

1980

Student Handbook 1980-1981

Governors State University

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GSU ARCHIVES

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STUDENT HANDBOOK



1980-81

GOVERNORS STATE UNIVERSITY

WELCOME!

Congratulations on your acceptance into GSU. Welcome! We're happy you're here; it's a great place to be. Once you understand how GSU works, you'll find it easy to get along here and enjoy yourself as well. Like most things, getting comfortable and feeling "at home" takes time. This handbook will help facilitate that process and make your educational experience easier.

We're here to serve you; you *are* GSU!

1980-81

Governors State University, Park Forest South, Illinois 60466
Telephone: (312) 534-5000

CONTENTS

2 ACADEMIC CALENDAR

5 STUDENT AFFAIRS AND SERVICES

- 5 Office of Admissions and Student Recruitment
- 5 Office of Registrar
- 5 Student Activities
- 8 Student Development Counseling Center
- Testing Center
- Center for Learning Assistance
- Campus Ministries
- Women's Resource Center
- Placement Center
- Health Insurance
- 10 Financial Aid
- 10 Veterans Affairs
- 10 Information Office
- 11 Facilities Scheduling and Conference Coordination
- 11 Student Comment Line
- 11 Notary Publics

13 SERVICE AND SUPPORT UNITS

- 13 University Library
- 13 Office of Assessment
- 14 Parking
- 14 Cashier
- 14 YMCA
- 14 Bookstore
- 15 Central Duplicating
- 15 Instructional Communications Center
- 15 Food Services
- 15 Special Programs
- 15 Community Services and Education
- 15 Department of Public Safety
- 16 Office of Research
- 16 Personnel
- 16 Alumni Association
- 16 Women's Resource Center
- 16 University Relations

17 STUDENT RIGHTS AND RESPONSIBILITIES

- 17 Policy on Student Records
- 20 Student Conduct Code
- 25 Student Grievance Procedure
- 29 Student Identification Numbers
- 29 Change of Personal Information
- 29 Smoking Regulations

31 ACADEMIC POLICIES

- 31 Grading Policy
- 32 Academic Good Standing
- 33 Academic Probation
- 33 Academic Suspension
- 34 Appeals
- 34 Special Registration Permission
- 35 Enrollment Status
- 35 Readmission
- 35 University Hold List
- 35 Official Transcripts
- 35 Changing Colleges and/or Advisors
- 35 Graduation

36 SURVIVAL GUIDE

- 36 GSU: From Start to Finish
- 37 Helpful Hints
- 38 Abbreviations

39 CAMPUS MAP

40 AREA MAP

41 SERVICE AND INFORMATION DIRECTORY (Index)

44 CREDITS

1980-81 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.

2

Fall Trimester 1980

Financial Aid Application Deadline for Fall Trimester	Th, May 1
Advance Registration	July 15-August 16
Admission Application and Credential Deadline for Fall Trimester	M, August 4
Registration and Fee Payment for Advance Registrants Only	W, August 27
Open Registration and Fee Payment	Th, August 28
HOLIDAY—Labor Day	M, September 1
Classes Begin (Blocks 1 and 2)	T, September 2
Add/Drop and Late Registration	T-Th, September 2-11
Block 2 (Adds Only)	T-M, September 2-8
100% Refund Deadline (Blocks 1 and 2)	F, September 12
50% Refund Period (total withdrawal only)	Sa-T, September 13-23
Withdrawal Deadline (Block 2)	Sa, September 27
Applications for Fall Trimester Graduation (December) Due in Colleges	W, October 1
Block 2 Ends	W, October 22
Withdrawal Deadline (Block 1)	W, October 22
Classes Begin (Block 3)	Th, October 23
Add/Drop and Late Registration (Block 3)	Th-W, October 23-29
100% Refund Deadline (Block 3)	Sa, November 1
50% Refund Period (Block 3 total withdrawal only)	M-W, November 3-12
Advance Registration for Winter Trimester	November 17-December 15
Withdrawal Deadline (Block 3)	T, November 18
HOLIDAY—Thanksgiving Recess Begins	Th, November 27
Classes Resume	M, December 1
Financial Aid Application Deadline for Winter Trimester	M, December 1
Admission Application and Credential Deadline for Winter Trimester	M, December 8
End of Fall Trimester (5:00 p.m.)	Sa, December 13
Diploma Date	Sa, December 13

