

1987

## Student Handbook 1987-1988

Governors State University

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1987-1988

GSU ARCHIVES

# Student Handbook



# GSU

**Governors State University**

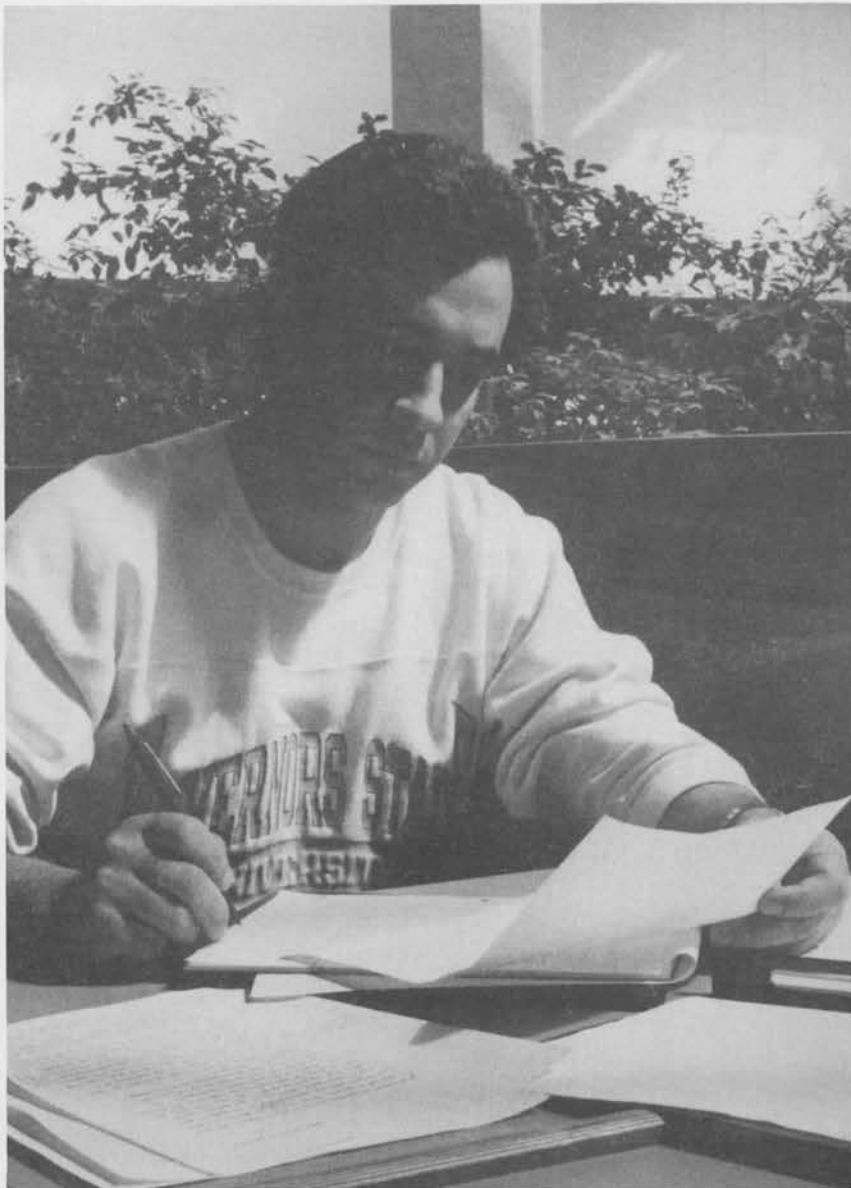
Contents

GOVERNORS  
STATE  
UNIVERSITY

STUDENT  
HANDBOOK

1987-1988

Office of the Student Information Officer  
The Student Information Officer is responsible for providing information to students regarding the University's policies and procedures. This handbook is a guide to the University's policies and procedures. It is intended to provide students with the information they need to make the most of their college experience.



Governors State University is an affirmative action/equal opportunity university which administers its educational and employment programs in compliance with federal, state, and local laws and does not discriminate on the basis of race, color, national origin, religion, sex, age, or handicap.

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## Governors State University 1987-88 Academic Calendar

### Fall Trimester 1987

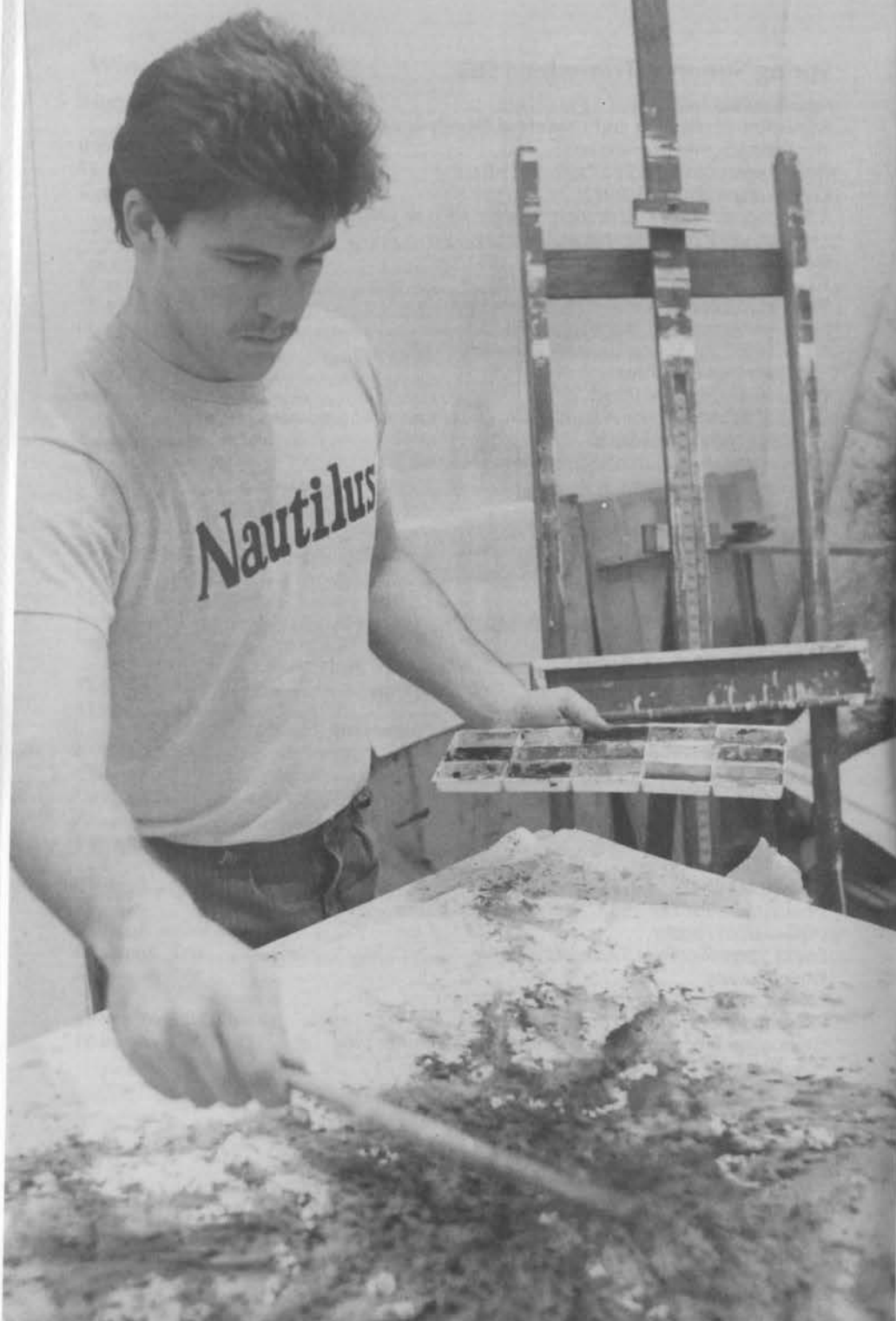
Financial Aid Priority Date for 1987-88 Academic Year .....	FRI, May 1
Advance Registration .....	WED-WED, July 15-August 5
Admission Application and Credential Deadline for Fall Trimester .....	FRI, August 7
Open Registration and Fee Payment .....	TUES & WED, August 25 & 26
Classes Begin (Blocks 1 and 2) .....	MON, August 31
HOLIDAY -Labor Day .....	MON, September 7
Add/Drop and Late Registration (Hours: 3-8 p.m., MON-THURS; 3-5 p.m., FRI; 8:30 a.m.-noon, SAT) .....	MON-WED, August 31-September 9
Block 2 (Adds Only) .....	MON-SAT, August 31-September 5
100% Refund Deadline (Blocks 1 and 2) .....	MON, September 14
50% Refund Period (Total Withdrawal Only) .....	TUES-MON, September 15-28
Applications for Fall Trimester Graduation (December) Due in Colleges .....	THUR, October 1
Withdrawal Deadline (Block 2) .....	MON, October 5
Block 2 Ends .....	WED, October 21
Classes Begin (Block 3) .....	THURS, October 22
Add/Drop and Late Registration (Block 3) .....	THURS-WED, October 22-28
Grades for Block 2 Courses Due in Registrar's Office from Faculty .....	Noon, MON, October 26
100% Refund Deadline (Block 3) .....	WED, November 4
Block 3 -50% Refund Period (Total Withdrawal for Trimester) .....	THURS-WED, November 5-18
Withdrawal Deadline (Block 1) .....	MON, November 9
Advance Registration for Winter 1988 Trimester .....	WED-WED, November 11 -December 2
Last Date by Which Instructors May Accept Coursework Toward Removal of Incompletes ("E's" from W87 & "I's" from S/S87) .....	MON, November 16
Withdrawal Deadline (Block 3) .....	WED, November 25
HOLIDAY -Thanksgiving Recess Begins .....	THURS, November 26
Classes Resume .....	MON, November 30
Final Grades for Spring/Summer 1987 "I's" and "M's" Due in Registrar's Office from Faculty .....	Noon, MON, December 7
Final Grades for Winter 1987 "E's" Due in Registrar's Office from Faculty .....	Noon, MON, December 7
Admission Application and Credential Deadline for Winter Trimester .....	FRI, December 11
End of Fall Trimester (5 p.m.) .....	SAT, December 12
Diploma Date .....	SAT, December 12
Grades for Blocks 1 and 3 Courses Due in Registrar's Office from Faculty .....	Noon, TUES, December 15
Graduation Processing Deadline for Fall 1987 .....	FRI, January 8

## Winter Trimester 1988

Advance Registration	WED-WED, November 11-December 2
Admission Application and Credential Deadline for Winter Trimester	FRI, December 11
Open Registration and Fee Payment	TUES & WED, January 5 & 6
Classes Begin (Blocks 1 and 2)	MON, January 11
Add/Drop and Late Registration (Hours: MON-THURS, 3-8 p.m.; FRI, 3-5 p.m.; SAT, 8:30 a.m.-Noon)	MON-WED, January 11-20
Block 2 (Adds Only)	MON-SAT, January 11-16
HOLIDAY -Martin Luther King's Birthday (Observed)	MON, January 18
100% Refund Deadline (Blocks 1 and 2)	FRI, January 22
50% Refund Period (Total Withdrawal Only)	SAT-FRI, January 23-February 5
Applications for Winter Trimester Graduation (April) Due in Colleges	MON, February 1
HOLIDAY -Lincoln's Birthday	FRI, February 12
Withdrawal Deadline (Block 2)	MON, February 15
Block 2 Ends	WED, March 2
Classes Begin (Block 3)	THURS, March 3
Add/Drop and Late Registration (Block 3)	THURS-WED, March 3-9
Grades for Block 2 Courses Due in Registrar's Office from Faculty	Noon, MON, March 7
Advance Registration for Spring/Summer 1988 Trimester	WED-WED, March 16-April 6
100% Refund Deadline (Block 3)	WED, March 16
Block 3 - 50% Refund Period (Total Withdrawal for Trimester)	THURS-WED, March 17-30
Withdrawal Deadline (Block 1)	MON, March 21
Last Date by Which Instructors May Accept Coursework Toward Removal of Incompletes ("E's" from S/S87 & "I's" from F87)	MON, March 28
Withdrawal Deadline (Block 3)	WED, April 6
Admission Application and Credential Deadline for Spring/Summer Trimester	FRI, April 8
Final Grades for Fall 1987 "I's" and "M's" Due in Registrar's Office from Faculty	Noon, MON, April 18
Final Grades for Spring/Summer 1987 "E's" Due in Registrar's Office from Faculty	Noon, MON, April 18
End of Winter Trimester (5 p.m.)	SAT, April 23
Diploma Date	SAT, April 23
Grades for Blocks 1 and 3 Courses Due in Registrar's Office from Faculty	Noon, TUES, April 26
Graduation Processing Deadline for Winter 1988	TUES, May 10

