration.

community services and education

Director: Hector Ortiz

Located: 1st Floor, B Wing, Ext. 2437.

Hours: Monday — Friday, 8:30 a.m. - 5:00 p.m.

The Office of Community Services and Education is responsible for coordinating institutionally approved community services and community services performed by staff members as citizens. This office is responsible for the publication of the *Speakers Bureau*, the *Directory of Human Service Agencies*, which you as a student are invited to use, and two newsletters entitled *GSU Community Reporter* and *Portfolio*.

department of public safety

Director: Norman Love

Located: 1st Floor, D Wing, Ext. 2198.

The purpose of this department is to protect and serve the GSU community. The police officers are delegated their authority from state statutes and have full state-level police authority. They assist at accidents, and enforce the state and local traffic codes and University parking regulations. If you need jumper cables to get your vehicle started they will lend them to you. All department personnel are certified Police

Medical Technicians (P.M.T.) and provide "around the clock" emergency medical and trauma assistance. The University Police are known as DPS around campus. You can make emergency calls to DPS from any University telephone by dialing 1-1-1.

office of research

Associate Vice President for Research:
Dr. Sheadrick Tillman IV

Located: 3rd Floor, C Wing (OR), Ext. 2215, 2217.

Hours: Monday — Friday, 8:30 a.m. - 5:00 p.m.

Students at Governors State University are encouraged to develop research proposals which may be funded by the University under its mini-grant program or by a state, federal, or private agency. Ordinarily, grant proposals developed by students will have a faculty sponsor who will usually be named as the principal investigator; this is to assure the funding agency that an experienced and qualified professional will take the major responsibility for the project. Students who develop proposals or who plan a major role in the development of proposals will be named and recognized.

personnel

Director: Barbara Clark

Located: 1st Floor, D Wing, Ext. 2194.

Hours: Monday — Friday, 8:30 a.m. - 5:00 p.m.

If you are interested in a civil service position at GSU, tests can be taken in the Personnel Testing and Placement area. GSU job listings are posted outside the Personnel Office and throughout the building.

university alumni association

Director: Ginni Burghardt

Located: 3rd Floor, C Wing (UR), Ext. 2418.

Hours: Monday — Friday, 8:30 a.m. - 5:00 p.m.

Serving you as a graduate of the University is the Governors State University Alumni Association. The Alumni Association sponsors several programs a year of interest to alumni and of benefit to the University. In its publications and all of its programs, the Association keeps graduates in touch with one another and informed about their alma mater.



women's resource center

Located: 1st Floor, B Wing, Ext. 2435.

Hours: Monday — Thursday, 10:00 a.m. - 4:00 p.m.

The Women's Resource Center is a drop-in service that is designed to provide referral services to women concerning legal, educational, social and medical resources. In addition, the center offers support groups for women, a monthly "Brown Bag Lunch," and various programs, seminars, and workshops on topics of major concern to women.

university relations

Director: William Dodd

Located: 3rd Floor, C Wing, Ext. 2418.

Hours: Monday — Friday, 8:30 a.m. - 5:00 p.m.

A key service of importance to students is provided by this office, e.g., the "Info Hot Line." When you dial 534-0033, at any time, day or night, you will reach a recorded announcement listing upcoming events at the University with detailed information about each event; what room, how much admission, if any; what time; a word or two describing the con-

tent of the event.

This number, 534-0033, becomes very important in a weather emergency. When the snow is falling and predictions are for more, tune in to your favorite radio station. If Governors State University isn't mentioned, call 534-0033. The "Info Hot Line" may save you an unnecessary trip to the University.



student rights and responsibilities

university policy and procedures on student records

The Family Educational Rights and Privacy Act of 1974 was signed into law by the President of the United States effective November 19, 1974. This federal law states that a written institutional policy must be established and a statement of adopted procedures covering the privacy rights of currently enrolled students be made available.

Governors State University wishes to comply fully with this law and, therefore, accords every student all the rights which are dealt with under the Family Educational Rights and Privacy Act of 1974. No one outside of Governors State University shall have access to nor will this institution disclose any information from a student's education records without the written consent of the student, except to authorized personnel within the institution, to persons or organizations providing financial aid, to accrediting agencies carrying out their accreditation function, to persons in an emergency in order to protect the health or safety of students or other persons, to officials of other institutions in which the student seeks to enroll and to persons in compliance with a judicial order. When Governors State University receives a request for disclosure of the education record from officials of other institutions in which the student wishes to enroll or in compliance with a judicial order of subpoena, the student will be notified of such a request by mail at her/his last known address. ("Notice of Release of Student Record"/FERP-7 and "Consent or Denial of Request for Release of Student Record"/FERP-3) All of the above listed exceptions are permitted under the Family Educational Rights and Privacy Act.

Within the Governors State University community only those members, individually or collectively, acting in the student's educational interest are allow-

ed access to student education records. These include members from the following units: Office of the Vice President for Academic Affairs, Office of Admissions, Registrar's Office, Office of Financial Aid, appropriate Collegial and Program personnel and other University personnel within the limitation of their need to know.

Governors State University includes only the following in the category of directory or public information: name, major field of study, participation in officially recognized activities, dates of attendance, and degrees and awards received. Directory information pertaining to individual students, as defined above, may be released by Governors State University, at the discretion of the Registrar's Office. A definition of directory or public information appears in the official schedule of classes each Trimester. During registration, students are given the opportunity to notify the Registrar that they do not want any directory information disclosed without prior written consent. All requests for disclosure of directory information must be made in person in writing to the Registrar. Directory information will never knowingly be disclosed for sales or political purposes.

The request for nondisclosure of directory information will be honored by the University until otherwise notified by the student in writing.

Governors State University maintains education records in the Registrar's Office, the College of Business and Public Administration, the College of Arts and Sciences, the College of Human Learning and Development, the School of Health Professions, the Board of Governors Degree office, and the University Without Walls office. The Family Educational Rights and Privacy Act provides the student with the right to physically inspect and review the information contained in her/his education records. The review must be done in the presence of a University representative. Requests for

review must conform to the policies and procedures as established by Governors State University, and where necessary, interpretation of the education record can be provided by appropriate qualified University personnel. Students wishing to review their education records must present identification to the Registrar, to the Dean of the appropriate College, or to the Program/School Director. ("Request to Inspect and Review Student Records"/FERP-1.) Only records covered under the Family Educational Rights and Privacy Act will be made available as soon as possible but not later than forty-five calendar days following the request. Original records may not be removed from any office where they are maintained. Students may have copies made of their education records as permitted by law; however, certified copies will be provided only if there are no administrative holds on their records. Copies will be made at the student's expense at the current rates established by the University.

Students may not inspect and review the following education records as outlined by the Family Educational Rights and Privacy Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which the student has waived his right of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. Students are not permitted to inspect and review confidential letters of recommendation placed in the education record prior to January 1, 1975, provided they are used only for the purposes for which they were collected. Education records also do not include records of institutional, administrative, and educational personnel which are the sole possession of the maker and not disclosed or revealed to any other individual except a temporary substitute, records of the Department of Public Safety, student health records, employment records, or alumni records.

A student has the right to challenge the education record on the grounds that its contents are inaccurate, misleading or

otherwise in violation of his/her privacy or other rights. To initiate such a challenge, the student shall, within sixty days after he/she has inspected and reviewed the record in question for the first time, file with the University office responsible for maintaining such records a written request for a hearing or correction, on the form specified by the University and provided by the Registrar's Office ("Request of Hearing on or Correction of Student Record"/FERP-4.) Within thirty days following receipt of such a request the head of said unit, or his designated representative, shall review the records in question and either (1) order the correction or deletion of the inaccurate, misleading, or otherwise inappropriate data as specified in the request, or (2) notify the student of the right to a hearing at which the student and other persons directly involved in the establishment of the record shall have an opportunity to present evidence to support or refute the contention that the data specified in the request is inaccurate, misleading, or otherwise inappropriate. The student shall be given written notice ("Notice of Hearing on the Correction of Student Records"/FERP-5) of the unit head's decision and if a hearing is necessary, the student shall be notified not less than ten days in advance. The student shall have the right to attend the hearing, be represented by another person, including a lawyer at the student's expense, and to call witnesses in his/her behalf. The student shall be notified in writing ("Notice of Decision in Hearing on Student Record"/FERP-6) of the decision within ten days following the hearing. Such decisions are final.

If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the student's records and released whenever the records in question are disclosed.

