

1998

## Student Handbook: Services, Rights, and Responsibilities 1998-1999

Governors State University

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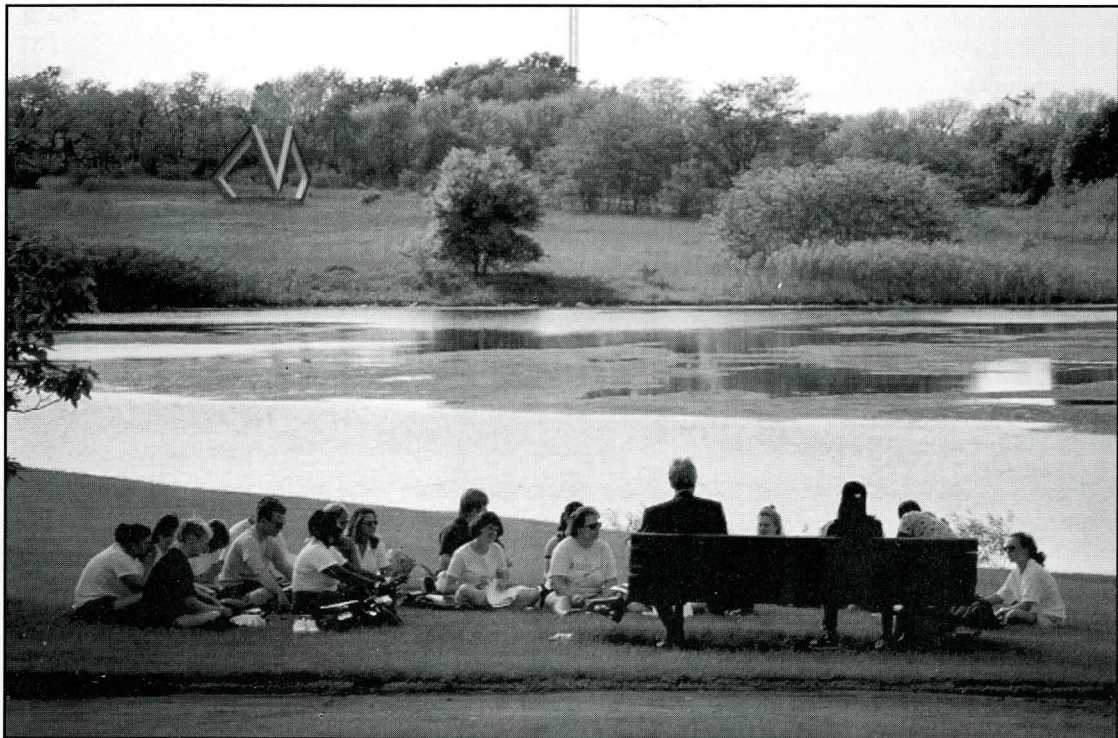
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GSU ARCHIVES

# 1998-1999 Student Handbook: Services, Rights, and Responsibilities



Governors State University



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## Governors State University

### University Mission Statement

Governors State University's primary mission is teaching. It provides an affordable and accessible undergraduate and graduate education to its culturally and economically diverse life-long learners. The liberal arts and sciences are the foundation of the university's academic programs; these programs generally emphasize professional preparation.

Governors State has a strong commitment to cultural diversity in every facet of university life. The university values its multicultural community of students, faculty, and staff as they learn together throughout their lives. It addresses the needs of the traditional and nontraditional learners through the breadth of its curriculum, through flexible teaching strategies, and through advanced instructional technologies.

Governors State University, located south of Chicago, is an active partner in the economic and social development of the surrounding metropolitan regions, preparing informed and concerned citizens and providing them a global perspective in an interdependent world.

### President Paula Wolff's Statement

Governors State University is dedicated to providing the highest quality education to its students so that they can fulfill their educational goals. Our role as a university community is to create an environment which fosters lifelong learning and excellence in all academic pursuits. We are committed to achieving excellence through greater awareness, understanding, and appreciation of the many cultures that constitute the university community and our world. The students are essential to the life of the university; we are here to help you realize your aspirations.

# University Affirmative Action and Equal Employment Opportunity Policy

It is the policy of Governors State University, in its role as educator, employer, and purchaser of goods and services, to provide equal opportunity and affirmative action. Discrimination based on race, color, sex, religion, age, national origin, disability, sexual orientation, or veteran status is strictly prohibited.

Governors State University is committed to a program of affirmative action to ameliorate patterns of growth and employment which underutilize members of minority groups, women, and other protected classes in administration, faculty, staff, and students.

Governors State University recognizes and is fully committed to both its moral and legal obligations to provide equal opportunity to its employees as well as its students. Recognizing these obligations, the university will not discriminate on the basis of race, color, religion, sex, disability, sexual orientation, age, or national origin in any area of university employment or in services to its students.

In addition to its legal and moral obligation to deal with persons as individuals, there is a strongly held belief in this university that the educational process is enhanced by a faculty, staff, and student body composed of persons from different ethnic groups, backgrounds, and experiences.

Discrimination is contrary to the precepts and mandates of this university. Deviation from these precepts could only lead to the erosion of the university commitment to provide an environment which affords students an opportunity to learn with persons from a variety of human and multicultural experiences.

Governors State University will continue to be in the forefront of the efforts to eradicate discrimination and inequality of opportunity regardless of the forms they take.

## Services for Students with Disabilities

Governors State University complies with the Americans with Disabilities Act of 1992 and with Section 504 of the Rehabilitation Act of 1973 and other federal and state legislation which states that "No otherwise qualified person with a disability in the United States... shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by an institution receiving financial assistance." Inquiries about assistance to meet special needs should be directed to the director of Student Development, through which the appropriate academic and service areas will be notified. Provision of such assistance will be based upon the learning environment. 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.

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# Governors State University Sexual Harassment Policy and Compliance Procedures for Faculty, Administrative/ Professional Staff, Civil Service Employees, and Students

## PART I - 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.

Sexual harassment, like harassment on the basis of race, ethnic origin, or religion, is a form of discrimination expressly prohibited by law. It is a violation of Title VII of the federal Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and a civil rights violation of the Illinois Human Rights Act.

Sexual harassment is harmful not only to the persons involved, but also to the entire university community. When people feel coerced, threatened, intimidated, or otherwise pressured by others into granting sexual favors in exchange for employment or educational opportunities, or are singled out for derision or abuse because of their gender, their academic and work performance is liable to suffer.

### **A. Sanctions**

The university will take whatever action is needed to prevent, stop, correct, or discipline behavior that violates this policy. Disciplinary action may include, but is not limited to, oral or written reprimands, warnings, counseling, demotion, transfer, modification of duties, suspension without pay, or termination of employment.

### **B. Definition & Examples**

This definition has been derived from 2 Federal Laws: Title VII of the 1964 Civil Rights Act and Title IX of the Educational Amendments of 1972. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, verbal or other expressive behaviors, or physical conduct commonly understood to be of a sexual nature, when:

- (1) submission to or toleration of such conduct on or off campus is made either explicitly or implicitly, a term or condition of instruction, employment, or participation in other university activities,
- (2) submission to or rejection of such conduct is used as a basis for employment or for academic decisions or assessments affecting the individual's status as an employee or student,
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's status as a student or employee or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite or the same sex. Examples of behavior that would be considered sexual harassment include, but are not limited to, the following:

- (1) physical assault,
- (2) direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation,
- (3) a pattern of conduct, annoying or humiliating in a sexual way, that includes comments of a sexual nature and/or sexually explicit statements, questions, pictures, electronic transmissions, jokes, or anecdotes,
- (4) a pattern of conduct that would annoy or humiliate a reasonable person at whom the conduct was obviously directed. Such conduct includes, but is not limited to, gestures, facial expressions, speech, or physical contact understood to be sexual in nature or which is repeated after the individual signifies that the conduct is perceived to be sexually offensive.

The following definition is taken from the state law as shown in Appendix A—The 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, fields 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 or in 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.

### C. Consenting Relationships

A faculty member, or supervisor, who enters into a sexual relationship with a student or an employee, must realize that, where a professional power differential obviously exists, if a charge of sexual harassment is lodged, the burden will be on the faculty member or supervisor to prove immunity on grounds of mutual consent. This situation may be particularly awkward and may want to be avoided for one's own protection.

Relationships between a graduate student and an undergraduate, when the graduate student has some supervisory responsibility for the undergraduate, belong in this category. Among other relationships included are those between a student or employee and administrator, adviser, or counselor who has supervisory responsibility for that student or employee.

### D. Responsibility of Supervisors

The president's Office is responsible for coordinating the dissemination and implementation of this Sexual Harassment Policy. Inquiries should be directed to the affirmative action officer. Supervisory personnel of faculty, staff or students, are charged with maintaining an atmosphere that discourages sexual harassment and ensures that the university policy is enforced in their areas. Supervisors are directed to discourage all behavior that might be considered sexual harassment and to respond promptly and without prejudice to sexual harassment complaints. University officials who knowingly condone incidents of sexual harassment or instances of related retaliation will be subject to disciplinary action.

The law recognizes two types of sexual harassment claims:

1. *Quid pro quo*, i.e., "this for that"  
ex: supervisor offers something in return for sexual favors, or employment decisions are based on whether one submits to such behavior without complaint.
2. Hostile environment  
ex: harassing behavior creates an offensive work atmosphere or adversely interferes with job performance.

### E. Protection of the Complainant and Others

No student, faculty member, or staff member may be subjected to any form of retaliation for seeking information on sexual harassment, making a charge, filing a sexual harassment complaint, or testifying, assisting, or participating in an investigation, proceeding, or hearing involving a complaint of sexual harassment. Any retaliatory action will be a violation of this policy and will be grounds for disciplinary action.

