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Student Rights and Responsibilities at Governors State University

Office of the Dean of Student Affairs and Services

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Student Rights
and Responsibilities
At
Governors State University

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The Office of the Dean,
Student Affairs and Services
Welcome to Governors State University!

You are now a member of a challenging and vital academic community. This membership is a privilege, with associated rights and responsibilities.

The fundamental purposes of an academic community are the preservation and advancement of learning and the pursuit of truth and knowledge in an environment of freedom and mutual respect. The privilege of membership includes full participation in campus life and numerous opportunities to learn and develop.

The intellectual freedoms to teach, learn, express oneself, conduct research, and debate are guaranteed. The exercise of these rights requires fulfillment of certain reasonable obligations and democratic responsibilities. These include respecting all members of that community, their ideas, endeavors, and property. Members are also expected to conduct themselves with the courtesy and dignity appropriate to the traditions and norms of the academy.

Participation in numerous curricular and co-curricular programs, governance and a diversity of social and cultural activities will provide opportunities to develop social, personal, and leadership skills. GSU is committed to providing you with a quality education. We expect your commitment to make the most of the educational opportunities available to you.

I hope that your experiences as a member of this academic community will be stimulating and enriching. I believe that you will leave this university a more effective member of your chosen profession and a more active and informed citizen as well as a more knowledgeable and educated person. The faculty, the staff, and I are looking forward to assisting you in accomplishing your educational and personal goals.

Best wishes for your continued success.

M. Catherine Taylor
Dean, Student Affairs and Services
SECTION I - STUDENT RIGHTS

Student Grievance Procedures

General Policy

It is the intent of the university to provide the right to a fair hearing to each student on a complaint or grievance arising during 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 the complaint as quickly as possible once it is 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.

Informal Complaint Procedures

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

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.

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

1. The request for a formal grievance is a written document and shall provide the following information:
   - Name and address of grievant,
   - Nature and date of alleged violation,
   - Name of persons responsible for alleged violation (where known),
   - Requested relief or corrective action (specification of desired relief shall be at option of the grievant), and
   - Any background information the grievant believes to be relevant.

2. 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.

3. 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.

4. 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.

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

6. 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.

7. The grievant and respondent may each be accompanied by one advisor or counsel at the grievance hearing. In the case of multiple grievances and/or respondents, the chair may limit the number of their advisors/counsels 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.

   Testimony shall be presented in the following order:
   - Statement and witnesses from the grievant
   - Statement and witnesses from respondent
   - Questions from committee members
   - Rebuttal statement by grievant
   - Rebuttal statement by respondent
   - Questions from committee members

8. 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.

9. All hearings will be closed unless the grievant, respondent, and the chair mutually agree otherwise.

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

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

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

13. 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.

14. 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.

15. 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.

The 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 procedures, he/she shall 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.

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 B.O.G./B.A. Program shall be substituted for the division chair.

3. The B.O.G./B.A. Grievance Committee shall be substituted for the Collegial Grievance Committee and consist of the five faculty members who serve on the B.O.G./B.A. Advisory Review Committee plus two B.O.G./B.A. students. The faculty members on the Advisory Review Committee are appointed by the collegial deans or director. The chair of the B.O.G./B.A. Grievance Committee shall be elected from within the committee. The two students shall be selected as follows:
   b. From this group the B.O.G./B.A. coordinator shall select two students to serve for two years.

Definition of Terms for Grievance Procedures

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

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.

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.

Student Grievance Standing Committee
A committee composed of seven voting members and seven alternates from constituencies as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Voting Members</th>
<th>Alternates</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 students in good standing</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3 faculty</td>
<td>3</td>
<td>3</td>
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<tr>
<td>1 civil service staff</td>
<td>1</td>
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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.

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.

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 and cultural 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 Students

Governors State University complies with Section 504 of the Rehabilitation Act of 1973 which states that "No otherwise qualified handicapped individual...shall, solely by reason of his (or her) handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." The following information is provided to assist those handicapped students seeking auxiliary aids, academic adjustments, or other special services.

Inquiries about assistance 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 assistance will be based upon the individual student's need and existing academic requirements. If requests for auxiliary aids, academic adjustments or other special services necessitate a modification of academic standards or create an undue hardship on the university, the requests may be denied.

