

1982

## Student Handbook 1982-1983

Governors State University

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# Student Handbook

## 1982-83

GSU ARCHIVES



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GSU ARCHIVES

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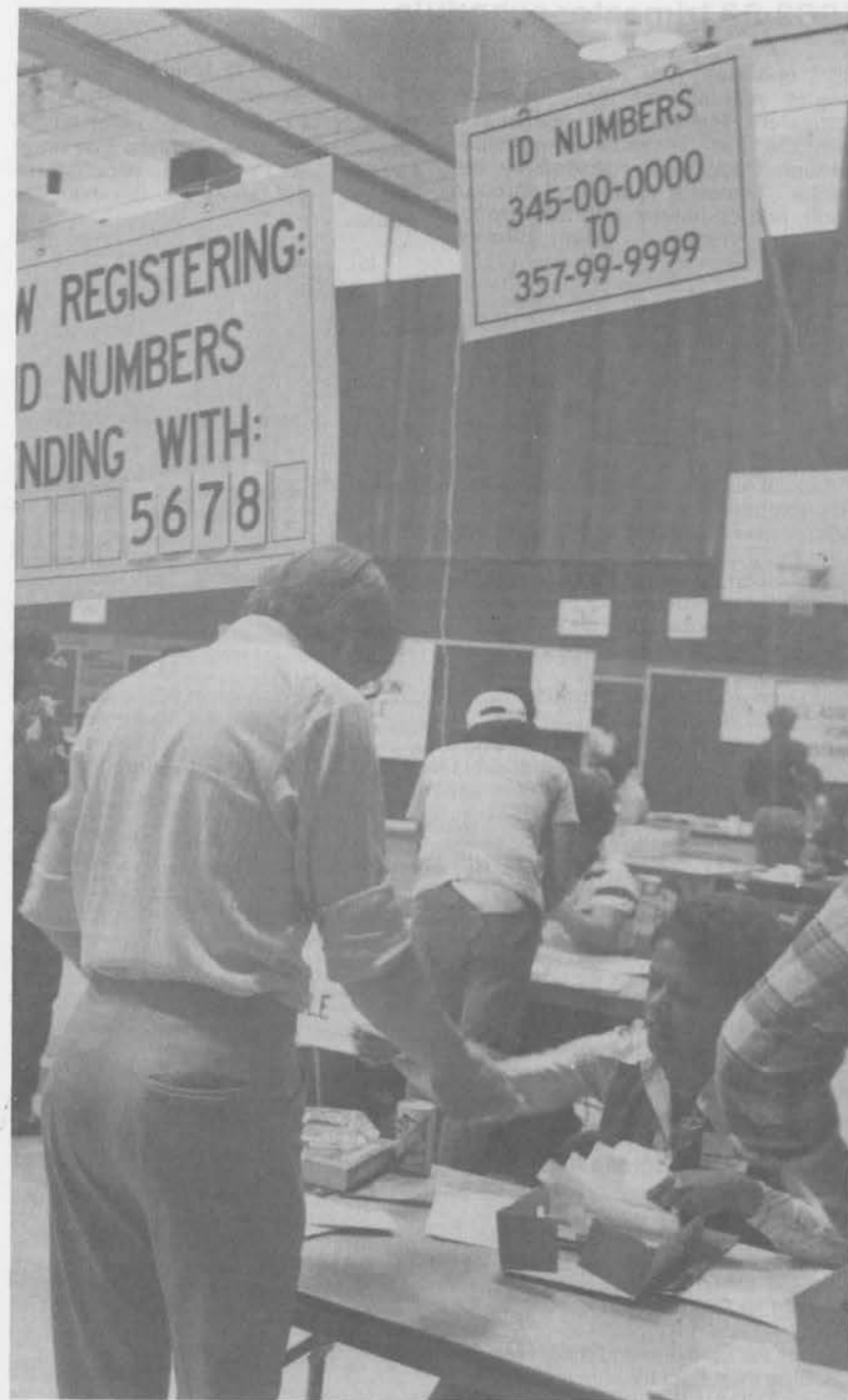
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## 1982-83 trimester schedule

GSU operates year round on a Trimester schedule of three 15-week Trimesters. The academic year begins with the Fall Trimester (September through December), followed by the Winter Trimester (January through April), and continues with the Spring/Summer Trimester (May through August).

Each Trimester is divided into three *Blocks*. Confused? This will help:

**Block 1** — Courses that meet for 15 weeks. **Block 2** — Courses that meet for the first 7½ weeks. **Block 3** — Courses that meet for the last 7½ weeks.

### FALL TRIMESTER 1982

Financial Aid Application Deadline for Fall Trimester	Sa, May 1
Registration	Th-Sa, July 15-August 14
Admission Application and Credential Deadline for Fall Trimester	Th, August 5
Registration Schedule Pick-Up and Fee Payment for Previously Registered Students for Fall 1982	T, August 24
Open Registration and Fee Payment	W, August 25
Classes Begin (Blocks 1 and 2)	M, August 30
HOLIDAY—Labor Day	M, September 6
Add/Drop and Late Registration	M-W, August 30-September 8
Block 2 (Adds Only)	M-Sa, August 30-September 4
100% Refund Deadline (Blocks 1 and 2)	F, September 10
50% Refund Period (Total Withdrawal Only)	Sa-F, September 11-24
Applications for Fall Trimester Graduation (December) Due in Colleges	F, October 1
Withdrawal Deadline (Block 2)	Sa, October 2
Block 2 Ends	W, October 20
Classes Begin (Block 3)	Th, October 21
Add/Drop and Late Registration (Block 3)	Th-W, October 21-27
Grades for Block 2 courses due in Registrar's Office from Faculty	Noon, F, October 22
Student Status Reports (Grades) for Block 2 courses only mailed to students	F, October 29
100% Refund Deadline (Block 3)	W, November 3
Block 3 - 50% Refund Period (Total Withdrawal for Trimester)	Th-W, November 4-17
Withdrawal Deadline (Block 1)	Sa, November 6
Registration for Winter Trimester	W-W, November 17-December 15
Withdrawal Deadline (Block 3)	W, November 24
HOLIDAY—Thanksgiving Recess Begins	Th, November 25
Classes Resume	M, November 29
Financial Aid Application Deadline for Winter Trimester	W, December 1
Admission Application and Credential Deadline for Winter Trimester	W, December 8
End of Fall Trimester (5:00 PM)	Sa, December 11
Diploma Date	Sa, December 11
Grades for Blocks 1 and 3 courses due in Registrar's Office from Faculty	Noon, T, December 14
Student Status Reports (Grades) mailed to students	T, December 21

### WINTER TRIMESTER 1983

Registration	W-W, November 17-December 15
Financial Aid Application Deadline for Winter Trimester	W, December 1
Admission Application and Credential Deadline for Winter Trimester	W, December 8
Registration Schedule Pick-Up and Fee Payment for Previously Registered Students for Winter 1983	T, January 4
Open Registration and Fee Payment	W, January 5
Classes Begin (Blocks 1 and 2)	M, January 10
Add/Drop and Late Registration	M-W, January 10-19
Block 2 (Adds Only)	M-M, January 10-17
HOLIDAY—Martin Luther King's Birthday (Observed)	F, January 14
100% Refund Deadline (Blocks 1 and 2)	F, January 21
50% Refund Period (Total Withdrawal Only)	Sa-F, January 22-February 4
Applications for Winter Trimester Graduation (April) Due in Colleges	T, February 1
HOLIDAY—Lincoln's Birthday (Observed)	F, February 11
Withdrawal Deadline (Block 2)	M, February 14
Financial Aid Application Deadline for Spring/Summer Trimester	W, March 2
Block 2 Ends	W, March 2
Classes Begin (Block 3)	Th, March 3
Add/Drop and Late Registration (Block 3)	Th-W, March 3-9
Grades for Block 2 Courses Due in Registrar's Office from Faculty	Noon, F, March 4
Student Status Reports (Grades) for Block 2 Courses Only Mailed to Students	F, March 11
Registration for Spring/Summer Trimester	W-W, March 16-April 13
100% Refund Deadline (Block 3)	W, March 16
Block 3 - 50% Refund Period (Total Withdrawal for Trimester)	Th-W, March 17-30
Withdrawal Deadline (Block 1)	Sa, March 19
Withdrawal Deadline (Block 3)	W, April 6
Admission Application and Credential Deadline for Spring/Summer Trimester	W, April 6
End of Winter Trimester (5:00 PM)	Sa, April 23
Diploma Date	Sa, April 23
Grades for Blocks 1 and 3 courses Due in Registrar's Office from Faculty	Noon, T, April 26
Student Status Reports (Grades) Mailed to Students	T, May 3