### F. Protection of the Accused

Accusations of sexual harassment are grievous and can have serious and far-reaching effects on the careers and lives of accused individuals. Allegations of sexual harassment must be made in good faith and not out of malice. Complaints must be confidential and private and in a manner to protect the privacy of all involved—the alleged harasser, the victim and all witnesses. This serves to protect the reputation of someone who may be falsely accused. Protection against retaliation for all people involved is assured.

### G. External Agency Complaint Procedures

An investigative and complaint process is also available through the Illinois Department of Human Rights and the federal Equal Employment Opportunities Commission. See Appendix B for more information.

## PART II COMPLIANCE PROCEDURES

### A. Offices of Affirmative Action, University Counseling Center, Employee Assistance, Etc.

Individuals who believe they have been victims of sexual harassment should seek assistance or advice as soon as possible.

Individuals will not be required to reveal their identity in seeking such consultation. They may seek consultation, resolution of complaints, or assistance with filing formal complaints at a number of university units or offices. These units or offices are:

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, 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.
3. Affirmative Action Officer  
The affirmative action officer receives and processes sexual harassment complaints. This office also offers students, faculty, and staff the opportunity to discuss a person's rights in a situation of sexual harassment and expedites filing formal complaints.

### B. Suggested Tactics to Deal with Sexual Harassment

Excerpt reprinted with permission from *Stop Sexual Harassment* by American Library Association and Capital Cities/ABC, et al.

"My supervisor is harassing me. How should I handle it? I don't want to hire a lawyer or end up on the evening news. I just want him to stop."

Many women who are harassed initially respond by trying to ignore the problem. But 75 percent of the time, harassment grows worse when it is ignored. Here are some tactics to deal with sexual harassment.

1. *Tell the harasser to stop.* Make it clear you don't welcome this behavior. You can say this in person or in a letter sent by registered mail. (See sample letter below.) Keep copies of any written correspondence.
2. *Keep notes* describing each incident, including date, time, place, what the harasser said or did, how you responded, who else might have heard or seen it and what you did at the time. Keep these notes at home. Also keep any gifts, notes, or cartoons you've received from the harasser.
3. *Talk to others at work* even though it may be embarrassing. Be judicious about talking to your co-workers so you don't encourage gossip or possibly harmful actions by others. But you may find witnesses, allies or other victims of the harasser who will support you. It may be helpful to talk about the experience with friends and family as well.
4. *Follow grievance procedures* outlined in your company's employee handbook if one exists. Talk to your supervisor, the harasser's supervisor, your union steward, and any co-worker you think might be helpful. Remember, stopping sexual harassment is the responsibility of the employer as well as the harasser.
5. *Keep copies of your employment record at home.* Harassers sometimes try to defend themselves by attacking their victims' job performance.
6. *Explore legal options and support groups.* If other remedies fail, you may want to file a complaint. Look through the resource list in this brochure for organizations that can help you.

**Sample Letter to a Harasser**  
(send by registered mail)

Date

Dear (Harasser's name)

I am writing this letter to inform you that I do not welcome and feel (uncomfortable) (intimidated) (threatened) (angered) by your action (s). The action (s) I am referring to (include):

*Examples:*

On or around July 24, 1991, you left a magazine on my desk that I consider obscene. When I asked if it was yours, you claimed that you thought that I would be interested in the subject.

On three separate occasions, starting on the second day of my employment, you followed me into the supply closet to hug me and fondle my breasts.

You booked only one hotel room for the two of us at the engineering association conference in Phoenix and changed the reservation only after I insisted in front of the desk. At the banquet that evening you told me that I was "jeopardizing our working relationship and my position" with my "unfriendliness."

This behavior is offensive to me and constitutes sexual harassment. This (these) incident (s) has (have) created a (unprofessional) (tense) (stressful) working environment that interferes with my job performance, particularly in any matters that require contact with you. Therefore, I am asking you to stop this illegal harassment now.

### C. Formal Complaints Procedure

Formal complaints may be lodged with the supervisor of the respondent or with the affirmative action officer. Complaints filed 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. Complaints filed against the president will be referred to the board.

The affirmative action officer is responsible for conducting the investigation of complaints and preparing an Investigative Report. The following facts should be noted by the complainant:

1. An individual who believes she/he has been subjected to sexual harassment, as defined by this policy, may initiate a formal complaint with the affirmative action officer. The complaint may be submitted orally or in writing. However, any complaint initially submitted orally must be put in writing.
2. 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 by the affirmative action officer 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 as to the delay.
3. The supervisor of the area in which a complaint is raised is responsible for taking reasonable action to prevent retaliation against complainants and other individuals interviewed in the investigatory process, as a result of their participation in this procedure.
4. The following steps will be taken to investigate and resolve complaints that are filed with the affirmative action officer. Once the university has notice of possible sexual harassment of students, it will take immediate and appropriate steps to investigate or otherwise determine what occurred and take steps reasonably calculated to end any harassment and prevent harassment from occurring again, regardless of whether the student who was harassed decides to file a formal complaint or otherwise requests action.
  - a. An in-depth interview will be conducted by the affirmative action officer with the complainant.
  - b. The affirmative action officer will contact the person(s) against whom the complaint is being filed within 10 days of receipt of the complaint, and will also interview that person to ascertain their response to the complaint. The investigation will end if the complaint is found to have no merit.
  - c. The affirmative action officer will conduct interviews with the complainant, respondent, and/

or both to provide an opportunity for resolution of the complaint. This, and further proceedings, will be confidential and private, unless otherwise agreed upon by both parties.

- d. 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.
- e. 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. This hearing shall be conducted so that due process is guaranteed to the complainant and respondent.
- f. When the investigation is completed, a confidential Investigation Report will be drafted by the affirmative action officer and submitted to the appropriate vice president within five working days, with a copy to the president. 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 appropriate vice president will make a decision on the complaint.
- g. 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.
- h. 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.
- i. Before making a finding that any individual has engaged in sexual harassment, the vice president shall afford the accused the opportunity for a hearing. At this hearing:
  - \_ the burden of proof shall rest upon the accuser;
  - \_ the standard of proof shall be clear and

- convincing evidence;
- the accused shall enjoy the right to confront and cross-examine all witnesses against him/her;
- the accused shall enjoy the right to call witnesses in his/her own behalf;
- the accused shall enjoy the right to examine and rebut any documents used by the university in any way as part of, or in the development of, the case against him/her, including any notes or working papers drafted during the course of the investigation, even if these are not directly presented as evidence as such.

- j. When sexual harassment is found, appropriate administrative disciplinary action may be taken. This action will be taken pursuant to applicable State Universities Civil Service Rules, collective bargaining provisions, and other applicable statutes, regulations and rules. Possible sanctions may include, but not be limited to, oral or written reprimands, warnings, counseling, demotion, transfer, modification of duties, suspension without pay, or termination of employment.
- k. Either party may appeal this decision to the president. The president's decision is final.
- l. Because sexual harassment violates the law, the decision of the educational institution does not prevent any party from taking legal action in the courts.

## D. Coordination and Implementation

The president's Office is responsible for coordinating the dissemination and implementation of this Sexual Harassment Policy and will work closely with administrators in the university to assure compliance with the provisions of this policy. All inquiries should be directed to the affirmative action officer, who is assistant to the president.

## E. Laws Governing Sexual Harassment

APPENDIX A contains texts of three laws governing Sexual Harassment.

They are:

Illinois Human Rights Act  
 Title VII of the federal Civil Rights Act of 1964  
 Title IX of the Educational Amendments of 1972

APPENDIX B contains information about the External Agency Complaint Procedures.

## APPENDIX A

### TITLE VII OF THE FEDERAL CIVIL RIGHTS ACT OF 1964, SECTION 703

Discrimination Because of Race, Color, Religion, Sex, or National Origin

Sec. 703.

- (a) It shall be an unlawful employment practice for an employer—
- (1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges or employment, because of such individual's race, color, religion, sex, or national origin; or
  - (2) to limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex, or national origin.
- (b) It shall be an unlawful employment practice for an employment agency to fail or refuse to refer for employment, or otherwise to discriminate against, any individual because of his race, color, religion, sex, or national origin, or to classify or refer for employment any individual on the basis of his race, color, religion, sex, or national origin.
- (c) It shall be an unlawful employment practice for a labor organization—
- (1) to exclude or to expel from its membership, or otherwise to discriminate against, any individual because of his race, color, religion, sex, or national origin;
  - (2) to limit, segregate, or classify its membership, or to classify or fail or refuse to refer for employment any individual, in any way which would deprive or tend to deprive any individual of employment opportunities, or would limit such employment opportunities or otherwise adversely affect his status as an employee or as an applicant for employment, because of such individual's race, color, religion, sex or national origin; or
  - (3) to cause or attempt to cause an employer to discriminate against an individual in violation of this section.
- (d) It shall be an unlawful employment practice for any employer, labor organization, or joint labor management committee controlling apprenticeship or other training or retraining, including on-the-job training programs to discriminate against any individual because of his race, color, religion, sex, or national origin in admission to, or employment in, any program established to provide apprenticeship or other training.
- (e) Notwithstanding any other provision of this title, (1) it shall not be an unlawful employment practice for an employer to hire and employ employees, for an employment agency to classify, or refer for employment any individual, for a labor organization to classify its membership or to classify or refer for employment any individual, or for an employer, labor organization, or joint labor-management committee controlling apprenticeship or other training or retraining programs to admit or employ any individual in any such program, on the basis of his religion, sex, or national origin in those certain instances where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of that particular business

### Legal Definitions

Section 5/2-101(E) of the Illinois Human Rights Act defines sexual harassment as follows:

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature 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.

