1994-1995

Student Handbook: Services, Rights, and Responsibilities

Governors State University
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Services to Students

The services described are designed to extend and enhance the GSU academic experience, enrich student life, and contribute to an overall environment which encourages personal growth and development.

Once you have been admitted and registered for classes, there are a few important items to remember. First, you should maintain a copy of the university Catalog and should refer to it for information about such items as graduation requirements, academic program policies, and other academic program procedures and processes. The Catalog is your chief reference source for specific information regarding your program of study. The Student Handbook is designed to enhance the Catalog by providing information regarding university-wide standards, policies, and procedures.

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Academic Advising
Advisor assignments differ by college and program. The traditional method of faculty advising is utilized by the:

- College of Arts and Sciences
- College of Health Profession
- College of Education/Division of Psychology

Centralized professional advising is used for:
- College of Education/Division of Education
- College of Business and Public Administration
- Board of Governors Program

When students receive a Certificate of Admission, their advisor or the appropriate office will be designated.

An advisor is someone who can help the student understand the curriculum, the policies, and the requirements related to that specific curriculum. The advisor will know about program specific affiliations, certification, and opportunities. The advisor will also have a fair amount of survival knowledge for degree completion at GSU. Knowledge about the schedules when courses are offered, testing requirements, procedural requirements, and related issues will be given. A GSU advisor can also serve as a mentor and be a support to a student in getting through the curriculum at GSU.

Students should see their advisors for the development of a study plan. This should be done as soon as possible. Delaying this procedure could lead to taking unneeded courses. It is now required that students complete their study plans to be cleared for registration. Many students wish to consult with an advisor regarding registration for classes each term, but it is no longer necessary. It is recommended to see an advisor before registering for the final trimester. Students should ask the individual advisors how often to meet.

Academic Computing Services
Academic Computing Service (ACS) provides microcomputer facilities for use by students, faculty, and staff. Various computers in the laboratory also have terminal connections to the Educational Computing Network. The ACS laboratory is located on the second floor of D Building, past the library.

Students currently enrolled at Governors State University and holding a valid student ID card may use the microcomputers to complete class assignments. Students who wish to use a terminal need to obtain an account number from the faculty member teaching the course in which they are enrolled. Students must provide floppy disks for assignments.

Lab hours are Monday through Thursday, 8 a.m. to 10:30 p.m.; Friday and Saturday, 8 a.m. to 5 p.m. The lab is open on Sundays during fall and winter trimesters only from 5 to 9 p.m. Student lab assistants are available during these hours to answer questions.

Affirmative Action Office
The Affirmative Action Office offers information and assistance for students who believe that they have been discriminated against because of race, color, national origin, religion, sex, age, sexual orientation, marital status, disability, unfavorable discharge from military service, or veteran status.

The office also offers information and assistance to students who believe they have been victims of sexual harassment.

Alumni Association
The Governors State University Alumni Association serves graduates of the university. The Alumni Association sponsors an annual fund drive and phonathon to support a variety of important university initiatives. In 1993 the Alumni Association raised $107,000. Through its publications and programs, the association keeps graduates in touch with one another and informed about their alma mater. The minimum contribution for association membership is $20. The office is located in Wagner House, Stuenkel Road at Governors Highway, University Park.

Auxiliary Services for Disabled Students
Services are available to handicapped students who require assistance to access the learning environment. A student may be required to submit current evidence of the impact of this disability on his/her access to learning and/or to submit to diagnostic procedures to ascertain eligibility for auxiliary assistance.

The subject of auxiliary services for disabled students is covered in detail in the academic policies section of the Student Handbook.

Career Services
We invite you to take advantage of the variety of programs and services available to you. If you’re not ready to use our services now, at least make yourself aware of what’s here, and plan to return when the time is right.

Career Advising Are you confused about what undergraduate major to choose or what course of study to pursue in graduate school? Have you chosen a major you’re happy with but don’t know how you’d like to use it? Do you have a career direction but you are unsure of how to begin your job search? If you’ve answered yes to any of the above questions, then our counselors could be of assistance to you. Drop by or call our office to schedule an appointment with the counselor. Late fall and early spring are our busiest times. We recommend that you call a few days in advance for an appointment during these peak periods, and please be patient if you need to wait a few days to see a counselor.

Discover Discover is an easy and enjoyable computerized program that can help you to learn about yourself, the world of work, occupations, making educational choices, taking action, and making transitions into the
world of work. The computer system is housed in the Office of Career Services.

Resume Counseling Counselors are also available to critique first drafts of resumes. We strongly recommend that as a first step you attend one of our resume writing workshops or read our resume writing handout, and then bring in a rough draft of your resume for critique by a counselor. You may call or drop by to schedule an appointment.

Special Topics Workshops Counselors in our office offer workshops throughout the academic year on various topics such as resume writing, interviewing skills, job search strategies, choosing careers and majors. These workshops are open to all GSU students, staff, and alumni. A schedule of workshop topics, dates, times, and locations is available from our office each trimester. Staff members are also available to take workshop requests from other campus offices and organizations.

Career Library In our career library you will find a variety of resources available to aid you in a career decision or job search. Stop in and pick up a more detailed list of resources, or browse through the library at your own convenience.

Employment Trends and Salary Information The Office of Career Services maintains updated information regarding employment trends and salary information for professional occupations. Whether you’re interested in national or regional trends, the office’s resource library and informational handouts will be available.

Interviewing If you have some qualms about your ability to do well in an employment interview, the Office of Career Services has an extensive handout on Interviewing Skills to help you prepare to do your best. Also, the office routinely offers interviewing skills workshops. If you are really feeling the need to practice for the interview, you can schedule a “mock interview” with a counselor, who will assume the role of an employment interviewer, and take you through a simulated interview. Afterwards the counselor will review and assess your “performance.”

Credentials File Service The credential file is an important element to conducting a job search for professional employment. It typically contains additional supporting material for candidates who are contacting potential employers. The Office of Career Services maintains credential files and will forward credential files to prospective employers on behalf of the candidates. Registration materials are always available at the office.

Recruiting Program If you are a graduating senior or graduate student, you are welcome to submit resumes for on-campus interviews with various companies and organizations that visit GSU. Drop by the office and check the recruiting schedule which will outline the companies coming each trimester, dates, and procedures for securing interviews. This information is also published in the INNOVATOR. While we actively recruit companies to come to GSU, we do not have control over factors affecting current labor demands. There is the chance that the companies may not be seeking candidates with your major/qualifications. We would like to emphasize that on-campus recruiting is only one of the many tools used in an effective job search. If you are having trouble finding employment/positions that match your interests and qualifications, feel free to talk with a counselor here at the office.

Job Fairs Governors State University, in conjunction with three other area institutions, holds two annual job fairs: one in the late fall trimester and one in the spring trimester. They bring a number of area employers to speak with students about employment opportunities. These job fairs are open to all GSU students and alumni.

Job Postings The Office of Career Services posts full-time job vacancies with local area employers. These job postings can be found on the Career Services bulletin boards throughout the campus, as well as in the Office of Career Services. Complete information is only located in the Office of Career Services, so if you do see a job posting of interest, you should plan to visit the office to get complete details about the opening and how to apply. The office receives new job postings daily.

kiNexus This is a computer data base that employers can access to identify candidates for available positions. Registration forms are available in the Office of Career Services. Over 500 companies use this system to identify candidates. Register today.

Resume Formatting If you are interested, we can take your existing resume or help you develop a resume, and then format it on our computerized system. We will load and arrange the information, and print the resume on a laser printer, ready for duplication. Your resume will be stored on disk for any future changes. There is a one time set-up fee of $10.

Alumni Services All of the programs and services available to GSU students are also available to GSU alumni.

Child Care, clubs, and organizations information is in the Student Life section of this Student Handbook.

Counseling
A staff counselor is available to provide confidential and therapeutic counseling on an individual and group basis. If you are having educational difficulties, such as not performing up to your potential, counseling staff is available to help clarify and resolve concerns. We can help you deal with personal problems or situational stress such as family conflicts or difficulty with personal relationships.

Escort/Quick Start Services
Students may obtain free assistance with the starting of cars and referral for towing from the Escort/Quick Start attendant located inside the main entrance or in the University Department of Public Safety.

Financial Aid
The Governors State University Office of Financial Aid administers financial assistance programs from federal, state, institutional, and private sources. These programs take the form of grants, scholarships, loans, and
student employment. Application procedures for these programs vary, and detailed information about them can be obtained through the Office of Financial Aid. See the Catalog for more details.

Identification Card
Every registered Governors State University student should have an official student I.D. card. This card is issued by the Student Life Division and should be validated each trimester. Your student I.D. card is required to use the University Library and Academic Computing Services.

Campus activities are described in the Student Life Section of the Student Handbook.

Job Locator
The Job Locator helps students to gain part-time employment to assist them in meeting the expenses of a college education. The Job Locator offers three types of part-time employment: college work-study, on-campus student employment, and part-time employment off campus.

College Work Study Employment
As a part of the federal financial aid package, students are awarded a portion of their package as work-study. Work-study students are eligible to work in assigned jobs for a period not greater than 20 hours per week.

Part-Time Employment On Campus (non-work-study)
Some students are employed in positions on campus as student employees. These positions are not a part of the federal or state financial assistance processes. Student employees are hired on the basis of particular skills or knowledge and not financial need.