## SPRING/SUMMER TRIMESTER 1983

Financial Aid Application Deadline for Spring/Summer Trimester .....	W, March 2
Registration .....	W-W, March 16-April 13
Admission Application and Credential Deadline for Spring/Summer Trimester .....	W, April 6
Registration Schedule Pick-Up and Fee Payment for Previously Registered Students for Spring/Summer 1983 .....	T, April 26
Open Registration and Fee Payment .....	W, April 27
Financial Aid Application Deadline for Fall Trimester .....	M, May 2
Classes Begin (Blocks 1 and 2) .....	M, May 2
Add/Drop and Late Registration .....	M-W, May 2-11
Block 2 (Adds Only) .....	M-Sa, May 2-7
100% Refund Deadline (Blocks 1 and 2) .....	F, May 13
50% Refund Period (Total Withdrawal Only) .....	Sa-F, May 14-27
HOLIDAY—Memorial Day .....	M, May 30
Applications for Spring/Summer Trimester	
Graduation (August) Due in Colleges .....	W, June 1
Admission Application and Credential Deadline for Summer Session (Block 3) .....	Th, June 2
Withdrawal Deadline (Block 2) .....	Sa, June 4
COMMENCEMENT (for August 1982, December 1982 Graduates, and April 1983 Candidates) .....	Sa & Su, June 4 & 5
Block 2 Ends .....	W, June 22
Classes Begin (Block 3) .....	Th, June 23
Add/Drop and Late Registration (Block 3) .....	Th-W, June 23-29
Grades for Block 2 Courses Due in Registrar's Office from Faculty .....	Noon, F, June 24
Student Status Reports (Grades) for Block 2 Courses Only Mailed to Students .....	F, July 1
HOLIDAY—Independence Day .....	M, July 4
100% Refund Deadline (Block 3) .....	W, July 6
Block 3 - 50% Refund Period (Total Withdrawal for Trimester) .....	Th-W, July 7-20
Withdrawal Deadline (Block 1) .....	Sa, July 9
Registration for Fall Trimester .....	F-M, July 15-August 15
Withdrawal Deadline (Block 3) .....	W, July 27
Admission Application and Credential Deadline for Fall Trimester .....	W, August 3
End of Spring/Summer Trimester (5:00 PM) .....	Sa, August 13
Diploma Date .....	Sa, August 13
Grades for Blocks 1 and 3 courses due in Registrar's Office from faculty .....	Noon, T, August 16
Student Status Reports (Grades) Mailed to Students .....	T, August 23





## student affairs and services

### student affairs and services

**Dean of Student Affairs and Services:** Frank Borelli, Ext. 2553.

**Associate Dean for Student Development:** Burton Collins, Ext. 2413.

**Located:** 1st Floor, D Wing

Some students, whatever their age or experience, think they are the first to encounter a certain interest, need, or problem. Chances are good that your concern is new to you, but not to Deans Borelli and Collins. They care about students. It is their job and they do it well. They both have an open door policy for students and want to talk to you if you are having a problem at GSU. If they don't have the answer to your concern, they will find someone to help you.

### office of admissions and student recruitment

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

**Located:** 1st Floor, D Wing, Ext. 2518.

**Hours:** Monday-Thursday, 8:30 a.m. - 8:00 p.m.; Friday, 8:30 a.m. - 5:00 p.m.; and Saturday 9:00 a.m. - 12:00 noon.

Preadmission counseling is available, with or without an appointment, during the following hours: Monday and Thursday, 1:00 p.m. - 8:00 p.m.; Tuesday and Wednesday, 9:00 a.m. - 5:30 p.m.; Friday, 1:00 p.m. - 5:00 p.m.; and Saturday, 9:00 a.m. - 12:00 noon.

Here you can obtain information about academic programs, preadmission information and counseling regarding criteria for admission, curriculum and degree requirements, procedures and credential evaluation. Applications, transcripts and other credentials required for admission are forwarded to this office. Prospective students may call or come in

any time during office hours with or without an appointment. However, an appointment may be beneficial. This office is also responsible for planning, organizing and directing the student recruitment program. The admissions counselor for international students can help you with admission and application procedures, and forms necessary for the Department of Immigration and Naturalization.

### office of registrar

**Registrar:** Richard Rainsberger

**Located:** 1st Floor, D Wing, Ext. 2165.

**Hours:** Monday - Thursday, 8:30 a.m. - 8:00 p.m.; Friday, 8:30 a.m. - 5:00 p.m.; and Saturday, 8:30 a.m. - 12:00 noon.

The Registrar is the official holder of all your student records. Certification of attendance, graduation processing, registration, add/drop, academic credit reports and transcript requests are processed here.

### STUDENT ACTIVITIES

A comprehensive program of activities and services that offer students, faculty, and staff co-curricular opportunities on campus. All these student life programs have been designed to offer relevant university student life experiences for a commuter student population.

**Student Activities Staff:** Director, T.L. Dascenzo; Child Care Supervisor, B. Winkofsky; Public Functions Supervisor, P. Bacon; Unit Secretary, D. McBride.

**Student Activity Center (SAC):** Open to all students, faculty, and staff, it contains staff offices, student government offices, a student resource office, and a recreational lounge area with television for relaxing. Student leader and student organization mailboxes are located in the Center also.



*Hours:* Monday - Friday, 8:30 a.m. - 8:00 p.m. and Saturday, 8:30 a.m. - 12:30 p.m.

*Location:* 1st Floor "E" Wing, just past the theatre.

*Extension:* 2123 or 2124.

**Child Care Center:** Open for use to all students, faculty, and staff, the Center provides children with structured activities and meets all regulations of the Illinois Department of Children and Family Services. The Center provides a hot lunch program for all interested participants. The Center accepts children toilet trained, ages 2 - 12. **Children must be registered.**

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

*Location:* 1st Floor "F" Wing, near the YMCA entrance.

*Extension:* 2552

**Facilities Scheduling and Conference Coordination:** Requests for space and assistance in planning meetings and activities available. All on campus events for student clubs and organizations must be coordinated through the staff offices.

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

*Location:* Student Activity Center Staff Offices, 1st Floor "E" Wing.

*Extension:* 2514

**Information Office:** The Student Activities office maintains an information office, located near the front entrance. Information concerning public transportation schedules, area maps, calendar of events, as well as general information is available.

*Hours:* Monday - Friday, 11:30 a.m. - 7:30 p.m. and Saturday, 8:30 a.m. - 12:30 p.m.

*Location:* East side of main entrance area.

*Extension:* 2464

**Student Resource Office:** Provides services to students, faculty, and staff on campus. The following services are available:

- Nonphoto and photo I.D. cards and student lockers

- Community housing information
- Transportation information on car-pooling and public transportation
- Emergency weather shuttle information and jumper-cables
- Camping and recreational gear use
- Chess, checkers, and backgammon
- Television
- Plitt and General Cinema ticket information and schedules
- Reduced theatre admission coupons
- Great America Amusement Park reduced ticket information
- Typewriter use
- Complimentary student event tickets
- General information line

*Hours:* Monday - Friday, 8:30 a.m. - 8:00 p.m. and Saturday, 8:30 a.m. - 12:30 p.m.

*Location:* Student Activity Center, 1st Floor, "E" Wing

*Extension:* 2123

**Intramural and Recreational Activities:** Students have the opportunity for leisure activities on campus. Table tennis, pool, and electronic games will be available in the Student Activity Center. YMCA student memberships can be purchased at the "Y" Office for \$1.00 a trimester. Special intramural activities are offered through the Student Activities Office each year.

*Hours:* By appointment

*Location:* SAC & YMCA

*Extension:* 2123 or 2124

**Student Representative to The Board of Governors:** The Board of Governors (BOG) of State Colleges and Universities governs GSU and four other Illinois state universities. One GSU student is elected in May of each year to serve a one-year term beginning July 1.

*Hours:* By appointment

*Location:* Student Government Office, Student Activity Center

*Extension:* 2569

**Student Advisory Committee to the Illinois Board of Higher Education (IBHE).** Advises the IBHE on student concerns. GSU elects one student member each year prior to July 1 to this committee.

*Hours:* By appointment

*Location:* Student Government Office, Student Activity Center

*Extension:* 2569

**Student Clubs and Organizations:** Students can form their own recognized organization or participate in established ones. "Club Charter Forms" are available in the Student Resource Office. Clubs and Organizations are open to all students.