## Spring/Summer Trimester 1988

Advance Registration	WED-WED, March 16-April 6
Admission Application and Credential Deadline for Spring/Summer Trimester	FRI, April 8
Open Registration and Fee Payment (1-8 p.m.)	TUES & WED, April 26, 27
Classes Begin (Blocks 1 and 2)	MON, May 2
Add/Drop and Late Registration (Hours: 3-8 p.m., MON-THURS; 3-5 p.m., FRI; 8:30 a.m.-Noon, SAT)	MON-WED, May 2-11
Block 2 (Adds Only)	MON-SAT, May 2-7
100% Refund Deadline (Blocks 1 and 2)	FRI, May 13
50% Refund Period (Total Withdrawal Only)	SAT-FRI, May 14-27
HOLIDAY -Memorial Day (Observed)	MON, May 30
Applications for Spring/Summer Trimester Graduation (August) Due in Colleges	WED, June 1
Withdrawal Deadline (Block 2)	MON, June 6
COMMENCEMENT (for August 1987, December 1987 graduates, and April 1988 candidates)	SAT & SUN, June 4 & 5
Admission Application and Credential Deadline for Summer Session (Block 3)	FRI, June 10
Block 2 Ends	WED, June 22
Classes Begin (Block 3)	THURS, June 23
Add/Drop and Late Registration (Block 3)	THURS-WED, June 23-29
Grades for Block 2 Courses Due in Registrar's Office from Faculty	Noon, MON, June 27
HOLIDAY -Independence Day (Observed)	MON, July 4
100% Refund Deadline (Block 3)	THURS, July 7
Block 3 -50% Refund Period (Total Withdrawal for Trimester)	FRI-THURS, July 8-21
Withdrawal Deadline (Block 1)	MON, July 11
Last Date by Which Instructors May Accept Coursework Toward Removal of Incompletes ("E's" from Fall 87 & "I's" from W88)	MON, July 18
Advance Registration for Fall 1988 Trimester	WED-WED, July 13-August 3
Withdrawal Deadline (Block 3)	WED, July 27
Admission Application and Credential Deadline for Fall Trimester	FRI, August 5
Final Grades for Winter 1988 "I's" and "M's" Due in Registrar's Office from Faculty	Noon, MON, August 8
Final Grades for Fall 1987 "E's" Due in Registrar's Office from Faculty	Noon, MON, August 8
End of Spring/Summer Trimester (5 pm)	SAT, August 13
Diploma Date	SAT, August 13
Grades for Blocks 1 and 3 Courses Due in Registrar's Office from Faculty	Noon, TUES, August 16
Graduation Processing Deadline for Spring/Summer 1988	WED, August 31



## Student Affairs and Services

### Office of the Dean

**Dean, Student Affairs and Services:** M. Catherine Taylor

**Located:** Room C1600, Ext. 2553

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

Student Affairs and Services (SAS) consists of the individual units of Admissions and Student Recruitment, Financial Aid, Registrar, Student Life, and Student Development (counseling, learning assistance, career planning and placement, and testing).

The dean of SAS is available to discuss student concerns relating to the functions of any of the offices of Student Affairs and Services and to facilitate the resolution of student complaints, grievances, and conduct problems.

### Information Center

**Information Center Supervisor:** Loraine Miksch

**Located:** Main entrance area, Ext. 2464

**Hours:** Monday—Friday, 8:30 a.m. - 8 p.m. and Saturday, 8:30 a.m. - 1 p.m.

The Information Center provides information concerning public transportation schedules, on-campus events, maps and directions, as well as general information. Campus tours are available by appointment.

### University Facilities Scheduling

**Public Functions Supervisor:** Charles Barnett

**Located:** Room D1001, Ext. 2514

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

Requests for use of university facilities are scheduled, and assistance in planning meetings and activities is available. All on-campus events for student clubs and organizations must be coordinated through the Office of Student Life.

### Student Comment Line

As a Governors State University student you may call with comments about your experiences at the university. If we can't resolve your problems, we can tell you who to contact with your concern. We also like to hear positive comments! The telephone number is (312) 534-0222.

### Office of Admissions and Student Recruitment

**Director of Admissions and Student Recruitment:** Richard Pride

**Located:** Room C1300, Ext. 2518

**Hours:** Monday—Thursday, 8:30 a.m. - 8 p.m.; Friday, 8:30 a.m. - 5 p.m.; and Saturday, 9 a.m. - Noon.

The Office of Admissions and Student Recruitment may be an individual's first contact with Governors State University. The office provides preadmission counseling, which

includes current information about the university curricula, admission requirements, transcript evaluation, and the transfer of credit process, as well as degree requirements. The office is responsible for the application and admission process for both undergraduate and graduate students, including receipt of applications and credentials, credential evaluation and notification regarding decisions on admission, and for the identification and application of credits toward the liberal education policy requirements. The office is also responsible for planning, organizing, and directing the student recruitment program. The admission counselor for international students provides assistance to applicants in the areas of international credential evaluation, and information regarding requirements of the Department of Immigration and Naturalization Services.

Preadmission counseling is available during the following hours: Monday and Thursday, 1-8 p.m.; Tuesday and Wednesday, 9 a.m. -5:30 p.m.; Friday, 1-5 p.m.; and Saturday, 9 a.m.-Noon. Persons wishing preadmission counseling are strongly advised to make an appointment. Persons without an appointment may not have the opportunity to see a counselor if persons with appointments are waiting. In addition, admission counselors normally are not available for preadmission counseling (appointment or walk-in) on Monday and Thursday evenings and Saturday mornings during registration periods.

**NOTE:** The Office of Admissions and Student Recruitment will be closed during the 1987-88 academic year on the following days:

Sept. 5 and 7, Nov. 26-28, Dec. 24-31, 1987; Jan. 1-2, Jan. 18, Feb. 12, April 2, May 28 and 30, and July 2 and 4, 1988.

The Admissions Office will also close at 5 p.m. between Dec. 21, 22, 23, 1987.

## Office of Financial Aid

**Director:** Clark Defler

**Located:** Room C1500, Ext. 2161

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

The Office of Financial Aid (FA) at Governors State University provides, coordinates, and administers financial aid for our students.

Financial aid is money, or the opportunity to earn or borrow money, which helps Governors State students pay for their education. Applications and College Scholarship Service (CSS) Financial Aid Forms are available in this office. For deadline dates, contact the Office of Financial Aid. You are encouraged to apply early for all programs. The office is staffed by professional financial aid counselors, and it is a good idea to make an appointment with one for further information.

General requirements for financial aid:

1. You must be a citizen of the United States or a permanent resident.
2. You must be financially needy according to the CSS.
3. You must be enrolled at least six hours per trimester to be eligible for grants, loans, and student employment.
4. You must be making satisfactory progress in the course of study in which you are enrolled to retain eligibility.
5. You must be a degree-seeking student.
6. You must be registered with Selective Service, if applicable.

## Veterans Affairs

**Assistant Director of Financial Aid/Coordinator of Veterans Affairs:** Doug McNutt

**Located:** Room C1500 (Office of Financial Aid), Ext. 2126

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

The Office of Veterans Affairs provides administrative assistance to veterans: Illinois Veterans Grant processing, V.A. Bill benefits certification, check problem inquiries, V.A. vocational rehabilitation processing counseling referrals, and benefit information dissemination.

## Office of the Registrar

**Registrar:** Sarah A. Crawford

**Located:** Room C1100, Ext. 2165

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

The registrar is the official keeper of all student records. Certification of attendance, graduation, registration, add/drop, withdrawals, academic grade reports, and transcript requests are processed here.

## Student Development

**Associate Dean:** Burton Collins

**Located:** Room B1400, Ext. 2413

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

Student Development consists of four interdependent units offering specific services to students. They are listed below.

### Counseling Center

**Located:** Room B1400, Ext. 2142

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

Students may talk with qualified persons about general and personal problems, educational matters, and career-related issues in a thorough and confidential manner. Among the variety of services provided are confidential, individual, and/or group counseling, which offer information and insights to help change behavior, make decisions, and develop appropriate future plans. Free workshops are offered which are designed to provide information and techniques to assist with personal, academic, and career concerns. In some cases, referral to other resources inside and outside the university may also be suggested.



## Testing Center

**Psychometrist:** David Suddick

**Located:** Room B1400 (Student Development Office), Ext. 2158

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

The University Testing Office is designed to provide a comprehensive assessment program for problems of a personal, academic, and/or career nature and to provide cooperative services to faculty and other university units. Among the variety of services offered are free United States and Illinois Constitution testing to meet graduation requirements; information regarding national testing programs, e.g., GRE, GMAT, LSAT, etc.; administration of university English/writing and mathematics competency exams; administration of tests for Special Programs and Continuing Education courses; institutional administration of the CLEP and PEP exams; and individual ability and interests assessment.

## Center for Learning Assistance

**Located:** Room B1400, Ext. 2238

**Hours:** Monday—Thursday, 9 a.m. - 7:30 p.m.; Friday, 9 a.m. - 5 p.m.; and Saturday by appointment only.

Academic assistance for Governors State University students is offered through the Center for Learning Assistance (CLA) free of charge. Tutorial assistance is available in many course and academic skill areas such as mathematics, grammar, composition, vocabulary, reading, and research paper and study techniques. Appointments can be made by telephone. While CLA services are available on a first-come, first-served basis without an appointment, appointments are recommended.

## Career Planning and Placement Office

**Director:** Sandra L. Stacy

**Located:** Room A1700, Ext. 2431

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

The Office of Career Planning and Placement works closely with students, alumni, faculty, and employers, serving their mutual interests. Career planning helps students identify appropriate career directions, translates their academic experiences into meaningful career options, and develops skills needed to gain professional employment upon graduation. It also helps students make vocational decisions through individual career counseling, group workshops, occupational research, and vocational testing. Assistance is provided in the job search process by a job referral service which has been designed to provide employers access to qualified Governors State candidates. An on-campus interview program is also available.



## Job Location and Development

The Job Location and Development Office is part of the Career Planning and Placement Office.

**Job Locator:** Daniel Kreidler

**Located:** Room A1700, Ext. 2128

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

The job locator assists students in securing part-time, on-or off- campus employment. The office maintains a listing of part-time jobs, assists students in developing job search techniques, interviewing skills, and resume writing, maintains contact with area businesses to enhance job development and placement potentials, and conducts workshops in student employment.

### Health Insurance

Applications and information on optional health insurance are available in the Student Development Office, Room B1400.

## Office of Student Life

**Director:** T. L. Dascenzo

**Located:** Student Life Campus Center A Building.

**Hours:** Monday—Friday, 8:30 a.m. - 5 p.m. (evenings by appointment).

When you enroll at Governors State, you become a member of a larger community. Your life as a university student involves significantly more than “going to class.” Your success as a student requires involvement in all the activities that impact the community of which you are a member. Your student status is not defined by how you get to our campus but rather by the importance of the decisions you make daily. Every student forms bonds with fellow students as they pursue common educational goals. The Office of Student Life has designed programs, services, and activities to enhance your life as a student at our university.

### Student Life Campus Center

**Located:** A Building, 1st and 2nd Floors, Ext. 2123 or 2124

**Hours:** Monday—Thursday, 8:30 a.m. - 10 p.m.; Friday and Saturday 8:30 a.m. - 5 p.m.; Sunday 5 - 9 p.m., Fall and Winter Trimesters.