Part-Time Employment Off Campus
Off-campus employment can also be found through the Job Locator Office. The office serves as a clearing house for student jobs by listing part-time work that is available with local businesses during the academic year and the summer. Student Employment maintains a part-time job board. The board is used for posting current job vacancies and other student employment information. It is located on the first floor, outside the Financial Aid Office.

Learning Assistance
The Center for Learning Assistance is designed to provide tutorial assistance and support services to help students improve academic skills and enhance success in achieving their educational goals. Individual and/or group tutorials are offered free of charge and are intended to enhance basic academic and course-related skills. In addition to these direct services, special workshops are offered each trimester to provide tutorial assistance to students taking the university competency examinations, as well as in study skills and note-taking techniques, writing research papers, and reducing test anxiety.

University Library
The library maintains a comprehensive collection of print and audiovisual materials. These materials are, with few exceptions, on open shelves, readily accessible to users. The collection encompasses over 230,000 volumes; 20,000 media items, including 16mm films, video cassettes, records, filmstrips, slides, and kits; over 600,000 microfiche/film; and 2,500 periodical subscriptions. The library is a depository for both U.S. and Illinois government documents.

Library Hours
Monday-Thursday 8:30 a.m.-10 p.m.
Friday-Saturday 8:30 a.m.-5 p.m.
Sunday 5-9 p.m.
No Sunday hours during Spring/Summer Trimester.
Open 8:30 a.m.-5 p.m. Monday-Friday during trimester breaks.

Lockers
Lockers are available for student use. However, you must provide your own lock. For further information, contact the Student Life Division.

Lost and Found
Lost and found items should be taken to the Department of Public Safety or the Student Life Division. If you have lost an item on campus, you are asked to check with these offices to see if it has been returned.

Department of Public Safety
Ext. 4900

Student Life Division
Ext. 4550

Mail
The U.S. Postal Service has a pickup station located near the main campus entrance. Students may receive mail from members of the GSU community by instructing them to send correspondence to them in care of the Student Life Division. Stamps can be purchased from the University Bookstore or Cashier's Office.

Medical Needs Notification
Students who have medical conditions that may necessitate intervention or support should notify the Department of Public Safety. Information regarding the nature of the condition and/or the type of medication being taken is essential for use in an emergency situation. Any information provided will be treated confidentially.

Music Performance Opportunities
There are presently four music performance groups open for participation to all students. They are the University Community Chorale, the University Singers, the Governors State University Community Symphonic Band, and the University Jazz Ensemble.

Interested students should contact the Division of Fine and Performing Arts in the College of Arts and Sciences.
Photocopying
Copy machines for student use are located in the library. A copy card may be purchased which will allow you to copy at 5c per copy rather than 10c per copy.

Posting
The Student Life Division has twelve kiosks placed throughout the university. The purpose of these kiosks is to post information of use to students. Our first consideration is to inform students of events and activities offered by the Student Life Division.

If you would like to have one of our kiosks located in your area, please call Rita Nagy on extension 4554. If you would like to have something posted, we have student workers who post notices, generally within 48 hours, and established procedures to ensure the maximum use of these spaces.

Following are posting guidelines used to maintain and utilize the kiosk spaces effectively.

1. A maximum of 12 copies for display will be accepted.
2. All items approved will be stamped by Student Life.
3. All approved items will be displayed within 48 hours.
4. The maximum display period is two weeks.
5. Posted items must be of a non-profit nature. Direct service items that might benefit the GSU community will be dealt with on a case-by-case basis.
6. Due to limited board space, full exposure for double sided or tri-fold brochures cannot be guaranteed.

Public Safety
The purpose of the Public Safety Department is to maintain a safe and secure environment for the university community. Pick up a copy of the annual Safety Bulletin outside of the Job Locators Office for safety information.

Registrar's Office
The Registrar's Office coordinates registration, add/drop, grade processing, and graduation activities at various times during the academic year. In addition to those major functions, the Registrar's Office maintains the official academic records of the university.

The Registrar’s Office serves both currently enrolled and former Governors State University students. Staff members are available to assist students in understanding university policies and procedures and in interpreting academic regulations.

ROTC Program
Students at Governors State University may enroll in the Army ROTC Program through a “cross-town” agreement between Governors State University, Chicago State University, and the Army ROTC. Military Science Studies are available to undergraduate and graduate students through classes conducted on the Chicago State University campus. Federal ROTC scholarships are available to qualified students. For more information call (312) 995-2242/2248 or inquire in person at the Chicago State University Douglas Library, Room 330, 95th and King Drive, Chicago.

See the Student Life section of the Student Handbook for information about special events, the Student Center, student government, Student Life services, student media, and student resource services.

Testing Office
Through the Testing Office, students can obtain information on and register for the university writing, basic mathematics, and elementary algebra proficiency examinations. They can also obtain information and registration materials for national tests such as the Graduate Record Examination (GRE), the Graduate Management Admissions Test (GMAT), and the Law School Admission Test (LSAT). The Testing Office also administers the U.S. and Illinois Constitution examination required for Illinois teacher certification, a proficiency examination battery which uses the College Level Exam Program (CLEP), and ACT Proficiency Exam Program (PEP).
Academic Policies

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Academic Amnesty Policy

1. The university has a readmission process called Academic Amnesty which allows students to have their grade point average calculated for the purpose of establishing academic standing, from the point of reentry forward.

2. Academic amnesty shall be granted only to students who have previously been suspended or on probation and have not been enrolled at GSU for at least three (3) trimesters before applying for readmission with academic amnesty.

3. Readmission with academic amnesty must be to a major other than the major in which the student was previously enrolled.

4. The student's academic record of courses and grades shall not be changed nor deleted from the transcript as a result of reentry with academic amnesty; additionally, the transcript shall indicate that academic amnesty has been granted.

5. Subject to approval by the appropriate division chairperson and dean/director, a student's prior completed course work with grades of "C" or better for undergraduates, or "B" or better for graduates, may be applied to the new degree requirements. However, these grades shall not be used in calculating the grade point average from reentry forward.

6. All undergraduate students readmitted to the university with academic amnesty shall complete a minimum of twenty-four (24) graded credit hours after reentry, before graduation.

7. Graduate students readmitted to the university under academic amnesty must complete at least one half of the number of credit hours required for the degree in the new major before graduation, in addition to other requirements of the new major.

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

Academic Honesty

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

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

1. When someone else's work or scholarship is used to fulfill academic requirements, the source should be given credit. It should not be stated or implied that this work is a person's own work.

   a. When using material from a publication (i.e., book, journal, article, film, etc.) that material should be enclosed in quotation marks or otherwise set off and the source of the material acknowledged.
b. When paraphrasing published material (i.e., using it almost word-for-word) the source should also be acknowledged.

c. Unpublished data or ideas of another person should be utilized only with the consent of that person.

d. Material should be prepared jointly with one or more other individuals only with the permission of the instructor. The contributions of all individuals to this material should be clearly acknowledged when it is submitted.

e. Having someone else prepare material that is to be submitted should only be done with the instructor's permission.

2. The same piece of work should not be submitted for credit in more than one course without the permission of all instructors involved.

3. Hypothetical data should be submitted only with the permission of the instructor and should be clearly labeled as such.

4. A student should refuse to make work available to another person who intends to submit part or all of that work as if he/she had written it.

5. Students may neither give, request, nor utilize assistance during an examination without the instructor's permission.

These ethical guidelines are in no way intended to discourage people from studying together or from engaging in group projects. See also the Student Conduct Code section on Academic Misconduct.

**Academic Standing Policy**

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

1) Good Standing,
2) Probation I,
3) Probation II,
4) Suspension,
5) Probation Extended.

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

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

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

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

5. Students not in good standing cannot graduate.

Note: Students admitted before Fall 1979 who have maintained continuing student status are determined to be in good standing when they a) maintain a 75 percent completion ratio, and b) maintain the required grade point average for their level. Undergraduate students must have earned six hours or more in graded course work before including a grade point average in their good standing computation.

**Academic Probation/Suspension**

If, at the end of a trimester, a student's cumulative GPA in courses taken at Governors State University falls below the minimum grade point average, the student will be placed on probation for the next trimester. If the student enrolls for credit and does not achieve good academic standing within the subsequent two trimesters, the student will be academically suspended for one year from the university. Students may appeal the length of the suspension.

**Reinstatement Following Academic Suspension**

At the end of the suspension period, students dismissed for the first time will be eligible for reinstatement and may reenter the university provided they apply and petition for readmission before established deadlines. Reinstated students reenter the university with the cumulative GPA they had upon dismissal and are placed on extended probation. Students will remain on extended probation each trimester of enrollment as long as they meet the required minimum grade point average each trimester. Upon achieving the minimum cumulative grade point average, they are restored to good standing. Students failing to make satisfactory academic progress are suspended and may not be reinstated a second time.

**Auxiliary Services to Disabled Students**

Governors State University complies with Section 504 of the Rehabilitation Act of 1973 which states that “No otherwise qualified handicapped individual... shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...” The following information is provided to assist those disabled students seeking auxiliary aids, academic adjustments, or other special services.
Inquiries about assistance to meet special needs should be directed to the Office of Student Development, through which the appropriate academic and service areas will be notified. Provision of such assistance will be based upon the individual student's need and existing academic requirements. If requests for auxiliary aids, academic adjustments or other special services necessitate a modification of academic standards or create an undue hardship on the university, the requests may be denied.

