

1980

Student Handbook Off-Campus Edition 1980-1981

Governors State University

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OFFICE OF SPECIAL PROGRAMS

1980-81



GSU ARCHIVES

OFF-CAMPUS EDITION

STUDENT HANDBOOK



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INTRODUCTION

2 Governors State University, a senior level university located in Park Forest South, Illinois, opened its doors in September, 1971. It was fully accredited by the North Central Association of Colleges and Secondary Schools in April, 1975.

Governors State University, Chicago State, Eastern Illinois, Northeastern Illinois, and Western Illinois are responsible to the Board of Governors of State Colleges and Universities which in turn is responsible to the state legislature and the governor through the Illinois Board of Higher Education.

Governors State has three Colleges: the College of Arts and Sciences, the College of Human Learning and Development, the College of Business and Public Administration — and one School — the School of Health Professions. All off-campus courses and the community professors who teach off-campus courses are approved by one of these four academic units. Courses offered off campus are recognized as equal to courses offered on campus. Representatives from the four academic units serve on an Advisory Committee on Off-Campus Programs.

The Office of Special Programs was established in Fall, 1978 to coordinate all off-campus courses offered for credit plus all conferences and workshops offered on campus or off campus. Dr. Richard J. Vorwerk, Dean of Special Programs and Continuing Education, is the chief administrative officer responsible for the courses offered off-campus by Governors State University. An assistant dean, six continuing education community coordinators, and a few civil service workers make up the Special Programs staff. The Office of Special Programs is located at present in the

University Library on the second floor of C Wing.

The courses offered for credit off campus are approved by the College of Arts and Sciences, the College of Human Learning and Development, the College of Business and Public Administration, and the School of Health Professions. The off-campus courses are announced in the *Schedule of Classes and Admissions Bulletin* published each Trimester. They are also announced in brochures and flyers listing specifics on the individual offerings. Information about courses offered off campus is available from the Office of Special Programs, 534-5000, extension 2319 or 2549, from 8:30 a.m. to 5:00 p.m. Monday through Friday. Evenings and weekends, information may be requested by calling 534-0055.

The instructors who teach off-campus courses include regular GSU faculty and staff members, public school teachers and administrators, hospital teachers and administrators, professors from other universities and community colleges, and specialists in counseling, drug abuse, alcoholism, physical therapy, and career life planning. The majority of the students enrolled in off-campus courses are teachers interested in graduate courses. About 80 percent enroll as students-at-large and 20 percent as degree candidates. Only a few undergraduates and special non-degree-seeking students are currently enrolled in off-campus courses.

ADMISSION REQUIREMENTS



Students who wish to become *Degree Candidates* at GSU must apply for admission and submit their credentials by the University deadline, approximately three weeks prior to the beginning of each Trimester. These deadlines are announced in the Academic Calendar for each year. They may also be obtained along with other admissions information from the Office of Admissions and Student Recruitment located on the first floor of D Wing, 534-5000, extension 2518. Richard Pride is the director of this office. Students who wish to register as degree candidates for off-campus courses must be admitted to the University before they can be registered.

Students who wish to register as *Students-at-Large* may present their credentials (at least 60 semester or 90 quarter hours of "C" work at an accredited institution for an undergraduate Student-at-Large and at least

a bachelor's degree from an accredited institution for a graduate Student-at-Large) at regular on-campus registration or at the first meeting of an off-campus course.

Students who have been enrolled within the last two Trimesters at GSU as degree candidates or at any time as a Student-at-Large may register for off-campus courses as *Continuing Students* at regular registration on campus or at the first meeting of a course off campus.

Students who wish to register as *Special Non-Degree Candidates* because they have not completed 60 semester or 90 quarter hours of college work may present their credentials at on-campus registration or at the first meeting of a course off campus. They must also fill out an application form for Admission as a Special Non-Degree Student which must be signed by an Academic Dean or his designee.

OFF-CAMPUS FEES & TUITION

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

The current tuition schedule:

	Illinois Resident	Non-Illinois Resident
Undergraduate		
Full-time (12 or more hours)	\$279.00	\$837.00
Part-time (charge per hour)	23.25	69.75
Graduate		
Full-time (12 or more hours)	302.00	906.00
Part-time (charge per hour)	25.25	75.75

Tuition fees effective 1980 Fall Trimester:

	Illinois Resident	Non-Illinois Resident
Undergraduate		
Full-time (12 or more hours)	303.00	909.00
Part-time (charge per hour)	25.25	75.75
Graduate		
Full-time (12 or more hours)	327.00	978.00
Part-time (charge per hour)	27.25	81.50

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

A student who is not a citizen of the U.S. must have permanent resident

status with the U.S. Immigration and Naturalization Service and must also meet and comply with all other applicable requirements to establish resident status.