Whether you attend one class or several, there is a place for you on campus. Every year your center has been expanded and improved. It is presently being redecorated and re-equipped to serve you better. You can find everything there from a place to relax to a place to study or type your assignments. The center covers two floors and houses:

- Office of Student Life
- Student Study Center (typing and paper preparation)
- Recreational areas including video games
- Lounge areas
- Food vending and eating areas
- Television
- Student Resource Services

- Recreation and Intramural Program Office
- Student leadership offices
- Student clubs and organization resource area
- Student Life meeting room
- Access to outdoor recreation areas
- Student Newspaper Office
- Student Senate Office
- Campus Ministries Office
- Special events multi-purpose area

The following offices or services are also administered through the Office of Student Life:

### STUDENT RESOURCE SERVICES

**Located:** Student Center, A Building, Ext. 2569

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

This office has been designed to provide services that improve student life on campus. Some of its services are:

- Housing assistance provided to those seeking off-campus accommodations
- Photo-identification card assistance
- Carpool assistance
- Sign-making assistance
- Support production services to all student clubs and organizations
- Free locker assignments

### HOUSING ASSISTANCE

**Located:** Student Resource Services, Student Center, A Building, Ext. 2569

**Hours:** Monday—Thursday, 8:30 a.m. - 10 p.m.; Friday and Saturday, 8:30 a.m. - 5 p.m.; Sunday, 5 p.m. - 9 p.m.

### STUDENT STUDY CENTER

An area designed for you to prepare and type your assignments on electronic typewriters. This specially redesigned area will be reopening this fall.

### INTRAMURAL AND RECREATIONAL ACTIVITIES

**Located:** Student Center and YMCA, A Building, Ext. 2123 or 2124

Students have the opportunity to participate in leisure activities on campus. Table tennis, pool, and electronic games are available in the Student Center. YMCA student memberships can be purchased at the “Y” Office for \$4 a trimester. Special intramural activities are offered through the Office of Student Life each year.

### STUDENT SENATE

**Located:** Student Senate Office, Student Center, A Building, Ext. 2260

**Hours:** By appointment

Students have the opportunity to participate in the university governance process. The present student senate is composed of 21 members. Senate elections are held each fall in October and are open to all students carrying at least five credit hours each trimester.

## STUDENT REPRESENTATIVE TO THE BOARD OF GOVERNORS

**Located:** Student Senate Office, Student Center, A Building, Ext. 2260

**Hours:** By appointment

The Board of Governors (BOG) of State Colleges and Universities directs Governors State University and four other Illinois state universities. One Governors State student is elected in May of each year to serve a one-year term on the board beginning July 1.

## STUDENT ADVISORY COMMITTEE TO THE ILLINOIS BOARD OF HIGHER EDUCATION (IBHE)

**Located:** Student Senate Office, Student Center, A Building, Ext. 2569

**Hours:** By appointment

The Student Advisory Committee advises the IBHE on student concerns. Each year, before July 1, Governors State University elects one student member to serve on this committee.

## STUDENT ORGANIZATION COUNCIL

**Located:** Student Center, A Building, Ext. 2569

**Hours:** By appointment

The Student Organization Council (SOC) is composed of one student representative from each student club and organization on campus. The SOC is the governing body for all clubs on campus.

## STUDENT CLUBS AND ORGANIZATIONS

Students can form their own recognized organization or participate in established ones. Club charter forms are available in Student Resource Services or the Office of Student Life. Clubs and organizations are open to all students.

## STUDENT PROGRAM ACTION COUNCIL

**Located:** Student Center, A Building, Ext. 2569

**Hours:** By appointment

This council is responsible for receiving and recommending approval of grants for socio-cultural programs that are designed as university-wide events.

## STUDENT COMMUNICATIONS MEDIA BOARD

**Located:** Student Center, A Building, Ext. 2123 or 2124

**Hours:** By appointment

Composed of students and staff, the Student Communications Media Board (SCMB) serves as the publisher's representative for those student communications media which are funded wholly or in part by student activity fees. The board regulates all student media on campus.

## INNOVATOR

**Located:** Student Center, A Building, Ext. 2140

**Hours:** By appointment

This is the student newspaper on campus. It publishes on a biweekly basis. Paid and volunteer student positions are usually available each trimester. Students can submit letters and articles directly to the paper.

## LEADERSHIP DEVELOPMENT PROGRAM

**Located:** Student Center, A Building, Ext. 2123 or 2124

Workshops, seminars, retreats, and conferences are offered by the Office of Student Life each trimester. Training in leadership skills, such as decision-making, problem-solving, budgeting, and programming, are offered to those involved in student life activities who wish to develop their ability to lead. All are eligible to enroll. Contact the director of Student Life.

## CHILD CARE CENTER

**Child Development Supervisor:** Geri Dalton

**Located:** Child Care Center, East Side of University Drive, North entrance, Ext. 2552

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

The Child Care Center is open to the children of all students, faculty, and staff. It provides children with structured activities and meets all regulations of the Illinois Department of Children and Family Services. A hot lunch program is available. The center accepts toilet trained children, ages 2-12. CHILDREN MUST BE REGISTERED.

A Child Care Advisory Committee, composed of students, staff, and faculty, recommends policy governing the Child Care Center.

## CAMPUS MINISTRIES

**Located:** Student Center, A Building, Ext. 2123

**Hours:** By appointment

**Staff:** Father J. Stalzer

The Campus Ministries Council is an organization which affords clergy the opportunity to participate in the life of Governors State University. Individuals designated by their respective churches act as resource persons to faculty, staff, and students on spiritual matters. At present, a Roman Catholic campus priest is available in the Office of Student Life and observes regular office hours to serve the needs of the Governors State community.

The council conducts a weekly forum, "Theology for Lunch," at noon on Wednesdays, along with other activities of interest. All funding for council expenses is provided by participating ecclesiastical denominations.

## NOTARY PUBLIC

A Notary Public is available in any one of the following Student Affairs and Services Offices to notarize student documents relative to university transactions: Registrar's Office, Student Development, Financial Aid, Office of Student Life, and Dean of Student Affairs and Services Office.

## Office of Special Programs and Continuing Education

**Dean:** Richard Venneri

**Located:** Room F1300, Ext. 2319

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

The Office of Special Programs and Continuing Education (SP&CE) is responsible for coordinating the activities of its four component offices: BOG/BA Degree Program -Office of Assessment, Office of Conferences and Workshops, Continuing Education and the Office of Extended Learning.

### BOG/BA Degree Program and Office of Assessment

**Director:** Otis Lawrence

**Located:** Room F1300, Ext. 2515

**Hours:** Monday, 8:30 a.m. - 8 p.m.; Tuesday—Friday, 8:30 a.m. - 5 p.m.

The Office of Assessment administers the following experiential learning programs:

BOG/BA (Board of Governors B.A. Degree Program)

CEEL (Credit through Evaluation of Experiential Learning)

Students interested in award of credit for admission to and/or for meeting degree requirements for various university majors should contact this office.

### Office of Conferences and Workshops

**Director:** Margaret (Peg) Donohue

**Located:** Room F1105, Ext. 2436

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

The Office of Conferences and Workshops (OCW) offers beginning planning advice, plus full administrative and logistical support for credit and noncredit conferences, workshops, and seminars. The office works closely with faculty, administrators, and staff, as well as outside organizations and individuals, to provide a wide variety of conferences and workshops.

### Office of Continuing Education

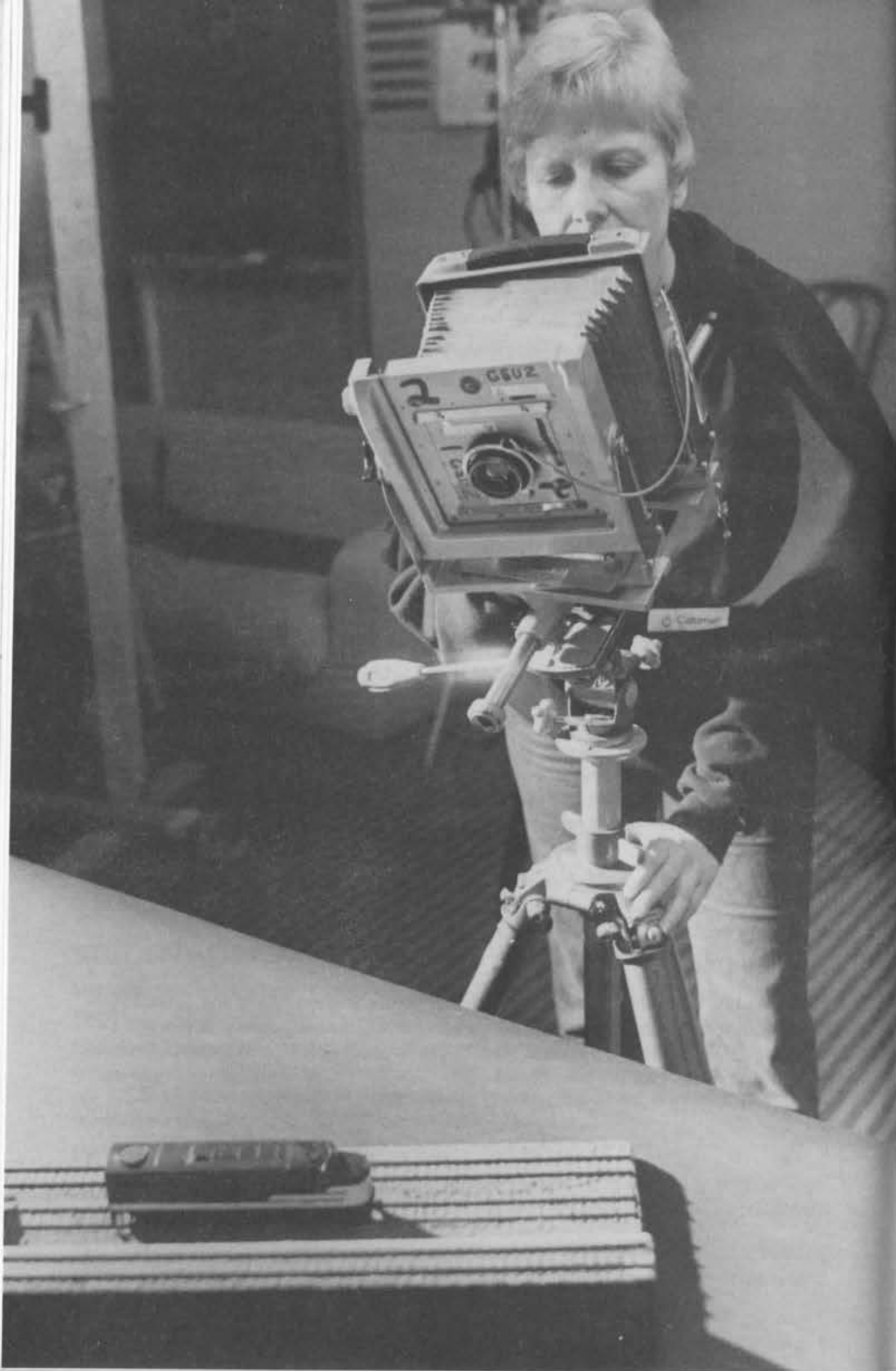
**Coordinator:** Polly Bernd

**Located:** Room F1300, Ext. 2125

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

The Office of Continuing Education coordinates credit courses offered at off-campus sites.

All of these courses, workshops, and conferences are reviewed and approved by the appropriate college. Course offerings are announced in the trimester bulletin; the schedule of workshops, conferences, and off-campus courses; and in separate flyers and brochures published by the Office of Special Programs and Continuing Education. Information about these credit offerings may be obtained from the Office of Continuing Education.



## Off-Campus Student Information

### Registration Information

Students who plan to take Governors State University courses off campus may apply and/or register as degree-seeking students, students-at-large, or special nondegree students.