Winter Trimester 1981

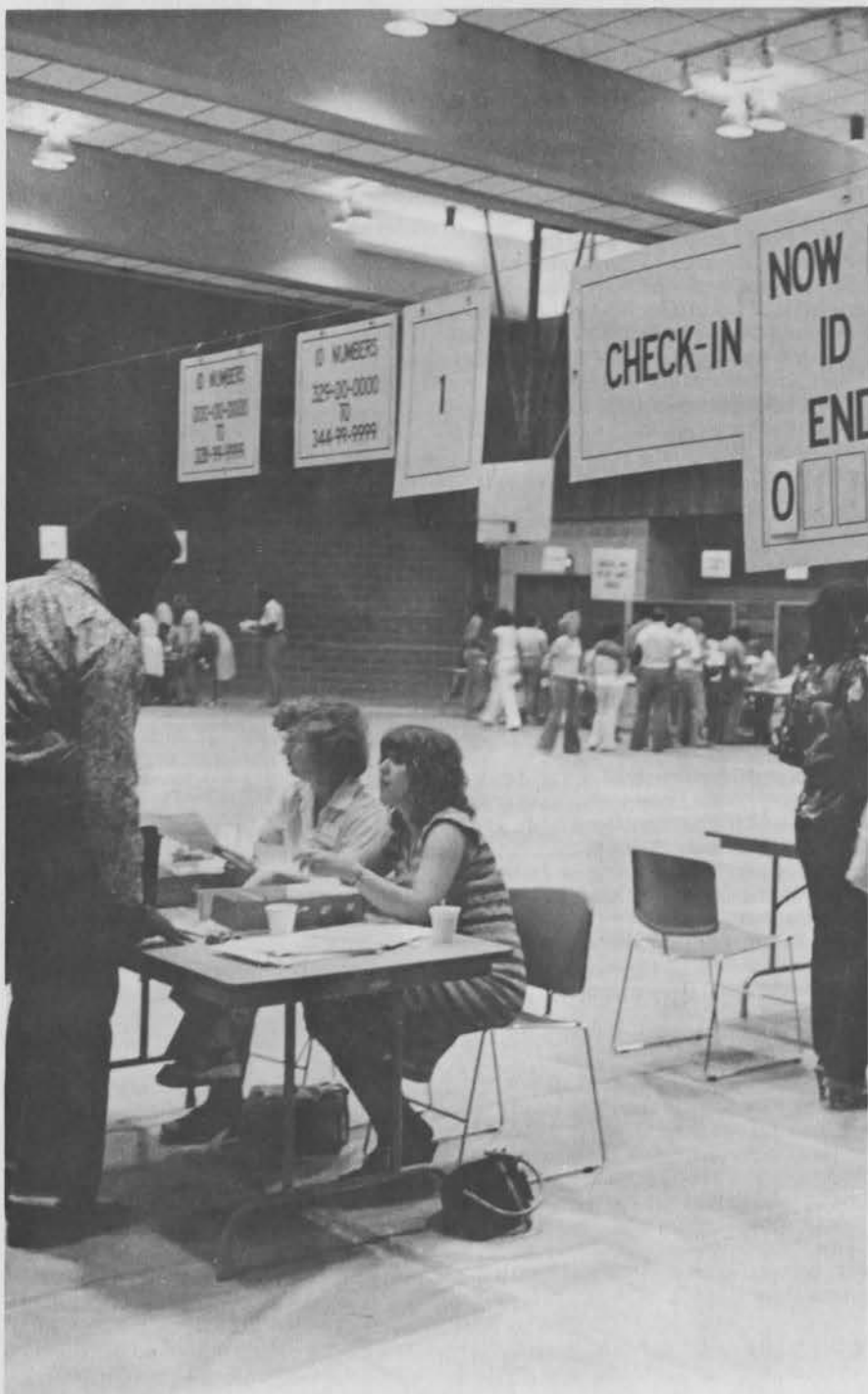
Advance Registration	November 17-December 15
Financial Aid Application Deadline for Winter Trimester	M, December 1
Admission Application and Credential Deadline for Winter Trimester	M, December 8
Registration and Fee Payment for Advance Registrants Only	W, January 7
Open Registration and Fee Payment	Th, January 8
Classes Begin (Blocks 1 and 2)	M, January 12
Add/Drop and Late Registration	M-W, January 12-21
Block 2 (Adds Only)	M-Sa, January 12-17
HOLIDAY—Martin Luther King's Birthday	Th, January 15
100% Refund Deadline (Blocks 1 and 2)	Th, January 22