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

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

Scholarships Veterans may be eligible for Illinois Veterans Scholarships. Further information may be obtained from the Office of Veterans Affairs located on the first floor of D Wing, 534-5000, extension 2126. The Coordinator of Veterans Affairs is Doug McNutt.

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

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

ACADEMIC POLICIES

GRADING POLICY

Introduction

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

Policy

I. At the completion of work for a course, a letter grade will be determined by the instructor. The basis for each grade shall be clearly described in the course syllabus.

Two options are open to the instructor:

A. Grades may be based on competencies achieved. The highest grade must clearly distinguish the added difficulty or complexity of the competencies required.

B. Grades may be based on normative data as established for the program but not for specific sections of the course.

II. The following letter grades shall be used:

A = Superior performance or highest level of competency achievement.

B = Above average performance or competency achievement of more complexity or difficulty than a C-level competency.

C = Average performance or typical competency achievement accepted for the course. However, individual graduate programs have the option of not accepting courses with this level of competency toward a degree.

D = Achievement of competencies at a marginal level. However, individual programs have the option of not accepting specified courses of the program with this level of competency toward a degree.

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

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

NC = No credit earned in a course taken under the pass/no credit grading option.

Other codes may be used (e.g., I for incomplete, W for withdrawal) to identify the status of the student in the course.

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

IV. An undergraduate student may choose to take any graded elective course on a pass/no credit basis up to a maximum of 12 units of credit. This option is not open when the student is enrolled in a program that requires the specific course for graduation or the course is one of two or more that are listed by the program as meeting required program competencies for graduation. Grades shall be given by this option and permanently recorded by the Registrar's Office. However, the grade will not be entered on the student's transcript but will be avail-

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able if the student transfers to another program in which a grade is required. Courses taken on a pass/no credit option will not be included in the grade point computation.

V. The completion of the work for a course shall be within these limits:

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- A. The student has one Trimester after the end of the Trimester in which the course is listed to turn in unfinished work, provided a reasonable amount of participation has been demonstrated during the course as specified in the course syllabus. Beyond that time, a student may petition, in writing, the College or School for an extension of time. Extensions will be granted only for extraordinary and compelling reasons that precluded the student's timely completion of outstanding coursework. The same criteria of quality will apply for work turned in throughout the period during which work is accepted. After the deadline for submitting work has passed in graded courses, an incomplete will become a "U". A student taking a course on a pass/no credit basis will receive a grade of NC (no credit) after the deadline for work submission is passed.
 - B. Once a grade has been recorded by the instructor, additional work cannot be submitted to raise the grade.
 - C. A student may re-enroll in a course. After completion of the repeated course, the student's transcript will be expunged of previous attempts at the same course. The Student Academic Record Files will record all attempts at a course. Prior attempts at repeated courses will not be included in the grade point average calculations.

VI. A graduate student must maintain a "B" (3.0) average to be in good standing. An undergraduate student must maintain a "C" (2.0) average to be in good standing. The Academic Standing shall be determined three times a year, after the deadlines for submission of grades for the Trimes-

ters. Students cannot graduate if not in good standing. A student not in good standing for two consecutive Trimesters, while enrolled, shall be suspended for academic reasons for one year. The grade point average will be computed on the basis of A=4, B=3, C=2, D=1, and U=0.

VII. Students may request either or both of two transcripts.

- A. An official transcript listing work completed.
- B. An official transcript listing all coursework registered for corresponding grades or status, and grade point average.

VIII. A period of transition is to be provided for students registered for coursework prior to the Fall Trimester, 1979.

- A. A student registered for zero or more credits during the Spring/Summer Trimester, 1979, can choose to remain under the existing grading policy of pass/no credit as long as continuously enrolled or until graduation, and must remain under it if on academic probation. The existing good standing policy also shall apply for the same period.
- B. All students admitted or readmitted for the Fall Trimester, 1979, and thereafter shall fall under the new policy.

