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Student Handbook 2004-2006

Governors State University

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GOVERNORS STATE UNIVERSITY

Student Handbook Academic Years 2004-2006



FRONT COVER:

Legislation establishing Governors State University was signed into law in 1969. The first classes the university offered were in a barn on the 750 acre campus (upper left picture on the cover). Since then, the university has built state-of-the-art classrooms and office facilities and continues its primary mission to serve a diverse student population.



Information in the student handbook is subject to change and does not constitute a contract or guarantee with the university. The university expressly reserves the right to change, phase out, or discontinue any policy or program. Such changes take precedence over student handbook statements.

This student handbook is for the 2004-2006 academic years. Students should keep the student handbook for referral throughout their academic career. The on-line version of the student handbook is intended to be the most accurate reproduction. If there are any discrepancies between the two versions, the on-line form is to be considered definitive.

The student handbook is posted on the GSU web page at <http://www.govst.edu/studenthandbook>

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GOVERNORS STATE UNIVERSITY: THEN AND NOW

HISTORICAL PERSPECTIVE

TROUBLED TIMES: 1969

There's no mistaking the turbulent nature of the 1960s. America faced down the potential for nuclear annihilation. The Kennedys, King: Great leaders, struck down by assassins' bullets. War and the fight for civil rights tore the national consciousness in two, the status quo versus justice and opportunity.

BOLD RADICAL

Out of that crucible of chaos, came another sign of troubled times: a vision for a better future. In Illinois, that vision took the form of a new university - a new kind of university: A new model for higher education that would be, as the university's founding president proclaimed, "Open, humane, experimenting, flexible, and innovative."

That university, signed into law on July 17, 1969, by Governor Richard B. Ogilvie, would become Governors State, the university that would be as different as a university could be. New ideas were embraced. Inclusion became a philosophy, and a university degree became, for the first time, a very real possibility for those excluded by education's traditional model.

INCLUSIVE

Conceived as an upper-division university, Governors State opened the door to baccalaureate and graduate studies for working adults and the region's community college students, putting "non-traditional" students on a par with their traditionally-educated counterparts.

GSU chose for its school colors black and white, deliberately representative of the university's commitment to the goals of the civil rights movement. Here, race would never be used to exclude. Real, tangible, and equal opportunity would exist for every student, white or black, Latino, Asian, or Native American. GSU would be the place for students to step out of conflict and into the future - as it should be.

ADAPTING

Today GSU remains true to its founding vision and promise. The university fights to keep higher education accessible. It fights to keep tuition low. It fights for affordability and easy access to financial aid, even for part-time students. GSU remains the place for working adults to earn their degrees and continues to be the best and logical transfer institution for the region's community college students.

Its programs meet the highest standards of quality. The university assures this by seeking independent accreditation for every program that has a recognized professional accrediting body.

Ninety percent of its faculty have Ph.D.s or the highest degree in their field. Classes are scheduled at convenient times. And the university remains true to its mission to serve the working adult, with an average student age of 33 years.

FOR THE FUTURE

The world has come a long way since 1969, and Governors State has worked hard and played its part in meeting the challenge for change, for inclusion, and for a better and educated society. But challenges remain. And GSU will be here to meet them - today, tomorrow, and beyond.

MISSION STATEMENT

At Governors State University, our mission is:

- To offer a demonstrably excellent education that meets the demands of our region and state for engaged, knowledgeable citizens and highly skilled professionals and that is accessible to all including those traditionally underserved by higher education;
- To cultivate and enlarge a diverse and intellectually stimulating community of learners guided by a culture that embodies:
 - ▶ Openness of communication;
 - ▶ Diversity of backgrounds, experiences, and perspectives;
 - ▶ Mutual respect and cooperation;
 - ▶ Critical inquiry, constant questioning, and continuing assessment; and
 - ▶ On-going research and scholarship; and
- To strengthen and enhance the educational, cultural, social, and economic development of the region through partnerships with governmental, business, educational, civic, and other organizations.

ACCREDITATION

Governors State University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The university is also a member of the Illinois Council of Baccalaureate and Higher Degree Programs, and all programs that have an outside accrediting body through their respective professional accrediting agencies are accredited or in candidacy for accreditation. Please see the catalog or website (www.govst.edu/catalog) for additional information on program specific accreditation and certifications.

The Higher Learning Commission of the North Central
Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
312.263.0456; 800.621.7440
FAX: 312.263.7462
Internet: Info@ncacihe.org

PRESIDENT'S PERSPECTIVE

Dear Student:

Thank you for choosing to come to Governors State University to complete your bachelor's degree or earn your master's degree. We will assist you in every way we can.

The GSU mission is to serve the educational needs of both graduates of local community colleges and working adults. To meet that mission, we offer classes at convenient times, child care, and on-line and distance learning options. We also provide mentoring and tutoring programs.

The support that we provide is described in this handbook. Please take full advantage of what we offer.

I wish you well in your academic career at Governors State. The faculty, the administration, staff, and I stand ready to help you have a successful and productive experience at GSU.

Again, welcome and thank you choosing Governors State University.

Stuart I. Fagan
University President
Governors State University

STUDENT SENATE PERSPECTIVE

The Governors State University Student Senate extends a warm welcome to all new and returning students. We are excited that you have chosen to attend one of the most fascinatingly unique institutions in the state of Illinois. Governors State University is the place to be.

In realizing this, the GSU Student Senate joins the university in assisting you with obtaining your academic and co-curricular goals. Our mission is to promote the general welfare of all GSU students. You, the students, are the most vital part of achieving and maintaining our mission. It is you who elect each of us to represent your interest and ensure that every student's voice is heard. Your presence presents an array of diverse contributions which enhance the total GSU environment. Therefore, we are committed and look forward to serving you as you move forward in your quest for academic achievement and self-fulfillment.

You are encouraged and welcomed to participate in student government. There are many facets of participation and opportunities which allow you to become an active part of the GSU family. By getting involved, together we can make your experience at Governors State University an awesome one.

Linda Williams
Governors State University
Student Senate President

GOVERNANCE

A seven-member board appointed by the governor of Illinois governs this university. One student serves as a member of the Board of Trustees. The president of the university is responsible to the Board of Trustees for the operation and general welfare of the university. The provost/vice president for academic affairs has general responsibility in the areas of academic personnel and programs. Governors State University's four colleges and the Board of Governors Degree Program are directly administered by their respective deans.

Faculty, civil service staff, and students participate in university affairs through membership on the Faculty Senate, Civil Service Senate, and Student Senate and academic and administrative committees. These groups consider and recommend policies and procedures to the president.

In addition, a student represents the university on the Illinois Board of Higher Education-Student Advisory Committee. This student, the student representative on the Board of Trustees, and the 20 member Student Senate are elected by the student body in a general election held in the Winter Trimester. Each serves a one-year term. Positions are open to all students in good academic standing. For additional information, contact the executive director of student life in Room A2131, by telephone at 708.534.4555.

UNIVERSITY COMMITTEES WITH STUDENT MEMBERSHIP

The following university committees have voting student representatives:

1. **BUDGET:** The committee shall make recommendations with respect to the setting of program priorities in the university budget (in the areas of capital, operating, internal, etc.), and conduct a periodic review of the university budget and transfers of significant amounts among internal budget items. (2 students)
2. **CAMPUS PHYSICAL RESOURCES:** The committee shall make policy recommendations with regard to campus planning and facilities construction and utilization. (3 students)
3. **GRADUATE COUNCIL:** The council focuses on issues related to all aspects of graduate education at GSU. For instance, its members on the council and in its subcommittees make recommendations to the president and provost on issues of graduate studies and curriculum, policies related to graduate students and programs, proposals for doctoral education, academic advising, and intellectual life at GSU. (1 student)
4. **POLICY MONITORING:** The committee shall submit to the president, or the chairperson through the president, expressions of concern regarding proper implementation of Board of Trustees policy on campus. (4 students)
5. **REGISTRATION:** (ad hoc) The committee shall review all registration policy and procedures and suggest innovations for strengthening and improving the registration process. (1 student)
6. **RETENTION:** (ad hoc) The committee shall review existing policies, procedures, and activities designed to retain students. The committee shall recommend to the president procedures and activities formulated to enhance the GSU experience and increase the retention of students at Governors State University. (1 student)
7. **STUDENT COMMUNICATIONS COORDINATING COMMITTEE:** The SCCC is a recommending body responsible to the executive director of Student Life in any and all matters dealing with student communications media. (5 students)
8. **STUDENT CONDUCT COMMITTEE:** The committee will hear both academic and non-academic conduct code violations which may result in a disciplinary sanction. (4 students, 2 student alternates)

For additional information, contact Student Life in Room A2100 or by telephone at 708.534.4553.

GOVERNMENT REGULATIONS

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Governors State University recognizes and is fully committed to both its moral and legal obligations to provide equal opportunity to its employees as well as its students. Recognizing these obligations, the university will not discriminate on the basis of race, color, national origin, ancestry, religion, gender, age, sexual orientation, marital status, disability, citizenship, unfavorable discharge from military service, or veterans status in any area of university employment or in services to its students. Furthermore, this university is pledged to the affirmative action process to ameliorate patterns of employment which indicate underutilization of members of minority groups and women, whether in the faculty, the civil service, or among the students. The Affirmative Action Plan explains more fully the university's commitment and may be reviewed by all concerned in the University Library.

Governors State University will continue to be in the forefront of the efforts to eradicate discrimination and inequality of opportunity regardless of the forms they take.

AMERICANS WITH DISABILITIES ACT

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

Inquiries about assistance to meet special needs should be directed to the Division of Student Development, through which the appropriate academic and service areas will be notified. Provision of such assistance will be based upon the individual student's need to have equal access to the learning environment. If a request for auxiliary aids, academic adjustments, or other special services necessitates a modification of academic standards or creates an undue hardship on the university, the request may be denied.

DRUG AND ALCOHOL ABUSE/DRUG FREE SCHOOLS AND COMMUNITIES ACT

Consistent with its educational mission, Governors State University is committed to providing education about the effects of the use of drugs and alcohol and to furthering efforts to prohibit possession, use, or abuse of these substances. The Division of Student Development provides referrals for students needing assistance with drug and/or alcohol issues. The Department of Public Safety and the Division of Student Development have preventative education materials available.

POLICY ON DRUG AND ALCOHOL ABUSE

PURPOSE

Governors State University has adopted this policy to inform faculty, staff and students about the adverse effects of drug and alcohol abuse; standards of conduct, disciplinary and legal sanctions related to such use or abuse; and to advise them regarding available counseling and rehabilitation services, with the intent of fully complying with any current or future requirements, regulations or interpretations developed related to the Federal Drug-Free School and Communities Act amendments of 1989.

POLICY

STANDARDS OF CONDUCT

All students and employees are prohibited from the unlawful possession, use, or distribution of illicit drugs and alcohol, or the abuse of alcohol on university property or in connection with any university activity.

DISCIPLINARY SANCTIONS STUDENTS

The following disciplinary sanctions consistent with local, state, and federal law, may be imposed for violation of the standards of conduct cited in this policy: warning; loss of privilege; restitution; mandatory participation in an approved drug and/or alcohol abuse treatment, rehabilitation, and/or re-entry program; probation; suspension; summary suspension; or dismissal. Where appropriate, referral for prosecution may be made. One or more sanctions may be imposed. A complete description of the applicable legal sanctions under state and federal law for unlawful possession or distribution of illicit drugs and alcohol is included in the Student Conduct Code and as follows:

TREATMENT:

The university has professional counseling staff in the Division of Student Development to provide initial counseling assistance to students with problems and/or concerns related to the use and/or abuse of drugs and/or alcohol. Those students who seek university counseling assistance will also be referred to an appropriate community treatment program for more in-depth assessment and treatment if required. Because Governors State University is a nonresidential/commuter institution, students represent a broad geographical service region. The university has resources to assist with appropriate referral to counseling agencies and health facilities to reflect this broad region.

UNIVERSITY DISCIPLINARY SANCTIONS:

The Student Conduct Code prohibits the use, possession, and distribution of, or being under the influence of drugs or alcohol, except as permitted by institutional policy or law. Students charged and found to be in violation of the Student Conduct Code are subject to the imposition of a range of official disciplinary sanctions. One or more sanctions may be imposed.

The following disciplinary sanctions consistent with local, state, and federal law may be imposed for violation of the standards of conduct cited in this policy:

Warning: notice to a student that previous conduct was unacceptable and that future breaches of conduct will be treated more severely.

Loss of Privilege: 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: payment for damages to or misappropriation of university property, or the property of visitors to, or members of, the university community. Restitution may be charged to any student who alone, or through group conducted activities, organizes or knowingly participates in the events causing the damages or costs. Restitution may be imposed separately or in addition to any other sanction(s).

Mandatory participation in an approved drug and/or alcohol abuse treatment program; the student will not be permitted to be on campus for any reason until documentation proving this participation is on file.

Probation: 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. This status may affect qualification for awards or student aid, when conduct acceptable to the university is a condition of such benefits. Violation of terms of probation or of a further incident of misconduct may result in further disciplinary action. While on probation, a student is encouraged to seek advice and counsel from appropriate university offices.

Suspension: an action which excludes the student from registration, class attendance, and use of university facilities for a specified period of time. Suspension is recorded on the student's academic record during the period in effect and is permanently removed upon reinstatement. Upon termination of this period of suspension, the student shall be considered for registration in compliance with the academic good standing policy. Established proof of a further incident of misconduct, after the student is readmitted, may result in disciplinary dismissal.

Dismissal: 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 or designee. Disciplinary dismissal is recorded on the student's academic record, to be removed only if and when the student is reinstated. A student on disciplinary dismissal may be readmitted only by action of the president of the university. A student who has been dismissed is not eligible for readmission earlier than one year from the date of dismissal.

Students may be accountable to civil authorities as well as to the university for acts which constitute violations of local, state, or federal law. Where appropriate, referral for prosecution may be made. Disciplinary action at the university will normally proceed during the pending of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident(s) have been dismissed or reduced.

STATE AND FEDERAL LEGAL SANCTIONS:

A number of Illinois and federal criminal statutes provide extended definitions of what constitutes illegal possession, use, and distribution of alcohol and drugs. Criminal penalties for violation(s) of Illinois statutes include terms of imprisonment for up to sixty (60) years and fines of up to \$500,000. Definitions of legal sanctions under Illinois law for the unlawful possession, use, and distribution of illicit drugs and alcohol are included under Chapters 43 and 56.5 of the Illinois Revised Statutes 1989. In Illinois, law prohibits any person from inhaling or drinking any substance for the purpose of intoxication which means the substantial impairment of any mental or physical function. A violation of this is a Class C misdemeanor with a penalty of not more than thirty (30) days in jail and a fine of up to \$500.00. Equally severe penalties and sanctions may be imposed for violations of federal statutes.

EFFECTS/DANGERS OF DRUGS:

In addition to severe penalties for violations of university policy and state and federal laws, there are health risks that are associated with the abuse of drugs and alcohol. The following table is provided to list the effects of drug overdose and withdrawal syndromes.

DRUG CATEGORY	DEPENDENCE	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYMPTOMS
NARCOTICS	Psychological/ Physical High to moderate	Euphoria; drowsiness; respiratory depression; constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, tremors, panic, cramps, nausea, chills, sweating
DEPRESSANTS	High to moderate	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
STIMULANTS	High to moderate	Increased alertness, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
HALLUCINOGENS	Unknown	Hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported

CANNABIS	Unknown	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactive, decreased appetite occasionally reported
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HUMAN SUBJECTS RESEARCH - INSTITUTIONAL REVIEW BOARD

The purpose of the Institutional Review Board (IRB) is to ensure the protection of human research subjects. Federal regulation, Title 45, Code of Federal Regulations, Part 46, requires that all institutions receiving federal funds and conducting research using living humans as subjects establish and operate an IRB. Projects which originate at Governors State University involving human subjects, including surveys are subject to review and approval by the IRB.

IRB approval (or a determination that the project is exempt from IRB review) must be obtained before any research involving human subjects is initiated. All faculty, students, and staff must adhere to the procedures established by the IRB. These procedures are available from the Office of the Provost or on the website at <http://www.govst.edu/irb>.

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

Governors State University has the responsibility to maintain the highest possible quality of research and to provide for the treatment of animals used in research projects and teaching conducted at this institution. All activities involving the use of animals conducted by GSU faculty, staff and/or students, or sponsored in part or in whole by GSU must be reviewed and approved by the IACUC and/or its agents. The Animal Welfare Act guides the ethical principles regarding the humane treatment of animals in research. Requests for research on animals should be directed to the IACUC Institutional Officer in care of the Provost's Office.

MENINGITIS

Public Law requires that Governors State University inform its transfer students about meningitis and its transmission. The following information on meningitis is available at <http://www.meningitis.org>. Additional information is available at the bottom of this section.

Meningitis: What is it?

Spinal Meningitis is an inflammation of the lining of the brain. Meningitis is almost always caused by a bacterial or viral infection of the spinal fluid. The infection usually starts somewhere else in the body, like the sinuses, throat, or ears and then spreads through the blood stream to the spinal fluid and the lining of the brain called the meninges.

Meningitis can cause several severe injuries including shock, brain damage, and death. There are over 10,000 cases per year and about 2/3 of the occurrences are in children.

Bacterial Meningitis: The bacterial form of meningitis is an extremely serious illness that requires immediate medical care. If not treated quickly, it can lead to death within hours or to permanent brain damage in approximately 30% of the people. Bacterial meningitis is caused by any one of several bacteria, including Group B strep (in newborns), Hemophilus influenzae type b (in babies), meningococcus (mostly in young adults), and pneumococcus (the most common for adults). These four bacteria combined account for more than 80% of bacterial meningitis cases in the U.S.

Viral Meningitis: Viral Meningitis is more common; however, people with viral meningitis are much less likely to have permanent brain damage. Viral meningitis is usually relatively mild and clears up within a week or two without specific treatment. Viral meningitis is also called aseptic meningitis.

Fungal Meningitis: Fungal Meningitis is much less common. It is usually caused by a fungus called Cryptococcus, found in pigeon droppings. Fungus-related meningitis is rare in healthy people. However, someone who has an impaired immune system, as happens in AIDS, is more likely to become infected with this form of meningitis.

For further information related to the causes, symptoms, diagnosis, treatment of meningitis, and additional information, please refer to the following websites and their web links:

<http://www.musa.org/>

<http://www.nlm.nih.gov/medlineplus/tutorials/meningitis.html>

http://www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm

SEXUAL HARASSMENT POLICY AND COMPLIANCE PROCEDURES FOR FACULTY, ADMINISTRATIVE/PROFESSIONAL STAFF, CIVIL SERVICE EMPLOYEES, AND STUDENTS

PART I: POLICY

It is the policy of Governors State University, in keeping with efforts to establish an environment in which the dignity and worth of all members of the university community are respected, that sexual harassment of students and employees at Governors State University is unacceptable and will not be tolerated.

Sexual harassment, like harassment on the basis of race, ethnic origin, or religion, is a form of discrimination expressly prohibited by law. It is a violation of Title VII of the federal Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and a civil rights violation of the Illinois Human Rights Act.

Sexual harassment is harmful not only to the persons involved, but also to the entire university community. When people feel coerced, threatened, intimidated, or otherwise pressured by others into granting sexual favors in exchange for employment or educational opportunities, or are singled out for derision or abuse because of their gender, their academic and work performance is liable to suffer.

A. SANCTIONS

The university will take whatever action is needed to prevent, stop, correct, or discipline behavior that violates this policy. Disciplinary action may include, but is not limited to, oral or written reprimands, warnings, counseling, demotion, transfer, modification of duties, suspension without pay, or termination of employment.

B. DEFINITION AND EXAMPLES

This definition has been derived from two Federal laws: Title VII of the 1964 Civil Rights Act and Title IX of the Educational Amendments of 1972. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, verbal or other expressive behaviors, or physical conduct commonly understood to be of a sexual nature, when:

1. submission to, or toleration of, such conduct on or off campus is made either explicitly or implicitly, a term or condition of instruction, employment, or participation in other university activities,
2. submission to, or rejection of, such conduct is used as a basis for employment or for academic decisions or assessments affecting the individual's status as an employee or student,
3. such conduct has the purpose or effect of unreasonably interfering with an individual's status as a student or employee or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite or the same sex. Examples of behavior that would be considered sexual harassment include, but are not limited to, the following:

1. physical assault,
2. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation,
3. a pattern of conduct, annoying or humiliating in a sexual way, that includes comments of a sexual nature and/or sexually explicit statements, questions, pictures, electronic transmissions, jokes, or anecdotes,
4. a pattern of conduct that would annoy or humiliate a reasonable person at whom the conduct was obviously directed. Such conduct includes, but is not limited to, gestures, facial expressions, speech, or physical contact understood to be sexual in nature or which is repeated after the individual signifies that the conduct is perceived to be sexually offensive.

The following definition is taken from the state law as shown in Appendix A—The Illinois Human Rights Act. Sexual harassment in higher education means any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of creating an intimidating, hostile, or offensive educational environment, or when

the higher education representative either explicitly or implicitly makes the student's submission to, or rejection of, such conduct a basis of determining:

1. whether the student will be admitted to an institution of higher education,
2. the educational performance required or expected of the student,
3. the attendance or assignment requirements applicable to the student,
4. to what courses, fields of study or programs, including honors and graduate programs, the student will be admitted,
5. what placement or course proficiency requirements are applicable to the student,
6. the quality of instruction the student will receive,
7. what tuition or fee requirements are applicable to the student,
8. what scholarship opportunities are available to the student,
9. what extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate,
10. any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled,
11. the progress of the student toward successful completion of, or graduation from, any course or program of instruction in which the student is enrolled, or
12. what degree, if any, the student will receive.

C. CONSENTING RELATIONSHIPS

A faculty member, or supervisor, who enters into a sexual relationship with a student or an employee, must realize that, where a professional power differential obviously exists, if a charge of sexual harassment is lodged, the burden will be on the faculty member or supervisor to prove immunity on grounds of mutual consent. This situation may be particularly awkward and may want to be avoided for one's own protection.