Students who wish to register as degree-seeking students must (1) submit their application and appropriate credentials to the Office of Admissions before the application/credential deadline for the term in which enrollment is desired (three to four weeks before registration), and (2) be admitted to the university before registration, (See Governors State University *Catalog* or *Schedule of Classes* for more detailed information.)

Students who wish to register as students-at-large and do not intend to earn a degree may register by mail. The appropriate registration form is included in the *Off-Campus Bulletin* or may be secured from the Office of Continuing Education. An associate's degree or 60 semester hours (or 90 quarter hours) of "C" work at a regionally-accredited institution are required to be registered as an undergraduate student-at-large. A bachelor's degree from a regionally-accredited institution is required to register as a graduate student-at-large.

Students who wish to register as special nondegree students because they have specialized experience, but less than 60 hours of regionally accredited college level work, should complete an undergraduate application for admission with a Petition for Admission form as a special nondegree student. The petition must be approved by an academic dean or designee.

**Residency Classification**—Students should consult the residency classification rules stated in the *Catalog* to clarify their residency status for tuition purposes.

**Financial Assistance**—Veterans may be eligible for Illinois Veterans Grant or benefits from the V.A. Bill. Senior citizens are eligible for tuition waivers up to six credit hours per trimester. Additional state, federal, private, and university funds are also available. The general requirements for most programs are U.S. citizenship, need, enrollment in at least six hours of credit, and successful progress as a degree candidate. Students applying for financial aid must register on campus.

Further information may be obtained from the Office of Financial Aid, (312) 534-5000, extension 2161 and Veterans Affairs, extension 2126.

**Tuition and Fees**—Students taking off-campus courses are charged off-campus tuition. All students who attend workshops or conferences on campus or off campus are charged a conference fee which covers the cost of materials, meals (if served), and other conference and workshop expenses.

Tuition rates for Academic Year 1987-88 are determined by the Board of Governors of State Colleges and Universities and are subject to change.

**Refunds**—The university refund policy and deadlines apply to off-campus courses which are scheduled consistent with the regular course schedule for blocks 1, 2, and 3.

Information regarding refund deadlines for other off-campus courses, conferences, and/or workshops is published in the course registration material for each course.

**Library**—Students enrolled in off-campus courses may use the collections and borrow materials from the following libraries:

Chicago State University  
DePaul University  
Illinois Institute of Technology  
Northeastern Illinois University  
Roosevelt University  
University of Illinois at Chicago

A special identification card available from the Office of Special Programs and Continuing Education is required to use these libraries.

**Textbooks**—Textbooks for off-campus courses are available from the bookstore at Governors State University or several other sources. Most books for off-campus courses may be received via mail order. Appropriate forms are distributed at the time of registration or first class sessions. Consult the instructor of each off-campus course for specific sources or forms.

**Tutoring**—The Center for Learning Assistance offers basic skills and course-related tutorial assistance as well as learning and study skills assistance to students free of charge. Each of the services offered by the center is designed to enhance academic skill development and course-related performance. For further information about the services of the center, please come to room B1400.

**Transcript Information**—Students interested in earning credit and securing a transcript to verify this credit by a specific date should note that the trimester and block number of each course determines the date official transcripts will be available.

Official transcripts are issued by the Registrar's Office upon the student's written request. There is a fee of \$2 per transcript.

Transcripts are not issued for students with any university "hold," including those with outstanding financial obligations to the university or for students who have an Admissions Office hold.

## Office of Extended Learning

**Coordinator:** Joyce Newman

**Located:** Room F1300, Ext. 2121

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

The Office of Extended Learning provides alternative access to university curriculum by the use of television or correspondence study as the basic delivery system for instruction. Courses are designed to give the student an opportunity to arrange study time around employment constraints and other commitments. Information about these courses or questions about the special demands of self-paced instruction can be referred to the Office of Extended Learning.

## Service and Support Units

### University Library

**Director:** Harvey Varnet

**Located:** Second floor over the main entrance, Ext. 2323

**Hours:** Monday—Thursday, 8:30 a.m. -10 p.m.; Friday—Saturday, 8:30 a.m. -5 p.m.; Sunday, 5-9 p.m. (Fall and Winter Trimesters Only).

Actively supporting all academic programs at Governors State University, the University Library (UL) maintains an extensive collection of books (over 230,000 volumes) and periodicals (over 2,400 different magazines, scholarly journals, and newspapers), plus many materials and services beyond the usual scope of a library:

- Videotapes, telecourses, films, slides, records, cassettes, models, games, transparencies, and the equipment to use them.
- Computer terminals linking 28 colleges and universities in Illinois are used to identify and charge out materials. Computer-assisted reference service is available to library users.
- Over 355,000 research documents and other publications are available on microform, such as Educational Resources Information Centers (ERIC), Human Relations Area Files, college catalogs, etc. Reading equipment includes machines capable of printing paper copies.
- A continually changing collection of recently published popular fiction and non-fiction books.
- Several thousand LP records and music scores.

**Documents Collection**—The University Library is a federal and state depository. More than 200,000 documents are shelved in this separate collection.

**Educational Materials Center**—The University Library maintains textbooks, curriculum materials, juvenile fiction and nonfiction, and nonprint media as a resource for students in education.

**Reserve Collection**—Includes materials designated for short-term loan by faculty for classes and has video cassettes for telecourses currently being taught.

**Comprehensive Reference Service**—The reference/information desk is staffed at all times when the University Library is open. In addition, information desks are staffed in Documents/Serials and in the Educational Materials Center three hours a day. Library/bibliographic instruction tours can be arranged by calling Louise Diodato, extension 2227. Students can receive help for special projects by contacting the librarian specializing in their subject areas. Computer literature searching is also available.

**Business**—Carl Peterson, Ext. 2543.

**Documents (Federal and State Government)**—Ann Glascoff, Ext. 2232.

**Intercultural Studies**—Barbara Conant, Ext. 2325.

**Educational Materials Center**—Lucille Kerr, Ext. 2329.



**Fine and Performing Arts, Humanities/Social Studies, Communication**—Shannon Troy, Ext. 2331.

**Psychology and Counseling, Education**—Beth Hansen, Ext. 2332.

**Science, College of Health Professions**—Virgil Diodato, Ext. 2562.

**Serials**—Louise Diodato, Ext. 2227.

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

## Academic Computing Services (ACS)

**Coordinator of Information Systems:** Chuck Nebes

**Coordinator of ACS:** Mark A. Stevens

**Coordinator of Training and Documentation:** Monica L. Johnson

**Lab Supervisor:** Jeff Gilow

**Located:** Room D2104, Ext. 2107

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

### ACS Classroom and Lab

**Located:** Rooms D2103, D2104, D2105, D2107, D2108, D2109, Ext. 2541

**Hours:** Monday—Thursday, 8 a.m. - 10:30 p.m.; Friday, 8 a.m. - 8 p.m.; Saturday, 8 a.m. - 5 p.m.; Sunday, 5 - 9 p.m.

### ACS Demonstration Classrooms

**Located:** D3905, D2111, B1107

**Hours:** Scheduled by trimester and by ad hoc requests

Academic Computing Services provides access to mainframes and microcomputers for students, faculty, and staff through ACS Classrooms and Lab. The ACS Classrooms and Demonstration Classrooms can be reserved by faculty to demonstrate computer hardware and software. Students are allowed to use the terminals and computers to complete assignments by reserving time, using sign up sheets provided. Lab assistants are available during ACS lab hours to answer questions from students, faculty, and staff. The ACS lab staff will answer those questions beyond the capabilities of the lab assistants.

Current hardware includes CRT terminals, IBM PC's, Zenith 158's, Appelle microcomputers, a graphics terminal and plotter, several AutoCAD stations, a Remote Job Entry station (RJE) using HASP, for access to a Control Data Cyber 170/730 running Network Operating System (NOS) 2.4.2, an IBM 4341-II running Virtual Machine/System Product (VM/SP) Release 4, and an IBM 4381 running OS/MVS. Access to the Cyber and the IBM 4341 is through interactive terminals. Access to the IBM 4381 is through a batch link.

Current software includes APL, BASIC, BMDP, COBOL, FORTRAN, FSE, Minitab, Pascal, RNF, SAS, SPSS, and XEDIT. Use of the IBM PC's, Zenith PC's, and Apples requires a 5.25 inch floppy disk and a valid GSU identification. Software can be checked out by students with valid GSU identification for use in the ACS lab.

## Bookstore

**Located:** Room D1601, adjacent to the cafeteria, Ext. 2296

**Hours:** Monday—Thursday, 10 a.m. - 7:30 p.m.; Friday, 10 a.m. - 3 p.m. Extended hours to be posted at the beginning of each trimester.

You can purchase textbooks, reference material, college supplies, class rings, greeting cards, newspapers, and magazines as well as Governors State University apparel and memorabilia at Follett's GSU Bookstore. Additionally, new and used textbooks can be sold back for cash at the end of each trimester.

## The YMCA at Governors State University

**Located:** First floor, A Building, (312) 534-5800

**Hours:** Monday—Friday, 8 a.m. - 9 p.m.; Saturday, 8 a.m. - 5 p.m.; Sunday, 11 a.m. - 5 p.m.

Through a special cooperative arrangement between Governors State and the "Y," a comprehensive recreational program is available to you. As a student, you may obtain an individual membership for \$4 per trimester with a valid Governors State I.D. card. Family memberships are available for students and their families at a discount rate of one-half off the standard YMCA family membership fee. A gym, pool, handball/racquetball court, universal weight machine, plus supervised programs in many activities are available through the YMCA.

## Cashier's Office

**Located:** Room C1701, Ext. 2171

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

The cashier will cash your personal check up to \$50 with a valid student I.D. Pay your fees, buy parking stickers, postage stamps, and special event tickets here.

## GSU Alumni Association

**Director:** Ginni Burghardt

**Located:** Room D3118, Ext. 2215 **Hours:** Monday—Friday, 8:30 a.m. - 5 p.m.

The Governors State University Alumni Association serves graduates of the university. The Alumni Association sponsors an annual fund drive and phonathon to support a variety of important university initiatives. In 1986 the Alumni Association raised \$45,300. Through its publications and programs, the association keeps graduates in touch with one another and informed about their alma mater. The minimum contribution for association membership is \$15.

## Department of Public Safety

**Director:** Norman Love

**Located:** Room C1900, Ext. 2198

The purpose of the Department of Public Safety (DPS) is to protect and serve the Governors State community. The police officers are delegated their authority from state statutes and have full state-level police authority. They investigate all accidents and file appropriate D.O.T. Reports, enforce state and local traffic codes, and university parking regulations. If you need jumper cables to get your vehicle started, they will lend them to you. Most department personnel are certified Police Medical Technicians (P.M.T.). Two DPS members are national and state registered Emergency Medical Technicians (E.M.T.) and A.H.A.-CPR instructors and provide around-the-clock emergency medical and trauma assistance. The university police are known as DPS around campus.

**In Emergencies**—The Department of Public Safety should be contacted **immediately** for any emergency situations occurring on campus.

- Telephone the Department of Public Safety (emergency extensions 111 or 2198)
- Give the following information and **remain** on the telephone until released:
  1. describe the situation
  2. state the exact location (area, floor, room number, etc.)
  3. your name.

Familiarize yourself with building exits and emergency stairwells for quick exit. If facility evacuation is necessary, follow the directions on page 52 of this *Handbook*.

### Parking

Parking at Governors State University is by permit only. Parking stickers may be purchased from the Cashier's Office. The cost is \$11 for a trimester sticker or \$30 for an annual sticker. A daily permit may be purchased for \$1 at the Parking Information Booth which is located on University Drive. Violators will be ticketed. The publication, *Motor Vehicle and Parking Regulations*, is available from the Department of Public Safety, first floor, C Wing.

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

**Handicapped Parking**—Special parking areas are provided for handicapped persons. Parking in these areas will be regulated and assigned by the Department of Public Safety. Avoid unauthorized parking in handicapped area due to Illinois law imposing \$50 fines for handicapped parking violations.

