APPENDIX

Academic Honesty

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

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

- 1. When someone else's work or scholarship is used to fulfill academic requirements, the source should be given credit. It should not be stated or implied that this work is a person's own work.
 - a. When using material from a publication, (e.g., book, journal, article, film, etc.), that material should be enclosed in quotation marks, or otherwise set off, and the source of the material acknowledged.
 - b. When paraphrasing published material, (e.g., using it almost word-for-word), the source should also be acknowledged unless the information is common knowledge in the field.
 - c. Unpublished data or ideas of another person should be utilized only with the consent of that person.
 - d. Material should be prepared jointly with one or more other individuals only with the permission of the instructor. The contributions of all individuals to this material should be clearly acknowledged when it is submitted.
 - e. Having someone else prepare material that is to be submitted should only be done with the instructor's permission to do so.
- 2. The same piece of work should not be submitted for credit in more than one course without the permission of all instructors involved.
- 3. Hypothetical data should be submitted only with the permission of the instructor to do so and should be clearly labeled as such.
- 4. One should refuse to make work available to another person who intends to submit part or all of that work as if he/she had written it.
- 5. Students may neither give, request, nor utilize assistance during an examination without the instructor's permission.

These ethical guidelines are in no way intended to discourage people from studying together or from engaging in group projects.

Access to Student Educational Records: Policy and Procedures

Forms and Federal Regulations ("Buckley") 34 CFR Part 99

A. Purpose

The Family Educational Rights and Privacy Act of 1974, more commonly known as the "Buckley Amendment," guarantees certain rights for students and eligible parents regarding access to, confidentiality of, and correction of the student's education records. The purpose of this policy is to implement those statutory rights at Governors State University.

B. Definitions

- For the purposes of this policy, Governors State University operationally defines the following:
- 1. A student is any person who is, or was, in attendance at Governors State University.
- 2. An education record is any record (written, printed, taped, filmed, etc.) maintained by Governors State University or by an agent or employee of the University, that is directly related to a student, with the following exceptions:
 - a. A record kept by a University employee if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other persons except for a temporary substitute for the maker of the record.
 - b. Records created and maintained by Public Safety strictly for law enforcement purposes.
 - c. An employment record of an individual, whose employment is not contingent on the fact that the individual is a student, provided the record is used only in relation to the individual's employment.
 - d. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized health professional/ paraprofessional, if the records are used only for the treatment of a student and are made available only to those persons providing the treatment.
 - e. Alumni records which contain information about a student after the student is no longer in attendance at the University and which do not relate to the person as a student.
- 3. A parent includes a natural parent of a student, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- 4. An eligible parent is either (1) a parent of a student who has given written consent for the parent to review the student's education records or (2) a parent who has claimed the student as a dependent as defined in Section 152 of the Internal Revenue Code of 1954 in the most recently ended tax year.

C. Annual Notification

GSU students will be notified of their Family Educational Rights and Privacy Act rights annually through the following publications:

1. Student Handbook and GSU Catalog.

D. Procedure to Inspect Education Records

- 1. Students may inspect and review their education records upon request to the appropriate record custodians who are listed in Section H. A student should submit to the appropriate record custodian a written request that specifies the record(s) the student wishes to inspect.
- 2. An eligible parent of a student may inspect the student's education records if (1) written consent is provided to the appropriate record custodian by the student, or (2) a copy of the 1040 series income tax form filed with the IRS for the most recently ended tax year is submitted by the parent to the appropriate record custodian showing that the student is claimed as defined in section 152 of the Internal Revenue Code of 1954.
- 3. The record custodian will make the needed access arrangements as promptly as possible and notify the student or eligible parent of the time and location where the records may be inspected. Access must be provided within 45 days or less from receipt of the request.
- 4. When a record contains information about more than one student, the student or eligible parent may inspect and review only the records that relate to the student.
- 5. The review must be done in the presence of a University representative. Original records may not be removed from any office where they are maintained.

E. Right of the University to Refuse Access

Governors State University reserves the right to refuse to permit a student (or eligible parent except with respect to the parent's financial records) to inspect the following records:

- 1. The financial statement of the student's parents.
- 2. Letters and statements of recommendation for which the student has waived the right of access, or which were placed in the student's file before January 1, 1975.
- 3. Those records which are excluded from the Family Educational Rights and Privacy Act of 1974 definition of education records if such records do not fall within the definition of "public records."

F. Refusal to Provide Copies

- 1. Governors State University reserves the right to deny transcripts or copies of records not otherwise required to be made available by the Family Educational Rights and Privacy Act of 1974 in any of the following situations:
 - a. The student or eligible parent lives within commuting distance (presumed to be 50 miles) of the University.
 - b. The student has an unpaid financial obligation to the University or an administrative hold on the academic record.
 - c. There is an unresolved disciplinary action against the student.
 - d. There is an unresolved academic action against the student.

G. Fees for Copies of Records

Students may have copies made of their education record upon payment of an appropriate charge established by the university.

H. Types, Locations, and Custodians of Education Records

1. The following is a list of the types of education records that GSU maintains, their locations, and their custodians.

Types	Location	Custodian
Academic Records College of Business &	Office of the Registrar	Registrar
Public Administration	Dean	
College of Arts & Sciences	Dean	
College of Education	Dean	
College of Health/Human Services Admission Records	Admission Office	Director of Admission
Admission Records	Admission Office	Director of Admission
Career Related Records	Office of Career Services	Director of Career Services
Counseling/Testing/	Academic Resource Center	Assistant Vice President
Tutoring Records		of Student Support
		Services
Disabled Student Services	Academic Resource Center	Assistant Vice President
		of Student Support Services
Disciplinary Records	Office of the Dean	Dean of Students
Financial Records	Business Office	Director of Business
		Operations
	Financial Aid Office	Director of Financial Aid
International Student	Office of International	Coordinator of
Records	Services	International Services
Professional Credential	Office of Career Services	Director of Career
Records for Employment		Services

Miscellaneous Education Records (e.g., meetings with faculty)

The appropriate university employee official will locate and collect such records for inspection.

I. Disclosure of Education Records

Governors State University will disclose information from a student's education records only with the written consent of the student, except:

- A. To university officials who have a legitimate educational interest in the records.
 - 1. A University official is defined as follows:
 - a. A person employed by the University in an administrative, supervisory, academic, research, or support staff position.
 - b. A person employed by or under contract to the University to perform a special administrative or professional task, such as an attorney or auditor.
 - 2. A University official has a legitimate educational interest in a record(s) if the University official is:
 - a. Performing a task that is specified in the official's position description or by a contract agreement; and
 - b. Performing a task related to a student's education; or c. Performing a task related to the processing of a
 - disciplinary charge involving the student; or d. Providing a service or benefit relating to the student or the student's family (e.g., healthcare, counseling, job placement, financial aid).
- B. To officials of another school, upon request, in which a student seeks or intends to enroll.
- C. To certain officials of the United States Department of Education, and state and local educational authorities, in connection with certain state or federally supported education programs.
- D. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the financial aid, or to enforce the terms and conditions of the aid.
- E. To organizations conducting certain studies for or on behalf of the University.
- F. To accrediting organizations to carry out their functions.
- G. To parents of a student who claim the student as a dependent for income tax purposes as defined in Section 152 of the Internal Revenue Code of 1954.

- H. To comply with a judicial order or a lawfully issued subpoena.
- I. To appropriate parties in a health or safety emergency.
- J. Directory information so designated by the university.
- K. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

II. Record of Requests for Disclosure

Governors State University will maintain a record of all requests for and/or disclosure of information from a student's education records, other than requests by or disclosures to the student, a University official as defined in Section I.1, a party with written consent of the student, or a party seeking only directory information. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by an eligible parent or by the student.

III. University Directory Information

- A. 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: name, address, telephone number, date of birth, college and major field of study/concentration/minor, classification (graduate or undergraduate), previous institutions attended, participation in officially recognized activities, dates of attendance, degrees conferred with dates, current term hours enrolled and full-time/ part-time status, awards, honors, and achievements (including distinguished academic performance) with dates and picture.
- B. Under the Federal Educational Rights and Privacy Act, a student has the right to request that the disclosure of directory information be withheld and omitted from the University Directory as long as the student is enrolled or maintains continuing student status at the University. If a student wishes to have any or all directory information withheld, the student must submit a written request to the Registrar's Office. Directory information may be released without permission for students who are no longer enrolled, have graduated, or have lost continuing student status at GSU, unless otherwise requested. Students are advised of the disclosure of directory information in the Student Handbook and GSU Catalog.

IV. Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are procedures for the correction of records:

- A. A student must ask the appropriate records custodian, listed in Section H, to amend a specific record. In so doing, the student should identify the part of the record the student wants changed and specify why the student believes it to be inaccurate, misleading, or in violation of the student's privacy or other rights.
- B. The custodian may comply with the request or may decide not to comply. If the custodian decides not to comply, the custodian will notify the student of the decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

- C. Upon request, the custodian will arrange for a hearing and will notify the student reasonably in advance of the date, location, and time of the hearing.
- D. The hearing will be conducted by a hearing officer who is a disinterested party appointed by the Provost. The hearing officer may be an official of the University. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
- E. The hearing officer will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- F. If the hearing officer decides that the contested information is not inaccurate, misleading, or in violation of the student's right of privacy, the hearing officer will notify the student that the student has a right to place in the record, a statement commenting on the contested information and/or a statement setting forth reasons for disagreeing with the decision.
- G. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If GSU discloses the contested portion of the record, it will also disclose the statement.
- H. If the hearing officer decides that the information is inaccurate, misleading, or in violation of the student's right to privacy, the appropriate record custodian will amend the record and notify the student, in writing, that the record has been amended.
- I. Students have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C., 20201, concerning alleged failures of GSU to comply with the Act.

Forms

Request to Prevent Disclosure of Directory Information Consent to Disclose Nondirectory Education Records Student Request to Inspect and Review Education Records Request by Parent or Guardian to Review Education Records Request to Review Education Records by GSU Personnel or an Outside Agency

Contact the Registrar's Office to request the forms.

Policy on Graduate Readmissions and Special Admissions

I. Purpose

This policy provides for the possible petition for readmission by graduate students, who left the university on academic probation or who were suspended from the University. The policy also provides for instances of special admission requested by applicants who do not meet the published criteria for admission.

II. Readmission and Special Admissions

All readmissions involving graduate students who were on academic probation when they left the university or those suspended from Governors State University and all special admission cases (defined herein) shall be considered by the University Committee on Readmissions and Special Admissions. The committee shall make recommendations to the appropriate division/department chairperson, who will make the final decision with input from the program faculty.