Students who believe that the procedures relating to adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from

the President of Governors State University. Further, students who believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C. 20201, concerning the alleged failures of Governors State University to comply with the Act.

student conduct code

Governors State University recognizes the basic rights and responsibilities of the members of the University and accepts its obligation to preserve and protect those rights and responsibilities. Further, the University must provide for its members the opportunities and protections which best serve the nature of the educational process.

The Student Conduct Code governing the behavior of students of the University must insure the basic rights of individuals as well as reflect the practical necessities of the community. The code must also prohibit or limit acts which interfere with the basic purposes, necessities or processes of the University, or with the rights of its members. Finally, the code must reconcile the principles of maximum freedom and necessary order.

Student conduct regulations which follow are set forth in order to give students general notice of prohibited conduct. These regulations are intended as a guide and are not intended to define misconduct in every circumstance. They apply to actions on University premises and at University-sponsored activities off campus.

Prohibited Conduct

1. Use, possession, distribution, or being under the influence of narcotics or dangerous drugs, except as permitted by law.
2. Furnishing false or misleading information to the University.
3. Possession or use of firearms, explosives, dangerous chemicals, or other weapons, except as permitted by law.
4. Assaulting, threatening, harassing, or endangering the health or safety of any individual.

5. Willfully denying to any person freedom of movement or use of authorized facilities, or right of entrance or exit; or willfully impeding, obstructing, interfering with, or disrupting the performance of institutional activities or duties; or occupying the institutional buildings or other property after due and legal notice to depart.
6. Willfully damaging or destroying property of the University.
7. Use, possession or distribution of alcoholic beverages, except as permitted by institutional policy and state law.
8. Intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
9. Knowingly violating terms of any disciplinary sanction imposed in accordance with this code.
10. Failure to comply with the directions of University officials, including campus police officers, acting in performance of their duties.
11. Forgery, unauthorized alteration, or unauthorized use of any University document or identification card.
12. Unauthorized presence in or use of University premises, facilities, or property.

Violations of Law and Student Code Regulations

Students may be accountable to both civil authorities and to the University for acts which constitute violations of local, state, or federal law and of this code. Disciplinary action at the University will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Sanctions for Violations

The following disciplinary sanctions shall compose the range of official sanctions which may be imposed for violation of regulations. One or more sanctions may be imposed. Records of disciplinary action shall be recorded and kept by the Dean of Student Affairs and Services for three years following the last Trimester of enrollment, except as

noted under *Disciplinary Suspension* and *Disciplinary Dismissal*.

Disciplinary Warning

Disciplinary warning is a notice to a student that previous conduct was unacceptable and that future breaches of conduct will be treated more severely.

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. While on disciplinary probation, a student is encouraged to seek advice and counsel from appropriate University offices.

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 then in effect. Established proof of a further incident of misconduct, after the student is readmitted, may result in *Disciplinary Dismissal*.

Disciplinary Dismissal Disciplinary dismissal is the withdrawal by the President of the University 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 Student Affairs and Services. 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.

Loss of Privileges 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).

Restitution Restitution requires a student to pay for damages to or misappropriation of University property, or the property of members of or visitors to the University community. Such restitution may be charged to any student who alone, or through group concerted 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).

Summary Suspension A summary suspension requires that a student immediately leave the campus. It may be imposed upon a student when the Dean of Student Affairs and Services has reasonable cause to believe the continued presence of the student on campus constitutes a substantial threat to the safety of herself/himself, or to other persons or property, or to the stability and continuance of normal University operations. In exercising such authority, the Dean may rely upon information supplied to her/him by others. Any student summarily suspended who returns to the campus during the period of summary suspension may be subject to disciplinary dismissal. Permission to be on campus for a specific purpose must be granted in writing by the Dean of Student Affairs and Services. The hearing shall be held no later than five school days after the notice of suspension. Cases involving summary suspension are referred to the Student Conduct Committee. Hearings held by the Dean on summary suspension will address the following issues only:

1. The reliability of the information concerning one student's conduct, including the matter of her/his identity.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the University

campus poses a substantial threat to herself/himself or to others, or to the stability and continuance of normal University functions.

Office of the Dean of Student Affairs and Services

The Office of the Dean of Student Affairs and Services shall be responsible for all administrative details involved in student conduct. Reports involving student conduct, procedures for handling disciplinary cases, and the results of conduct hearings shall be maintained in this office.

Conduct code violations which may result in a disciplinary warning, probation, loss of privilege and/or restitution shall be heard by the Dean of Student Affairs and Services. Hearings conducted by the Dean will be governed by the following procedures:

1. The student shall be informed of the charges against her/him in writing at least five school days in advance of the hearing.
2. The complainant(s) will not be required to participate, unless her/his personal testimony is essential to the disposition of the case.
3. Documentation and written statements will be admissible providing the student has access to them in advance and is allowed to respond to them at the hearing.
4. The student may bring witnesses and an advisor with her/him to the hearing.
5. A summary of the hearing, including the decision by the Dean, will be made.

If a student questions the fairness of the disciplinary action taken by the Dean, she/he shall be granted, on written request, a hearing before the Student Conduct Committee (unless this right has been waived by the student in writing) providing the request is received by the chairperson of the committee no later than ten school days after the disciplinary decision of the Dean.

Student Conduct Committee

The Student Conduct Committee will be a standing committee to hear conduct code violations which may result in

disciplinary suspension, dismissal, summary suspension, and appeals from students whose cases were heard by the Dean of Student Affairs and Services.

Membership

The committee shall be composed of seven persons: four students appointed by the student senate and two alternates, two faculty members appointed by the faculty senate and one alternate, and one administrator and one alternate appointed by the President. The chairperson shall be chosen from within the committee. All members shall serve for two-year, renewable terms. At least four members must be present to conduct a hearing. Individual members may excuse themselves from hearing any case in which they feel they could not render an impartial judgment.

Procedures for Discipline Hearings

Notice of Charges The student shall be informed of the charges against her/him in writing at least five school days in advance of the hearing to afford a reasonable opportunity to prepare for the hearing. The notice of charges shall state the specific provision of the Code of Conduct which the student is alleged to have violated, stating the time, date, and the place of the occurrence. The student shall also be informed of the hearing procedures and be given the opportunity to waive her/his right to a committee hearing in favor of a hearing before the Dean of Student Affairs and Services.

Conduct of Hearings

1. The hearing shall be private (closed) unless the student charged requests that it be open to members of the University community, and the request is approved by both the Conduct Committee and the Dean of Student Affairs and Services.
2. The student shall have the right to be assisted by an advisor of her/his choice who may:
 - a. Advise the student in the preparation and presentation of her/his defense.
 - b. Accompany the student at all discipline hearings.
 - c. Advise the student in the preparation of appeals.

3. Students must inform the Dean of Student Affairs and Services at least three school days in advance of the hearing if they intend to have legal counsel present. Counsel's function shall be restricted to advising the student whether he/she should answer questions and what he/she should not say, so as to safeguard the individual from self-incrimination. In such cases, the University may also have legal counsel present.
4. On behalf of the University, the charges and evidence may be presented by the Dean of Student Affairs and Services or his representative.
5. The student shall have the right to call a reasonable number of witnesses in her/his own behalf, who shall be subject to questioning by members of the committee and the Dean of Student Affairs and Services or that individual's designee.
6. The student charged shall have the right to question all witnesses.
7. The testimony of unknown or unidentified witnesses shall not be admissible.
8. The committee may address questions to any party or any witness called by the parties, provided, however, that the student charged shall not be compelled against her/his wishes to testify or answer any question, and her/his silence shall not be held against her/him. The committee shall limit the scope of the testimony to matters relevant to the charges and the defense thereto. The committee and/or the accused student may request that the Dean of Student Affairs and Services require the presence at the hearing of any member of the University community, including the accused person. The committee and/or the accused student also may request the Dean of Student Affairs and Services to require the production of records or other exhibits. In the event any person, including the student charged and/or his advisor, shall disrupt the hearing, the chairperson of the committee may exclude that person and

proceed with the hearing in her/his absence.

9. The University shall have the burden of proof of guilt by a preponderance of the evidence.
10. No recommendation for the imposition of sanctions shall be based solely upon the failure of the person charged to answer the charges.
11. A tape recording shall be made of the hearings and a summary thereof shall be prepared by the chairperson of the committee. The tape recording shall be destroyed within two weeks after final disposition of the case by the University, except as may be directed by the Dean of Student Affairs and Services.
12. The decision of the Student Conduct Committee shall be considered as a recommendation to be submitted in writing to the Dean of Student Affairs and Services. The Dean may accept or reject the recommendation of the committee based on an independent review of the facts involved in the case. The decision of the Dean may be appealed by the student by submitting a written request for review to the Provost. The request must be received by the Provost within ten school days of the Dean's decision. The decision of the Provost is final and binding.