The provision of auxiliary assistance is the primary responsibility of the State of Illinois Department of Rehabilitation Services (DORS). However, a student may receive consideration of such requests in advance of DORS action if there is a substantial delay on the part of DORS due to no fault of the student. If the request for assistance is denied by DORS, Governors State University's provision of auxiliary aids, academic adjustments, or...
other special services will be based upon a case by case analysis of an individual student's need. Auxiliary aids, academic adjustments, or other special services determined to be necessary will be provided at no cost to the student.

To be considered for auxiliary aids, academic adjustments or other special services, a student must:

1. apply to their local Department of Rehabilitation Services office at least three (3) months prior to attending the university to allow time for DORS funds to be allocated;

2. 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 assistance is necessary for the student’s participation in the coursework desired, to identify the resources for necessary assistance, and to determine whether the requirements of this policy have been met;

3. be handicapped and submit a written diagnosis of this handicap and the potential impact on his/her access to learning in a specific learning environment from appropriate professional personnel, if so requested. If necessary, the student shall submit to any diagnostic procedures required by the university to ascertain eligibility for auxiliary assistance.

Students who believe that they have been discriminated against on the basis of a handicap can seek resolution through the Student Grievance Procedure. Information and consultation on these procedures are available through the Office of The Dean of Student Affairs and Services.

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.

Board of Governors Oral English Proficiency Assessment Program

Each public university governing board is required by Illinois statute to establish a program to assess the oral English language proficiency of all persons providing classroom instruction to students, and to "ensure that each person who is not orally proficient in the English language attain such proficiency prior to providing any classroom instruction to students." The Board of Governors and Governors State University have established a program and procedures in compliance with this statute.

I. New Employees

A. Tenure Track and Temporary Teaching Faculty

As part of the search procedure, all candidates for teaching positions at the university shall be evaluated on their oral English proficiency. Each evaluation form will contain an evaluation of the candidate’s oral English proficiency and instructions that candidates whose oral English proficiency is unsatisfactory shall not be recommended for appointment. In addition, each request to offer an appointment shall include an evaluation of the candidate’s oral English proficiency by the department chairperson and dean.

B. Teaching Assistants

Each department which utilizes teaching assistants shall develop a procedure, subject to approval of the dean, for the evaluation of oral English proficiency of teaching assistants. The procedure shall require that, before receiving a classroom instruction assignment, a teaching assistant shall make an oral presentation before a committee designated by the department chairperson. The committee shall make a written recommendation to the department chairperson, who shall certify in writing to the dean that each such teaching assistant is proficient in oral English.

II. Continuing Employees

Each member of the teaching faculty, including those with temporary and part-time appointments, shall have her/his teaching effectiveness, which includes oral English proficiency, evaluated by the department chair at least once annually. Probationary teaching faculty will also be evaluated by department and university peers, the appropriate dean and the president. The evaluation of a faculty member’s teaching shall include consideration of the faculty member’s effectiveness in her/his execution of assigned responsibilities, command of the subject matter or discipline, ability to organize, analyze, and present knowledge or material, and ability to encourage and interest students in the learning process. In addition, at least once each academic term, each faculty member who teaches shall have her/his teaching effectiveness evaluated by students. These student evaluations are to be reviewed annually by the appropriate department chair.
III. Student Complaints

The university has developed a procedure for receiving student complaints concerning the oral English proficiency of faculty providing classroom instruction and shall process complaints under this complaint procedure. The university shall publish notice of such complaint procedure in the student newspaper at the beginning of each academic term and in the university catalog.

Such complaints shall be investigated by the department chairperson by appropriate means, including but not limited to classroom visitation. If, upon completion of the investigation, the department chairperson finds the faculty member's oral English proficiency is satisfactory, the department chairperson will so notify the student, who may appeal the finding to the dean. Upon receipt of an appeal, the dean shall investigate the complaint and, if the dean finds the faculty member's oral English proficiency is satisfactory, the dean will so notify the student. In the event of such a finding the decision of the dean shall be final.

If the department chairperson or the dean finds that the faculty member's oral English proficiency is unsatisfactory, he/she shall submit a recommendation to the president (or designee) for consideration in accordance with Section IV of this program. The president (or designee) will notify the student of his/her decision.

IV. Unsatisfactory English Proficiency

If, as a result of the evaluation process or in response to a student complaint, the president (or designee) determines that a faculty member's oral English proficiency is not satisfactory, the faculty member will be relieved of his/her teaching assignment and given an alternate assignment for the remainder of the academic term. The faculty member will develop an oral English proficiency improvement plan and submit it to the department chairperson and dean. Prior to the beginning of the next academic term the faculty member's oral English proficiency will be reevaluated. If the president (or designee) determines that the faculty member has attained a satisfactory level of oral English proficiency, he/she may be given a teaching assignment. If the faculty member has not attained a satisfactory level of oral English proficiency, the president may (1) extend the faculty member's alternate assignment, (2) request the faculty member's resignation, or (3) nonrenew or recommend termination of the faculty member's employment.