- A. Readmissions involving students who left while on academic probation or who were suspended from Governors State University:
- Students who have lost continuing status while on academic probation at GSU or who have been academically suspended must apply and, concurrently, petition for readmission. Students suspended from the university will not be allowed to petition for readmission during the next term of enrollment.
- 2. Current GSU non-degree seeking students not in good academic standing and applying for admission to a degree seeking program must petition for admission to the Committee on Readmissions and Special Admissions.
- 3. Students readmitted to the University who were on academic probation at GSU in their last semester as a continuing student return under the same status unless they have invoked their right of academic amnesty as defined in Policy 13. In some cases, the committee may recommend, subject to the approval of the dean, readmission on Academic Probation Extended status.
- 4. Students readmitted to the University who have been academically suspended will be placed on Academic Probation Extended status for their first semester unless they have invoked their right of academic amnesty, as defined in Policy 13.
 - a. Students on Academic Probation Extended who subsequently achieve the minimum cumulative grade point average required for their level (cumulative G.P.A. of 3.0) shall be placed in academic good standing.
 - b. Students on Academic Probation Extended shall remain in this status during each subsequent semester of enrollment as long as they meet or exceed the minimum requirements for their level(semester G.P.A. of 3.0) for academic good standing each semester that they are on Academic Probation Extended status, as defined in Policy 14.
 - c. Students on Academic Probation Extended who do not meet the minimum requirements for their level for academic good standing each semester in which they are enrolled shall be academically suspended.
 - d. Students on Academic Probation Extended receiving a grade(s) of Incomplete will not be permitted to register for subsequent semesters until the Incomplete(s) has been removed.

- 5. Students suspended/dismissed twice at the post-baccalaureate level for academic reasons from one or more universities will not be considered for readmission to the University at any later date.
- International students admitted to the U.S. on an F-1 student visa, are responsible to comply with federal immigration regulations related to readmission after suspension and readmission. Students must contact the Office of International Services for additional information.

B. Special Admissions Cases

- 1. Applicants who do not meet the minimum admission criteria may petition for admission to a degree program in the following circumstances:
 - a. Applicants not in academic good standing at the last institution attended. [Applicants who were suspended (dismissed) from their last institution on academic grounds may petition for admission for a semester that begins no earlier than one term after their suspension (dismissal).]
 - Applicants are seeking admission based on credit/ degree(s) earned from a nonregionally accreditedinstitution(s).
 - c. Applicants who cannot present either the minimum TOEFL scores or ELS level as defined by Policy 9.
- Applicants who meet minimum University criteria for admission, but who do not meet more selective criteria established by the desired major, should petition directly to the appropriate division/department chair or director who will make a recommendation to the dean of the appropriate college/school.
- 3. Applicants not in good conduct standing at the last institution attended must petition for admission to the Committee on Readmissions and Special Admissions, which will make recommendations to Associate Vice President for Student Affairs & Dean of Students who will make a decision after consultation with the program faculty.

III. The University Committee on Readmissions and Special Admissions Committee Membership

- A. This committee shall be composed of one faculty member from each of the five colleges, appointed by the appropriate dean,; the Director of Admissions and Student Recruitment or designee; the Registrar or designee; one representative from the Office of Student Development, appointed by the Director of Student Development; and one student selected by the Associate Vice President for Student Affairs & Dean of Students.
- B. The Director of Admissions and Student Recruitment or designee and the Registrar or designee shall be permanent members of this committee. The Director of Admissions and Student Recruitment or designee shall be the permanent chairperson of this committee. Other members shall serve one year terms, effective with the beginning of the academic year.

Policy on Undergraduate Readmissions and Special Admissions

I. Purpose

This policy provides for the possible petition for readmission by undergraduate students, who left on academic probation or who were suspended from the University. The policy also provides for cases of special admission requested by applicants who do not meet the published criteria for admission.

II. Readmission and Special Admissions

All readmissions involving undergraduate students who left the university while on academic probation or those suspended from Governors State University and all special admission cases (defined herein) shall be considered by the University Committee on Readmissions and Special Admissions. The committee shall make recommendations to the appropriate division or department chairperson or director, who will make the final decision with input from the program faculty.

A. Readmissions involving students on academic probation or suspended from Governors State University:

- Students who have lost continuing status while on academic probation at GSU or who have been academically suspended must apply for admission and, concurrently petition for readmission. Suspended students may petition for readmission to the university. Readmission under these circumstances shall not be effective until the student has been suspended for at least one s emester.
- Current GSU non-degree seeking students not in good academic standing and applying for admission to a degree seeking program must petition for admission to the Committee on Readmissions and Special Admissions.
- 3. Students readmitted to the University who were on academic probation at GSU in their last semester as a continuing student return under the same status unless they have invoked their right of academic amnesty as defined in Policy 13. In some cases, the committee may recommend, subject to the approval of the dean, readmission on Academic Probation Extended status.
- 4. Students readmitted to the University who have been academically suspended will be placed on Academic Probation Extended status for their first semester after readmission unless they have invoked their right of academic amnesty, as defined in Policy 13.
 - a. Undergraduate students on Academic Probation Extended who subsequently achieve a cumulative G.P.A. of 2.0 shall be placed in academic good standing.
 - b. Undergraduate students on Academic Probation Extended shall remain in this status during each subsequent semester of enrollment as long as they meet or exceed a semester G.P.A. of 2.0 for each semester that they are on Academic Probation Extended status, as defined in Policy 14.
 - c. Undergraduate students on Academic Probation Extended who do not obtain a semester G.P.A. of 2.0 shall be academically suspended.
 - d. Students on Academic Probation Extended receiving a grade(s) of Incomplete will not be permitted to register for subsequent semesters until the Incomplete(s) has been removed.
- 5. Student Readmission Following a Second Suspension:
 - a. Students twice suspended for academic reasons from the University will not be considered for readmission to the University at any later date unless they meet all of the criteria below:
 - 1. Has a written plan indicating what changes he/she has made or what circumstances have changed that will allow him/her to succeed if readmitted. This plan should include a support system either inside or outside of the university.
 - 2. Has a recommendation from the program faculty and/or division/department chair, and
 - 3. Is approved by the dean of the college or unit, and
 - 4. Is approved by the Provost/Vice President of Academic Affairs.

- b. If readmitted, the students will be admitted on Academic Probation Extended and shall remain in this status during each subsequent semester of enrollment as long as he/she meets or exceeds on a semester basis the minimum requirements for their level (semester G.P.A. of 2.0) for academic good standing.
- 6. International students admitted to the U.S. on an F-1 student visa, are responsible to comply with federal immigration regulations related to readmission after suspension and readmission. Students must contact the Office of International Services for additional information.

B. Special Admissions Cases

- 1. Applicants who do not meet the minimum admission criteria may petition for admission to a degree program in the following circumstances:
 - a. Applicants not in academic good standing at the last institution attended. [Applicants who were suspended (dismissed) from their last institution on academic grounds may petition for admission for a semester that begins at least one term after their suspension (dismissal).]
 - b. Undergraduate applicants, with at least 60 semester hours of earned college credit, who have less than a 2.0 grade point average on a 4.0 scale.
 - c. Undergraduate applicants who have earned at least 54, but fewer than 60 semester hours of college credit.
 - Applicants are seeking admission based on credit/ degree(s) earned from a nonregionally accreditedinstitution(s).
 - e. Applicants who cannot present either the minimum TOEFL scores or ELS level as defined by Policy 9.
- Applicants who meet minimum University criteria for admission, but who do not meet more selective criteria established by the desired major, should petition directly to the appropriate division/department chair or director who will make a recommendation to the dean of the appropriate college/school.
- 3. Applicants to the Interdisciplinary Studies program are exempt from the criteria addressed under Section II.B.1.c. above and are not subject to this policy as it relates to those criteria.
- 4. Applicants not in good conduct standing at the last institution attended must petition for admission to the Committee on Readmissions and Special Admissions, which will make recommendations to the Associate Vice President for Student Affairs & Dean of Students who will make a decision after consultation with the program faculty.

III. The University Committee on Readmissions and Special Admissions Committee Membership

- A. This committee shall be composed of one faculty member from each of the five colleges, appointed by the appropriate dean; the Director of Admissions and Student Recruitment or designee; the Registrar or designee; one representative from the Office of Student Development, appointed by the Director of Student Development; and one student selected by the Associate Vice President for Student Affairs & Dean of Students
- B. The Director of Admissions and Student Recruitment or designee and the Registrar or designee shall be permanent members of this committee. The Director of Admissions and Student Recruitment or designee shall be the permanent chairperson of this committee. Other members shall serve one year terms, effective with the beginning of the academic year

Residency Status

(GSU Board of Trustees Regulations, Section

IV. Subsection C.)

1. Definitions

For purposes of this regulation, the following definitions pertain:

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

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

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

d. "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.

2. 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-ofstate 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.

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

b. If a resident is classified by error as a non-resident, 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.

3. Residency Requirements a. 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.

b. Minor Students

The residence of a minor student shall be considered to

be the same as and change with the following: (1) That of the minor's parents if they are living together, or the living parent if one is deceased; or

(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: or

(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; or

(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.

c. 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 uninterruptedly 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.

d. Minor Children of Parents Transferred outside the **United States**

The minor children of persons who have resided in Illinois for at leave 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.

e. Married Students

A non-resident 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.

f. Armed Forces Personnel

Non-residents 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 within the continental United Stated.

g. Staff Members of the University, Allied Agencies, and Faculty of State-Supported Institutions in Illinois

Staff members of the university and of 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.

h. Teachers in Public and Private Illinois Schools

Teachers in the 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.

4. 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.

5. Special Situations

Upon recommendation of the President, the Board may, in special situations, grant residency status to categories of persons otherwise classified as non-residents under this regulation.

Technology Outcomes for Students

Computer and information technologies are integral features of our culture. These technologies are extremely useful in enhancing, supporting, and delivering instruction, and for students in researching, preparing and submitting assignments. These technologies are essential for students.

 In order to support its instructional goals and to assure that its graduates are adequately prepared for the workplace, each academic program will incorporate technological competencies into its curricula and assess expected outcomes.

At minimum, the outcomes will include:

- Ability to use appropriate software for the development of papers, reports, and other assignments.
- Ability to conduct searches on the Internet and to use library databases to access relevant literature.
- Ability to send and receive electronic mail with attachments
- 2. A student's achievement of the required competencies defined in 1 above will be verified on the student's application for graduation by the advisor.