**Fraternities and Sororities:** Alpha Kappa Alpha Sorority has recently been formed on campus. This is a new area for GSU and it holds much promise.

**Student Senate:** Students have the opportunity to participate in the university governance process. The present Student Senate is composed of 21 members. Senate elections are held each fall in October and are open to all students carrying at least 5 credit hours each trimester.

*Hours:* By appointment

*Location:* Student Government Office, Student Activity Center, 1st Floor "E" Wing

*Extension:* 2569

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

*Hours:* By appointment

*Location:* "B" Building lounge by the Art Gallery

*Extension:* 2260

**Program Advisory Committee: (PAC)** Open to all interested students and staff. This committee recommends the events that are produced on campus each trimester, sponsored by the Student Activities Office.

*Hours:* By appointment

*Location:* Student Activity Center, Staff Office

*Extension:* 2123 or 2124

**Student Communications Media Board:** Composed of students and staff,

the Board serves as the publisher's representative for those student communications media which are funded wholly or in part by student activity fees and regulates all student media on campus.

*Hours:* By appointment

*Location:* S.A.C.

*Extension:* 2123 or 2124

**Social, Cultural, and Special Interest Programming:** All students can attend Student Activity Program events free of charge each trimester. Music, films, lectures, plays, and special events are offered each trimester.

*Hours:* By appointment

*Location:* Student Activity Center, Staff Office

*Extension:* 2123 or 2124

**Child Care Advisory Committee:** Recommends policy governing the Childcare Center on campus. Composed of students, staff, and faculty.

*Hours:* By appointment

*Location:* Child Care Center

*Extension:* 2552

**Leadership Skill Development:** Workshops, seminars, and conferences are offered by the Student Activities staff each trimester. Leadership training, decision making, problem solving, budgeting, and programming are offered for students involved in student organizations who wish to increase their leadership skills and development.

*Hours:* By appointment

*Location:* Student Activities Office

*Extension:* 2123 or 2124

**New Student Orientation Sessions:** The Student Activities Office coordinates an on-campus, new student orientation program each fall trimester. This program provides an overview of resources available for new students at GSU.

*Hours:* By appointment

*Location:* Student Activities Office

*Extension:* 2123 or 2124



**Student Activities funding support is also provided to:** *Theatre:* Students may audition for several plays held on campus each year, coordinated by the College of Arts and Sciences.

*Jazz Band:* The College of Arts and Sciences coordinates our internationally acclaimed jazz band.

*Women's Resource Center:* College of Arts and Sciences

*Placement Office:* Office of Student Development

## student development

**Associate Dean:** Burton Collins

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

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

Student Development consists of six interdependent units:

## counseling center

**Counselors:** Maureen Brennan, Ext. 2431; Susan Brown, Ext. 2142; Harvey Grimsley, Ext. 2128.

**Located:** 1st Floor, D Wing.

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

You may at some time want to talk with someone about an educational, personal, or social concern such as vocational indecision, or lack of information about the University. At the Counseling Center, counselors are available to assist you in resolving such problems. For vocational/educational counseling, the counselors administer and interpret tests for assessing your interests, abilities, and values.

## testing center

**Psychometrist:** David Suddick

**Located:** 1st Floor, D Wing (Student Development), Ext. 2158.

**Hours:** Monday - Thursday, 11:30 a.m. - 8:00 p.m.; Friday and Saturday, 8:30 a.m. - 5:00 p.m.

SIM testing for objective paper and pencil tests are administered and scored. Information regarding policies and operations are included in the packet of material distributed by the faculty coordinating the SIM.

GSU is a national testing center for the American College Testing Proficiency Examination Program (PEP). In addition, information on other national testing programs, e.g., GRE, GMAT, LSAT, MAT and NTE are available.

The Testing Center is a service unit which works cooperatively with other GSU units.

In addition to test administration, the Testing Center provides technical assistance in interpreting the score results and works cooperatively with other units in resolving career, counseling and learning-related concerns of the student body.

All national testings (ACT-PEP, GMAT, LSAT, MAT and ACT) are paid for by the student at the company's rate.

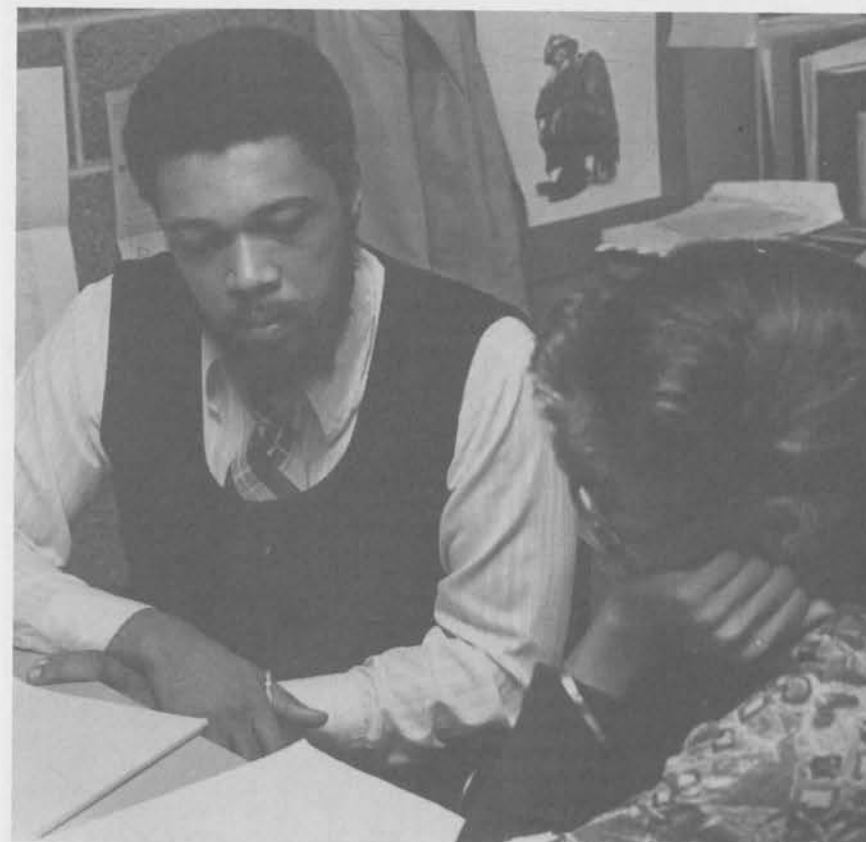
## center for learning assistance

**Director:** Lee Owens

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

**Hours:** Monday - Thursday, 9:00 a.m. - 9:00 p.m.; Friday, 9:00 a.m. - 5:00 p.m.; Saturday, 9:00 a.m. - 12:00 noon.

This center offers assistance to you, the GSU student, in the form of tutoring, self-instructional materials 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.



## campus ministries

**Staff:** Rev. Elmer Witt, Father J. Stalzer

**Located:** 1st Floor, D Wing, Ext. 2149.

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

The council conducts a weekly forum, "Theology for Lunch," 12 noon on Wednesdays, along with other activities of interest. All funding for council expenses is provided by participating ecclesiastical denominations.

## placement office

**Graduate Placement Officer:** Mary Hughes.

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

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

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

The Placement Office maintains current job related materials designed to inform interested students and alumni about available positions pertinent to the various curriculums.

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

## health insurance

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

## financial aid office

**Director:** Herbert Robinson

**Located:** 1st Floor, D Wing, Ext. 2161.

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

The Office of Financial Aid at GSU provides, coordinates and administers financial aid for our students.

Financial aid is money, or the opportunity to earn or borrow money, which helps GSU students pay for their education. Applications and CSS Financial Aid Forms are available at this office. For deadline dates, contact the Financial Aid Office or see *Schedule of Class and Information Bulletin*, available in the Registrar's Office. You are encouraged to apply early for all programs. The office is staffed by professional financial aid counselors and it is a good idea to make an appointment with one for further information.

General Requirements for Financial Aid:

1. You must be a citizen of the United States or a permanent resident.
2. You must be financially needy according to the College Scholarship Service (CSS).
3. You must be enrolled at least six hours per Trimester to be eligible for grants and loans and for student employment.
4. You must be making satisfactory progress in the course of study in which you are enrolled in order to retain eligibility.
5. You must be a degree-seeking student.

Another important person in this office is the Job Locator. This person seeks off-campus employment for all GSU students while they are attending GSU. There will be part-time and full-time openings for students who wish to work - you do not have to be in financial need to qualify for these jobs.