V. Oral English Proficiency Improvement Plans

Each faculty member whose oral English proficiency is determined to be unsatisfactory shall be personally responsible for achieving a satisfactory level of oral English proficiency. The time the faculty member spends participating in oral English proficiency improvement activities shall not be considered part of the faculty member's assignment.
Student Records Policy

I. PURPOSE

Governors State University maintains individual records and information about students for the purpose of providing educational, vocational, and personal services to the student. As required by the Family Educational Rights and Privacy Act of 1974, the following policy outlines procedures for access to student records. The policy is intended to ensure the confidentiality of student education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data. The policy will be published annually in the University Catalog. Copies will also be available in the Office of the Registrar.

II. DEFINITIONS

A. A "student" is defined as a person who is or has been enrolled at Governors State University on campus and/or off campus, and for whom the university maintains education records. The term "enrolled" is defined as having registered and paid fees. The definition includes enrollment in mediated instruction courses, independent study, and correspondence study.

For the purpose of this policy only, any student attending Governors State University will be considered to be an adult and to have sole control over the release of his/her information except as provided in this policy.

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

1. Personal records of instructional, supervisory, and administrative personnel, and educational personnel ancillary to those persons, which are kept in the sole possession of the maker thereof and are not accessible or revealed to any other person except a temporary substitute.

2. Records of the Department of Public Safety which are maintained apart from education records, maintained solely for law enforcement purposes, and disclosed only to law enforcement officials of the same jurisdiction.

For the purpose of this policy, the Governors State University Public Safety Office will be treated as an outside agency and the education records of students will not be disclosed to this office except with the written consent of the student or pursuant to other permitted exceptions specified by this policy.

C. "Student Information" means any information contained in an education record as defined in II.B.

D. "Personally identifiable information" includes, but is not limited to the following:

1. The name of a student, the student's parent, student's spouse or other family member.

2. The address of the student or the student's family.

3. A personal identifier such as the student's social security number or student number.

4. A list of personal characteristics which would make the student's identity easily traceable.

E. "Directory information" means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

Governors State University defines the following as directory information:

1. Student name

2. Student address(es) and telephone number(s)

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

F. "Disclosure" means to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in those records, to any party by any means, including oral, written, or electronic.

III. Identification, Description, and Location of Records

A. Academic Records

The Office of the Registrar maintains the official academic record of a student. It is a cumulative history of the student's admission, registration, and academic performance. Certain demographic and biographic information is also kept for identification for enrollment and research-related purposes or as required for reporting purposes. For information, contact the Registrar, Office of the Registrar, C - 1200.

The Office of Admissions and Student Recruitment maintains records related to the student's application for admission or readmission to the university, transfer credit evaluation, and other data pertinent to the evaluation of the student's admissibility.

For information, contact the Director of Admissions, Office of Admissions and Student Recruitment, C - 1300.

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

Dean, College of Arts and Sciences E - 2400
Dean, College of Business and Public Administration C - 3100
Dean, College of Education D - 3200
Dean, College of Health Professions F - 2201
Director, Board of Governors BA Degree Program F - 1300
Dean, Special Programs and Continuing Education F - 1300

B. Financial Records

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

Director of Business Operations C - 1700
Accounting C - 1700
Cashier C - 1701
Collections C - 1700

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

Director of Financial Aid C - 1500

C. Counseling/Testing/Tutoring Records

The Office of Student Development maintains records of services rendered by that office. For information concerning these records, contact the following:

Associate Dean for Student Development, Office of Student Development, B - 1400
Testing Center B - 1400
Center for Learning Assistance B - 1400

D. Disciplinary Records

The Office of the Dean of Student Affairs and Services maintains records of disciplinary action which has been taken against a student. For information concerning these records, contact the following:

Dean of Student Affairs and Services C - 1600

E. Career-related Records and Job Placement Records

The Office of Career Services maintains records for those students who use its services. This information consists of self-completed resumes, various personal references, and academic transcripts furnished by the student. It is distributed to potential employers. For information concerning these records, contact the following:

Director of Career Services B - 1110
University Job Locator B - 1110
F. Health Records

The Office of the Registrar maintains records related to the immunization status of students enrolling at Governors State University for the fall 1989 trimester and thereafter. For information concerning these records, contact the Certification Officer, Office of the Registrar, C-1200.