Relationships between a graduate student and an undergraduate, when the graduate student has some supervisory responsibility for the undergraduate, belong in this category. Among other relationships included are those between a student or employee and administrator, adviser, or counselor who has supervisory responsibility for that student or employee.

D. RESPONSIBILITY OF SUPERVISORS

The President's Office is responsible for coordinating the dissemination and implementation of this Sexual Harassment Policy. Inquiries should be directed to the affirmative action officer. Supervisory personnel of faculty, staff or students are charged with maintaining an atmosphere that discourages sexual harassment and ensures that the university policy is enforced in their areas. Supervisors are directed to discourage all behavior that might be considered

sexual harassment and to respond promptly and without prejudice to sexual harassment complaints. University officials who knowingly condone incidents of sexual harassment or instances of related retaliation will be subject to disciplinary action.

The law recognizes two types of sexual harassment claims:

1. Quid pro quo, i.e.: "this for that" for example: supervisor offers something in return for sexual favors, or employment decisions are based on whether one submits to such behavior without complaint.
2. Hostile environment, for example, harassing behavior creates an offensive work atmosphere or adversely interferes with job performance.

E. PROTECTION OF THE COMPLAINANT AND OTHERS

No student, faculty member, or staff member may be subjected to any form of retaliation for seeking information on sexual harassment, making a charge, filing a sexual harassment complaint, or testifying, assisting, or participating in an investigation, proceeding, or hearing involving a complaint of sexual harassment. Any retaliatory action will be a violation of this policy and will be grounds for disciplinary action.

F. PROTECTION OF THE ACCUSED

Accusations of sexual harassment are grievous and can have serious and far-reaching effects on the careers and lives of accused individuals. Allegations of sexual harassment must be made in good faith and not out of malice. Complaints must be confidential and private and in a manner to protect the privacy of all involved—the alleged harasser, the victim, and all witnesses. This serves to protect the reputation of someone who may be falsely accused. Protection against retaliation for all people involved is assured.

G. EXTERNAL AGENCY COMPLAINT PROCEDURES

An investigative and complaint process is also available through the Illinois Department of Human Rights and the federal Equal Employment Opportunities Commission. See Appendix B for more information.

PART II: COMPLIANCE PROCEDURES

A. Offices of Affirmative Action, University Counseling Center, Employee Assistance, Etc.

Individuals who believe they have been victims of sexual harassment should seek assistance or advice as soon as possible.

Individuals will not be required to reveal their identity in seeking such consultation. They may seek consultation, resolution of complaints, or assistance with filing formal complaints at a number of university units or offices.

These units or offices are:

1. University Counseling Center and Employee Assistance Program:

These offices provide opportunities for students, faculty, and staff to discuss the situation without the necessity of carrying it further.

2. Deans, Division/Department Chairpersons, Directors, Other Supervisory Personnel:

All university administrators and supervisors are charged with the responsibility of ensuring that the university's Sexual Harassment Policy is carried out in their areas. Failure to act could itself be a violation of this policy.

3. Affirmative Action Officer:

The affirmative action officer receives and processes sexual harassment complaints. This office also offers students, faculty, and staff the opportunity to discuss a person's rights in a situation of sexual harassment and expedites filing formal complaints.

B. Suggested Tactics to Deal with Sexual Harassment

Excerpt reprinted with permission from Stop Sexual Harassment by American Library Association and Capital Cities/ABC, et al.

"My supervisor is harassing me. How should I handle it? I don't want to hire a lawyer or end up on the evening news. I just want him to stop."

Many women who are harassed initially respond by trying to ignore the problem. But 75 percent of the time, harassment grows worse when it is ignored. Here are some tactics to deal with sexual harassment.

1. Tell the harasser to stop. Make it clear you don't welcome this behavior. You can say this in person or in a letter sent by registered mail. (See sample letter below.) Keep copies of any written correspondence.
2. Keep notes describing each incident, including date, time, place, what the harasser said or did, how you responded, who else might have heard or seen it, and what you did at the time. Keep these notes at home. Also keep any gifts, notes, or cartoons you've received from the harasser.
3. Talk to others at work even though it may be embarrassing. Be judicious about talking to your co-workers so you don't encourage gossip or possibly harmful actions by others. But you may find witnesses, allies or other victims of the harasser who will support you. It may be helpful to talk about the experience with friends and family as well.
4. Follow grievance procedures outlined in your company's employee hand book if one exists. Talk to your supervisor, the harasser's supervisor, your union steward, and any co-worker you think might be helpful. Remember stopping sexual harassment is the responsibility of the employer as well as the harasser.
5. Keep copies of your employment record at home. Harassers sometimes try to defend themselves by attacking their victim's job performance.

6. Explore legal options and support groups. If other remedies fail, you may want to file a complaint. Look through the resource list that follows for organizations that can help you.

Sample Letter to a Harasser

(send by registered mail)

Date

Dear (Harasser's name)

I am writing this letter to inform you that I do not welcome and feel (uncomfortable) (intimidated) (threatened) (angered) by your action(s). The action (s) I am referring to (include):

Examples:

On or around July 24, 1991, you left a magazine on my desk that I consider obscene. When I asked if it was yours, you claimed that you thought that I would be interested in the subject.

On three separate occasions, starting on the second day of my employment, you followed me into the supply closet to hug me and fondle my breasts.

You booked only one hotel room for the two of us at the engineering association conference in Phoenix and changed the reservation only after I insisted at the front desk. At the banquet that evening you told me that I was "jeopardizing our working relationship and my position" with my "unfriendliness."

This behavior is offensive to me and constitutes sexual harassment. This (these) incident (s) has (have) created a (unprofessional) (tense) (stressful) working environment that interferes with my job performance, particularly in any matters that require contact with you. Therefore, I am asking you to stop this illegal harassment now.

C. Formal Complaints Procedure

Formal complaints may be lodged with the supervisor of the respondent or with the affirmative action officer. Complaints filed against the affirmative action officer will be referred to the president, who will appoint a neutral person to carry out the role of the affirmative action officer as outlined below. Complaints filed against the president will be referred to the Board of Trustees.

The affirmative action officer is responsible for conducting the investigation of complaints and preparing an investigative report. The following facts should be noted by the complainant:

1. An individual who believes she/he has been subjected to sexual harassment, as defined by this policy, may initiate a formal complaint with the affirmative action officer. The complaint may be submitted orally or in writing. However, any complaint initially submitted orally must be put in writing.

2. The consideration of a complaint, including investigation of the positions of the persons involved, attempts at informal resolution, and the formulation of a final decision ordinarily will be completed by the affirmative action officer within eight calendar weeks, exclusive of holidays, after receipt of a complaint. If consideration cannot be completed in the eight-week interval, the complainant, and other parties as appropriate, will be notified as to the delay.
3. The supervisor of the area in which a complaint is raised is responsible for taking reasonable action to prevent retaliation against complainants and other individuals interviewed in the investigatory process, as a result of their participation in this procedure.
4. The following steps will be taken to investigate and resolve complaints that are filed with the affirmative action officer. Once the university has notice of possible sexual harassment of students, it will take immediate and appropriate steps to investigate or otherwise determine what occurred and take steps reasonably calculated to end any harassment and prevent harassment from occurring again, regardless of whether the student who was harassed decides to file a formal complaint or otherwise requests action.
 - a. An in-depth interview will be conducted by the affirmative action officer with the complainant.
 - b. The affirmative action officer will contact the person(s) against whom the complaint is being filed within 10 days of receipt of the complaint, and will also interview that person to ascertain their response to the complaint. The investigation will end if the complaint is found to have no merit.
 - c. The affirmative action officer will conduct interviews with the complainant, respondent, and/or both to provide an opportunity for resolution of the complaint. This, and further proceedings, will be confidential and private, unless otherwise agreed upon by both parties.
 - d. Further investigation may be conducted by the affirmative action officer, including possible interviewing of witnesses, confirming information and seeking additional information and, or documentation. In conducting the investigation, the affirmative action officer shall have unrestricted access to all pertinent material, records, reports, and documents in possession of any university personnel and shall be afforded the opportunity to interview all persons possessing relevant information.
 - e. Where there are conflicts of information or opinion, the affirmative action officer will conduct an informational hearing with both parties. The complainant and respondent will receive at least three days' notice of this meeting. This hearing shall be conducted so that due process is guaranteed to the complainant and respondent.
 - f. When the investigation is completed, a confidential Investigation Report will be drafted by the affirmative action officer and submitted to the appropriate vice president within five working days, with a copy to the president. This will include a summary of the allegations and the

response of the accused party, a summary of any statements by witnesses and their credibility, a summary of the findings of fact, conclusions about the allegations, and recommendations for further action. The appropriate vice president will make a decision on the complaint.

- g. The affirmative action officer, the appropriate vice president, and relevant supervisory personnel will then review the Investigative Report, and the vice president will make a decision on the complaint.
- h. A written report, setting forth the vice president's decision on the basis of the evidence gathered during the investigation, will be sent to the affirmative action officer for dissemination. In the event the affirmative action officer determines that further consideration should be given to the complaint, the matter will be referred to the president for consultation before the vice president's decision is communicated to both parties by the affirmative action officer.
- i. Before making a finding that any individual has engaged in sexual harassment, the vice president shall afford the accused the opportunity for a hearing. At this hearing:
 - the burden of proof shall rest upon the accuser;
 - the standard of proof shall be clear and convincing evidence;
 - the accused shall enjoy the right to confront and cross-examine all witnesses against him/her;
 - the accused shall enjoy the right to call witnesses in his/her own behalf;
 - the accused shall enjoy the right to examine and rebut any documents used by the university in any way as part of, or in the development of, the case against him/her, including any notes or working papers drafted during the course of the investigation, even if these are not directly presented as evidence as such.
- j. When sexual harassment is found, appropriate administrative disciplinary action may be taken. This action will be taken pursuant to applicable State Universities Civil Service Rules, collective bargaining provisions, and other applicable statutes, regulations and rules. Possible sanctions may include, but not be limited to, oral or written reprimands, warnings, counseling, demotion, transfer, modification of duties, suspension without pay, or termination of employment.
- k. Either party may appeal this decision to the president. The president's decision is final.
- l. Because sexual harassment violates the law, the decision of the educational institution does not prevent any party from taking legal action in the courts.

D. Coordination and Implementation

The President's Office is responsible for coordinating the dissemination and implementation of this Sexual Harassment Policy and will work closely with administrators in the university to assure compliance with the provisions of this policy. All inquiries should be directed to the affirmative action officer, who is the assistant to the president.

E. Laws Governing Sexual Harassment

APPENDIX A contains texts of two of the three laws governing Sexual Harassment. They are:

Title VII of the federal Civil Rights Act of 1964

Title IX of the Educational Amendments of 1972

APPENDIX B contains information about the External Agency Complaint Procedures.

Title VII of the Federal Civil Rights Act of 1964, Section 703, Discrimination Because of Race, Color, Religion, Sex, or National Origin

Sec. 703.

- (a) It shall be an unlawful employment practice for an employer—
 - (1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges or employment, because of such individual's race, color, religion, gender, or national origin; or
 - (2) to limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, gender, or national origin.
- (b) It shall be an unlawful employment practice for an employment agency to fail or refuse to refer for employment, or otherwise to discriminate against any individual because of his race, color, religion, gender, or national origin, or to classify or refer for employment any individual on the basis of his race, color, religion, gender, or national origin.
- (c) It shall be an unlawful employment practice for a labor organization—
 - (1) to exclude or to expel from its membership, or otherwise to discriminate against, any individual because of his race, color, religion, gender, or national origin;
 - (2) to limit, segregate, or classify its membership, or to classify or fail or refuse to refer for employment any individual, in any way which would deprive or tend to deprive any individual of employment opportunities, or would limit such employment opportunities or otherwise adversely affect his status as an employee or as an applicant for employment, because of such individual's race, color, religion, gender, or national origin; or

- (3) to cause or attempt to cause an employer to discriminate against an individual in violation of this section.
- (d) It shall be an unlawful employment practice for any employer, labor organization, or joint labor management committee controlling apprenticeship or other training or retraining, including on-the-job training programs to discriminate against any individual because of his race, color, religion, gender, or national origin in admission to, or employment in, any program established to provide apprenticeship or other training.
- (e) Notwithstanding any other provision of this title,
- (1) it shall not be an unlawful employment practice for an employer to hire and employ employees, for an employment agency to classify, or refer for employment any individual, for a labor organization to classify its membership or to classify or refer for employment any individual, or for an employer, labor organization, or joint labor-management committee controlling apprenticeship or other training or retraining programs to admit or employ any individual in any such program, on the basis of his religion, gender, or national origin in those certain instances where religion, gender, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of that particular business or enterprise, and
- (2) it shall not be an unlawful employment practice for a school, college, university, or other educational institution or institution of learning to hire and employ employees of a particular religion if such school, college, university, or other educational institution or institution of learning is, in whole or in substantial part, owned, supported, controlled, or managed by a particular religion or by a particular religious corporation, association, or society, or if the curriculum of such school, college, university, or other educational institution or institution of learning is directed toward the propagation of a particular religion.
- (f) As used in this title, the phrase "unlawful employment practice" shall not be deemed to include any action or measure taken by an employer, labor organization, joint labor-management committee, or employment agency with respect to an individual who is a member of the Communist Party of the United States or of any other organization required to register as a Communist-action or Communist-front organization by final order of the Subversive Activities Control Board pursuant to the Subversive Activities Control Act of 1950.
- (g) Notwithstanding any other provision of this title, it shall not be an unlawful employment practice for an employer to fail or refuse to hire and employ any individual for any position, for an employer to discharge any individual from any position, or for an employment agency to fail or refuse to refer any individual for employment in any position, or for a labor organization to fail or refuse to refer any individual for employment in any position, if—
- (1) the occupancy of such position, or access to the premises in or upon which any part of the duties of such position is performed or is to be performed, is subject to any requirement imposed in the interest of the national security

of the United States under any security program in effect pursuant to, or administered under, any statute of the United States or any Executive order of the President; and

- (2) such individual has not fulfilled or has ceased to fulfill that requirement.
- (h) Notwithstanding any other provision of this title, it shall not be an unlawful employment practice for an employer to apply different standards of compensation, or different terms, conditions, or privileges of employment pursuant to a bona fide seniority or merit system, or a system which measures earnings by quantity or quality of production or to employees who work in different locations, provided that such differences are not the result of an intention to discriminate because of race, color, religion, gender, or national origin, nor shall it be an unlawful employment practice for an employer to give and to act upon the results of any professionally developed ability test provided that such test, its administration or action upon the results is not designed, intended, or used to discriminate because of race, color, religion, gender, or national origin. It shall not be an unlawful employment practice under this title for any employer to differentiate upon the basis of gender in determining the amount of the wages or compensation paid or to be paid to employees of such employer if such differentiation is authorized by the provisions of section 6(d) of the Fair Labor Standards Act of 1938, as amended (29 U.S.C. 206(d)).
- (i) Nothing contained in this title shall apply to any business or enterprise on or near an Indian reservation with respect to any publicly announced employment practice of such business or enterprise under which a preferential treatment is given to any individual because he is an Indian living on or near a reservation.
- (j) Nothing contained in this title shall be interpreted to require any employer, employment agency, labor organization, or joint labor-management committee subject to this title to grant preferential treatment to any individual or to any group because of the race, color, religion, gender, or national origin of such individual or group on account of an imbalance which may exist with respect to the total number or percentage of persons of any race, color, religion, gender, or national origin employed by any employer, referred or classified for employment by any employment agency or labor organization, admitted to membership or classified by any labor organization, or admitted to, or employed, in any apprenticeship or other training program in comparison with the total number or percentage of persons of such race, color, religion, gender, or national origin in any community, State, section, or other area, or in the available work force in any community, State, section, or other area.

TITLE IX AND SEX DISCRIMINATION

Discrimination in educational institutions and agencies is against the law. Title IX of the Education Amendments of 1972 protects people from discrimination based on gender in education programs or activities which receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The United States Department of Education (ED) maintains an Office for Civil Rights, with 10 regional offices and a headquarters office in Washington, D.C., to enforce Title IX.

APPENDIX B

EXTERNAL AGENCY COMPLAINT PROCEDURES

The Illinois Human Rights Act prohibits sexual harassment as defined in Appendix A and establishes the Department of Human Rights and the Human Rights Commission to handle charges of sexual harassment. The federal government's Civil Rights Act prohibits sexual harassment by an employer and assigns the complaint process to the Equal Employment Opportunity Commission (EEOC).

While the university encourages use of its internal policy and procedures, the university's policy does not preclude a person who feels she/he has been the victim of sexual harassment from seeking redress through these external agencies. Filing with the external agencies can be done in lieu of, or simultaneously with, the university's complaint process. Filing a complaint with the university does not result in the waiver or extension of any time limits required by any external agency.

The initial document filed with the Illinois Department of Human Rights is called a charge and must be filed with the Department of Human Rights within 180 days of the alleged violation. The Department of Human Rights is responsible for investigating the charge, for determining whether substantial evidence of sexual harassment exists, and for attempting settlement. If the Department of Human Rights finds substantial evidence that a violation of the Human Rights Act has occurred and the parties cannot settle the matter, it will file a complaint with the Illinois Human Rights Commission. If the department finds Lack of Substantial Evidence, an appeal to the finding can be filed within 30 days of its issuance to the General Counsel of the department. However, if the department fails to render any finding within 365 days of the finding of the charge, the complainant may file a complaint directly to the Illinois Human Rights Commission. If the Department of Human Rights decides to take no action on the charge or fails to act within 365 days following the filing of the charge, the person who filed the charge can file a complaint directly with the Human Rights Commission between the 366th and the 395th day.

The Human Rights Commission will schedule a hearing on the complaint before a hearing officer who can recommend certain sanctions and penalties to the commission in the event a violation is found. The commission provides a process for appeals.

The Department of Human Rights and the Human Rights Commission may be contacted at the addresses and phone numbers as shown below:

Department of Human Rights
222 S. College Street
Springfield, IL 62704
217.785.5100 T.D.D. 217.785.5125

Human Rights Commission
William G. Stratton Office Bldg.,
4th Floor Springfield, IL 62704
217.785.4350

OR

Department of Human Rights
James R. Thompson Center
100 W. Randolph St.,
10th Floor
Chicago, IL 60601
312.814.6200 T.D.D. 312.263.1579

Human Rights Commission
James R. Thompson Center
100 W. Randolph St.,
5th Floor Chicago, IL 60601
312.814.6269

Under federal law, employees believing they have been subjected to sexual harassment affecting their employment may file a charge with the Equal Employment Opportunity Commission (EEOC). A charge filed with the EEOC must be filed within 300 days of the occurrence of the alleged incident. The EEOC can be contacted by writing or calling:

Equal Employment Opportunity Commission Central West Plaza Building 625 N. Euclid Street, 4th Floor St. Louis, MO 63108	OR	Equal Employment Opportunity Commission 500 W. Madison Street, Suite 2800 Chicago, IL 60661 312.353.2713
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SMOKING POLICY

In compliance with the Illinois Clean Air Act, as of July 1, 1993, smoking is prohibited in university facilities.

STUDENT RECORDS POLICY (FERPA)

Governors State University maintains individual records and information about students for the purpose of providing educational, vocational, and personal services to the student. As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, the following policy outlines procedures for access to student records. The policy is intended to ensure the confidentiality of student education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data. The policy is published in the university catalog which can be found at <http://www.govst.edu/catalog>. Copies also are available in the Office of the Registrar.

DEFINITIONS

A student is defined as a person who is or has been enrolled at Governors State University on campus and/or off campus, and for whom the university maintains education records. The term "enrolled" is defined as having registered and paid fees. The definition includes enrollment in mediated instruction courses, independent study, and correspondence study. For the purpose of this policy only, any student attending Governors State University will be considered to be an adult and to have sole control over the release of his/her information except as provided in this policy.

Education records are those records, files, documents, and other materials which contain information, recorded in any way, including but not limited to handwriting, print, tape, film, diskette, microfilm, and microfiche, that are directly related to a student and are maintained by Governors State University or any subunit or by any party acting for the university. The term does not include the following:

1. Personal records of instructional, supervisory, and administrative personnel, and educational personnel ancillary to those persons, which are kept in the sole possession of the maker thereof and are not accessible or revealed to any other person except a temporary substitute.
2. Records of the Department of Public Safety which are maintained apart from education records, maintained solely for law enforcement purposes, and disclosed only to law enforcement officials of the same jurisdiction. For the purpose of this policy, the Governors State University Public Safety Office will be treated as an outside agency, and the education records of students will not be disclosed to this office except with the written consent of the student or pursuant to other permitted exceptions specified by this policy.
3. Employment records made and maintained in the normal course of business that relate exclusively to an individual in his/her capacity as an employee and are not available for use for any other purpose, so long as they are maintained separately from any education record. Records relating to an individual in attendance at Governors State University who is employed as a result of his/her status as a student are considered education records and are exemptions under this definition.
4. Records of a physician, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a

paraprofessional capacity which are used only in connection with treatment and are not disclosed to individuals other than those providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the university's program of instruction.

5. Records which contain only information relating to a person after that person is no longer a student at Governors State University, such as alumni files.

Student information means any information contained in an education record as defined above. Personally identifiable information includes but is not limited to the following:

1. The name of a student, the student's parent, student's spouse, or other family member.
2. The address of the student or the student's family.
3. A personal identifier such as the student's social security number or student number.
4. A list of personal characteristics which would make the student's identity easily traceable.
5. Other information that would make the student's identity easily traceable.

Directory information means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Governors State University defines the following as directory information:

1. Student name
2. Student address(es) and telephone number(s)
3. Classification (graduate or undergraduate)
4. College and major field of study/concentration/minor
5. Previous institutions attended
6. Date of birth
7. Participation in officially recognized activities
8. Dates of attendance
9. Degrees conferred, with dates
10. Current term hours enrolled and full-time/part-time status
11. Awards, honors, and achievements (including distinguished academic performance), with dates
12. Student ID Pictures

Disclosure means to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in those records, to any party by any means, including orally, in writing, or electronically.

IDENTIFICATION, DESCRIPTION, AND LOCATION OF RECORDS

ACADEMIC RECORDS

The Office of the Registrar maintains records relating to the student's application for admission or readmission to the university, transfer credit evaluation and other data pertinent to the student's admissibility. This office also maintains the official academic record of a student. It is a cumulative history of the student's admission, registration, and academic performance.