FACULTY AND ADMINISTRATION

Sara J. Acton

Director of Field Experiences, COE B.A., Dowling College, 1968 M.A., Adelphi University, 1969

Joseph B. Addison

Professor of Physical Science, CAS B.S., University of New Brunswick, 1972 Ph.D., University of New Brunswick, 1976

Marcus Ahmed

Professor Emeritus, COE B.A., St. John's University, 1970 M.Ed., Loyola University of Chicago, 1976 Ph.D., Loyola University of Chicago, 1992

Diane Alexander

University Professor of Education, COE B.S., Southern Illinois University, 1972 M.Ed., South Dakota State University, 1982 Ed.D., University of South Dakota, 1991

Terry L. Allison

Provost and Vice President of Academic Affairs A.B., University of California, Berkeley, 1977 M.L.I.S., University of California, Berkeley, 1983 M.A., University of California, San Diego, 1992 Ph.D., University of California, San Diego, 2000

Emmanuel Alozie

Professor of Media Communication, CAS B.A., Rust College, 1986 M.S., Arkansas State University, 1987 Ph.D., University of Southern Mississippi, 1999

Phyllis R. Anderson

Senior University Lecturer, CBPA Met. E., Colorado School of Mines, 1962 M.B.A. The University of Chicago, 1968 Ph.D., LaSalle University, 1997

Julie L. Anderson-Muniz

External Program Manager A.A., Kankakee Community College, 1993 B.A., Eastern Illinois University, 1995 M.A., Lewis University, 2008

Anthony Andrews

Associate Professor of Economics, CBPA B.A., Hampton Institute, Virginia, 1968 M.A., University of Pennsylvania, 1970 M.A., University of Kansas, 1971 Ph.D., University of Pennsylvania, 1991

Jane Andringa

Professor Émeritus, COE B.A., The University of Chicago, 1962 M.A., Chicago State University, 1975 C.A.S., National College of Education, 1983 Ph.D., Loyola University of Chicago, 1995

Jennifer Armstrong

Assistant Professor of Communication Disorders, CHHS B.A., Hampton University, 1992 M.A., Hampton University, 1997 Ph.D., University of Illinois at Urbana-Champaign, 2006

Catherine Balthazar

Associate Professor of Communication Disorders, CHHS B.A., University of Iowa, 1987 M.A., Indiana University, 1990 Ph.D., Indiana University, 1995

Sidney Barsuk

Lecturer, CBPA B.S., Rochester Institute of Technology, 1969 M.B.A., Rochester Institute of Technology, 1971

Geoffrey Bates Director & Curator, NMSP B.F.A., University Of Georgia, 1970 M.F.A., Ohio University, 1977

Nicholas Battaglia

Assistant Vice President, Administrative Systems B.A., Governors State University, 1982

Rachel O. Berg Professor Emeritus, COE B.A., The University of Chicago, 1962 M.A., The University of Chicago, 1963 Ph.D., The University of Chicago, 1972

Thomas J. Bierdz

Lecturer of Special Education, COE B.S., St. Xavier University, 1992 M.H.S., Governors State University, 1998 M.A., Governors State University, 2007

Maya K. Blackwell

Ácademic Advisor, COE B.A., Governors State University, 2000 M.Ed., National-Louis University, 2006

Mark Blagen

Assistant Professor, Addictions Studies & Behavior Health, CHHS B.S., State University of New York, 1988 M.S., Old Dominion University, 1990 Ph.D. Old Dominion University 2002

Gregory Blevins

regory Blevins Professor of Addictions Studies & Behavioral Health, CHHS B.S., Western Michigan University, 1970 M.A., Western Michigan University, 1974 Ph.D., Western Michigan University, 1979

Paul Blobaum Librarian Professor of Library Sciences, UL B.A., Wartburg College, 1981 M.A., Wartburg Theological Seminary, 1987 M.S., University of Illinois at Urbana-Champaign, 1990

Crystal Blount

University Lecturer, Psychology, COE B.S., Tuskegee University, 1989 M.A., Garrett Theological Seminary, 2000 M.A., University of Notre Dame, 2007 Ph.D., University of Notre Dame, 2009

Jennifer Boender

University Lecturer, Psychology and Counseling, COE B.A. Calvin College, 2005 M.A. Governors State University, 2009

Kim Boland-Prom

Associate Professor of Social Work, CHHS B.A., University of Utah, 1984 M.A., Lewis and Clark, 1993 M.S.W., Portland State University, 1998 Ph.D., Portland State University, 2004

William Boline

Professor Emeritus, CHHS B.S., Kentucky State University, 1964 M.S.W., University of Illinois at Urbana-Champaign, 1967

Jessica R. Bonner

Associate Professor of Communication Disorders, CHHS B.S., Xavier University, 1982 M.S., Howard University, 1984 Ph.D., University of Massachusetts at Amherst, 1992

Deborah Bordelon

Dean, COE Professor of Special Education B.A., University of New Orleans, 1986 M.Ed., University of New Orleans, 1990 Ph.D., University of New Orleans, 1996

Philip J. Boudreau

MIP 3. Boureau University Lecturer, COE B.S., Northern Illinois University, 1973 M.A., Governors State University, 1994 Ph.D., Capella University, 2008

Gail M. Bradshaw

Associate Vice President for Human Resources and Diversity B.A., Carleton College, 1970 M.A., University of Chicago, 1972

Arthur Bourgeois

Professor of Art History, CAS B.S., Wayne State University, 1971 M.A., Wayne State University, 1972 Ph.D., Indiana University, 1979

Catherine Brady Interim Chair Department of Occupational Therapy, CHHS B.S., Mount Mary College, 1967 M.S., National-Louis University, 1993 Ed.D., National-Louis University, 2006

Lucianne Brown

University Lecturer, COE B.A., St. Xavier University, 1965 M.S., Governors State University, 1984 M.A., Governors State University, 1985 Ph.D., Capella University, 2008

Yevette Brown

Associate Professor of Media Studies B.A., University of Illinois at Chicago, 1975 M.A., Northwestern University, 1976

Don Brozek

Director, Technology, Innovation, & Entrepreneurship Services, Center Point, CBPA B.A., Lewis University, 1977 M.B.A., The University of Chicago, 1984

Mary Bruce

Assistant Professor of Accounting, CBPA B.A., Southern University, 1984 M.P.A., Oakland University, 1992 Ph.D., Wayne State University, 2003

John Buenger

Director, Technical Services, ITS B.S., Governors State University, 1996

Susan Burke

University Lecturer, COE B.S., Calvin College, 1969 M.A., University of Colorado, 1976

Linda S. Buyer Professor of Psychology, COE Associate Director for Institutional Research, IR B.A., University of Illinois at Chicago, 1979 M.A., University of Illinois at Chicago, 1985 Ph.D., University of Illinois at Chicago, 1989

Elizabeth Cada

Dean, CHHS Professor of Occupational Therapy, CHHS B.S., Colorado State University, 1974 M.S., George Williams College, 1980 Ed.D., Northern Illinois University, 2005

Karen Caesar-Smith Director, Special Events, Institutional Advancement B.A., Carthage College, 1981

Darcie Campos Director, Career Services B.A., Eastern Illinois University, 1998 M.S., Eastern Illinois University, 2003 Jon D. Carlson Professor of Counseling, COE B.S., Southern Illinois University, 1967 M.S., Southern Illinois University, 1968 Ed.D., Wayne State University, 1971 Psy.D., Alfred Adler Institute, 1990 Cynthia Carr Associate Professor of Occupational Therapy, CHHS B.S., Mount Mary College, 1976 M.S., University of Illinois Chicago, 1988 DrOT, Governors State University, 2012 Mary E. Carrington Professor of Biology, CAS B.S., Virginia Polytechnic Institute and State University, 1985 M.S., Auburn University, 1987 Ph.D., University of Florida, 1996 **Russell Carter** Professor Emeritus of Physical Therapy, CHHS B.S., University of Wisconsin, 1969 M.P.H., University of North Carolina, 1974 Ed.D., Northern Illinois University, 1989 Laura Casal University Lecturer, CAS M. A., Governors State University, 2006 M.A., Governors State University, 2004 Edwin Cehelnik Professor Emeritus, CAS University Professor of Physical Science, CAS B.S., Villanova University, 1968 Ph.D., Pennsylvania State University, 1971 Danila J. Cepa Assistant Professor of Occupational Therapy, CHHS B.S., University of Illinois, Chicago, 1989 M.H.S., University Of Indianapolis, 1999 D.H.S., University of Indianapolis, 2008 Chun-Wei Chang Assistant Professor of Marketing, CBPA B.A., National Cheng-Chi University, 2000 M.B.A., National Taiwan University, 2002 M.S., University of Michigan Ann Arbor, 2005 A.B.D., University of Washington, 2012 Lisa Chang Professor of Mathematics Education, COE B.S., Taiwan Normal University, 1967 M.Ed., State University of New York, Buffalo, 1971 Ph.D., Cornell University at Ithaca, 1979 **Javier Chavira** Associate Professor of Art, CAS B.A., Governors State University, 1997 M.A., Governors State University, 1999 M.F.A., Northern Illinois University, 2002 **Xiaoyong Chen** Associate Professor of Science, CAS B.Sc., Central-South Forestry University, China, 1982 M.Sc., Central-South Forestry University, China, 1985 Ph.D., Northern Territory University, Australia, 2002 Antonia Christian

Instructor of Physical Therapy, CHHS B.S., Howard University, 1996 M.S., Spertus Institute of Jewish Studies, 2004

Dalsang Chung Associate Professor of Management Information Systems CBPA B.A., Chung-Ang University, 1982 M.B.A., Minnesota State University, 1986 D.B.A. Minsional State University, 1986 D.B.A., Mississippi State University, 1998

James "Chip" Coldren

Associate Professor of Criminal Justice, CAS B.A., Rutgers University, 1976 M.A., The University of Chicago, 1983 Ph.D., The University of Chicago, 1992

Matthew Collins B.A., Virginia Commonwealth University, 1996 M.P.A., Doug Wilder School of Government at Virginia Commonwealth University, 1998 Ph.D., Center for Public Administration & Policy at Virginia Polytechnic Institute and State University, 2003

Shirley K. Comer

Senior Lecturer, CHHS B.S.N., Purdue University Calumet, 1984 J.D. Valparaiso University of Law, 1988 M.S.N. Purdue University Calumet, 2000 D.N.P., Governors State University, 2010

Cynthia Comber

Employer Recruitment Coordinator B.A., University of St. Francis, 1987 M.A., Governors State University, 2006