ACADEMIC GOOD STANDING

1. Students enrolled under the grading policy effective Fall, 1979 should refer to the grading policy for definition of Academic Good Standing regulations.
2. A student registered for zero or more hours during the Spring/Summer Trimester, 1979, can choose to remain under the existing grading policy of pass/no credit as long as continuously enrolled or until graduation, and must remain under it if on academic probation. The existing good standing policy also shall apply for the same period.
3. Because of the transition to the grading policy, continuing students who enroll for some courses

under the graded option and some courses under the pass/no credit option may have their academic standing computed under both completion rate and grade point average. Students who have questions on the computation of their academic standing should consult the Registrar.

CREDIT HOUR COMPLETION RATE

Students are in good standing when they are maintaining credit hour completion rates of 75% or more.

Definition of credit hour completion rate:

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

(All registration activity in the immediate Trimester is excluded from all calculations, and good standing cannot be calculated during the student's initial Trimester at the University.)

Students must be in academic good standing to graduate or to receive Financial Aid.

ACADEMIC PROBATION

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

Any period of academic probation shall extend for two Trimesters, at most, beginning with the Trimester following the determination of probationary status.

In order to return to academic good standing, students must attain a completion rate of 75% or more by the end of their period of academic probation. This may be accomplished either by completing outstanding credit hours (if permitted), by completing a sufficiently high number of new credit hours, or both.

ACADEMIC SUSPENSION

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

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

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



Appeals

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



REGISTRATION PERMISSION

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

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

ENROLLMENT STATUS

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

FULL-TIME ENROLLMENT — 12 or more hours in a Trimester or 6 or more hours in the Summer Session.

THREE-QUARTER TIME ENROLLMENT — 9-11 hours in a Trimester or 4-5 hours in the Summer session.

HALF-TIME ENROLLMENT — 6-8 hrs. in a Trimester or 3 hours in the Summer Session.

LESS THAN HALF-TIME ENROLLMENT — Fewer than 6 hours in a Trimester or fewer than 3 hours in the Summer Session.

READMISSION

Students who sit out more than one Trimester:

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

UNIVERSITY HOLD LIST

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

TRANSCRIPT SCHEDULE FOR OFF-CAMPUS COURSES

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

For Courses in:	Transcripts will be available:
Winter, 1980 Block 2	March 31, 1980
Winter, 1980 Blocks 1 and 3	May 26, 1980
Spring/Summer 1980 Block 2	July 21, 1980
Spring/Summer 1980 Blocks 1 and 3	September 15, 1980
Fall, 1980 Block 2	November 21, 1980
Fall, 1980 Blocks 1 and 3	January 16, 1981

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

GRADUATION APPLICATIONS

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

1. Application for Graduation
2. Student Progress Report Form

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

"Transfer of Credit Accepted Toward Degree"

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

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



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

"Student Study Plan Change Verification Form"

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

Students who are formally graduated each year in August, December, and April, will have an opportunity to participate in the Commencement Ceremonies the following June.

STUDENT RIGHTS & RESPONSIBILITIES

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UNIVERSITY POLICY ON STUDENT RECORDS

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

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

mitted under the Family Educational Rights and Privacy Act.

Within the Governors State University community only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These include members from the following units: Office of the Vice President of Academic Affairs, Office of Admissions, Registrar's Office, Office of Financial Aids, appropriate collegial and program personnel and other University personnel within the limitation of their need to know.

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

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

Governors State University maintains education records in the Registrar's Office, the College of Business and



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Public Administration, the College of Arts and Sciences, the College of Human Learning and Development, the School of Health Professions, the Board of Governors Degree Office, and the University Without Walls Office. The Family Educational Rights and Privacy Act provides students with the right to physically inspect and review the information contained in his/her education records. The review must be done in the presence of a University representative. Requests for review must conform to the policies and procedures as established by Governors State University, and where necessary, interpretation of the education record can be provided by appropriate qualified University personnel. Students wishing to review their education records must present identification to the Registrar, to the

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

Students may not inspect and review the following education records as



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

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

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



whenever the records in question are disclosed.

Students who believe that the procedures relating to adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the President of Governors State University. Further, students who believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, Washington, D.C. 20201, concerning the alleged failures of Governors State University to comply with the act.

STANDARD OF CONDUCT

Membership in the University Community is voluntary. The acceptance of University citizenship includes the assumption of obligations of performance and behavior reasonably imposed by University citizens of Governors State University which are relevant to its lawful missions, processes and functions. The University may discipline University citizens to secure compliance with these obligations as a clinical method or to terminate citizenship in the University community. No University citizen may, with impunity, intentionally impair or prevent the University's mission, process, or function.