50% Refund Period (total withdrawal only)	January 23-February 2
Applications for Winter Trimester Graduation (April) Due in Colleges	M, February 2
Withdrawal Deadline (Block 2)	F, February 6
HOLIDAY—Lincoln's Birthday	Th, February 12
Financial Aid Application Deadline for Spring/Summer Trimester	M, March 2
Block 2 Ends	W, March 4
Withdrawal Deadline (Block 1)	W, March 4
Classes Begin (Block 3)	Th, March 5
Add/Drop and Late Registration (Block 3)	Th-W, March 5-11
Advance Registration for Spring/Summer Trimester	March 16-April 13
100% Refund Deadline (Block 3)	Sa, March 14
50% Refund Period (Block 3 total withdrawal only)	M-T, March 16-24
Withdrawal Deadline (Block 3)	T, March 31
Admission Application and Credential Deadline for Spring/Summer Trimester	M, April 6
End of Winter Trimester (5:00 p.m.)	Sa, April 25
Diploma Date	Sa, April 25

Spring/Summer Trimester 1981

Financial Aid Application Deadline for Spring/Summer Trimester	M, March 2
Advance Registration	March 16-April 13
Admission Application and Credential Deadline for Spring/Summer Trimester	M, April 6
Registration and Fee Payment for Advance Registrants Only	W, April 29
Open Registration and Fee Payment	Th, April 30
Financial Aid Application Deadline for Fall Trimester	F, May 1
Classes Begin (Blocks 1 and 2)	M, May 4
Add/Drop and Late Registration	M-W, May 4-13
Block 2 (Adds Only)	M-Sa, May 4-9
100% Refund Deadline (Blocks 1 and 2)	Th, May 14
50% Refund Period (total withdrawal only)	F-M, May 15-25
HOLIDAY—Memorial Day (observed)	M, May 25
Withdrawal Deadline (Block 2)	F, May 29
Applications for Spring/Summer Trimester Graduation (August) Due in Colleges	M, June 1
Admission Application and Credential Deadline for Summer Session (Block 3)	Th, June 4
COMMENCEMENT CEREMONY (for August 1980, December 1980, and April 1981 Graduates)	Sa & Su, June 6 & 7
Block 2 Ends	W, June 24
Withdrawal Deadline (Block 1)	W, June 24
Classes Begin (Block 3)	Th, June 25
Add/Drop and Late Registration (Block 3)	Th-W, June 25-July 1
HOLIDAY—Independence Day (observed)	F, July 3
100% Refund Deadline (Block 3)	M, July 6
50% Refund Period (Block 3 total withdrawal only)	T-W, July 7-15
Advance Registration for Fall Trimester	July 15-August 15
Withdrawal Deadline (Block 3)	T, July 21
Admission Application and Credential Deadline for Fall Trimester	M, August 3
End of Spring/Summer Trimester (5:00 p.m.)	Sa, August 15
Diploma Date	Sa, August 15

3



STUDENT AFFAIRS & 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 help you find out how to resolve it.

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 about criteria for admission, procedures and credential evaluation. Applications, transcripts and other credentials required for admission are forwarded to this office. Prospective students may call or come in anytime during office hours with or without an appointment. This office is also responsible for planning, organizing and directing the student recruit-

ment 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 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

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

A comprehensive program of activities open to all students has been designed to provide experiences outside the traditional classroom to assist in the attainment of your educational and personal goals. Administered by the Director of Student Activity Programs, program sources are available in the Student Activity area.

Student Activity Center — Open to all students, it contains student activity program staff offices, student senate offices, recreational activities such as



pool, table tennis, chess and checkers. 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

Student Clubs and Organizations — Students can form their own recognized organizations or participate in establish-

ed 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 through 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: \$.65 an hour for first child.
\$.55 an hour for additional children.

Staff/Faculty: \$.75 an hour for first child,
\$.65 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: \$.80 an hour for each child.

Staff/Faculty: \$1.00 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, \$1.10 daily.

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 universities. 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 — 7 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 Council meets monthly at colleges and universities throughout the State. The student is elected prior to July 1st of each year.