John W. Cook

Assistant Professor of Educational Administration, COE B.A., University of Ilinois at Chicago, 1972 M.S.W., University of Illinois at Chicago, 1979 M.A., Governors State University, 1995 Ph.D., Loyola University, 2011

Shirley K. Comer

University Lecturer, Nursing, CHHS J.D. Valparaiso University of Law, 1988 M.S.N. Purdue University Calumet, 2000

DeLawnia Comer-HaGans

Assistant Professor of Health Administration, CHHS Assistant Professor of Health Administration, CH B.A., Texas Tech University, 1992 M.B.A., University of Texas at San Antonio, 1998 M.S. University of North Texas, 2003 M.S. University of Texas at Dallas, 2007 Ph.D., University of Texas at Dallas 2012

Daniel Cortese Assistant Professor of Political and Justice Studies, CAS B.A., Sociology, SUNY Stony Brook, 1997 M.A., Sociology, University of Texas at Austin, 1999 Ph.D., Sociology, University of Texas at Austin, 2004

Matthew Covic

University Lecturer, Psychology, COE A.A., Moraine Valley Community College, 2005 B.A., Governors State University, 2007 M.A., Governors State University, 2009

Larry Cross

Associate Professor of Education, COE B.A., Stillman College, 1966 M.Ed., University of Illinois, 1970 Ph.D., University of Illinois, 1984

Donald Culverson

Associate Professor of Political and Justice Studies, CAS B.A., California State Polytechnic University, 1975 Ph.D., University of California, Santa Barbara, 1987

Ellen Foster Curtis

Dean/Professor of Management, CBPA A.B., Indiana University, 1975 M.B.A., Kelley School of Business, Indiana University, 1977 D.B.A., Kelley School of Business, Indiana University, 1979

Karen D'Arcy

Professor of Analytical Chemistry, CAS B.A., University of Northern Colorado, 1979 Ph.D., Portland State University, 1984

Stacy Darkey Academic Advisor, CBPA B.S., Illinois State University, 2007 M.S., Illinois State University, 2010

Jagdish Davé Professor Emeritus, COE Professor Emeritus, COE B.A., Bombay University, India, 1946 B.Ed., Gujarat University, India, 1954 M.Ed., Gujarat University, India, 1956 M.A., The University of Chicago, 1960 Ph.D., The University of Chicago, 1964 Psy.D., Illinois School of Professional Psychology, 1992

Jennifer Davidson

Director of Academic Services, CBPA B.S., University of Illinois at Urbana-Champaign, 1991 M.S., University of St. Francis, 2001 M.B.A., University of St. Francis, 2005

Shannon Dermer

Chair/Associate Professor Psychology and Counseling, COE B.S., Illinois State University, 1992 M.S., Illinois State University, 1998 Ph.D., Kansas State University, 1998

David Diers

Associate Professor of Physical Therapy, CHHS B.S., Marquette University, 1989 M.H.S., University of Indianapolis, 1996 Ed.D., Loyola University, Chicago, 2004

Shea Dunham

Assistant Professor, Counseling, COE A.A.A., Central Piedmont Community College, 1999 B.S., Delaware State University, 2001 M.S.W., Washington University in St. Louis, 2003 MS.Ed., University of Akron, 2007 Ph.D., University of Akron 2008

Christopher Dyslin

Associate Professor of Psychology and Counseling, COE B.A., Northern Illinois University, 1983 M.A., Northern Illinois University, 1993 Ph.D., Northern Illinois University, 1997

Gebeyehu Ejigu Executive Vice President/Chief of Staff B.B.A., Haile Selassie I University, Addis Ababa, Ethiopia, 1970 M.B.A., Syracuse University Main, 1971 Ph.D., University Of Wisconsin, Madison, 1980

Melanie Ellexson

Associate Professor, Occupational Therapy, CHHS Interim Program Coordinator Doctor in Occupational Therapy B.S., University of Illinois at the Medical Center, 1970 M.B.A., Keller Graduate School of Management, 1990 DHSc., University of Indianapolis, 2007

Cyrus Ellis

Associate Professor of Counseling, COE B.A., Rider College, 1992 M.A., Rider College, 1995 Ph.D., University of Virginia, 2000

Elizabeth Essex

Associate Professor of Social Work, CHHS B.A., Bryn Mawr College, 1970 M.S., Bryn Mawr College, 1973 Ph.D., University of Wisconsin, Madison, 1998

Sondra G. Estep

Associate Professor of Educational Administration, COE B.S., Indiana University, 1968 M.S., Indiana University, 1973 Ph.D., Purdue University, 1997

Carolyn Estes-Rodgers University Lecturer, Community Health, CHHS B.S., University of Illinois at Urbana-Champaign, 2002 M.H.S., Governors State University M.P.H., Walden University, 2008 Ph.D., Walden University 2012

Rupert Evans

Chair and Associate Professor of Health Administration, CHHS B.A., California University, 1981 M.P.A., Golden State University, 1985 D.H.A., Central Michigan University, 2006

Stuart I. Fagan

President Emeritus B.A., Boston University, 1963 M.A., University of California, Berkeley, 1964 Ph.D., University of California, Berkeley, 1974

Terrance Felker

Academic Advisor, CE A.A.S., Robert Morris College, 1995 B.A., Governors State University, 2004 M.A., Governors State University, 2008

Carlos Ferran Assistant Professor of Accounting & Management Information Systems, CBPA

B.S., Universidad Metropolitana, Caracas, Venezuela, 1990 Postgraduate degree, Universidad Central de Venezuela, Caras, 1991

Daniel Ferry

Coordinator, Tutoring and Academic Assistance, SAAS B.S., Northern Illinois University, 2000 M.A., Ball State University, 2006

Jennifer Marie Finn

Assistant Director, Admissions and Student Recruitment B.A., Illinois Wesleyan University, 2001

Mary Ann Fischer

University Lecturer, COE B.A., Elmhurst College, 1972 M.A., Northeastern Illinois University, 1995 M.A., Governors State University, 2003

Dorothea Fitzgerald Director, Cohort, COE B.A., Clark College, 1968 M.A., DePaul University, 1973 Ed.D., Loyola University, 1985

Lorenzo Flores

Assistant Professor of Educational Administration, COE M.S., Chicago State University, 1986 Ed.D., Northern Illinois University, 2002

Richard Fox University Lecturer, CAS B.S., Physics, Loyola University, Chicago, IL, 1988 M.S., Physics, DePaul University, Chicago, IL, 1993

Patty Fu-Giles

Assistant Professor of Chemistry, CAS B.S., Western Illinois University, 1985 M.S., Governors State University, 1995 M.S., Ohio State University, 1998 Ph.D., Ohio State University, 2001

Susan Gaffney Associate Professor of Public Administration, CBPA B.A., Northern Illinois University, 1988 M.P.A., Governors State University, 1992 Ph.D., University of Illinois, Chicago, 1997

Dianna Galante

Associate Professor of Mathematics, CAS Program Coordinator for Mathematics and Mathematics Teacher Education, CAS B.S., University of Illinois, Chicago, 1976 M.Ed., National-Louis University, 1992 M.S., University of Illinois, Chicago, 1998 Ph.D., Illinois State University, 2002

Sandra E. Gandy Associate Professor of Reading Education, COE B.A., Evangel University, 1965 M. El. Ed., University of Hawaii, 1968 M.A., Lewis University, 1997 Ph.D., University of Illinois, Chicago, 2007

Xinghua Gao Visting Professor of Accounting B.A., Fudan University, 1985 M.B.A., Wayne State University, 2004 M.S.A., Wayne State University, 2007

George Garrett

Professor of Educational Administration, COE B.S.E., Henderson State University, 1970 M.S.E., East Texas State University, 1973 Ed.D., Texas A&M University, Commerce, 1978

Donna Gellatly Professor Emeritus, CHHS B.S., DePaul University, 1969 M.B.A., DePaul University, 1972

Linda Geller

Librarian, Associate Professor of Library Science, UL B.A., Northern Illinois University, 1986 M.A., Northern Illinois University, 1990 M.S.Ed., Northern Illinois University, 2002

Ann Glascoff

Professor Emeritus, UL B.A., University of Wisconsin, 1965 M.A.L.S., University of Wisconsin, 1966 Certificate of Advanced Study in Library Science, The University of Chicago, 1980

Levi Glass

University Lecturer Social Work, CHHS M.S.W., University of Illinois Chicago

Lorri Glass

Associate Professor of Social Work, CHHS B.A., Valparaiso University, 1978 M.S.W., University of Illinois at Chicago, 1980 Ph.D., University of Illinois at Chicago, 2006

Marjorie Godowic

Associate Director, Application Development, ITS B.A., Governors State University, 1993

Diane Gohde

University Lecturer, CAS B.S., Governors State University, 2001 M.S., Governors State University, 2006

David Golland Assistant Professor of History, CAS B.A., History, City University of New York, 2000 M.A., History, University of Virginia, 2002 Ph.D., History, City University of New York, 2008

James E. Golding Lecturer, Addiction Studies, CHHS B.A., Arizona State University, 2002 B.S., Arizona State University, 2002 M.H.S., Governors State University, 2004

Michael Gordon

University Lecturer, COE B.A., University of Southern California, 1967 M.Ed., University of Illinoisat Urbana-Champaign, 1993

Barbara Gormley

Assistant Professor of Psychology, COE B.A., University of Michigan, 1984 M.A., Central Michigan University, 1996 Ph.D., Michigan State University, 2002

David Green

Associate Professor of Management Information Systems, CBPA B.B.A., Morehead State University, 2001 M.B.A., Morehead State University, 2002 Ph.D., Southern Illinois University Carbondale, 2005

Bonnie Gregg Academic Advisor, Psychology and Counseling, COE A.A.S., Kankakee Community College, 1990 B.A., Governors State University, 1999 M.A., Governors State University, 2004

Jennifer Groebner

Instructor of Health Administration, CHHS B.S.N., Millikin University, IL 1990 M.H.A., Governors State University 1999

Harriet Gross

Professor Emeritus, CAS B.A., Northwestern University, 1958 M.A., Northwestern University, 1960 Ph.D., The University of Chicago, 1974

Timothy Gsell Professor of Microbiology, CAS B.S., University of Dayton, 1988 Ph.D., University of Dayton, 1994

Pamela Guimond

Associate Professor of Biology, CAS B.S., Governors State University, 1987 M.S., Governors State University, 1993 Ed.D., Northern Illinois University, 2004

Cheryl Hague

University Lecturer, CAS B.A., Governors State University, 1995 M.A., Governors State University, 1999

Reino W. Hakala

Professor Emeritus A.B. Columbia University, 1946 M.A., Columbia University, 1947 Ph.D., Syracuse University, 1965

Hannigan, Judy

University Lecturer, Special Education, COE B.S.Ed., Chicago State University, 1971 M.S.Ed., University of Illinois, 1977

Elizabeth Hansen-Shaw

Professor Emeritus, UL B.A., Western Illinois University, 1971 M.A., University of South Florida, 1979 M.P.A., Governors State University, 1991

Chelsea Haring Assistant Professor of Political & Justice Studies, CAS B.A., Michigan State University, 1998 M.P.A., Michigan State University, 2000 Ph.D., Michigan State University, 2008

Michael Hart

University Lecturer, CAS B.F.A., Illinois State University, 2001 M.F.A., Alfred University, 2004

Dan Hechenberger

Assistant Professor of Elementary Education, COE B.S., Southern Illinois University Carbondale, 1977 M.S. Ed., Southern Illinois University Carbondale, 2005 Ph.D., Southern Illinois University Carbondale, 2009

Steven Hein

University Lecturer, CAS B.A., Governors State University, 2007 M.A., Governors State University, 2009

Lisa (Hendrickson) Helm

Coordinator of Academic Advising and Student Support Services, CAS B.S., Northern Illinois University, 1989

Luke Helm

Coordinator of Internship, Assessment, and Outreach, CAS B.A., Governors State University, 1998 M.P.A., Governors State University, 2005

Walter Henne, Jr.

