

From: [Dean of Students](#)
To: [Dean of Students](#)
Subject: Student Handbook and Important Information
Date: Tuesday, August 29, 2023 10:54:20 AM
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)

Office of the Dean of Students

The Office of the Dean of Students (ODOS) works with students to advocate and provide access across a wide spectrum of areas. ODOS works with university services and community agencies to clear a pathway to success in areas ranging from university policies and procedures to academic performance and personal crises. ***Start with us, we're here to help!***

This notice provides you with a summary of important information that you need to know about Governors State University, including your rights and responsibilities as a student. For more information, review the [Student Handbook](#) and the [Dean of Students website](#).

Student Absence Notification to Faculty

A student may request faculty notification for a documented absence of 3 days or more due to:

- Personal prolonged illness or injury;
- Life-threatening or serious illness or injury of an immediate family member;
- Death of an immediate family member;
- Emergency work as defined in the Volunteer Emergency Worker Job Protection Act*;
- Compliance with a valid subpoena, jury duty, or other legal matters such as citizenship or naturalization processes;
- Significant and compelling circumstances beyond a student's control such as an act of nature that causes destruction to a student's primary residence.

Absence notification is intended to provide faculty with verified information that they may use to determine whether or not to excuse the absence and/or permit late or make-up work. Absence notification neither guarantees that the absence will be excused nor ensures that late or make-up work will be permitted. This authority rests solely with individual instructors. For more information or to request notification, visit the [Student Absence section](#) of the Dean of Students website.

Student Code of Conduct

The Student Code of Conduct, along with other University policies, will give you clear guidance on what you can expect from GSU faculty and staff, and what we will expect from you. The Student Code of Conduct is published in the [Student Handbook](#), and includes the procedures that guide the [Community Standards process](#) to hold students accountable for violations of University policy, reflect on their behavior, and develop skills that promote personal and community responsibility.

GSU4U: Connecting Students to Support Services

[GSU4U](#) connects students to campus and community resources when they are facing personal difficulties, such as food and housing insecurity. We are dedicated to assisting all students experiencing personal difficulties no matter how serious or small the situation may seem. For more information about resources available to assist students, visit the [GSU4U website](#). Please check back regularly, as new resources are added frequently.

Financial Aid: Have you completed the FAFSA? Don't wait!

The [Office of Financial Aid](#) is committed to helping you research all options to make your education affordable. FAFSA applications for the 2024-25 academic year open on October 1, 2023. Apply early to maximize your aid package. If you have not already completed the 2023-24 FAFSA, the deadline to do so is June 30, 2024. Complete the [FAFSA online](#) using GSU's school code 009145.

Privacy and Your Rights Under FERPA

As required by the Family Educational Rights and Privacy Act (FERPA), GSU maintains individual student records for the purpose of providing services to the student. The University has an obligation to limit access to student information to school officials with a legitimate educational interest and to insure that data is stored securely to prevent unauthorized access. Information about FERPA, including a waiver to share your student information, is available from the [Registrar](#).

Campus Safety and Security

Establishing and maintaining a safe and secure environment for our staff, students, and visitors is of primary importance to GSU. The Clery Act is a federal mandate which requires that all current students and employees be provided with information on policies and procedures involving campus security, the reporting of criminal action or other emergencies, and the enforcement authority of security personnel. The Campus Security Report is available for review on the [Campus Right to Know website](#) and in the [Department of Public Safety \(DPS\)](#), located in C1375.

Title IX and Sexual Harassment

Title IX is the comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. In accordance with Title IX, the university prohibits discrimination on the basis of sex in all university activities and programs as outlined in the [Title IX and Sex Discrimination, Harassment, and Retaliation Policy](#). Prohibited conduct under this policy, includes, but is not limited to, sexual harassment, sexual assault, dating violence, domestic violence, and stalking. If you or someone you know experiences sexual harassment, we encourage you to report it to the Title IX Coordinator so that we can maintain a community free of such conduct.

Title IX Coordinator

1 University Parkway, University Park, IL 60484

Email: titleixofficer@govst.edu | Submit a secure online [Title IX report](#)

Confidential support is available through the [Counseling & Wellness Center](#).

Drug and Alcohol Policies and Resources

Governors State University seeks to maintain a campus environment that is free from the illegal use of alcohol and other drugs. Consistent with its mission as a public institution of higher education, the university is committed to educating the students, faculty and staff on the dangers of alcohol and drug abuse, and to establishing standards of conduct that maintain a campus environment in which such abuse is prohibited. These standards are intended to be in full compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools Act of 1989. The [Counseling & Wellness Center](#) offers professional counseling to students with concerns related to the use or abuse of drugs and alcohol.

Optional Disclosure of Private Mental Health Information

Under the Student Optional Disclosure of Private Mental Health Act (110 ILCS 74/), students may designate an individual over the age of 18 to receive disclosures of certain private mental health information. Disclosure of a student's mental health information to a designated person may be made if a physician, clinical psychologist, or qualified examiner (i.e., clinical social worker) employed by the university determines that a student poses a clear danger to themselves or others. If you wish to designate a person that would receive certain private mental health information, please complete the Student Optional Disclosure of Mental Health Contact Information Form on the myGSU portal. Questions? Contact the [Counseling & Wellness Center](#).

For more information on GSUs Food Donation Policy, please visit: <https://www.govst.edu/dining/>

Questions?

If you have any questions regarding this information, please contact the Office of the Dean of Students by phone 708.235.7595 or email at deanofstudents@govst.edu. Answers to common questions may also be found on the [Dean of Students website](#).

Jeremy Kingery (he, him)
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