Intramural and Recreational Activities — Students may participate in the YM-CA activities at a special rate of \$1.00 per year. Special activities will be offered throughout the year on an intramural basis for students who wish to participate through the Student Activities Program.

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. Students who do not have their I.D. picture taken during registration may do so in the Student Activity Center. You must provide proof of current enrollment.

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.

student development

Associate Dean: Burton Collins, 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

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

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 testings 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 Department. 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, GRE, GMAT, LSAT, MAT and ACT) are paid for by the student at the testing 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 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. Why struggle when there are these trained people to assist you?



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 the 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 non-credit seminars which are comprehensive forums emphasizing an awareness of employment positions, career qualifications, job search techniques, the resume, cover letter, credentials folders 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. Assistance in filing claims is also available.

financial aid office

Director: Herbert Robinson

Location: 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.

Please note: The Job Locator is housed in the Placement Office.

office of veterans affairs

Coordinator: Doug McNutt

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

Hours: Monday—Friday, 8:30 a.m.-5:00 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, directions inside and outside GSU, and answer other miscellaneous questions.



facilities scheduling and conference coordination

Located: 1st Floor, C 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, here is where you reserve the room. The office schedules all space in the University and coordinates the food, audio/visual, and physical set-up 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 are urged to 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.



SERVICE & SUPPORT UNITS

university library

Director: Jean Singer

Located: 2nd Floor over the main entrance.

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 170,000 volumes) and periodicals (over 2,700 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 non-fiction 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 non-fiction, and non-print media maintained as a 13 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 is 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 - Mimi Kaplan, ext. 2329

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: Mon. & Tues. 8:30 a.m.-8:00 p.m.; Wed., Thurs., Fri. 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)

UWW (University Without Walls)
CEEL (Credit through Evaluation of
Experiential Learning)

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

parking

- 14 Parking at GSU is by permit only. Parking stickers may be purchased from the Cashier's Office or the Bookstore. The cost is \$11.00 for a Trimester sticker or \$30.00 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 Dept. 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 Il-

linois, 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—Friday, 8:30 a.m.-5:00 p.m., Saturday, 8:30 a.m.-Noon.

The cashier will cash your personal check up to \$50.00 with a valid student I.D. Pay your fees and buy parking stickers 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 exists for students at a very reasonable fee. You can obtain a special rate of \$1.00 a year with a valid GSU I.D. card. Family membership rates for students are \$95.00 a year. They have a gym, pool and handball/racquetball court, plus supervised programs in many activities. Get in 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 Book store. Buy a "GSU Tee Shirt" here. Periodically they offer a service to buy used books.

central duplicating

Located: Planning Building (NW of main bldg.), 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

Director: Ralph Kruse

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

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

Known around the campus as "ICC", the ICC produces mediated instruction for classrooms and for students' use through the SIM (Self Instructional Module) CENTER. Work-study jobs are available to students in the ICC in television, audio, photography and graphics production as well as in equipment distribution.

food services/cafeteria

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

Hours: Monday—Thursday 11:00 a.m.-7:30 p.m.; Friday, 11:00 a.m.-2:00 p.m.; Closed Saturday and Sunday.

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

special programs and continuing education

Dean of Special Programs: Richard Vorwerk

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

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

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

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 a newsletter entitled "GSU Community Reporter."

department of public safety

Director: Norman Love

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

The purpose of this department is to serve and protect the GSU community. Officers are delegated their authority from State statutes and have all powers possessed by policemen in cities and sheriffs in counties. They assist in accidents and oversee parking regulations. If you need jumper cables to get your vehicle started, they will lend them to you. This department is known as DPS around campus. You can make emergency calls to DPS from any University telephone by dialing 1-1-1.



Office of Research

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, D Wing, Ext. 2435.

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

The Women's Resource Center is a drop-in service center 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, *i.e.* 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 content 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 isn't mentioned, call 534-0033. The "Info Hot Line" may save you an unnecessary trip to the University.



STUDENT RIGHTS & RESPONSIBILITIES

university policy 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 and his/her 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 allowed 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 Aids, 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 an 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 students with the right to physically inspect and review the information contained in his/her 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 to 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 Health, Education, and Welfare, 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 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 Privilege Loss of privilege is the withdrawal of a privilege or use of a service for a specific period of time commensurate with the offense committed. Loss of privilege may be imposed separately or in addition to any other sanction(s).