Certain demographic and biographic information is also kept for identification, for enrollment, and research-related purposes, or as required for reporting purposes. For information, contact the registrar, Office of the Registrar, Ext.4500.

Academic records may also be maintained in collegial units and divisions. For information concerning these records, contact the appropriate unit as follows:

Dean, College of Arts and Sciences, Ext.4101

Dean, College of Business and Public Administration, Ext.4930

Dean, College of Education, Ext.4050

Dean, College of Health Professions, Ext. 4388

Director, Board of Governors B.A. Degree Program, Ext.4092

Dean, Center for Extended Learning and Communications Services, Ext. 5410

FINANCIAL RECORDS

Units within the Business Office maintain financial records that relate to the payment and accounting of tuition, fees, and other charges. They also maintain records related to student loans, grants, or other forms of financial assistance received. For information concerning these records, contact the following:

Director of Business Operations 708.534.5000, Ext. 5050

Accounting 708.534.5000, Ext. 5060

Cashier 708.534.4055

Collections 708.534.4054

The Office of Financial Aid maintains records of students receiving loans, grants, VA benefits, or other forms of aid along with scholarship information and some academic data. It also maintains records pertinent to student employment. For information concerning these records, contact the director of Financial Aid at 708.534.4480.

COUNSELING/TESTING/TUTORING RECORDS

The Division of Student Development maintains records of services that office provides. For information concerning these records, contact the director of Student Development at 708.534.4508

DISCIPLINARY RECORDS

The Office of the Dean of Student Affairs and Services or designee maintains records of disciplinary action which has been taken against a student. For information concerning these records, contact the dean of Student Affairs and Services or designee at 708.534.4980.

CAREER-RELATED RECORDS AND JOB PLACEMENT RECORDS

The Office of Career Services maintains records for those students who use its services. This information consists of self-completed resumes, various personal references, and academic transcripts furnished by the student. It is distributed to potential employers. For information concerning these records, contact the director of Career Services at 708.534.5000, Ext. 5082; for student employment, contact the Financial Aid Office at 708.534.4480.

ACCESS TO RECORDS

Right to Inspect or Review Education Records: Governors State University students have the right to physically review their education records in the presence of a designated university representative. Where necessary, explanation and interpretation of the record will be provided by qualified university personnel.

A student may be required to submit the request in writing to the appropriate office and will be required to present appropriate identification. The appropriate office shall comply with the request within a reasonable amount of time, not to exceed forty-five days after receipt of the request. Original records may not be removed from any office where they are maintained.

Students may have copies made of their education record, upon payment of an appropriate charge established by the university, except in the following cases:

1. Copies of transcripts from other educational institutions will be provided only if the original source of those transcripts is no longer available or if going to the original source would cause undue hardship as determined by the university.
2. In cases where an administrative hold has been placed on a student's record, the student may view such records but will not be able to obtain a copy of said record until the hold has been properly removed.

Limitations on Right to Inspect or Review: Students may not inspect or review the following:

1. Financial records submitted by their parents.
2. Confidential letters or materials placed in records before January 1, 1975, as long as they are used only for the purposes for which they were written.
3. Confidential letters or materials placed in records after January 1, 1975, if the student has voluntarily submitted a written waiver. Such letters and statements must relate to the student's admission to the university, application for employment, or receipt of an honor or honorary recognition. If the student has waived the right of inspection, the university will provide

the student, upon request, the names of the individuals who provided the letters and statements of recommendation. A waiver may be revoked with respect to any actions occurring after the revocation. A revocation must be made in writing.

4. If an education record contains information about more than one student, that record may be censored to protect the identity of the other person(s) named in the record.

BASIC POLICY REGARDING DISCLOSURE OF INFORMATION FROM EDUCATION RECORDS

Disclosure Not Requiring Prior Consent: The appropriate record-keeping office shall obtain the written consent of the student before disclosing personally identifiable information from the student's records except in the case of directory information or disclosures to:

1. The student himself/herself.
2. University personnel whom the institution has determined to have legitimate educational interests. The sufficiency of the need for student information will be determined by the head of the unit from which the records are sought.

University personnel are those members of the institution who act in the student's educational interest within the limitations of their need to know and who may include faculty, administrators, clerical and professional employees, and other persons who manage student record information. Legitimate educational interest means the demonstrated need to know to permit the performance of their assigned duties and responsibilities, including, but not limited to, teaching, research, academic advising, record-keeping, and various student support services.

Student information supplied, in any format or medium, to any Governors State University personnel or units is provided on the basis that it is needed to permit their necessary functioning. All members of the faculty, administration, and clerical staff must respect the confidentiality of student information they require in the course of their work. They are bound by the conditions outlined in this policy statement relative to the release of student information. All GSU personnel should be alert to refer promptly to the appropriate unit's requests for transcripts, certifications, or other information. They should restrict their responses to acknowledging, when appropriate, the receipt of requests for student information germane to their area of responsibility.

3. Officials of other schools in which the student seeks or intends to enroll, or in which the student is currently enrolled or receiving services from, if there is a legitimate need. The sufficiency of the need will be determined by the head of the unit from which the records are requested. The university will make a reasonable attempt to notify the student before disclosure. A copy of any information sent will be provided to the student upon request.

4. Faculty or staff conducting student characteristics research, providing the research project has the written approval of the academic dean or vice president sponsoring the research and providing that guarantees are made that no personally identifiable information will be published or released.
5. Certain state or federal representatives specified by law for the sole purpose of evaluation and auditing of governmentally funded programs in which the university participates, with the guarantee that the identity of the students will be protected and that the information will be destroyed when no longer needed for the purposes for which it was provided.
6. State and local officials or authorities, if a state statute adopted before November 19, 1974, specifically requires disclosure.
7. Organizations conducting studies for, or on behalf of, state or federal educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, with the guarantee that the identity of the student will be protected and that the information will be destroyed when no longer needed for the purposes for which the study was conducted.
8. In connection with financial aid for which the student has applied or received, if the information is needed to determine eligibility for the aid, to determine the amount of the aid, to determine the conditions for the aid, or to enforce the terms and conditions of the aid.
9. Accrediting organizations to carry out their accrediting function, with the guarantee that the identity of the student will be protected.
10. Appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health or safety of a student or other persons.
11. Be in compliance with a judicial order or lawfully issued subpoena, the university will make a reasonable effort to notify the student in advance of compliance.

Disclosure Requiring Prior Consent: Except as listed in the above section, all requests for student information other than directory information must be accompanied by the written consent of the student.

The written consent required by this section must be signed and dated by the student and must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to this section, the appropriate record-keeping office will, upon request, provide the student a copy of the records which were disclosed.

The university will disclose personally identifiable information from the education records of a student only on the condition that the party to whom the disclosure is made will not further disclose the information without the student's written consent, except in the disclosure of directory information. The university will, except for the disclosure of directory information, inform the party to whom disclosure is made of the obligation to obtain the student's consent before further disclosure to other parties.

Disclosure of Directory Information: Directory information pertaining to individual students may be released at the discretion of the university. The definition of directory information will be published in the university catalog or other designated publication each academic year. Students may notify the Registrar in writing they do not want directory information disclosed without prior written consent. The request for not disclosing information will be honored until otherwise notified by the student in writing.

The procedural requirements of this section do not apply to the disclosure of directory information from the education records of an individual who is no longer enrolled at the university.

All recipients of student information within the university are required to comply with this policy. Directory information or lists of student information will never be knowingly provided to any requesting party for commercial or political purposes. If a student directory is published, it will be equally available to all.

Records of Disclosure Made: The university shall maintain a record of each request for access to and each disclosure of, personally identifiable information from the education records of each student. The record of disclosure shall be maintained with the education record as long as the records are maintained. The record of disclosure shall include the following:

1. The parties who have requested or received personally identifiable information.
2. The legitimate interests the parties had in requesting or obtaining the information.

Records of disclosure are not required to be kept in the record of a student when the request was from, or the disclosure was to, the student himself/herself, a university or school official as defined in "Disclosure Not Requiring Prior Consent" above, a party with written consent from the student, or a party seeking directory information.

Purpose of Challenging the Contents of an Education Record: A student has the right to challenge the content of an education record on the ground that he/she believes that it is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights and to have inserted on the record his/her written explanation of its contents.

NOTE: Academic grievances are covered in the university's "Grievance Procedures for Academic Matters" and not by this policy.

Procedure: To initiate a challenge to the education record, the student shall, within sixty (60) days after he/she has inspected and reviewed the record in question for the first time, file with the Office of the Registrar, which is responsible for maintaining such records, a written request for correction, on a form specified by the university. Within thirty (30) days following receipt of such request, the unit head or designee, shall review the record in question with the student and either order the correction or deletion of such alleged inaccurate, misleading, or otherwise inappropriate data as specified in the request or 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 are inaccurate, misleading, or otherwise inappropriate.

Hearing: The student will be given written notice sent to his/her last known address of the time and place of such hearing not less than ten (10) days in advance. The hearing will be conducted by a university representative who does not have a direct interest in the outcome. The student may challenge the hearing officer. Any disagreement regarding the hearing officer will be resolved by the appropriate vice president.

The student shall have the right to attend the hearing, to be advised by an individual of his/her choice at his/her own expense, including an attorney, and to call witnesses in his/her behalf. The student shall be notified in writing of the decision within ten (10) days following the hearing or within five (5) days of a decision without a hearing. Such decision is final. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

If the decisions are unsatisfactory to the student, the student may place in the education record 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 record, maintained as part of the student's record, and released whenever the record in question is disclosed.

A hearing may not be requested by a student to contest the assignment of a grade; however, a hearing may be requested to contest whether or not the assigned grade was recorded accurately in the education records of the student.

RIGHT TO FILE COMPLAINTS

If a student thinks that his/her rights have been violated, he/she should first file a complaint with the head of the unit which maintains the records in question.

If, after exhausting all internal remedies available within the university, the student still thinks that his/her rights have been violated, written complaints can be filed with the following office:

Family Policy and Regulations Office
U.S. Department of Education
Washington, D.C. 20202

A written complaint to the Family Policy and Regulations Office must contain specific allegations of fact which have led the student to believe that a violation of the Family Educational Rights and Privacy Act has occurred. The Family Policy and Regulations Office will notify the complainant and the university of the receipt of the complaint and an investigation will follow.

DESTRUCTION/DISPOSAL OF RECORDS

The university may dispose of records when they are no longer necessary in accordance with the university record retention schedule. However, if under the terms of this policy, a student has requested access to the record or has formally challenged

the record, the record shall not be destroyed until access has been granted or until a decision has been rendered.

Explanations placed in the record and the record of disclosure of information must be maintained as long as the record to which it pertains is maintained. Persons in charge of student records should ensure that only pertinent items are retained in a student's record.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

Governors State University complies with all provisions of the federal and state "Student Right to Know" and "Campus Security Act." Annual crime statistics and other important information required by this legislation can be found in the office of the Department of Public Safety and its publication "Crime Awareness: You and Your Safety." An electronic version of this information can also be found on the Internet at http://www.govst.edu/sas/t_police.asp?id=1720 and the "Consumers Report".



ACADEMIC POLICIES AND PROCEDURES

ACADEMIC ADVISING

At the time of admission, all degree-seeking and undeclared undergraduate and graduate students are assigned an academic or faculty advisor. Degree-seeking students are required to meet with their academic/faculty advisor prior to the end of the first term of enrollment to develop their student study plan. The student study plan will detail the degree requirements for the major selected in effect at the time of admission as a degree-seeking student. It will specify the amount of transfer credit, proficiency credit, and credit for experiential learning applied toward the degree requirements; the total credit-hour requirement for the degree; required and elective courses; and the maximum number of credit-hours and/or courses that can be taken off campus and applied toward the degree.

Students are encouraged to meet with their academic advisor regularly to discuss academic areas of interest and for referral to other university student services.

ACADEMIC AMNESTY POLICY

1. The university shall establish a readmission process to be called academic amnesty which allows students to have their grade point average calculated for the purpose of establishing academic standing, from the point of reentry forward.
2. Academic amnesty shall be granted only to students who have previously been suspended or on probation and have not been enrolled at GSU for at least three trimesters prior to applying for readmission with academic amnesty.
3. Readmission with academic amnesty must be to a major other than the major in which the student was previously enrolled.
4. The student's academic record of courses and grades shall not be changed nor deleted from the transcript as a result of reentry with academic amnesty; additionally, the transcript shall indicate that academic amnesty has been granted.
5. Subject to approval by the appropriate division chairperson and dean/director, a student's prior completed course work with grades of "C" or better for undergraduates, or "B" or better for graduates, may be applied to the new degree requirements. However, these grades shall not be used in calculating the grade point average from reentry forward.
6. All undergraduate students readmitted to the university with academic amnesty shall complete a minimum of 24 graded credit-hours after reentry, before graduation.
7. Graduate students readmitted to the university under academic amnesty must complete at least one half of the number of credit-hours required for the degree in the new major prior to graduation, in addition to other requirements of the new major.

8. A student shall be granted academic amnesty by Governors State University only one time.

ACADEMIC HONESTY

Students are expected to fulfill academic requirements in an ethical and honest manner. This expectation pertains to the following: use and acknowledgment of the ideas and work of others, submission of work to fulfill course requirements, sharing of work with other students, and appropriate behavior during examinations. These ethical considerations are not intended to discourage people from studying together or from engaging in group projects. The university policy on academic honesty appears in the Catalog appendix which can be found at <http://www.govst.edu/catalog>.

ACADEMIC STANDING POLICY

At Governors State University there are five (5) categories of academic standing:

- (1) Good Standing
- (2) Probation I
- (3) Probation II
- (4) Suspension
- (5) Probation Extended

1. Undergraduate students are in good standing when they maintain a minimum cumulative grade point average of 2.0 (on a 4.0 scale). Graduate students are in good standing when they maintain a minimum cumulative grade point average of 3.0 (on a 4.0 scale).

2. Students failing to meet the minimum grade point average for the first time are placed on Probation I during the trimester immediately following the trimester in which they failed to meet the established minimum. If the grade point average minimum is not achieved by the end of the Probation I trimester in which the students are enrolled for credit, the students shall be placed on Probation II for the next trimester. If the students don't achieve the minimum grade point average by the end of the Probation II trimester in which the students are enrolled for credit, the students shall be academically suspended from the university for one year. Students may appeal the period of suspension by submitting to the university Committee on Readmissions and Special Admissions documented evidence of extraordinary circumstances beyond their control.

3. Students placed on suspension will subsequently be subject to the provisions of the Policy on Readmissions and Special Admissions.

4. Probation Extended is a status that is generally limited to students who are readmitted to the university after having been suspended.

5. Students not in good standing cannot graduate.

ADMISSION INFORMATION

Governors State University encourages applications from qualified candidates of all cultural, racial, religious, and ethnic groups. Applicants for degree programs are admitted directly into the major in which they are seeking a degree. Application

forms and other information needed for admission to GSU may be obtained by contacting the Office of Admission. For more information, call 1.800.GSU.8GSU or 708.534.4490.

Degree-Seeking Students: Students are strongly encouraged to apply early. Those who submit applications close to the final deadline may not be directly admitted to their major, as some majors have limited enrollment. Also, students who apply close to the deadline may have difficulty scheduling classes once admitted.

Undeclared Students: Both undergraduate and graduate students are classified as undeclared status if they plan to receive a degree from GSU, but have

1. not yet declared a major, and/or
2. applied after the deadline for a specific major and plan to take courses for one term prior to being admitted into their chosen major. Students in this classification are not eligible for university administered financial aid.

An applicant may apply as an undeclared student by completing and submitting the application form available in the Admission and Student Recruitment Office. Five days after applying, the applicant may call 708.534.7272 or 708.534.4501 to obtain their P.I.N. (Personal Identification Number) and their earliest registration date for Touch-tone or web registration. Applications by mail will be accepted up to the first day of a given trimester.

Students classified as undeclared will be assigned a counselor in the Division of Student Development. After registering for 12 hours as an undergraduate or six (6) hours as a graduate student, students who have not applied and been admitted to a major must secure authorization before registering for a subsequent trimester.

Nondegree-Seeking Students: Both graduate and undergraduate students in this classification do not intend to earn a degree at Governors State University. Course work completed as a nondegree-seeking student is not applicable to any degrees offered by GSU. Students in this classification are not eligible for university administered financial aid.

COMMENCEMENT

Commencement is held twice a year in January and June. Participation is optional. Students who have earned a degree in August or December of the previous year may participate in the January commencement and those who have earned a degree in April of the current year may participate in the June commencement. Participation in commencement is limited to students who have been certified by the registrar as having completed all requirements for the degree.

CONTINUING STUDENT STATUS POLICY

Continuing students at Governors State University are defined as degree-seeking students whose enrollment at Governors State has not been interrupted for more than five years. This does not include students who have enrolled in accredited programs where accreditation requirements prohibit return to active status following non-enrollment for more than three to 14 consecutive terms. Students in such

accredited programs may return only with the program director's permission. Enrollment is defined as registration for one or more credit hours or audit (noncredit programs/courses are excluded). Degree-seeking students are subject to the curricular requirements in effect at the time of their initial admission provided they maintain active continuing student status.

Degree-seeking students who lose continuing status must reapply and be readmitted. They will be subject to the admission and curricular requirements of the university, college, and specific major in effect at the time of readmission.

FINANCIAL AID

FINANCIAL AID: SATISFACTORY ACADEMIC PROGRESS POLICY

Regulations governing the federal student aid programs require that institutions develop standards of satisfactory academic progress for student aid recipients based on federal guidelines. These guidelines require that the university establish a maximum time frame for duration of eligibility, a qualitative measurement of academic progress, and a quantitative measurement of progress to ensure completion within the maximum time frame. The following policy was written in compliance with these federal regulations. It applies to all federal, state, and institutional financial assistance programs administered by the GSU Office of Financial Aid. This policy covers all coursework attempted at GSU regardless of whether financial assistance was received.

MAXIMUM TIME FRAME

There is a maximum time frame in which students are expected to complete their degrees. The maximum time frame for undergraduate students is the time required to attempt 90 credit-hours of coursework, unless you are in one of the following programs:

Biology with Teacher Certification	107 hours	Elementary Education	107 hours
Chemistry with Teachers Certification	104 hours	Nursing	102 hours
Management Information Systems	95 hours	Social Work	104 hours
Early Childhood Education	107 hours		

The maximum time frame for graduate students varies for each college. The maximum time frame for graduate students is the time required to attempt 50 credit hours, unless you are in one of the following programs:

College of Arts and Sciences		College of Business and Public Administration	
Art	48	Management Information Systems	59
Communications and Training	54	Public Administration	59
Environmental Biology	48		
Political and Justice Studies	54		
College of Education		College of Health Professions	
Counseling	90	Addictions Studies	48
Early Childhood Education	78	Communication Disorders	69
Education	54	Health Administration	81
Multicategorical Special Education	55	Nursing	63
Psychology	57	Occupational Therapy	149
School Psychology	91	Physical Therapy	135
		Social Work	90

All courses attempted, whether while receiving financial aid or not, will be counted toward attempted hours. An attempted course is any for which a grade of A, B, C, D, E, F, I, NC, P, R, U, W, or X is received.

Students who have chosen to take additional coursework to obtain a minor in conjunction with their major degree program, or who take additional coursework for personal reasons, will not receive maximum time frame extensions for those purposes.

Frequent incomplete and/or multiple withdrawn classes will jeopardize continued financial aid eligibility.

QUALITATIVE REQUIREMENTS (GRADE POINT AVERAGE)

Undergraduate recipients are required to maintain a 2.0 cumulative GPA, and graduate student recipients are required to maintain a 3.0 cumulative GPA for all course work, whether or not financial aid was received. Verification of GPA will be done at the end of each trimester for which the student is enrolled. Grades for incomplete courses are not counted until the end of the trimester during which the final grade is given.

QUANTITATIVE REQUIREMENTS (COMPLETION RATE)

All students are required to successfully complete at least 75% of the coursework attempted. Successful completion means a grade of A, B, C, D, or P is received for

the course. Grades of E, F, I, NC, R, M, U, W and X are not considered successful completion. This determination will be made once per academic year, which is at the end of the Winter term. Notification will be sent after the Winter term or at the time the student's aid application is being reviewed for the next academic year.

LOSS OF ELIGIBILITY

Students who fail to comply with the GPA requirement for one trimester will be allowed one additional probationary trimester in which to raise their GPA to the required minimum. Students who fail to comply with the GPA requirement for two consecutive trimesters will lose eligibility for financial aid.

Students who fail to comply with the completion rate requirement during one academic year will be allowed one additional probationary academic year in which to raise completion rate to the required minimum. Students who fail to comply with the Completion Rate requirement for two consecutive years will lose eligibility for financial aid.

APPEALS

Any student who has lost eligibility for financial aid for any reason may appeal this decision by submitting a typed appeal to the Office of Financial Aid Appeals Committee outlining the reason(s) that the student was unable to meet the satisfactory progress standards and any mitigating circumstances involved. Documentation must be provided for any unusual circumstances that the student wishes to be considered in the process. Events, such as the death of an immediate family member, illness of the student, or other unforeseeable event that has caused undue hardship to the student, may be considered as mitigating circumstances. Appeals submitted without documentation or not typed will be returned without being reviewed.

Appeals will be considered by the Appeals Committee, which will render a decision. The committee consists of academic faculty, Student Affairs and Services staff and Financial Aid staff. The committee will meet the 2nd, 4th, 9th, week of each trimester. The student will be informed of the committee's decision in writing. Students whose appeals are denied will have all aid canceled and will be responsible for paying for their classes or dropping them within the required refund period.

REINSTATEMENT OF ELIGIBILITY

Students who have lost eligibility for aid, or who are in a probationary status, can regain eligibility by raising their cumulative GPA to 2.0 (undergraduate students) or 3.0 (graduate students), and/or raising their overall completion rate to 75% or above. Students who wish to be reinstated after regaining eligibility must have their file reactivated by contacting a financial aid advisor.