Permission will be granted to those persons who exhibit the special license plates or permits issued to handicapped persons by the state of Illinois. Handicapped persons must purchase a valid parking permit. Request forms for special handicapped parking are available at the office of the Department of Public Safety.

**Escort/Quick Start Service**—This service assists with flat tires, frozen locks, dead batteries, dry radiators, missing cars, or empty gas tanks. The parking service attendant will escort you to your car and, if necessary, will refer you to a towing service. Escort/Quick Start Services are free of charge to the Governors State Community. The parking service attendant can be located across from the Information Office by the main entrance.

### Instructional Communications Center

**Director:** Ralph Kruse

**Located:** Room D1201, Ext. 2204

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

The Instructional Communications Center (ICC) serves Governors State University by producing mediated materials for on-and off-campus instruction and by providing media students with production work experience in photography, graphics, audio, and television.

### University Relations

**Director:** John Ostenburg

**Located:** Room D3113, Ext. 2122

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

The Office of University Relations (UR) is the university's editorial department for preparation of all official publications and press-related materials. As such, the office serves the traditional public relations role within the institution.

Major services of interest to students which are provided by the Office of University Relations include the Information Hot Line which may be accessed by calling (312) 534-0033, and the televised announcements broadcast direct to ten south suburban communities over the Jones Intercable and Centel cable television systems.

The Information Hot Line provides a recorded announcement of upcoming events to be held at the university and lists detailed information regarding the "who," "what," "when," "where," "why," and "how" of the happening. The line may be called at any time, 24 hours a day.

The televised announcements are provided on Channel 46 of the Jones Intercable system and on Channel 37 of the Centel system. Announcements are broadcast 24 hours a day when telecourse programming is not scheduled.

The Office of University Relations also provides emergency weather announcements for students' benefit. The announcements are broadcast on most major Chicago and south suburban radio and television stations and also may be heard by calling the Information Hot Line.



## Personnel Office

**Director:** Barbara Clark

**Located:** Room C1800, Ext. 2194

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

Qualified students may apply for civil service employment at Governors State University. Examinations are administered in the testing and placement area of the Personnel Office. Governors State job listings are posted at the entrance to the Personnel Office and on bulletin boards throughout the building.

## University Print Shop

**Superintendent:** Pat Fares

**Located:** Planning Building (NW of main building), Ext. 2191 or 2192

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

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



## Student Rights and Responsibilities

### Academic Honesty

Academic honesty pertains to all methods of fulfilling academic requirements at Governors State University.

**The following procedures are appropriate ways to use the ideas and work of others when fulfilling academic requirements:**

1. When someone else's work or scholarship is used to fulfill academic requirements, the source should be given credit. It should not be stated or implied that this work is a person's own work.
  - a. When using material from a publication (i.e., book, journal, article, film, etc.) that material should be enclosed in quotation marks or otherwise set off and the source of the material acknowledged.
  - b. When paraphrasing published material (i.e., using it almost word-for-word) the source should also be acknowledged unless the information is common knowledge in the field.
  - c. Unpublished data or ideas of another person should be utilized only with the consent of that person.
  - d. Material should be prepared jointly with one or more other individuals only with the permission of the instructor. The contributions of all individuals to this material should be clearly acknowledged when it is submitted.
  - e. Having someone else prepare material that is to be submitted should only be done with the instructor's permission.
2. The same piece of work should not be submitted for credit in more than one course without the permission of all instructors involved.
3. Hypothetical data should be submitted only with the permission of the instructor and should be clearly labeled as such.
4. A student should refuse to make work available to another person who intends to submit part or all of that work as if he/she had written it.
5. Students may neither give, request, nor utilize assistance during an examination without the instructor's permission.

These ethical guidelines are in no way intended to discourage people from studying together or from engaging in group projects.

### Student Conduct Code

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

The Student Conduct Code governing the behavior of students of the university must ensure the basic rights of individuals as well as reflect the practical necessities of the



community. The code must also prohibit or limit acts which interfere with the basic purposes, necessities, or processes of the university, or with the rights of its members. Finally, the code must reconcile the principles of maximum freedom and necessary order.

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

#### Prohibited Conduct:

1. Use, possession, distribution, or being under the influence of narcotics or dangerous drugs, except as permitted by law.
2. Furnishing false or misleading information to the university.
3. Possession or use of firearms, explosives, dangerous chemicals, or other weapons, except as permitted by law.
4. Assaulting, threatening, harassing, or endangering the health or safety of any individual.
5. Willfully denying to any person freedom of movement, 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.
6. Willfully damaging or destroying property of the university.
7. Use, possession, or distribution of alcoholic beverages, except as permitted by institutional policy and state law.
8. Intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
9. Knowingly violating terms of any disciplinary sanction imposed in accordance with this code.
10. Failure to comply with the directions of university officials, including campus police officers, acting in performance of their duties.
11. Forgery, unauthorized alteration, or unauthorized use of any university document or identification card.
12. Unauthorized presence in or use of university premises, facilities, or properties.
13. Theft or damaged to public or private property.
14. Academic misconduct as defined below.

#### Academic Misconduct

Academic misconduct refers to 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.

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.

A faculty member has initial jurisdiction over any instances of academic misconduct that occur in association with a course being taught by the faculty member. Before taking any action regarding academic misconduct, the faculty member must notify the student of the alleged misconduct within two weeks of discovering the misconduct (if possible, by meeting personally with the student) and discuss the incident in question. If action is to be taken, the faculty member shall send written notification of the action and the reason for it to the student, the division chairperson, and the dean. 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. The student may appeal the faculty member's action through the grievance procedures for academic matters.

The faculty member, division chair, or dean may choose to refer a case to the dean of Student Affairs and Services if the misconduct is perceived as warranting additional disciplinary sanctions. In such instances, a conference shall be convened which includes the student, faculty member, division chair, and dean. If the faculty member, division chair, and dean concur that further disciplinary action is unnecessary, no further action will be taken against the student. If the faculty member, division chair, or dean believes further disciplinary action should be considered, the dean shall forward the case with all relevant evidence and information within ten working days of the conference, to the dean of Student Affairs and Services who will follow the procedures established under this policy.

#### Violations of Law and Student Code Regulations

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

#### Sanctions for Violations

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

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

**Disciplinary Probation**—Disciplinary probation is a trial period for a specific time during which a student must behave in a manner acceptable to the university. Terms of the probation shall reflect the purpose of the disciplinary sanction. Disciplinary probation status may affect qualification for awards, prizes, or student aid, when conduct acceptable to the university is a condition of such benefits. Violation of the terms of probation or of a further incident of misconduct may result in further disciplinary action. While on disciplinary probation, a student is encouraged to seek advice and counsel from appropriate university offices.

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

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

**Loss of Privilege**—Loss of privilege is the withdrawal of a privilege or use of a service for a specific period of time commensurate with the offense committed. Loss of privilege may be imposed separately or in addition to any other sanction(s).

**Restitution**—Restitution requires a student to pay for damages to or misappropriation of university property, or the property of 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).

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

1. The reliability of the information concerning one student's conduct, including the matter of his/her identity.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the university campus poses a substantial threat to himself/herself or to others or to the stability and continuance of normal university function.

## Office of the Dean of Student Affairs and Services

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

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

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

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

### Student Conduct Committee

The Student Conduct Committee will be a standing committee to hear conduct code violations which may result in disciplinary suspension, dismissal, summary suspension, and appeals from the students whose cases were heard by the dean of Student Affairs and Services.

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

### Procedures for Discipline Hearing

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

### Conduct of Hearings

1. The hearing shall be private (closed) unless the student charged requests that it be open to members of the university community, and the request is approved by both the Conduct Committee and the dean of Student Affairs and Services.
2. The student shall have the right to be assisted by an advisor or legal counselor at the hearings. The advisor or counsel's function shall be restricted to advising the student on whether he/she should answer questions and what he/she should not say, so as to safeguard the individual from self-incrimination.
3. Students must inform the dean of Student Affairs and Services at least three school days in advance of the hearing if they intend to have legal counsel present. In such cases, the university may also have legal counsel present.
4. On behalf of the university, the charges and evidence may be presented by the dean of Student Affairs and Services or his/her representative.
5. The student shall have the right to call a reasonable number of witnesses in his/her own behalf who shall be subject to questioning by members of the committee and the dean of Student Affairs and Services or that individual's designee.
6. The student charged shall have the right to question all witnesses.
7. The testimony of unknown or unidentified witnesses shall not be admissible.
8. The committee may address questions to any party or to any witness called by the parties, provided however, that 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. The committee shall limit the scope of the testimony to matters relevant to the charges and the defense thereto. The committee and/or the accused student may request that the dean of Student Affairs and Services request the presence at the hearing of any member of the university community, including the accused person. The committee and/or the accused student also may request the dean of Student Affairs and Services to require the production of records or other exhibits. In the event that any person, including the student charged and/or his/her advisor, shall disrupt the hearing, the chairperson of the committee may exclude that person and proceed with the hearing in his/her absence.
9. The university shall have the burden of proof of guilt by a preponderance of the evidence.
10. No recommendation for the imposition of sanctions shall be based solely upon the failure of the person charged to answer the charges.
11. A tape recording shall be made of the hearings and a summary thereof shall be prepared by the chairperson of the committee. The tape recording shall be destroyed within two weeks after final disposition of the case by the university, except as may be directed by the dean of Student Affairs and Services.
12. The decision of the Student Conduct Committee shall be considered as a recommendation to be submitted in writing to the dean of Student Affairs and Services. The dean may accept or reject the recommendation of the committee based on an independent review of the facts involved in the case. The decision of the dean

may be appealed by the student by submitting a written request for review to the provost (or designee). 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.

**Statement of Review**—This policy is to be reviewed annually by a committee appointed by the Student Senate.

## Student Grievance Procedure

### General Policy

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

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

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

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

### Student Grievance Standing Committee

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

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

The members should be recommended by the respective senates and appointed by the provost to serve staggered terms of one, two, and three years. The chairperson shall be chosen from within the committee. If it is determined that equal opportunity or discrimination charges are involved, the chair shall notify the affirmative action officer who shall serve as an advisor (without a vote) to the committee.

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

### Informal Complaint Procedures

- A. Any Governors State University student who believes that his/her rights as a student have been infringed must initiate a discussion of the problem with the dean of Student Affairs and Services within twenty days of the event or circumstances giving

rise to the complaint for the violation to be considered within these procedures. The dean will refer the student to the respondent in an effort to resolve the complaint informally.\*

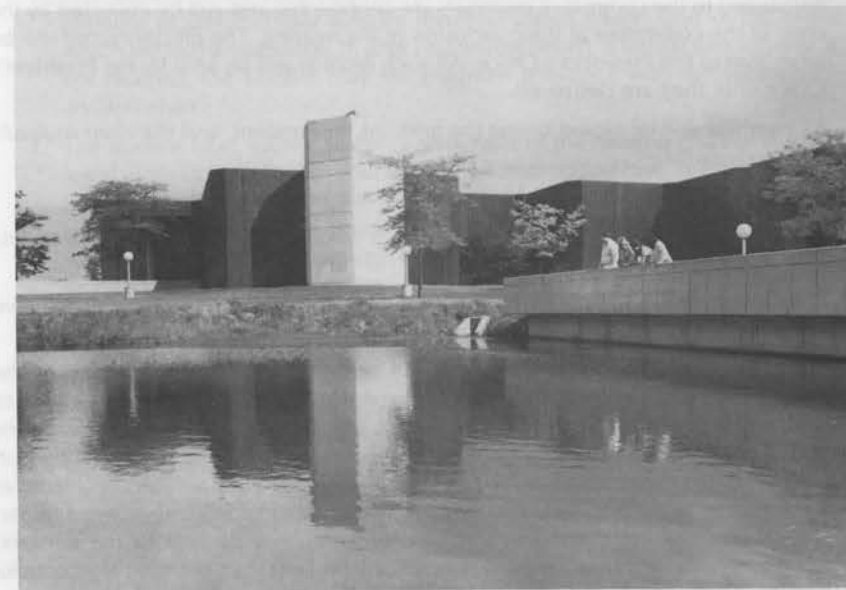
- B. If, after the discussion with the respondent, the problem is not resolved, then the student must, within ten days of the discussion with the respondent, discuss the situation with the unit head (of the unit in which the incident occurred). The unit head and the student may mutually agree to invite others to serve as resource persons in their attempt to resolve the complaint. The unit head will make a record of the occurrence, but not the substance of the meeting. He will send a copy to the dean of Student Affairs and Services and the affirmative action officer.