Statement of Review: This policy is to be reviewed annually by a committee appointed by the student senate.

student grievance procedures

General Policy

It is the intent of the University to provide the right to a fair hearing to each student on a complaint or grievance arising during her/his tenure as a student at Governors State University. These procedures are designed to address complaints and grievances including but not limited to allegations of discrimination by reason of race, sex, national origin, handicap, religion, and other areas covered by federal laws, guidelines and regulations.

The student and the person(s) whose actions have given rise to the complaint must make every effort to resolve complaints as quickly as possible once they are identified.

Any retaliatory action of any kind by any employee of Governors State University against any student of the University as a result of that person's seeking redress under these procedures, or cooperating in an investigation, is prohibited and shall be regarded as a separate and distinct grievable matter under these procedures.

If prior to filing a grievance hereunder, or while a grievance proceeding is in progress, a student seeks resolution of the matter in any other forum, whether administrative or judicial, the University shall have no obligation to entertain or proceed further with the matter pursuant to this grievance procedure.

Definition of terms

A. Complaint

A dissatisfaction expressed by a student because she/he believes that a policy, procedure, or practice has been violated and that the violation adversely affects her/him.

Students must make every effort to resolve complaints by working informally through direct verbal contact with the person(s) whose actions or inactions have caused the dissatisfaction. If the complaint cannot be satisfactorily resolved in the informal stage, the student may file a formal grievance in writing.

B. Grievance

A written allegation filed with the Dean of Student Affairs and Services concerning a problem incurred by a student whereby she/he believes her/his rights have been infringed. Such a formal grievance is limited to specific allegation(s) of violation of rights of the student which remain after efforts at resolution in the informal complaint stage have failed.

Matters of faculty professional judgment related to advising or teaching a class are not grievable under these procedures. Such matters are to be resolved at the Collegial level through the appropriate

Dean or Director, subject to appeal to the Provost/VPAA whose decision shall be final.

C. Grievant

Student at Governors State University who submits a grievance relevant to these procedures.

D. Respondent

A person(s) alleged to be responsible or who may be responsible for the violation alleged in a grievance.

E. Day

Day means a day for which classes are regularly scheduled from Monday through Friday, excluding holidays and emergency closings.

F. Student Grievance Standing Committee

A committee composed of seven voting members and seven alternates from constituencies as follows:

3 students in good standing	3 alternates
3 faculty	3 alternates
1 civil service staff	1 alternate

The members would be recommended by the respective Senates and appointed by the Provost to serve staggered terms of one, two, and three years. In addition, the Provost shall appoint an individual to serve, without a vote, as advisor and secretary to the committee. The Provost's appointee shall determine if the grievance involves issues of equal opportunity or charges of discrimination. If it is determined that equal opportunity or discrimination charges are involved, the Provost's appointee shall notify the Affirmative Action Officer who shall also serve as an advisor (without a vote) to the committee.

A minimum of five members, two of whom must be students, must be present to conduct a hearing. Alternates serve only when a conflict of interest or absence from the University prevents a regular member from hearing a grievance.

G. Student

A person currently registered and enrolled in the University.

H. Review Panel

A three member standing panel selected from the Student Grievance Committee, at least one of whom must be a student, which reviews each grievance submitted to the Dean of Student Affairs and Services and determines if the allegation is grievable. The panel makes its recommendation to the Dean of Student Affairs and Services, outlining the basis for the recommendation. Panel members serve staggered terms of one year, two years, and three years.

Informal Complaint Procedures

A. Any Governors State University student who believes that her/his rights as a student have been infringed must initiate a discussion of the problem with the Dean of Student Affairs and Services within twenty days of the event or circumstances giving rise to the complaint in order for it to be considered within these procedures. The Dean will refer the student to the respondent in an effort to resolve the complaint informally.

B. If after discussion with the respondent the problem is not resolved, then the student must, within ten days of the discussion with the respondent, discuss the situation with the unit head (of the unit in which the incident occurred). The unit head will make a record of the occurrence, but not the substance of the meeting. He will send a copy to the Dean of Student Affairs and Services and the Affirmative Action Officer.

Every reasonable effort must be made in good faith by all parties to resolve the informal complaint satisfactorily.

C. If the discussion does not resolve the formal complaint satisfactorily, the student may within ten days of the discussion file a request for a formal grievance with the Dean of Student Affairs and Services (file with the Provost if the Dean is the

respondent) and the Affirmative Action Officer.

Formal Grievance

A. The request for a formal grievance is a written document and shall provide the following information:

1. Name and address of grievant
2. Nature and date of alleged violation
3. Names of persons responsible for alleged violation (where known)
4. Requested relief or corrective action (specification of desired relief shall be at option of the grievant)
5. Any background information the grievant believes to be relevant.

B. The Dean of Student Affairs and Services will submit the formal grievance to the review panel (copy to Affirmative Action Officer) within five working days of receipt of the formal grievance from the student. The review panel will recommend to the Dean, within five working days of receipt of the grievance, whether or not it is grievable. The Dean will render a decision within ten working days of receipt of the recommendation from the review panel. If disapproved, the Dean shall respond to the grievant with the reasons therefore in writing. (If the grievant requests her/his disapproval may be appealed to the Provost. The Provost's decision shall be final and binding.) If approved, the Dean shall transmit the grievance within five days to the chairperson of the Student Grievance Standing Committee.

C. The chairperson of the committee will, upon receipt of the grievance, request needed documentation from all parties involved. Written documentation must be provided by concerned parties within ten days. This documentation is to be distributed to Grievance Committee members prior to the committee's first meeting. (If the committee does not receive all requested information, the Provost or her/his designee must be informed as to which information has not been received. The Provost will either re-

quire that the information be supplied or request an explanation of why it cannot be provided.)

D. The chairperson will send a copy of the grievance with all documentation to the respondent. The respondent will then have ten working days to make a written response. The chairperson will send a copy of the respondent's statement to the grievant.

E. The Grievance Committee will meet within five working days of receipt of the response from the respondent.

F. Either side may call such witnesses as may be germane to the grievance. The grievant, at her/his own expense, is entitled to be accompanied by independent counsel who may not, however, speak on behalf of the grievant during the proceedings. If the respondent chooses, she/he may also elect to have counsel who may not speak on behalf of the respondent during the proceedings. If either party is to be accompanied by counsel, the other party must be notified at least five working days in advance. At the request of either party, the hearing may be postponed for up to two weeks to allow for counsel to be present.

G. Testimony shall be presented in the following order:

1. statement and witnesses from grievant*
2. statement and witnesses from respondent*
3. questions from committee members
4. rebuttal statement by grievant*
5. rebuttal statement by respondent*
6. questions from committee members

*Grievant and respondent must direct any necessary questions to each other through the committee chairperson.

H. An official record containing all documents and proceedings of the hearing will be maintained by the secretary of the committee. All copies of records distributed to the

committee members are confidential and will be collected by the secretary of the committee at the conclusion of the hearing. The official record will be submitted to the President's Office. All such records will be held by the President's Office until they are destroyed.

I. All hearings will be closed unless the grievant and the chairperson mutually agree otherwise.

J. Committee deliberations will be closed and will not be recorded.

K. The committee shall make every attempt to resolve the grievance within twenty working days of receipt of the grievance.

L. The Grievance Committee's decision must be based strictly on evidence presented at the hearing.

M. The Grievance Committee's decision will pertain only to the resolution of the specific alleged violation and must be signed by the members of the Grievance Committee present at the hearing. However, any member who disagrees with any part of the decision may submit a minority report which must be submitted concurrently with the committee's report. The committee's decision will be considered as a recommendation and will be submitted to the Dean of Student Affairs and Services. Copies of the committee's recommendation will be sent to the grievant, respondent, and appropriate University officers no later than ten days after conclusion of the hearing.

N. A copy of the formal record of the hearing may be provided upon request to the grievant. The respondent may request a copy which will be provided at her/his own expense.

O. The Dean of Student Affairs and Services will consider the recommendation and render a decision to the grievant within twenty working days of receipt of the recommendation from the Grievance Committee. Copies of the Dean's decision will be sent to the respondent, chairperson of the Grievance Committee, and appropriate University officers.

Appeal

If the decision rendered by the Dean is unsatisfactory to the grievant, the grievant may request a review by the Provost. The request must be made in writing within ten working days of receipt of the Dean's decision. The Provost will render a decision within ten working days of receipt of the request, and the decision of the Provost will be final and binding.

grievance procedures for academic matters

These procedures are applicable to grievances regarding matters of faculty/administrator professional judgment related to advising or teaching a class which are not grievable under the *Student Grievance Procedures* stated previously.