In accordance with the preceding general statement, a University citizen at Governors State University as-

sumes an obligation to conduct himself in a manner compatible with its function as an institution of higher learning. A University citizen is subject to University discipline for failure to observe the following citizenship obligations:

1. Honesty in dealings and relationships with the University.
2. Respect for public and private property.
3. Observation of University's right to carry on authorized institutional activities without obstruction or disruption.
4. Entrance and use of instructional facilities only at authorized times and in authorized manner.
5. Refrain from physical abuse or conduct which threatens or endangers another University citizen or visitor to the campus.
6. Refrain from possession, use and distribution of alcohol, narcotics, or dangerous drugs except as permitted by law.
7. Display orderly conduct and expression on campus and at University functions.
8. Official University personnel shall perform their duties in a manner which will reflect responsibility and empathy, while those who are subject to appropriate direction by these officials shall respond with compliance and with assistance where necessary.

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 any other areas covered by Federal laws, guidelines and regulations.

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

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



DEFINITION OF TERMS

Complaint

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

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

Grievance

A written allegation filed with the Dean of Student Affairs and Services concerning a problem incurred by a student whereby he/she believes his/her rights have been infringed upon. 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.

Grievant

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

Respondent

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

Day

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

Student Grievance Standing Committee

A committee composed of five voting members, a member appointed by the Provost, and five alternates from constituencies as follows:

- 2 students in good standing, 2 alternates (same)
- 2 faculty, 2 alternates
- 1 administrative/support, 1 alternate

to be recommended by the Executive Committee of the University Assembly and appointed by the Provost before September 1 to serve from September 1 until August 31. In addition, the Provost shall appoint an individual to serve, without a vote, as advisor and secretary to the Committee. The Provost's appointee shall notify the Affirmative Action Officer who shall also serve as an advisor (without a vote) to the Committee.

Student

A person formally enrolled in the University and taking the minimum number of allowable units.

Review Panel

A three member Standing Panel selected from the Student Grievance Committee, at least one of whom should 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 outlining the basis for the recommendation. Panel members serve staggered terms of one-year, two-years, and three-years.

INFORMAL COMPLAINT PROCEDURE

Any Governors State University student who believes that his/her rights as a student have been infringed upon must initiate a discussion of the problem with the respondent within five days of discovery of the complaint in order for it to be considered within these procedures.



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

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

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

FORMAL COMPLAINT PROCEDURE

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

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

The Review Panel will recommend to the Dean of Student Affairs and Services approval or disapproval of the request. If *disapproved*, the Dean shall respond to the grievant with the reasons therefore in writing. (If the grievant requests, his/her disapproval may be appealed to the Provost. The Provost's decision shall be final and binding.) If *approved*, the Dean shall transmit the grievance within five days to the Chairperson of the Student Grievance Standing Committee.

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

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

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

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

Testimony shall be presented in the following order:

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

An official record containing all documents and proceedings of the hearing will be maintained by the secretary of the Committee. All copies of the records distributed to Committee members are confidential and will be collected by the secretary of the Committee at the conclusion of the hearing. The official record will be submitted to the President's Office. All such records will be held by the President's Office until they are destroyed.

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

Committee deliberations will be closed and will not be recorded.

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

The Grievance Committee's recommendations in the final report must be



based strictly on evidence presented at the hearing.

The final report will deal only with the resolution of the specific alleged violation and must be signed by all members of the Grievance Committee. However, any member who disagrees with any portion of the resolution may submit a minority report which must be submitted concurrently with the final report. The final report will be sent to the grievant and respondent(s) and copies will be sent to appropriate offices no less than five days after the conclusion of the hearing.

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

The Dean of Student Affairs and Services will consider the recommendations and render a decision within twenty working days.

*Grievant and respondent must direct any necessary questions to each other through the Committee Chairperson.

APPEAL

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

STUDENT IDENTIFICATION NUMBER

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

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

CHANGE OF PERSONAL INFORMATION

Should you change your address, name, phone number, etc., please make sure you go to the Registrar's Office and fill in the correct form.

SERVICE & SUPPORT UNITS

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UNIVERSITY LIBRARY

Located: 2nd Floor over the main entrance.