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

- C. If the discussion does not resolve the informal complaint satisfactorily, the student may within ten days of the discussion file a request for a formal grievance with the dean of Student Affairs and Services (file with the provost, or designee, if the dean is the respondent) and the affirmative action officer.\*

### Formal Grievance

- A. The request for a formal grievance is a written document and shall provide the following information:
1. Name and address of grievant,
  2. Nature and date of alleged violation,
  3. Name of persons responsible for alleged violation (where known),
  4. Requested relief or corrective action (specification of desired relief shall be at option of the grievant), and
  5. Any background information the grievant believes to be relevant.
- B. The dean of Student Affairs and Services will submit the formal grievance to the review panel (copy to affirmative action officer) within five working days of receipt of the formal grievance from the student. The review panel will recommend to the dean, within five working days of receipt of the grievance, whether or not it is grievable. The dean will render a decision within ten working days of receipt of the recommendation from the review panel. If disapproved, the dean shall respond to the grievant with the reasons therefore in writing. (If the grievant requests, his/her disapproval may be appealed to the provost or designee. The provost's or designee's decision shall be final and binding). If approved, the dean shall transmit the grievance within five days to the chair of the Student Grievance Standing Committee.\*
- C. The chair of the committee will, upon receipt of the grievance, request needed documentation from all parties involved. Written documentation must be provided by concerned parties within ten days. This documentation is to be distributed to Grievance Committee members before the committee's first meeting. If the committee does not receive all requested information, the provost or designee must be informed as to which information has not been received. The provost or designee will either require that the information be supplied or request an explanation of why it cannot be provided.\*



- D. The chair will send a copy of the grievance with all documentation to the respondent. The respondent will then have ten working days to make a written response. The chair will send a copy of the respondent's statement to the grievant.\*
- E. The Grievance Committee will meet within five working days of receipt of the response from the respondent.\*
- F. Either side may call witnesses to testify on their behalf. It is the responsibility of the respondent and grievant to request their witnesses to testify and to notify them of the date, time, and place of the hearing.
- G. The grievant and respondent may each be accompanied by one advisor or counsel at the grievance hearing. In the case of multiple grievants and/or respondents, the chair may limit the number of their advisors/counselors who may be present at the hearing. The advisor's or counsel's function shall be restricted to advising the grievant or respondent on whether he/she should answer questions and what he/she should not say so as to safeguard the individual from self-incrimination.
- H. Testimony shall be presented in the following order:
1. Statement and witnesses from the grievant †
  2. Statement and witnesses from respondent †
  3. Questions from committee members
  4. Rebuttal statement by grievant †
  5. Rebuttal statement by respondent †
  6. Questions from committee members
- I. An official record containing all documents and proceedings of the hearing will be maintained by the dean of Student Affairs and Services. All copies of records distributed to the committee members are confidential and will be collected by the chair of the committee at the conclusion of the hearing. The official record will be submitted to the President's Office. All such records will be held by the President's Office until they are destroyed.
- J. All hearings will be closed unless the grievant, respondent, and the chair mutually agree otherwise.
- K. Committee deliberations will be closed and will not be recorded.
- L. The committee shall make every attempt to resolve the grievance within twenty working days of receipt of the grievance.\*
- M. The Grievance Committee's decision must be based strictly on evidence presented at the hearing.
- N. The Grievance Committee's decision will pertain only to the resolution of the specified alleged violation and must be signed by the members of the Grievance Committee present at the hearing. However, any member who disagrees with any part of the decision may submit a minority report which must be submitted concurrently with the committee's report. The committee's decision will be considered as a recommendation and will be submitted to the dean of Student Affairs and Services. Copies of the committee's recommendation will be sent to the grievant, respondent, and appropriate university officers no later than ten days after conclusion of the hearing.\*

- O. A copy of the formal record of the hearing may be provided upon request to the grievant. The respondent may request a copy which will be provided at his/her own expense.
- P. The dean of Student Affairs and Services will consider the recommendation and render a decision to the grievant within twenty working days of receipt of the recommendation from the Grievance Committee. Copies of the dean's decision will be sent to the respondent, chair of the Grievance Committee, and appropriate university officers.\*

### Appeal

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

*\*Action will be taken by university employees within the time limits indicated or as soon as is reasonably practicable thereafter.*

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

## Grievance Procedures for Academic Matters

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

1. The student must seek informal resolution of the issue with the faculty member or administrator directly involved within fifteen days of the event which led to the grievance. If, after reasonable efforts, a satisfactory solution is not reached, the student may file a written grievance with the appropriate division chair.
2. The student must submit a written statement to the division chair of the collegial unit in which the course(s) is offered stating the reasons for the grievance and the remedy that is sought within thirty days of the event which led to the grievance. The student may request an extension of the time in which to file a grievance through the division chairperson. The request for extension must be made in writing.
3. Within seven days after receiving the grievance and upon determining it represents an issue of substance covered by the context of the procedures, the division chair shall refer the grievance to the chair of the collegial Grievance Committee. The grievance chair shall attempt to find a mutually satisfying solution by working with both the student and the faculty/administrator involved within five days of receiving the grievance. If within seven days after receiving the grievance, the division chair decides that the grievance does not represent an issue of substance covered by these pro-

cedures, he/she shall so inform the student in writing with reasons. The student may appeal (except in cases in which the provost or designee has rendered the decision) this decision to the dean/director in writing within ten days of receipt of the division chair's decision.

4. If the grievance chair was unable to mediate a satisfactory solution, he/she shall ask the faculty/administrator involved to submit a written response to the student's grievance. The response is to be received by the grievance chair within seven days of the request.
5. The grievance chair shall convene the collegial Grievance Committee within seven days of receiving a response from the faculty/administrator involved.
6. The hearing shall be conducted under the following guidelines:
  - a. The responsibility of establishing the validity of the grievance shall be upon the student.
  - b. The student and/or the faculty/administrator may be accompanied by an advisor of his/her choice. The advisor's function shall be restricted to advising the student or the faculty/administrator on whether he/she should answer questions and what he/she should not say to safeguard the individual from self-incrimination.
  - c. The hearing shall be closed, except when both parties agree that it should be open.
  - d. The grievance chair shall keep a written record of the hearing, which shall include:
    - (1) the names of those present;
    - (2) a copy of any evidence (records, written testimony, duplicated materials, etc.) that is introduced; and
    - (3) a record of the final recommendation of the committee and its rationale.
  - e. The hearing shall be conducted so that all parties to the dispute have an opportunity to present their views and to rebut those of others; both grievant and respondent must have the opportunity to address the committee.
  - f. No final recommendation shall be made by the committee and no testimony heard unless at least three voting members are present. All final recommendations shall require the agreement of a simple majority of the voting members present at the hearing.
  - g. The final recommendation of the collegial Grievance Committee shall include:
    - (1) a statement concerning the validity of the alleged grievance;
    - (2) a recommendation for resolving the grievance.
7. Recommendations of the collegial Grievance Committee concerning both the finding relevant to the dispute and the suggested remedy shall be submitted to the division chair. The division chair may affirm, reverse, or ask the committee to reconsider its recommendations. The division chair may also request further information from the principals in the dispute in rendering a decision. The division chair will render a written decision to the grievant within ten days of receipt of final documentation from the Grievance Committee.

8. If the decision by the division chair is unsatisfactory to the grievant, the grievant may request a review by the dean. The request must be made in writing within ten days of receipt of the division chair's decision. The dean will render a written decision within ten days of receipt of the request.
9. The decision of the dean shall be final and binding.
10. If the respondent is a division chair, the collegial dean will assume the functions of the division chair stated above. In this instance, appeals to the decisions of the dean shall be made to the provost or designee. The decision of the provost or designee is final and binding.
11. If the respondent is a dean, the provost or designee will assume the functions of the division chair specified in items 1 through 8 above. In this instance, the university Academic Grievance Committee assumes the role of the collegial Grievance Committee. Recommendations from the university Academic Grievance Committee are submitted directly to the provost or designee whose decision is final and binding.

## Definition of Terms for Grievance Procedures

### Complaint

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

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

### Grievance

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

Matters of faculty professional judgment related to advising or teaching a class are not grievable under these procedures. Such matters are to be resolved at the collegial level through the appropriate dean or director, subject to appeal to the provost or designee whose decision shall be final.

### Grievant

A grievant is a student at Governors State University who submits a grievance relevant to these procedures.

### Respondent

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



**Day**

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

**Collegial Grievance Committee**

This is a committee composed of five voting members with the chair elected from within the committee. Each division shall nominate two faculty members and one student to serve on the committee. From those nominated, the dean shall appoint three faculty members and two students for staggered terms of one, two, and three years.

**University Academic Grievance Committee**

This is a committee composed of five voting members with the chairperson elected from within the committee. From members of the Academic Affairs Council, Faculty Senate, and Student Senate, the provost shall appoint two administrators, two faculty members, and one student for staggered terms of one and two years.

**Student**

A student is a person registered and enrolled in the university at the time the violation is alleged to have occurred.

**Review Panel**

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

## Grievance Procedures for the Board of Governors Bachelor of Arts Degree Program

The grievance procedures for academic matters shall be followed with the following substitutions:

1. The dean of Special Programs and Continuing Education shall be substituted for the collegial dean.
2. The coordinator of the BOG/BA Program shall be substituted for the division chair.
3. The BOG/BA Grievance Committee shall be substituted for the Collegial Grievance Committee and consist of the five faculty members who serve on the BOG/BA Advisory Review Committee plus two BOG/BA students. The faculty members on the Advisory Review Committee are appointed by the collegial deans or director. The chair of the BOG/BA Grievance Committee shall be elected from within the committee. The two students shall be selected as follows:

- a. Each BOG/BA staff member will recommend two BOG/BA students.
- b. From this group the BOG/BA coordinator shall select two students to serve for two years.

## Academic Policies

All students are responsible for knowing the university academic policies as well as the specific degree requirements of their major. Students should consult, and become familiar with, the university academic policies stated in the Catalog and this Handbook and should meet as needed with their academic advisor to discuss the requirements of their specific majors.

## Affirmative Action

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, religion, sex, age, national origin, or handicap 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 growth or employment which indicate underutilization of members of minority groups and women whether in the faculty, the civil service, or among the students.

In addition to its legal and moral obligation to deal with persons as individuals, there is a strongly held belief in this university that the educational process is enhanced by a faculty, staff, and student body composed of persons from different ethnic groups, backgrounds, and experience. The Affirmative Action Plan explains more fully the university's commitment and may be reviewed in the University Library by all concerned. The plan and its policies represent an attempt to foster provision of equal opportunity/affirmative action by the university in its roles of educator, employer, and purchaser of goods and services.

## Sexual Harassment Policy

President Leo Goodman-Malamuth II has approved the following university statement on sexual harassment pursuant to the university's overall affirmative action effort to ensure equal educational and employment opportunity. The statement includes the university policy on and definition of sexual harassment and procedures for resolution of complaints. The statement applies to the entire university community.

**Definition****Sexual Harassment**

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

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- B. submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; and

- C. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.

### Policy

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

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

### Procedures

#### A. Consultation

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

1. Student Counseling Center
2. Deans, division chairs, director of personnel
3. Affirmative action officer

#### B. Conciliation

In addition to providing advice and information, the deans, division chairs, director of personnel, and affirmative action officer may undertake conciliation in an effort to resolve the complaint.