- A. The student must seek informal resolution of the issue with the faculty member or administrator directly involved within fifteen (15) days of the event which led to grievance. If after reasonable efforts, a satisfactory solution is not reached, the student may file a written grievance with the appropriate division chairperson.
- B. The student must submit a written statement to the division chairperson of the Collegial unit in which the course(s) is offered stating the reasons for the grievance and the remedy that is sought within thirty (30) days of the event which led to the grievance. The student may request an extension of the time in which to file a grievance through the division chairperson. The request for extension must be made in writing.
- C. Within seven (7) days after receiving the grievance and upon determining that it represents an issue of substance covered by the context of these procedures, the division chairperson shall refer the grievance to the chairperson of the Collegial Grievance Committee. The grievance chairperson shall attempt to find a mutually satisfying solution by working with both the student and the faculty/administrator involved within five (5) days of receiving the grievance. If within seven (7) days after receiving the grievance, the division chairperson decides that the grievance does not represent an issue of substance covered by these procedures, she/he shall so inform the student in writing with reasons. The student may appeal (except in cases in which the Provost has rendered the decision) this decision to the Dean/Director in writing within ten (10) days of receipt of the division chairperson's decision.
- D. If the grievance chairperson was unable to mediate a satisfactory solution, she/he shall ask the faculty/administrator involved to submit a written response to the student's grievance. The response is to be received by the grievance chairperson within seven (7) days of the request.
- E. The grievance chairperson shall convene the Collegial Grievance Committee within seven (7) days of receiving a response from the faculty/administrator involved.
- F. The hearing shall be conducted under the following guidelines:
 1. The responsibility of establishing the validity of the grievance shall be upon the student.
 2. The student and/or the faculty/administrator may be accompanied by an advisor of her/his choice.
 3. The hearing shall be closed, except when both parties agree that it should be open.
 4. The grievance chairperson shall keep a written record of the hearing, which shall include:
 - a. The names of those present;
 - b. A copy of any evidence (records, written testimony, duplicated materials, etc.) that is introduced; and
 - c. A record of the final recommendation of the committee and its rationale.
 5. The hearing shall be conducted so that all parties to the dispute have an opportunity to present their views and to rebut those of

others; both grievant and respondent **must** have the opportunity to address the committee.

6. No final recommendation shall be made by the committee and no testimony heard unless at least three (3) voting members are present. All final recommendations shall require the agreement of a simple majority of the voting members present at the hearing.
7. The final recommendation of the Collegial Grievance Committee shall include:
 - a. A statement concerning the validity of the alleged grievance; and,
 - b. A recommendation for resolving the grievance.
- G. Recommendations of the Collegial Grievance Committee concerning both the finding relevant to the dispute and the suggested remedy shall be submitted to the division chairperson. The division chairperson may affirm, reverse, or ask the committee to reconsider its recommendations. The division chairperson may also request further information from the principals in the dispute in rendering a decision. The division chairperson will render a written decision to the grievant within ten (10) days of receipt of final documentation from the Grievance Committee.
- H. If the decision rendered by the division chairperson is unsatisfactory to the grievant, the grievant may request a review by the Dean/Director. The request must be made in writing within ten (10) days of receipt of the division chairperson's decision. The Dean/Director will render a written decision within ten (10) days of receipt of the request.
- I. The decision of the Dean/Director shall be final and binding.
- J. If the respondent is a division chairperson, the Collegial Dean/Director will assume the functions of the division chairperson stated above. In this instance, appeals to the decisions of the Dean/Director shall be made to the Provost. The decision of the Provost is final and binding.
- K. If the respondent is a Dean/Director, the Provost will assume the functions of the division chairperson specified in items A through H above. In this instance, the University Academic Grievance Committee assumes the role of the Collegial Grievance Committee. Recommendations from the University Academic Grievance Committee are submitted directly to the Provost whose decision is final and binding.

Definition of Terms

Collegial Grievance Committee A committee composed of five (5) voting members with the chairperson elected from within the committee. Each division shall nominate two (2) faculty members and one (1) student to serve on the committee. From those nominated, the Dean/Director shall appoint three (3) faculty members and two (2) students for staggered terms of one (1), two (2), and three (3) years.

Grievant Student at Governors State University who submits a grievance relevant to these procedures.

Respondent Person(s) alleged to be responsible or who may be responsible for the violation alleged in a grievance.

Day Day means a day for which classes are regularly scheduled from Monday through Friday, excluding holidays and emergency closings.

University Academic Grievance Committee A committee composed of five (5) voting members with the chairperson elected from within the committee. From members of the Council of Deans, faculty senate, and student senate, the Provost shall appoint two (2) administrators, two (2) faculty members and one (1) student for staggered terms of one (1) and two (2) years.

sexual harassment policy

As part of the University's affirmative action plan to ensure equal education and employment opportunity, the following sexual harassment policy has been adopted.

Definition

Sexual Harassment: any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- B. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; and
- C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.

Policy

Governors State University will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The University environment must be free of sexual harassment in work and study.

In order to eliminate sexual harassment, the University will distribute this policy to all units of the institution and will process complaints in the manner set forth below. Where sexual harassment is found to exist, appropriate disciplinary action will be taken.

Procedures

A. Consultation

Individuals who believe they have been sexually harassed may seek the counsel of a number of University units or offices. Each of these counseling sources can discuss alternatives, provide information, and act as a referral source to other units and offices. *All discussions will be confidential.*

1. Women's Resource Center
2. Student Counseling Center
3. Deans, Division Chairpersons, Director of Personnel
4. Affirmative Action Officer

B. Conciliation

In addition to providing advice and information, the Deans, division chairpersons, Director of Personnel, and Affirmative Action Officer may undertake conciliation in an effort to resolve the complaint.

C. Using the Grievance Process

If individuals desire to pursue resolution of the matter beyond the conciliation stage, they should utilize appropriate and existing grievance procedures for claims of discrimination. The following guidelines apply:

1. The University Professionals of Illinois campus representative will receive complaints from the faculty members in the UPI bargaining unit in accordance with the provisions of the grievance procedure specified by the UPI collective bargaining agreement.
2. The Director of Personnel will receive complaints from civil service employees who are not members of a bargaining unit in accordance with the provisions of the Civil Service Grievance Procedures.
3. The Director of Personnel will advise civil service employees who are members of a bargaining unit on the submission of complaints in accordance with the provisions of the appropriate collective bargaining agreement.
4. The appropriate vice president will receive complaints from administrative and professional employees in accordance with the provisions of the Professional Grievance Procedures.
5. The Dean of Student Affairs and Services will receive complaints from students in accordance with the provisions of the Student Grievance Procedures.

6. The Affirmative Action Officer will receive complaints from individuals not covered by paragraphs 1 through 5 above.

Sanctions and/or Disciplinary Action

The University will take disciplinary action if, as a result of the complaint process described above, it is determined that sexual harassment has occurred. Disciplinary action shall include (but shall not be limited to) counseling, written reprimand, transfer, modification of duties, demotion, suspension without pay, and termination of employment.

Coordination and Implementation

Academic and nonacademic administrators work with the Affirmative Action Officer to assure compliance with the provisions of the policy. Inquiries should be directed to Affirmative Action Officer.

student identification number

Every student must have an accurate Social Security number or an assigned nine-digit student number before proceeding with registration. This number will be entered on registration forms to identify the student. This number, unlike the student's name, is unique; it controls the accuracy of the student record.

In accordance with the Privacy Act of 1974, students are advised that the required disclosure of their Social Security number is voluntary. It is recommended that the Social Security number be used as the student identification number to avoid the assignment of a special nine digit number which would have to be retained for the duration of the student's dealings with the University. The Social Security number will be used to identify the student's permanent records such as registration forms, add/drop forms, transcripts, transcript requests, and will also be used as a identifier for grants, loans and other financial aid programs, including determining eligibility, certifying school attendance, and student status.

change of personal information

Should you change your address, name, phone number, etc., please make sure

you go to the Registrar's Office and complete a change of student information form.

smoking regulations

Smoking is prohibited:

- in laboratories where a fire hazard exists
- in (enclosed) classrooms, conference rooms, and theatres
- in the University Library
- in gymnasium, handball court, multipurpose room, swimming pool, and locker rooms.