Section 5/5A-101(E) of the Illinois Human Rights Act defines sexual harassment in higher education as follows:

"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 purposes of substantially interfering with the student's educational performance or 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 as a basis for 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, fields 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 or in 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.

or enterprise, and (2) it shall not be an unlawful employment practice for a school, college, university, or other educational institution or institution of learning to hire and employ employees of a particular religion if such school, college, university, or other educational institution or institution of learning is, in whole or in substantial part, owned, supported, controlled, or managed by a particular religion or by a particular religious corporation, association, or society, or if the curriculum of such school, college, university, or other educational institution or institution of learning is directed toward the propagation of a particular religion.

(f) As used in this title, the phrase "unlawful employment practice" shall not be deemed to include any action or measure taken by an employer, labor organization, joint labor-management committee, or employment agency with respect to an individual who is a member of the Communist Party of the United States or of any other organization required to register as a Communist-action or Communist-front organization by final order of the Subversive Activities Control Board pursuant to the Subversive Activities Control Act of 1950.

(g) Notwithstanding any other provision of this title, it shall not be an unlawful employment practice for an employer to fail or refuse to hire and employ any individual for any position, for an employer to discharge any individual from any position, or for an employment agency to fail or refuse to refer any individual for employment in any position, or for a labor organization to fail or refuse to refer any individual for employment in any position, if—

(1) the occupancy of such position, or access to the premises in or upon which any part of the duties of such position is performed or is to be performed, is subject to any requirement imposed in the interest of the national security of the United States under any security program in effect pursuant to or administered under any statute of the United States or any Executive order of the president; and

(2) such individual has not fulfilled or has ceased to fulfill that requirement.

(h) Notwithstanding any other provision of this title, it shall not be an unlawful employment practice for an employer to apply different standards of compensation, or different terms, conditions, or privileges of employment pursuant to a bona fide seniority or merit system, or a system which measures earnings by quantity or quality of production or to employees who work in different locations, provided that such differences are not the result of an intention to discriminate because of race, color, religion, sex, or national origin, nor shall it be an unlawful employment practice for an employer to give and to act upon the results of any professionally developed ability test provided that such test, its administration or action upon the results is not designed, intended, or used to discriminate because of race, color, religion, sex, or national origin. It shall not be an unlawful employment practice under this title for any employer to differentiate upon the basis of sex in determining the amount of the wages or compensation paid or to be paid to employees of such employer if such differentiation is authorized by the provisions of section 6(d) of the Fair Labor Standards Act of 1938, as amended [29 U.S.C. 206(d)].

(i) Nothing contained in this title shall apply to any business or enterprise on or near an Indian reservation with respect to any publicly announced employment practice of such business or enterprise under which a preferential treatment is

given to any individual because he is an Indian living on or near a reservation.

(j) Nothing contained in this title shall be interpreted to require any employer, employment agency, labor organization, or joint labor-management committee subject to this title to grant preferential treatment to any individual or to any group because of the race, color, religion, sex, or national origin of such individual or group on account of an imbalance which may exist with respect to the total number or percentage of persons of any race, color, religion, sex, or national origin employed by any employer, referred to or classified for employment by any employment agency or labor organization, admitted to membership or classified by any labor organization, or admitted to, or employed in, any apprenticeship or other training program in comparison with the total number or percentage of persons of such race, color, religion, sex, or national origin in any community, State, section, or other area, or in the available work force in any community, State, section, or other area.

## TITLE IX AND SEX DISCRIMINATION

### Title IX

Discrimination in educational institutions and agencies is against the law. Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, 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 United States Department of Education (ED) maintains an Office for Civil Rights, with 10 regional offices and a headquarters office in Washington, D.C., to enforce Title IX.

## APPENDIX B

### External Agency Complaint Procedures

The Illinois Human Rights Act prohibits sexual harassment as defined in Appendix A and establishes the Department of Human Rights and the Human Rights Commission to handle charges of sexual harassment. The federal government's Civil Rights Act prohibits sexual harassment by an employer and assigns the complaint process to the Equal Employment Opportunity Commission (EEOC).

While the university encourages use of its internal policy and procedures, the university's policy does not preclude a person who feels she/he has been the victim of sexual harassment from seeking redress through these external agencies. Filing with the external agencies can be done in lieu of or simultaneously with the university's complaint process. Filing a complaint with the university does not result in the waiver or extension of any time limits required by any external agency.

The initial document filed with the Illinois Department of Human Rights is called a charge and must be filed with the Department of Human Rights within 180 days of the alleged violation. The Department of Human Rights is responsible for investigating the charge, for determining whether substantial evidence of sexual harassment exists, and for attempting settlement. If necessary the Department of Human Rights will prepare and file a complaint with the Illinois Human Rights Commission. If the Department of Human Rights decides to take no action on the charge or fails to act promptly on a charge, the person who filed the charge can file a complaint directly with the Human Rights Commission.

The Human Rights Commission will schedule a hearing on the complaint before a hearing officer who can recommend certain sanctions and penalties to the commission in the event a violation is found. The commission provides a process for appeals.

The Department of Human Rights and the Human Rights Commission may be contacted at the addresses and phone numbers as shown below:

Department of Human Rights  
222 S. College Street  
Springfield, IL 62704  
(217) 785-5100  
T.D.D. (217) 785-5125

OR

Human Rights Commission  
William G. Stratton Office Bldg., 4th Floor  
Springfield, IL 62704  
(217) 785-4350

OR

State of Illinois Center  
100 W. Randolph St., 5th Floor  
Chicago, IL 60601  
(312) 814-6200  
T.D.D. (312) 263-1579

OR

State of Illinois Center  
100 W. Randolph St., 10th Floor  
Chicago, IL 60601  
(312) 814-6269

Under federal law, employees believing they have been subjected to sexual harassment affecting their employment may file a charge with the Equal Employment Opportunity Commission (EEOC). A charge filed with the EEOC must be filed within 180 days of the occurrence of the alleged incident. The EEOC can be contacted by writing or calling:

Equal Employment Opportunity Commission  
Central West Plaza Building  
625 N. Euclid Street, 4th Floor  
St. Louis, MO 63108

OR

536 S. Clark Street  
Chicago, IL 60605  
(312) 353-2713



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## DRUG AND ALCOHOL ABUSE

Consistent with its educational mission, Governors State University is committed to providing education about the effects of the use of drugs and alcohol and to furthering efforts to prohibit possession, use, or abuse of these substances. The Division of Student Development provides periodic workshops and seminars about health risks and university disciplinary action, as well as the legal sanctions related to the use, manufacture, sale, and/or distribution of drugs and alcohol. In addition, the office assists in preventative education by the distribution of informational materials. These informational materials are distributed to newly admitted students at orientation and are available in division offices, Student Affairs and Services offices, or can be picked up from academic advisors.

### **TREATMENT:**

The university has professional counseling staff in the Division of Student Development 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 treatment program for more in-depth assessment and treatment if required. 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 to assist with appropriate referral.

### **UNIVERSITY DISCIPLINARY SANCTIONS :**

The Student Conduct Code prohibits the use, possession, and distribution of, or being under the influence of drugs or alcohol, except as permitted by institutional policy or law. Students charged and found to be 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:** notice to a student that previous conduct was unacceptable and that future breaches of conduct will be treated more severely.

**Loss of Privilege:** 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:** payment for damages to or misappropriation of university property, or the property of visitors to, or members of, the university community. 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).

**Mandatory participation in an approved drug and/or alcohol abuse treatment program:** the student will not be permitted to be on campus for any reason until documentation proving this participation is on file.

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

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

**Dismissal:** 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 soon that one year from the date of dismissal.

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

**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 violation(s) of Illinois statutes include terms of imprisonment for up to sixty (60) 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 56.5 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 (30) days in jail and a fine of up to \$500.00.

Equally severe penalties and sanctions may be imposed for violations of federal statutes.

**EFFECTS/DANGERS OF DRUGS**

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. The following table is provided to list the effects of drug overdose and withdrawal syndromes.

DRUG CATEGORY	Dependence <i>Psychological/ Physical</i>	Possible Effects	Effects of Overdose	Withdrawal Symptoms
NARCOTICS	High to moderate	Euphoria; drowsiness; respiratory depression; constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, tremors, panic, cramps, nausea, chills, and sweating
DEPRESSANTS	High to moderate	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
STIMULANTS	High to moderate	Increased alertness, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
HALLUCINOGENS	Unknown	Hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
CANNABIS	Unknown	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactive, and decreased appetite occasionally reported

**STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT**

Governors State University complies with all provisions of the federal and state "Student Right to Know" and "Campus Security Act." Annual crime statistics and other important information required by this legislation can be found in the office of the Department of Public Safety. An interactive multimedia version of this information can also be found on the Internet at website: [www.govst.edu/users/gsupd](http://www.govst.edu/users/gsupd)

**STUDENT RECORDS POLICY**

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

**Definitions**

A student is defined as a person who is or has been enrolled at Governors State University on campus and/or off campus, and for whom the university maintains education records. The term "enrolled" is defined as having registered and paid fees. The definition includes enrollment in mediated instruction courses, independent study, and correspondence study. For the purpose of this policy only, any student attending Governors State University will be considered to be an adult and to have sole control over the release of his/her information except as provided in this policy.