#### C. Using the Grievance Process

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

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

5. The dean of Student Affairs and Services will receive complaints from students in accordance with the provisions of the Student Grievance Procedures.
6. The affirmative action officer will receive complaints from individuals not covered by paragraphs 1 through 5 above.

### Sanctions and/or Disciplinary Action

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

### Coordination and Implementation

The President's Office is responsible for coordinating the dissemination and implementation of this Sexual Harassment Policy, and together with the offices identified in Section A above, will work closely with senior academic and nonacademic administrators to assure compliance with the provisions of this policy. Inquiries should be directed to the affirmative action officer, extension 2339.

### Auxiliary Services to Handicapped

Governors State University complies with its responsibility under Section 504 of the Rehabilitation Act of 1973 not to discriminate against handicapped students in its federally-assisted programs or activities. The following information is provided to explain auxiliary aids available to students admitted to the university.

- I. Inquiries about resources to meet special needs should be directed to the Office of Student Development, through which the appropriate academic and service areas will be notified. Provision of such services will be based upon the individual student's need, campus resources budgeted and available, and existing academic requirements. However, if requests for auxiliary aids creates an undue hardship on the university or necessitates a modification of academic standards, the request may be denied.
- II. To be considered for auxiliary aids or other academic adjustments, the student must accede to and fulfill all of the following requirements:
  - A. The student must be admitted to and/or enrolled in the university.
  - B. The student must be handicapped and submit current evidence of the impact of this handicap on his/her access to learning in a specific learning environment, if so requested. If necessary, the student shall submit to any diagnostic procedures required to ascertain the student's eligibility for auxiliary aids.
  - C. The provision of auxiliary aids is the primary responsibility of the State of Illinois Department of Rehabilitation Services (DORS). If the request for assistance is denied by DORS, Governors State University's provision of auxiliary aids will be based on a case-by-case analysis of an individual student's need and campus resources budgeted and available. Students should apply to their local department of rehabilitation services office at least three months before attending the university to allow time for DORS funds to be allotted.

- III. Students who believe they will need assistance to participate in coursework should notify the Office of Student Development at least six (6) weeks before the first day of classes. Such notice is required to give the student and the various academic and service areas a reasonable period of time in which to determine whether the request is necessary for the student's participation in the coursework desired, to identify the resources for the necessary aid, and ascertain whether the requirements of Section II of this policy have been fulfilled.

### **Policy on Reasonable Accommodation for Students' Religious Observances**

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

1. It is the responsibility of the student to notify in writing the GSU administrator/faculty member involved at least three class periods in advance of the date of the religious observance.
2. Accommodations considered unreasonable are those which would necessitate the modification of academic standards or create undue hardship on the university or its staff.
3. If a student feels he/she has been discriminated against, redress can be sought through the Student Grievance Procedures.

### **Student Identification Number**

Every student must have an accurate social security number or an assigned nine digit student number before proceeding with registration. This number will be entered into the student data base to identify the student.

In accordance with the Privacy Act of 1974, students are advised that the disclosure of the social security number is voluntary. It is recommended that the social security number be used as the student identification number since this number, unlike the student's name, is unique. The social security number will be used to identify the student's permanent records such as registration forms, add/drop forms, transcripts, and transcript requests. It will also be used as an identifier for grants, loans, and other financial aid programs, including determining eligibility, certifying school attendance, and student status. In lieu of the social security number, a special nine digit number will be assigned. Students choosing this should be aware that the special ID number will have to be retained for all future dealings with the university.

### **Change of Personal Information**

All changes in personal information such as address, name, phone, etc., should be reported to the Registrar's Office immediately.

### **Smoking Regulations**

Smoking is prohibited:

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

Smoking is permitted:

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

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

## Survival Guide

### GSU: From Start to Finish

- Complete an application for admission and submit it to the Office of Admissions. Request that official transcripts and other credentials (if required) also be forwarded to this office.
  - Application and credentials are evaluated by the Office of Admissions.
  - Admitted degree seeking students receive a certificate of admission, indicating academic advisor assignment, and other appropriate materials.
- Apply for financial aid by completing the application form, CSS Financial Aid form, other documents as indicated, and forward as directed on the forms. Student eligibility and need are determined by the Office of Financial Aid within institutional guidelines.
- Contact your designated advisor and schedule an appointment. Develop a student study plan in accordance with collegial and programmatic guidelines. Plan to check with your advisor frequently to discuss your progress and revise your plans if necessary.
- Consult the trimester *Schedule of Classes* and select specific courses for registration (in accordance with your study plan). Note prerequisites and other course information.
- Review course selection with your advisor and obtain advisor's signature on a registration form. Obtain signature for any courses that require special permission. Submit your completed form to the Registrar's Office by the deadline for registration.
- Plan to take advantage of the opportunity to advance register. If you advance register, you may either pay your fees at the time the registration form is submitted to the Registrar's Office or during on-campus registration. If you do not advance register, you must come to the gym on specified days of on-campus registration to register and pay fees.
- Check your computer-generated class schedule for days, time and room number for each course. Attend class regularly! Be sure to obtain a syllabus from your instructor.
- Consult frequently with your instructor regarding your progress in the course. Make sure you have completed all assignments and examinations. Note course withdrawal deadlines, and, if it becomes necessary for you to withdraw from a course, submit a withdrawal request to the Registrar's Office *before* the deadline.
- At the end of the trimester, you will receive a grade report indicating grades for all courses.
- Complete all required coursework as outlined in your student study plan. Also be sure that you meet all other general university requirements for graduation.
- Submit an application for graduation to your college no later than the first day of the second month of the trimester in which graduation is expected.



- Your college will review your application for graduation and inform you and your advisor of your status as a degree candidate.
- Collegially-approved applications for graduation are forwarded to the Registrar's Office.
- You will receive acknowledgement from the Registrar's Office verifying receipt of your graduation application.
- Once the Registrar verifies completion of all degree requirements, your degree will be awarded.
- You may participate in commencement, held once a year in June.
- If interested in enrolling after graduation, reapply for admission to a new program or as a student-at-large.

## Helpful Hints

Whatever your reasons for continuing your education by enrolling at Governors State University, they are good reasons because they hold a promise for realizing your full potential. However, you must prepare to take on the challenges of the collegial environment. Each of you have unique life experiences, feelings, and expectations; how you make use of them will significantly affect your chances of success. Here are a few suggestions for using your experiences to help you succeed:

1. Determine your academic and career goals. If you are undecided or uncertain about which degree program to pursue, seek advice from your academic advisor, talk with other students, utilize the counseling and testing services, and most importantly, assess your abilities, interests, and experiences relative to the requirements of the different fields of study.
2. Examine your learning habits. Review your study skills and the attitudes and habits you have toward learning. If necessary seek assistance from the Center for Learning Assistance. Learn how to "read" your professors, their teaching methods, and what they expect of you in class. Seek their advice to clarify assignments and expectations.
3. Seek answers to questions. To succeed you must have the necessary information, and frequently you have to ask questions. Talk to other students, faculty, and staff. Discovering what you do or don't know about a subject is often the first step to learning.
4. Check out your feelings. Ultimately, each of us is solely responsible for our happiness and success. However, we can achieve a feeling of self-satisfaction through the help of others as well as by self-examination. Don't be afraid to ask: Who am I? What do I want from this degree program? How will this program help me achieve my goals?
5. Manage your time. Continuing your education invariably causes changes in priorities, daily routines, and personal relationships. Many of you must manage family, home, work, and school responsibilities. Effective time management begins with planning, organizing, and scheduling. If you are having difficulty managing your time, seek help immediately. Time management problems are frequently cited by students who withdraw from Governors State University before completing their degree.

6. Utilize the available programs and services. Take advantage of the total university environment. GSU provides child care; financial aid; tutoring; a variety of student life programs; personal, academic, and vocational counseling; advice on student complaints and grievances; and other support services. Don't wait until a crisis arises before seeking help. Also, getting involved in activities will make your experience at Governors State University more rewarding and enjoyable and provide additional learning opportunities outside the classroom.

## More Helpful Hints

1. Keep copies of all material such as term papers, receipts, registration forms and any other paper work given to you by the university.
2. Be sure you make copies of all records that you turn in to Governors State University.
3. Get to know your advisor's office hours. Make appointments to see your advisor well in advance, and extend the courtesy of calling if you must cancel.
4. Notify the Registrar's Office if you change your name, address, or phone number.
5. Make yourself aware of deadlines. Get all paperwork in before the deadline and avoid hassles.
6. If you make an important agreement with faculty or staff, it's a good idea to get it in writing.
7. Read the *Catalog*, announcements on the bulletin boards, and the *INNOVATOR*. This will help you to keep informed of policies, procedures, and activities.



## Abbreviations

ACS	Academic Computing Services
AP	Administration and Planning
ASR	Admissions and Student Recruitment
BOG/BA	Board of Governors Degree Program
CAS	College of Arts and Sciences
CBPA	College of Business and Public Administration
CE	College of Education
CEEL	Credit through Evaluation of Experiential Learning
CHP	College of Health Professions
CLA	Center for Learning Assistance
DPS	Department of Public Safety
FA	Financial Aid
ICC	Instructional Communications Center
OCW	Office of Conferences and Workshops
PERS	Personnel Office
PPO	Physical Plant Operations
REG	Registrar's Office
SAS	Student Affairs and Services
SD	Student Development
SL	Student Life
SP&CE	Special Programs and Continuing Education
UL	University Library
UR	University Relations

## GSU Emergency Evacuation Procedure

### I. Evacuation of Building (partial or total—alarm will be sounded)

- A. Do not panic. There are ample exits and emergency exits.
- B. Leave affected building or area at a brisk walk in an orderly manner (avoid elevators).
- C. Take all personal belongings.
- D. Use evacuation routes.
- E. Move away from smoke or odor—use emergency exits or general entryways.
- F. Assist handicapped persons downstairs and out of the buildings.
- G. Close all doors (do not lock) as you leave.
- H. Remain a minimum of 200 feet from affected area of building.
- I. Shut off all oxygen valves (in labs).

### II. Fire of Life Safety Hazard

- A. Depending on size and type of fire:
  1. Use appropriate fire extinguisher (A or ABC) to contain fire.
  2. Pull nearest fire alarm.
  3. Assist evacuation.

- B. Notify campus police (Room C1900 or emergency phone 111 or extension 2198, 2199, 2280).
  1. Give your name.
  2. Give reason for alarm.
  3. Give location of hazard.

- C. In the event of the sounding of an alarm, follow evacuation procedures above.

### III. What to Do in Case of Tornado

#### A. If You Are Inside:

1. Immediately move from classroom, work area, or office to a place of greater safety, closing and securing doors as you leave.
2. Move into inner hallways, stairwells, restrooms, or other areas which are directly supported and which are relatively free from exterior windows and glass.
3. Avoid the top floor of the building, a lobby, gymnasium, auditorium, any one of which may be glass enclosed or which may have a large supported roof.