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

Actively supporting all academic programs at GSU, the *University Library* maintains an extensive library of books (over 170,000 volumes) and periodicals (over 2,700 different magazines, scholarly journals, and newspapers), plus many materials and services beyond the usual scope of a library:

- Videotapes, films, slides, records, cassettes, models, games, and transparencies, and the equipment to use them.
- Computer terminals and on-line printers.
- Almost half of a million research documents and other publications on microfiche, such as ERIC, Human Relations Area Files, Disclosure, College Catalogs, and Envirofiche. (Reading equipment includes machines capable of printing eye-legible paper copies.)
- A continually changing collection of 350 recently published popular fiction and non-fiction books.
- Several thousand LP records and music scores.

Documents Collection The University Library shelves selected publications of the U.S. Government, which it receives as a Federal Depository, together with a number of State and local documents.

Materials Center The University Library has textbooks, curriculum materials, juveniles fiction and non-

fiction, and non-print media for use of school teachers.

SIM Center Coordinates self-instructional programs, administers tests, etc.

Reserve Collection Includes materials designated for short term loan by faculty for classes currently in session.

Information about library hours and library holdings may be obtained from the Reference Desk, 534-5000, extension 2323.

All students enrolled in off-campus courses may use materials in the University Library.

In addition, all students enrolled in off-campus courses who have valid GSU student identification cards may borrow materials from the University Library.

Information about identification cards for students enrolled in courses off campus may be obtained from the Office of Special Programs, 534-5000, extension 2549.

BOOKSTORE

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

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

You can buy texts and materials for classes, stamps, newspapers and miscellaneous supplies at the GSU Book Store. Buy a "GSU Tee Shirt" here. Periodically they offer a service to buy used books.

INFORMATION OFFICE

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

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

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



CENTER FOR LEARNING ASSISTANCE

Director: Lee Owens

Located: 2nd Floor, F Balcony (near YMCA), Ext. 2238.

Hours: Monday — Thursday, 10:00 a.m. - 9:00 p.m.; Friday, 8:30 a.m. - 5:00 p.m.; Saturdays by appointment.

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

COUNSELING CENTER

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

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

You may at sometime want to talk with someone about an educational, personal, or social concern, such as vocational indecision, or lack of information about the University. At the Counseling Center, counselors are available to assist you in resolving such problems. For vocational/edu-

cational counseling, the counselors administer and interpret tests for assessing your interests, abilities and values. These services are available to all members of the University community.

PLACEMENT OFFICE

Graduate Placement Officer: Mary Hughes.

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

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

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

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

During each academic year, the Placement Office conducts free non-credit seminars which are comprehensive forums emphasizing an awareness of employment positions, career qualifications, job search techniques, the resume, cover letter, credentials folder and interview.