FINANCIAL AID: WITHDRAWAL AND REFUND POLICY

If you withdraw from the university, you may be eligible to receive refunds of tuition and some fees based on the length of time that you were enrolled. The amount of refund depends upon when a student withdrew during the trimester.

TUITION AND FEES REFUNDS

100% Refund

If a student drops a course(s) on or before the tenth day of regularly scheduled classes for a trimester or block, he/she is entitled to a full refund of tuition and fees.

However, if a student withdraws from the university, stops attending classes, or is dismissed by the university, he/she will be eligible only for the portion of his/her financial aid that correlates to the amount of time he/she was enrolled.

If a student received a refund check for financial aid that was disbursed earlier in the trimester (the amount of which was to be used for living/personal expenses) he/she may be required to return a portion of these funds to the university. This portion represents funds that were intended to pay education-related expenses throughout the trimester. The amount to be returned to the university will be calculated from the date of official withdraw.

Regardless of the date, if the student withdraws before receiving a disbursement of a Federal Perkins Loan or a Federal Direct Loan (subsidized or unsubsidized), he/she will not receive any of those loans for the trimester. The Office of Financial Aid cannot disburse a Direct Loan or Perkins Loan if a student is not enrolled in at least six hours at the time of the disbursement.

REDUCING ENROLLMENT/DROPPING CLASSES

Reducing hours can have a serious impact on a student's financial aid. If a student is assessed a lower tuition and fee rate, a refund may be generated. However, the refund may be withheld if the student's financial aid was reduced as a result of the decreased enrollment hours. In such cases, the refund is used to repay the financial aid account on the student's behalf. If the refund is insufficient to cover the reduction in aid, the student will be billed for the remaining charges. If the student is considering dropping or withdrawing from classes, and he/she is receiving financial aid; the student should contact the Office of Financial Aid to determine if and how the aid package will be affected. It is important to contact the Office of Financial Aid prior to dropping/withdrawing from a course.

RETURN TO TITLE IV FUNDS

The Office of Financial Aid is required to implement Return to Title IV Funds (R2T4) for students who withdraw to zero hours after receiving Title IV aid. Title IV aid is comprised of the following federal financial assistance programs: Pell Grant, SEOG (Federal Supplemental Educational Opportunity Grant), Perkins Loan, Direct Subsidized and Unsubsidized Loans. If a student withdrew to zero hours, the R2T4 formula is used to determine if any amount of federal assistance received must be

repaid by the student or school. The withdrawal date is used to calculate eligibility. Contact the Financial Aid Office for examples or for additional information.

GRADING AND GRADE APPEALS POLICY

At the completion of the work for a course, a letter grade will be determined by the instructor. The method(s) of evaluation shall be described in the course syllabus.

The following letter grades shall be used:

- A = Superior performance
- B = Above average performance
- C = Average performance
- D = Marginal performance
- F = Failure
- P = Pass
- NC = No credit earned in a course taken under the pass/no credit grading option.

Other codes may be used to identify the status of the student in the course.

- W = Student initiated withdrawal
- X = Administrative withdrawal
- I = Incomplete
- E = Extended incomplete
- M = Grade missing at time of processing
- R = Repeated course
- V = A student may register as a "visitor" to a class during the add/drop period upon paying the required fee. The registration will not appear on the transcript. Registration requires instructor approval. All attendance work is voluntary.

Degree 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 average computation.

An undergraduate degree-seeking student may choose to take a graded course on a pass/no credit basis only if the course is an elective in the student's degree program. The maximum number of elective hours which may be taken on the pass/no credit basis is twelve (12). A graduate student may not elect the pass/no credit grading option for regularly graded courses which are used to fulfill any degree requirements. 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 degree program in which a grade is required. Courses taken on a

pass/no credit option will not be included in the grade point average computation. When the student's grading option is pass/no credit, grades A, B, C, D translate and print a 'P' and a grade of 'F' translates and prints 'NC'. Any student wishing to change his/her grading option for a course(s) must do so by the end of the add/drop period for the trimester in which the course(s) is (are) offered.

The completion of course work shall be within the following limits:

Incomplete—Upon written request by a student, an instructor may assign a grade of incomplete (I) to a student provided that reasons for the non-completion of the course work are acceptable to the instructor. The time allowed for completing unfinished course work will be determined by the instructor but will not go beyond the twelfth week of the subsequent trimester.

Extended Incomplete—A student may petition the instructor in writing for an extension of time beyond the time allotted by the instructor for the completion of unfinished work. An extension on the basis of extenuating circumstances beyond the student's control and/or for valid academic reasons may be recommended by the instructor subject to the dean's approval. The extension shall not go beyond the twelfth week of the subsequent trimester.

To be eligible for graduation, all grades of incomplete (I or E) must be removed by the graduation processing date.

After the deadline for submitting work has passed, an incomplete (I) or an extended incomplete (E) will become an "F" for graded courses and an "NC" (no credit) for pass/no credit courses.

Once a grade has been recorded on the student database, additional work cannot be submitted to raise the grade. Furthermore, once a grade has been recorded by the registrar, corrections may be made only as a result of either:

1. a formal grievance proceeding completed within the timelines set forth in the university grievance procedures; or
2. a grade correction petition approved by the faculty member, division/departments chairperson, dean and provost and filed with the registrar on or before the end of block 2 of the trimester subsequent to that in which the erroneous grade was given.

A student may reregister for a GSU course. Upon completion of a repeated GSU course and upon filing a request with the registrar, the transcript will reflect the most recent grade for the course which will be included in the grade point average computation; grades for prior attempts will be replaced by an "R."

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 each trimester. 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 F=0 only. These grades will be used to compute the grade point average.

An official transcript lists all course work registered for, corresponding grades or status, and grade point average. Students who graduated before September 1979

or who have been continually enrolled since Spring/Summer 1979 may request a transcript listing only course work completed.

LIBRARY POLICY AND PROCEDURES FOR USE OF ELECTRONIC INFORMATION NETWORKS

The university library is staffed all the hours the library is open and provides reference and information services in a variety of ways. Staff at the reference desk provide one-on-one instruction in locating print and electronic resources to satisfy an information need. The circulation desk serves as the point of access for checking in and out material and for picking up reserve and books secured through interlibrary loan requests.

Library materials are identified and located through an online catalog that is shared with over 60 other libraries in the state through access points by author, title, subject, or keyword. Online order of materials owned by libraries other than GSU is available, and GSU students with a current GSU student ID are welcome to use other academic libraries through consortial agreements. The library subscribes to over 75 electronic databases, many of which are full-text, in all subject areas. The library's homepage (www.govst.edu/library) serves as the access point for the online catalog, the electronic resources, online guides and request forms, and other library information. Access to the webpages is available from both inside and outside the library via the Internet. Library subscription databases can be accessed directly on-campus; off-campus access requires use of a username (the student's library identification number) and password (the student's pin number used for course registration).

The library staff also offers library instruction designed to assist in the specific research assignment and open sessions geared toward specific search engines, electronic resources or subject areas.

RESIDENCY FOR GRADUATION REQUIREMENTS

All undergraduate and graduate degree-seeking students are required to earn a minimum of 24 credit-hours of course work from Governors State University before being awarded their degrees.

RESIDENCY STATUS DEFINITIONS FOR TUITION PURPOSES

For purposes of this regulation, the following definitions pertain:

An "adult student" is a student who is 18 or more years of age.

A "minor student" is a student who is less than 18 years of age.

An "emancipated minor student" is a completely self-supporting student who is less than 18 years of age. Marriage or active military service shall be regarded as affecting the emancipation of minors, whether male or female, for the purposes of this regulation.

"Residence" means legal domicile. Voter registration, filing of tax returns, proper license and registration for driving or ownership of a vehicle, and other such transactions may verify intent of residence in a state. Neither length of university attendance nor continued presence in the university community during vacation periods shall be construed to be proof of Illinois residence. Except as otherwise provided in this regulation, no parent or legal or natural guardian will be considered a resident unless the parent or guardian maintains a bona fide and permanent residence in Illinois, except when temporarily absent from Illinois, with no intention of changing his or her legal residence to some other state or country.

RESIDENCY DETERMINATION

Each university shall determine the residency status of each student enrolled in the university for the purpose of determining whether the student is assessed in-state or out-of-state tuition. Each applicant for admission to the university shall submit at the time of application evidence for determination of residency. The office responsible for admissions shall make a determination of residency status.

If a nonresident is classified in error as a resident, a change in tuition charges shall be applicable beginning with the term following reclassification. If the erroneous resident classification is caused by false information submitted by the student, a change in tuition charges shall be applicable for each term in which tuition charges were based on such false information. In addition, the student who has submitted false information may be subject to appropriate disciplinary action.

If a resident is classified by error as a nonresident, a change in tuition charges shall be applicable during the term in which the reclassification occurs, provided that the student has filed a written request for review in accordance with this regulation.

Adult Students: To be considered a resident, an adult student must have been a bona fide resident of Illinois for a period of at least six consecutive months immediately preceding the beginning of any term for which the individual registers at the university and must continue to maintain a bona fide residence in Illinois. In the case of adult students who reside with their parents (or one of them if only one parent is living or the parents are separated or divorced), the student will be considered a resident if the parents have established and are maintaining a bona fide residence in Illinois.

Minor Students: The residence of a minor student shall be considered to be the same as and change with any of the following:

1. That of the minor's parents if they are living together, or the living parent if one is deceased;
2. If the parents are separated or divorced, that of the parent to whom custody of the minor has been awarded by court decree or order, or in the absence of a court decree or order, that of the father unless the minor has continuously resided with the mother for a period of at least six consecutive months immediately preceding the minor's registration at the university; in which latter case the minor's residence shall be considered to be that of the mother;

3. If the minor has been legally adopted, that of the adoptive parents, and, in the event the adoptive parents become divorced or separated, that of the adoptive parent whose residence would govern under the foregoing rules if the parent had been a natural parent;
4. That of the legally appointed guardian of the person; or
5. That of a "natural" guardian such as a grandparent, adult brother or adult sister, adult uncle or aunt, or other adult with whom the minor has resided and by whom the minor has been supported for a period of at least six consecutive months immediately preceding the minor's registration at the university for any term if the minor's parents are deceased or have abandoned the minor and if no legal guardian of the minor has been appointed and qualified.

Emancipated Minors: If emancipated minors actually reside in Illinois, such minors shall be considered residents even though their parents or guardians may not reside in Illinois. Emancipated minors who are completely self-supporting shall be considered residents if they have maintained a dwelling place within Illinois for a period of at least six consecutive months immediately preceding the beginning of any term for which they register at the university. Emancipated minors who reside with their parents and whose parents (or one of them if one parent is living or the parents are separated or divorced) have established and are maintaining a bona fide Illinois residence shall be regarded as residents.

Minor Children of Parents Transferred outside the United States: The minor children of persons who have resided in Illinois for at least twelve consecutive months immediately prior to a transfer by their employers to some location outside of the United States shall be considered residents. This rule shall apply, however, only when the minor children of such parents enroll in the university within five years of the time their parents are transferred by their employer to a location outside the United States.

Married Student: A nonresident student, whether minor or adult, who is married to a person who meets and complies with all of the applicable requirements of these regulations to establish residence status, shall be classified as a resident.

Armed Forces Personnel: Nonresidents of Illinois who are on active duty with one of the services of the Armed Forces of the United States, who are stationed in Illinois, and who submit evidence of such service and station, as well as the spouses and dependent children of such persons, shall be considered residents as long as such persons remain stationed in Illinois and the spouses and/or dependent children of such persons also reside in Illinois. If such persons are transferred to a post outside the continental United States, but such persons remain registered at the university, residency status shall continue until such time as these persons are stationed within a state other than Illinois but within the continental United States.

Staff Members of the University, Allied Agencies, and Faculty of State-Supported Institutions in Illinois: Staff members of the university and allied agencies and faculties of state-supported institutions of higher education in Illinois, holding appointment of at least one-quarter time, and their spouses and dependent children, shall be treated as residents.

Teachers in Public and Private Illinois Schools: Teachers in public and private elementary and secondary schools of Illinois shall, if subject to payment of tuition, be assessed at the resident rate during any term in which they hold an appointment of at least one-quarter time, including the summer session immediately following the term in which the appointment was effective.

RESIDENCY STATUS APPEAL PROCEDURE

Students who take exception to their residency status classification shall pay the tuition assessed but may file a claim in writing to the Office of the Registrar for reconsideration of residency status. The written claim must be filed within thirty (30) calendar days from the date of the tuition bill or the student loses all rights to a change of residency status for the term in question. If the student is dissatisfied with the ruling in response to the written claim made within said period, the student may file a written appeal within ten (10) calendar days of receipt of the decision to the responsible university office. Such written appeals shall be forwarded to the appropriate university vice president who shall consider all evidence submitted in connection with the case and render a decision which shall be final.

SPECIAL SITUATIONS

Upon recommendation of the president/Board of Trustees, in special situations, the university may grant resident status to categories of persons otherwise classified as nonresidents under this regulation.

STUDENT EVALUATION OF INSTRUCTION (SEIS)

Each trimester, students in each class shall evaluate the effectiveness of the instruction they received using a university-wide Student Evaluation of Instruction (SEI) process. Courses with a one-on-one instructional design will be exempt from the SEI process in order to protect student anonymity. The SEIs should provide timely feedback to the instructor regarding his/her teaching.

TECHNOLOGY OUTCOMES FOR STUDENTS

Computer and information technologies are integral features of our culture. These technologies are extremely useful in enhancing, supporting, and delivering instruction, and for students in researching, preparing, and submitting assignments. These technologies are essential for students.

1. In order to support its instructional goals and to assure that its graduates are adequately prepared for the work place, each academic program will incorporate technological competencies into its curricula and assess expected outcomes.

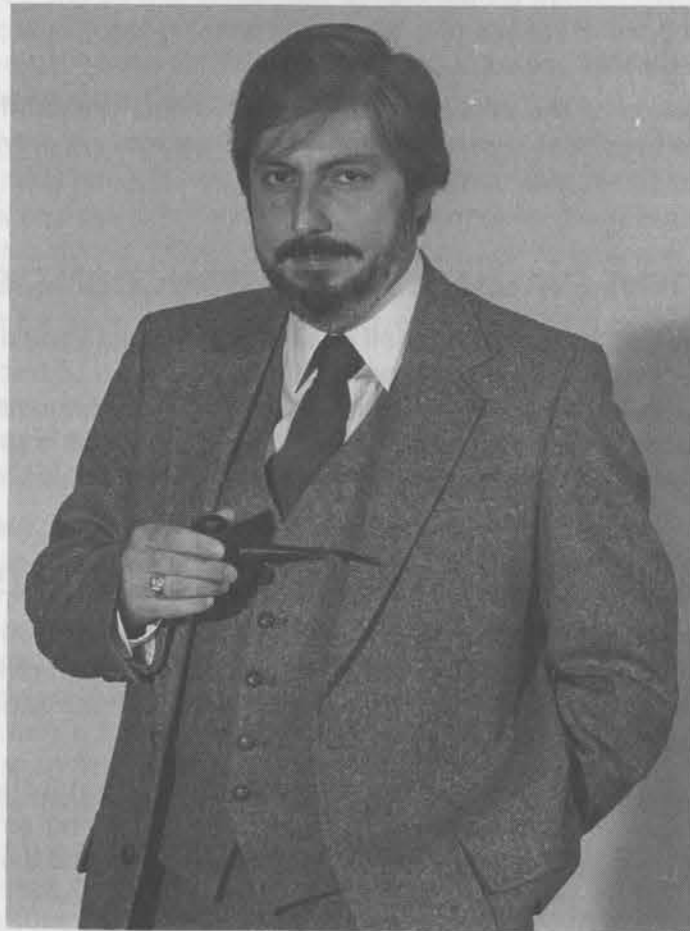
At minimum, the outcomes will include:

- Ability to use appropriate software for the development of papers, reports, and other assignments.

- Ability to conduct searches on the Internet and to use library databases to access relevant literature.
 - Ability to send and receive electronic mail with attachments.
2. A student's achievement of the required competencies defined above will be verified on the student's application for graduation by the advisor.

WRITING ACROSS THE CURRICULUM REQUIREMENT

Governors State University recognizes that today's successful graduates must be excellent communicators. To ensure that GSU bachelor's degree graduates meet this standard of excellence, students are required to complete at least one WAC writing (writing-intensive) course in their major before receiving a bachelor's degree. Program advisors or the assistant provost/director of the Center for Quality can provide information on which courses in the program qualify as WAC writing courses.



NON-ACADEMIC POLICIES AND PROCEDURES

CAMPUS DISTURBANCES OR DEMONSTRATIONS

In order that normal educational processes can continue without interruption and in order that individual safety, personal freedom, and property rights can be enjoyed without impairment, the Board of Trustees has established this policy.

1. Unauthorized Activities
 - a. Criminal Damage: Criminal damage to state property is committed by any of the acts specified in 720 ILCS 5/21-4.
 - b. Criminal Trespass: Criminal trespass to state land is committed by one who enters upon the campus or a building with legal notice that entry is forbidden or who remains in an area after notice to depart. Persons who violate established university regulations for the use of university facilities shall be notified to depart. This notification should be given publicly and orally by an authorized university representative. If such persons remain, a police officer or other authorized university representative should read applicable portions of the criminal trespass statute, 720 ILCS 5/21-5, and advise them that they are in violation of the law and may be arrested. In appropriate circumstances, court action of an injunctive or criminal nature should be sought.
 - c. Interference: Interference with a public institution of higher education is committed by one who, without authority from the institution, through force or violence, actual or threatened, willfully acts as prohibited by 720 ILCS 5/21.2-2. In appropriate circumstances court action of an injunctive or criminal nature should be sought.
2. Penalties

Persons who willfully damage state property, commit trespass on the campus, or interfere with the university's operations shall be penalized in accordance with 720 ILCS 5/21-1 et seq.

Members of a campus community who participate in unlawful activities which disrupt educational functions shall be dealt with in accordance with established disciplinary and administrative processes. Such processes may be invoked regardless of either civil or criminal actions arising out of the same event.
3. Outside Assistance

When the president believes that unlawful activities which disrupt educational functions warrant, he/she is authorized by the Board of Trustees to make prompt application to those agencies provided by the state for the purpose of dealing with those who break the law.

EMERGENCIES/CLOSINGS

GSU Department of Public Safety

Emergency (from campus telephone)	911
Non-emergency (from campus telephone)	4900
University Closing	708.534.4909

Students can also learn about school closings on the following radio and television stations:

WGN AM 720, WBBM AM 780, WKAN AM 1320, WONU FM 89.7, WBBM TV Channel 2, WMAQ TV Channel 5, WLS TV Channel 7, WGN TV Channel 9, WFLD TV Channel 32, and on cable at CLTV News.

FIRE DRILL PROCEDURES

All students and university personnel must evacuate the building when the fire alarm sounds. Faculty members in classrooms and administrators in all buildings are to enforce the following safety regulations when the fire alarm sounds:

1. Evacuate all areas.
2. Close all doors and windows.
3. Identify any disabled person needing assistance; arrange for necessary aid in evacuation.
4. Follow directional signs to fire exits; use stairs, not elevators.
5. Move away from the building, across the street, down the sidewalks or to a designated safety area.

TORNADO DRILL PROCEDURES

A "Tornado Watch" indicates a possible storm; a "Tornado Warning" means a tornado has been sighted in the area and residents should seek shelter.

If a Tornado Warning is issued by the Weather Bureau and you are inside, you should:

- Remain calm.
- Open a few windows on the northeast side of the building to equalize the pressure.
- Make sure disabled persons receive assistance as needed.
- Lie under a desk or heavy table or go out into a designated area (see posted sign) and stand against the inside wall at the center of the designated area.
- In the event of a tornado WARNING in the counties that surround Will County, seek immediate shelter. Do not leave until the GSU Department of Public Safety indicates it is safe to do so.

If outside, travel at right angles to the path of the funnel or lie in a ditch and

protect your head or take shelter in a steel-framed or reinforced concrete building. Avoid buildings with wide-span roofs. Do not stay in your car.

MILITARY SERVICE (STUDENTS CALLED TO ACTIVE DUTY)

1. Students may present military orders to the Office of the Registrar and request a withdrawal from their courses with a 100% refund of tuition and fees.

OR

2. Students may present military orders to their instructors for the purpose of requesting early completion of their course work, if they are near the end of a trimester in which they receive the call to active duty.

OR

3. Students may present military orders to their instructors for the purpose of requesting incompletes in their currently-enrolled courses to be completed in subsequent trimesters in accordance with the deadlines for the completion of course work set in the academic calendar.

Students who are called to active military service will be given full consideration in their requests.

If students fail to avail themselves of any of the three foregoing options within the deadlines set in the academic calendar, they may write to the university registrar for special consideration in withdrawing from courses or in completing course work beyond the deadlines set in the academic calendar.

ORIENTATION

All degree-seeking and undeclared undergraduate students admitted to Governors State University for the first time are required to participate in the mandatory New Student Online Orientation before their first trimester of enrollment. New Student Online Orientation consists of two main parts: an Introduction to the University and Directed Self-Placement.

The Introduction will provide information about services, policies, colleges, and key departments at Governors State University. Directed Self-Placement is an innovative program for math and writing that assists students in assessing their level of ability and in making informed decisions about the type of remediation that is best for them.

This Internet based Online Orientation program is available 24 hours a day, seven days a week, and can be accessed at this web address: www.orientation.govst.edu

A logon and password are required to access the Online Orientation. A student's logon is his/her CARS identification number (GSU ID) and the password is his/her PIN (Personal Identification Number). Both numbers can be found on the Certificate of Admission, which is included in the student's acceptance packet.

Online Orientation takes about two hours. A student may logout after completing a section. If the student ends the session before he/she has completed it, the student will have to redo that section. If there is a problem with New Student Online Orientation, call 708.235.2119.

For any questions regarding Directed Self-Placement, please call or stop by the Office of Student Development at 708.534.4508, Room B1215. Staff is available to assist with math and writing questions.