Assistant Professor of Chemistry, CAS B.S., Governors State University, 1996 M.S., Governors State University, 1999 Ph.D., Purdue University, 2007

Reinhold Hill

Dean, CAS B.A., Brigham Young University, 1994 M.A., University of Louisiana, 1996 Ph.D., University of Missouri, 2001

Glenna Howell

Associate Professor of Reading and Language Arts, CE B.A., University of Missouri, Kansas City, 1970 M.A., University of Missouri, Kansas City, 1973 Ph.D., University of Missouri, Kansas City, 1978

James Howley Interim Director IDSS Program B.A., DePaul University, 1988 M.A., Ohio State University, 1991 Ph.D., University of Illinois, Urbana-Champaign, 1998

Jane Rhoades Hudak Professor of Art, CAS B.F.A., Art Therapy, Capital University, Ohio, 1976 Ph.D., Art Education, Ohio State University, Ohio, 1987

Lidia Huerta

Senior University Lecturer, Communication Disorders, CHHS B.S.W., Loyola University of Chicago, 1990 B.H.S., Governors State University, 1997 M.H.S., Governors State University, 2000

Stephanie Hughes

Assistant Professor of Communication Disorders, CHHS B.A., University of Oregon, 2002 M.A., Central Michigan University, 2004 Ph.D., Bowling Green State University, 2008

Jestina Hughes-Burke

Academic Advisor, CAS B.A., Governors State University, 1997 M.A., Governors State University, 1998

Steve Hzvnv

University Lecturer, CAS B.S., Saint Mary's University, 1983 M.S., Capella University, 2006

Olumide Ijose

Assistant Professor, Organizational Behavior & Human Resources, CBPA

B.S., University of Ibadan, Nigeria, 1982 M.A., Fisher School of Business, Ohio State University, 1987 Ph.D., The Ohio State University, 1989

Akkanad M. Isaac

Professor of Management Information Systems, CBPA B.S., Kerala University, 1954_ M.S., Lehigh University, 1967 Ph.D., Lehigh University, 1969

Caron Jacobson

University Lecturer, CAS B.S., Wayne State University, 1991 M.P.A., Wayne State University, 1994

Deborah James

Assistant Professor of Media Communication, CAS B.A. University of Guelph, 1999 M.A., New School for Social Research, 2003 Ph.D. Wayne State University, 2011

Raven James

Assistant Professor, Addiction Studies, CHHS B.S., Binghamton University, 1995 M.Ed., Widener University, 2005 Ed.D., Widener University, 2007

Cleo Jamison

Network Specialist, ITS A.A.S., Lincoln University, 1985 B.A., Lincoln University, Missouri, 1986 M.S., Governors State University, 2004

Dianne Jamison

Assistant Professor of Nursing, CHHS B.S.N., University of Illinois, 1977 M.S.N., University of Illinois, 1982 Ph.D., Northwestern University, 1995

Kim Jaroszewski

University Lecturer, Psychology, COE B.S., Loyola University Chicago, 1992 M.A., University of Illinois at Chicago, 1997

Jolander Jeffries

Coordinator, Debt Management and Veterans Affairs, FA B.S., University of Illinois at Chicago, 1994 M.P.A., Governors State University, 2004

Susan Ji

Associate Professor of Finance, CBPA B.A., Tianjin University, 1995 M.S., Tianjin University, 1997 Ph.D., Florida State University, 1998 Ph.D., Arizona State University, 1998 Ph.D., Arizona State University, 2003

Yonghong Jia

Assistant Professor of Accounting B.S., Harbin Institute of Technology, 1990 M.S., HuaZhong Technology University, 1993 M.S., Wayne State University, 2006 Ph.D., Wayne State University, 2011

Tywanda M. Jiles

Assistant Professor, Early Childhood Education, COE B.S., Governors State University, 2002 M.S. Ed., Dominican University, 2004 Ed.D. Walden University, 2010

Carla M. Johnson

Academic Advisor, COE A.A.S., Prairie State College, 1998 B.A., Governors State University, 2001 M.A., Governors State University, 2009

Rosemary Johnsen Associate Professor of English, CAS B.A., Michigan State University, 1987 M.A., Michigan State University, 1990 Ph.D., Michigan State University, 1997

E. Jean Johnson

Associate Professor of Psychology and Counseling, COE B.A., Governors State University, 1981 M.A., Governors State University, 1992 Ph.D., Loyola University, Chicago, 2002

Elizabeth Johnson

Assistant Professor of History, CAS B.S., Jackson State University, 1988

B.A., Metropolitan State University, 1994

M.S., Minnesota State University-Mankato, 1999 Ph.D., Bowling Green State University, 2004

Vincent R. Jones

Assistant Professor of Criminal Justice, CAS B.A., Illinois State University J.D., John Marshall Law School, 1988

Nancy Kaczmarczyk

External Programs Manager, CAS B.S., DePaul University, 1983 M.B.A., DePaul University, 1989

Jeffrey Kaiser

Professor Emeritus, CE A.A.S., State University of New York, Buffalo, 1964 B.S., State University of New York, Buffalo, 1966 Ed.M., State University of New York, Buffalo, 1966 S.E.A., State University of New York, Buffalo, 1972 Ph.D., State University of New York, Buffalo, 1973

Patti Kalvelage

Senior Lecturer, Occupational Therapy, CHHS B.S. Benedictine University, 1985 M.S. Rush University, 1987

Maribeth Kasik Professor of Special Education, CE B.S., Southern Illinois University, 1973 M.Ed., University of Illinois, 1978 Ph.D., Southern Illinois University, 1983

Marsha Katz Professor of Management, CBPA B.A., State University of New York at Stony Brook, 1969 M.A., Michigan State University, 1971 Ph.D., Michigan State University, 1978

Shavron Kelley Academic Advisor, CHHS B.A., Southern Illinois University at Edwardsville, 2003

William Kelley University Lecturer, CAS B.A., Rice University M.A, University of Chicago Ph.D., University of Chicago

Taida Kelly Associate Professor of Elementary Education, COE B.A., Marquette University, 1964 M.S.T., The University of Chicago, 1968 Ph.D., The University of Chicago, 2000

Alexis Kennedy

General Counsel B.A., University of Illinois, 1968 J.D., The University of Chicago, 1976

Stephen Kent

University Lecturer, CAS M.S., Analytical Chemistry, Governors State University, 1987 M.B.A., Governors State University, 1993

Paul R. Keys

Professor of Social Work, CHHS B.S., St. Louis University, 1961 M.S.W., St. Louis University, 1971 Ph.D., University of Wisconsin, Milwaukee, 1983

Karen Kissel

Assistant Vice President, Business Operations B.A., Saint Mary's College, 1991 M.B.A., University Of Notre Dame, 2004

Diane Kjos

Professor Emeritus, COE B.S., Syracuse University, 1973 M.A., Governors State University, 1974 Ph.D., Loyola University, 2000

Phyllis Klingensmith Professor of Physiology, CAS B.S., Pennsylvania State University, 1979 M.S., Ohio State University, 1981 Ph.D., Purdue University, 1984

Jeannine Klomes

Associate Professor of Education, COE B.S., Northern Illinois University, 1981 M.S.E., Northern Illinois University, 1982 M.A., Governors State University, 1986 Ed.D., Northern Illinois University, 1995

Lora Knutson

Senior University Lecturer, COE B.S., Northeast Missouri State University, 1972 M.A., University of Iowa, 1980 Ph.D., University of Iowa, 1983

Ana Kong

Professor Emeritus, CAS Associate Professor of Communications, CAS B.S., Far Eastern University, Manila, 1962 M.S., University of Illinois, 1969 Ph.D., University of Illinois, 1973

Georgia Kosmoski

Professor of Educational Administration, COE B.S., Indiana University, 1972 M.S., Purdue University, 1975 Ph.D., Purdue University, 1989

Frances Kostarelos Professor of Liberal Studies and Anthropology, CAS B.A., The University of Chicago, 1980 M.A., The University of Chicago, 1981 Ph.D., The University of Chicago, 1989

Shailendra Kumar

Professor of Organic Chemistry, CAS B.S., University of Delhi, 1971 M.S., University of Delhi, 1973 Ph.D., University of Missouri, 1981

Mark Kundla

Media Specialist, DLMD A.A., Moraine Valley Community College, 1994 B.A., Governors State University, 1996 M.A., Governors State University, 2000

Anthony Labriola Coordinator of Instructional Development ,DLMD Professor of Media Studies B.A., University of Illinois, 1972 M.F.A., Ohio University, 1978

Mary Lanigan

Associate Professor of Communications and Training, CAS B.A., University of Illinois, Urbana-Champaign, 1986

- M.S., Illinois State University, 1988 M.S., Indiana University, 1994 M.S., Indiana University, 1995 Ph.D., Indiana University, 1997

Angela Latham

Associate Provost/Professor of Communication Studies BA, Speech Communication and Psychology

- Ólivet Nazarene University, 1983
- MS, Performance Studies/Communication University of North Texas, 1986
- Ph.D., Theatre History University of Illinois at Urbana-Champaign, 1997

Annie Lawrence-Brown

Professor Emeritus, CHHS Certificate Public Health Nursing, Loyola University Chicago, 1952 B.S.N.Ed., DePaul University, 1953 M.S.N.Ed., DePaul University, 1957 Ed D. Illingis Stato University, 1987 Ed.D., Illinois State University, 1987