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

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

1. apply to their local Department of Rehabilitation Services office at least three (3) months before attending the university to allow time for DORS funds to be allocated;
2. notify the Office of Student Development at least six (6) weeks before the first day of classes. Such notice is required to give the student and the various academic and service areas a reasonable period of time in which to determine whether the assistance is necessary for the student's participation in the course work desired, to identify the resources for necessary assistance, and to determine whether the requirements of this policy have been met;
3. be admitted to and/or enrolled in the university;
4. be disabled and submit a written diagnosis of this disability and the potential impact on his/her access to learning in a specific learning environment from appropriate professional personnel, if so requested. If necessary, the student shall submit to any diagnostic procedures required by the university to ascertain eligibility for auxiliary assistance.

Students who believe that they have been discriminated against on the basis of a disability can seek resolution through the Student Grievance Procedure printed in this Student Handbook.

Application of CEEL Credit Toward Requirements
Credit awarded for prior experiential learning may be applied toward admission and/or degree requirements within the limits specified below for undergraduate and graduate levels. Subject to the approval of the provost, colleges may establish further restrictions on the application of credit awarded through the CEEL process.

1. Undergraduate Level
   Admission Requirements—Only five percent (5%) of the total undergraduate admissions for any trimester may be admitted through the application of credit awarded through the CEEL process. Applicants may use credit awarded through the CEEL process to meet, in whole or in part, the university requirement of sixty credit hours for admission. Applicants who, after evaluation of prior experiential learning, are not eligible for admission to the university, will have a record of the evaluation kept on file. No credit will be awarded, however, until such time as they become eligible for admission, are admitted to, and enroll in a degree program.
   Degree Requirements—A student may apply credit awarded through CEEL to the degree requirements specified on his/her study plan subject to the approval of his/her academic advisor and collegial policies.

Credit awarded through the CEEL process may not be used to meet the university residency requirement of twenty-four credit hours.

Change in Major
Degree-seeking students who wish to change their majors and/or concentrations must complete the appropriate forms available at the Registrar's Office. Students who change their course of study are subject to any special admission requirements and degree requirements in effect for the new major and/or concentration at the time of the change.

Confidentiality of Records
The Registrar's Office assumes responsibility for the maintenance and integrity of student records. As an agent for the university and official custodian of student academic records, the office will release information only at the student's request and with his/her approval.

For specific information, see the university policy on Release of Information Pertaining to Students as required by the Family Educational Rights and Privacy Act of 1974 in the Appendix of the Catalog.
Continuing Student Status Policy

A continuing student at Governors State University is defined as any degree-seeking student whose continuous enrollment at GSU has not been interrupted for more than two consecutive trimesters.

1. Enrollment is defined as registration for academic credit or audit of one or more hours (non-credit programs/courses are excluded).

2. Degree-seeking students are subject to the curricular requirements in effect at the time of their initial admission, provided they maintain continuing student status.

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

Accepting Changes in Personal Information

Students may change names, addresses, and other personal information by completing a form and returning it to the Registrar's Office.

Changing of Residence from Out-of-State to In-State. Occasionally students want to become identified as Illinois residents, thereby being eligible for in-state tuition rates. Students requesting resident change from out-of-state to in-state are referred to either the office supervisor or the A&R officer I.

Experiential Learning Assessment

Prior experiential learning may be determined to be equivalent to credit earned for college courses based on documentation of:

1. satisfactory performance on formal or professionally-normed examinations (e.g., College Level Examination Program—CLEP, Proficiency Examination Program—PEP, Defense Activity for Non-Traditional Education Support—DANTES, etc);

2. satisfactory completion of established training or certification programs (e.g., American Council on Education, Program on Non-Collegiate Sponsored Instruction—PONSI); and

3. the acquisition of knowledge and skills which approximate the content and outcomes of college courses.

The assessment of prior experiential learning shall be conducted through the Office of Assessment and shall consist of a process for the evaluation and review of the documentation presented in support of the experiential learning which minimally includes:

- individual faculty with expertise in the areas in which credit is being sought,
- the respective collegial committee responsible for assessing CEEL packages,
- the university-wide CEEL Review Committee,

- the director of assessment, and
- the provost (designee).

Individuals having documented experiential learning which can be equated to college courses after appropriate evaluation and review by faculty will be awarded credit by the colleges subject to the approval of the provost and the conditions of this policy.

Accepting Changes in Personal Information

Students may change names, addresses, and other personal information by completing a form and returning it to the Registrar's Office.

Changing of Residence from Out-of-State to In-State. Occasionally students want to become identified as Illinois residents, thereby being eligible for in-state tuition rates. Students requesting resident change from out-of-state to in-state are referred to either the office supervisor or the A&R officer I.

Experiential Learning Assessment

Prior experiential learning may be determined to be equivalent to credit earned for college courses based on documentation of:

1. satisfactory performance on formal or professionally-normed examinations (e.g., College Level Examination Program—CLEP, Proficiency Examination Program—PEP, Defense Activity for Non-Traditional Education Support—DANTES, etc);

2. satisfactory completion of established training or certification programs (e.g., American Council on Education, Program on Non-Collegiate Sponsored Instruction—PONSI); and

3. the acquisition of knowledge and skills which approximate the content and outcomes of college courses.

The assessment of prior experiential learning shall be conducted through the Office of Assessment and shall consist of a process for the evaluation and review of the documentation presented in support of the experiential learning which minimally includes:

- individual faculty with expertise in the areas in which credit is being sought,
- the respective collegial committee responsible for assessing CEEL packages,
- the university-wide CEEL Review Committee,
University Writing and Basic Mathematics Proficiency Examination Requirements are discussed in detail in the Catalog.

General Requirements for Master's Degree
The following general requirements for the master's degree are minimum standards established by the university. Colleges and individual majors determine additional, more specific requirements that will be incorporated into an approved student study plan.

To graduate with a master's degree, a graduate student must meet the following minimum university degree requirements:

1. Complete at least 32 credit hours in graduate-level courses of which at least two credit hours are designated as a master's final project.
2. Complete a minimum of 12 graded credit hours in graduate-only courses (numbered 800-999).
3. Complete all course work for the degree requirements with a grade of "C" or better.
4. Be admitted to master's degree candidacy at least one trimester before the trimester in which the degree is to be awarded.
5. Complete a master’s final project which can include a thesis, project, practicum/internship, or in some other way demonstrate an integration of graduate work that is accepted by a committee of three approved faculty.
6. Complete all course work for the degree, except the final project, within four years of admission to candidacy. The final project must be completed within five years of admission to candidacy.
7. Complete no more than 17 credit hours from the same faculty member, including credit hours related to the master's final project.
8. Apply to degree requirements no more than eight graduate credit hours awarded for experiential learning through the established procedures.
9. Apply to degree requirements no more than six graduate credit hours earned as an undeclared student.
10. Apply to degree requirements no more than six credit hours earned in independent studies.
11. Be in academic good standing.
12. Satisfy the residency requirements.
13. Demonstrate that all degree requirements have been met as stipulated in the approved study plan.
14. Remove all grades of incomplete (I or E) by the graduation processing date.
15. Meet all financial obligations to the university.
16. Complete the collegial and university procedures that cover implementation of the above requirements.

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

The following letter grades shall be used:

A = Superior performance
B = Above average performance
C = Average performance
D = Marginal performance
S = Satisfactory progress on an ongoing thesis/project but work not yet completed.
F = Failure
P = Pass
NC = No credit earned in a course taken under the pass/no credit grading option.

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

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

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

An undergraduate degree-seeking student may choose to take a graded course on a pass/no credit basis only if the course is an elective in the student's degree program. The maximum number of elective hours which
may be taken on the pass/no credit basis is twelve (12). A graduate student may not elect the pass/no credit grading option for regularly graded courses which are used to fulfill any degree requirements. Grades shall be given by the instructor for students selecting this option and permanently recorded by the Registrar’s Office. However, the grade will not be entered on the student’s transcript but will be available if the student transfers to another degree program in which a grade is required. Courses taken on a pass/no credit option will not be included in the grade point average computation.

Any student wishing to change his/her grading option for a course(s) must do so by the end of the add/drop period for the trimester in which the course(s) is (are) offered.

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

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

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

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

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

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

1. a formal grievance proceeding completed within the timelines set forth in the university grievance procedures; or

2. a grade correction petition approved by the faculty member, division chairperson, dean and provost and filed with the registrar on or before the end of block 2 of the trimester subsequent to that in which the erroneous grade was given.

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

A graduate student must maintain a “B” (3.0) average to be in good standing. An undergraduate student must maintain a “C” (2.0) average to be in good standing. The Academic Standing shall be determined three times a year, after the deadlines for submission of grades for each trimester. Students cannot graduate if not in good standing. A student not in good standing for two consecutive trimesters, while enrolled, shall be suspended for academic reasons for one year. The grade point average will be computed on the basis of A=4, B=3, C=2, D=1, and F=0 only. These grades will be used to compute the grade point average.

An official transcript lists all course work registered for, corresponding grades or status, and grade point average. Students who graduated before September 1979 or who have been continually enrolled since Spring/Summer 1979 may request a transcript listing only course work completed.