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

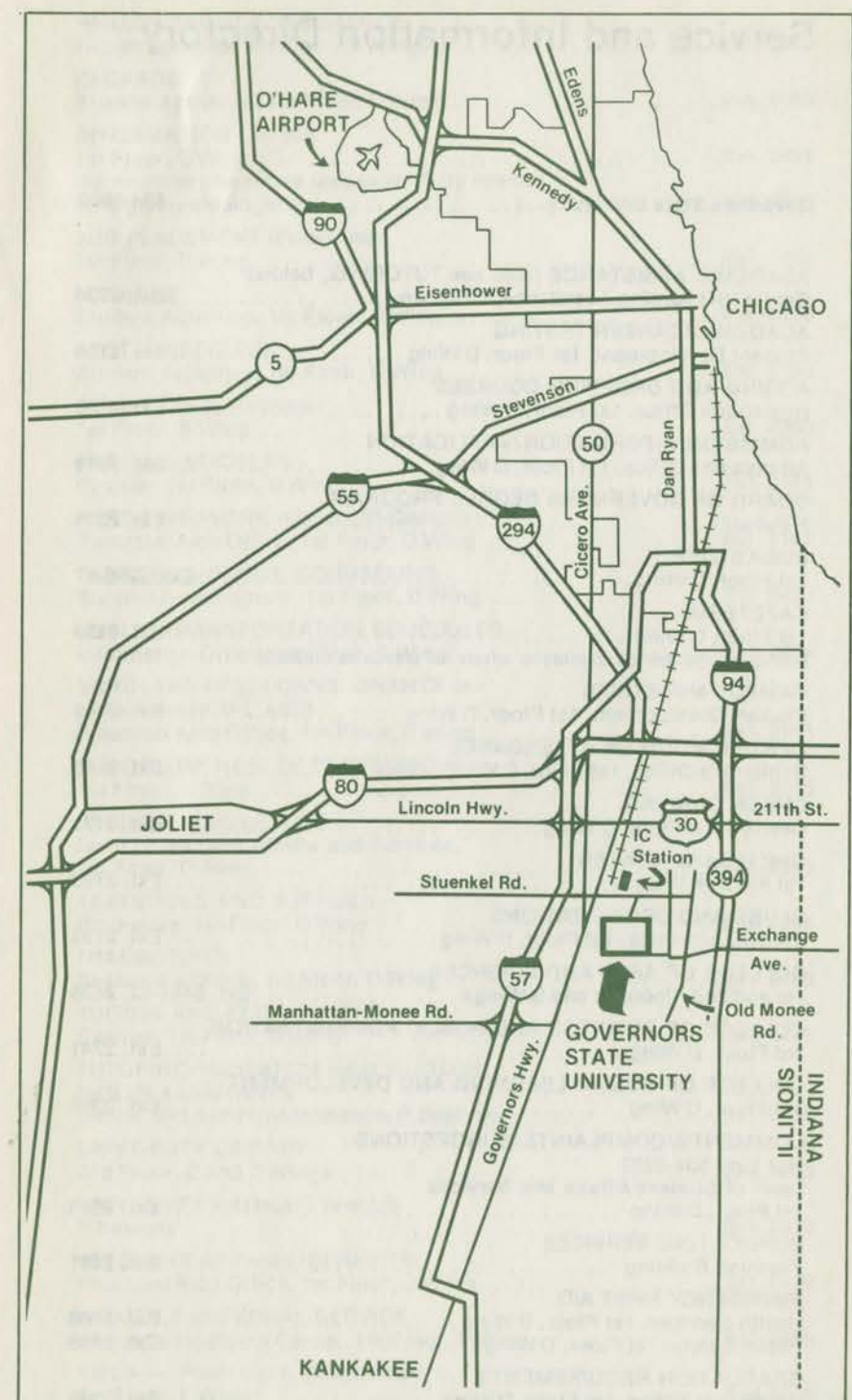
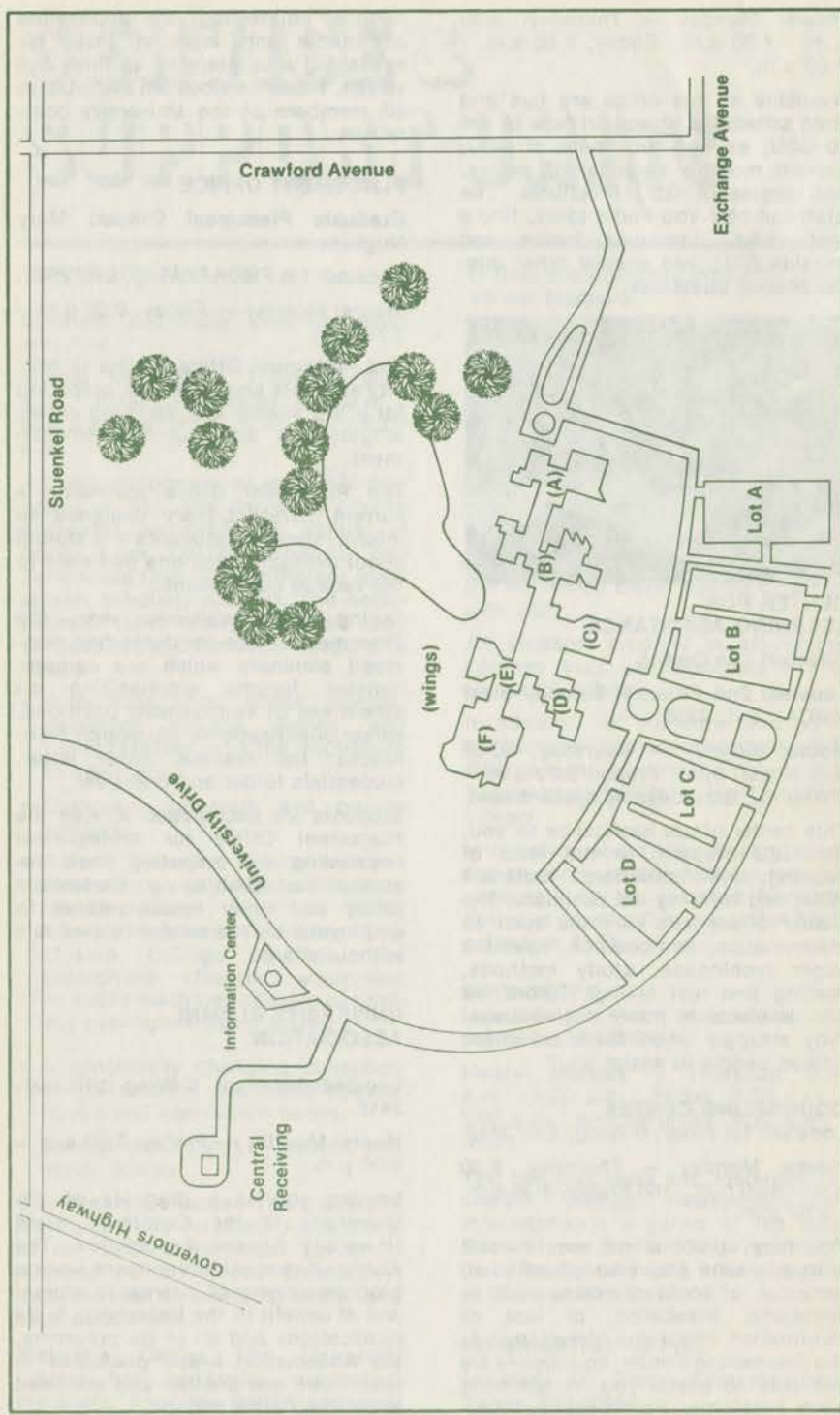
UNIVERSITY ALUMNI ASSOCIATION