Restitution Restitution requires a student to pay for damages to or misappropriation of University property or the property of members or visitors to the University community. Such restitution shall 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 and 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 threat to the safety of himself/herself, 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 him/her 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 his/her identity.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the University campus poses a threat to himself/herself or to others, or to the stability or 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 him/her in writing at least five school days in advance of the hearing.
2. The complainant(s) will not be required to participate, unless their 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 adviser with him/her 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, he/she 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 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 him/her 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 his/her 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 Dean of Student Affairs and Services.
2. The student shall have the right to be assisted by an advisor of his/her choice who may:
 - a. Advise the student in the preparation and presentation of his/her 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 his/her own behalf, who shall be subject to questioning by members of the board 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 to any witness called by the parties, provided, however, that student charged shall not be compelled against his/her wishes to testify or answer any question, and his/her silence shall not be held against him/her. 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 shall exclude that person and proceed with the hearing in his/her 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 procedure

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 his/her tenure as a student at Governors State University. These procedures are designed to address com-

plaints 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 taken 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

Complaint

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

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.

Grievance

A written allegation filed with the Dean of Student Affairs and Services concerning a problem incurred by a student whereby he/she believes his/her 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 judg-

ment 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.

Grievant

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

Respondent

A 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.

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.

Student

A person currently registered and enrolled in the University.

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

Any Governors State University student who believes that his/her 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.

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 and the student may mutually agree to invite others to serve as resource persons in their attempt to resolve the complaint. 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.

If the discussion does not resolve the informal 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

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.

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, his/her 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.

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 his/her designee must be informed as to which information has not been received. The Provost will either require that the information be supplied or request an explanation of why it cannot be provided.)

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.

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

Either side may call such witnesses as may be germane to the grievance. The grievant, at his/her own expense, is en-

28 titled to be accompanied by independent counsel who may not, however, speak on behalf of the grievant during the proceedings. If the respondent chooses, he/she 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.

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.

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.

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

Committee deliberations will be closed and will not be recorded.

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

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

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 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.

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 his/her own expense.

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.

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 requested 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 an 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 fill in the correct form.

smoking regulations

Smoking is prohibited:

- in laboratories where a fire hazard exists
- in (enclosed) classrooms, conference rooms, and theaters
- in the University Library
- in gymnasium, handball court, multi-purpose 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

Introduction

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

Policy

I. At the completion of 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.

II. The following letter grades shall be used:

- A = Superior performance or highest level of competency achievement.
- 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 = 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 withdrawal) to identify the status of the student in the course.

III. 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.

IV. An undergraduate student may choose to take any graded elective course on a pass/no credit basis up to a maximum of 12 units of credit. 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.

V. 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.

VI. 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.

VII. 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.

VIII. 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 credits 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.

IX. Any student wishing to change his or 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 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 of 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 G.P.A. 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 G.P.A. of at least 2.0 and a completion rate of 75%.



CREDIT HOUR COMPLETION RATE

(For students continuously enrolled prior to Fall, 1979) Students are in academic good standing when they are maintaining credit hour completion rates of 75% or more.

Definition of credit hour completion rate:

$$\text{CREDIT HOUR COMPLETION RATE} = \frac{\text{Total no. of credit hours from previous Trimesters completed by the end of any Trimester}}{\text{total number of credit hours registered in previous Trimesters} - \text{total number of credit hours from previous Trimesters dropped during designated drop periods}}$$

(All completed course activity in the immediate Trimester is calculated in determining academic good standing. Students will be notified on their Student Status Report as to their Academic Standings.)

Students must be in academic good standing to graduate.

ACADEMIC PROBATION

(For students continuously enrolled since prior to Fall, 1979.)

Students shall be placed on academic probation when their credit hour completion rates fall below 75%.

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% or more by the end of their period of academic probation. This may be accomplished either by completing outstanding credit hours (if permitted), by completing a sufficiently high number of new credit hours, or both.

ACADEMIC SUSPENSION

(For students continuously enrolled since prior to Fall, 1979.)

Students shall be academically suspended from the University for any one of the following reasons:

1. failure to complete at least 25% of credit hours registered for by the end of the student's second Trimester;
2. failure to attain a credit hour completion rate of 75% or more by the end of academic probation periods;
3. falling below a credit hour completion rate of 75% for the third time.