## veterans affairs

**Coordinator:** Doug McNutt

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

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

The Office of Veterans Affairs provides administrative assistance to veterans. The services rendered by the office include: Illinois Veterans Scholarship processing, G.I. Bill benefits certification, V.A. educational loans, V.A. work/study program, V.A. tutorial assistance program, discharge upgrading, and check problem inquiries.

## student comment line

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

## notary publics

Notary Publics are available in the following Student Affairs and Services Offices to notarize student documents relative to University transactions: Admissions and Student Recruitment, Registrar's Office, Student Development, Financial Aid, and Dean of Student Affairs and Services.





## off-campus student information

### introduction

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. Now called Special Programs and Continuing Education, the office is located on the first floor in A 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, or the School of Health Professions. The off-campus courses are announced in the Trimester Bulletin published by the Registrar, in the *Schedule of Workshops, Conferences, and Off-campus courses* and in separate flyers and brochures published by Special Programs and Continuing Education. Information about courses offered off campus is available from the Office of Special Programs, 534-5000, extension 2319 or 2549, 8:30 a.m. to 5:00 p.m., Monday through Friday. Requests for information may be recorded evenings and weekends by calling 534-0555.

### 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. 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 must present their credentials, at least 60 semester or 90 quarter hours of "C" work at a regionally accredited institution for an undergraduate student-at-large and at least a bachelor's degree from a regionally

accredited institution for a graduate student-at-large.

Students who have been enrolled within the last two Trimesters at GSU as degree candidates or at any time as students-at-large may register for off-campus courses as continuing students.

Students who have not completed 60 semester or 90 quarter hours of college work may apply for admission as a special nondegree student by presenting credentials certifying their admissibility. They must complete an application form for admission as a special nondegree student. This application must be approved by an academic dean or his designee.

### registration procedures

Students may enroll in off-campus courses, or all workshops and conferences in one of two ways: (1) by presenting their admissions credentials at on-campus registration; or (2) by presenting their admission credentials at the first meeting of the off-campus course.

### off-campus fees and tuition

#### ISA FEES and CONFERENCE FEES

In Spring/Summer 1982, the tuition charges for off-campus courses will be the same as tuition charges for on-campus courses. Off-campus students will be charged an Instructional Services Agreement (ISA) fee at the rate of \$10 per credit hour to cover the cost of offering courses off campus. Beginning Fall 1982, the tuition charges for off-campus courses will be increased to cover the cost of offering courses off campus. ISA fees will not be charged. 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.



	Illinois Resident	Non Illinois Resident
<b>On Campus</b>		
Undergraduate Full-Time	\$411.00	\$1,233.00
Undergraduate Part-Time (Charge per hour)	34.25	102.75
Graduate Full-Time	453.00	1,359.00
Graduate Part-Time (Charge per hour)	37.75	113.25
<b>Off Campus</b>		
Undergraduate Full-Time	\$513.00	\$1,539.00
Undergraduate Part-Time (Charge per hour)	42.75	128.25
Graduate Full-Time	567.00	1,701.00
Graduate Part-Time (Charge per hour)	47.25	141.75

**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 a 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.



**Scholarships** Veterans may be eligible for Illinois Veterans Scholarships. Further information about financial aid may be obtained from the Office of Veterans Affairs, 534-5000, extension 2126.

**Financial Aid** Further information about financial aid may be obtained from the Office of Financial Aid, 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.

**Credit Cards** The University accepts tuition and fee payment via Master Charge or VISA/BankAmericard credit cards.

**Tuition Waivers** Senior citizens who present proof of their age, name and social security number are eligible for fees up to six units per Trimester.



**Refunds** According to the Board of Governors Policy, students who drop courses during the first ten class 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 class day of the Trimester are entitled to a 50 percent refund of tuition and fees. This policy has been adapted to serve off-campus students. Please call Special Programs for further information.

## transcript schedule

Transcripts may be obtained at Governors State University six times a year at 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:
Spring/Summer, 82 Block 3	August 24, 1982
Fall, 1982 Block 2	October 29, 1982
Fall, 1982 Blocks 1 & 3	December 21, 1982
Winter, 1983 Block 2	March 11, 1983
Winter, 1983 Blocks 1&3	May 3, 1983
Spring/Summer, 1983 Block 2	July 1, 1983
Spring/Summer, 1983 Blocks 1&3	August 23, 1982

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 transcript will be issued to students with outstanding financial obligations to the University or to students who have an Admissions Office hold.

## other services

**Textbooks** Students may purchase textbooks from the Bookstore located on the GSU campus. Textbooks may also be purchased at the first class meeting

of most off-campus courses. Independent study course materials may be purchased in person during Bookstore hours, or by mail by sending the appropriate order form available from Special Programs and Continuing Education. Telecourse materials are also available from the Bookstore.

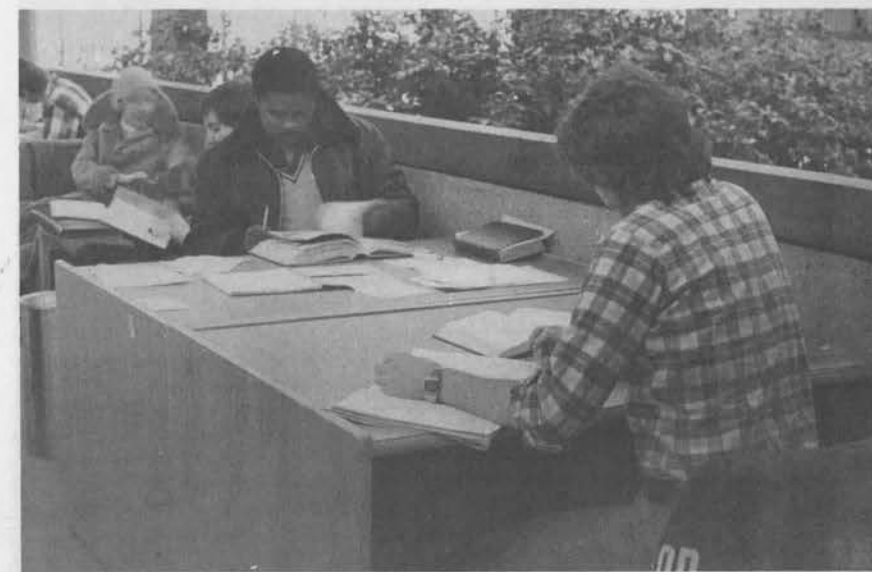
**Library** Special arrangements have been made for students enrolled in off-campus courses to use the collections and borrow materials from the following libraries:

Chicago State University  
DePaul University  
Illinois Institute of Technology  
Northeastern Illinois University  
Roosevelt University  
University of Illinois - Circle Campus

A special identification card available from Special Programs is required to use these libraries.

**Tutoring** Students who need special help in writing, reading, and study skills in order to complete courses, may request help from the Center for Learning Assistance on the GSU campus.

For additional information about placement, tutoring, library resources, financial aid and other services, consult the "Service and Support Units" section of this Handbook.







## service and support units

### university library

**Director:** Jean Singer

**Located:** 2nd Floor over the main entrance, Ext. 2323.

**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 193,000 volumes) and periodicals (over 2,400 different magazines, scholarly journals, and newspapers), plus many materials and services beyond the usual scope of a library:

- Videotapes, films, slides, records, cassettes, models, games, and transparencies, and the equipment to use them.
- Computer terminals and on-line printers. Computer-assisted reference service is available to the library user.
- Over 304,000 research documents and other publications are available in microform, such as ERIC, Human Relations Area Files, Disclosure, college Catalogs, and Envirofiche. (Reading equipment includes machines capable of printing eye-legible paper copies.)
- A continually changing collection of 350 recently published popular fiction and nonfiction books.
- Several thousand LP records and music scores.

**Documents Collection** The University Library is a Federal and State depository and more than 97,000 documents are shelved in this separate collection.

**Materials Center** The University Library has textbooks, curriculum materials, juvenile fiction and nonfiction, and non-print media maintained as a resource for students in education.

**Reserve Collection** Includes materials designated for short term loan by faculty

for classes and for SIMS currently in session.

**Comprehensive Reference Service** Furnished at all times when the University Library is open. Also, for special projects, students can get help from librarians specializing in various subject areas.

Science, Health Professions - Marty Armstrong, Ext. 2543.

Psychology and Education - JoAnn Hanson, Ext. 2542.

Humanities, Fine and Performing Arts and Public Administration - Joseph Meredith, Ext. 2532.

Management, Economics, Accounting and Human Services - Carl Peterson, Ext. 2331.