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

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

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

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Service and Information Directory

Governors State University 534-5000

ACADEMIC ASSISTANCE (also see TUTORING, below) Center for Learning Assistance, F Balcony	Ext. 2238
ACADEMIC/CAREER TESTING Student Development, 1st Floor, D Wing	Ext. 2158
ADDING AND DROPPING COURSES Registrar's Office, 1st Floor, D Wing	Ext. 2165
ADMISSION INFORMATION/APPLICATION Admissions Office, 1st Floor, D Wing	Ext. 2518
BOARD OF GOVERNORS DEGREE PROGRAM F Balcony	Ext. 2515
BOOKSTORE 1st Floor, C Wing	Ext. 2296-97
CAFETERIA 1st Floor, C Wing (vending machines available when cafeteria is closed)	Ext. 2295
CAMPUS MINISTRIES Student Development, 1st Floor, D Wing	Ext. 2149
CERTIFICATION OF ATTENDANCE Registrar's Office, 1st Floor, D Wing	Ext. 2165
CHECK CASHING Cashier, 1st Floor, D Wing	Ext. 2171
CHILD CARE CENTER 1st Floor, F Wing	Ext. 2123
CLUBS AND ORGANIZATIONS Student Activities, 1st Floor, D Wing	Ext. 2123
COLLEGE OF ARTS AND SCIENCES 1st and 2nd Floors, A and B Wings	Ext. 2441-42, 2438
COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION 3rd Floor, D Wing	Ext. 2241
COLLEGE OF HUMAN LEARNING AND DEVELOPMENT 3rd Floor, C Wing	Ext. 2355
COMMENTS/COMPLAINTS/SUGGESTIONS Hot Line 534-0222 Dean of Student Affairs and Services 1st Floor, D Wing	Ext. 2553
DUPLICATING SERVICES Planning Building	Ext. 2191
EMERGENCY FIRST AID Health Services, 1st Floor, D Wing Public Safety, 1st Floor, D Wing	Ext. 2168 Ext. 2198
GRADUATION REQUIREMENTS Registrar's Office, 1st Floor, D Wing	Ext. 2165