STUDENT SERVICES AND PROGRAMS

ACADEMIC COMPUTING SERVICES

Academic Computing Services (ACS) provides microcomputer facilities for students, faculty, and staff. The ACS complex is comprised of six classrooms and an open lab. All computers are connected to the Internet. The ACS staff issues GSU Internet accounts to students holding valid GSU identification. Hardware in the ACS lab includes Pentiums, iMacs, laser printers, and a scanner. Operating systems include Windows XP and Macintosh OSX v. 10.03. Software categories include Microsoft Office 2003, programming languages, graphics, and client software. Located in the main lab are three high speed Hewlett Packard LaserJet printers, which connect all PCs in the lab to printers. Students enrolled at Governors State and holding a valid student I.D. card may use the ACS facilities. ACS is located on the second floor of the D Wing, just past the library. ACS is open Monday through Friday, 8:30 a.m.-10:30 p.m.; Saturday, 8:30 a.m.-5 p.m.; Sunday (fall/winter), 1-9 p.m. and Sunday (spring/summer), closed. Student lab aides are available to answer questions and assist users. For current information about ACS, please visit www.govst.edu/its/support/acs.

iMail is the e-mail standard for GSU students. It is issued to all students at the time of admission to the university. Students eligible to enroll in classes are sent a personalized iMail account to their home address. To access iMail, use a computer connected to the Internet and a browser such as Internet Explorer or Netscape. Type mail.govst.edu and log in with your GSU iMail username and password.

iMail allows students to read e-mail in their central mailbox by using a browser such as Internet Explorer or Netscape Communicator. It offers easy handling of file attachments and the ability to forward messages to another e-mail address; it includes spell checking and a search function. GSU's iMail service is located at mail.govst.edu and is on a server that provides encryption for security and privacy. Students can access iMail anytime from home, at work, on campus, while traveling, or on a shared computer without special setup instructions. See http://www.govst.edu/its/t_its.asp?id=2077 for additional information.

ACCESS TO A COLLEGE EDUCATION - STUDENT SUPPORT SERVICES (A.C.E.S.S.S. GRANT PROGRAM)

The ACESSS Grant Program at Governors State University is a federally funded TRIO grant program that provides support services which assist students to achieve academic success and ultimately to graduate from Governors State University.

The following services are targeted to assist the students:

1. Student participants in the ACESSS program will complete an academic and study skill assessment by the end of the third week of the program enrollment. Staff members then develop a support program to assist in the retention and graduation of these students,
2. Staff ensure all project participants are offered financial aid to meet their financial need,

3. Staff work with students to help them to attain academic achievement.
4. Staff offer remedial and skills-building assistance to identified project participants,
5. Staff also provide a comprehensive system of academic advising, career and personal counseling to ACESSS participants by the end of their first trimester,
6. The program staff provide a program of cultural enrichment and leadership training to program participants so they may expand their knowledge base through a variety of experiences and gain the self-confidence that leads to academic accomplishment,
7. Staff assist ACESSS participants with career exploration and assessments, and
8. Staff assist interested students to explore and apply for graduate or professional school in the semester/trimester immediately following graduation.

BOOKSTORE

The Governors State University Bookstore, affiliated with Follett's, sells new and used textbooks, school supplies, cards, gifts, clothing, books for leisure reading, software, electronics, and study aids. It is located on the first floor in Room D1493.

Textbooks may also be ordered via the Internet at www.governors.bkstr.com. Please have your schedule and major credit card handy when placing your order. The bookstore buys used books from students throughout the year. A photo I.D. is required to sell back a book. Hours are listed in each term schedule.

Hours, payment information, and other store policies are available through the university webpage at www.govst.edu. For more information, call the bookstore at 708.534.4558; distance learners may call toll-free at 800.525.6578.

CAREER SERVICES

The staff of Career Services assists students and alumni with all facets of their careers. They offer individual advising appointments where students can receive assistance with developing a job search strategy, resumes, interviewing, networking, negotiating offers, and writing job search correspondence.

In addition, the staff provides students with hands-on learning experiences in identifying skills and researching employers through workshops during the academic trimesters. Career Services also maintains job postings from local employers on both hard copy and via e-Recruiting. College of Education students' credential files are managed in the office as well as disbursed. Career Services hosts at least two job fairs during the academic year, which are intended for a generalist audience, but on occasion the staff is able to host targeted job fairs such as the Education or Health Care Job Fairs.

CHILD CARE SERVICES/FAMILY DEVELOPMENT CENTER

Smart Care is housed at the Family Development Center (FDC). Smart Care offers care to children between the ages of three and twelve years. The center is open from 7 a.m. to 10:45 p.m. Monday through Thursday and from 7 a.m. to 6 p.m. on Friday.

Parents may choose from several different program options such as daycare, evening care, summer care, or before and after school care. The director of the Family Development Center has overall responsibility for the operation of the center. The program serves a capacity of approximately 40 children. Smart Care incorporates the Reggio Emilia philosophy and is staffed by early childhood educators who meet DCFS standards. Plans are underway to open Smart Care for children six weeks to three years old. For more information, contact Smart Care at 708.235.7316.

The Family Development Center partners with parents and the College of Education to provide exemplary early childhood education for children and outstanding professional development for Governors State University students. The FDC houses Smart Start, an educational program for children from birth to five years of age, and Smart Care, a childcare program for children whose parents are GSU students, GSU employees, as well as members of the surrounding community.

The Smart Start program is a cooperative venture between the Illinois State Board of Education, Governors State University, and the Crete-Monee School District, as well as the universal community. Programming runs year-round in six-week blocks followed by two-week breaks. Smart Care supports this programming with childcare before and after school and during the breaks.

Smart Start provides a vast array of programming with family support in mind, giving children a great start to a promising future!

Program offerings include:

- Hospital Visits to New Parents
- Home Visits
- Library Lapsits
- Parent and Child Interaction Playgroups
- Pre-Kindergarten (both At-Risk and Universal)
- Family Fun Activities
- Early Childhood Lab Taught by GSU Students

Contact the Smart Start office for more information at 708.235.7330 or to have a calendar of events mailed to you.

The FDC conducts educational programming for children and adults at its main location on the GSU campus, as well as at selected field sites within the south suburban metropolitan region. For additional information, call 708.235.7300.

PROCEDURES FOR ORGANIZING STUDENT CLUBS AND ORGANIZATIONS

There are two basic steps in forming new clubs and organizations at Governors State University.

1. Tentative Recognition

A group may receive permission from the Student Life Unit to hold an organizational meeting on campus. If the group wishes to organize, it may apply for tentative recognition by filing a Petition for a New Student Organization with the Student Life Unit which includes the following information:

- a. name of organization
- b. purpose of organization
- c. name of Governors State University faculty/staff advisor
- d. name and student ID number of seven (7) currently enrolled students (minimum number required) who have agreed to join

This petition will be forwarded to the executive director of Student Life or designee. Upon receipt of the petition, he/she will ask the Student Senate Programming Committee for a recommendation. If recommended recognition is approved by the executive director of Student Life or designee, the club or organization will be granted tentative recognition which will provide them with all the privileges of a fully recognized group for a period of three (3) months by which time they must have completed step 2. In extenuating circumstances, the executive director of Student Life or designee upon written request may extend the three (3) months to a maximum of five (5) months.

2. Formal Recognition

To be formally recognized as a club or organization, a group must present the following information to the Student Life Unit:

- a. a permanent constitution which must include the name, purpose, operating procedures, membership requirement, and basic structure of the continuing organization (guidelines for writing constitutions are available in A2100);
- b. the name of the current year's Governors State University faculty or staff advisor; and
- c. a list of the current officers including name and student ID number. Officers must be currently enrolled and in academic good standing to be eligible to serve.

In addition, the club must have its officers and advisor attend an orientation.

Student groups will normally be approved if they follow the outlined procedures and comply with being open to all students without regard to race, color, national origin, sexual orientation, religion, gender (excluding social fraternities and sororities), age, marital status, or disability.

Upon receipt of the above, the Office of Student Life will ask the Student Senate Programming Committee to recommend formal recognition of the group. If the

executive director or designee disagrees with the recommendation, he/she will ask for a meeting with the committee to discuss their recommendation. If differences cannot be reconciled, the executive director or designee will rule on recognition of the group. This ruling may be appealed to the dean of Student Affairs and Services or designee for review. The decision of the dean is final.

If approved, the group will be a recognized university organization with all of the privileges thereof as long as it:

1. files each academic year a Reactivation Form with the current officers and name of the Governors State University faculty or staff advisor with the Student Life Unit.
2. adheres to procedures for all financial expenditures, which must be authorized by Student Life before implementation.
3. completes other paperwork as required (e.g., fund-raising compliance).

Any group becoming inactive for one year or more must reapply for recognition as a new student organization. For additional information, contact the executive director of Student Life or designee, Room A2100. A current list of clubs and organizations can be found at http://www.govst.edu/sas/t_sl.asp?id=1314.

STUDENT COMMUNICATIONS MEDIA PROCEDURES

The following procedures refer to all student communications media, including but not limited to newspapers, magazines, radio stations, TV stations, cable TV stations, cable TV systems, etc., which are funded in whole or in part by Student Activity Fees at Governors State University. It is the intent of these procedures to preserve the freedom of expression for such communications media, while at the same time ensuring that they are responsible to the community they serve.

I. STUDENT COMMUNICATIONS COORDINATING COMMITTEE (SCCC)

The SCCC serves as the publisher for those Governors State University student communications media which are funded, in whole or in part, by Student Activity Fees. As such, the SCCC is a recommending body responsible to the executive director of Student Life in any and all matters dealing with student communications media. Any decision of the executive director of Student Life may be appealed to the provost of the university or designee.

A. Purpose:

1. Encourage the development and recognition of qualified student media, including publications, radio, and television;
2. Ensure continuity of, and responsible leadership for, recognized student media;
3. Review elements of performance toward maintaining the highest quality of student media; and
4. Ensure fiscal responsibility and sound management.

B. Specific Functions:

1. Approve all student communications media.
2. Approve budget(s) and expenditures of student activity fees by various student media.
3. Appoint for the period of one year the faculty/staff advisor and student head of each student staff.
4. Approve the staff recommended by the faculty/staff advisor and student head of each student medium. These recommendations will be made on the basis of interviews of interested students. All staff must be currently enrolled students in academic good standing. The advisor, student head and staff will determine content and format of their respective medium without censorship or advance approval from university administrators.
5. Hear concerns from members of the university community pertaining to alleged violations of acceptable journalistic/ broadcasting standards, practices, and procedures.
6. Hear recommendations for suspension or dismissal of advisors, student heads, and/or staff and/or withdrawal of funds from a medium/media for either a violation of law, repeated publication of materials judged libelous, unsound fiscal management, or substantial deviation, from a medium's/media's original proposal, SCCC procedure(s) or professional ethics. The SCCC will act on such recommendations only after the student(s) and/or medium/media involved are accorded due process.
7. All of the above actions of the SCCC are subject to review and approval by the executive director of Student Life or designee.

C. Membership:

The SCCC will be composed of eight (8) voting members, appointed for a one-year term to coincide with the GSU academic year calendar as follows:

1. Five (5) currently enrolled students in academic good standing, appointed by the dean of each college and dean of Center for Extended Learning and Communications Services to include at least one graduate and one undergraduate student;
2. Two (2) faculty members from different colleges appointed by the Faculty Senate;
3. One (1) civil service or support unit employee of the university appointed by the Civil Service Senate.
4. The following will serve on the committee as ex-officio members: a member of the Student Life staff appointed by the executive director, the appointed student head, and the faculty/staff advisor of each student medium.
5. The chairperson of the SCCC shall be a student elected from its membership.
6. Students employed by student media governed by the SCCC shall not be eligible to serve on the SCCC (except as noted above).

D. Meetings:

1. The SCCC will meet at least once during each month of the fall and winter trimesters and as needed during the spring/summer trimester.
2. At least five members must be present to conduct business.
3. Minutes shall be kept for all meetings and maintained in the office of the executive director of Student Life.

II. PROPOSALS FOR NEW STUDENT MEDIA

A. Content:

1. The SCCC shall encourage the development of student media by providing an orderly and equitable review of proposals for recognition.
2. All proposals, initial and renewed, will include by-laws and a proposed budget for the first year of operation, as well as a statement detailing the following: purpose; audience; statement of staff composition, responsibilities, training, and development.

B. Review:

1. Upon receipt of a proposal, the SCCC will meet to consider that proposal within 30 calendar days.
2. A majority vote of the total voting membership of the SCCC is required for recommended recognition by the committee to the executive director of Student Life.
3. If the proposal is rejected, the committee must state its reason(s) for rejection in writing. The applicant may appeal the SCCC decision to the executive director of Student Life.
4. Recommendations to the executive director of Student Life:
 - a. Full recognitions - an appointment of a permanent media head must be completed within six months after recognition; or
 - b. Temporary recognition - an immediate appointment of a temporary media head for a period not to exceed four months; or
 - c. Rejection - the board must state the reason(s) for rejection in writing.
5. The decision of the executive director of Student Life is final.

III. FINANCING OF STUDENT MEDIA

- A. Funds from Student Activity Fees may be used to support student media. The medium shall submit a budget to the Student Senate Fees/Finance Committee (FFC). The FFC shall review the budget and make a recommendation to the executive director of Student Life. The decision of the executive director of Student Life concerning the recommended allotted amount is subject to review by the provost or designee. The decision of the provost or designee is final and binding.

- B. Funds derived from other sources, including advertising, may be considered part of the budget for each media. A full accounting of such income must be made available to the SCCC on a regularly scheduled basis.

IV. APPOINTMENT RECOMMENDATION PROCESS FOR STUDENT MEDIA HEADS

The Student Communications Coordinating Committee will recommend for appointment or reappointment student media heads (faculty/staff and student) based on the following guidelines:

- A. Each media head will be selected based on demonstration of the following skill areas:
1. Budgetary - Demonstrate effective management of the organization budget within fiscal constraints and guidelines.
 2. Supervisory - Demonstrate ability to manage the staff needed to effectively run the particular media in question.
 3. Editorial or Media Related - Demonstrate appropriate university level media skills.
 4. Interpersonal - Demonstrate ability to deal effectively with all constituents.
 5. Initiative - Demonstrate ability to effectively plan, problem solve, and develop appropriate responses to encountered situations.
 6. Organizational - Demonstrate ability to plan, develop, and implement all appropriate policies, procedures, and activities necessary for the organization.
 7. Staff Development - Demonstrate ability to design and implement an appropriate training and development program for the staff of the medium.
- B. An Appointment Recommendation Committee (ARC) composed of the following members will be established as a standing committee by the Student Communications Coordinating Committee:
1. Chairperson of SCCC
 2. Student Life staff-appointed member
 3. One student media head appointed by committee
 4. Two committee members appointed by the SCCC
 - a. one student member
 - b. one non-student member
 5. One media advisor, ex-officio (as a resource person)
- C. The Standing Appointment Recommendation Committee's charge will be to seek input on the candidates for medium head and recommend one to three

candidates to the full Student Communications Coordinating Committee at its April meeting or the next most appropriate meeting.

- D. Approval Process - The SCCC can act only on the recommendations forwarded from the Standing Appointment Recommendation Committee. A majority vote of the voting membership of the SCCC is required in order to recommend the appointment of a student medium head to the executive director of Student Life.
- E. Appeal Process - An applicant may appeal the decision of the SCCC to the executive director of Student Life. All appeals must be based on a perceived violation of due process. These appeals must be in writing and be forwarded to the executive director of Student Life within 10 days of the Committee's action. The decision of the executive director is final and binding.

V. INTERPRETATION AND AMENDMENT:

- A. Interpretation of the Student Communications Media Procedures is the prerogative of the SCCC. Appeals may be addressed to the executive director of Student Life.
- B. Recommendations for amendment of these procedures may be made by two-thirds vote of the voting membership of the SCCC subject to review and approval by the executive director of Student Life.
- C. Rules and procedures governing individual student communication media not stipulated in these procedures may be included in the by-laws of the media. These by-laws will be enforced and interpreted by the SCCC and will be binding upon the appropriate media subject to review and approval by the executive director of Student Life.

COUNSELING SERVICES

The Counseling Center, located in the Division of Student Development, has counselors available for career, academic, and personal counseling for all students. Other services offered through the Counseling Center are academic advising for undeclared students, information about the mandatory online orientation program for all undergraduate students, and coordination of grade audit for students on academic probation/suspension.

DISABILITY ACCOMMODATIONS

Disability Services is dedicated to creating an accessible environment and equality of educational opportunities for students with documented disabilities. The goal is to focus on a student's ability not the disability. Disability Services ensures compliance with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973.

Legally mandated access and accommodations are available to all qualified students who self identify with Disability Services. Students must provide documentation by a qualified professional that can verify the functional impact of the disability as

well as recommendations for appropriate accommodations. The information provided by students is kept in locked, confidential files and is not made available to the campus community without the consent of the student.

To arrange for appropriate accommodations, please contact the coordinator of Disability Services in the Division of Student Development. Legally-mandated access and accommodations may include support such as:

1. Sign language interpreters,
2. Readers or scribes for exams,
3. Modifications in test procedures,
4. Note-taking assistance,
5. Relocation of classes to more accessible spaces or use of specialized furniture,
6. Use of specialized technology, and
7. Conversion of materials into other formats such as large print.

FOOD SERVICE

Aramark is the Governors State University food service provider. Its cafeteria in the Hall of Governors provides breakfast, soups, salads, daily entrees, made-to-order sandwiches and grill specialties, and, of course, desserts. The cafeteria accepts cash, Visa, MasterCard, and American Express.

Hours are Monday-Thursday: 8 a.m.-7:30 p.m. and Friday: 8 a.m.-2 p.m. The cafeteria is closed Saturday and Sunday.

Breakfast is served until 10 a.m., Monday-Friday. Entrees are served between 10:25 a.m.-5 p.m., Monday-Thursday. The Sizzle Station and salad bar close at 7 p.m. Monday-Thursday and 1:30 p.m. Friday. Menus are subject to change without notice.

The food service director is available for assisting in planning catered events. Services range from dinners to refreshment breaks. Such events can be accommodated seven days a week when the university is in session. Special events are listed on http://www.govst.edu/auxil/t_auxil.asp?id=2156 and in the cafeteria where weekly menus are also found.

For additional information contact the food service director at 708.534.4496. The director's office is located at the back of the kitchen area.

HEALTH INSURANCE

Governors State University does not require students to have health insurance. However, several insurance plans which offer student coverage are available. Information on these programs are available in the Student Life Service Office in Room A1120.

The university does not endorse nor accept responsibility for any plan. Should a student choose to purchase health insurance from any of the plans for which information is provided, the student and the insurance company interact with each

other. The university is not involved. For additional information, contact the Student Life Service office, 708.534.4550.

HONORS PROGRAM

The Honors Program at Governors State University is designed to provide an opportunity to enrich the completion of undergraduate education, and to help to develop a competitive edge as students prepare for the job market or graduate school.

Honors Program Philosophy: While recognizing academic excellence, the Honors Program was designed to serve the dual purpose of promoting an interdisciplinary approach to learning and providing advanced training within student's field.

Why become involved with the Honors Program? Participation in the Honors Program will expose students to:

- An enriched academic program,
- A speakers series,
- The support and guidance from a "mentor" from within the program,
- Special events such as a yearly honors dinner and theater trips, and
- Upon completion of the program, the tangible benefits of being a member of a community of scholars at GSU. This will be reflected in a letter of commendation written on the student's behalf by the president of the university.

Program Requirements: Since the program is intended to provide the student with an enriched academic program, there are curricular requirements. However, in most instances this will not involve additional coursework. Instead, in order to provide the student with greater depth and breadth, the program requires members to complete existing requirements at a more advanced level.

Curricular Components:

- One (1) course of advanced work within the student's program with approval of the instructor to be used as honors credit.
- One advanced interdisciplinary Honors Seminar.
- An honors thesis/project/internship which is completed under the supervision of a faculty mentor.
- A minimum of a 3.6 cumulative GPA for courses taken at GSU by the time of graduation.

Students at the Phase II level will also be targeted for financial assistance and possible job placement within their given field.

HOW TO BECOME A UNIVERSITY HONORS STUDENT:

If a student is interested in this program, the student should contact his/her advisor or the program director, University Honors Program, Governors State University, University Park, IL 60466; or call 708.534.4578.

IDENTIFICATION CARDS

Picture I.D. cards are available for all students at the Student Life Service Office. I.D. cards are required for use of all university facilities, including the Recreation/Fitness Center, library, and the computer center; free or reduced admission to events requires this card.

I.D. cards must be validated each trimester. Eligibility requires a copy of the student's current schedule. Validating occurs during Welcome Week at a designated site or anytime the Student Life Service Office in Room A1120 is open. Contact the Student Life Service Office at 708.534.4550 for additional information.

INTERNATIONAL STUDENT SERVICES

The Office of International Services works closely with the Admission, Student Development, and Student Life offices. The staff advises and assists international students studying at the university, as well as American students going abroad. It is responsible for all incoming international students' initial inquiries, application for admission, immigration and adjustment to the university and its environment. Opportunities are provided for social gatherings, Center for Performing Arts productions, and affiliation with the International Students Club and/or other clubs and organizations.

ADMISSION REQUIREMENTS:

The certificate for non-immigrant (F-1) will be issued by the Office of International Services. Before the I-20 will be issued, the applicant must have met all admission requirements first.

If you are not a citizen or a permanent resident of the United States, then you are an international applicant. As an international applicant, you will use the same application as domestic candidates.

The applicant must plan to pursue a full-time program (12 credit hours for undergraduates; 9 for graduates) of academic study at an institution that is authorized by the Immigration and Naturalization Services to enroll international students.

International students are eligible for admission to degree programs only and may be admitted as non-degree or undeclared students only if pursuing a degree at another institution.

FINANCIAL INFORMATION

Students must certify that adequate funds are available to meet all financial needs for the length of time necessary to complete a full-time course of study leading to a degree. The university does not have financial aid for international students. At the graduate level, a limited number of fellowships and teaching and research assistants positions are available.

HOUSING

Governors State University is a commuter campus, located in the south suburbs, without on-campus housing. While assistance is offered at the Office of International Services in finding nearby housing, the responsibility of securing housing rests with the student.

TOEFL

Students must have evidence of English as a foreign language (TOEFL) score of 173 on the computer-based test for undergraduate and 213 on the computer-based test for graduate admission. For more information about TOEFL, visit www.toefl.org.