Smoking is permitted:

- in commons areas and corridors
- in the cafeteria dining area
- in offices of those who give their consent

Individual units may impose further restrictions based on consideration of fire safety and/or maintenance requirements.



academic policies

grading policy

A policy for providing grades for academic work went into effect beginning with the Fall Trimester, 1979. Grades provide academic evaluations desired and needed by many students. Grades are also the basis for determining academic standing.

POLICY

1. At the completion of the work for a course, a letter grade will be determined by the instructor. The basis for each grade shall be clearly described in the course syllabus. Two options are open to the instructor:

- a. Grades may be based on competencies achieved. The highest grade must clearly distinguish the added difficulty or complexity of the competencies required.
- b. Grades may be based on normative data as established for the program but not for specific sections of the course.

2. The following letter grades shall be used:

- A=** Superior performance or highest level of competency achieved.
- B=** Above average performance or competency achievement of more complexity or difficulty than a "C" level competency.
- C=** Average performance or typical competency achievement accepted for the course. However, individual graduate programs have the option of not accepting courses with this level of competency toward a degree.
- D=** Achievement of competencies at a marginal level. However, individual programs have the option of not accepting specified courses of the program with this level of competency toward a degree.

U= Unsatisfactory achievement of competencies as specified in the syllabus.

P= (Pass) Achievement of competencies as specified in the syllabus. This grade does not count in grade point computation.

NC= No credit earned in a course taken under the Pass/No Credit grading option.

Other codes may be used (e.g., I for incomplete, W for official student withdrawal) to identify the status of the student in the course. (See section on "Grades and Letter Designations.")

3. Programs may request to use the Pass/No Credit grading option for all students for a specific course if the giving of grades can be demonstrated as a problem for the learning environment. The request must be approved by a University-wide committee as designated by the governance system. These courses will not be included in the grade point computation.

4. An undergraduate student may choose to take any graded elective course on a pass/no credit basis up to a maximum of 12 credit hours. This option is not open when the student is enrolled in a program that requires the specific course for graduation or the course is one of two or more that are listed by the program as meeting required program competencies for graduation. Grades shall be given by the instructor for students selecting this option and permanently recorded by the Registrar's Office. However, the grade will not be entered on the student's transcript but will be available if the student transfers to another program in which a grade is required. Courses taken on a Pass/No Credit option will not be included in the grade point computation.

5. The completion of the work for a course shall be within these limits:
 - a. The student has one Trimester after the end of the Trimester in which the course is listed to turn in unfinished work, provided a reasonable amount of participation has been demonstrated during the course as specified in the course syllabus. Beyond that time, a student may petition, in writing, the College or School for an extension of time. Extensions will be granted only for extraordinary and compelling reasons that precluded the student's timely completion of outstanding coursework. The same criteria of quality will apply for work turned in throughout the period during which work is accepted. After the deadline for submitting work has passed in graded courses, an incomplete will become a "U". A student taking a course on a Pass/No Credit basis will receive a grade of NC (no credit) after the deadline for work submission is passed.
 - b. Once a grade has been recorded by the instructor, additional work cannot be submitted to raise the grade.
 - c. A student may re-enroll in a course. After completion of the repeated course, the student's transcript will be expunged of previous attempts at the same course. (Contact the Registrar's Office for procedures to accomplish this.) The student academic record files will record all attempts at a course. Prior attempts at repeated courses will not be included in the grade point average calculations.
6. A graduate student must maintain a "B" (3.0) average to be in good standing. An undergraduate student must maintain a "C" (2.0) average to be in good standing. The academic standing shall be determined three times a year, after the deadlines for submission of grades for the Trimesters. Students cannot graduate if not in good standing. A student not in good standing for

two consecutive Trimesters, while enrolled, shall be suspended for academic reasons for one year. The grade point average will be computed on the basis of A=4, B=3, C=2, D=1, and U=0.

7. Students may request either or both of two transcripts:
 - a. An official transcript listing work completed.
 - b. An official transcript listing all coursework registered for, corresponding grades or status, and grade point average.
8. A period of transition is to be provided for students registered for coursework prior to the Fall Trimester, 1979.
 - a. A student registered for zero or more credit hours during the Spring/Summer Trimester, 1979, can choose to remain under the existing grading policy of Pass/No Credit as long as continuously enrolled or until graduation, and must remain under it if on academic probation. The existing good standing policy also shall apply for the same period.
 - b. All students admitted or readmitted for the Fall Trimester, 1979, and thereafter shall fall under the new policy.
9. Any student wishing to change his/her grading option for a course(s) must do so by the end of the Add/Drop period for the Trimester in which the course(s) is/are offered.

academic good standing

1. Students enrolled under the grading policy effective Fall 1979 should refer to the Grading Policy for definition of Academic Good Standing regulations.
2. A student registered for zero or more hours during the Spring/Summer Trimester, 1979, can choose to remain under the existing grading policy of Pass/No Credit as long as continuously enrolled or until graduation, and must remain under it if on academic probation. The existing good standing policy

also shall apply for the same period.

3. Because of the transition to the grading policy, graduate students, continuously enrolled at GSU prior to Fall, 1979, who enroll for six or more hours of coursework under the graded option and continue to take other courses under the Pass/No Credit option, will have their academic standing computed under both completion rate and grade point average methods. To be in good standing, graduate students must have a GPA of at least 3.0 and a completion rate of at least 75%.

Undergraduate students, continuously enrolled at GSU prior to Fall, 1979, who enroll for twelve or more hours under the graded option and continue to take other courses under the Pass/No Credit option, will have their academic standing computed under both the completion rate and grade point average methods. To be in good standing, undergraduate students must have a GPA of at least 2.0 and a completion rate of 75%.

4. Students must be in academic good standing to graduate.

5. A continuously enrolled student (from Spring/Summer 1979 Trimester) who is readmitted to the University for the Fall 1979 Trimester, or thereafter, shall fall under the Grading Policy.
6. A continuously enrolled student (from the Spring/Summer 1979 Trimester) who graduates and is subsequently admitted to a new degree program for the Fall 1979 Trimester, or thereafter, shall fall under the Grading Policy for the new degree program.

academic probation

1. For students continuously enrolled prior to Fall 1979 and under the completion rate only:
 - A. Students are in academic good standing when they are maintaining credit hour completion rates of 75% or more.
 - B. Definition of credit hour completion rate:

$$\text{CREDIT HOUR COMPLETION RATE} = \frac{\text{Total number of credit hours from previous Trimesters completed by the end of any Trimester}}{\text{Total number of credit hours registered in previous Trimesters} - \text{hours from previous Trimesters dropped during designated drop periods}}$$



(All completed course activity in the immediate Trimester is calculated in determining Academic Good Standing. Students will be notified on their Student Status Reports.)

- C. Students shall be placed on academic probation when their credit hour completion rates fall below 75%.
- For students under both the completion rate and the grade point average (as explained in paragraph 3 above):
Students shall be placed on academic probation when their credit hour completion rate falls below 75% and/or their cumulative GPA is below 2.0 for undergraduates or 3.0 for graduates.
 - For students under the grade point average (GPA) only. (This refers to students who have been admitted or readmitted for the Fall Trimester 1979 and thereafter):
Students shall be placed on academic probation when their cumulative GPA falls below 2.0 for undergraduates and 3.0 for graduates.
 - Any period of academic probation shall extend for two Trimesters, at most, beginning with the Trimester following the determination of probationary status.
 - In order to return to academic good standing, students must attain a completion rate of 75%, if applicable, and/or the minimum accumulative GPA, if applicable, by the end of their period of academic probation.

Academic Suspension

- For students continuously enrolled prior to Fall 1979 and under the completion rate only:
These students shall be academically suspended from the University for any one of the following reasons:
 - Failure to complete at least 25% of credit hours registered for by the end of the student's second Trimester.

- Failure to attain a credit hour completion rate of 75% or more by the end of academic probation periods.
 - Falling below a credit hour completion rate of 75% for a third time.
- For students under both the completion rate and the grade point average:
These students shall be academically suspended from the University for any one of the following reasons:
 - Failure to complete at least 25% of credit hours registered for by the end of the student's second Trimester.
 - Failure to attain a credit hour completion rate of 75% and/or cumulative GPA of 2.0 for undergraduates or of 3.0 for graduates by the end of academic probation periods.
 - Falling below a credit hour completion rate of 75% and/or GPA of 2.0 for undergraduates or of 3.0 for graduates for a third consecutive term in which there is academic activity. For academic standing calculations, academic activity is defined as registration for courses (audit registration excluded) from which a student has not officially withdrawn by the withdrawal deadline.