IV. Access to Records

A. Right to Inspect or Review Education Records

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

2. The student may be required to submit the request in writing to the appropriate office and will be required to present appropriate identification.

3. The appropriate office shall comply with the request within a reasonable amount of time, not to exceed 45 days after receipt of the request.

4. Original records may not be removed from any office where they are maintained.

5. Students may have copies made of their education record, upon payment of an appropriate charge established by the university, except in the following cases:
   a. Copies of transcripts from other educational institutions will be provided only if the original source of those transcripts is no longer available if going to the original source would cause undue hardship as determined by the university.
   b. In cases where an administrative hold has been placed on a student's record, the student may view such records but will not be able to obtain a copy of said record until the hold has been properly removed.

B. Limitations on Right to Inspect or Review

1. The student may not inspect or review the following:
   a. Financial records submitted by their parents.
   b. Confidential letters or materials placed in records before January 1, 1975, as long as they are used only for the purposes for which they were written.

V. Basic Policy Regarding Disclosure of Information from Education Records

A. Disclosure Not Requiring Prior Consent

1. The appropriate record-keeping office shall obtain the written consent of the student before disclosing personally identifiable information from the records of a student, except in the case of directory information or disclosures to the following individuals:
   a. The student himself/herself.
   b. University personnel who the institution has determined to have legitimate educational interests. The sufficiency of the need for student information will be determined by the head of the unit from which the records are sought.

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

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

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

d. Faculty or staff conducting student characteristics research, providing the research project has the written approval of the academic dean or vice-president sponsoring the research and providing that guarantees are made that no personally identifiable information will be published or released.

e. Certain state or federal representatives specified by law for the sole purpose of evaluation and auditing of governmentally funded programs in which the university participates, with the guarantee that the identity of the students will be protected and that the information will be destroyed when no longer needed for the purposes for which it was provided.

f. State and local officials or authorities, if a state statute adopted before November 19, 1974, specifically requires disclosure.

g. Organizations conducting studies for, or on behalf of, state or federal educational agencies or institutions for the purpose of developing, validating, administering predictive tests, administering student aid programs, and improving instruction, with the guarantee that the identity of the students will be protected and that the information will be destroyed when no longer needed for the purposes for which the study was conducted.

h. In connection with financial aid for which the student has applied or received, if the information is needed to determine eligibility for the aid, to determine the amount of the aid, to determine the conditions for the aid, or to enforce the terms and conditions of the aid.

i. Accrediting organizations to carry out their accrediting function, with the guarantee that the identity of the student will be protected.

j. Appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health or safety of a student or other persons.

k. In compliance with a judicial order or lawfully issued subpoenas. The university will make a reasonable effort to notify the student in advance of compliance.

B. Disclosure Requiring Prior Consent

1. Except as listed in "A" above, all requests for student information other than directory information must be accompanied by the written consent of the student.

2. The written consent required by this section must be signed and dated by the student and must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

3. When disclosure is made pursuant to this section, the appropriate record-keeping office will, upon request, provide the student a copy of the records which were disclosed.

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

C. Disclosure of Directory Information

1. Directory information pertaining to individual students may be released at the discretion of the university. The definition of directory information will be published in the university catalog or other designated publication each academic year. During registration, students are given an opportunity to notify the university in writing that they do not want directory information disclosed without prior written consent. The request for nondisclosure will be honored until otherwise notified by the student in writing.

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

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

D. Records of Disclosure Made

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

a. The parties who have requested or received personally identifiable information.

b. The legitimate interests the parties had in requesting or obtaining the information.

2. Records of disclosure are not required to be kept in the record of a student when the request was from, or the disclosure was to, the student himself/herself, a university or school official as defined in part V.A. above, a party with written consent from the student, or a party seeking directory information.

VI. Challenging the Contents of an Education Record

A. Purpose

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

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

B. Procedure

To initiate a challenge to the education record, the student shall, within sixty (60) days after he/she has inspected and reviewed the record in question for the first time, file with the university office responsible for maintaining such records, a written request for correction, on a form specified by the university. Within thirty (30) days following receipt of such request, the unit head or his/her designee, shall review the record in question with the student and either order the correction or deletion of such alleged inaccurate, misleading, or otherwise inappropriate data as specified in the request or notify the student of the right to a hearing at which the student and other persons directly involved in the establishment of the record shall have an opportunity to present evidence to support or refute the contention that the data specified in the request are inaccurate, misleading, or otherwise inappropriate.