Intercultural Studies - Adlean Harris, Ext. 2332.

Communications - Mary Schellhorn, Ext. 2226.

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

### office of assessment

**Director:** Otis Lawrence

**Located:** 2nd Floor, F Balcony, Ext. 2515.

**Hours:** Monday and Tuesday, 8:30 a.m. - 8:00 p.m.; Wednesday, Thursday, Friday, 8:30 a.m. - 5:00 p.m.

The Office of Assessment administers the following experiential learning programs:

BOG/BA (Board of Governors BA Degree Program)

CEEL (Credit through Evaluation of Experiential Learning)

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

## parking

Parking at GSU is by permit only. Parking stickers may be purchased from the Cashier's Office. The cost is \$9.00 for a Trimester sticker or \$25.00 for an annual sticker. A daily permit may be purchased for 75¢ at the Parking Information Booth which is located just inside the main campus entrance. Violators will be ticketed. The publication *Motor Vehicle and Parking Regulations* is available from the Department of Public Safety, first floor, D Wing.

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

**Handicapped Parking** Special parking areas are provided for handicapped persons. Parking in these areas will be regulated and assigned by the Department of Public Safety. Permission will be granted to those persons who exhibit the special license plates issued to handicapped persons by the State of Illinois, or who present a letter from a doctor specifying the need for and duration of special parking privileges. Handicapped persons must purchase a valid parking permit. Request forms for special handicapped parking are available at the offices of the Department of Public Safety.

## cashier's office

**Located:** 1st Floor, D Wing, Ext. 2171.

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

The cashier will cash your personal check up to \$50.00 with a valid student I.D. Pay your fees, buy parking stickers and postage stamps here.

## the YMCA at GSU

**Located:** 1st Floor, F Wing, 534-5800.

Through a special cooperative arrangement between GSU and the "Y", a comprehensive recreational program is available to you. As a student, you may obtain an individual membership for \$1.00 per Trimester with a valid GSU I.D. card. Family memberships are available for students and their families at a discount rate of one-half off the standard

YMCA family membership fee. There is a gym, pool, and handball/racquetball court, plus supervised programs in many activities. Get into the swim of things!

## bookstore

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

**Hours:** Monday - Thursday, 10:00 a.m. - 7:30 p.m.; Friday, 10:00 a.m. - 3:00 p.m.; Saturday, 10:00 a.m. - 1:00 p.m.

You can buy texts and materials for classes, newspapers and miscellaneous supplies at the Follett's GSU Bookstore. Buy a GSU T-shirt here. Sell your books at the end of each trimester if you wish.

## central duplicating

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

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

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

## instructional communications center

**Acting Director:** Ralph Kruse

**Located:** 1st Floor, C Wing, Ext. 2204.

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

The ICC serves GSU by producing mediated materials for on- and off-campus instruction and by providing media students with production work experience in photography, graphics, audio and television. In addition, a media production lab is equipped for students and faculty to use when working on their own projects.

## special programs and continuing education

**Associate Vice President for Special Programs and Continuing Education:** Felix Haynes

**Located:** 1st Floor, A Wing, Ext. 2549 and 2319.



**Hours:** Monday - Friday, 8:30 a.m. - 5:00 p.m. Messages will be recorded evenings and weekends at (312) 534-0555.

The Office of Special Programs and Continuing Education is responsible for coordinating all off-campus courses (credit and noncredit) off-campus independent study courses, telecourses, and all conferences and workshops offered for credit or noncredit, on or off campus.

## computer and information systems (CIS)

**MICC User Coordinator:** Mark A. Stevens

**Located:** 2nd Floor, C Wing, Ext. 2107.

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

Computer & Information Systems provides access to computers for academic computing through computer terminals located in the University Library, and Collegial units.

## community services and education

**Director:** Hector Ortiz

**Located:** 1st Floor, B Wing, Ext. 2437.

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

The Office of Community Services is responsible for coordinating institutionally approved community services and community services performed by staff members as citizens. The director of the Office works closely with the deans of Community Services of the community colleges in the setting up of community service programs in their regions. CS&E publishes two newsletters: the *GSU Community Reporter*, a publication spotlighting community events, organizations and service agencies in the Will-Grundy and South Cook County areas; and the Office of Assessment *Portfolio*, a newsletter for students enrolled in the Board of Governors Degree Program. CS&E is also responsible for the publication of the *Directory of Human Service Agencies*, a book listing human service agencies in the region, along with descriptions of services offered. The *Speakers Bureau* is a function of CS&E, and was established to facilitate and implement the securing of speakers from the University for community groups and organizations. A *Speakers Bureau* book is published by the Office, providing names and brief biographies of those faculty members participating in the *Speakers Bureau*.

## department of public safety

**Director:** Norman Love

**Located:** 1st Floor, D Wing, Ext. 2198.

The purpose of this department is to protect and serve the GSU community. The police officers are delegated their authority from state statutes and have full state-level police authority. They assist at accidents, and enforce the state and local traffic codes and University parking regulations. If you need jumper cables to get your vehicle started they will lend them to you. All department personnel are certified Police Medical Technicians (P.M.T.) and provide "around the clock" emergency medical and trauma assistance. The University Police are known as DPS around campus. You can make emergency calls to DPS from any University telephone by dialing 1-1-1.

## office of research

**Associate Vice President for Research:** Dr. Sheadrick Tillman IV

**Located:** 3rd Floor, C Wing (OR), Ext. 2215, 2217.

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

Students at Governors State University are encouraged to develop research proposals which may be funded by the University under its mini-grant program or by a state, federal, or private agency. Ordinarily, grant proposals developed by students will have a faculty sponsor who will usually be named as the

principal investigator; this is to assure the funding agency that an experienced and qualified professional will take the major responsibility for the project. Students who develop proposals or who plan a major role in the development of proposals will be named and recognized.

Mini-grant applications are available upon request from the Office of Research. There are two deadlines per academic year, October 1st and April 1st.

## personnel office

**Director:** Barbara Clark

**Located:** 1st Floor, D Wing, Ext. 2194.

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

Qualified students may apply for civil service employment at GSU. Examinations are administered in the Testing and Placement area of the Personnel Office. GSU job listings are posted at the entrance to the Personnel Office and on bulletin boards throughout the building.

## university alumni association

**Director:** Ginni Burghardt

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



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

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

## women's resource center

**Located:** 1st Floor, B Wing, Ext. 2435.

**Hours:** Monday - Thursday, 10:00 a.m. - 4:00 p.m.

The Women's Resource Center is a drop-in service that is designed to provide referral services to women concerning legal, educational, social and medical resources. In addition, the center offers support groups for women, a monthly "Brown Bag Lunch," and various programs, seminars, and workshops on topics of major concern to women.

## university relations

**Director:** William Dodd

**Located:** 3rd Floor, C Wing, Ext. 2418.

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

A key service of importance to students is provided by this office, e.g., the "Info Hot Line." When you dial 534-0033, at any time, day or night, you will reach a recorded announcement listing upcoming events at the University with detailed information about each event; what room; how much admission, if any; what time; a word or two describing the content of the event.

This number, 534-0033, becomes very important in a weather emergency. When the snow is falling and predictions are for more, tune in to your favorite radio station. If Governors State University isn't mentioned, call 534-0033. The "Info Hot Line" may save you an unnecessary trip to the University.





## student rights and responsibilities

### academic policies

All students are held responsible for knowing the University academic policies as well as the specific degree requirements of their program. Students should consult and become familiar with the University academic policies stated in the *Catalog* and should meet as required with their academic adviser to discuss the requirements of their specific program.

### 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 required 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 complete a change of student information form.

### smoking regulations

Smoking is prohibited:

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

Smoking is permitted:

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

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

### student conduct code

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

The Student Conduct Code governing the behavior of students of the University must insure the basic rights of individuals as well as reflect the practical necessities of the community. The Code must also prohibit or limit acts which interfere with the basic purposes, necessities or processes of the University, or with the rights of its members. Finally, the Code must reconcile the principles of maximum freedom and necessary order.

Student conduct regulations which follow are set forth in order to give students general notice of prohibited conduct. These regulations are intended as a guide and are not intended to define misconduct in every circumstance. They



apply to actions on University premises and at University-sponsored activities off campus.