- For students under the grade point average:
 - Failure to attain an accumulative GPA of 2.0 for undergraduates or of 3.0 for graduates by the end of the academic probation periods.
 - Failure to attain a cumulative GPA of 2.0 for undergraduates or of 3.0 for graduates for a third consecutive term in which there is academic activity. For academic standing calculations, academic activity is defined as registration for courses (audit registration excluded) from which a student has not officially withdrawn by the withdrawal deadline.

- Students academically suspended from the University for any one of the above reasons may petition for readmission after one year from the date of suspension.

Appeals

A student may appeal any decision made under provisions of this policy, with documented evidence of extraordinary circumstances beyond the student's control, by completing the Academic Standing Appeal Form and submitting it to the Dean of his/her College, the Coordinator of the BOG Program or UWW Program, as appropriate. In the case of suspension, the student may appeal to the Vice President for Academic Affairs if he/she were not reinstated at the College level.

grades and letter designations

The following grade and letter designations are used in academic credit reporting at Governors State University.

Grade/Letter Code

Grade/Letter Code	Description
A	Superior Performance
B	Above Average Perfor-

C	Average Performance
D	Marginal Performance
U	Unsatisfactory Achievement of Course Competencies
P (Pass)	Achievement of Course Competencies under the Pass/ No Credit Grading Option
NC (No Credit)	Non-Achievement of Course Competencies under the Pass/ No Credit Grading Option
I (Incompletes)	Converted to "U" or "NC" depending on grading option, if not removed by end of subsequent term
E (Extended In complete)	Converted to "U" or "NC," depending on grading option, if not removed by end of subsequent term
W (Withdrawal)	Student Initiated
V (Visitor)	Audited Course
X(Withdrawal)	Administrative Action
R (Repeated courses)	Substituted for grade received when course



was first attempted. Student must complete a "Repeated Course Request" Form Available in the Registrar's Office to expunge the first grade

M (Missing Grade)

Missing final grade at time of grade processing

special registration permission

Special registration permission is required when a student wishes to enroll for more than 16 hours during any Trimester or more than 9 hours in a single Block 2 or 3 (count half value for Block 1).

Special registration permission must be authorized in writing on the registration form by the Dean or authorized designee.

definition of a continuing student

A continuing student at Governors State University is defined as any degree-seeking student whose continuous enrollment at GSU has not been interrupted for more than one consecutive Trimester. Effective with the Fall Trimester 1980, students no longer have to register for zero credit hours to maintain continuing student status.

Operationally, the following procedures will also be implemented:

1. Enrollment is defined as registration for academic credit of one or more hours, or for audit (noncredit programs/courses excluded).
2. Degree-seeking students are subject to the curricular requirements in effect at the time of their initial admission provided they maintain continuing student status.
3. Degree-seeking students who must reapply for admission are subject to the admission and curricular requirements in effect at the time of readmission.

student enrollment status

The number of credit hours for which a student is enrolled determines enrollment status:

FULL-TIME ENROLLMENT — 12 or more hours in a Trimester.

THREE-QUARTER TIME ENROLLMENT — 9-11 hours in a Trimester.

HALF-TIME ENROLLMENT — 6-8 hours in a Trimester.

LESS THAN HALF-TIME ENROLLMENT — Fewer than 6 hours in a Trimester.

withdrawal policy

Official Withdrawal from Courses

A student may officially withdraw from any or all course(s) through the end of the tenth week of classes for any Block 1 course or through the end of the fifth week in any Block 2 or Block 3 course by completing the official GSU withdrawal form, which must be submitted to the Registrar's Office on or before the specified deadlines published in the *University Catalog* and each Trimester's *Schedule of Classes and Information Bulletin*.

The Registrar may officially withdraw a student from any or all courses consistent with established Board of Governors *Regulations* and University policies.

Academic Record

Official withdrawals will not be included in calculating a student's cumulative grade point average or academic good standing.

Refunds and Procedures

Official student or University withdrawals will be subject to the University's tuition refund policy and withdrawal procedures, which are stated in the *Catalog* and *The Schedule of Classes and Information Bulletin*.

Deadline for Withdrawals

No withdrawals will be accepted after the specified deadlines, unless approved by the Registrar. A student must petition for exception in writing to the Registrar. In the event the appeal is rejected, the student may appeal to the appropriate Collegial Dean/Director.

procedures for withdrawal from courses

Student Initiated Withdrawal from Courses

1. The request for withdrawal must be made in writing by the student by completing the Withdrawal Form available in the Registrar's Office.
2. Such withdrawals will appear on the student's academic record as "W".
3. A student receiving any form of financial aid who withdraws from a course(s) (partial or total withdrawal) must see a representative of the Financial Aid Office for a review of his/her award.
4. A student who totally withdraws from all courses must have an exit interview with a designated representative of the Student Development Office. A student receiving any form of financial aid or who has an outstanding indebtedness with the University must also have an exit interview with a representative of the Business Office.

University Initiated Withdrawal from Courses

1. The Registrar may withdraw a student from all courses for nonpayment of tuition and fees, written and verified notification of illness, disciplinary reasons, and for other reasons within established University policy.
2. The Registrar's Office will notify the Student Development Office, Business Office, Financial Aid Office, and faculty member(s) of the withdrawal as appropriate. The appropriate offices will contact the student regarding the withdrawal.
3. Such withdrawals will appear on the student's academic record as "X" (administrative withdrawal) and with an appropriate message, e.g., cancellation for nonpayment of fees.
4. Administrative withdrawals (X's) do not appear on the official transcript.

Exceptions to the Withdrawal Deadlines

Appeals for exceptions to the withdrawal deadlines, if approved per the above Withdrawal Policy, must be received in the Registrar's Office no later than the last day of the Trimester in which the course(s) is scheduled, or the last day of the course, whichever comes first.

readmission

Students who are not defined as continuing students (see section on "Definition of a Continuing Student"):

1. Must make application for the Trimester in which they plan to re-enroll using the usual application forms.
2. Must be readmitted, prior to registration, in accordance with the application deadline for the Trimester in which they plan to re-enroll. See the Academic Calendar for the admission application and credential deadline.

university hold list

The University Hold List, administered by the Registrar's Office, is a means of flagging students with unsatisfied financial or academic obligations to the University. Students on the Hold List may not register and may not have their academic records released.

official transcripts

Official transcripts are issued by the Registrar's Office upon the student's written request. The first two transcripts are free; subsequent transcripts are \$2.00 each.

Transcripts are not issued for students with outstanding financial obligations to the University or for students who have an Admissions Office Hold.

changing colleges and/or advisors

If you need to change either Colleges or advisors you go to your College records office and fill in the necessary forms. These forms are then forwarded to the

Registrar's Office where your computer record is changed to reflect your new status.

graduation application procedures

There are three graduation dates per year: December, April, and August. Students intending to graduate should make application for graduation, in consultation with the academic advisor, through their College or degree program in accordance with established deadlines (see deadline dates above). Specific information regarding procedures for graduation can be obtained through the Registrar's Office

Pertinent information related to processing and approving graduation applications appear below.

1. Students are eligible to apply for graduation in the last Trimester of coursework toward the specific degree program in which they are currently admitted.
2. Deadline dates for submitting applications are published in each Trimester's *Schedule of Classes* and the *University Catalog*.



3. Graduation applications and the Student Progress Report form are available from the Registrar's Office or from the Collegial records offices.
4. The completed graduation application and Student Progress Form, with the advisor's signature, are to be returned to the Collegial offices for review by the deadline date published in the *Catalog* or each Trimester's *Schedule of Classes*. Failure to accomplish this by the published deadlines may result in a delay of one Trimester in a student receiving their degree.
5. Candidates having upper division/graduate level transfer credit must submit a completed form, "Transfer Credit Accepted Toward Degree" Form, to the College at the time of application.

Upper division or graduate level transfer credit is entered onto the student's record by the Registrar's Office graduation counselors at the point that the student has been approved for a degree.
6. Approximately one month after

graduation applications are due in the Colleges, approved graduation applications and forms are sent to the Registrar's Office.

After this point, any changes or corrections to the Student Progress Report Form must be indicated by completing a Student Progress Report Change Form, securing the signature of the advisor and the Dean and submitting it to the Registrar's Office.