STUDY ABROAD

The Office of International Services provides information on study abroad programs for all GSU students. There are short-term stays, flexible language requirements, and internships available. For additional information, contact the coordinator of International Services, in Room C3370 or call 708.534.3087.

THE RONALD E. MCNAIR POST-BACCALAUREATE ACHIEVEMENT PROGRAM

The Ronald E. McNair Post-Baccalaureate Achievement Program is a new program at Governors State University. Initiated by the U.S. Department of Education in 1989 and authorized under the Federal TRIO Programs, the program has grown nationally, currently serving thousands of students.

The purpose of the McNair Program is to increase the number of students from underrepresented backgrounds who enter graduate studies leading to the doctorate. The program is open to students in any major discipline.

The McNair Program at Governors State University provides academic advising and career counseling for students during the academic year. Eligible students are provided workshops which emphasize library research, writing, and computer skills; selected students do research and receive stipends during the trimester of participation. Students are paired with a faculty mentor and receive individualized attention in completing a research project.

To further orient students to academia, McNair provides travel to conferences, graduate schools, professional meetings, and forums, where mentors and students present research findings. In addition, the program assists students in finding avenues for publishing.

PROGRAM SERVICES AND ACTIVITIES

The McNair Achievement Program will benefit any student intent on pursuing a graduate degree. The program provides a support system designed to provide a smooth transition from the undergraduate experience to the graduate school

setting. Some academic year services that McNair Scholars receive include:

- Academic Advising,
- Research Opportunities,
- Career Development,
- Preparation for Graduate Admission Tests,
- Ongoing Counseling and Mentoring, and
- Travel Opportunities.

For additional information, contact the McNair Program's coordinator at 708.235.2230.

RECREATION CENTER

Governors State University is committed to improving the quality of life and fitness of its students, employees, and residents of neighboring communities. Accordingly, each student enrolled at the university is assessed a mandatory Student Center fee. This provides membership in the Recreation and Fitness Center.

Therefore, whatever your fitness goals are, the Governors State University Recreation and Fitness Center will give you the tools necessary to reach them. Facilities include the following:

167,000 gallon indoor heated swimming pool

- Lap swimming
- Family times
- Aquacise courses
- Adult and child swimming instruction programs
- American Red Cross lifeguard training

Cardiovascular and resistance training fitness room

- Treadmills
- Exercise bikes
- Nordic Trac ski machines
- Circuit training equipment
- Free weights
- Aerobics

Gymnasium (newly refurbished floor)

- Basketball
- Volleyball
- Fitness walking/running
- Speed bag/heavy bag

- Soccer
- Family times

Racquetball court

Outdoor tennis courts

Senior citizen programs

FAMILY TIME PROGRAM

All current members of the GSU Recreation and Fitness Center can enroll their children in the family time program. By signing a consent form stating that you are the child's legal guardian, you may bring your children to the Recreation and Fitness Center during family time hours. There is a minimal fee per child. Only currently enrolled students or paid community members can enroll children for which they have legal guardianship. Each must accompany the child throughout a visit. Only children that have a GSU Recreation and Fitness Center child card accompanied by an aforementioned adult will be given access and only during scheduled Family Time hours and special event programs. Enrollment in the Family Time program does not grant free access to all instructional courses.

REGISTRATION SERVICES (REGISTRAR'S OFFICE)

Web registration and Touchtone registration are available for all eligible students. Please refer to the GSU web site for important additional registration and other registrar information. The Registrar's Office provides the following helpful hints to assist students in avoiding problems and having registration go as smoothly as possible:

- Always review your class schedule and notify the Registrar's Office immediately in case of problems.
- Tuition billing statements are mailed by the Cashier's Office. Accounts not paid in full by the date indicated are assessed a non-refundable \$60.00 late fee.
- If classes are not dropped by the 100% refund deadline, the student is responsible for payment regardless of attendance or non-attendance. (Courses are not automatically dropped due to non-payment or non-attendance).
- Students who stop attending classes must officially withdraw using the Touchtone or the online system to avoid a failing grade.
- Review the Schedule of Classes each term for complete registration information, including refund and withdrawal deadlines and hours of availability for the Touchtone and online systems.
- Remember your PIN. You cannot access Touchtone or online registration without it. Also remember your GSU I.D. number, which is used with your PIN to access the online system.

- A grade of "W" (withdrawal) will be received for classes dropped after the 100% refund deadline and prior to the withdrawal deadline.
- Grades are available on the web and are not mailed except upon written request. Official grade reports are not available to students with an unsatisfied financial obligation to the university.
- If you are not sure whether you added or dropped your classes properly, call the Registrar's Office at 708.534.4500 and staff will check the computer system to verify your registration. Students are responsible for their registration.

TESTING SERVICES

The Testing Center administers ETS-CLEP examinations to assist students in receiving academic credit through examination. Students who want to take CLEP examinations should talk with their academic advisor before registering for an examination to make sure the examination will meet specific curriculum requirements. Testing Office staff administer the U.S. and Illinois Constitution examinations and all examinations for correspondence courses. Staff administer examinations at regularly scheduled times. Registration materials for national examinations, i.e., LSAT, MCAT, GRE, GMAT, etc., are maintained in the Testing Office in the Division of Student Development.

TUTORIAL SERVICES

The Center for Learning Assistance offers course-related tutorial assistance in the areas of mathematics, algebra, calculus, statistics, economics, finance, accounting, and computer science. Tutorial assistance is offered individually on a limited basis, in small groups, as short term workshops, and twelve-week workshops. Please refer to the Student Development website for specific workshop/tutoring services.

VOLUNTEER SERVICE OPPORTUNITIES

Through the Student Life Unit, student clubs and organizations provide students with opportunities to be actively involved in both on- and off-campus community service projects. For additional information, call 708.534.4551.

There are also opportunities for students to volunteer as tutors in surrounding communities through campus coordinated programs, such as the Learning in Context Program and Project HOPE. For additional information, call 708.534.6972.

The Office of Career Services assists students with placement as volunteers in businesses and organizations which allow students to receive work experience related to their academic majors. For additional information, call 708.534.5082.

WRITING CENTER

The Writing Center provides undergraduate and graduate students with one-on-one tutoring sessions, group tutorials, and the online writing center, the GROWL. The aim of the Writing Center is to provide students writing assistance for GSU classes.

The staff can help you understand the writing process, compose and document research papers, prepare for essay exams, and provide revision suggestions for early drafts of papers. Students who use the writing center will be asked to sign a release so that session information may be shared with the course professor. Call 708.534.4508 to make an appointment with a writing tutor, or visit the GROWL at www.govst.edu/owl.



STUDENT FEES

Tuition and fees are subject to change. Refer to the current schedule of classes for current tuition which can be found on the website at <http://www.govst.edu/schedule>.

CAREER SERVICES AND COUNSELING FEE

The Division of Student Development, with student recommendations, is charged with using the career services and counseling fee to support career services and counseling needs of Governors State University students.

A. Career Services and Counseling Fund Board Guidelines

1. The career services and counseling student fee, upon collection by the university, become state funds and are subject to statutes, regulations, and university policies and procedures applicable to state funds generally.
2. The university shall develop policies concerning the administration of the career services and counseling fee. The policies and any changes shall be come effective when approved by the president. The policies and any changes shall be submitted to the Board of Trustees by the president.
3. The policies should contain the following provisions and such other provisions as are necessary and appropriate:
 - a. provisions for collection of all the career services and counseling fees at regular intervals.
 - b. allowance for an advisory board to make recommendations to the director of Student Development and director of Career Services for resource allocations.

B. University Guidelines

1. The career services and counseling student fee at Governors State University is to support career services and counseling support services to students. This fund is separate from academic support unit funds.
2. The Student Senate has the authority to recommend policies regarding student fees. It has recommended the establishment of the fee board. This recommendation was approved through administration and reported to the Board of Trustees.

C. Fund Control

The career services and counseling fund is regulated and audited on a regular basis by the university Business Office. The fund is administered on routine basis by the director of Student Development and the director of Career Services.

D. Allocation Process Description

Currently, each student at Governors State University pays a fee per trimester for career services and counseling.

The following steps may be followed each year in budgeting fee monies. This procedure may be initiated in the spring of the year preceding the academic year for which the budget is prepared. The procedures are as follows:

1. The director of Student Development and the director of Career Services will request the Business Office to submit a statement of anticipated income for the career services and counseling fee fund for the next academic year. This amount will become the maximum amount that can be budgeted at this time.
2. Career Services and Fee Budget Board Procedures
 - a. The budget board is charged with recommending to the director of Student Development allocation of funds for services funded through the career services and counseling fee. These budgets would be based on the information and guidelines provided by the Division of Student Development.
 - b. All recommendations are subject to the approval of the director of Student Development and the director of Career Services. The directors of Student Development and Career Services forward the completed document to the dean of Student Affairs and Services or designee. The decision of the dean is final.
 - c. The membership of the board shall total seven. The board shall have one member appointed by the Student Senate and one member representing students with disabilities appointed by the director of Student Development. The director of Student Development will appoint five members from at least three of the four colleges and/or BOG degree program. The chairperson of the board shall be elected from the membership.
 - d. A simple majority shall be required to pass recommendations. Any changes in this board or policy establishing it shall require approval of a majority vote of the board and a majority of the Student Senate.
 - e. The directors of Student Development and Career Services or designee shall act as advisor to the board on all matters.

COMPUTER TECHNOLOGY FEE

Each trimester a fee is assessed to all currently enrolled students. These fees are used for expanding computer access to students and upgrading computer hardware and software.

PARKING FEE

All students taking one or more courses at Governors State University are assessed a parking fee each trimester. The parking fee is also paid by GSU faculty and staff members. Students who use public transportation and are requesting a waiver should contact the Business Office at 708.534.5000, extension 5050.

STRATEGIC ACADEMIC FEE

A fee per credit hour is assessed to all currently enrolled students. The fee supports targeted initiatives that enhance the student's learning experience.

STUDENT ACTIVITY AND STUDENT CENTER FEES

Fees collected are considered state monies subject to all the usual controls and guidelines. The Student Life Unit, with student recommendations, is charged with using these resources to support campus student life.

A. Student Senate Fees and Finance Committee Guidelines

1. "Student activity fees, upon collection by the university, become state funds and are subject to statutes, regulations, and university policies and procedures applicable to state funds generally.
2. The university shall develop policies concerning the administration of student activity fees. The policies and any changes shall become effective when approved by the president. The policies and any changes shall be submitted to the Board of Trustees by the president.
3. The policies should contain the following provisions and such other provisions as are necessary and appropriate.
 - a. Provisions for collection of all student activity fees at regular intervals.
 - b. Provision for allocation by a body which includes representation of appropriate student organizations and of students generally."

B. University Guidelines

1. The intent of the student activity fund at Governors State University is to support student life programs. This fund is separate from academic support unit funds and is used for co-curricular programming.
2. The Student Senate has the authority to recommend policies regarding student fees. It has recommended the establishment of the Fees and Finance Committee (FFC), which is one of its standing committees. This recommendation was approved through administration and reported to the Board of Trustees. The Student Senate Fees and Finance Committee is explained in D3.
3. The Student Center fee is intended to support the operations of the Student Center administered by the Student Life Unit.

C. Fund Control

The student activity fund is regulated and audited on a regular basis by the university Business Office. The fee administrator for the student activity fee and Student Center fee is the dean of Student Affairs and Services or designee. All requests for expenditures must be accompanied by approved minutes and have the signature of the authorized organization leader and the appropriate Student Life Unit office member. Student fees are not deposited into a student club/organization account, but accounts are given budgeted dollar authorization, subject to the availability of funds.

D. Allocation Process Description

Currently, each enrolled student at Governors State University pays a student activity fee and a university Student Center fee per trimester.

The following steps will be followed each year in budgeting these monies. The procedure will be initiated in the spring of the year preceding the academic year for which the budget is prepared. The procedures are as follows:

1. The executive director of Student Life will issue a notice to all organizations, to the faculty advisors, and to the Student Senate Fees and Finance Committee that any groups wishing to make a budget request must have such requests in the Student Life Unit Office in writing by a specified date.
2. The executive director of Student Life will request the Business Office to submit a statement of anticipated income for the student activity fee fund for the next academic year. This amount will become the maximum amount that can be budgeted at this time.
3. The Student Senate Fees and Finance Committee (FFC) Procedures:
 - a. The FFC will be charged with recommending to the executive director of Student Life programs, services, activities, and facilities funded through student activity and Student Center fees. These budgets would be based on the information and guidelines provided by the Student Life Unit.
 - b. All recommendations are subject to the approval of the executive director of Student Life. This director then forwards the completed document to the dean of Student Affairs and Services or designee for final approval.
 - c. The FFC may also complete a midyear budget review with recommendations to the executive director of Student Life by March 15 of each fiscal year.
 - d. The six member committee shall be appointed by the Student Senate. The chairperson of the committee shall be elected from the membership.
 - e. A two-thirds vote shall be required to pass recommendations. Any changes in this committee or policy establishing it shall require approval of a two thirds vote of the committee and a majority vote of the Student Senate.
 - f. The executive director of Student Life or his/her designee shall act as advisor to the committee on all matters.
 - g. All members will be required to attend orientation sessions on Student Life budget programming.

STUDENT GRIEVANCE POLICY AND PROCEDURES

I. ACADEMIC GRIEVANCES:

As a university student, the student is a member of the academic community at Governors State University. As a member of the academic community, the student is entitled to all the rights and protections enjoyed by all members of society. He/she is also subject to obligations by virtue of his/her membership in the university community. As a student member of the university community, the student has a right to request an explanation, reconsideration, and review of a faculty member's and/or administrator's professional judgment related to the issuance of grades, academic advising, and other academic related issues.

- **Please Note:** The accrediting groups for the various academic majors at Governors State University have different standards and requirements regarding grievances which supercede the university's grievance policy and procedures. Please check with the Division/Department chair or Dean's Office in your college regarding a grievance policy and procedures specific to your academic major.

Section I of this policy is applicable to student grievances regarding academic issues, such as faculty and/or administrators' professional judgment related to the issuance of grades, academic advising, and other academic related issues.

A. Informal Resolution:

1. Prior to filing a grievance, the student must seek informal resolution of the issue with the faculty member or administrator directly involved in the issue/incident of concern.
2. The student must seek this informal resolution within fifteen working days (when the university is in session) of the occurrence of the issue. If, after reasonable efforts, a satisfactory solution is not reached, the student may file a written grievance with the appropriate division/department chair.

B. Filing a Grievance:

1. To file an official academic grievance, the student must submit a written statement to the division/department chair of the collegial unit in which the course(s) is offered.
2. The written grievance statement must be received by the division/department chair within thirty days of the event which led to the grievance.
3. The written grievance must state the reasons for the grievance and the remedy that is sought.

C. Request for Extension of Filing a Grievance:

1. The student may request an extension of the thirty day time period in which a grievance must be filed.
2. This request must be in writing to the division/department chairperson prior to the end of the thirty day period.

D. Determination if the Grievance is an Issue of Substance:

1. Upon receipt of the grievance, the division/department chair has seven working days to determine if the grievance is an issue of substance.
2. Determination Grievance Is Not an Issue of Substance:
 - a. If within seven working days (when the university is in session) after receiving the grievance, the division/department chair decides that the grievance does not represent an issue of substance covered by these procedures, he/she shall so inform the student in writing with reasons.
 - b. The student may appeal (except in cases in which the provost or designee) has rendered the decision) the division/department chair's decision of no substance to the dean/director in writing within ten working days (when the university is in session) of receipt of the division/department chair's decision.
 - c. The decision of the dean/director shall be submitted in writing to the provost (or designee), the chairperson, and the student.
 - d. The student may appeal the dean/director's decision to the provost (or designee) in writing within ten working days (when the university is in session) of receipt of the college dean/director's decision.
 - e. The decision of the provost (or designee) is final and binding.
3. Determination Grievance Is an Issue of Substance:
 - a. Within seven working days (when the university is in session) after receiving the grievance and upon determining it represents an issue of substance covered by the context of the procedures, the division/department chair shall refer the grievance to the chair of the Collegial Grievance Committee.
 - b. The grievance chair shall attempt to find a mutually satisfying solution by working with both the student and the faculty/administrator involved within five working days (when the university is in session) of receiving the grievance.
 - c. If the grievance chair is unable to mediate a satisfactory solution, he/she shall request in writing that the faculty/administrator involved submit a written response to the student's grievance.
 - d. The response is to be received by the grievance chair within seven days of the request (when the university is in session).

- e. The grievance chair shall convene the student grievance committee within ten working days (when the university is in session) of receiving a written response from the faculty/administrator involved.

E. College Grievance Committee/Grievance Hearing Guidelines:

1. Responsibility for establishing the validity of the grievance shall be upon the student.
2. The student and/or the faculty/administrator may be accompanied by an advisor of his/her choice.
3. Students must inform the grievance committee chair at least five working days in advance of the hearing if the grievant chooses to be represented by legal counsel at which time the Grievance Committee Chair will notify both the division/department chair and dean of the grievant's intent to bring legal counsel. In such cases, the university may also have legal counsel present.
4. The hearing shall be closed, except when both parties agree that it should be open.
5. The grievance chair shall keep a written record of the hearing, which shall include:
 - a. the names of those present;
 - b. a copy of any evidence (records, written testimony, duplicated materials, etc.) that is introduced; and
 - c. a record of the final recommendation of the committee and its rationale.
6. The hearing shall be conducted so that all parties to the dispute have an opportunity to present their views and to rebut those of others;
7. Both grievant and respondent must have the opportunity to address the committee.

F. Recommendation(s) of the Grievance Committee:

1. No final recommendation shall be made by the committee and no testimony heard unless a majority of voting members are present.
2. All final recommendations shall require the agreement of a simple majority of the voting members present at the hearing.
3. The final recommendation of the collegial Grievance Committee shall include:
 - a. a statement concerning the validity of the alleged grievance;
 - b. a recommendation for resolving the grievance.
4. Recommendations of the collegial Grievance Committee concerning both the finding relevant to the dispute and the suggested remedy shall be submitted to the division/department chair.

G. Division/Department Chair's Role Following Committee's Recommendation and Appeal:

1. The division/department chair may affirm, reverse, or ask the committee to reconsider its recommendations.
2. The division/department chair may also request further information from the principals in the dispute in rendering a decision.
3. The division/department chair will render a written decision to the grievant within ten working days (when the university is in session) of receipt of final documentation from the Grievance Committee.

H. Appeal of the Division/Department Chair's Decision:

1. If the decision by the division/department chair is unsatisfactory to the grievant, the grievant may request a review by the dean.
2. The grievant's request must be made in writing within ten working days (when the university is in session) of receipt of the division/department chair's decision.
3. The dean will submit a written decision within ten working days (when the university is in session) of receipt of the request to the grievant and the chairperson. (If the respondent is a division/department chair, the collegial dean will assume the functions of the division/department chair stated above. In this instance, appeals to the decisions of the dean shall be made to the provost or designee.)
4. The student may appeal this decision to the provost in writing no later than ten working days (when the university is in session) of receipt of the college dean's decision.
5. The decision of the provost (or designee) is final and binding.
6. If the respondent is a dean, the provost or designee will assume the functions of the division/department chair specified in the preceding section G. 1 through 3 above. In this instance, the University Academic Grievance Committee assumes the role of the collegial grievance committee.
7. Recommendations from the University Academic Grievance Committee are submitted directly to the provost (or designee) whose decision is final and binding.

I. Modification of Grievance Procedures for the Board of Governors Bachelor of Arts Degree Program:

1. The grievance procedures for academic matters delineated above shall be followed with the following substitutions:
 - a. The director of the Board of Governors Bachelor of Arts Degree Program (BOG/B.A. Program) shall be substituted for the division/department chair.
 - b. The dean of the Center for Extended Learning and Communications Services (CELCS) shall be substituted for the collegial dean.

- c. The Board of Governors Bachelor of Arts Degree Program Grievance Committee (BOG/B.A. Program Grievance Committee) shall be substituted for the collegial grievance committee and consist of four faculty members plus two Board of Governors Bachelor of Arts Degree Program students.
- d. The four faculty members of the BOG/B.A. Program Grievance Committee will come from four separate areas in the university, i.e., College of Arts and Sciences, College of Business and Public Administration, College of Education, College of Health Professions, University Library, Center for Extended Learning and Communications Services, and/or the Division of Student Development.
- e. At the request of the dean of CELCS faculty members will be appointed to the BOG/B.A. Program Grievance Committee by the collegial deans/director.
- f. The two student members of the BOG Grievance Committee will be Board of Governors Bachelor of Arts Degree Program students.
- g. At the request of the dean of the Center for Extended Learning and Communications Services the two student members of the BOG/B.A. Program Grievance Committee will be appointed by the director of the Board of Governors Bachelor of Arts Degree Program based on recommendations made by the BOG/B.A. Program advisors.
- h. The chair of the BOG/B.A. Program Grievance Committee shall be elected from within the committee.
- i. Appointments to the BOG/B.A. Program Grievance Committee shall be for two years.

II. NON-ACADEMIC GRIEVANCES:

Section II of this policy is applicable to student complaints regarding discrimination, harassment, or other unfair treatment related to non-academic issues. As a university student, the student is a member of the academic community at Governors State University. As a member of the academic community, the student is entitled to all the rights and protections enjoyed by all members of society. You are also subject to obligations by virtue of membership in the university community. As a student member of the university community, participants have a right to request an explanation, reconsideration, and review of a faculty member's and/or administrator's professional judgment related to non-academic issues.