HEALTH SERVICE/INSURANCE Health Services, 1st Floor, D Wing	Ext. 2168
ID CARDS Student Activities, 1st Floor, D Wing	Ext. 2123
INFORMATION OFFICE 1st Floor, C Wing Information (Recorded message: daily events; emergency closings)	Ext. 2464 534-0033
JOB PLACEMENT (Full-Time) 1st Floor, D Wing	Ext. 2163
LOCKERS Student Activities, 1st Floor, D Wing	Ext. 2123
LOST AND FOUND Student Activities, 1st Floor, D Wing	Ext. 2123
NEWSPAPER, <i>Innovator</i> 1st Floor, B Wing	Ext. 2260
PARKING STICKERS Cashier, 1st Floor, D Wing	Ext. 2171
PART-TIME WORK (On or Off-Campus) Financial Aids Office, 1st Floor, D Wing	Ext. 2161
PERSONAL/SOCIAL COUNSELING Student Development, 1st Floor, D Wing	Ext. 2413
PUBLIC TRANSPORTATION SCHEDULES Information Office, 1st Floor, C Wing	Ext. 2464
SCHOLARSHIPS, LOANS, GRANTS or other FINANCIAL AIDS Financial Aids Office, 1st Floor, D Wing	Ext. 2161
SCHOOL OF HEALTH PROFESSIONS 1st Floor, A Wing	Ext. 2335
STUDENT GRIEVANCES Dean of Student Affairs and Services, 1st Floor, D Wing	Ext. 2553
TEXTBOOKS AND SUPPLIES Bookstore, 1st Floor, B Wing	Ext. 2296
TRANSCRIPTS Registrar's Office, 1st Floor, D Wing	Ext. 2165
TUITION AND FEE PAYMENT Cashier, 1st Floor, D Wing	Ext. 2171
TUTORING/RESEARCH PAPER/STUDY SKILLS ASSISTANCE Center for Learning Assistance, F Balcony	Ext. 2238
UNIVERSITY LIBRARY 2nd Floor, C and D Wings	Ext. 2323
UNIVERSITY WITHOUT WALLS F Balcony	Ext. 2515
VETERANS AFFAIRS/BENEFITS Financial Aids Office, 1st Floor, D Wing	Ext. 2126
WOMEN'S REFERRAL SERVICE Women's Resource Center, 1st Floor, D Wing	Ext. 2435
YMCA — Pool, Gym, Racquetball 1st Floor, F Wing	534-5800

HEALTH SERVICE MANAGEMENT
 Health Service Management, 3rd Floor, D Wing
 10 CARDS
 Student Activities, 1st Floor, D Wing
 EX-113

INFORMATION OFFICE
 1st Floor, C Wing
 EX-104

Information to assist in the selection of a placement
 for placement (2nd Floor)
 1st Floor, D Wing

LETTERS
 Student Activities, 1st Floor, D Wing
 EX-113

LOST AND FOUND
 Student Activities, 1st Floor, D Wing
 EX-113

NEWSPAPER SERVICE
 1st Floor, A Wing
 EX-101

PLACEMENT SERVICES
 Career, 1st Floor, D Wing
 EX-113

RECREATION WORK FOR AN OFF-CAMPUS
 Placement Assistant, 1st Floor, D Wing
 EX-113

RESUME AND SOCIAL COUNSELLING
 Student Development, 1st Floor, D Wing
 EX-113

RESUME WRITING AND INTERVIEW SCHEDULES
 Information Office, 1st Floor, D Wing
 EX-113

SCHOLARSHIP, LOAN, GRANTS OR
 REFINANCIAL AID
 Financial Aid Office, 1st Floor, E Wing
 EX-113

ROBBER OF HEALTH PROFESSIONALS
 1st Floor, A Wing
 EX-113

GRADUATE SERVICES
 Dean of Student Affairs and Services,
 1st Floor, D Wing
 EX-113

TEXTBOOKS AND SUPPLIES
 Bookstore, 1st Floor, B Wing
 EX-113

TRANSCRIPTS
 Registrar Office, 1st Floor, D Wing
 EX-113

TUTORIAL AND TUTORING
 Learning, 1st Floor, D Wing
 EX-113

TUTORING RESEARCH RESEARCH
 Skills Assistant,
 Center for Learning Assistance, 1st Floor,
 D Wing
 EX-113

UNIVERSITY LIBRARY
 2nd Floor, C and D Wings
 EX-113

UNIVERSITY WITHOUT WALLS
 Faculty,
 EX-113

REFRESH AT AIRS BENEFIT
 Financial Aid Office, 1st Floor, D Wing
 EX-113

WINDUP A REPTILIAN EXHIBIT
 Science Faculty Center, 1st Floor, D Wing
 EX-113

YMCA - 1201 Gymnasium
 1st Floor, F Wing
 EX-113

Office of Special Programs
Governors State University
Park Forest South, IL 60466

Office hours: 8:30 a.m. - 5:00 p.m.
Telephone: 312/534-5000, extension 2319 or 2549
Evenings or weekends: 312/534-0555

Governors State University is an affirmative action university and adheres to all federal and state guidelines regarding nondiscrimination.

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