#### **Prohibited Conduct:**

1. Use, possession, distribution, or being under the influence of narcotics or dangerous drugs, except as permitted by law.
2. Furnishing false or misleading information to the University.
3. Possession or use of firearms, explosives, dangerous chemicals, or other weapons, except as permitted by law.
4. Assaulting, threatening, harassing, or endangering the health or safety of any individual.
5. Willfully denying to any person freedom of movement or use of authorized facilities, or right of entrance or exit; or willfully impeding, obstructing, interfering with, or disrupting the performance of institutional activities or duties; or occupying 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 property.

#### **Violations of Law and Student Code Regulations**

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

#### **Sanctions for Violations**

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

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

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

**Disciplinary Suspension:** Disciplinary suspension is an action which excludes the student from registration, class attendance, and use of University facilities for a specified period of time. Disciplinary suspension is recorded on the student's academic record during the period in effect and is permanently removed upon reinstatement. Upon termination of the period of suspension, the student shall be considered for reg-

istration in compliance with the academic good standing policy then in effect. Established proof of a further incident of misconduct, after the student is readmitted, may result in *Disciplinary Dismissal*.

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

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

**Restitution:** Restitution requires a student to pay for damages to or misappropriation of University property, or the property of members of or visitors to the University community. Such restitution may be charged to any student who alone, or through group concerted activities, organizes or knowingly participates in the events causing the damages or costs. Restitution may be imposed separately or in addition to 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, or to other persons or property, or to the stability and continuance of normal University

operations. In exercising such authority, the dean may rely upon information supplied to him/her by others. Any student summarily suspended who returns to the campus during the period of summary suspension may be subject to disciplinary dismissal. Permission to be on campus for a specific purpose must be granted in writing by the dean of Student Affairs and Services. The hearing shall be held no later than five school days after the notice of suspension. Cases involving summary suspension are referred to the Student Conduct Committee. Hearings held by the dean on summary suspension will address the following issues only:

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

#### **Office of the Dean of Student Affairs and Services**

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

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

1. The student shall be informed of the charges against him/her in writing at least five school days in advance of the hearing.
2. The complainant(s) will not be required to participate, unless his/her personal testimony is essential to the disposition of the case.

3. Documentation and written statements will be admissible providing the student has access to them in advance and is allowed to respond to them at the hearing.
4. The student may bring witnesses and an advisor with him/her to the hearing.
5. A summary of the hearing, including the decision by the dean, will be made.

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

#### **Student Conduct Committee**

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

#### **Membership**

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

#### **Procedures for Discipline Hearings**

**Notice of Charges:** The student shall be informed of the charges against him/her in writing at least five school days in advance of the hearing to afford a reasonable opportunity to prepare for the hearing. The notice of charges shall state the specific provision of the Code of Conduct which the student is alleged

to have violated, stating the time, date, and the place of the occurrence. The student shall also be informed of the hearing procedures and be given the opportunity to waive his/her right to a committee hearing in favor of a hearing before the dean of Student Affairs and Services.

#### **Conduct of Hearings:**

1. The hearing shall be private (closed) unless the student charged requests that it be open to members of the University community, and the request is approved by both the Conduct Committee and 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 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 require the presence at the hearing of any member of the University community, including the accused person. The committee and/or the accused student also may request the dean of Student Affairs and Services to require the production of records or other exhibits. In the event any person, including the student charged and/or his advisor, shall disrupt the hearing, the chairperson of the committee 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 10 school days of the dean's decision. The decision of the provost (or designee) is final and binding.

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

## **student grievance procedure**

### **General Policy**

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

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

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

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

### **Definition of Terms**

#### **A. 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.



## B. Grievance

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

*Matters of faculty professional 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.*

## C. Grievant

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

## D. Respondent

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

## E. Day

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

## F. Student Grievance Standing Committee

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

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

The members should be recommended by the respective Senates and appointed by the provost to serve staggered terms of one, two, and three years. In addition, the provost shall appoint an individual to serve, without a vote, as advisor and secretary to the committee. The provost's appointee shall determine if the grievance involves issues of equal opportunity or charges of discrimination. If it is determined

that equal opportunity or discrimination charges are involved, the provost's appointee shall notify the affirmative action officer who shall also serve as an advisor (without a vote) to the committee.

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

## G. Student

A person currently registered and enrolled in the University.

## H. Review Panel

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

## Informal Complaint Procedures

A. Any Governors State University student who believes that his/her rights as a student have been infringed must initiate a discussion of the problem with the dean of Student Affairs and Services within twenty days of the event or circumstances giving rise to the complaint in order for it to be considered within these procedures. The dean will refer the student to the respondent in an effort to resolve the complaint informally.

B. If after the discussion with the respondent the problem is not resolved, then the student must, within ten days of the discussion with the respondent, discuss the situation with the unit head (of the unit in which the incident occurred). The unit head and the student may mutually agree to invite others to serve as resource persons in their attempt to resolve the complaint. The unit head will

make a record of the occurrence, but not the substance of the meeting. He will send a copy to the dean of Student Affairs and Services and the affirmative action officer.

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

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

## Formal Grievance

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

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

B. The dean of Student Affairs and Services will submit the formal grievance to the review panel (copy to affirmative action officer) within five working days of receipt of the formal grievance from the student. The review panel will recommend to the dean, within five working days of receipt of the grievance, whether or not it is grievable. The dean will render a decision within ten working days of receipt of the recommendation from the review Panel. If disapproved, the dean shall respond to the grievant with the reasons therefore in writing. (If the grievant requests, his/her disapproval may be appealed to the provost (or designee). To provost's (or designee'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.

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

D. 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.

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

F. Either side may call witnesses to testify on their behalf. Either side may be assisted by an advisor at the grievance hearing. 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 so as to safeguard the individual from self-incrimination.

G. Testimony shall be presented in the following order:

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

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

- H. An official record containing all documents and proceedings of the hearing will be maintained by the secretary of the committee. All copies of records distributed to the committee members are confidential and will be collected by the secretary of the committee at the conclusion of the hearing. The official record will be submitted to the President's Office. All such records will be held by the President's Office until they are destroyed.
- I. All hearings will be closed unless the grievant and the chairperson mutually agree otherwise.
- J. Committee deliberations will be closed and will not be recorded.
- K. The committee shall make every attempt to resolve the grievance within twenty working days of receipt of the grievance.
- L. The Grievance Committee's decision must be based strictly on evidence presented at the hearing.
- M. 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.
- N. 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.
- O. The dean of Student Affairs and Services will consider the recom-

mendation and render a decision to the grievant within twenty working days of receipt of the recommendation from the Grievance Committee. Copies of the dean's decision will be sent to the respondent, chairperson of the Grievance Committee, and appropriate University officers.

### Appeal

If the decision rendered by the dean is unsatisfactory to the grievant, the grievant may request a review by the provost (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.

## 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 University Grievance Procedure.

1. The student must seek informal resolution of the issue with the faculty member or administrator directly involved within fifteen (15) 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 chairperson.
2. The student must submit a written statement to the division chairperson 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 (30) 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 (7) days after receiving the grievance and upon deter-

mining that it represents an issue of substance covered by the context of these procedures, the division chairperson shall refer the grievance to the chairperson of the Collegial Grievance Committee. The grievance chairperson shall attempt to find a mutually satisfying solution by working with both the student and the faculty/administrator involved within five (5) days of receiving the grievance. If within seven (7) days after receiving the grievance, the division chairperson decides that the grievance does not represent an issue of substance covered by these procedures, he/she shall so inform the student in writing with reasons. 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 (10) days of receipt of the division chairperson's decision.

4. If the grievance chairperson 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 chairperson within seven (7) days of the request.
5. The grievance chairperson shall convene the Collegial Grievance Committee within seven (7) 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 so as 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 chairperson 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 (3) 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; and,
- (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 chairperson. The division chairperson may affirm, reverse, or ask the committee to reconsider its recommendations. The division chairperson may also request further information from the principals in the dispute in rendering a decision. The division chairperson will render a written decision to the grievant within ten (10) days of receipt of final documentation from the Grievance Committee.

8. If the decision rendered by the division chairperson is unsatisfactory to the grievant, the grievant may request a review by the dean/director. The request must be made



in writing within ten (10) days of receipt of the division chairperson's decision. The dean/director will render a written decision within ten (10) days of receipt of the request.

9. The decision of the dean/director shall be final and binding.
10. If the respondent is a division chairperson, the collegial dean/director will assume the functions of the division chairperson stated above. In this instance, appeals to the decisions of the dean/director 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/director, the provost (or designee) will assume the functions of the Division chairperson specified in items 1 through 8 above. In this instance, the University Academic Grievance Committee assumes the role of the Collegial Grievance Committee. Recommendations from the University Academic Grievance Committee are submitted directly to the provost (or designee) whose decision is final and binding.