7. Graduation counselors in the Registrar's Office review Student Progress Report Forms for completion of degree requirements and adherence to University regulations regarding graduation. The graduation counselors will acknowledge receipt of applications and accompanying documents by notifying students of the application fee, graduation clearance procedure, and any outstanding requirements yet to be completed.
8. When all degree requirements have been met prior to the end of the graduation processing date, the Registrar's Office notifies students of graduation by sending a copy of an unofficial transcript indicating the degree awarded.
9. Notification of failure to complete degree requirements
 - a. Students failing to complete any degree requirements by the end of the graduation processing date will have their graduation application cancelled. The original graduation application and review of requirements will be returned to the student.
 - b. Students who have had their Applications for Graduation cancelled must reapply for a subsequent Trimester by the date published in the *University Catalog* or the Trimester's *Schedule of Classes*.
10. Subsequent Applications: Students intending to enroll in another degree program subsequent to graduation are required to apply and be admitted to that new program prior to any further registration activity.

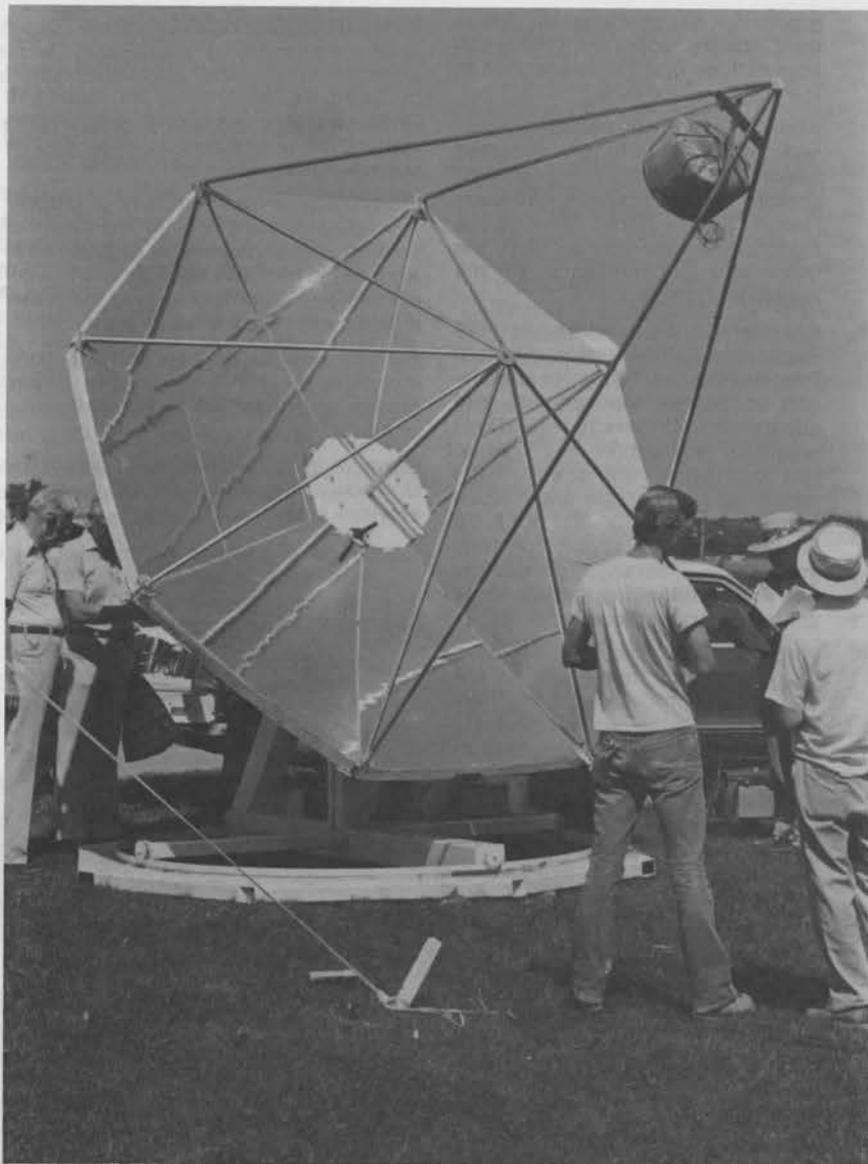
commencement

Commencement takes place once a year in June. Participation is optional. Diplomas are awarded only upon verification of completion of all degree requirements.

Students who have formally graduated in August or December of the previous year, or are candidates for graduation in April of the current year will have the opportunity to participate in the commencement ceremonies in June.

Further information concerning commencement will be sent to those graduates or candidates for graduation in April.

Graduating students should contact the University Placement Office regarding services available.



survival guide

GSU: from start to finish

- Student applies for admission by completing the application form and forwarding it to the Office of Admissions. Student requests that official transcripts and other credentials (if required) also be forwarded to this office.

Application and credentials are evaluated through the Office of Admissions.

- Student applies for Financial Aid by completing the application form, ACT Need Analysis, other documents as indicated and forwarding as directed on the forms. Student eligibility and need are determined by the Office of Financial Aid within institutional guidelines.

Admitted students receive a certificate of admission, indicating academic advisor assignment and other material as appropriate.

- Student contacts designated advisor and schedules an appointment. Student and advisor develop student study plan in accordance with Collegial and programmatic guidelines.
- Student uses class schedule to select specific courses for advance registration in accordance with the student study plan and noting prerequisites and other course information.
- Student and advisor review completed advance registration form which advisor signs. Student obtains signature for courses that require special permission and submits completed form to the Registrar's Office by deadline for advance registration. Student will receive a stamped receipt.
- Student comes to the gym during on-campus registration, on day specified in the class schedule, registers for courses and pays fees.

- Student attends class and obtains syllabus from instructor.
- Student checks with instructor to make sure she/he has completed assignments and is eligible to receive credit for the course.
- Student receives Grade Report indicating status of all coursework enrolled for in a given Trimester.
- Student completes all requirements for graduation as outlined in the student study plan.
- Student submits applications for graduation to his/her Collegial records office and completes Student Progress Report Form no later than first day of the second month of the Trimester in which graduation is expected.

College reviews application for graduation and informs student and advisor of status.

Collegially approved applications for graduation are forwarded to the Registrar's Office.

- Student receives acknowledgement of receipt of graduation application from the Registrar's Office.
- Registrar verifies completion of all degree requirements, and degree awarded and orders the diploma.
- Student participates in Commencement, held once a year in June. (Optional).
- Students interested in enrolling in another degree program complete the application form and reapply for admission to the new program.

NOTE: Students may apply for credit for nonacademic learning experience through the Board of Governors Office (BOG). If this credit is needed to meet admission requirements, application and assessment should take place prior to admission. Credit to be awarded toward a degree at the upper division or graduate level should be applied for as early as possible.

helpful hints

Look at the faces around you on the University campus. They are the faces of the young, the middle aged and the senior citizen. There are smiles and frowns on black, white, yellow and brown faces. All these people who are your fellow students have hopes and dreams, fears and frustrations.