Honors

Governors State University recognizes outstanding academic performance of undergraduate degree-seeking students by giving special attention to those students who achieve excellence in their work. At the end of each trimester, degree-seeking students who have completed at least six hours of graded course work without any incomplete grades with a grade point average of 3.70 or better will be included on the Dean’s List.

Undergraduate students who maintain a cumulative grade point average at Governors State University of 3.80 or better, and complete at least twenty-four graded credit hours in Governors State University course work, are given special recognition upon graduation. The honors categories are:

- GPA of 3.80 to 3.94 Honors
- GPA of 3.95 to 4.00 High Honors

The achievement of “honors” or “high honors” will be designated on the student’s transcript and diploma.
University Policy on International Students

Purpose
This policy is to ensure that international students are adequately prepared academically to maximize the probability of their successful completion of their degree program.

Definition
An international student is defined, for purposes of this policy, as anyone who is studying in the United States under an F-1, F-2, J-1, or J-2 visa as specified by the Department of Immigration and Naturalization.

Policy—Admission Requirements of International Students

Academic Preparation—To be considered for undergraduate admission, an international student applicant must have completed the equivalent of two years of university-level work at a regionally accredited institution of higher education in the United States. International student applicants to graduate programs must have completed a level of education equivalent to the baccalaureate degree from a regionally accredited institution of higher education in the United States. The director of Admissions and Student Recruitment (or designee) will evaluate the applicant's credentials and determine if the applicant has met eligibility requirements for admission.

Language Proficiency—All international applicants for admission must comply with the university policy on English language proficiency before admission.

Financial Statement—All international applicants for admission must certify that adequate funds are available to meet all financial needs for the length of time necessary to complete a full-time course of study leading to a degree.

Procedures—Application for Admission of International Students
The completed application for admission should be sent to the Office of Admissions, Governors State University, University Park, IL 60466, U.S.A., with the following documents and academic credentials:

1. Summary of educational experience form obtained from the Office of Admissions;
2. Signed financial statement;
3. Official TOEFL score report;
4. Credentials for evaluation:
   a. National examination results;
   b. Diplomas and/or certificates;
   c. Complete records of all college, university, or other post-secondary work, listing courses taken and examination results, including diplomas and/or certificates;
   d. College or university transcripts, if applicable.

Official (original) documents must be furnished and accompanied by certified English translations. These records must be certified by an official of the educational institution issuing them or by United States or local government officials.

All credentials for students applying from abroad must be received by the Office of Admissions at least two months before the application deadline for the trimester for which the student is applying.

Federal Authorization
This institution is authorized under Federal Law - ACT 101 (A) (15) (F); 18CFR2143 - to enroll non-immigrant, alien students.

TOEFL Information
For applicants not living in the United States, information on testing dates and locations and the TOEFL Bulletin of Information and Registration form may be obtained at the United States Information Services, at United States education commissions and foundations abroad, and at binational centers. Applicants may also contact the Educational Testing Service, Box 89, Princeton, New Jersey, 08430, U.S.A., if they are unable to secure the TOEFL Bulletin of Information and Registration form in their native country.

International students living in the U.S.A. can obtain this information by contacting ETS in Princeton or by writing the admission counselor for international students in the Office of Admissions.

Master's Final Project
A master's degree candidate prepares a thesis or project, does a practicum/internship, or in some other way demonstrates an integration of work that is accepted by a committee of three approved faculty.

The master's final project may differ in each major; however, a student is required to do one or more of the following:
1. Master's Thesis—The master's thesis presents evidence of a thorough review and understanding of the literature germane to the subject; the ability to do independent research; and the preparation of a manuscript which conforms to generally recognized standards of scientific and scholarly writing in the discipline.

2. The Master's Project—The master's project is a sustained work that intellectually supports the degree program but which may not be, in its entirety, a written document or an internship (for example, creative projects in the fine arts). It provides evidence of the ability and effort to carry out a major application of theory or advanced methods relative to master's level work in the profession or discipline.

3. The Graduate Practicum/Internship—The graduate practicum/internship provides an opportunity for the student to evaluate the relevance of theoretical and academic perspectives in the professional field.

4. Additional Study—One or more graduate-only (numbered 800-999) courses may be designated as a master's final project alternative.

5. Comprehensive Examination—A comprehensive examination in combination with one or more of the above project alternatives may be designated as a master's final project alternative.

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

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

1. It is the responsibility of the student to notify in writing the GSU administrator/faculty member involved at least three class periods in advance of the date of the religious observance.

2. Accommodations considered unreasonable are those which would necessitate the modification of academic standards or create undue hardship on the university or its staff.

3. If a student feels he/she has been discriminated against, redress can be sought through the Student Grievance Procedure.

4. This policy must be published annually in the Student Handbook and the university Catalog.

Residency Status
Definitions
For purposes of this regulation, the following definitions pertain.

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

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

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

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

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

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

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

Residency Requirements

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

Student Identification Number

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

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

Student Records Policy

Purpose

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

Readmissions and Special Admissions Policy

All readmissions involving students on academic probation at or those suspended from Governors State University and all special admission cases (defined herein) shall be considered by the university Committee on Readmissions and Special Admissions. The committee shall make recommendations to the appropriate dean/director.

A. Readmission involving students on academic probation at or suspended from Governors State University.

1. Students who have lost continuing status while on academic probation at GSU or who have been academically suspended must apply and petition for readmission.

2. Students readmitted to the university who are on academic probation at GSU return under the same status unless they have invoked their right of academic amnesty. In some cases, the committee may recommend, subject to the approval of the dean, readmission on Probation Extended Status.

3. Students readmitted to the university who have been academically suspended will be placed on Academic Probation Extended Status for their first trimester after readmission unless they have invoked their right of academic amnesty.

   a. Students on Academic Probation Extended who subsequently achieve the minimum cumulative grade point average required for their level (undergraduate/graduate) shall be placed in academic good standing.

   b. Students on Academic Probation Extended shall remain in this status during each subsequent trimester of
enrollment as long as they meet or exceed on a trimesterly basis the minimum requirements for their level (undergraduate/graduate) for academic good standing.

c. Students on Academic Probation Extended who do not meet on a trimesterly basis the minimum requirements for their level (undergraduate/graduate) for academic good standing shall be academically suspended.

d. Students on Academic Probation Extended receiving a grade(s) of incomplete (I) will not be permitted to register for subsequent trimesters until the incomplete(s) has been removed.

4. A student twice suspended for academic reasons from the university will not be considered for readmission to the university at any later date.

B. Special Admissions Cases

1. An applicant who does not meet the minimum admission criteria may petition for admission to a degree program in the following circumstances:

   a. Applicant is not in good standing at the last institution attended. Applicant who has been suspended (dismissed) may petition for admission for a trimester no earlier than one year from the date of suspension (dismissal).

   b. Undergraduate applicant has less than a 2.0 grade point average on a 4.0 scale for at least 60 semester hours of earned college credit.

   c. Undergraduate applicant has earned at least 54, but less than 60 semester hours of college credit.

   d. Applicant is seeking admission based on credit/degree(s) earned from a non-regionally accredited institution(s).

2. Applicants who meet minimum university criteria for admission, but who do not meet more selective criteria established by the desired major, should petition directly to the appropriate division chair who will make a recommendation to the dean/director of the appropriate college/school.

3. Applicants to the Board of Governors Degree Program are not required to meet criteria addressed under Section B.1.a. and B.1.b. above and will not come under the provision of this policy for these items.

4. Applicants not in good conduct standing at the last institution attended must petition for admission to the dean of Student Affairs and Services.

C. The University Committee on Readmissions and Special Admissions

This committee shall be composed of one faculty member from each collegial unit appointed by the appropriate dean/director; the director of Admissions or designee; the registrar or designee; one representative from the Office of Student Development appointed by the associate dean of Student Development; and two students selected in a manner to be determined by the Student Senate.

Permanent members of this committee are the director of Admissions or designee and the registrar or designee. The director of Admissions or designee is the permanent chairperson of this committee. Other members are selected for one year terms effective with the beginning of the academic year.

Student Study Plan Policy

Every degree seeking student is required to develop a student study plan with an assigned academic advisor during the first trimester of enrollment. Students who do not complete a study plan during their first trimester of enrollment may be precluded from further registration as degree seeking students.

The student study plan will detail the requirements for the degree sought which are in effect at the time of admission as a degree-seeking student. These requirements will remain unchanged as long as the student remains in continuous enrollment in the program. The plan will contain the amount of transfer credit, proficiency credit, and credit for life experience applied toward the degree requirements; the total credit-hour requirements for the degree; required and elective courses; and the maximum number of credit hours and/or courses which can be taken off campus and applied toward the degree. Whenever a student applies for acceptance of additional transfer credit from another regionally accredited institution, or seeks modification to the study plan, it must be reviewed and updated. When a student changes majors or is readmitted, a new study plan must be developed and approved.
Transcripts
Students may request official transcripts of their records by writing to the Registrar’s Office. Students should allow seven working days for processing time from the date the transcript request is received.
Students who have an outstanding financial obligation to the university or who have not satisfied certain academic obligations may not receive transcripts until the obligation is met.

Transfer Credit—Detailed information on transfer credit may be found in the Catalog.

The policy on withdrawal from courses and withdrawal from the university may be found in the Catalog.