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

1. Personal records of instructional, supervisory, and administrative personnel, and educational personnel ancillary to those persons, which are kept in the sole possession of the maker thereof and are not accessible or revealed to any other person except a temporary substitute.
2. Records of the Department of Public Safety which are maintained apart from education records, maintained solely for law enforcement purposes, and disclosed only to law enforcement officials of the same jurisdiction. For the purpose of this policy, the Governors State University Public Safety Office will be treated as an outside agency, and the education records of students will not be disclosed to this office except with the written consent of the student or pursuant to other permitted exceptions specified by this policy.
3. Employment records, made and maintained in the normal course of business, that relate exclusively to an individual in his/her capacity as an employee and are not available for use for any other purpose, so long as they are maintained separately from any education record. Records relating to an individual in attendance at Governors State University who is employed as a result of his/her status as a student are considered education records and are not excepted under this definition.
4. Records of a physician, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity which are used only in connection with treatment and are not disclosed to individuals other than those providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the university's program of instruction.
5. Records which contain only information relating to a person after that person is no longer a student at Governors State University, such as alumni files.

Student information means any information contained in an education record as defined above.

Personally identifiable information includes but is not limited to the following:

1. The name of a student, the student's parent, student's spouse, or other family member.
2. The address of the student or the student's family.
3. A personal identifier such as the student's social security number or student number.
4. A list of personal characteristics which would make the student's identity easily traceable.
5. Other information that would make the student's identity easily traceable.

Directory information means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Governors State University defines the following as directory information:

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

Disclosure means to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in those records, to any party by any means, including orally, in writing, or electronically.

### Identification, Description, and Location of Records

**Academic Records.** The Office of the Registrar maintains records relating to the student's application for admission or readmission to the university, transfer credit evaluation and other data pertinent to the student's admissibility. This office also maintains the official academic record of a student. It is a cumulative history of the student's admission, registration, and academic performance. Certain demographic and biographic information is also kept for identification, for enrollment, and research-related purposes, or as required for reporting purposes. For information, contact the registrar, Office of the Registrar, Ext.4500.

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

- Dean, College of Arts and Sciences, Ext.4101
- Dean, College of Business and Public Administration, Ext.4930
- Dean, College of Education, Ext.4050
- Dean, College of Health Professions, Ext. 4388
- Director, Board of Governors B.A. Degree Program, Ext.4092
- Dean, Center for Extended Learning and Communications Services, Ext. 5410

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

- Director of Business Operations, (708) 534-5000, Ext. 5050
- Accounting, (708) 534-5000, Ext. 5060
- Cashier, (708) 534-4055
- Collections, (708) 534-4054

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

- Director of Financial Aid, (708) 534-4480.

**Counseling/Testing/Tutoring Records.** The Division of Student Development maintains records of services rendered by that office. For information concerning these records, contact the following:

- Director of Student Development, (708) 235-3961
- Division of Student Development, (708) 534-4508
- Center for Learning Assistance, (708) 534-4508

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

- Dean of Student Affairs and Services, (708) 534-4045

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

- Director of Career Services, (708) 534-5000, Ext. 5080
- Coordinator of Student Employment and Internships, (708) 534-5000, Ext.5700

### Access to Records

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

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

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

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

Students may have copies made of their education record, upon payment of an appropriate charge established by the university, except in the following cases:

1. Copies of transcripts from other educational institutions will be provided only if the original source of those transcripts is no longer available or if going to the original source would cause undue hardship as determined by the university.
2. In cases where an administrative hold has been placed on a student's record, the student may view such records but will not be able to obtain a copy of said record until the hold has been properly removed.

**Limitations on Right to Inspect or Review.** Students may not inspect or review the following:

1. Financial records submitted by their parents.
2. Confidential letters or materials placed in records before January 1, 1975, as long as they are used only for the purposes for which they were written.
3. Confidential letters or materials placed in records after January 1, 1975, if the student has voluntarily submitted a written waiver. Such letters and statements must relate to the student's admission to the university, application for employment, or receipt of an honor or honorary recognition. If the student has waived the right of inspection, the university will provide the student, upon request, the names of the individuals who provided the letters and statements of recommendation. A waiver may be revoked with respect to any actions occurring after the revocation. A revocation must be made in writing.
4. If an education record contains information about more than one student, that record may be censored to protect the identity of the other person(s) named in the record.

### Basic Policy Regarding Disclosure of Information from Education Records

**Disclosure Not Requiring Prior Consent.** The appropriate record-keeping office shall obtain the written consent of the student before disclosing personally identifiable information from the student's records except in the case of directory information or disclosures to:

1. The student himself/herself.
2. university personnel who the institution has determined to have legitimate educational interests. The sufficiency of the need for student information will be determined by the head of the unit from which the records are sought. University personnel are those members of the institution who act in the student's educational interest within the limitations of their need to know and which may include faculty, administrators, clerical and professional employees, and other persons who manage student record information. Legitimate educational interest means the demonstrated need to know to permit the performance of their assigned duties and responsibilities, including, but not limited to, teaching, research, academic advising, record-keeping, and various student support services.

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

tions, or other information. They should restrict their responses to acknowledging, when appropriate, the receipt of requests for student information germane to their area of responsibility.

3. Officials of other schools in which the student seeks or intends to enroll, or in which the student is currently enrolled or receiving services from, if there is a legitimate need. The sufficiency of the need will be determined by the head of the unit from which the records are requested. The university will make a reasonable attempt to notify the student before disclosure. A copy of any information sent will be provided to the student upon request.
4. Faculty or staff conducting student characteristics research, providing the research project has the written approval of the academic dean or vice president sponsoring the research and providing that guarantees are made that no personally identifiable information will be published or released.
5. Certain state or federal representatives specified by law for the sole purpose of evaluation and auditing of governmentally funded programs in which the university participates, with the guarantee that the identity of the students will be protected and that the information will be destroyed when no longer needed for the purposes for which it was provided.
6. State and local officials or authorities, if a state statute adopted before November 19, 1974, specifically requires disclosure.
7. Organizations conducting studies for, or on behalf of, state or federal educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, with the guarantee that the identity of the student will be protected and that the information will be destroyed when no longer needed for the purposes for which the study was conducted.
8. In connection with financial aid for which the student has applied or received, if the information is needed to determine eligibility for the aid, to determine the amount of the aid, to determine the conditions for the aid, or to enforce the terms and conditions of the aid.
9. Accrediting organizations to carry out their accrediting function, with the guarantee that the identity of the student will be protected.
10. Appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health or safety of a student or other persons.
11. In compliance with a judicial order or lawfully issued subpoena. The university will make a reasonable effort to notify the student in advance of compliance.

**Disclosure Requiring Prior Consent.** Except as listed in the above section, all requests for student information other than directory information must be accompanied by the written consent of the student.

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

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

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

**Disclosure of Directory Information.** Directory information pertaining to individual students may be released at the discretion of the university. The definition of directory information will be published in the university catalog or other designated publication each academic year. Students may notify the university in writing they do not want directory information disclosed without prior written consent. The request for not disclosing information will be honored until otherwise notified by the student in writing.

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

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

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

1. The parties who have requested or received personally identifiable information.
2. The legitimate interests the parties had in requesting or obtaining the information.

Records of disclosure are not required to be kept in the record of a student when the request was from, or the disclosure was to, the student himself/herself, a university or school official as defined in "Disclosure Not Requiring Prior Consent" above, a party with written consent from the student, or a party seeking directory information.

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

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

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

**Hearing.** The student will be given written notice sent to his/her last known address of the time and place of such hearing not less than ten (10) days in advance. The hearing will be conducted by a university representative who does not have a direct interest in the outcome. The student may challenge the hearing officer. Any disagreement regarding the hearing officer will be resolved by the appropriate vice president.

The student shall have the right to attend the hearing, to be advised by an individual of his/her choice at his/her own expense, including an attorney, and to call witnesses in his/her behalf. The student shall be notified in writing of the decision within ten (10) days following the hearing or within five (5) days of a decision without a hearing. Such decision is final. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

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

A hearing may not be requested by a student to contest the assignment of a grade; however, a hearing may be requested to contest whether or not the assigned grade was recorded accurately in the education records of the student.

### Right to File Complaints

If a student thinks that his/her rights have been violated, he/she should first file a complaint with the head of the unit which maintains the records in question.

If, after exhausting all internal remedies available within the university, the student still thinks that his/her rights have been violated, written complaints can be filed with the following office:

Family Policy and Regulations Office  
U.S. Department of Education  
Washington, D.C. 20202

A written complaint to the Family Policy and Regulations Office must contain specific allegations of fact which have led the student to believe that a violation of the Family Educational Rights and Privacy Act has occurred.

The Family Policy and Regulations Office will notify the complainant and the university of the receipt of the complaint and an investigation will follow.

## **Destruction/Disposal of Records**

The university may dispose of records when they are no longer necessary in accordance with the university record retention schedule. However, if under the terms of this policy, a student has requested access to the record or has formally challenged the record, the record shall not be destroyed until access has been granted or until a decision has been rendered.

Explanations placed in the record and the record of disclosure of information must be maintained as long as the record to which it pertains is maintained.

Persons in charge of student records should ensure that only pertinent items are retained in a student's record.

## **Residency Status for Tuition Purposes**

### **Definitions**

For purposes of this regulation, the following definitions pertain.

An "adult student" is a student who is 18 or more years of age.

A "minor student" is a student who is less than 18 years of age.

An "emancipated minor student" is a completely self-supporting student who is less than 18 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 shall 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 in 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 for review 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.