Sang Hoon Lee

Associate Professor of Media Communications, CAS B.A., Sogang University, Seoul, Korea, 1997 M.F.A., School of the Art Institute of Chicago, 2002

Robert E. Leftwich

Professor Emeritus, CHHS B.S.N., Baylor University, 1963 M.S., Northern Illinois University, 1970 Ph.D., Clayton University, 1977

Paula Levickas

Academic Advisor, CAS B.A., St. Xavier University, 1994 M.A., Governors State University, 2004

Larry Levinson

Professor of Political Science, CAS B.A., Washington University, St. Louis, 1974 M.A., University of Wisconsin, Madison, 1975 Ph.D., University of Chicago, 1987

Martha Mathews Libster

Professor of Nursing, CHHS B.S, New York University, 1981 B.S.N, Mount St. Mary's, 1987 M.S.N, University of Colorado, 1999 Ph.D., Oxford Brookes University, 2004

Jagan Lingamneni Professor of Criminal Justice, CAS B.Sc., A.P. Agricultural College, 1962 M.Sc., A.P. Agricultural University, 1965 Ph.D., Michigan State University, 1972 M.S.C.J., University of Alabama in Birmingham, 1979

Nina Lu

Associate Professor of Health Administration, CHHS B.S.N. Medical College of Beijing Military Academy ,China 1986 M.P.H., University of Pittsburgh, PA 1994 Ph.D., University of South Carolina, SC, 1998

Jay Lubinsky Professor Emeritus, CHHS B.A., Brooklyn College, 1967 M.S., Brooklyn College, 1972 Ph.D., Case Western Reserve University, 1977

Changyue Luo

Assistant Professor of Operations Management, CBPA B.S., University of Science and Technology, Beijing. 1994 MS, University of Science and Technology of China, 1997 Ph.D, University of Minnesota, 2005

Nancy J. MacMullen Chair and Associate Professor of Nursing, CHHS B.S.N., Loyola University of Chicago, 1965 M.S.N., Loyola University of Chicago, 1979 Ph.D., Loyola University of Chicago, 1991

Elaine P. Maimon

President B.A., University of Pennsylvania, 1966 M.A., University of Pennsylvania, 1967 Ph.D., University of Pennsylvania, 1970

Jean Malloy Director of Advancement Services B.S., Chicago State University, 1974

Barbara A. Mandel

Instructional Developer, DLMD B.S., Concordia University, 1968 M.A., Valparaiso University, 1968

Patricia A. Martin

Assistant Professor, CHHS University Lecturer, CHHS B.S.N., Governors State University, 1986 M.S.N., Governors State University, 1990 D.N.P, Governors State University, 2010

Marian Marion Professor of Early Childhood Education, COE B.S., University of Delaware, 1968 M.S., University of Missouri, Columbia, 1971 Ph.D., Ohio State University, 1976

Carlos Martinez

Technical Support Specialist, ITS B.A., University of Aguacalientes, Mexico, 1993 M.B.A., Governors State University, 1998

David Matteson

Professor Emeritus, COE B.A., Alfred University, 1960 B.D., Colgate Rochester Divinity School, 1964 Ph.D., Boston University, 1968

Joseph J. Matula

Associate Professor of Educational Administration, COE B.S., University of Illinois, Chicago, 1971 M.S.E., Chicago State University, 1974 Ph.D., Loyola University, 1982

Larry Maucieri

Assistant Professor of Counseling, COE B.A., University of Illinois at Urbana-Champaign, 1991 M.A., New York University, 1998 Ph.D., Fordham University, 2003

Sandra A. Mayfield

Assistant Provost/Professor of Communication Disorders, CHHS B.S., Colorado State University, 1971 M.A., Case Western Reserve University, 1972 Ph.D., University of Wisconsin, Madison, 1980

Linda L. McCann

Academic Advisor - Senior Status, CHHS A.A., Moraine Valley Community College, 1995 B.A., Governors State University, 1997 M.A., Governors State University, 1999 M.A., Governors State University, 2002 M.P.A., Governors State University, 2006

Kelly McCarthy

Assistant Vice President, Student Support Services, SAAS B.A., University of Illinois at Chicago, 1980 M.A., DePaul University, 1990

Alecia Rodman McCray

Director, Metropolitan Institute for Leadership in Education, COE B.A., University of Illinois at Chicago, 1973

Brian J. McKenna

Associate Professor of Accounting, CBPA B.S., Northern Illinois University, 1974 M.B.A., University of Chicago, 1988 LLM, DePaul University, 1983 J.D., John Marshall Law School, 1977

Michele McMaster University Lecturer, CAS B.A., Knox College, 1971 M.A., Governors State University, 1975 M.A., Governors State University, 1989 Ph.D., The Union Institute & University, 1999

Cheryl Mejta

Chair and Professor of Addictions Studies & Behavioral Health, CHHS B.S., Bradley University, 1973 M.A., Bradley University, 1974 Ph.D., Illinois Institute of Technology, 1981

Jon E. Mendelson

Professor Emeritus, CAS B.A., Harvard University, 1962 M.A., University of Wisconsin, 1968 Ph.D., University of Wisconsin, 1972

Evelina Mengova Assistant Professor of Economics, CBPA M.A., Sofia University, 1997 M.A., Central European University, 1999 Ph.D., Georgetown University, 2005

Nancy Miller

Associate Professor of Education, COE B.S., University of Illinois at Urbana-Champaign, 1966 M.A., Northeastern Illinois University, 1968 Ph.D., The University of Chicago, 1997

Dwayne Mitchell

Lecturer of Health Administration, CHHS B.S., Illinois State University, IL, 1982 M.H.A., Governors State University, IL 1984

Peter J. Mizera

Associate Vice President, Information Technology Services B.S., DePaul University, 1979 M.S., Governors State University, 2002

Praggyan 'Pam' Mohanty Assistant Professor of Marketing, CBPA B.A., Ravenshaw College, Utkal University, India, 1997 M.B.A., Institute for Technology & Mangement, Mumbai, India, 1999 PhD, University of Missouri, 2011

Sonya Monroe

Professor Emeritus, CHHS B.A., University of Illinois, 1959 M.S.W., University of Illinois, 1961 Ed .D., Western Michigan University, 1981

Joyce C. Morishita

Professor Emeritus, CAS B.A., Northwestern University, 1965 M.A., Northwestern University, 1969 Ph.D., Northwestern University, 1979

Kerri Morris

Associate Professor of English, CAS B.A., Wayland University, 1983. MA, Texas Christian University, 1987 PhD, Texas Christian University, 1989

Melvyn M. Muchnik Professor Emeritus, CAS

B.S., University of Maryland, 1960 M.A., University of Maryland, 1966 Ph.D., University of Denver, 1973

Rashidah J. Muhammad Academic Coordinator/Professor of English and Secondary Education, CAS B.A., Michigan State University, 1989 M.A., Michigan State University, 1991 Ph.D., Michigan State University, 1995

James A. Munz

Lecturer of Health Administration, CHHS B.S., Governors State University, IL, 1979 M.H.A., Governors State University, 1996

Daniel Nearing

Associate Professor of Media Communications/Academic Coordinator, MFA in Independent Film and Digital Imaging, CAS B.A., University of Calgary, 1984 M.A., University of Toronto, 1989

Sharon Neste

University Lecturer B.A., Hope College, Holland, Michigan, 1961 M. Ed., University of Illinois, Urbana, Illinois 1972

Margaret Neumann

Associate Professor of ACCT/FIN/ECON/MIS, CBPA B.S., University of Southern Mississippi, 1981 M.S., University of Southern Mississippi, 1986 Ph.D., University of Texas, Arlington, 1991

Vanessa Newby

Director, Student Life, SAAS B.A., Midland Lutheran College, 1989 M.A., Governors State University, 2000

Morven S. W. Ngaiyaye University Lecturer, COE Diploma, Teaching, British College, Malawi, 1962 B.A., University of Nebraska, Lincoln, 1966 M.A. University of Nebraska, Lincoln, 1968 Ph.D., Loyola University, 1976

Michel Nguessan

Librarian; Associate Professor of Library Science, UL B.A., Université Nationale de Côte-d'Ivoire, 1989 M.A., Université Nationale de Côte-d'Ivoire, 1990 Ph.D., University of Illinoisat Urbana- Champaign, 1995 M.Eng., Université du Québec, Montreal, 2000 M.S.I., University of Michigan, Ann Arbor, 2004 Ph.D., University of Sherbrooke, Quebec, 2012

Kevin Nicolei

Senior Lecturer, Psychology, COE B.A., Loyola University 1969 M.A., DePaul University 1977 M.S.I.R., Loyola University 1982 M.A., Governors State University 1991 M.A., Governors State University 1993 M.A., Adler School of Professional Psychology 1995

Ravi Nigam

Associate Professor of Communications Disorders, CHHS B.S., University of Mysore, India, 1983 M.S., University of Mysore, India, 1988 Ph.D., Purdue University, 1999

Charles Nolley

Director, Digital Learning and Media Design B.A., University of Montana, 1975 M.A., University of Montana, 1980

Margaret Nugent Writing Center Coordinator, SAAS B.S., Illinois State University, 1989 M.A., Bradley University, 1991 D.A., Illinois State University, 1997

David A. O'Donnell

Senior Lecturer, Addiction Studies, CHHS A.A., College of Marin, 1976 B.A., Governors State University, 1984 M.H.S., Governors State University, 1990

Roberta O'Shea Professor of Physical Therapy, CHHS B.S., St. Louis University, 1986 M.S., DePaul University, 1990 Ph.D., University of Illinois at Chicago, 1996

Geraldine Outlaw

Chair, Department of Social Work/ Professor and MSW Program Director, CHHS B.A., University of Illinois at Chicago, 1970 M.S.W., University of Illinois at Chicago, 1982 Ed.D., Northern Illinois University, 2001

Peter Palanca

Senior Lecturer, Addiction Studies, CHHS B.A., St. Mary's University, 1973 M.A., St. Mary's University, 1977

Milan Panic

University Lecturer, CAS B.A., University of Zagreb, Yugoslavia, 1978. B.A.,University of Zagreb, Yugoslavia, 1979. B.A., University of Zagreb, Yugoslavia, 1979. M.A., Northeastern Illinois University, 1982.