Non-Academic Policies
Drug and Alcohol Abuse Policy
This policy was established to fulfill the requirements of the law and to enhance a drug-free learning environment and workplace. The Governors State University community, i.e., the students, staff, faculty, administrators, and visitors from the community at large, are expected to adhere to this policy.

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

Consistent with its educational mission, Governors State University is committed to providing education about the effects of drugs and alcohol and to furthering efforts to prohibit possession, use, or abuse. The Student Life Division will provide periodic workshops and seminars about the health risks and university disciplinary as well as legal sanctions related to the use, manufacture, sale, and/or distribution of drugs and alcohol. In addition, the Student Life Division will display and make available for distribution materials in various locations in the university to further assist in preventive education.

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

Counseling, Treatment, Rehabilitation, Or Re-Entry Programs
The university has designated a member of its professional counseling staff to provide initial counseling assistance to students with problems and/or concerns related to the use and/or abuse of drugs and/or alcohol. Those students who seek university counseling assistance will also be referred to an appropriate community agency or health facility for more in-depth assessment and long-term treatment. Because Governors State University is a
nonresidential/commuter institution, students represent a broad geographical service region. The university has developed a directory of counseling agencies and health facilities to reflect this broad region and assist with referral.

Governors State University Disciplinary Sanctions for Students

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

The following disciplinary sanctions consistent with local, state, and federal law may be imposed for violation of the standards of conduct cited in this policy: warning; loss of privilege; restitution; mandatory participation in an approved drug and/or alcohol abuse treatment, rehabilitation, and/or re-entry program; probation; suspension; summary suspension; or dismissal.

Complete information on disciplinary sanctions may be found in the student conduct code section of this handbook.

State and Federal Legal Sanctions

A number of Illinois and federal criminal statutes provide extended definitions of what constitutes illegal possession, use, and distribution of alcohol and drugs. Criminal penalties for violations of Illinois statutes include terms of imprisonment for up to sixty years and fines of up to $500,000. Definitions of legal sanctions under Illinois law for the unlawful possession, use, and distribution of illicit drugs and alcohol are included under Chapters 43 and 56½ of the Illinois Revised Statutes 1989. In Illinois, law prohibits any person from inhaling or drinking any substance for the purpose of intoxication which means the substantial impairment of any mental or physical function. A violation of this is a Class C misdemeanor with a penalty of not more than thirty days in jail and a fine of up to $500.

Health Risks

In addition to severe penalties for violations of university policy and state and federal laws, there are health risks that are associated with the abuse of drugs and alcohol.

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. If you have any knowledge of drug or alcohol abuse, it should be reported to the Office of the Dean of Student Affairs and Services or the Department of Public Safety. All reports and records are kept confidential.

SEXUAL ASSAULT POLICY

It is the policy of Governors State University that any sexual assault on GSU premises is unlawful. This policy applies to students, staff, faculty, and all other persons on university premises.

The term sexual assault as used by Governors State University in this policy encompasses the legal definitions of sexual assault contained in Illinois State Law. It includes but is not limited to acts of rape (stranger and acquaintance) and other forms of coerced sexual activity, including unwanted touching, fondling, or other forms of sexual conduct, as defined under 720 Illinois Compiled Statutes, Sections 5/12-12 through 5/12-18.

A person who has been a victim of sexual assault should immediately report the crime to the GSU Police. The university provides support services for persons who have been victims of sexual assault. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial, and counseling assistance. Those who report a sexual assault will be advised of the importance of preserving evidence which may be necessary to provide proof for prosecution. Upon request, the university will attempt to provide reasonable special assistance and arrangements to enhance the victim's continued matriculation at the university.
Reported complaints of sexual assault will be investigated, and information obtained in this process will be kept as confidential as possible. Whether or not a victim chooses to initiate criminal charges, he/she retains the right to file a complaint through the GSU Student Conduct Code system or employee grievance process. Should the alleged misconduct of a student be subject to review through formal university hearing procedures, both the accused and accuser will be afforded the opportunity to present relevant information; be accompanied by a support person; and be apprised of the results of the disciplinary review. In the event the accused student is found in violation, the entire range of sanctions outlined in the Student Conduct Code may be considered, including, but not limited to, disciplinary probation, suspension, or expulsion from the university. Should the alleged sexual assault involve an employee, sanctions will be determined under applicable state employment regulations, employment contracts, and labor agreements. These actions are totally independent and exclusive of formal criminal charges and legal adjudication initiated by police authorities.

In an effort to educate the campus community about criminal sexual assault, acquaintance rape, and other sex offenses, campus-sponsored prevention programs are offered on an ongoing basis throughout the year. Information about the above procedures, services, and programs can be obtained from the following offices: Dean of Students, the Student Life Division, Student Development, the Department of Public Safety (GSU Police), the Personnel Office, and the Affirmative Action Office.

Sexual harassment may be a form of sexual assault. Information on the GSU Sexual Harassment Policy, the support and resources that are available when instances occur, and information on how to file a complaint may also be obtained from the Affirmative Action Office.

SEXUAL HARASSMENT POLICY

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

I. Definition

Broad national attention has been given over the last few years to sexual harassment as an abuse of the employer/employee and teacher/student relationship. In response to this attention, a number of legislative and judicial interpretations have emerged which define the problem as a violation of various civil rights laws. Two controlling current legal definitions follow:

Federal Law: Title VII Regulations

“Harassment on the basis of sex is a violation of Sec. 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

State Law: Illinois Human Rights Act

“Sexual Harassment in Higher Education” means any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of creating an intimidating, hostile, or offensive educational environment, or when the higher education representative either explicitly or implicitly makes the student’s submission to or rejection of such conduct a basis of determining: (1) whether the student will be admitted to an institution of higher education, (2) the educational performance required or expected of the student, (3) the attendance or assignment requirements applicable to the student, (4) to what courses, field of study or programs, including honors and graduate programs, the student will be admitted, (5) what placement or course proficiency requirements are applicable to the student, (6) the quality of instruction the student will receive, (7) what tuition or fee requirements are applicable to the student, (8) what scholarship opportunities are available to the student, (9) what extracurricular teams the student will be a member of or in
what extracurricular competitions the student will participate, (10) any grade the student will receive in any examination of any course or program of instruction in which the student is enrolled, (11) the progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled, or (12) what degree, if any, the student will receive.

While the exact definition of sexual harassment may vary according to the circumstances involved, for the purposes of this policy sexual harassment may be defined as unwelcome behavior by anyone who is in a position to control or affect another person’s job or status as a student and who uses the power or authority of that position to cause students or employees to submit to sexual activity, or to fear that he/she would be punished for the refusal to submit. Sexual harassment includes any conduct which is sexual in nature and which unreasonably interferes with another’s work performance or with someone’s status as a student by creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment may consist of a variety of behaviors, including, but not limited to, subtle pressures for sexual activity, inappropriate touching, offensive or inappropriate language, demands for sexual favors, and physical assault.

In its efforts to resolve sexual harassment complaints which are filed by its employees or students, the university will adhere to relevant legal definitions as they develop as well as to those applicable ethical standards of professional behavior which have been arrived at through consensus by the academic community.

II. Guidelines for Consultation or Complaints

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 in a confidential manner. If individuals desire to pursue resolution of the matter beyond the conciliation stage, they should utilize the appropriate and existing grievance procedures for claims of discrimination as described in the university’s Discrimination Grievance Procedure.

Sexual harassment spans a wide diversity of circumstances and often includes personally sensitive dimensions, not all of which are best resolved through the immediate filing of a written complaint. The university offers the following avenues of consultation and resolution.

1. University Counseling Center and Employee Assistance Program

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

2. Deans, Division Chairpersons, Directors, and Other Supervisory Personnel

All university administrators and supervisors are charged with the responsibility of ensuring that the university’s Sexual Harassment Policy is carried out in their areas. Failure to act could itself be a violation of this policy. The Affirmative Action Office should be contacted for advice on issues regarding this policy.

3. Affirmative Action Office

In addition to receiving and processing complaints, the Affirmative Action Office also offers students, faculty, and staff the opportunity to discuss sexual harassment situations for the purpose of clarifying their rights and of obtaining additional information about external avenues for redress or resolution.

Sanctions and/or Disciplinary Action

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

Consensual Relationships

Consenting romantic sexual relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed very unwise. Codes of ethics for most professional associations forbid professional-client sexual relationships. In the view of the university, the professor-student relationship is one of professional and client. The respect and trust accorded a professor by a student, as well as the power exercised by
the professor in giving praise or blame, grades, recommendations for
further study, and future employment, etc., greatly diminish the
student's actual freedom of choice should sexual favors be included
among the professor's other legitimate demands. Therefore, faculty
are warned against the possible costs of even an apparently
consenting relationship in regard to the academic efforts of both
faculty member and student. A faculty member who enters into a
sexual relationship with a student (or a supervisor with an employee)
where a professional power differential exists, must realize that, if a
charge of sexual harassment is subsequently lodged, it will be
exceedingly difficult to establish a defense on grounds of mutual
consent.

Recommended Actions to Be Followed by Alleged Victims of Sexual
Harassment

1. Confront Your Harasser.
   Confront the person in as forceful a way as possible. Say "NO" and
   inform the harasser that offensive comments, actions, etc., are not
   welcome. Do this verbally or in writing and keep copies.