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 or 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.

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

Grade/Letter Code	Description
A	Superior Performance; calculated in GPA; credit hours earned
B	Above Average Performance; calculated in GPA; credit hours earned
C	Average Performance; calculated in GPA; credit hours earned
D	Marginal Performance; calculated in GPA; credit hours earned
U	Unsatisfactory Achievement of Course Competencies; calculated in GPA; no credit hours earned
P (Pass)	Achievement of Course Competencies under the Pass/No Credit grading option; not calculated in GPA; credit hours earned
NC (No Credit)	Non-Achievement of Course Competencies under the Pass/No Credit grading option; not calculated in GPA; no credit hours earned
I (Incomplete)	Converted to "U" or "NC", depending on grading option, if not removed by end of subsequent term; not calculated in GPA; no

E (Extended Incomplete)	credit hours earned Converted to "U" or "NC", depending on grading option, if not removed by end of subsequent term; not calculated in GPA; no credit hours earned
W (Withdrawal)	Student Initiated; not calculated in GPA; no credit hours earned
X (Withdrawal)	University Initiated; not calculated in GPA; no credit hours earned
V (Visitor)	Audited Course; not calculated in GPA; no credit hours earned
R	Repeated Course
M	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.

enrollment status

FULL-TIME ENROLLMENT — 12 or more hours in a Trimester or 6 or more hours in a 7-½ week Block.

THREE-QUARTER TIME ENROLLMENT 9-11 hours in a Trimester or 4-5 hours in a 7-½ week Block.

HALF-TIME ENROLLMENT — 6-8 hrs. in a Trimester or 3 hours in a 7-½ week Block.

LESS THAN HALF-TIME ENROLLMENT — Fewer than 6 hours in a Trimester or fewer than 3 hours in a 7-½ week Block.

readmission

Students who sit out more than one Trimester:

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 until the hold is cleared.

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 collegial 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 applications

As soon as possible: Candidates complete the following forms which may be obtained from either the Collegial Records Office or the Registrar's Office, and submit them to their advisor for approval:

1. Application for Graduation
2. Student Progress Report Form

Candidates having transfer credits from previous schools should also complete and submit the following form:

"Transfer of Credit Accepted Toward Degree"

No later than first week of Trimester in which you wish to graduate: The forms listed above are signed by the advisor and submitted to the Collegial Records Office.

No later than one month from date form is submitted: Graduation applications are reviewed in the Colleges, approved by the Dean, and forwarded to the Registrar's Office.

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

"Student Study Plan Change Verification Form"

Graduation Counselors will notify students that their graduation applications have been received.

Students who are formally graduated in August, 1980, December, 1980, and April, 1981 will have an opportunity to participate in the Commencement Ceremonies in June 1981. Further information concerning the Commencement Ceremony will be forwarded to you in April, 1981.

SURVIVAL GUIDE

36

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 is 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. You will receive a stamped receipt.

Student comes to the gym during on-campus registration, at time 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 non-academic learning experience through the Board of Governors Office (BOG). If this credit is needed to meet admission requirements, application and assessment must 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.

37

helpful hints

Look at the faces around you on the college 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 college 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