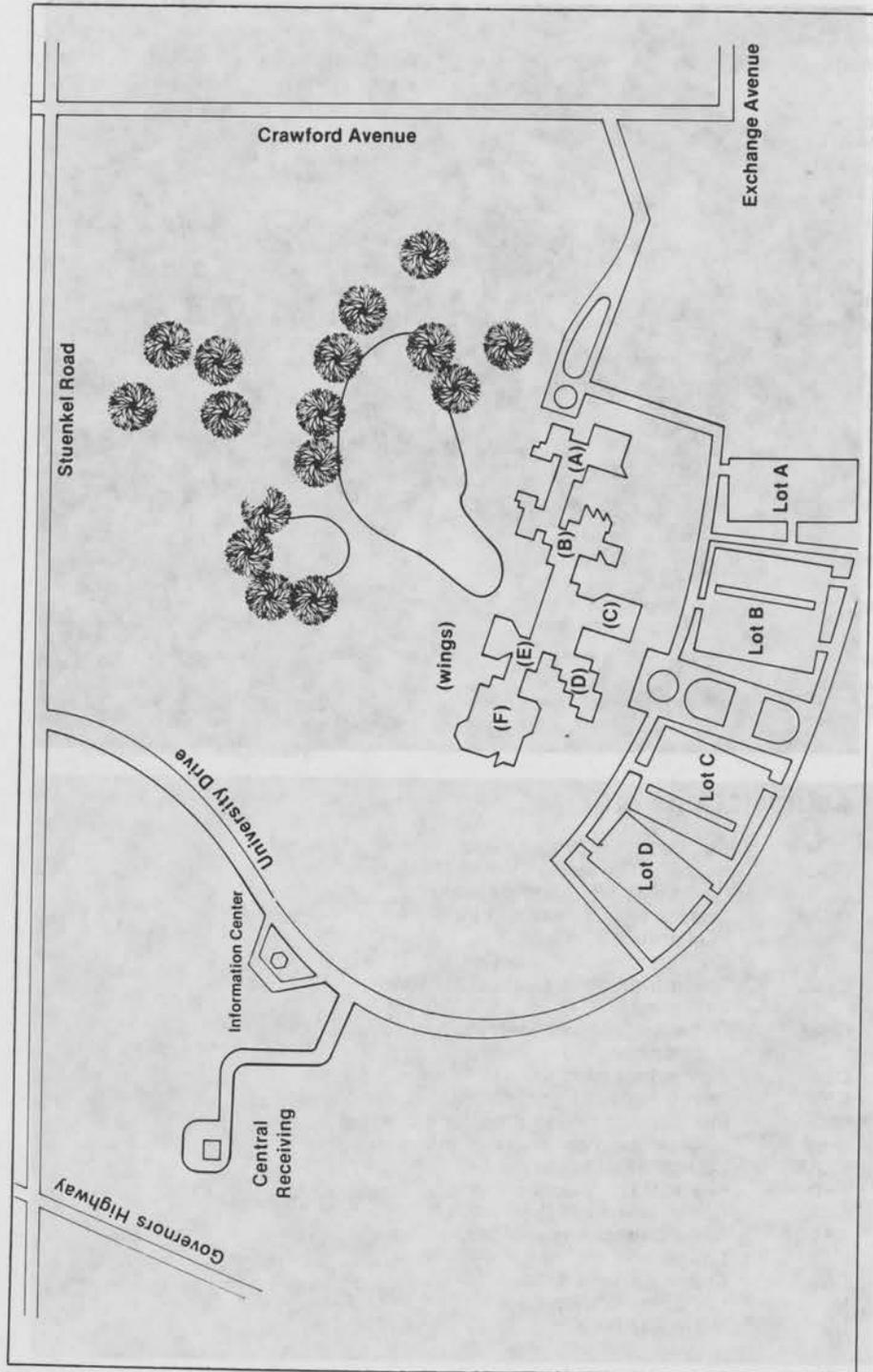
To make the most of your University experience, you and your fellow students will need to explore and use all facets of "your University." Take advantage of the total University environment, the classroom, labs and lecture halls as well as the services, activities and programs. These hints will help you:

1. Memorize your Social Security Number. It's important!
2. Keep all information such as receipts, etc. given to you by the University.
3. Make a copy of all valuable papers, forms, etc. that you turn in to GSU. Mistakes *do* occur and this is a protection for you.
4. Get to know your advisor and his/her office hours. Make appointments to see advisor well in advance, and show the courtesy of cancelling if necessary.
5. Notify the Registrar's Office if you change your name, address, phone number.
6. Make yourself very aware of deadlines. Get your work, forms, etc. in before the deadline and avoid hassles.
7. If you make an important agreement with faculty or staff, it's a good idea to get it in writing.
8. Read all the bulletin boards and the *Innovator*. This will also help you to keep abreast of new policies.
9. Talk to other students and staff. Get their opinions — especially if they have been around GSU for a while.
10. If you have a complaint — complain; but find out who the right person is to hear your complaint.
11. Make sure you return your overdue materials to the library. It is essential if you plan to register or graduate.
12. Even though time is at a premium for you, getting involved in activities at GSU will make your time here more enjoyable.



abbreviations

ASR	Admissions & Student Recruitment
BOG	Board of Governors Degree Program
CAS	College of Arts and Sciences
CBPA	College of Business and Public Administration
CCC	Cooperative Computer Center
CEEL	Credit through Evaluation of Experiential Learning
CHLD	College of Human Learning and Development
CLA	Center for Learning Assistance
DPS	Department of Public Safety
ICC	Instructional Communications Center
IR&P	Institutional Research and Planning
PERS	Personnel Office
PPO	Physical Plant Operations
SHP	School of Health Professions
SP&CE	Special Programs and Continuing Education
SAS	Student Affairs & Services
UL	University Library
UR	University Relations



service and information directory (index)

Main University Number: (312) 534-5000

ACADEMIC ASSISTANCE (also see TUTORING, below)	
Center for Learning Assistance, F Balcony	Ext. 2238
ACADEMIC/CAREER TESTING	
Student Development, 1st Floor, D Wing	Ext. 2158
ADDING AND DROPPING COURSES	
Registrar's Office, 1st Floor, D Wing	Ext. 2165
ADMISSION INFORMATION/APPLICATION	
Admissions Office, 1st Floor, D Wing	Ext. 2518
BOARD OF GOVERNORS DEGREE PROGRAM	
F Balcony	Ext. 2515
BOOKSTORE	
1st Floor, C Wing	Ext. 2296/97
CAFETERIA	
1st Floor, C Wing	Ext. 2295
(vending machines available when cafeteria is closed)	
CAMPUS MINISTRIES	
Student Development, 1st Floor, D Wing	Ext. 2149
CERTIFICATION OF ATTENDANCE	
Registrar's Office, 1st Floor, D Wing	Ext. 2165
CHECK CASHING	
Cashier, 1st Floor, D Wing	Ext. 2171
CHILD CARE CENTER	
1st Floor, F Wing	Ext. 2552
CLUBS AND ORGANIZATIONS	
Student Activities, 1st Floor, E Wing	Ext. 2123
COLLEGE OF ARTS AND SCIENCES	
1st and 2nd Floors, A and B Wing	Ext. 2441/42
COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION	
3rd Floor, D Wing	Ext. 2241
COLLEGE OF HUMAN LEARNING AND DEVELOPMENT	
3rd Floor, C Wing	Ext. 2355
COMMENTS/COMPLAINTS/SUGGESTIONS	
Hot Line 534-0222	
Dean of Student Affairs and Services	
1st Floor, D Wing	Ext. 2553
DUPLICATING SERVICES	
Planning Building	Ext. 2191
EMERGENCY FIRST AID	
Public Safety, 1st Floor, D Wing	Ext. 2198
GRADUATION REQUIREMENTS	
Registrar's Office, 1st Floor, D Wing	Ext. 2165
HEALTH INSURANCE	
Student Development, 1st Floor, D Wing	Ext. 2413
ID CARDS	
Student Activities, 1st Floor, E Wing	Ext. 2123

INFORMATION OFFICE	
1st Floor, C Wing	Ext. 2464
Information (Recorded message: daily events; emergency closings)	534-0033
JOB PLACEMENT (Full-Time)	
Placement Office, 1st Floor, D Wing	Ext. 2163
LOCKERS	
Student Activities, 1st Floor, E Wing	Ext. 2123
LOST AND FOUND	
Student Activities, 1st Floor, E Wing	Ext. 2123
NEWSPAPER <i>Innovator</i>	
1st Floor, B Wing	Ext. 2260
PARKING DECALS	
Cashier, 1st Floor, D Wing	Ext. 2171
PART-TIME WORK (On or Off Campus)	
Financial Aid Office, 1st Floor, D Wing	Ext. 2161
PERSONAL/SOCIAL COUNSELING	
Student Development, 1st Floor, D Wing	Ext. 2413
PUBLIC TRANSPORTATION SCHEDULES	
Information Office, 1st Floor, C Wing	Ext. 2464
SCHOLARSHIPS, LOANS, GRANTS or other FINANCIAL AID	
Financial Aid Office, 1st Floor, D Wing	Ext. 2161
SCHOOL OF HEALTH PROFESSIONS	
1st and 2nd Floor, A Wing	Ext. 2335
SPECIAL PROGRAMS & CONTINUING EDUCATION	
1st Floor, A Wing	Ext. 2549
(Evenings and weekends)	534-5055
STUDENT GRIEVANCES	
Dean of Student Affairs and Services	
1st Floor, D Wing	Ext. 2553
TEXTBOOKS AND SUPPLIES	
Bookstore, 1st Floor, B Wing	Ext. 2296
TRANSCRIPTS	
Registrar's Office, 1st Floor, D Wing	Ext. 2165
TUITION AND FEE PAYMENT	
Cashier, 1st Floor, D Wing	Ext. 2171
TUTORING/RESEARCH PAPER/STUDY SKILLS ASSISTANCE	
Center for Learning Assistance, F Balcony	Ext. 2238
UNIVERSITY LIBRARY	
2nd Floor, C and D Wings	Ext. 2323
VETERANS AFFAIRS/BENEFITS	
Financial Aid Office, 1st Floor, D Wing	Ext. 2126
WOMEN'S REFERRAL SERVICE	
Women's Resource Center, 1st Floor, B Wing	Ext. 2435
YMCA — Pool, Gym, Racquetball	
1st Floor, F Wing	534-5800

notes

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