Terri Pantuso

Assistant Professor of English – Secondary Education, CAS B.A., Political Science, Texas A&M University – College Station, 1990 M.A., English, The University of Texas at San Antonio, 2008 Ph.D., English, The University of Texas at San Antonio, 2009

Beth Parin

Associate Professor of Digital Imaging and Photography, CAS B.F.A., St. Mary's College, 2000 M.F.A., Cranbrook Academy of Art, 2002

Soon-Ok Park

Professor of Computer Science, CAS B.S., Sogang University, Korea, 1979 M.S., Marquette University, 1983 Ph.D., Illinois Institute of Technology, 1994

June O. Patton

Professor Emeritus, CAS B.A., Roosevelt University, 1967 M.A., Roosevelt University, 1968 M.S.T., The University of Chicago, 1971

Nadine Pavich-Burns

University Lecturer, CHHS B.S., Purdue University Calumet, 1994 M.S., Purdue University Calumet, 1997 Post Masters Certificate, University of Illinois at Chicago, 1999

Timothy Pedigo

University Lecturer, Psychology, COE B.A., Trinity College, 1981 Ph.D., Illinois Institute of Technology, 1987

Vickie Person

Assistant Professor of Education, COE B.S., Ohio University, 1985 M.A., Olivet Nazarene University, 2007 Ed.D., Olivet Nazarene University, 2010

Karen Peterson

Professor Emeritus, COE Director, Alternative Certification Partnership, COE B.A., Elmhurst College, 1971 M.A., Governors State University, 1975 Ph.D., Vanderbilt University, 1995

Virginio Piucci

Professor Emeritus, BPA B.E., State University of New York (New Paltz), 1949 M.A., Columbia University, 1951 Ed.D., University of Florida, 1955

Judy L. Platt Director of Clinical Education, Communication **Disorders**, CHHS B.S., Southern Illinois University at Carbondale, 1975 M.H.S., Governors State University, 1980 Evie Wexler Plofsky University Lecturer, COE B.S., Southern Illinois University, 1981 M.A., Southern Illinois University, 1988 John Powers Academic Advisor, CHHS B.A., Defiance College, 1971 M.Div., United Theological Seminary, 1977 Robert Press Professor Emeritus, COE B.A., Antioch College, 1960 M.A., New York University, 1962 Suzanne Prescott Professor Emeritus, COE B.A., Lake Forest College, 1963 M.A., University of Chicago, 1965 Ph.D., University of Chicago, 1974 **Kim Prokes** University Lecturer, Communication Disorders, CHHS B.S., Western Illinois University, 1973 M.A., Western Illinois University, 1974 Linda Proudfit Professor Emeritus, COE B.A., University of Northern Iowa, 1970 M.A., University of Northern Iowa, 1971 Ph.D., Indiana University, 1980 Michael Purdy Professor Emeritus, CAS B.S., State University of New York at Albany, 1967 M.S., Kansas State University, 1969 Ph.D., Ohio University, 1973

Zo Ramamonjiarevlo

Instructor of Health Administration, CHHS B.A., English, Antananarivo, Madagascar, 1988 M.B.A., University of Alabama, AL, 2006 Ph.D., University of Alabama at Birmingham, Al, 2012

Hugh Rank

Professor Emeritus, CAS B.A., University of Notre Dame, 1954 M.A., University of Notre Dame, 1955 Ph.D., University of Notre Dame, 1969

Brian C. Reed

Visiting Professor of Public Administration, CBPA B.A., University of Tampa, 1984 M.A., University of South Florida, 1994 Ph.D., University of Alabama, 2001

Juan Reed

Lecturer, CHHS B.A., Holy Redeemer College, 1973 M.S.W., Loyola University, 1981 D.Min., Catholic Theological Union, 2004

Jose J. Reves

Coordinator of Dual Admission and Transfer Coordinator B.A., Governors State University, 1997 M.B.A., Governors State University, 1999

Vinicio Reyes

Professor Emeritus, COE L.I.C., Catholic University of Ecuador, 1960 M.Ed., Loyola University, Chicago, 1968 Ph.D., Loyola University Chicago, 1975

David Rhea

Associate Professor of Communication, CAS B.A., Pepperdine University, 2000 M.A., University of Arizona, 2003 Ph.D., University of Missouri – Columbia, 2007

Patricia Robey Associate Professor of Counseling, COE A.A.S., Prairie State College, 1992 B.A., Governors State University, 1994 M.A., Governors State University, 1997 M.A., Governors State University, 2003 Ed.D., Northern Illinois University, 2009

Christopher Ann Robinson-Easley Associate Professor of Management, CBPA B.S., Loyola University, 1976 M.S., Loyola University, 1981 Ph.D., Benedictine University, 1999

Colleen Rock

Director of Academic and Technological Support Services, Office of the Provost B.A., Governors State University, 1993 M.P.A., Governors State University, 2001

Caren C. Rossow

Visiting Professor of Health Administration, CHHS A.D.N., Southwestern Michigan College. 1978 B. S. Andrews University, 1980 M.S.A. University of Notre Dame, 1998 C.I.H., Central Michigan University, 2011 A.B.D.(DHA) Central Michigan University, 2012

Winfried Rudloff

Professor of Computer Science, CAS Diploma, University of Hamburg, Germany, 1952 Diploma, University of Heidelberg, Germany, 1959 Ph.D., Illinois Institute of Technology, 1965

Lydia Morrow Ruetten

Librarian, Professor of Library Science, UL B.S., University of Wisconsin, Parkside, 1985 M.L.I.S., University of Wisconsin, Milwaukee, 1988 M.B.A., Governors State University, 1993

Elizabeth Ruiz

Associate Professor of Psychology and Counseling, COE B.S., University of Notre Dame, 1982 Ph.D., Northwestern University Medical School, 1995

Steven Russell

Professor of Multi-Categorical Special Education, COE B.S., Bowling Green State University, 1971 M.Ed., University of Toledo, 1977 Ph.D., University of Michigan, Ann Arbor, 1981

Barry Ryan

Assistant Director, Business Operations B.S., Boston College, 1971

Linda Samson

Professor of Nursing and Health Administration B.S.N., Emory University, 1972 M.S.N., Emory University, 1973 Ph.D., University of Pennsylvania, 1989

Adelle Sanders

Associate Professor of Social Work, CHHS B.S., University of California, Davis, 1977 M.S.W., California State University, Sacramento, 1980 D.P.A., University of Southern California, Los Angeles, 2003

Mark Sanders

Lecturer, Addiction Studies, CHHS B.S., MacMurray College, 1982 M.S.W., Loyola University, 1986

Sheree Y. Sanderson

Director, Student Engagement and College Relations, SAAS B.A., Governors State University, 1999 M.A., Governors State University, 2000

Gökçe Sargut

Assistant Professor of Management, CBPA B.A., Bilkent University, 1992 M.B.A., University of Illinois at Urbana-Champaign, 1994 M.Phil., Columbia University, 1999 Ph.D., Columbia University, 2005

Caren Schranz Academic Fieldwork Coordinator Lecturer, Occupational Therapy, CHHS M.S. Rush University, Chicago, 1986 Dr.O.T., Governors State University, 2011 Paul Schranz Professor Emeritus, CAS B.F.A., Ohio University, 1970 M.A., Governors State University, 1973 M.F.A., Northern Illinois University, 1978 Dale Schuit Associate Professor of Physical Therapy, CHHS B.S., St. Lous University, 1976 M.S.., The Ohio State University, 1981 Ph.D., University of Illinois, 1988 Janice B. Schultz Assistant, HR B.A., North Central College, 1972 M.A., Governors State University, 1989 Tamekia M. Scott Outreach Counselor, SAAS B.S., Southern Illinois University, Carbondale, 2004 MS .Ed., Southern Illinois University, Carbondale, 2006 Colleen Sexton Chair, Division of Education/Professor of Education, COE B.S., Quincy University, 1976 M.A., Governors State University, 1980 Ph.D., Ohio University, Athens, 1991 Farouk Shaaban Professor of Business Administration, CBPA B.C., Alexandria University, 1960 M.S., Southern Illinois University, 1966 Ph.D., University of Illinois, 1972 Aida Shekib

Professor of Business Administration, CBPA B.A., Alexandria University, 1960 M.B.A., Indiana University, 1964 Ph.D., University of Illinois, 1970 C.M.A., Institute of Management Accounting, 1975

Yun-Yau (Steve) Shih

Professor of Computer Science, CAS B.S., Tunghai University, Taiwan, 1983 M.S., State University of New York, Binghamton, 1987 Ph.D., State University of New York, Binghamton, 1994

John Simon

Associate Professor of Management, CBPA B.Tech., Indian Institute of Technology, Madras, India, 1982 M.S., Northwestern University, 1983 Ph.D., Northwestern University, 1989

Robert Sinclair

Assistant Professor in Entrepreneurship, CBPA B.A., Central Michigan University, 2003 M.B.A., Central Michigan University, 2004 Ph.D., University of Louisville, 2011

Christina Sintic

University Lecturer, CAS B.S., Florida State University, 1998 M.A., Sam Houston State University, 2001

Joyce Sligar Senior University Lecturer of Physical Therapy, CHHS B.S., University of MIssouri, 1967 M.B.A., Governors State University, 1989 M.A., Governors State University, 2002

Jeffrey S. Slovak Deputy Vice President for Administration & Finance B.A., St. Louis University, 1972 M.A., The University of Chicago, 1974 Ph.D., The University of Chicago, 1979

June M. Smalec

University Lecturer, CHHS A.A.S., Moraine Valley Community College, 1994 B.S.N., Lewis University, 2000 M.S.N., Governors State University, 2005

Jacquelyn Small Director, Annual Fund Major Gift Officer B.A., University of Illinois at Chicago, 1974

Jo Anne Smith

Director of Field Social Work, CHHS B.A., Goucher College, 1975 M.S.W., Loyola University, 1980

Danella Soeka

Media Marketing/Distribution Coordinator, UC B.A., Calumet College of St. Joseph, 1998 M.A., Purdue University Calumet, 2004

Divya Sood

Assistant Professor of Occupational Therapy, CHHS B.O.T., College of Allied Health Sciences, Mainpal, India 2002 O.T.D., Washington University, School of Medicine, St. Louis, 2007

Joshua Sopiarz

Librarian, Assistant Professor of Library Science, UL B.A., Eastern Illinois University, 2002 M.A., Eastern Illinois University, 2004 M.S., University of Illinois at Urbana-Champaign, 2009

Catherine Sori

Associate Professor of Psychology and Counseling, COE B.A., Purdue University, Calumet, 1992 M.S., Purdue University, Calumet, 1995 Ph.D., Purdue University, West Lafayette, 2000