**Minor Students.** The residence of a minor student shall be considered to be the same as and change with any of the following:

1. That of the minor's parents if they are living together, or the living parent if one is deceased;
2. If the parents are separated or divorced, that of the parent to whom custody of the minor has been awarded by court decree or order, or in the absence of a court decree or order, that of the father unless the minor has continuously resided with the mother for a period of at least six consecutive months immediately preceding the minor's registration at the university, in which latter case the minor's residence shall be considered to be that of the mother;

3. If the minor has been legally adopted, that of the adoptive parents, and, in the event the adoptive parents become divorced or separated, that of the adoptive parent whose residence would govern under the foregoing rules if the parent had been a natural parent;
4. That of the legally appointed guardian of the person; or
5. That of a "natural" guardian such as a grandparent, adult brother or adult sister, adult uncle or aunt, or other adult with whom the minor has resided and by whom the minor has been supported for a period of at least six consecutive months immediately preceding the minor's registration at the university for any term if the minor's parents are deceased or have abandoned the minor and if no legal guardian of the minor has been appointed and qualified.

**Emancipated Minors.** If emancipated minors actually reside in Illinois, such minors shall be considered residents even though their parents or guardians may not reside in Illinois. Emancipated minors who are completely self-supporting shall be considered residents if they have maintained a dwelling place within Illinois for a period of at least six consecutive months immediately preceding the beginning of any term for which they register at the university. Emancipated minors who reside with their parents and whose parents (or one of them if one parent is living or the parents are separated or divorced) have established and are maintaining a bona fide Illinois residence shall be regarded as residents.

**Minor Children of Parents Transferred Outside the United States.** The minor children of persons who have resided in Illinois for at least twelve consecutive months immediately prior to a transfer by their employers to some location outside of the United States shall be considered residents. This rule shall apply, however, only when the minor children of such parents enroll in the university within five years of the time their parents are transferred by their employer to a location outside the United States.

**Married Student.** A nonresident student, whether minor or adult, who is married to a person who meets and complies with all of the applicable requirements of these regulations to establish residence status, shall be classified as a resident.

**Armed Forces Personnel.** Nonresidents of Illinois who are on active duty with one of the services of the Armed Forces of the United States, who are stationed in Illinois, and who submit evidence of such service and station, as well as the spouses and dependent children of such persons, shall be considered residents as long as such persons remain stationed in Illinois and the spouses and/or dependent children of such persons also reside in Illinois. If such persons are transferred to a post outside the continental United States, but such persons remain registered at the university, residency status shall continue until such time as these persons are stationed within a state other than Illinois but within the continental United States.

**Staff Members of the university, Allied Agencies, and Faculty of State-Supported Institutions in Illinois.** Staff members of the university and allied agencies and faculties of state-supported institutions of higher education in Illinois, holding appointment of at least one-quarter time, and their spouses and dependent children, shall be treated as residents.

**Teachers in Public and Private Illinois Schools.** Teachers in public and private elementary and secondary schools of Illinois shall, if subject to payment of tuition, be assessed at the resident rate during any term in which they hold an appointment of at least one-quarter time, including the summer session immediately following the term in which the appointment was effective.

### **Residency Status Appeal Procedure**

Students who take exception to their residency status classification shall pay the tuition assessed but may file a claim in writing to the university office responsible for reconsideration of residency status. The written claim must be filed within thirty (30) calendar days from the date of the tuition bill or the student loses all rights to a change of residency status for the term in question. If the student is dissatisfied with the ruling in response to the written claim made within said period, the student may file a written appeal within ten (10) calendar days of receipt of the decision to the responsible university office. Such written appeals shall be forwarded to the appropriate university vice president who shall consider all evidence submitted in connection with the case and render a decision which shall be final.

### **Special Situations**

Upon recommendation of the president/Board of Trustees, in special situations, the university may grant resident status to categories of persons otherwise classified as nonresidents under this regulation.

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## FINANCIAL AID

For information regarding financial assistance programs and refund policies, please refer to the university catalog.

For information regarding financial assistance, i.e., application, eligibility, and types of available financial assistance, as well as exit counseling for borrowers, please contact the Office of Financial Aid .

### SATISFACTORY ACADEMIC PROGRESS

Regulations governing the federal student aid programs require that institutions develop standards of satisfactory academic progress for student aid recipients based on federal guidelines. These guidelines require that we establish a maximum time frame for duration of eligibility, a qualitative measurement of academic progress, and a quantitative measurement of progress to ensure completion within the maximum time frame. Governors State University has established the following policy in order to comply with these federal regulations.

### Programs Covered

This satisfactory academic progress policy applies to all federal, state, and institutional financial assistance programs administered by the GSU Office of Financial Aid.

The policy applies to all course work attempted at GSU, regardless of whether or not any form of financial assistance was received by the student when the course work was attempted.

### Maximum Time Frame

There is a maximum time frame in which each student is expected to complete their degree. The maximum time frame for undergraduate students is the time required to attempt 90 credit hours of course work. The maximum time frame for graduate students is the time required to attempt 48 credit hours of course work, unless you are in one of the following programs:

	Maximum Time Frame
Communication Disorders	60 hours
Counseling	80 hours
Health Administration	80 hours
Occupational Therapy	135 hours
Physical Therapy	135 hours
Psychology with School Psychology	80 hours

All courses attempted, whether while receiving financial aid or not, will be counted toward attempted hours. An attempted course is any course for which a grade of A, B, C, D, E, F, I, NC, P, R, U, W, or X is received.

Students who have chosen to take additional course work to obtain a minor in conjunction with their major degree program, or who take additional course work for personal reasons, will not receive maximum time frame extensions for those purposes.

### Qualitative Requirement (Grade Point Average)

Undergraduate recipients are required to maintain a 2.0 cumulative GPA and graduate student recipients are required to maintain a 3.0 cumulative GPA for all course work, whether or not aid was received. This measurement will be done at the end of each trimester for which the student is enrolled. Grades for incomplete courses are not counted until the end of the trimester during which the final grade is given.

### Quantitative Requirement (Completion Rate)

All students are required to complete successfully at least 75% of the course work attempted. Successful completion means a grade of A, B, C, D, or P is received for the course. Grades of E, F, I, NC, R, M, U, W, and X are not considered successful completion. This determination will be made once per academic year, at the time the student's aid application is being reviewed for the next academic year.

### Loss of Eligibility

Students who fail to comply with the GPA requirement for one trimester will be allowed one additional probationary trimester in which to raise their GPA to the required minimum. Students who fail to comply with the GPA requirement for two consecutive trimesters will lose eligibility for financial aid.

Students who fail to comply with the Completion Rate requirement during one academic year will be allowed one additional probationary academic year in which to raise their completion rate to the required minimum. Students who fail to comply with the Completion Rate requirement for two consecutive years, will lose eligibility for financial aid.

### Appeals

Students who have lost eligibility for financial aid for any reason, may appeal this decision by submitting a typed appeal to the director of Financial Aid outlining the reason(s) that the student was unable to meet the satisfactory progress standards and any mitigating circumstances involved. Documentation must be provided for any unusual circumstances that students wish to be considered in the process. Events such as a death of an immediate family member, illness of the student, or other unforeseeable event that has caused undue hardship to the student, may be considered as mitigating circumstances.

A decision will be rendered by the director of Financial Aid approximately two weeks after the appeal deadline date. Students whose appeals are denied, will have all aid canceled and will be responsible for paying for their classes or dropping them within the required refund period.

### Reinstatement of Eligibility

Students who have lost eligibility for aid, or who are in a probationary status, can regain eligibility by raising their cumulative GPA to 2.0 (undergraduate students) or 3.0 (graduate students), and/or by raising their overall completion rate to 75% or above. Students who wish to be reinstated after regaining eligibility, must have their files reactivated by contacting their financial aid advisor.

## 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 prior to 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 prior to including a grade point average in their good standing computation.

## GRADING AND GRADE APPEALS POLICY

At 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                                                        |
| 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 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. When the student's grading option is pass/no credit, grades A, B, C, D translate and print a 'P' and a grade of 'F' translates and prints 'NC'.

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.

## ACCREDITATION

Governors State University is accredited by the North Central Association of Colleges and Secondary Schools. The university is also a member of the Illinois Council of Baccalaureate and Higher Degree Programs, and many programs are accredited by their respective professional accrediting agencies.

## REFUNDS

Students, including students attending the university for the first time, who withdraw from courses on or before the tenth day of regularly scheduled classes for a trimester or block, are entitled to a full refund of tuition and fees. Students who withdraw from courses after the tenth day, but before the twenty-first day of regularly scheduled classes for a trimester or block, are entitled to a fifty percent refund of tuition and fees. Refund periods are listed in the schedule of classes for each trimester.

Students attending the university for the first time who withdraw from all courses after the tenth day of regularly scheduled classes, or who otherwise fail to complete the trimester shall be eligible for a pro-rata refund in accordance with regulations governing federal financial assistance programs. Any such student shall have deducted from such refund an administrative fee of the lesser of five percent of tuition and fees or \$100.00.

Fees may be refunded if a scholarship is awarded which covers those fees and an application for refund is made no later than sixty calendar days after the close of the trimester. Refunds of fees also may be made because of the student's death or disability, extreme hardship, or institutional error. Additional information is available from the Business Office.

Refunds are mailed via check approximately three weeks from the request date. Both VISA and MasterCard refunds are processed for account credit within three days of the request date.

## ACADEMIC AMNESTY POLICY

(REFER TO CURRENT CATALOG)

## ADMISSION POLICIES

(REFER TO CURRENT CATALOG)

## CONTINUING STUDENT STATUS POLICY

(REFER TO CURRENT CATALOG)

## CAMPUS DISTURBANCES OR DEMONSTRATIONS

In order that normal educational processes can continue without interruption and in order that individual safety, personal freedom, and property rights can be enjoyed without impairment, the board has established this policy.