C. Hearing

The student will be given written notice sent to his/her last known address of the time and place of such hearing not less than ten (10) days in advance. The hearing will be conducted by a university representative who does not have a direct interest in the outcome. The student may challenge the hearing officer. Any disagreement regarding the hearing officer will be resolved by the appropriate vice president.
C. Persons in charge of student records should ensure that only pertinent items are retained in a student's record.

SECTION II. - STUDENT RESPONSIBILITIES

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 should meet as needed with their academic advisor to discuss the requirements of their specific majors.

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 its members 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
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.
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.
Drug and Alcohol Abuse

Purpose

This policy has been established to inform faculty, staff, and students about sources of information regarding the adverse effects of drug and alcohol abuse, to advise them regarding counseling and rehabilitation services and to notify them regarding disciplinary action that may be taken by the university. It has been issued pursuant to the resolution adopted by the Illinois Board of Higher Education in May of 1987 concerning drug and alcohol abuse, and in the context of existing policies and procedures, which are referenced herein.

Policy

Prohibited Drugs

Faculty, staff, and/or students shall not manufacture, possess, use, deliver, sell, or distribute any substance prohibited by the Illinois Cannabis Control Act or the Illinois Controlled Substance Act, any other state statute, or any federal statute, except as authorized by law, the regulations of the Board of Governors, and the policies of Governors State University.

Use and Possession of Alcoholic Beverages

As detailed in the Guidelines for Use of University Facilities, no alcoholic beverages may be sold on university premises and no state appropriated funds may be used for the purchase of alcoholic beverages. Authorization to serve alcoholic beverages requires the written approval of the president of the university. Upon approval, a university employee must be designated by the appropriate unit head to supervise any function when alcohol will be served. This employee must assure that 1) no one under 21 years of age is served an alcoholic beverage, and 2) that the beverage is served only in the designated/approved area.

University faculty and staff shall not possess or consume alcoholic beverages during work time (including paid rest and meal periods) on university owned or controlled property except in accordance with cited university policy.

Education and Counseling Services

Consistent with the institutional missions of education and service, Governors State University is committed to providing education about the effects of drug and alcohol and assistance for victims of drug and alcohol abuse. An educational program consisting of four separate components has been implemented for students. The program is open to staff and faculty as well and is described in detail under separate cover.

The university also provides trained counselors to assist students with a diverse range of problems or concerns. When alcohol/drug abuse is indicated, students can be referred to a number of community agencies or health facilities for further assessment and treatment. Because students come from a broad geographical area and because our region has numerous agencies and organizations which provide this assistance, referrals are made based on the specific nature of the problem and the student's residence. Directories of agencies are on file in the counseling center to assist appropriate referrals.

Faculty and staff with drug and alcohol abuse problems may voluntarily seek assistance from the university's Employee Assistance Program (E.A.P.). If job performance is adversely affected by drug and alcohol abuse, an employee may be referred to this program. Participation in the E.A.P. is confidential and is encouraged by the university; however, involvement in the program will not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties in a safe and effective manner.

Disciplinary Actions

The Student Conduct Code prohibits the use, possession and distribution of, or being under the influence of drugs or alcoholic beverages, except as permitted by institutional policy or law. Students charged and found in violation of the code are subject to the imposition of a range of official disciplinary sanctions detailed therein.

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

Any employee who appears to be under the influence of drugs or alcohol while on the job may be removed from work by the supervisor if, after evaluation by an appropriate university official, the employee is found to be unfit for work. Employees who violate university policies concerning drugs and alcohol may be subject to disciplinary action, in accordance with appropriate procedures, including termination of employment. Employees who violate local, state, or federal law in this regard may also be subject to criminal prosecution.
Smoking Regulations

Governors State University is dedicated to the health and safety of its employees. The cooperation and understanding of all faculty and staff is required for the successful implementation and maintenance of this policy.

Policy and Guidelines

1. Smoking is prohibited in the following places:
   a. Laboratories, storage areas, mechanical equipment rooms, and areas where volatile, flammable or explosive materials are in use.
   b. Classrooms, open office areas, conference rooms, theaters and elevators.
   c. Public areas of the library except where "smoking permitted" is designated.
   d. Gymnasium, handball court, multi-purpose room, swimming pool and locker rooms.
   e. Areas in which smokers and nonsmokers work together.
   f. Indoor lines for tickets, registration, food, and other services.
   g. All other areas of the university except those listed in 2 below.