   In writing a letter, keep it polite and low-key. Mary Rowe in her
   article "Ideas for Action," which appears in The Harvard Business
   Review, May-June 1981, recommends three essential parts:

   a. A detailed statement, including a precise rendition of all
      facts and dates relevant to the alleged harassment.

   b. A description of your feelings and the impact of the
      harassing behaviors or actions on your productivity, career
      objectives, and physical and mental health. Include examples
      of perceived and actual costs (such as absenteeism) as well as
      damages.

   c. A short statement describing your expectation that the
      offensive behaviors and actions will stop.

2. Keep Records.
   Document everything in writing, or tape, or tell a friend. Indicate
dates, witnesses, the nature of the behavior (be specific) and inclu
d action that you have taken to resolve the problem.

3. Find Witnesses or Colleagues Who Will Corroborate Your
   Experiences.

Many harassers are repeaters. Share your experience with co-
workers. Inquire as to whether they have been harassed and if so,
what actions have been taken. Ask if they'll support you if you
decide to take action. Two accusations are much harder to ignore
than one.

   Recognize that you are faced with a crisis that can damage your
health, self-confidence, and career. Choose your help carefully.

5. Research Your Options.
   If the behavior continues, send a second letter explaining what
must be done differently. If this fails to discourage the offender,
contact your supervisor, the affirmative action officer, or other
appropriate staff member and seek advice.

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 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 4132.

SMOKING POLICY

Governors State University is a smoke free environment. Therefore,
smoking is prohibited in indoor areas of the university. This includes:

- Classrooms, offices, conference rooms, theaters, and elevators.
- Cafeteria, common areas, corridors, lounges, and rest rooms.
- Laboratories, storage areas, and mechanical equipment rooms.
- Gymnasium handball court, multi-purpose room, swimming
  pool, and locker rooms
Student Conduct Code and Grievance Procedures

As a university student you are a member of the academic community at Governors State University. As a member of the academic community you are entitled to all the rights and protections enjoyed by all members of society. You are also subject to obligations by virtue of your membership in the university community. You are also subject to all civil laws, the enforcement of which is the responsibility of duly constituted civil authorities.

When you violate a university regulation, you are subject to disciplinary action by the university whether or not your conduct violates civil laws. When you violate civil law off campus, you may incur penalties as determined by civil authorities. Institutional action shall not be used to duplicate functions of general laws, but when a violation of the law also adversely affects the orderly operation of the university, the university may enforce its own regulations regardless of any civil proceedings or dispositions. University action will be initiated only when the institution's interest as an academic community is clearly involved.

Each GSU student is accountable for his/her actions relative to the following codes and regulations of conduct:

CODE OF CONDUCT

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

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

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

Conduct Prohibitions

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

Academic Misconduct

Academic misconduct refers to all violations of academic honesty related to fulfilling academic requirements, including but not limited to cheating, plagiarism, and/or knowingly assisting other students to engage in such conduct.

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

A faculty member has initial jurisdiction over any instances of academic misconduct that occur in association with a course being taught by the faculty member. Before taking any action regarding academic misconduct, the faculty member must notify the student of the alleged misconduct.
within two weeks of discovering the misconduct (if possible, by meeting personally with the student) and discuss the incident in question. If action is to be taken, the faculty member shall send written notification of the action and the reason for it to the student, the division chairperson, and the dean. The faculty member may elect to resolve the matter by reducing the grade for the test, paper, or other course-related activity in question and/or by adjusting the grade for the course, including failure for the course. The student may appeal the faculty member’s action through the grievance procedures for academic matters.

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

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

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

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

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

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

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

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

THE STUDENT JUDICIAL PROCESS

Any member of the university community may notify the Office of Student Affairs of violations of the university standards of conduct. The matter will normally be evaluated by the dean of Student Affairs and Services to determine if further action at the university level is appropriate. The Office of the Dean of Student Affairs and Services shall be responsible for all administrative details involved in student conduct. Reports involving student conduct, procedures for handling disciplinary cases, and the results of conduct hearings shall be maintained in this office.

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

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

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

Student Conduct Committee

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

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

Procedures for Discipline Hearing

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

Conduct of Hearings

1. The hearing shall be private (closed) unless the student charged requests that it be open to members of the university community, and
the request is approved by both the Conduct Committee and the dean of Student Affairs and Services.

2. The student shall have the right to be assisted by an advisor or legal counselor at the hearings. The advisor or counsel's function shall be restricted to advising the student on whether he/she should answer questions and what he/she should not say, so as to safeguard the individual from self-incrimination.

3. Students must inform the dean of Student Affairs and Services at least three school days in advance of the hearing if they intend to have legal counsel present. In such cases, the university may also have legal counsel present.

4. On behalf of the university, the charges and evidence may be presented by the dean of Student Affairs and Services or his/her representative.

5. The student shall have the right to call a reasonable number of witnesses in his/her own behalf who shall be subject to questioning by members of the committee and the dean of Student Affairs and Services or that individual's designee.

6. The student charged shall have the right to question all witnesses.

7. The testimony of unknown or unidentified witnesses shall not be admissible.

8. The committee may address questions to any party or to any witness called by the parties, provided however, that the student charged shall not be compelled against his/her wishes to testify or answer any question, and his/her silence shall not be held against him/her. The committee shall limit the scope of the testimony to matters relevant to the charges and the defense thereto. The committee and/or the accused student may request that the dean of Student Affairs and Services request the presence at the hearing of any member of the university community, including the accused person. The committee and/or the accused student also may request the dean of Student Affairs and Services to bring records or other exhibits. In the event that any person, including the student charged and/or his/her advisor, shall disrupt the hearing, the chairperson of the committee may exclude that person and proceed with the hearing in his/her absence.

9. The university shall have the burden of proof of guilt by a preponderance of the evidence.

10. No recommendation for the imposition of sanctions shall be based solely upon the failure of the person charged to answer the charges.

11. A tape recording shall be made of the hearings and a summary thereof shall be prepared by the chairperson of the committee. The tape recording shall be destroyed within two weeks after final disposition of the case by the university, except as may be directed by the dean of Student Affairs and Services.

12. The decision of the Student Conduct Committee shall be considered as a recommendation to be submitted in writing to the dean of Student Affairs and Services. The dean may accept or reject the recommendation of the committee based on an independent review of the facts involved in the case. The decision of the dean may be appealed by the student by submitting a written request for review to the provost (or designee). The request must be reviewed by the provost (or designee) within ten school days of the dean's decision. The decision of the provost (or designee) is final and binding.

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

**STUDENT RIGHTS**

**Student Grievance Procedures**

**General Policy**

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

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

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

If, before filing a grievance or while a grievance proceeding is in progress through this procedure, 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 procedures.
Informal Complaint Procedures

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

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

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

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

Formal Grievance

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

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

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

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

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

6. Either side may call witnesses to testify on their behalf. It is the responsibility of the respondent and grievant to request their witnesses to testify and to notify them of the date, time, and place of the hearing.

7. The grievant and respondent may each be accompanied by one advisor or counsel at the grievance hearing. In the case of multiple grievants and/or respondents, the chair may limit the number of their advisors/counsels who may be present at the hearing. The advisor’s or counsel’s function shall be restricted to advising the grievant or respondent on whether he/she should answer questions and what he/she should not say so as to safeguard the individual from self-incrimination.
Testimony shall be presented in the following order:
- Statement and witnesses from the grievant **
- Statement and witnesses from respondent **
- Questions from committee members
- Rebuttal statement by grievant **
- Rebuttal statement by respondent **
- Questions from committee members

8. An official record containing all documents and proceedings of the hearing will be maintained by the dean of Student Affairs and Services. All copies of records distributed to the committee members are confidential and will be collected by the chair of the committee at the conclusion of the hearing. The official records will be held by the President's Office until they are destroyed.

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

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

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

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

13. The Grievance Committee's decision will pertain only to the resolution of the specified alleged violation and must be signed by the members of the Grievance Committee present at the hearing. However, any member who disagrees with any part of the decision may submit a minority report which must be submitted concurrently with the committee's report. The committee's decision will be considered as a recommendation and will be submitted to the dean of Student Affairs and Services. Copies of the committee's recommendation will be sent to the grievant, respondent, and appropriate university officers no later than ten days after conclusion of the hearing.*

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

15. The dean of Student Affairs and Services will consider the recommendation and render a decision to the grievant within twenty working days of receipt of the recommendation from the Grievance Committee. Copies of the dean's decision will be sent to the respondent, chair of the Grievance Committee, and appropriate university officers.*

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

Grievance Procedures for Academic Matters

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

1. The student must seek informal resolution of the issue with the faculty member or administrator directly involved within fifteen days of the event which led to the grievance. If, after reasonable efforts, a satisfactory solution is not reached, the student may file a written grievance with the appropriate division chair.

2. The student must submit a written statement to the division chair of the collegial unit in which the course(s) is offered stating the reasons for the grievance and the remedy that is sought within thirty days of the event which led to the grievance. The student may request an extension of time in which to file a grievance through the division chairperson. The request for extension must be made in writing.

3. Within seven days after receiving the grievance and upon determining it represents an issue of substance covered by the context of the procedures, the division chair shall refer the grievance to the chair of the collegial Grievance Committee. The grievance chair shall attempt to find a mutually satisfying solution by working with both the student and the faculty/administrator involved within five days of receiving the grievance. If within seven days after receiving the grievance, the division chair decides that the grievance does not represent an issue of substance covered by these procedures, he/she shall so inform the student in writing with reasons. The student may...
appeal (except in cases in which the provost or designee has rendered the decision) this decision to the dean/director in writing within ten days of receipt of the division chair's decision.