### 1. Unauthorized Activities

#### a. Criminal Damage

Criminal damage to state property is committed by any of the acts specified in 720 ILCS 5/21-4.

#### b. Criminal Trespass

Criminal trespass to state land is committed by one who enters upon the campus or a building with legal notice that entry is forbidden or who remains in an area after notice to depart.

Persons who violate established university regulations for the use of university facilities shall be notified to depart. This notification should be given publicly and orally by an authorized university representative. If such persons remain, a police officer or other authorized university representative should read applicable portions of the criminal trespass statute, 720 ILCS 5/21-5, and advise them that they are in violation of the law and may be arrested. In appropriate circumstances, court action of an injunctive or criminal nature should be sought.

#### c. Interference

Interference with a public institution of higher education is committed by one who, without authority from the institution, through force or violence, actual or threatened, willfully acts as prohibited by 720 ILCS 5/21.2-2. In appropriate circumstances court action of an injunctive or criminal nature should be sought.

### 2. Penalties

Persons who willfully damage state property, commit trespass on the campus, or interfere with the university's operations shall be penalized in accordance with 720 ILCS 5/21-1 et seq.

Members of a campus community who participate in unlawful activities which disrupt educational functions shall be dealt with in accordance with established disciplinary and administrative processes. Such processes may be invoked regardless of either civil or criminal actions arising out of the same event.

### 3. Outside Assistance

When the president believes that unlawful activities which disrupt educational functions warrant, he/she is authorized by the board to make prompt application to those agencies provided by the state for the purpose of dealing with those who break the law.

## THE STUDENT ACTIVITY AND UNIVERSITY STUDENT FEE AT GOVERNORS STATE UNIVERSITY

Fees collected are considered state monies subject to all the usual controls and guidelines. The Student Life Division, with student recommendations, is charged with using these resources to support campus student life.

### A. Student Activity Fund Board Guidelines

1. Student activity fees, upon collection by the university, become state funds and are subject to statutes, regulations, and university policies and procedures applicable to state funds generally.
2. The university shall develop policies concerning the administration of student activity fees. The policies and any changes shall become effective when approved by the president. The policies and any changes shall be submitted to the board by the president.
3. The policies should contain the following provisions and such other provisions as are necessary and appropriate.
  - a. Provisions for collection of all student activity fees at regular intervals.
  - b. Provision for allocation by a body which includes representation of appropriate student organizations and of students generally.

### B. University Guidelines

1. The intent of the student activity fund on our campus is to support student life programs. This fund is separate from academic support unit funds and is used for co-curricular programming.
2. The Student Senate has the authority to recommend policies regarding student fees. It has recommended the establishment of the fee board. This recommendation was approved through administration and reported to the board. The Student Life Budget Board is explained in D3.
3. The university center fee is intended to support the operations of the Student Center administered by the Division of Student Life.

### C. Fund Control

The student activity fund is regulated and audited on a regular basis by the university Business Office. The fund is administered on a routine basis by the director of Student Life. All requests for expenditures must be accompanied by approved minutes and have the signature of the authorized organization leader and the appropriate Student Life Division office member. Student fees are not deposited into a student account but accounts are given budgeted dollar authorization, subject to the availability of funds.

### D. Allocation Process Description

Currently, each student at Governors State University pays the sum of \$25 per trimester or \$12.50 per block for a student activity fee and \$20 a trimester to a university Student Center fee.

The following steps will be followed each year in budgeting these fee monies. This procedure will be initiated in the spring of the year preceding the academic year for which the budget is prepared. The procedures are as follows:

1. The director of Student Life will issue a notice to all student organizations, to the faculty advisors, and to the Student Life Budget Board that any groups wishing to make a budget request must have such requests in the Student Life Division Office in writing by a specified date.
2. The director of Student Life will request the Business Office to submit a statement of anticipated income for the student activity fee fund for the next academic year. This amount will become the maximum amount that can be budgeted at this time.



3. The Student Life Budget Board Procedures:
  - a. The budget board would be charged with recommending to the director of Student Life programs, services, activities, and facilities funded through student activity and student center fees. These budgets would be based on the information and guidelines provided by the Student Life Division.
  - b. All recommendations are subject to the approval of the director of Student Life. The director of Student Life forwards the completed document to the dean of Student Affairs and Services for final approval.
  - c. The budget board will also complete a midyear budget review to be recommended to the director of Student Life by March 15 of each fiscal year.
  - d. The membership shall be appointed by the represented organizations. The membership of this board shall total seven members: two members appointed by the Student Senate, four members by the Student Life Advisory Council. Additionally, one representative shall be appointed by the Student Communication Board.
  - e. The chairperson of the board shall be elected from the membership. A simple majority shall be required to pass recommendations. Any changes in this board or policy establishing it shall require approval of a majority vote of the board and a majority vote of the Student Senate.
  - f. The director of Student Life or his/her designee shall act as advisor to the board on all matters.
  - g. All members will be required to attend orientation sessions on Student Life budget programming.

### **CAREER SERVICES AND COUNSELING STUDENT FEE AT GOVERNORS STATE UNIVERSITY**

Fees collected are considered state monies subject to all the usual controls and guidelines. The Division of Student Development, with student recommendations, is charged with using these resources to support career service and counseling needs of students.

- A. Career Services and Counseling Fund Board Guidelines
  1. Career services and counseling student fees, upon collection by the university, become state funds and are subject to statutes, regulations, and university policies and procedures applicable to state funds generally.
  2. The university shall develop policies concerning the administration of career service and counseling fees. The policies and any changes shall become effective when approved by the president. The policies and any changes shall be submitted to the board by the president.
  3. The policies should contain the following provisions and such other provisions as are necessary and appropriate.
    - a. Provisions for collection of all career services and counseling fees at regular intervals.
    - b. Provision for recommendations to the director of Student Development for allocation by a body which includes student representation including a representative from the student senate, a representative from the students with disabilities, and students generally.
- B. University Guidelines
  1. The intent of the career services and counseling fee on our campus is to support career service and counseling support services to students. This fund is separate from academic support unit funds.
  2. The Student Senate has the authority to recommend policies regarding student fees. It has recommended the establishment of the fee board. This recommendation was approved through administration and reported to the board.
- C. Fund Control
 

The career services and counseling fund is regulated and audited on a regular basis by the university Business Office. The fund is administered on a routine basis by the director of Student Development.
- D. Allocation Process Description
 

Currently each student at Governors State University pays the sum of \$20.00 per trimester or \$12.50 per block for a career services and counseling fee.

The following steps will be followed each year in budgeting these monies. This procedure will be initiated in the spring of the year preceding the academic year for which the budget is prepared. The procedures are as follows:

1. The director of Student Development will request the Business Office to submit a statement of anticipated income for the career services and counseling fee fund for the next academic year. This amount will become the maximum amount that can be budgeted at this time.
2. Career Services and Counseling Fee Budget Board Procedures
  - a. The budget board would be charged with recommending to the director of Student Development allocation of funds for services funded through career services and counseling fees. These budgets would be based on the information and guidelines provided by the Division of Student Development.
  - b. All recommendations are subject to the approval of the director of Student Development. The director of Student Development forwards the completed document to the dean of Student Affairs and Services.
  - c. The membership of the board shall total seven members. The board shall have one member appointed by the Student Senate, and one member representing students with disabilities appointed by the director of Student Development. The director of Student Development will appoint five members from at least three of the four colleges and/or BOG degree program.
  - d. The chairperson of the board shall be elected from the membership. A simple majority shall be required to pass recommendations. Any changes in this board or policy establishing it shall require approval of a majority vote of the board and a majority vote of the Student Senate.
  - e. The director of Student Development or his/her designee shall act as advisor to the board on all matters.

### **LIBRARY POLICY AND PROCEDURES FOR USE OF ELECTRONIC INFORMATION NETWORKS**

The University Library provides reference and information services seventy-five hours per week. Library staff are available to help students at three locations: the main reference desk, the documents/serials information desk, and the circulation desk. The library staff offers tours of the library, and the library faculty provide bibliographic instruction to individuals and groups upon request.

Material in the library is identified and located through Illinet Online (IO), a catalog providing users with on-line access to the collection and its holdings by author, title, and subject, as well as various print and electronic indexes and abstracts. IO also provides users with information on the holdings of other libraries in Illinois, including more than forty full participants in the Illinois Literary Computer System Organization (ILCSO). Computer-assisted bibliographic searches are also available.

Books and journal articles not available in the Governors State University Library often can be obtained for students through cooperative networks or interlibrary loans. The library also has cooperative agreements with other academic institutions that permit Governors State University students access to these collections.

### **ACADEMIC COMPUTING SERVICES**

Academic Computing Services (ACS) provides microcomputer facilities for students, faculty, and staff. The ACS Lab comprises classrooms and an open lab area. Some computers are connected to the Educational Computing Network (ECN)—a telecommunications and computing service that provides Internet access. Students can obtain an ECN account from the ACS Lab coordinator.

Students enrolled at Governors State and holding a valid student I.D. card may use the ACS facilities. ACS is located on the second floor of the D Wing, just past the library. Lab hours are Monday through Thursday, 8:30 a.m.- 10:30 p.m.; Friday, 8:30 a.m.- 9 p.m.; and Sunday, 1-9 p.m. Student lab aides are available during these hours to answer questions and assist users.