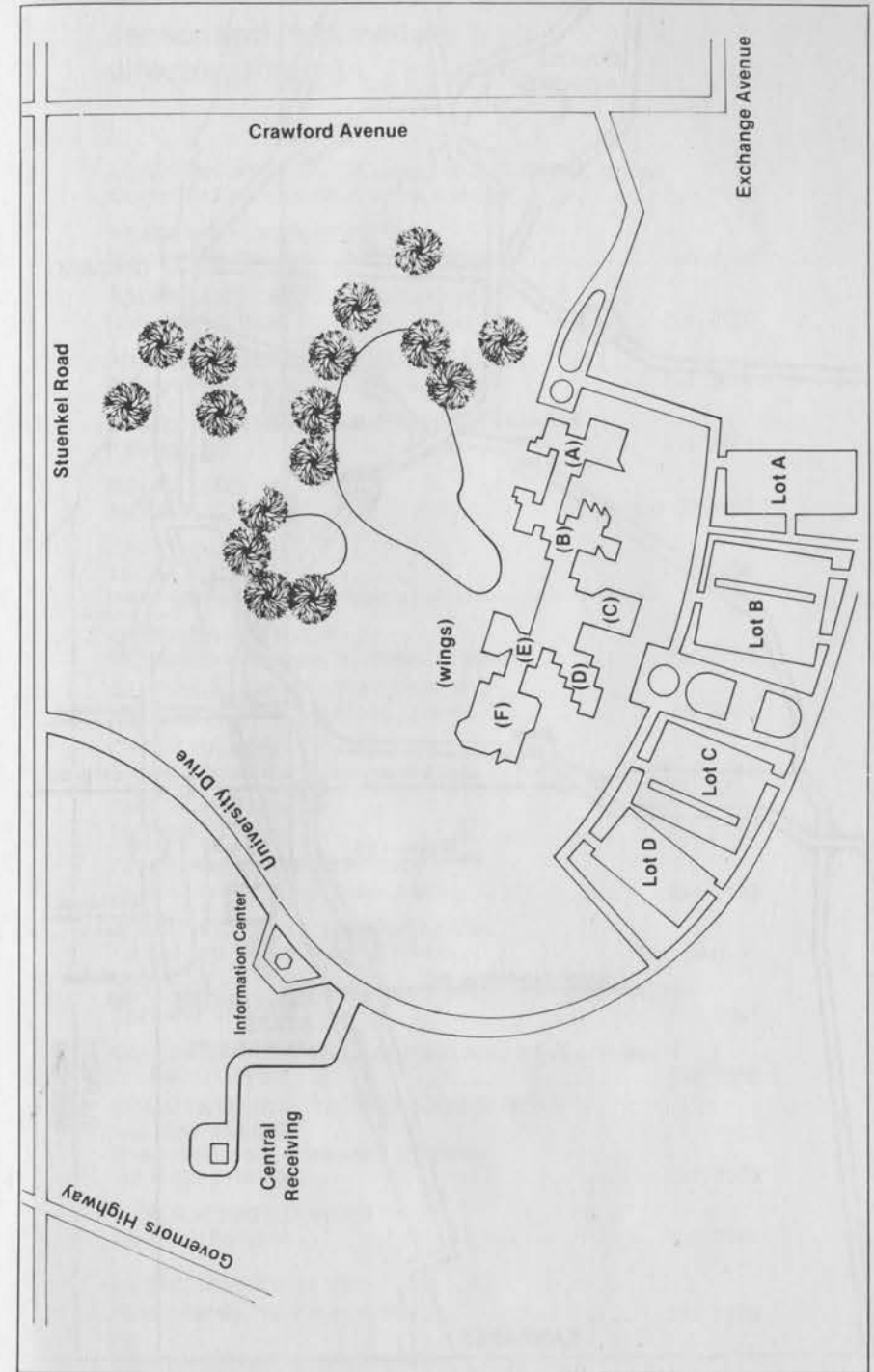
show the courtesy of cancelling if necessary.

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 awhile.
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
BPA	College of Business and Public Administration
CAS	College of Arts and Sciences
CCC	Cooperative Computer Center
CEEL	Credit through Evaluation of Experiential Learning
CLA	Center for Learning Assistance
CS	Community Services
DPS	Department of Public Safety
HLD	College of Human Learning & Development
IR&P	Institutional Research and Planning
ICC	Instructional Communications Center
UL	University Library
PAC	Program Advisory Committee
PERS	Personnel Office
PPO	Physical Plant Operations
SHP	School of Health Professions
SP&CE	Special Programs & Continuing Education
SAS	Student Affairs & Services
UR	University Relations
UWW	University Without Walls Degree Program

38



39



service and information directory (index)

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 Wings	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) 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 STICKERS Cashier, 1st Floor, D Wing	Ext. 2171
PART-TIME WORK (On or Off-Campus) Financial Aids 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 AIDS Financial Aids Office, 1st Floor, D Wing	Ext. 2161
SCHOOL OF HEALTH PROFESSIONS 1st and 2nd Floor, A Wing	Ext. 2335
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
UNIVERSITY WITHOUT WALLS F Balcony	Ext. 2515
VETERANS AFFAIRS/BENEFITS Financial Aids Office, 1st Floor, D Wing	Ext. 2126
WOMEN'S REFERRAL SERVICE Women's Resource Center, 1st Floor, D Wing	Ext. 2435
YMCA — Pool, Gym, Racquetball 1st Floor, F Wing	534-5800

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Mary Fote
Handbook Coordinator