4. If the grievance chair was unable to mediate a satisfactory solution, he/she shall ask the faculty/administrator involved to submit a written response to the student's grievance. The response is to be received by the grievance chair within seven days of the request.

5. The grievance chair shall convene the collegial Grievance Committee within seven days of receiving a response from the faculty/administrator involved.

6. The hearing shall be conducted under the following guidelines:
   a. Responsibility for establishing the validity of the grievance shall be upon the student.
   b. The student and/or the faculty/administrator may be accompanied by an advisor of his/her choice. The advisor's function shall be restricted to advising the student or the faculty/administrator on whether he/she should answer questions and what he/she should not say to safeguard the individual from self-incrimination.
   c. The hearing shall be closed, except when both parties agree that it should be open.
   d. The grievance chair shall keep a written record of the hearing, which shall include:
      (1) the names of those present;
      (2) a copy of any evidence (records, written testimony, duplicated materials, etc.) that is introduced; and
      (3) a record of the final recommendation of the committee and its rationale.
   e. The hearing shall be conducted so that all parties to the dispute have an opportunity to present their views and to rebut those of others; both grievant and respondent must have the opportunity to address the committee.
   f. No final recommendation shall be made by the committee and no testimony heard unless at least three voting members are present. All final recommendations shall require the agreement of a simple majority of the voting members present at the hearing.

7. Recommendations of the collegial Grievance Committee concerning both the finding relevant to the dispute and the suggested remedy shall be submitted to the division chair. The division chair may affirm, reverse, or ask the committee to reconsider its recommendations. The division chair may also request further information from the principals in the dispute in rendering a decision. The division chair will render a written decision to the grievant within ten days of receipt of final documentation from the Grievance Committee.

8. If the decision by the division chair is unsatisfactory to the grievant, the grievant may request a review by the dean. The request must be made in writing within ten days of receipt of the division chair's decision. The dean will render a written decision within ten days of receipt of the request.

9. The decision of the dean shall be final and binding.

10. If the respondent is a division chair, the collegial dean will assume the functions of the division chair stated above. In this instance, appeals to the decisions of the dean shall be made to the provost or designee. The decision of the provost or designee is final and binding.

11. If the respondent is a dean, the provost or designee will assume the functions of the division chair specified in items 1 through 8 above. In this instance, the university Academic Grievance Committee assumes the role of the collegial Grievance Committee. Recommendations from the university Academic Grievance Committee are submitted directly to the provost or designee whose decision is final and binding.

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

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

1. The executive director of the Center for Extended Learning and Communications Services shall be substituted for the collegial dean.
2. The coordinator of the Board of Governors/B.A. Program shall be substituted for the division chair.

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

Definition of Terms for Grievance Procedures

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

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

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

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

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

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

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

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

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

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

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<th>Students in good standing</th>
<th>3 alternates</th>
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<tr>
<td>Faculty</td>
<td>3 alternates</td>
</tr>
<tr>
<td>Civil service staff</td>
<td>1 alternate</td>
</tr>
</tbody>
</table>

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

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

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

University Academic Grievance Committee

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

DISCRIMINATION GRIEVANCE PROCEDURE

Statement of Purpose

Governors State University has established the following complaint procedure to demonstrate its commitment to nondiscrimination on the basis of sex, race, age, national origin, sexual orientation, religion, disability, or status as a Vietnam veteran. This procedure also fulfills obligations established by statute.

Discussion and Responsibilities

Any member of the university community, who believes he/she has been discriminated against on the basis of age, sex, race, sexual orientation, national origin, religion, disability, or status as a Vietnam veteran may file a complaint under this procedure.

This procedure does not supersede any provisions set forth by an applicable collective bargaining agreement.

No retaliation may be taken against any employee or student of the university who seeks redress under this procedure. Retaliation action shall be regarded as a separate and distinct cause of complaint under this procedure.

Complaints filed against the president will be referred to the chancellor.

Complaints against the affirmative action officer will be referred to the president, who will appoint a neutral person to carry out the role of the affirmative action officer as outlined below.

In the case of complaints filed against vice presidents or the affirmative action officer, the president shall substitute for the "appropriate vice president" in steps 7, 8 and 9 below. For complaints against other persons in the president's area, the president shall designate an "appropriate vice president" for steps 7, 8 and 9 below.

The affirmative action officer is responsible for conducting the investigation of complaints and preparing an investigative report. The appropriate vice president is responsible for making the decision on whether discrimination has occurred.

Procedure

A complainant should normally submit a complaint in writing to the Affirmative Action Office, stating the nature of the alleged discrimination and the nature of the adjustment desired.

Complaints should be submitted as soon as possible after the alleged discrimination has occurred in order to permit prompt and equitable resolution.

The consideration of a complaint, including investigation of the positions of the persons involved, attempts at informal resolution, and the formulation of a final decision ordinarily will be completed within eight calendar weeks, exclusive of holidays, after receipt of a complaint. If consideration cannot be completed in the eight-week interval, the complainant, and other parties as appropriate, will be notified of the delay.

The following steps will be taken to resolve complaints that are filed with the Affirmative Action Office:

1. An in-depth interview will be conducted by the affirmative action officer with the complainant.

2. The affirmative action officer will inform the person(s) against whom the complaint is being filed, and will also interview that person to ascertain their response to the complaint.

3. The affirmative action officer will conduct interviews with the complainant, respondent, and/or both to provide an opportunity for resolution of the complaint.
4. Further investigation may be conducted by the affirmative action officer, including possible interviewing of witnesses, confirming information and seeking additional information and/or documentation. In conducting the investigation, the affirmative action officer shall have unrestricted access to all pertinent material, records, reports, and documents in possession of any university personnel and shall be afforded the opportunity to interview all persons possessing relevant information.

5. Where there are conflicts of information or opinion, the affirmative action officer will conduct an informational hearing with both parties. The complainant and respondent will receive at least three days notice of this meeting.

6. When the investigation is completed, a confidential investigation report will be drafted by the affirmative action officer. This will include a summary of the allegations and the response of the accused party, a summary of any statements by witnesses and their credibility, a summary of the findings of fact, conclusions about the allegations, and recommendations for further action. The confidential report will be submitted to the appropriate vice president, with a copy to the president.

7. If the vice president determines that further information is needed to make a decision, he/she will request the affirmative action officer to conduct follow-up and/or additional interviews.

8. The affirmative action officer, the appropriate vice president, and relevant supervisory personnel will then review the investigative report, and the vice president will make a decision on the complaint.

9. A written report, setting forth the vice president's decision on the basis of the evidence gathered during the investigation, will be sent to the affirmative action officer for dissemination. In the event the affirmative action officer determines that further consideration should be given to the complaint, the matter will be referred to the president for consultation before the vice president's decision is communicated to both parties by the affirmative action officer.

10. Either party may appeal the vice president's decision to the president. The president's decision is final.

If discrimination is found, administrative action will be initiated by the appropriate vice president. If disciplinary action is proposed as a result of a finding of discrimination, procedures required under relevant collective bargaining agreements, Board of Governors Regulations, or the State Universities Civil Service Statute and Rules will apply.
Student Life

The Student Life Division works with students to develop our campus student community. It offers programs, services, and facilities designed to assist you in connecting with other GSU students and identifying GSU as your university.

Students at GSU attend classes from early morning until late at night. We schedule activities and services seven days a week to meet the needs of a commuter student population. Your family is considered a part of our community, and we offer opportunities for them to connect with GSU also.

Look over the enclosed material, but don’t hesitate to call us anytime at 708/534-4550 or use the Student Life Info Line on or off campus at 708/534-4499. We’re here for you!

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STUDENT LIFE SERVICES

Student Life Division Office, Student Center  (708) 534-4550

Information about services and programs can be obtained in the Student Life Division Office:

- Community housing information
- Computerized carpool service
- Child Care Programs information
- Student Center membership
- Student insurance information
- Clubs & organizations information
- Reduced tickets for “Great America” & General Cinema theaters
- Locker registration
- Transportation information
- Complimentary tickets to student sponsored events

Student ID Cards

Student photo-identification cards are required to use the University Library, the Academic Computing Service, and the University Student Center. This ID card may also entitle you to discounts for services and products on campus and in your community. Photo-ID cards are available without charge to all registered students. Come to the Division of Student Life Service Office for assistance.

Child Care Programs

Students, staff, faculty, alumni association members, and Campus Community Program members may register to participate in one of our child care programs. We are licensed by the Department of Children and Family Services to care for children who are 2 years old (toilet trained) through 13 years of age. We offer the following programs: drop-in, day care, evening care, weekend care, before/after school, and summer day camp. The fee is based on hours of enrollment.

Off-Campus Housing Information Assistance

The Student Life Division offers the following services free of charge to assist students in their search for housing.

HOUSING ASSISTANT-Someone is available to answer general questions and provide a telephone to contact area complexes.
STUDENT LIFE HOUSING BOOK-A notebook divided into two sections, the first lists information about those who are looking for housing to rent or share. The second section contains information about area residents who have rooms, apartments, or homes to rent or share.

HOUSING INFORMATION SHEET-A list of rental information for the local apartment complexes.

CHICAGOLAND APARTMENT GUIDE-A guide listing information about Chicago area apartments.