## STUDENTS CALLED TO ACTIVE DUTY MILITARY SERVICE

1. Students may present military orders to the Office of the Registrar and request a withdrawal from their courses with a 100% refund of tuition and fees.  
OR
2. Students may present military orders to their instructors for the purpose of requesting early completion of their course work, if they are near the end of a trimester in which they receive the call to active duty.  
OR
3. Students may present military orders to their instructors for the purpose of requesting incompletes in their currently-enrolled courses to be completed in subsequent trimesters in accordance with the deadlines for the completion of course work set in the academic calendar.

Students who are called to active military service should be given full consideration in their requests.

If students fail to avail themselves of any of the three foregoing options within the deadlines set in the academic calendar, they may write to the university registrar for special consideration in withdrawing from courses or in completing course work beyond the deadlines set in the academic calendar.

## PARKING CITATION APPEALS AND REVIEW PROCEDURE

Parking citations on campus are issued by university police under the ordinances of the Village of University Park. Appeals may be processed through the adjudication process of the university Park Traffic Enforcement Hearing Officer.

## POLICY FOR STUDENT MEDIA

### Preamble:

This document refers to all student communications media, newspaper, magazines, radio stations, TV stations, cable TV systems, etc., which are funded, in whole or in part, by student activity fees at Governors State University. It is the intent of this policy to preserve the freedom of the press for such communication media, while at the same time ensuring that they are responsible to the community they serve.

### I. Student Communications Media Board (SCMB)

The SCMB will serve as the publisher for those student communications media which are funded, in whole or in part, by student activity fees. The SCMB will be responsible to the director of Student Life.

- A. Purpose: It is the purpose of the SCMB to encourage the development and recognition of qualified student media, including publications, radio, and television; to ensure continuity of, and responsible leadership for, recognized student media; to review elements of media performance toward maintaining the highest quality of student media; and to ensure fiscal responsibility and sound management.
- B. Specific Functions:
  1. Approve all student communications media.
  2. Approve budget(s) and expenditures of student activity fees by the various student media.
  3. Appoint for the period of one year, the head of each student medium staff.
  4. Approve the staff recommended by the head of each student medium. These recommendations will be made on the basis of interviews of interested students. All staff must be currently enrolled students. The staff will determine content and format of their respective publications without censorship or advance approval.
  5. Hear concerns from members of the university community pertaining to alleged violations of acceptable journalistic standards and practices.
  6. Hear recommendations for suspension or dismissal of staff and/or withdrawal of funds from a medium/(media) for either a violation of law, repeated publication of materials judged libelous, fiscal mismanagement, or substantial deviation from a medium's/(media's) original proposal, SCMB policy or professional ethics. The SCMB will act on such recommendations only after the student(s) and/or medium/(media) involved are accorded due process.

- C. Membership: The SCMB will be composed of seven voting members, appointed by the Student Senate as follows: four (4) currently enrolled students, appointed for one-year terms, to (2) faculty members, from different colleges; and one (1) civil service or support unit employee of the university. The following will serve on the board as ex-officio members: A member of the Student Life staff appointed by the director; the appointed head, and the advisor of each student medium/media. The chairperson of the SCMB must be a student elected for the membership.

Students employed by the student media governed by the SCMB shall not be eligible to serve on the SCMB (except as noted above).

- D. Meetings: The SCMB will meet at least once during each month of the fall and winter trimesters and as needed during spring/summer trimester. At least four members must be present to conduct business. Minutes must be kept for all meetings.

### II. Proposals for New Student Media

- A. Proposal content: The SCMB shall encourage the development of student media by providing an orderly and equitable review of proposals for recognition. All proposals, initial and renewed, will include by-laws and a proposed budget for the first year of operation, as well as a statement detailing the following: purpose, audience; general statement of staff development.
- B. Proposal review: Upon receipt of a proposal the SCMB will meet to consider that proposal within 30 calendar days.
- C. Proposal recommendations: A majority vote of the total membership of SCMB is required for recognition by the board. If the proposal is rejected, the board must state its reasons(s) for rejection in writing. The applicant may appeal the SCMB's decision to the director of Student Life.
- D. Proposal recommendations: The SCMB may recommend:
  1. Full recognition - an appointment of a permanent media head must be completed within six months after recognition; or
  2. Temporary recognition - for a maximum of four months a temporary media head must be appointed, immediately; or
  3. Rejection - the board must state the reason(s) for rejection in writing.

### III. Financing of Student Publications

- A. Funds from student activity fees may be used to support student media. Such funds may be budgeted by the Student Life Budget Board upon recommendation of the SCMB.
- B. Funds derived from other sources, including advertising, may be considered part of the budget for each publication. A full accounting of such income must be made available to the SCMB on a regular basis.

### IV. Appointment Process for Student Media Heads

The Student Communication Media Board will appoint or reappoint Student Media Heads based on the following guidelines:

- A. Each Media Head will be selected based on demonstration of the following skill areas:
  1. Budgetary - Demonstrate effective management of the organization budget within fiscal constraints and guidelines.
  2. Supervisory - Demonstrate ability to manage the staff needed to run the particular media in question effectively.
  3. Editorial or media related - Demonstrate ability to produce appropriate community level media skills.
  4. Interpersonal - Demonstrate ability to deal effectively with all constituents.
  5. Initiative - Demonstrate ability to develop an effective plan, problem solve, and develop appropriate responses to encountered situations.
  6. Organizational - Demonstrate ability to plan, develop and implement all appropriate policies, procedures and activities necessary for the organization.
  7. Staff Development - Demonstrate ability to design and implement an appropriate training and development program for the staff of the media.

- B. The Standing Review Committee's charge will be to seek input on the candidates for media head and recommend one to three candidates to the full Student Communication Media Board at its April meeting or the next most appropriate meeting.
- C. A Standing Review Committee, composed of the following members, will be established by appointment of the Student Communication Media Board:
  - 1. Chairperson of SCMB
  - 2. Proposed media advisor
  - 3. Student Life staff-appointed member
  - 4. One other student media appointment by the board
  - 5. Two board members appointed by the board
    - a. one student member
    - b. one non-student member
- D. Approval Process - The SCMB can act only on the recommendations forwarded from the Standing Review Committee. A majority vote of the (total voting) membership of the SCMB is required for the appointment of student media head.
- E. Appeal Process - An applicant may appeal the decision of the full committee (SCMB) to the director of Student Life. All appeals must be based on a perceived violation of process. These appeals must be forwarded to the director of Student Life within 10 days of board action.

#### V. Interpretation and Amendment

- A. Interpretation of this Student Communications Media Policy is the prerogative of the SCMB. Appeals may be addressed to the director of Student Life.
- B. Recommendations for amendment of this policy may be made by two-thirds vote of the full membership of the SCMB.
- C. Rules and procedures governing individual student communication media not stipulated in this policy may be included in the bylaws of the media. These bylaws will be enforced and interpreted by the SCMB and will be binding upon the appropriate media.

#### SMOKING

In compliance with the Illinois Clean Air Act, as of July 1, 1993, smoking is prohibited in the university.

#### STUDENT CONDUCT CODE AND GRIEVANCE PROCEDURES

The accrediting groups for the various academic majors at Governors State University have different standards and requirements regarding grievances which supersede the university's grievance policy and procedures. Please check with the division chair or dean's office in your college regarding a grievance policy and procedures specific to your academic major.

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

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

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

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

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

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

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

### **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 conducted 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 of 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 counsel 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 designees) 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

The accrediting groups for the various academic majors at Governors State University have different standards and requirements regarding grievances which supersede the university's grievance policy and procedures. Please check with the division chair or dean's office in your college regarding a grievance policy and procedures specific to your academic major.

### 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 for 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 procedure.

### A. Definition of Terms for Grievance Procedures

**Student**—A student is a person currently 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 grievable under a separate set of procedures. Such matters are to be resolved by following the Grievance Procedures for Academic Affairs. These procedures may be found in Section II.

**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:

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

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

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

**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.

## B. Informal Complaint Procedures

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

## C. 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 under this procedure. 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/counselors who may be present at the hearing. The advisor's or counsel's function shall be restricted to advising the grievant or respondent on whether he/she should answer questions and what he/she should not say so as to safeguard the individual from self-incrimination.

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.\*

## D. Appeal

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

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

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

## Grievance Procedures for Academic Matters

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

1. The student must seek informal resolution of the issue with the faculty member or administrator directly involved within fifteen days of the event which led to the grievance. If, after reasonable efforts, a satisfactory solution is not reached, the student may file a written grievance with the appropriate division chair.
2. The student must submit a written statement to the division chair of the collegial unit in which the course(s) is offered stating the reasons for the grievance and the remedy that is sought within thirty days of the event which led to the grievance. The student may request an extension of 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.
  - g. The final recommendation of the collegial Grievance Committee shall include:
    - (1) a statement concerning the validity of the alleged grievance;
    - (2) a recommendation for resolving the grievance.
7. Recommendations of the collegial Grievance Committee concerning both the finding relevant to the dispute and the suggested remedy shall be submitted to the division chair. The division chair may affirm, reverse, or ask the committee to reconsider its recommendations. The division chair may also request further information from the principals in the dispute in rendering a decision. The division chair will render a written decision to the grievant within ten days of receipt of final documentation from the Grievance Committee.
8. If the decision by the division chair is unsatisfactory to the grievant, the grievant may request a review by the dean. The request must be made in writing within ten days of receipt of the division chair's decision. The dean will render a written decision within ten days of receipt of the request.
9. The decision of the dean shall be final and binding.
10. If the respondent is a division chair, the collegial dean will assume the functions of the division chair stated above. In this instance, appeals to the decisions of the dean shall be made to the provost or designee. The decision of the provost or designee is final and binding.
11. If the respondent is a dean, the provost or designee will assume the functions of the division chair specified in items 1 through 8 above. In this instance, the university Academic Grievance Committee assumes the role of the collegial Grievance Committee. Recommendations from the university Academic Grievance Committee are submitted directly to the provost or designee whose decision is final and binding.