- A. Regarding specific issues, such as those listed below, students may file a complaint with the director of Human Resources.
 - 1. Discrimination based on race, color, gender, religion, age, national origin, disability, sexual orientation, or veteran status.
 - 2. Sexual Harassment in higher education means any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited

by a higher education representative toward a student, when such conduct has the purpose of creating an intimidating, hostile, or offensive educational environment, or when the higher education representative either explicitly or implicitly makes the student's submission to or rejection of such conduct a basis of determining:

- a. whether the student will be admitted to an institution of higher education,
 - b. the educational performance required or expected of the student,
 - c. the attendance or assignment requirements applicable to the student,
 - d. to what courses, fields of study or programs, including honors and graduate programs, the student will be admitted,
 - e. what placement or course proficiency requirements are applicable to the student,
 - f. the quality of instruction the student will receive,
 - g. what tuition or fee requirements are applicable to the student,
 - h. what scholarship opportunities are available to the student,
 - i. of what extracurricular teams the student will be a member or in what extracurricular competitions the student will participate,
 - j. any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled,
 - k. the progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled, or
 - l. what degree, if any, the student will receive.
- B. Regarding other non-academic issues/complaints, that are not covered above, students may file a written complaint with the dean of Student Affairs and Services or designee.
 - 1. Filing a Complaint:
 - a. To file a complaint the student must submit a written statement to the dean of Student Affairs and Services or designee within 30 days of the date of the event which led to the complaint.
 - b. The written complaint must state the reasons for the grievance and the remedy that is sought.
 - 2. Request for Extension of Filing a Grievance:
 - a. The student may request an extension of the thirty day time period in which a complaint must be filed.
 - b. This request must be in writing to the dean prior to the end of the thirty day period.

3. Determination if the Complaint is an Issue of Substance:

- a. Upon receipt of the complaint, the Dean of Student Affairs and Services or designee has ten working days to determine if the grievance is an issue of substance.
- b. Determination of Complaint Not an Issue of Substance:
 - (1) If within ten working days (when the university is in session) after receiving the grievance, the dean of Student Affairs and Services or designee decides that the complaint does not represent an issue of substance covered by these procedures, he/she shall so inform the student in writing with reasons.
 - (2) The student may appeal (except in cases in which the provost or designee has rendered the decision the dean of Student Affairs and Services or designee's decision of that is not a issue of substance to the provost/vice president of Academic Affairs in writing within ten working days (when the university is in session) of receipt of the decision.
 - (3) The decision of the dean of Student Affairs and Services or designee shall be submitted in writing to the provost or designee and the student.
 - (4) The student may appeal the dean of Student Affairs and Services or designee's decision to the provost or designee in writing within ten working days (when the university is in session) of receipt of the dean's decision.
 - (5) The decision of the provost or designee is final and binding.
- c. Determination that the Complaint is an Issue of Substance:
 - (1) Within seven working days (when the university is in session) after receiving the complaint and upon determining it represents an issue of substance the dean of Student Affairs and Services or designee shall attempt to find a mutually satisfying solution by working with the student within ten working days (when the university is in session) of receiving the grievance.
 - (2) If the dean of Student Affairs and Services or designee is unable to mediate a satisfactory solution, he/she shall review the facts and make a decision regarding the student's complaint.
 - (3) The decision of the dean of Student Affairs and Services or designee shall be submitted in writing within seven days of the request (when the university is in session) to the provost or designee and the student.
 - (4) The student may appeal the dean of Student Affairs and Services or designee's decision to the provost or designee in writing within ten working days (when the university is in session) of receipt of the dean's decision.

(5) The decision of the provost or designee is final and binding.

Statement of Review: This policy is to be reviewed minimally once every five years by a committee appointed by the Student Senate.



GOVERNORS STATE UNIVERSITY

STUDENT GRIEVANCE COVER SHEET

Student grievance policy and procedures for academic and non-academic grievances are outlined in the Student Handbook which is available on the GSU website at <http://www.govst.edu/>. To resolve all academic or non-academic issues the grievance policy and procedures must be followed.

Per the policy, all academic or non-academic grievances must be filed in writing. Written grievances should minimally include the information listed below. This form may be used to submit a grievance, but other written formats may be submitted as long as they contain the requested information.

Name: _____ Email: _____

Address: _____ Fax: _____

(Street/P.O. Box)

(City)

(State)

(Zip Code)

Telephone Number(s): _____

(Home)

(Cell)

(Work)

1. Summarize your grievance and desired outcome. You must give specific information related to who your grievance is against, what actions led to your grievance, and what action you are requesting to resolve the grievance. (Attach additional sheets if necessary.)

2. Have you attempted to resolve the issue with the appropriate faculty/staff member, division/department chair/director, and/or dean as outlined in the grievance policy? If yes, please indicate with whom you have met, dates of the meeting(s), as well as the outcome(s).

3. List here any supporting documentation that is attached to this cover sheet.

INTERIM STUDENT CONDUCT CODE POLICY AND PROCEDURES

I. CONDUCT CODE POLICY, SANCTIONS, AND PROCEDURES

- The accrediting groups for the various academic programs at Governors State University may have different ethical standards and requirements regarding student conduct which supercede the university's grievance policy and procedures. Please check with the division/department chair or dean's Office in your college regarding a grievance policy and procedures specific to your academic major.
- As a university student you are a member of the academic community at Governors State University. As a member of the academic community you are entitled to all the rights and protections enjoyed by all members of society. You are also subject to obligations by virtue of your membership in the university community. You are also subject to all civil laws, the enforcement of which is the responsibility of duly constituted civil authorities.
- When you violate a university regulation, you are subject to disciplinary action by the university whether or not your conduct violates civil laws. When you violate civil law off campus, you may incur penalties as determined by civil authorities. Institutional action shall not be used to duplicate functions of general laws, but when a violation of the law also adversely affects the orderly operation of the university, the university may enforce its own regulations regardless of any civil proceedings or dispositions. University action will be initiated only when the institution's interest as an academic community is clearly involved.
- Each GSU student is accountable for his/her actions relative to the following codes and regulations of conduct:

A. Code of Conduct:

1. 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 ensure the basic rights of the individual as well as the practical necessities of the community.
2. 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.
3. Finally, the code must reconcile the principles of maximum freedom and necessary order. The student conduct regulations which follow are set forth to give students general notice of prohibited conduct. These regulations are intended as a guide and are not meant to define misconduct in every circumstance. They apply to actions on university premises and at university-sponsored activities off campus.

B. Conduct Prohibitions:

Academic/non-academic misconduct is defined as:

1. All violations of academic honesty related to fulfilling academic requirements, including but not limited to, cheating, plagiarism, and/or knowingly assisting other students to engage in such conduct.
2. Use, possession, distribution, or being under the influence of narcotics or dangerous drugs, except as permitted by law.
3. Furnishing false or misleading information to the university.
4. Possession or use of firearms, explosives, dangerous chemicals, or other weapons, except as permitted by law.
5. Assaulting, threatening, harassing, or endangering the health or safety of any individual.
6. Willfully, denying to any person freedom of movement, use of authorized facilities, or right of entrance or exit; willfully impeding, obstructing, interfering with, or disrupting the performance of institutional activities or duties; or occupying the institutional buildings or other property after due and legal notice to depart.
7. Willfully damaging or destroying property of the university.
8. Use, possession, or distribution of alcoholic beverages, except as permitted by institutional policy and state law.
9. Intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
10. Knowingly violating terms of any disciplinary sanction imposed in accordance with the code.
11. Failure to comply with the directions of university officials, including campus police officers acting in performance of their duties.
12. Forgery, unauthorized alteration, or unauthorized use of any university document or identification card.
13. Unauthorized presence in or use of university premises, facilities, or properties.
14. Theft or damage to public or private property.
15. Misuse of university computer systems, laboratories, equipment, or software in violation of university policies.
16. Disparaging comments or statements regarding the religious affiliation, gender, age, race, disability, sexual orientation or gender identity of others.

C. Actions Taken as a Result of Conduct Violations:

1. Cases delineated in #2 through #16 above, shall be immediately referred to the dean of Student Affairs and Services or designee and may also be referred to the appropriate department, i.e., damage to public property will be reported to the Department of Public Safety.

2. Cases of alleged academic misconduct shall be handled by the respective collegial unit, except that recommendations for probation, suspension, or dismissal shall be referred to the dean of Student Affairs and Services or designee.

D. Sanctions for Violations:

The following disciplinary sanctions shall compose the range of official sanctions which may be imposed for violation of conduct regulations. One or more sanctions may be imposed. Records of disciplinary action shall be recorded and kept by the dean of Student Affairs and Services or designee for five years following the last trimester of enrollment, except as noted under Disciplinary Suspension and Disciplinary Dismissal.

1. **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.
2. **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.
3. **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.
4. **Disciplinary Dismissal**—Disciplinary dismissal is the withdrawal by the university president of the privilege of registration and class attendance with no promise (implied or otherwise) that the student may return at any future time. The privilege of the use of university facilities is withdrawn by this action unless specific permission is obtained from the dean of Student Affairs and Services or designee. Disciplinary dismissal is recorded on the student's academic record, to be removed only if and when the student is reinstated. A student on disciplinary dismissal may be readmitted only by action of the president of the university. A student who has been dismissed is not eligible for readmission sooner than one year from the date of dismissal.

5. **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).
6. **Restitution**—Restitution requires a student to pay for damages to, or misappropriation of, university property, or the property of visitors to, or members of, the university community. Such restitution may be charged to any student who alone, or through group conducted activities, organizes or knowingly participates in the events causing the damages or costs. Restitution may be imposed separately or in addition to any other sanction(s).
7. **Summary Suspension**—A summary suspension requires that a student immediately leave the campus.

II. PROCEDURES FOR FILING CHARGES FOR ACADEMIC MISCONDUCT:

(Procedures for Faculty to Take Action Related to Students' Academic Misconduct)

A. Faculty Roles and Responsibilities:

1. The faculty member has initial jurisdiction over any instances of academic misconduct that occur in association with a course being taught by the faculty member.
2. The faculty member may personally meet with the student to discuss misconduct and its consequences; e.g., zero on an exam, plagiarism, a lower grade for the course, etc. If the student and faculty member reach an agreement, this need not go further. However, a written statement or "letter of understanding" needs to be drafted by the faculty member and signed by the student to record the resolution of this matter.
3. If the issue is not resolved informally as described in #2 above, then the faculty member must notify the student in writing, by both certified letter and regular mail, of the alleged misconduct within fifteen working days (when the university is in session) of discovering the misconduct, or the faculty loses his/her right to file charges.
 - a. The letter of notification sent to the student must include a request to schedule a meeting with the student within ten working days from the date of the letter (when the university is in session) to discuss the misconduct in question.
 - b. The letter must specify a specific date and time for the meeting.
4. The faculty member may elect to resolve the matter by reducing the grade for the test, paper, or other course-related activity in question and/or by adjusting the grade for the course, including failure for the course.
5. If action is to be taken to reduce or change a grade, the faculty member must send written notification both by certified and regular mail (with

Return Receipt Requested) to the student with copies to the division/department chairperson, and the college dean within ten working days (when the university is in session) following the meeting with the student, or from the date of the scheduled meeting with the student, if the student failed to meet with the faculty.

B. Student Appeal Process for Reduced Grade:

The student may appeal the faculty member's action of reducing a grade through the academic grievance procedures.

C. Division/Department Chair and College Dean Responsibilities to Determine Violation May Be Referred to the Conduct Code Committee:

1. If the faculty member determines that the student's misconduct cannot be resolved by reducing the grade for the test, paper, or other course-related activity in question and/or by adjusting the grade for the course, the faculty member must request a meeting with the division/department chair to discuss the matter.
2. Within ten working days (when the university is in session) of the date of the faculty member's request for a meeting with the division chair.
3. The division/department chair and faculty member will meet to determine if the misconduct is perceived as warranting additional disciplinary sanctions.
4. If it is determined that no further action is warranted, the student will be notified of this in writing both by certified and regular mail.
5. If the misconduct is perceived as warranting additional disciplinary sanctions, the division/department chair will forward this recommendation to the dean. If the dean agrees with the recommendation this warrants referral for disciplinary sanction, he/she will forward the conduct case with all relevant evidence and information to the dean of Student Affairs and Services or designee within ten working days (when the university is in session) of the consultation with the division/department chair. If the dean does not agree with the recommendation for a disciplinary sanction, he/she will discuss with the division/department chair and/or faculty and a decision will be made regarding the referral. The time line of ten working days applies.

III. ACADEMIC MISCONDUCT PROCEDURES FOR VIOLATIONS WHICH WARRANT DISCIPLINARY SANCTIONS (REFERRALS FROM THE COLLEGE TO THE DEAN OF STUDENT AFFAIRS AND SERVICES OR DESIGNEE) AND NON-ACADEMIC MISCONDUCT PROCEDURES FOR VIOLATIONS WHICH WARRANT DISCIPLINARY SANCTIONS:

A. Dean of Student Affairs and Services (or designee) Responsibilities:

1. Any member of the university community may notify the dean of Student Affairs and Services or designee of violations of the university standards of conduct.

2. **Non-Academic Violations** of the university standards of conduct will normally be referred to and evaluated by the dean of Student Affairs and Services or designee to determine if further action at the university level is appropriate.
3. **Academic Violations:** The dean of Student Affairs and Services or designee will review referrals from the appropriate dean regarding academic violations of the university standards of conduct to determine if a hearing is warranted.
 - If the dean of Student Affairs and Services or designee is notified of a violation of the university standards of conduct related to an academic matter by someone other than a division chair or dean of the college in which the incident occurred, the violation will be referred to the appropriate dean and/or division/department chair who will follow the procedures outlined above regarding academic grievances.
4. If the dean of Student Affairs and Services or designee determines a hearing is warranted, the dean of Student Affairs and Services or designee will schedule a conduct hearing as delineated below.
5. The dean of Student Affairs and Services or designee shall be responsible for all administrative details involved in student conduct. For academic misconduct issues, this applies to misconduct issues once they have been referred to the dean of Student Affairs and Services or designee by the appropriate dean.
6. Reports involving student conduct, procedures for handling disciplinary cases, and the results of conducted hearings shall be maintained in the dean of Student Affairs and Services or designee office.
7. Within ten working days (when the university is in session) from the notification of the conduct code violation, the dean of Student Affairs and Services or designee will inform the student of the charges against him via both certified and regular mail and advise the date, time, and place that a disciplinary hearing is scheduled which complies with the ten working days requirement (when the university is in session).
8. Simultaneously with #5 above, within ten working days (when the university is in session) from the notification of the conduct code violation, the dean of Student Affairs and Services or designee will notify the chairperson of the Student Conduct Committee of the violation and advise the date, time, and place that a disciplinary hearing is scheduled which complies with the ten working days requirement (when the university is in session).
9. The dean of Student Affairs and Services or designee will notify the student in writing per both certified and regular mail of the date and time of the hearing at least five working days in advance of the hearing.

B. Student Conduct Committee Composition and Charge:

1. The Student Conduct Committee will be a standing committee to hear both academic and non-academic conduct code violations which may result in a disciplinary sanction.
2. Membership: The committee shall be composed of seven persons as follows: four students appointed by the Student Senate and two alternates, two faculty members appointed by the Faculty Senate and one alternate; one administrator appointed by the dean of Student Affairs and Services or designee, and one alternate.
3. The chairperson shall be chosen from within the committee.
4. All members shall serve two-year, renewable terms.
5. At least four members (representing at least two different groups) must be present to conduct a hearing.
6. Individual members may excuse themselves from hearing any case in which they feel they could not render an impartial judgment.

C. Procedures for Student Disciplinary Conduct Hearings:

1. The complainant(s) will not be required to participate, unless his/her personal testimony is essential to the disposal of the case.
2. The hearing shall be private (closed) unless the student charged requests that it be open to members of the university community, and the request is approved by both the Conduct Committee and the dean of Student Affairs and Services or designee.
3. The student shall have the right to be assisted by an advisor or legal counsel at the hearing(s).
4. Students must inform the dean of Student Affairs and Services or designee at least five working days in advance of the hearing if they intend to have legal counsel present. In such cases, the university may also have legal counsel present. If the student does not give five days notice, the dean of Student Affairs and Services has the right to reschedule the hearing.
5. On behalf of the university, the charges and evidence will be presented by the dean of Student Affairs and Services or designee. 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 committee and the dean of Student Affairs and Services or designee or that individual's designee. The dean of Student Affairs and Services or designee will determine what a reasonable number of witnesses is if this is in question.
6. The student charged shall have the right to question all witnesses. The testimony of unknown or unidentified witnesses shall not be admissible.
7. The committee may address questions to any party or to any witness called by the parties provided; however, the 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.

8. The committee shall limit the scope of the testimony to matters relevant to the charges and the defense thereto.
9. The committee and/or the accused student may request from the dean of Student Affairs and Services or designee the presence at the hearing of any member of the university community, including the accused person.
10. The committee and/or the accused student also may request the dean of Student Affairs and Services or designee to bring records or other exhibits.
11. In the event that any person, including the student charged and/or his/her advisor or attorney, shall disrupt the hearing, the chairperson of the committee may exclude that person and proceed with the hearing in his/her absence.
12. 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.
13. The university shall have the burden of proof of guilt by a preponderance of the evidence.
14. No recommendation for the imposition of sanctions shall be based solely upon the failure of the person charged to answer the charges.
15. An audiotape 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 six months after final disposition of the case by the university, except as may be directed by the dean of Student Affairs and Services or designee.
16. 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 or designee. The provost may accept or reject the recommendation of the committee based on an independent review of the facts involved in the case.
17. Within ten working days (when the university is in session) of receiving the recommendation of the Student Conduct Committee, the dean of Student Affairs and Services or designee will notify the student charged of his/her decision per a certified letter with copies to the college dean, division/department chair, and faculty member.
18. The decision of the dean of Student Affairs and Services or designee may be appealed by the student by submitting a written request for review to the provost. The request must be reviewed by the provost or designee within ten school days of the dean's decision. The decision of the provost or designee is final and binding.

D. Procedures for Student Appeals of Disciplinary Action:

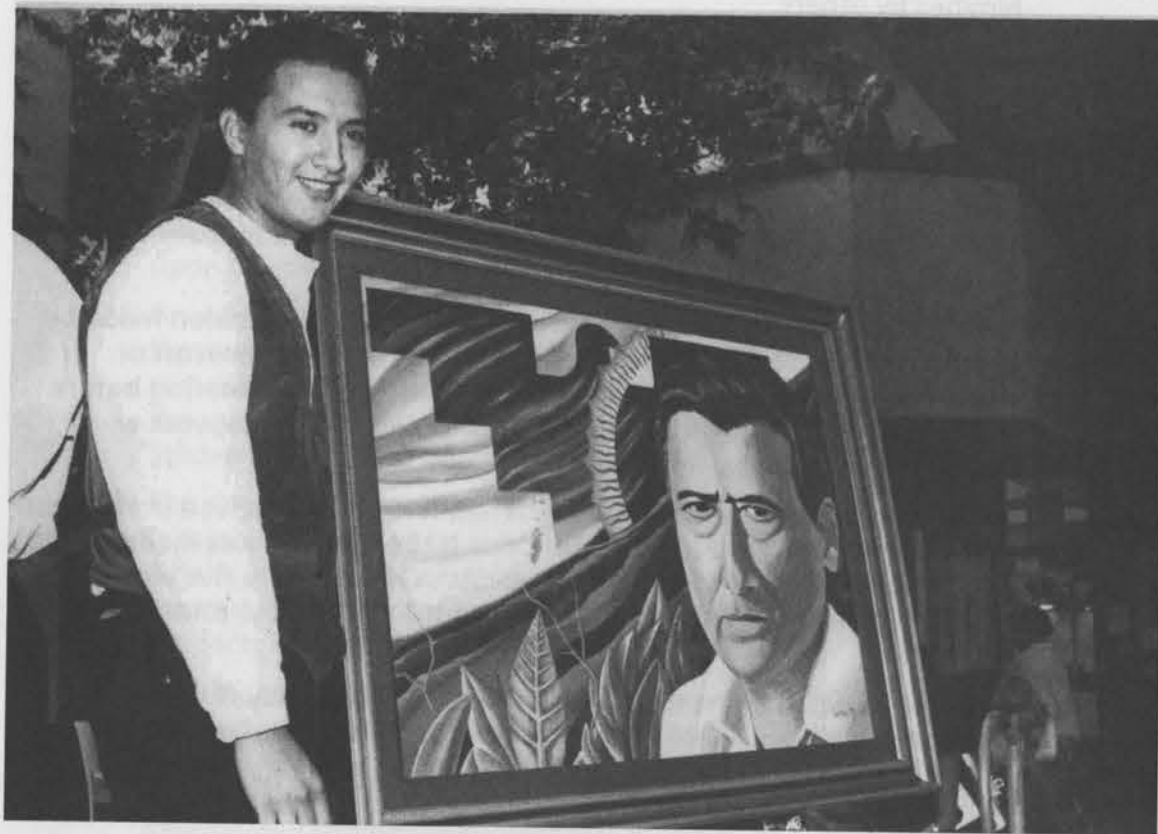
1. If a student questions the fairness of the disciplinary action taken by the dean of Student Affairs and Services or designee, she/he shall be granted, on written request, a hearing before the provost or designee (unless this right has been waived by the student in writing).

2. In order for the request to be considered, it must be received in the dean of Student Affairs and Services or designee office within ten working days (when the university is in session) of the date of the notification to the student.

E. Removal of Student from Campus Prior to Hearing (Summary Suspension):

1. A Summary Suspension may be imposed upon a student when the dean of Student Affairs and Services or designee has reasonable cause to believe the continued presence of the student on campus constitutes a substantial threat to the safety of himself/herself, to other persons or property, or the stability and continuance of normal university operations. In exercising such authority, the dean of Student Affairs and Services or designee or provost may rely upon information supplied to him/her by others.
2. Following a summary suspension, permission for the student to be on campus for a specific purpose must be granted in writing by the dean of Student Affairs and Services or designee or provost or designee.
3. Any student summarily suspended who returns to the campus without written permission from the dean of Student Affairs and Services or designee or provost or designee during the period of summary suspension may be subject to disciplinary dismissal.
4. If a student questions the fairness of the Summary Suspension made by the dean of Student Affairs and Services or designee or provost or designee, she/he shall be granted, on written request a hearing before the dean of Student Affairs and Services or designee or provost or designee respectively.
5. In order for the request to be considered, it must be received in the dean of Student Affairs and Services Office or if the decision was made by the provost it must be received in the Provost's Office within five working days (when the university is in session) of the date of the summary suspension.
6. The hearing shall be held no later than ten working days (when the university is in session) of the date of the summary suspension.
7. The dean of Student Affairs and Services or designee or the provost's or designee decision regarding the Summary Suspension Hearing will be final and binding.
8. Hearings held by the dean of Student Affairs and Services or designee or the provost or designee on summary suspension will address the following issues only:
 - a. The reliability of the information concerning one student's conduct, including the matter of his/her identity.
 - b. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the university campus poses a substantial threat to himself/herself or to others or to the stability and continuance of normal university function.