2. Smoking is permitted in the following places:
   a. Common areas, corridors, restrooms, and lounges.
   b. Cafeteria dining area except where "no smoking" is designated.
   c. Private offices (floor to ceiling partitions with doors closed) may be designated as "smoking permitted" or "no smoking" by the occupants; however, occupants should refrain from smoking when nonsmokers are present.
   d. An individual unit may impose further restrictions based on consideration of its employees.

Policy Maintenance

The cooperation of smokers and nonsmokers is needed for the maintenance of the university's smoking policy. Intentional violations and problems should be brought to the attention of the appropriate supervisor for correction and resolution.

University Policy on Proof of Immunization

Public Act 85 - 1315 requires that public and private colleges and universities in Illinois establish procedures to insure immunization against communicable diseases.

Governors State University seeks to comply fully with this law. Pursuant to specific provisions of the Act, the following procedures and requirements have been established:

1. All students who enroll at Governors State University for the first time after July 1, 1989 must present to the Registrar proof of immunity against the following communicable diseases:
   a. Diphtheria, Tetanus
   b. Measles (Rubella)
   c. Rubella (German Measles)
   d. Mumps

2. "Proof of Immunity" is defined as evidence of appropriate immunization, physician diagnosed disease, or laboratory evidence of immunization documented in writing by a health care provider. The required proof of immunity will conform with the Adopted College Immunization Rules and Regulations filed with the Secretary of State effective January 19, 1990. Such proof may include either:
   a. a Governors State University Certificate of Immunity form signed by a health care provider who has administered an immunizing agent to the student or has reviewed health records evidencing such administration.
   b. a copy of the student's Illinois high school health record which complies with the immunization requirements.
   c. evidence of birth on or before January 1, 1957, such as a birth certificate, driver's license, or personal identification card issued by the State of Illinois.

3. Students may be exempted temporarily or permanently, in whole or in part, from the proof of immunity requirement if:
   a. a physician licensed to practice medicine in all of its branches certifies that any required immunization is medically contraindicated. The certificate of medical exemption must contain a written statement from the physician describing the nature and probable duration of the medical condition or circumstances that contraindicate immunization, identifying the specific vaccine(s) which could be detrimental to the student's health.
   b. pregnancy or suspected pregnancy is certified by a written physician's statement, a female student may be granted temporary exemption from immunization against measles, mumps and rubella.
c. a student is on an approved schedule for receipt of all necessary doses of Td (Tetanus/Diphtheria) vaccine, the student will be granted temporary exemption for the duration of the approved schedule.

d. the student (or his or her parent or guardian, if the student is a minor) presents to the Registrar a written statement detailing his/her objection to immunization based upon religious tenets or practices to which the student is an adherent.

4. The student must submit the required proof of immunity, certification of medical exemption, or statement of religious objection to the Registrar's Office no later than two weeks following the first day of regularly scheduled classes for a trimester or block.

5. If proof of immunity, certification of medical exemption, or statement of religious objection is not received by the Registrar, the student will not be permitted to enroll for a subsequent trimester or block. The student will be placed on the University Hold list and precluded from enrollment until the appropriate documentation is presented to the Registrar.

6. Governors State University shall not be liable for any monetary loss on the part of a student precluded from enrolling for failure to comply with the requirements of this policy.

7. The Registrar will maintain a "student immunization record" containing the immunization status of each student relating to the vaccine-preventable diseases listed in Part 1 above. This record will include a certificate of immunity, or a certificate of medical exemption, or a statement of religious objection, and all supporting documentation. These records will be made available to the Illinois Department of Public Health for the purpose of conducting compliance audits, subject to limitations of the Family Educational Rights and Privacy Act of 1974.

8. The Registrar shall keep susceptibility lists by disease category indicating the names of all students who have not provided proof of immunity. In health and safety emergencies, the susceptibility lists will be disclosed to the Illinois Department of Public Health.

9. The Registrar will file an annual report with the Illinois Department of Public Health summarizing the number of enrolled students who have presented proof of immunization, the number with medical, religious or statutory exemptions, and the number without proof of immunity.

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.
8. The department will file an annual report with the [Institutional Department of Health] summarizing the number of violations recorded and the number of violations found to be necessary for a public health hazard, and the number without proof of necessity.

9. The department will file an annual report with the [Institutional Department of Health] summarizing the number of violations recorded and the number of violations found to be necessary for a public health hazard, and the number without proof of necessity.