#### B. If you are outside and do not have time to move inside:

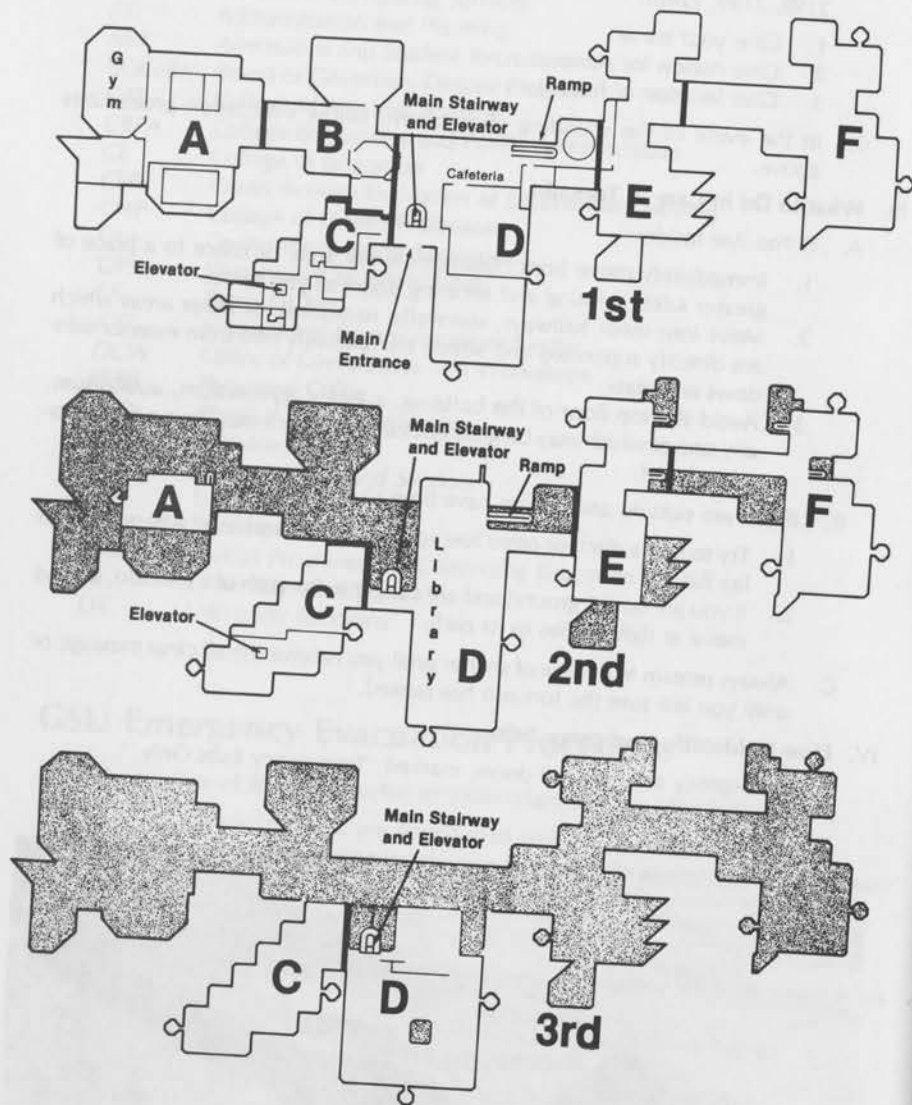
1. Try to find a ditch or other low spot below ground level where you can lay flat.
2. If you are on flat ground and are caught in the path of a tornado, always move at right angles to its path.

- C. Always remain in a place of shelter until you receive the all clear message or until you are sure the tornado has passed.

### IV. How to Identify Emergency Exits

- A. Emergency exits are red doors, marked "Emergency Exits Only."

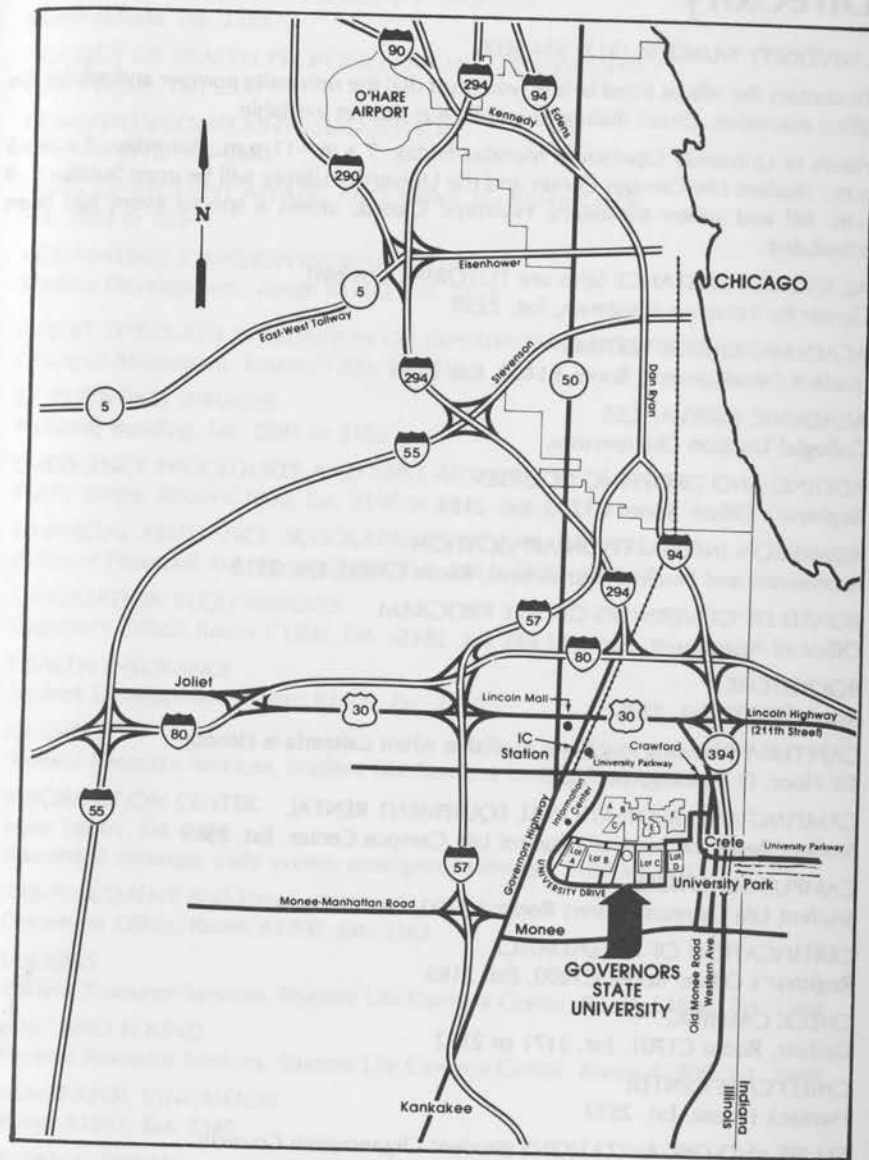




### CAMPUS MAP

Main University hours of operation: Monday-Friday, 7 a.m. - 11 p.m.; Saturday, 7 a.m. - 5 p.m.; Sunday\* and Holidays: Closed, unless a special event has been scheduled.

\*The University Library is open on Sunday from 5 p.m. - 9 p.m. during the Fall and Winter Trimesters.



## Service and Information Directory

UNIVERSITY NUMBER: (312) 534-5000

To contact the offices listed below, you must dial the university number and ask for the office extension. Direct dialing to an office is not yet available.

Hours of University Operation: Monday-Friday, 7 a.m. -11 p.m.; Saturday, 7 a.m. -5 p.m.; Student Life Campus Center and the University Library will be open Sunday 5 -9 p.m. fall and winter trimesters; Holidays: Closed, unless a special event has been scheduled.

ACADEMIC ASSISTANCE (also see TUTORING, below)  
Center for Learning Assistance, Ext. 2238

ACADEMIC/CAREER TESTING  
Student Development, Room B1400, Ext. 2158

ACADEMIC GRIEVANCES  
Collegial Division Chairpersons

ADDING AND DROPPING COURSES  
Registrar's Office, Room C1200, Ext. 2165

ADMISSION INFORMATION/APPLICATION  
Admissions and Student Recruitment, Room C1300, Ext. 2518

BOARD OF GOVERNORS DEGREE PROGRAM  
Office of Assessment, Room F1300, Ext. 2515

BOOKSTORE  
Room D1601, Ext. 2296

CAFETERIA (Vending machines available when cafeteria is closed)  
1st Floor, D Building, Ext. 2295

CAMPING AND RECREATIONAL EQUIPMENT RENTAL  
Student Resource Services, Student Life Campus Center, Ext. 2569

CAMPUS MINISTRIES  
Student Life Campus Center; Room A2200, Ext. 2123

CERTIFICATION OF ATTENDANCE  
Registrar's Office, Room C1200, Ext. 2165

CHECK CASHING  
Cashier, Room C1701, Ext. 2171 or 2172

CHILD CARE CENTER  
Hantack House, Ext. 2552

CLUBS AND ORGANIZATIONS (Student Organization Council)  
Office of Student Life, A Building, Balcony, Ext. 2569

COLLEGE OF ARTS AND SCIENCES (CAS), DEAN'S OFFICE  
Room E2400, Ext. 2441 or 2442

COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION (CBPA), DEAN'S OFFICE  
Room C3100, Ext. 2241

COLLEGE OF EDUCATION (CE), DEAN'S OFFICE  
Room D3200, Ext. 2355

COLLEGE OF HEALTH PROFESSIONS (CHP), DEAN'S OFFICE  
Room F2201, Ext. 2335

COMMENTS/COMPLAINTS/SUGGESTIONS  
Hot Line (312) 534-0222

DEAN OF STUDENT AFFAIRS AND SERVICES, Room C1600,  
Ext. 2553 or 2554

COUNSELING (CAREER/PERSONAL/SOCIAL)  
Student Development, Room B1400, Ext. 2413

CREDIT THROUGH EVALUATION OF EXPERIENTIAL LEARNING (CEEL)  
Office of Assessment, Room F1300, Ext. 2515

DUPLICATING SERVICES  
Planning Building, Ext. 2091 or 2192

EMERGENCY PROCEDURES AND FIRST AID  
Public Safety, Room C1900, Ext. 2198 or 111

FINANCIAL ASSISTANCE -SCHOLARSHIPS, LOANS, GRANTS, ETC.  
Office of Financial Aid, Room C1500, Ext. 2161, 2162, or 2157

GRADUATION REQUIREMENTS  
Registrar's Office, Room C1200, Ext. 2165

HEALTH INSURANCE  
Student Development, Room B1400, Ext. 2413

ID CARDS  
Student Resource Services, Student Life Campus Center, Ext. 2560

INFORMATION CENTER  
Main Lobby, Ext. 2464  
(Recorded message; daily events; emergency closings, 312/534- 0033)

JOB PLACEMENT (Full-Time)  
Placement Office, Room A1700, Ext. 2163

LOCKERS  
Student Resource Services, Student Life Campus Center, Room A1806, Ext. 2569

LOST AND FOUND  
Student Resource Services, Student Life Campus Center, Room A1806, Ext. 2569

NEWSPAPER, INNOVATOR  
Room A1801, Ext. 2140

PARKING DECALS  
Cashier, Room C1701, Ext. 2171 or 2172



**PART-TIME WORK (On or Off Campus)**

Job Location and Development, Room A1700, Ext. 2128

**PUBLIC TRANSPORTATION SCHEDULES**

Information Center, Main Lobby, Ext. 2464

**SPECIAL PROGRAMS AND CONTINUING EDUCATION**

Workshops and Off-Campus Courses Room F1300, Ext. 2121

**STUDENT GRIEVANCES (Nonacademic)**

Dean of Student Affairs and Services, Room C1600, Ext. 2553

**STUDENT LIFE STAFF OFFICE**

A Building, Student Life Campus Center, Balcony, Ext. 2123 or 2124

**STUDENT LIFE CAMPUS CENTER**

A Building, 1st Floor and Balcony, Ext. 2124

**STUDENT PROGRAM ACTION COUNCIL**

A Building, Balcony, Ext. 2569

**STUDENT SENATE OFFICE**

Room A1802, Ext. 2260

**TEXTBOOKS AND SUPPLIES**

Bookstore, Room D1601, Ext. 2296

**TRANSCRIPTS**

Registrar's Office, Room C1200, Ext. 2165

**TUITION AND FEE PAYMENT**

Cashier, Room C1701, Ext. 2171 or 2172

**TUTORING/RESEARCH PAPER/STUDY SKILLS ASSISTANCE**

Center for Learning Assistance, Room B1400, Ext. 2336

Testing Policy—Writing and Basic Mathematics Skills Assistance

**UNIVERSITY LIBRARY**

Room D2100, Ext. 2323

**VETERANS AFFAIRS, BENEFITS**

Office of Financial Aid, Room C1500, Ext. 2126

**YMCA—POOL, GYM, RACQUETBALL**

1st Floor, A Building, (312) 534-5800 or Ext. 2578

GOVERNORS  
STATE  
UNIVERSITY  
University Park, IL 60466-0975

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