Statement of Review: This policy is to be reviewed minimally every five years by a committee appointed by the Student Senate.



PROCEDURES FOR FINAL APPEAL OF ACADEMIC AND NON-ACADEMIC ISSUES

I. PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS ROLE:

Although the president is the chief executive officer (CEO) of the university, the provost is the chief academic officer (CAO) and is responsible for all academic areas of the university. The provost may consult with the president regarding specific student issues; however, the provost is the final decision maker on campus regarding all academic and non-academic student issues*.

Types of Grievances/Issues/Concerns:

A. Academic Grievances:

Grievances related to a faculty member or administrator's issuance of grades, academic advising, teaching styles, and professional judgment must be pursued through the Academic Grievance Policy.

B. Discrimination or Harassment:

Issues/concerns or grievances related to discrimination or harassment must be filed with the director of Equal Opportunity and Diversity.

C. Student Conduct Code Violations:

Issues/concerns related to Student Conduct Code violations must be pursued through the Student Conduct Code Policy and Procedures and filed with the appropriate division/department chair, college dean, or dean of Student Affairs and Services or designee.

D. Other Issues/Concerns:

Issues/concerns that do not meet the categories defined in A through C above, such as issues/concerns regarding the Library, off-campus courses, Admission, Financial Aid, or Student Affairs and Services and/or Center for Extended Learning related services must be pursued with the appropriate faculty/staff member, director, and dean.

II. REQUESTS FOR ASSISTANCE TO THE PROVOST'S OFFICE:

A. Academic Grievances:

Appeals or requests for exceptions to policies/procedures related to academic issues that do not require filing an academic grievance as described above in Section I.A. may be filed with the Provost's Office as described below:

1. Students must have attempted to resolve the issue with the appropriate faculty/staff member, division/department chair/director, and dean prior to requesting assistance from the Provost's Office.
2. The request for assistance with any issue(s)/complaint(s) must be filed in writing with the Provost's Office including details of the issue and at tempts at resolution of the issue.

3. Any available supporting documentation should be attached to the written request for assistance.
4. When the procedures above have been followed, the Provost's Office staff will determine if the issue is one of substance and will respond to student(s) within fourteen working days (when the university is in session) following receipt of the written request for review. A response which indicates that the grievance lacks substance is final and may not be appealed. A response which indicates that the issue may be one of substance will indicate appropriate next steps or will request additional information. A response within fourteen days should not be interpreted as a resolution unless so stated. It may be necessary to gather additional written information, arrange meetings, or collect other kinds of material relevant to the case.

B. Discrimination or Harassment:

Appeals or requests for exceptions to the policies/procedures for issues/concerns related to discrimination or harassment that do not require filing a formal complaint or grievance as described in Section I.B. above may be submitted to the Provost's Office in writing as described below:

1. Students must have attempted to resolve the issue with the director of Diversity and Equal Opportunity prior to requesting assistance from the Provost's Office.
2. The request for assistance with any issue(s)/complaint(s) must be filed in writing with the Provost's Office including details of the issue and attempts at resolution of the issue.
3. Any available supporting documentation should be attached to the written request for assistance.
4. When the procedures above have been followed, the Provost's Office staff will determine if the issue is one of substance and will respond to student(s) within fourteen working days (when the university is in session) following receipt of the written request for review. A response which indicates that the issue lacks substance is final and may not be appealed.
5. When the procedures above have been followed, the Provost's Office staff will determine if the issue is one of substance and will respond to student(s) within fourteen working days (when the university is in session) following receipt of the written request for review. A response which indicates that the grievance lacks substance is final and may not be appealed. A response which indicates that the issue may be one of substance will indicate appropriate next steps or will request additional information. A response within fourteen days should not be interpreted as a resolution unless so stated. It may be necessary to gather additional written information, arrange meetings, or collect other kinds of material relevant to the case.

C. Student Conduct Code Violations:

Appeals or requests for exceptions to the policies/procedures related to Conduct Code violations/issues that do not require filing an official charge/grievance as described above in Section I.C. may be filed with the Provost's Office under the following circumstances:

1. Students must have attempted to resolve the issue with the appropriate faculty/staff member, or division/department chair or director, or college dean, or dean of Student Affairs and Services or designee prior to requesting assistance from the Provost's Office.
2. The request for assistance with any issue(s)/complaint(s) must be filed in writing with the Provost's Office including details of the issue and attempts at resolution of the issue.
3. Any available supporting documentation should be attached to the written request for assistance.
4. When the procedures above have been followed, the Provost's Office staff will determine if the issue is one of substance and will respond to student(s) within fourteen working days (when the university is in session) following receipt of the written request for review. A response which indicates that the grievance lacks substance is final and may not be appealed. A response which indicates that the issue may be one of substance will indicate appropriate next steps or will request additional information. A response within fourteen days should not be interpreted as a resolution unless so stated. It may be necessary to gather additional written information, arrange meetings, or collect other kinds of material relevant to the case.

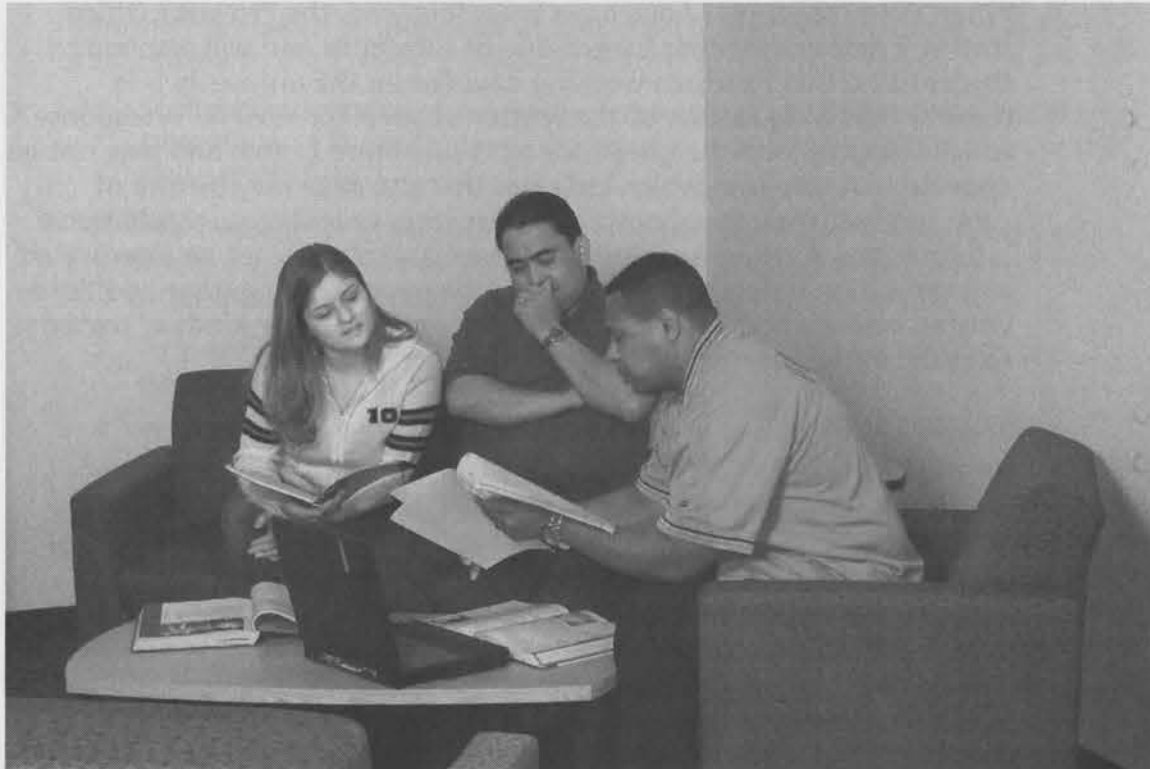
D. Other Issues/Concerns:

Issues/concerns that do not meet the categories defined in A through C above, such as issues/concerns regarding the Library, off-campus courses, Admission, Financial Aid, or Student Affairs and Services and/or Center for Extended Learning related services that could not be resolved with the appropriate faculty/staff member, unit director, or dean may be pursued through the Provost's Office as described below:

1. Students must have attempted to resolve the issue with the appropriate faculty/staff member, unit director, Library director, dean of the Center for Extended Learning and Communication Services, or the dean of Student Affairs and Services or designee, or other appropriate administrator prior to requesting assistance from the Provost's Office.
2. The request for assistance with any issue(s)/complaint(s) must be filed in writing with the Provost's Office including details of the issue and attempts at resolution of the issue.
3. Any available supporting documentation should be attached to the written request for assistance.

4. When the procedures above have been followed, the Provost's Office staff will determine if the issue is one of substance and will respond to student(s) within fourteen working days (when the university is in session) following receipt of the written request for review. A response which indicates that the grievance lacks substance is final and may not be appealed. A response which indicates that the issue may be one of substance will indicate appropriate next steps or will request additional information. A response within fourteen days should not be interpreted as a resolution unless so stated. It may be necessary to gather additional written information, arrange meetings, or collect other kinds of material relevant to the case.

* Students have the right to request in writing that the university president review the provost's decision regarding student issues; however, there is no guarantee of an additional meeting or change in the decision in question.



III. ACADEMIC AREAS REPORTING TO THE PROVOST:

COLLEGE OF ARTS AND SCIENCES (CAS)

- Division of Liberal Arts
- Division of Science

COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION (CBPA)

- Division of Accounting, Finance, and Economics
- Division of Management, Marketing, and Public Administration

COLLEGE OF EDUCATION (CE)

- Division of Education
- Division of Psychology and Counseling

COLLEGE OF HEALTH PROFESSIONS (CHP)

- Department of Addictions Studies and Behavioral Health
- Department of Communication Disorders
- Department of Health Administration
- Department of Nursing
- Department of Occupational Therapy
- Department of Physical Therapy
- Department of Social Work

CENTER FOR EXTENDED LEARNING AND COMMUNICATIONS SERVICES (CELCS)

- Board of Governors B.A. Degree Program
- Communications Services
- Contract and Training Services
- Media Based Instruction
- Off-Campus Programming
- Weekend Programming and Electronic Classrooms

STUDENT AFFAIRS AND SERVICES (SAS)

A.C.E.S.S.S. Program (*Access to a College Education Student Support Services Program*)

Career Services

- Internships

International Services

Project HOPE

Student Development

- Center for Learning Assistance
- Counseling Center
- Disability Services
- Testing Center
- Writing Center

Student Life

- Recreation Center
- Student Clubs and Organizations
- Student Governance
- Student Life Service Office

Upward Bound Program

- Project SOAR

UNIVERSITY LIBRARY

- Acquisitions
- Cataloging
- Circulation
- Education Material Center
- Government Documents
 - Interlibrary Loan
 - Media
 - Reference
 - Renewal
 - Reserves
 - Serials

ACADEMIC AREAS REPORTING TO THE INTERIM EXECUTIVE DIRECTOR OF MARKETING AND ENROLLMENT MANAGEMENT:

ENROLLMENT MANAGEMENT

Admission and Student Recruitment

Financial Aid

- Student Employment

Registrar

NORTH CENTRAL ASSOCIATION (NCA) REQUIREMENT

(Student Complaints)

The Higher Learning Commission of the North Central Association, the accrediting body for Governors State University, requires that institutions track formal student complaints. A formal student complaint is defined as a complaint made in writing (including fax and e-mail), signed by a student, and addressed to and submitted to the president, the provost, or the dean of Student Affairs and Services or designee. The information, with individual identities shielded, is shared with the commission during accreditation visits.

PARKING CITATION APPEALS AND REVIEW PROCEDURE

Parking citations on campus are issued by university police under the ordinances of the Village of University Park. Appeals may be processed through the adjudication process of the University Park Traffic Enforcement Hearing Officer.



FOR ASSISTANCE ... PLEASE CONTACT ...

Securing ACADEMIC TRANSCRIPTS
ADDING/DROPPING COURSE
Seeking assistance with CAREER
CREDENTIALS/INTERVIEWING
Needing CHILDCARE SERVICES
Joining a CLUB/ORGANIZATION
Seeking COMPUTER ASSISTANCE
Making COPIES
Reporting CRIME/SAFETY CONCERN
Seeking DISABILITY ACCOMMODATION
Requesting ESCORT TO CAR
Sending a FAX
Arranging for FUNDRAISING ACTIVITY
Looking for HOUSING
Getting/Replacing ID CARD
Getting into your LOCKED CAR
Securing a LOCKER
Seeking LOST and FOUND

Paying a MOTOR VEHICLE FINE

Changing NAME, ADDRESS, TELEPHONE
Cashing a PERSONAL CHECK
PUBLICIZING AN EVENT

Wanting RECREATION/FITNESS FAMILY
MEMBERSHIP

SCHEDULING UNIVERSITY FACILITIES:

Center for Performing Arts
Classrooms
E-Lounge, Engbretson Hall,
Hall of Governors, Hall of Honors,
President's Conference Center,
Sherman Hall Music Recital
Recreation Facilities
Student Life Meeting Room

Getting SHUTTLE (SAFE RIDE)
SCHEDULE

Seeking STUDENT HEALTH INSURANCE
Seeking a TUTOR
Seeking information on VETERAN'S
AFFAIRS

Seeking WRITING ASSISTANCE
WITHDRAWING FROM THE UNIVERSITY

Registrar (C1300)
Registrar (C1300)

Career Services (B1215)
Family Development Center (FDC Building)
Student Life (A2100)
ACS Lab (D2431)
ACS Lab (D2431)
Department of Public Safety (C1375)
Student Development (B1215)
Department of Public Safety (C1375)
Student Life Service Office (A1120)
Student Life (A2100)
Student Life Service Office (A1120)
Student Life Service Office (A1120)
Department of Public Safety (C1375)
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Department of Public Safety (C1375)
Student Life Service Office (A1120)

University Park Police
698 Burnham Drive,
University Park, IL 60466
Registrar (C1300)
Cashier Office (C1336)
Student Life Service Office (A1120)
Student Life (A2100)
Public Affairs (G370)

Student Life Service Office (A1120)

Center for Performing Arts (CPA BOX OFFICE)
Registrar (C1300)

Physical Plant Operations (B1230)
Student Life Facilities Supervisor (A1106)
Student Life Service Office (A1120)

Student Life Service Office (A1120)
Student Life Service Office (A1120)
Student Development (B1215)

Registrar (C1300)
Writing Center (C1321)
Registrar (C1300)

WHO'S WHO

A.C.E.S.S.S./McNair Executive Director	Viola Gray
Admission/Student Recruitment Executive Director	Larry Polselli
Americans with Disabilities Act (ADA) Counselor	Robin Sweeney
Associate Provost	Dr. Peggy Woodard
Assistant Provost/Director of the Center for Quality	Dr. Eric Martin
Board of Governors Program Director	Dr. Diane Balin
Bookstore Manager	Jared Garrison
Career Services Director	Dr. Jim Howley
Community College Relations Coordinator	Lisa Hendrickson
Dean of Center of Extended Learning and Communications Services	John Stoll
Dean of College of Arts and Sciences	Dr. Roger Oden
Dean of College Business and Public Administration	Dr. William Nowlin
Dean of College Education	Dr. Steven Russell
Dean of College of Health Professions	Dr. Linda Samson
Executive Director of Marketing and Enrollment Services	Chuck Connolly
Financial Aid Director	Freda Whisenton-Comer
Food Service Director	Barb Kurvers
Information Technology Services (ITS) Director	Pete Mizera
International Services Coordinator	Vreni Mendoza
Intramurals	Dean Jennings
Library Director	Diane Dates-Casey
President	Dr. Stuart Fagan
Provost/Vice President for Academic Affairs	Dr. Paul Keys
Public Safety Chief	Albert Chesser
Recreation/Fitness Director	Vanessa Newby
Registrar	Dora Smith
Student Development Director	Kelly McCarthy
Student Life Executive Director	Dr. Lorraine Sibbet
Veterans Affairs	Jolanda Jeffries
Vice President - Administration and Planning	John Tuohy
Writing Center Coordinator	Dr. Becky Nugent

WHAT'S OPEN..... WHEN.....

Office Location	Days	Times
ACADEMIC COMPUTING SERVICES (ACS) 2nd Floor, D2431	Mon.-Thurs. Fri. & Sat. Sun.	8:30 am-10:30 p.m. 8:30 a.m.-5 p.m. 1-9 p.m.
ACESSS (Access to College Education Student Support Services), 2nd Floor, A2120	Mon.-Thurs. Fri.	8:30 a.m.-7 p.m. 8:30 a.m.- 5 p.m.
ADMINISTRATIVE OFFICES	Mon.-Fri.	8:30 a.m.- 5 p.m.
ADMISSION AND STUDENT RECRUITMENT 1st Floor, D1400	Mon-Thurs Fri. First & third Sat.	8:30 a.m.-7 p.m. 8:30 a.m.-5 p.m. 8:30 a.m.-5 p.m.
BOARD OF TRUSTEES STUDENT OFFICE 2nd Floor, A2103	Mon.-Fri.	8:30 a.m.-9 p.m.
BOARD OF GOVERNORS B.A. DEGREE PROGRAM 1st Floor, D1418	Mon. & Thurs. Tue., Wed., & Fri.	8:30 a.m.-7 p.m. 8:30 a.m.-5 p.m.
BOOKSTORE 1st Floor, D1493 (extended hours as needed)	Mon.-Thurs. Fri. Sat.	10 a.m.-7:30 p.m. 10 a.m.-3 p.m. 10 a.m.-2 p.m.
BUSINESS OFFICE CASHIER 1st Floor, C1336	Mon. & Thurs. Tue., Wed., & Fri.	8:30 a.m.-7 p.m.* 8:30 a.m.-5 p.m.
CAREER SERVICES 1st Floor, B1215	Mon.-Thurs. Fri.	8:30 a.m.-7 p.m.* 8:30 a.m.-5 p.m.
CHILD CARE CENTER Family Development Center	Mon.-Thurs. Fri.	7:45 a.m.-7:45 p.m. 7:45 a. m.-5 p.m.
COLLEGE OF ARTS AND SCIENCES 2nd Floor, Room E2575	Mon.-Thurs. Fri.	8:30 a.m.-7 p.m. 8:30 a.m.-5 p.m.
COLLEGE OF BUSINESS & PUBLIC ADMINISTRATION 2nd Floor, G278 & G279	Mon.-Thurs. Tues.,Wed., & Fri.	8:30 a.m.-7:30 p.m. 8:30 a.m.-5 p.m.
COUNSELING AND TESTING 1st Floor, B1209 & B1215	Mon.-Thurs.	8:30 a.m.-7 p.m.*
DISABILITY SERVICES 1st Floor, B1210	Mon -Thurs. Fri.	8:30 a.m.-7 p.m. 8:30 a.m.-7 p.m.
FINANCIAL AID OFFICE 1st Floor, C1310	Mon.-Thurs. Fri.	8:30 a.m.-7 p.m.* 8:30 a.m.-5 p.m.
FOOD SERVICE 1st Floor, Hall of Governors State University	Mon.-Thurs. Fri. Sat. & Sun.	8 a.m.-7:30 p.m. 8 a.m.-2 p.m. Closed

Office Location	Days	Times
GOVERNORS STATE UNIVERSITY CAMPUS BUILDINGS	Mon.- Fri. Sat. Sun.	8:30 a.m.-10:30 p.m. 8:30 a.m.-5 p.m. 1 p.m.-9 p.m.
IBHE-SAC STUDENT OFFICE 2nd Floor, A2103	Mon.-Fri.	8:30 a.m.-9 p.m.
INTERNATIONAL SERVICES OFFICE 3rd Floor, C3370	Mon.-Fri.	8:30 a.m.-5 p.m.
LIBRARY 2nd Floor, D2400	Mon.-Thurs. Fri. & Sat. Sun. Closed Holidays	8:30 a.m.-10 p.m.* 8:30 a.m.-5 p.m. 3-7 p.m.
RECREATION/FITNESS CENTER 1st Floor, A Building	Mon.-Fri. Sat. Sun.**	6 a.m.-9 p.m. 8:30 a.m.-4:30 p.m. Noon-4:30 p.m.
RECREATION/FITNESS CENTER FAMILY TIMES 1st Floor, A Building	Wed.-Fri. Sat. & Sun.	5-9 p.m. Noon-4:30 p.m.
REGISTRAR'S OFFICE 1st Floor, C1300	Mon.-Thurs. Fri.	8:30 a.m.-7 p.m.* 8:30 a.m.-5 p.m.
STUDENT DEVELOPMENT CENTER FOR LEARNING ASSISTANCE 1st Floor, B1215	Mon.-Thurs. Fri.	8:30 a.m.-7 p.m.* 8:30 a.m.-5 p.m.
STUDENT LIFE LEADERSHIP SUITE 2ND Floor, A2100	Mon.-Fri.	8:30 a.m.-5 p.m.
STUDENT LIFE SERVICE OFFICE 1st Floor, A1120	Mon.-Thurs. Fri. Sat. Sun.**	9 a.m.-7:30 p.m. 9 a.m.-5:30 p.m. 9 a.m.-4:30 p.m. Noon-4:30 p.m.
STUDENT LIFE UNIT STAFF OFFICES 2nd Floor, A2131, A2130, A2132, A2102	Mon.-Fri.	8:30 a.m.-5 p.m.
STUDENT SENATE OFFICE 2nd Floor, A2104	Mon.-Fri.	8:30 a.m.-9 p.m.
WRITING CENTER 1st Floor, B1215	Mon-Thurs. Fri.	8:30 a.m.-7 p.m. 8:30 a.m.-5 p.m.

* When classes are not in session, office hours are Monday-Friday, 8:30 a.m.-5 p.m. Note: Some office locations are subject to change.

** Closed Sundays during Spring/Summer Trimester.