## **Modification of 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.

## **DISCRIMINATION GRIEVANCE PROCEDURE For University Community**

### **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 Board of Trustees.

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 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 Trustees Regulations, or the State Universities Civil Service Statute and Rules will apply.

If a finding of discrimination is made in a complaint concerning a student grade adjustment, it may be used in the university grade appeal process in determining whether or not a grade adjustment is warranted.

## PROCEDURES FOR ORGANIZING STUDENT CLUBS AND ORGANIZATIONS

There are two basic steps in forming new clubs and organizations at Governors State University. As will be noted later, some groups may omit the first step and proceed to the second if appropriate.

### 1. Tentative Recognition

A group may receive permission from the Student Life Division to hold an organizational meeting on campus. If the group wishes to organize, they may apply for tentative recognition by filing a Petition for New Student Organization with the Student Life Division which includes the following information.

- a. name of organization
- b. purpose of organization
- c. name of faculty/staff advisor (this requirement may be temporarily waived by the coordinator of Student Organizations and Services).

d. name and social security number of seven (7) students who have agreed to join. (Minimum number required.) This petition will be forwarded to the Student Life Advisory Council, which meets twice monthly. Upon receipt of the petition the committee will make a recommendation to the coordinator of Student Organizations and Services. If approved, the club or organization will be granted tentative recognition which will provide them with all the privileges of a fully recognized group for a period of three months by which time they must have completed step 2. In extenuating circumstances, the director of Student Life, upon written request, may extend the three months to a maximum of five months. (All clubs must have their advisor and their club officers attend an orientation.)

### 2. Formal Recognition

To be formally recognized as a club or organization, a group must present the following information to the Student Life Division:

- a. a permanent constitution which must include the name, purpose, operating procedures, membership requirement, and basic structure of the continuing organization. Guidelines for writing constitutions are available in this package.
- b. the name of the current year's faculty or staff advisor.
- c. a list of the current officers including name and social security number. Officers must be in academic good standing to be eligible to serve.

Student groups will normally be approved if they follow the outlined procedures with the follow exceptions:

Campus organizations must be open to all students without respect to race, creed, sex, (excluding fraternities and sororities), national origin, or disability.

Upon receipt of the above, the Division of Student Life will ask the Student Life Advisory Council to recommend formal recognition of the group. If the coordinator disagrees with the recommendation, he/she will ask for a meeting with the committee to discuss their recommendation. If differences cannot be reconciled, the coordinator will rule on recognition of the group. This ruling may be appealed to the director of Student Life for review.

If approved, the group will be a recognized university organization with all of the privileges thereof as long as:

1. They remain in good standing with the Division of Student Life. *Minutes must be filed monthly and all events cleared with the office before implementation.* All activity starts with planning and implementation through the Division of Student Life,
2. File each trimester a list of their current officers and name of faculty or staff advisor with the Division of Student Life and
3. Submit reactivation forms each new fiscal year.

Any group becoming inactive for one year or more must reapply for recognition as a new organization.

## STUDENT COMMUNICATIONS MEDIA BOARD

### Communications Media Awards Program

The student participants in student media on campus need to have a clear understanding of the options available to them for recognition of their contributions. Past precedent, current policy and strong concern for maximum student participation has been used to develop the following guidelines:

1. All awards are allocated through the Student Communication Media Board and are based on fund availability.
2. Eligible for awards are editor-in-chief, managing editor, advertising manager, layout person, and photo editor. All must be classified as members of the student constituency for purposes of governance.
3. All participants in student media must be currently enrolled for at least one credit hour.
4. All students must be approved for participation in the Student Media Award Program by the Student Communication Media Board based upon recommendation of the media head.
5. All students must have served at least a half of a trimester to be eligible for recognition. Students leaving their position prior to completing at least a half of a trimester will not be eligible for the Media Award or credit options.
6. All students must designate their awards option before assuming their media responsibilities. This designation must be accepted by the media head and the assigned Student Life staff member.

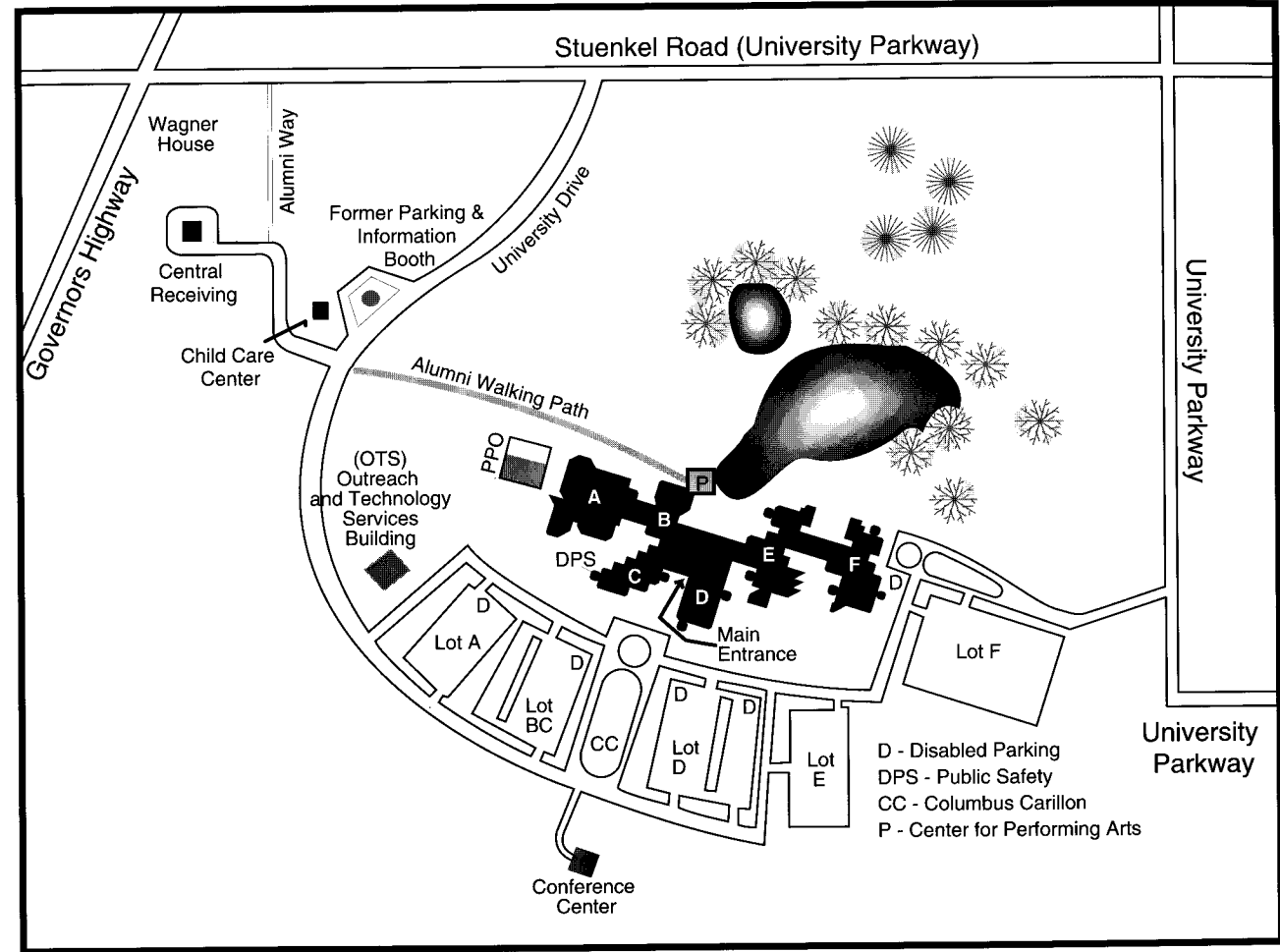


7. All award participants must designate their award option before assuming their media responsibilities. The designation must be accepted by the media head and the assigned Student Life liaison. Qualified participants may select one of the following options:
  - Student Media Award Option, a maximum amount equal to undergraduate students upon the recommendation of the editor-in-chief. The media head award is a maximum amount equal to the current full-time tuition\* for undergraduates, less fees, plus \$100.00.
  - Work Study Option, an hourly wage assigned position for students eligible under Financial Aid guidelines.
  - university Credit Option, open to all eligible students based on specific approval for Independent Study through one of the colleges.
8. Awards recommended by the media head for qualified participants are based on the following criteria:
  - total number of hours worked per term
  - number of words published
  - number of layout designs published
  - advertising revenue accrued from a negotiated point
  - number of photos published
  - duties performed by business manager/ad manager
9. Awards for the media head(s) are granted upon recommendation of the advisor, the chair of the SCMB and the Student Life liaison based on the following criteria:
  - revenue generated, each term of tenure
  - adherence to budgetary guidelines
  - amount of staff management and development
  - editorial or media related
  - initiative
  - organizational ability
  - quality of media represented
10. All awards are granted at the end of the term in which they were earned.

Recommendations to authorize payment of Media Awards are made by the SCMB. However, if a student disputes the granting of an award or the amount, or that no award was recommended, they have the right to appeal to the SCMB in writing within ten (10) days of notification. Further dispute may be mediated by the director of Student Life upon written appeal within ten (10) days following an SCMB decision.

Awards amounts are based upon tuition cost at the time the annual budget is proposed.

## CAMPUS MAP





Telephone: 1-800-GSU-8GSU  
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