#### Definition of Terms

**Collegial Grievance Committee** – A committee composed of five (5) voting members with the chairperson elected from within the committee. Each division shall nominate two (2) faculty members and one (1) student to serve on the committee. From those nominated, the dean/director shall appoint three (3) faculty members and two (2) students for staggered terms of one (1), two (2), and three (3) years.

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

**Respondent** – 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.

**University Academic Grievance Committee** – A committee composed of five (5) voting members with the chairperson elected from within the committee. From members of the Council of Deans, Faculty Senate, and Student Senate, the provost shall appoint two (2) administrators, two (2) faculty members, and one (1) student for staggered terms of one (1) and two (2) years.

### **grievance procedures for the board of governors bachelor of arts degree program**

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

1. The associate vice president for Special Programs and Continuing Education shall be substituted for the collegial dean or director.
2. The coordinator of the BOG/BA Program shall be substituted for the division chairperson.
3. The BOG/BA Grievance Committee shall be substituted for the Collegial Grievance Committee and made up by the five faculty members who serve on the BOG/BA Advisory Review Committee plus two BOG/BA students. The faculty members on the Advisory Review Committee are appointed by the collegial deans or director. The two students shall be selected as follows. Each BOG/BA staff member will recommend two BOG/BA students and from this group the BOG/BA Coordinator shall select two students to serve two years. The chairperson of the BOG/BA Grievance Committee shall be elected from within the committee.

### **governors state university's 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's policy

on and definition of sexual harassment and procedures for resolution of complaints. The statement is effective immediately and 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.

In order 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. Women's Resource Center
2. Student Counseling Center

3. Deans, Division Chairpersons, Director of Personnel
4. Affirmative Action Officer

##### B. Conciliation

In addition to providing advice and information, the deans, division chairpersons, 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 stage, 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 the 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 provisions 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 III 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.



## survival guide

### GSU: from start to finish

- Student applies for admission by completing the application form and forwarding it to the Office of Admissions. Student requests that official transcripts and other credentials (if required) also be forwarded to this office.

Application and credentials are evaluated through the Office of Admissions.

- Student applies for Financial Aid by completing the application form, CSS Financial Aid Form, other documents as indicated and forwarding as directed on the forms. Student eligibility and need are determined by the Office of Financial Aid within institutional guidelines.

Admitted students receive a certificate of admission, indicating academic advisor assignment and other material as appropriate.

- Student contacts designated advisor and schedules an appointment. Student and advisor develop student study plan in accordance with Collegial and programmatic guidelines.
- Student uses class schedule to select specific courses for registration in accordance with the student study plan and noting prerequisites and other course information.
- Student and advisor review completed registration form which advisor signs. Student obtains signature for courses that require special permission and submits completed form to the Registrar's Office by deadline for registration.
- Student comes to the gym during on-campus registration, on day specified in the class schedule, picks up her/his combined registration and statement of fees, and pays fees.

- Student attends class and obtains syllabus from instructor.
- Student checks with instructor to make sure she/he has completed assignments and is eligible to receive credit for the course.
- Student receives Grade Report indicating status of all coursework enrolled for in a given Trimester.
- Student completes all requirements for graduation as outlined in the student study plan.
- Student submits applications for graduation to her/his Collegial records office and completes Student Progress Report Form no later than first day on the second month of the Trimester in which graduation is expected.

College reviews application for graduation and informs student and advisor of status.

Collegially approved applications for graduation are forwarded to the Registrar's Office.

- Student receives acknowledgement of receipt of graduation application from the Registrar's Office.
- Registrar verifies completion of all degree requirements, and degree awarded and orders the diploma.
- Student participates in Commencement, held once a year in June. (Optional).
- Students interested in enrolling in another degree program complete the application form and reapply for admission to the new program.

NOTE: Students may apply for credit for nonacademic learning experience through the Board of Governors Office (BOG). If this credit is needed to meet admission requirements, application and assessment should take place prior to admission. Credit to be awarded toward a degree at the upper division or graduate level should be applied for as early as possible.

## helpful hints

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

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

and personal relationships. Many of you must manage family, home, work, and school responsibilities. Effective time management begins with planning, organizing, and scheduling. If you are having difficulty managing your time, seek help immediately. Time management problems are frequently cited by students who withdraw from GSU prior to completing their degree.

6. Utilize the available programs and services. Take advantage of the total university environment. We provide child care, financial aid, tutoring, a variety of student activity programs, personal, academic, and vocational counseling, and advice on student complaints and grievances among other areas. Don't wait until a crisis arises before seeking help. Also, getting involved in activities will make your experience at GSU more rewarding and enjoyable.