RELCON APARTMENT DIRECTORY-A guide that gives detailed information about Chicago area complexes.

RELCON APARTMENT FINDERS MAP-A free Chicagoland map that includes a free local number to call for apartment assistance.

THE STAR-Thursday and Sunday editions of our local newspaper's housing section are posted on bulletin boards in the Student Life Division Office.

Study Areas
Quiet places to study are a problem when you're in the middle of a construction zone, but Student Life offers the following if you are not bothered by the sound of jackhammers, TV's, pool players, and people moving around.

TV Lounge—a friendly, relaxed atmosphere with tables, chairs, booths, and soft, cushy furniture.

Top of the Stairs Lounge—a small space off of the Production Shoppe that has a sofa, coffee table, and two chairs.

Extended Study Hours—the weekend before finals week, watch for announcements. The Special Events Committee provides a quiet, relaxed atmosphere, as well as additional hours and free snacks during this hectic time for those who wish to study later to prepare for finals.

Regular Hours of Operation: 8:30 a.m. - 9 p.m. Mon. - Fri.
8:30 a.m. - 5 p.m. Sat.
1 p.m. - 5 p.m. Sun.

Student "Info' Net" Program
Provides student groups and their leaders an opportunity to access the information distribution system on campus. These include campus posting, the student information broadcast system monitors, and the student information phone line and welcome center.

Lost and Found
Items turned into the Student Life Division Office in the Student Center can be identified and picked up seven days a week. Proper identification is required. Call (708) 534-4550 for additional information.

Voter Registration
Residents of participating counties may register to vote in local and national elections in room A2100 in the Student Center. A valid photo-ID card and proof of residency is required. Call (708) 534-4550 for additional information.

Student Life Info Line
Students can call Ext. 4499 seven days a week during the university Student Center operating hours to obtain information assistance.

Student Welcome Center
Located in the middle of the Hall of Governors and open six days a week to greet students and provide information, assistance, and referral.

Student Typing and Word Processing Center
Provides students access to PC-based word processing and electric typewriters.

Student Production Shoppe
Provides student leaders and their organizations with sign-making assistance for their organizations. Provides specialized services, phone calling, mailings, button-making, etc., upon request.

Student Health Insurance
A student insurance policy is available through an outside vendor the university has authorized for this campus. Brochures can be picked up at the Student Welcome Center in the Hall of Governors or at the Student Life Division Office in the Student Center.

Student Computerized Carpool System
Student Life participates in a regional computerized carpool system provided at no cost to students. Forms can be picked up at the Welcome Center in the Hall of Governors or in the Student Life Division Office in the Student Center.

CLUBS AND ORGANIZATION
Student Life Division Office, Student Center (708) 534-4550
- Any seven students can seek charter as a student club or organization through the Student Life Division Office. The following is a list of charters on file and their general purpose.
• Accounting - to familiarize students with the field of accounting.
• American College of Healthcare Executives - to provide and encourage the pursuit of managerial excellence in the health care field.
• Applied Psychology - to further understand psychological theories through lecture, discussion, and practical application.
• Artforum - to promote student involvement in the visual arts.
• Association of Financial & Business Managers - to create a forum that facilitates interaction among students, faculty, and business professionals.
• Black Student Association - to promote high scholastic standards, cultural awareness, and the nurturing of unity and pride among Black people.
• Choral Guild - to promote student community involvement in Guild performances.
• Circle K - to serve the campus and/or community through nonprofit, volunteer work.
• Counseling - to promote scholarship, research, professionalism, and excellence in the field of counseling.
• Counseling Honor Society (Chi Sigma Iota) - to promote scholarship, research, professionalism, and excellence in counseling.
• Criminal Justice - to aid and encourage the expansion of higher education to provide a unified voice for students of criminal justice.
• Data Processing Management Association - to involve students with management information systems.
• Future Teachers Association - to prepare qualified teachers to meet the challenges of their profession through communication among students, teachers, faculty, and advisors.
• The Green Group - to enlighten and inform students of the steps they can take to protect the environment, both politically and personally.
• Infinity Photographers Association - to promote student involvement in the art and science of photography.
• International Student Organization - to provide information on international affairs and international studies.
• Intervarsity Christian Fellowship - to promote student involvement in activities, such as Christian fellowship and Bible study.
• Latino Student Union - to advocate for the needs and concerns of Latino students and enhance the educational experience of Latino students through social and cultural activities.
• Marketing - to expose business students to the outside world of business and assist in the determination of their area of concentration.
• Martin/Mandela/Malcolm - to create awareness and network with different schools and communities through forums, speakers, and workshops. To subscribe to Black newspapers across America.
• Minority Business Students Association - to provide minority business students with additional opportunities to acquire information and networking opportunities in the business community.
• Music Educators National Conference - to exhibit our deep commitment to music through service to the student community.
• National Student Speech, Language & Hearing Association - to encourage a professional interest among college and university students in the study of normal and disordered human communication behavior.
• Nursing Honor Society (Sigma Theta Tau International) - to recognize superior achievement, develop leadership qualities, foster high professional standards, and encourage creativity in the nursing profession.
• Professional Nurses Organization - to promote professional development and recognition of academic excellence and research.
• School Psychology Council - to address current needs and topics in school psychology through meetings, speakers, forums, workshops, and newsletters.
• Social Work - to provide social work students the opportunity to interact with peers and professionals within the social work field.
• Society for Advancement of Management - to promote management expertise.
• Veterans - to foster interaction among GSU community members to encourage a better understanding and appreciation for past and current members of the U.S. military.

STUDENT CENTER
A Building (708) 534-4550

The University Student Center houses all of the Student Life offices, programs, services, and recreational opportunities. The center, designed for a commuter population, includes an attractive swimming pool, gym, racquetball court, fitness room, and full shower and locker facilities, as well as a television lounge and table games area.

Bring the Family!!
Your family can become a part of our campus community. Special events, programs, and Student Center memberships are all available with a validated GSU ID card. Children under the age of 18 can use the Student Center...
facilities on Saturday and Sunday afternoons as long as they are accompanied by a parent or legal guardian. Student household members can take advantage of free Student Center memberships.

PLEASE NOTE! All persons using Student Center facilities are required to have a current photo ID card. There is a $5 charge for photo ID cards for student family members and children under the age of 18.

Campus Community Program
There are a variety of Student Center membership options available to non-student members of our community. These options include seasonal passes, discounts for those 62 and older, and special corporate rates. A sixty-day payment plan is available. Call (708) 534-4550 for complete Student Center membership information.

CAMPUS ACTIVITIES
Student Center (708) 534-4550

Special Events
Special events take many forms at Governors State, but they usually fit into one of four categories: family, social, cultural, or general interest. Offered each term, special events are funded by a student committee based on requests for financial assistance either by a Student Life club/organization or by another collegial unit.

Special Event productions have included the following: Summer Music Festival, Women's History Month Celebration, African-American History Month Celebration, and Disability Awareness Day.

Special Event funded projects have included University-Community Chorale winter and spring programs, Cinco de Mayo (co-sponsored with Latino Student Union and Multicultural Enhancement Committee), Martin Luther King Jr. birthday celebration, Jazz Improvisation Workshop, and the Weekend College students' pizza party.

To become a part of the Special Events Committee, call (708) 534-4550.

Student Life Advisory Council
This council of seven students, one from each of seven student committees, recommends policy for the seven committees. SLAC recommends policy for the use of all resources within these committees. The committees are voluntary and open to all students. Ideas and recommendations can be forwarded directly to each committee from any university constituency. The seven committees are:

- Special Events - decides the socio-cultural activities provided on campus.
- Multicultural Enhancement - develops programs that celebrate our cultural pluralism on campus.
- Model United Nations - acquaints students with political, social, and economic problems that confront the global arena today.
- Leadership Development - recommends workshops, seminars, retreats, and speakers to increase opportunities for the development of student leadership.
- Clubs and Organizations - encourages clubs to increase their membership and new clubs to build a membership.
- Recognition - recommends specific activities to honor student involvement in co-curricular activities on campus.
- Intramurals and Recreation - recommends workshops, clinics, tournaments, and other events for all student and staff groups.

Student Media
The Student Communications Media Board charters student media on campus funded in part by student fees. This has included video magazines, literary magazines, and other types of student media.

INNOVATOR Student Newspaper
This bi-monthly student run newspaper provides opportunities for students to manage their own newspaper on campus.

Student Senate
This is the elected student representative body that is a part of the university governance structure that includes the faculty and civil service senates.

Board of Governors Universities Student Representative
This is the student-elected position to our governing board.

Illinois Board of Higher Education Student Advisory
These are committee representatives and alternate student-elected positions to the IBHE governing board.

STUDENT TRANSPORTATION SYSTEMS
Pace operates bus routes that serve the surrounding communities and the university. The Metra electric train service stops within 1.5 miles of the campus and is served by Pace buses on a limited basis. See the Pace bus schedule on page 70.
Pace Bus Service

Pace buses transport students from the Metra train station in University Park to the main entrance of the university. The schedule is as follows:

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<thead>
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<th>To Governors State</th>
<th>from train</th>
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<td>6:33 a.m.</td>
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<td>7:08</td>
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<td>8:20</td>
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<tr>
<th>To train</th>
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For Pace service information, call 1/708/364-PACE, Ext. 500.