David Sparks

Learning Assistance Center Counselor, SAAS B.A., Lewis University, 1978 M.B.A., University of Cincinnati, 1980

Jessica Specht

Career Counselor, SAAS B.A., Purdue University, 2005 M.A., Governors State University, 2010

Shirley Spencer Assistant Professor of Nursing, CHHS Assistant Professor of Nursing B.S.. St. Xavier University, 1988 M.S., St. Xavier University, 1991 Ph.D., University of Illinois, 2007

Michael Stelnicki

Professor Emeritus, CAS B.A., DePaul University, 1961 M.A., Northwestern University, 1968 Ed.D., Northern Illinois University, 1980

Jeff Stevenson

University Lecturer, CAS B.S., Ohio State University, 1984 M.F.A., Ohio University, 1990

Pamela Stipanich

Academic Advisor - Senior Status, CHHS B.S., Black Hills State University, 1989 M.A., Central Michigan University, 1996

Tracy Sullivan

Birector, Procurement and Auxiliary Services B.B.A., St. Mary's College, 1991 M.B.A., Loyola University Chicago, 1994

John W. Swain

Professor of Public Administration, CBPA Director, Institute for Public Policy and Administration B.A., University of New Hampshire, 1973 M.A., Northern Illinois University, 1975 Ph.D., Northern Illinois University, 1981

Robin L. Sweeney Director, Student Disability Services and Career Advisor, SAAS B.S., Illinois State University, 1984 M.A., Olivet Nazarene University, 1997 George Sweiss University Lecturer, CAS B.S.EE., University of Kent, England. 1972 M.S.EE., University of Surrey, England, 1977 Roseanne Tadsen University lecturer, Counseling, COE B.A. University of Illinois at Urbana-Champaign,1970 M.A. Roosevelt University 1974 Andrius Tamulis Assistant Professor of Mathematics, CAS B.S., University of Illinois at Urbana-Champaign, 1983 M.S., Northwestern University, 1989 Ph.D., Indiana University, 1999 (Clare) Xueqing Tang Professor of Computer Science, CAS B.S., University of Science and Technology, China M.S., University of Science and Technology, China Ph.D., Rutgers, the State University of New Jersey, 1992 Jennifer Taylor Academic Advisor, CBPA B.A., Governors State University 2003 M.A., Governors State University 2004 **Renee Theiss** Assistant Professor of Physical Therapy and Occupational Therapy, CHHS B.S. Ithaca College, NY 1996 Ph.D., Neuroscience, Northwestern University, 2005 Georgianna M. Thomas University Lecturer of Nursing, CHHS B.S.N., DePaul University, 1975 M.S.N., Northern Illinois University, 1979 Ed.D., Northern Illinois University, 1986 Claire L. Thompson University Lecturer, Communication Disorders, CHHS B.S., Elmhurst College, 1974 M.H.S., Governors State University, 1978 M.A., Governors State University, 2000 Robin Thompson University Lecturer, CAS

B.A., Governors State University, 1996 M.A., Governors State University, 2000

Feng Tian

Assistant Professor of Operations Management, CBPA B.E., Xi'an Jiaotong University 1992 M.E., Xi'an Jiaotong University 1995 M.S., University of Cincinnati 2000 Ph.D., Boston University 2008

M. Eileen Truszkowski

University Lecturer, Communication Disorders, CHHS B.A., Governors State University, 1992 M.H.S., Governors State University, 2003

Jon Tullos

Producer/Director Specialist, Communication Services A.A.S., Prairie State College, 1985 B.A., Governors State University, 1988

Albert Tuskenis

Associate Professor of Psychology and Counseling, COE B.A., University of Illinois at Chicago, 1984 M.A., University of Illinois at Chicago, 1988 Ph.D., University of Illinois at Chicago, 1996

Catherine Tymkow Associate Professor of Nursing, CHHS A.B., Clarke College, 1971 B.S., St. Xavier University, 1987 M.S., St. Xavier University, 1990 N.D. Burch University, College of Nursi N.D., Rush University College of Nursing, 2001

Joan T. Vaughan

B.A. St. Xavier University, 1971 M.A. Governors State University, 1986

Ann Vendrely Professor of Physical Therapy, CHHS B.A., Goshen College, 1985 M.S., University of Indianapolis, 1987 Ed.D., Loyola University, 2002 D.P.T., Regis University, 2008

Byron Waller

Associate Professor of Psychology and Counseling, COE B.S., Grace College, 1984 M.S.Ed., Chicago State University, 1992 Ph.D., Loyola University, 2002

Ting Jie Wang

Associate Professor of Accounting, CBPA B.S., Rutgers University, Newark, 1991 M.B.A., Rutgers University, Newark, 1993 Ph.D., Rutgers University, Newark, 1999

Mary Washington

Associate Professor of Accounting, CBPA B.S., San Diego State University, 1973 M.B.A., University of San Diego, 1981 Ph.D., University of Southern California, 1987

Robin D. Washington

Assistant Professor of Physical Therapy, CHHS B.S., University of Vermont, 1991 M.Ed., University of Central Oklahoma, 1996 Ph.D., Southern Illinois University Carbondale, 2005

Jane Wells

Professor Emeritus, CAS B.A., Marycrest College, 1966 M.S., University of Iowa, 1967 Ph.D., University of Iowa, 1970

Phyllis West

Assistant Professor, CHHS B.A., Paine College, 1988 M.S.W., Tulane University, 2003 M.P.H., Tulane University, 2004 Ph.D., The University of Chicago, 2008

Freda Whisenton-Comer

Director of Financial Aid B.S., Northern Illinois University, 1984 M.P.A., Governors State University, 2006

Sandra Whitaker

Professor Emeritus, COE B.A., Wayne State University, 1959 M.A., Wayne State University, 1967 Ph.D., Michigan State University, 1972

Christopher T. White

Assistant Professor of English, CAS B.A., Miami University, 1997 M.A., Pennsylvania State University, 2002 Ph.D., Pennsylvania State University, 2008

William Wilkinson

Professor of Marketing, CBPA B.A., Washington and Lee University, 1971 M.S., Yale University, 1973 M.Ph., Yale University, 1975 Ph.D., Yale University, 1975 M.B.A., University of Chicago, 1982

Michael R. Williams B.S., University of Southern Indiana, 2005 M.B.A., University of Southern Indiana, 2008 M.A., University of Cincinnati, 2008 A.B.D., University of Texas at San Antonio, 2012

Veronica Williams

Director, School of Extended Learning B.A., Governors State University, 1995 M.A., Governors State University, 1998

Bruce Wilson

Associate Professor of Criminal Justice, CAS B.S., Western Illinois University, 1988 M.A., Western Illinois University, 1991 Ph.D., Sam Houston State University, 1998

Barbara Winicki Associate Professor of Reading, COE B.S., Northern Illinois University, 1977 M.A., St. Xavier College, 1989 Ph.D., The University of Chicago, 1999

Tamara Winn University Lecturer, CAS B.A., Purdue University – Calumet, 1998 M.A., Governors State University, 2004 M.H.S., Governors State University, 2006

Rebecca K. Wojcik Chair/Associate Professor of Physical Therapy, CHHS B.A., College of St. Scholastica, 1979 M.H.P.E., University of Illinois, Chicago, 1984 Ed.D., Northern Illinois University, 2007

Lonn A. Wolf

Professor Emeritus, COE Professor of Psychology and Counseling, COE B.A., The University of Chicago, 1970 M.S., Yale University, 1973 Ph.D., Yale University, 1975

Kong-Cheng Wong

Professor of Computer Science, CAS B.S., National Central University (Taiwan), 1977 M.S., University of Colorado, 1984 M.S., State University of New York, Binghamton, 1985 Ph.D., State University of New York, Binghamton, 1989

Peggy G. Woodard

B.A., Southern Illinois University, 1973 M.S.E., Northern Illinois University, 1979 Ph.D., Loyola University of Chicago, 1993

Addison Woodward

Professor Emeritus, COE B.S., C. W. Post College, 1964 M.A., Connecticut College, 1966 Ph.D., University of Toronto, 1968

Darlene Wright Associate Professor of Psychology and Counseling, COE B.A., DePaul University, 1983 Ph.D., Illinois Institute of Technology, 1993

Robin A. Wyatt

Instructional Developer, DLMD B.A., Governors State University, 2001 M.A., Governors State University, 2003

Dingbang Xu

Associate Professor of Computer Science, CAS B.E., Mechanical Science and Engineering, Huazhong University of Science and Technology, Wuhan, China, 1997 M.E., Computer Science, Tsinghua University, Beijing, China, 2001 Ph.D., North Carolina State University, 2006

William S. Yacullo

Chair/Professor Communications Disorders, CHHS M.A., Northwestern University, 1976 Ph.D., University of Iowa, 1982

Asabi Yakini

University Lecturer Social Work, CHHS B.A., Wheaton College, 1971 M.S.W., Clark Atlanta University, 1981 Ph.D., University of Illinois, Chicago, 2003

Julia Ruey-Ju Yang Professor of Psychology and Counseling, COE B.A., Tamkang University, 1982 M.S., Illinois State University, 1985 Ph.D., Ohio State University, 1988

Marilyn Yirku

University Lecturer, CAS B.A., Mundelein College of Loyola University, 1991 M.A., Northeastern Illinois University, 1999

John Yunger

Professor of Biology, CAS B.S., Western Michigan University, 1987 M.S., Western Michigan University, 1990 Ph.D., Northern Illinois University, 1996

Leon Zalewski

Professor Emeritus, COE Professor of Science Education, COE B.S., California State College of Pennsylvania, 1965 M.Ed., Indiana University of Pennsylvania, 1969 Ph.D., University of Iowa, 1974

Renee Zdych

Director for Academic and Student Services, COE B.A., Millikin University, 1999 M.A., Keller Graduate of Management, 2004

Maristela Zell

Associate Professor of Social Work, CHHS B.A., University of Sao Paulo, Brazil, 1986 M.S.W., Loyola University Chicago, 1994 Ph.D., University of Illinois at Chicago, 2002

Jun Zhan

Assistant Professor of Accounting, CBPA B.A., Huazhong University of Science & Technology, China, 2000 M.A., Wuhan University, China, 2003 A.B.D., Concordia University, Canada 2012

Jun Zhao

Professor, CBPA B.E., Shanghai Jiaotong University, China, 1990 M.B.A., Southern Illinois University, 1994 D.B.A., Southern Illinois University, 1998

Jason Zingsheim

Assistant Professor of Communication, CAS B.A., Seattle Pacific University, 2000 M.A, Arizona State University, 2004 Ph.D, Arizona State University, 2008

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