## other helpful hints

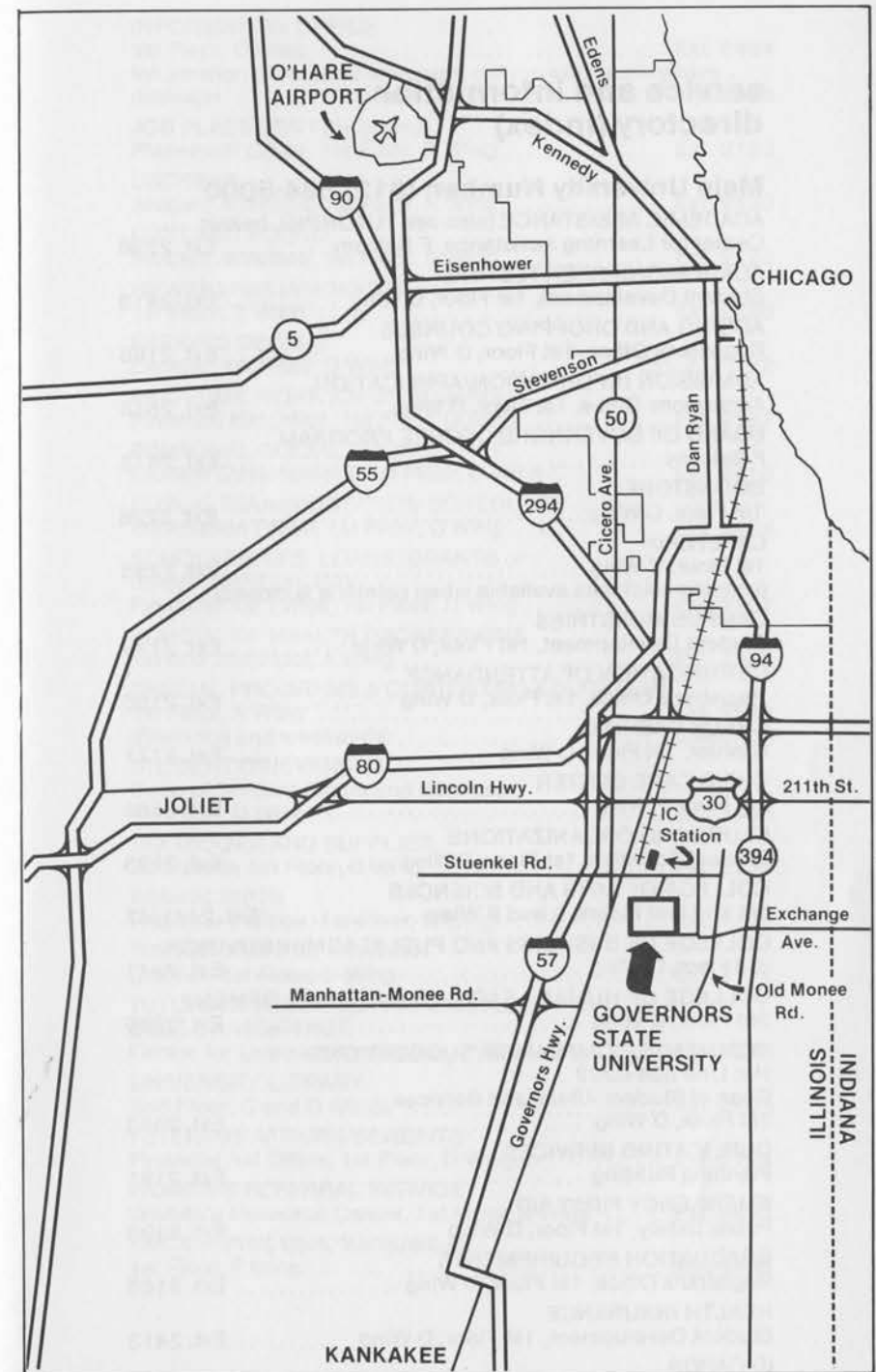
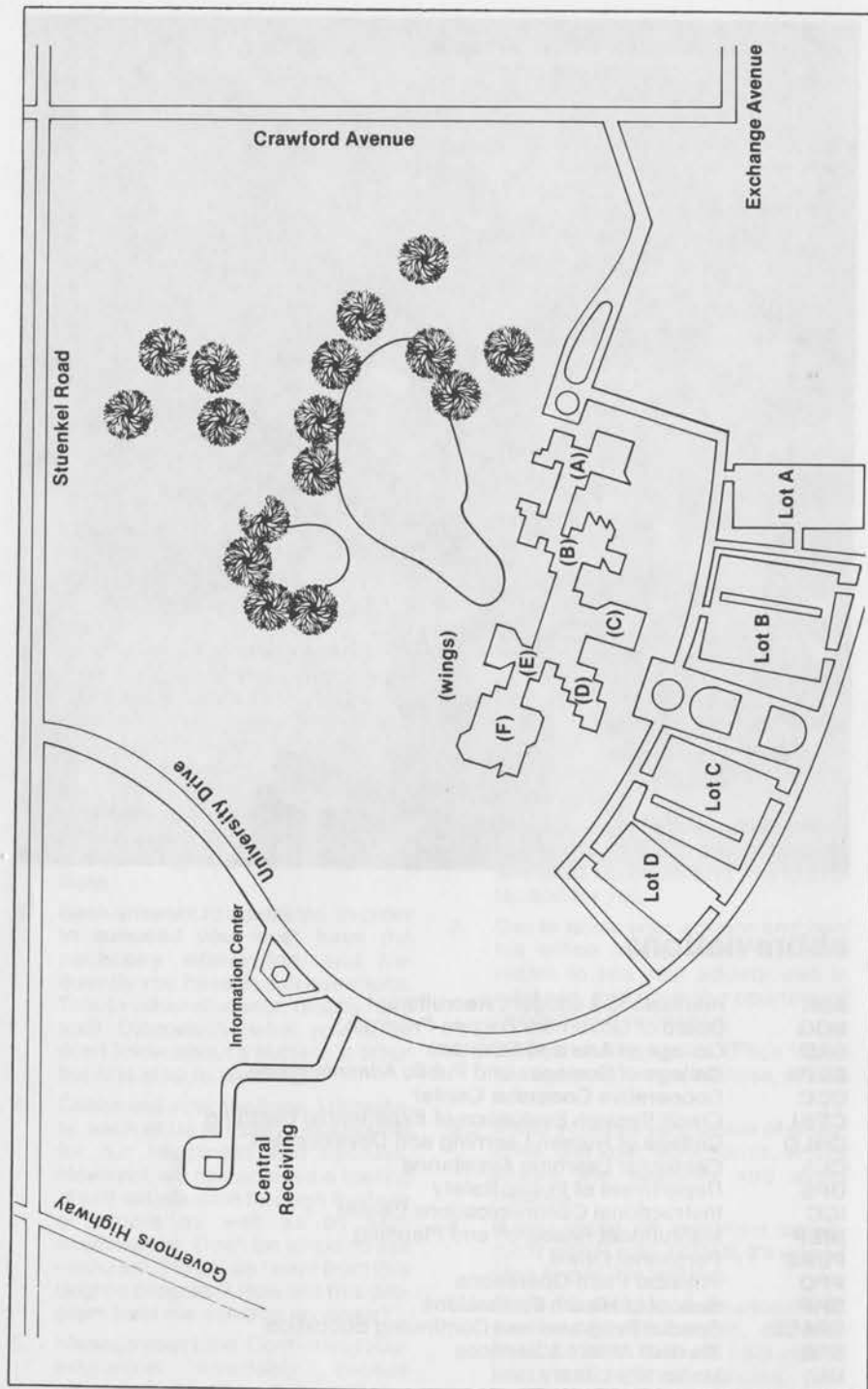
1. Keep all information such as receipts, etc. given to you by the University.
2. Make a copy of all valuable papers, forms, etc. that you turn in to GSU. Mistakes do occur and this is protection for you.
3. Get to know your advisor and her/his office hours. Make appointments to see your advisor well in advance, and show the courtesy of cancelling if necessary.
4. Notify the Registrar's Office if you change your name, address, phone number.
5. Make yourself very aware of deadlines. Get your work, forms, etc. in before the deadline and avoid hassles.
6. If you make an important agreement with faculty or staff, it's a good idea to get it in writing.
7. Read the *Catalog*, announcements on the bulletin boards, and the *INNOVATOR*. This will help you to keep informed of policies, procedures, and activities.



## abbreviations

<b>ASR</b>	Admissions & Student Recruitment
<b>BOG</b>	Board of Governors Degree Program
<b>CAS</b>	College of Arts and Sciences
<b>CBPA</b>	College of Business and Public Administration
<b>CCC</b>	Cooperative Computer Center
<b>CEEL</b>	Credit through Evaluation of Experiential Learning
<b>CHLD</b>	College of Human Learning and Development
<b>CLA</b>	Center for Learning Assistance
<b>DPS</b>	Department of Public Safety
<b>ICC</b>	Instructional Communications Center
<b>IR&amp;P</b>	Institutional Research and Planning
<b>PERS</b>	Personnel Office
<b>PPO</b>	Physical Plant Operations
<b>SHP</b>	School of Health Professions
<b>SP&amp;CE</b>	Special Programs and Continuing Education
<b>SAS</b>	Student Affairs & Services
<b>UL</b>	University Library
<b>UR</b>	University Relations







## service and information directory (index)

### Main University Number: (312) 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. 2413
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
CAFETERIA	
1st Floor, C Wing	Ext. 2295
(vending machines available when cafeteria is closed)	
CAMPUS MINISTRIES	
Student Development, 1st Floor, D Wing	Ext. 2149
CERTIFICATION OF ATTENDANCE	
Registrar's Office, 1st Floor, D Wing	Ext. 2165
CHECK CASHING	
Cashier, 1st Floor, D Wing	Ext. 2171
CHILD CARE CENTER	
1st Floor, F Wing	Ext. 2552
CLUBS AND ORGANIZATIONS	
Student Activities, 1st Floor, E Wing	Ext. 2123
COLLEGE OF ARTS AND SCIENCES	
1st and 2nd Floors, A and B Wing	Ext. 2441/42
COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION	
3rd Floor, D Wing	Ext. 2241
COLLEGE OF HUMAN LEARNING AND DEVELOPMENT	
3rd Floor, C Wing	Ext. 2355
COMMENTS/COMPLAINTS/SUGGESTIONS	
Hot Line 534-0222	
Dean of Student Affairs and Services	
1st Floor, D Wing	Ext. 2553
DUPLICATING SERVICES	
Planning Building	Ext. 2191
EMERGENCY FIRST AID	
Public Safety, 1st Floor, D Wing	Ext. 2198
GRADUATION REQUIREMENTS	
Registrar's Office, 1st Floor, D Wing	Ext. 2165
HEALTH INSURANCE	
Student Development, 1st Floor, D Wing	Ext. 2413
ID CARDS	
Student Activities, 1st Floor, E Wing	Ext. 2123

INFORMATION OFFICE	
1st Floor, C Wing	Ext. 2464
Information (Recorded message: daily events; emergency closings)	534-0033
JOB PLACEMENT (Full-Time)	
Placement Office, 1st Floor, D Wing	Ext. 2163
LOCKERS	
Student Activities, 1st Floor, E Wing	Ext. 2123
LOST AND FOUND	
Student Activities, 1st Floor, E Wing	Ext. 2123
NEWSPAPER INNOVATOR	
1st Floor, B Wing	Ext. 2260
PARKING DECALS	
Cashier, 1st Floor, D Wing	Ext. 2171/72
PART-TIME WORK (On or Off Campus)	
Financial Aid 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 AID	
Financial Aid Office, 1st Floor, D Wing	Ext. 2161
SCHOOL OF HEALTH PROFESSIONS	
1st and 2nd Floor, A Wing	Ext. 2335
SPECIAL PROGRAMS & CONTINUING EDUCATION	
1st Floor, A Wing	Ext. 2549
(Evenings and weekends)	534-0555
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
VETERANS AFFAIRS/BENEFITS	
Financial Aid Office, 1st Floor, D Wing	Ext. 2126
WOMEN'S REFERRAL SERVICE	
Women's Resource Center, 1st Floor, B Wing	Ext. 2435
YMCA — Pool, Gym, Racquetball	
1st Floor, F Wing	534-5800

## notes

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