

# Governors State University

2012-2013 Catalog

708.534.5000

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# UNIVERSITY GOVERNANCE

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### Notice

Information in this catalog is subject to change and does not constitute a contract or warranty that the university will continue indefinitely to offer the program in which a student is enrolled. The university expressly reserves the right to change, phase out, or discontinue any policy or program. Such changes take precedence over catalog statements.

This catalog is for the 2012-2013 academic year. Students should keep the catalog for referral throughout their academic career. Students who first enroll at Governors State University during the 2012-2013 academic year must fulfill the requirements stated in this catalog and its updates, as applicable, or they may elect to substitute the requirements in any subsequent catalog published while they are enrolled in the university. A student must, however, meet the requirements from one catalog only, rather than choosing a portion from one catalog and the remainder from another.

The catalog is posted on the GSU website at [www.govst.edu/catalog](http://www.govst.edu/catalog).

### Affirmative Action Statement

Governors State University is an affirmative action/equal employment opportunity university which administers its educational and employment programs in compliance with federal, state, and local laws and does not discriminate on the basis of race, color, national origin, religion, gender, ancestry, age, sexual orientation, marital status, disability, citizenship, unfavorable discharge from military service, or veteran status.

Governors State does not discriminate against students for observing religious holidays and will reasonably accommodate the religious observance of individual students regarding admission, class attendance, and the scheduling of examinations and academic work requirements. Students seeking such accommodation should contact the Diversity Officer in the Human Resources Department for assistance.

The general university phone number is 708.534.5000. The GSU website address is [www.govst.edu](http://www.govst.edu).

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## ACADEMIC DEGREE PROGRAMS OFFERED BY GOVERNORS STATE UNIVERSITY

### Bachelor's Degree Programs

Accounting  
 Accounting, Accelerated Professional  
 Anthropology and Sociology  
 Art  
 Biology  
   *Teacher Education*  
 Business Administration  
   *Entrepreneurship*  
   *Finance*  
   *Human Resources Management*  
   *Management*  
   *Management Information System*  
   *Marketing*  
   *Operations and Supply Chain Management*  
   *Public Administration - Admission Suspended*  
 Business and Applied Science  
 Chemistry  
   *Teacher Education*  
 Communication Disorders  
 Communication  
   *Advertising and Public Relations*  
   *Filmmaking and Multimedia*  
   *Human Communication*  
   *Journalism*  
 Community Health  
   *Gerontology-Healthy Aging*  
   *Gerontology-Long Term Care*  
   *Health Promotion Education in the Community Setting*  
   *Pre-Occupational Therapy*  
 Computer Science  
 Criminal Justice  
   *Corrections and Punishment*  
   *Law Enforcement and Security*  
   *Restorative and Community Justice*  
 Early Childhood Education  
 Elementary Education  
 English  
   *Teacher Education*  
 Entrepreneurship  
 Health Administration  
 Interdisciplinary Studies  
 Management Info Systems - Admission Suspended  
   *Inclusive Information Systems*  
   *Information Security*  
   *Internet Commerce*  
   *Network Management*  
 Mathematics  
   *Teacher Education*  
 Nursing  
 Psychology  
   *Forensic*  
   *Industrial/Organizational*  
   *Mindfulness Studies*  
   *Pre-Clinical*  
 Social Sciences  
 Social Work

### Master's Degree Programs

Accounting  
 Accounting, Accelerated Professional  
 Addictions Studies  
   *Addictions Counseling*  
 Analytical Chemistry  
 Art  
 Business Administration  
 Communication Disorders  
 Communication and Training  
   *Communication Studies*  
   *Media Communication*  
   *Human Performance and Training*  
 Computer Science  
 Counseling  
   *Clinical Mental Health*  
   *Marriage and Family*  
   *School Counseling*  
 Criminal Justice  
 Early Childhood Education  
 Education  
   *Computer Education*  
   *Curriculum and Instruction*  
   *Mathematics Education*  
   *Science Education*  
 Educational Administration  
   *Administrative Endorsement (General)*  
   *Chief School Business Official*  
   *Higher Education Administration*  
 English  
 Environmental Biology  
 Health Administration  
 Independent Film and Digital Imaging  
 Management Information Systems  
 Mathematics  
 Multicategorical Special Education  
 Nursing  
   *Clinical Nurse Specialist*  
   *Family Nurse Practitioner*  
   *Forensic Nursing*  
   *Nursing Administration*  
   *Nursing Informatics*  
 Occupational Therapy  
 Political and Justice Studies  
 Psychology  
   *Clinical*  
   *Theoretical*  
 Public Administration  
 Reading  
 Social Work  
   *Practice with Children and Families*  
   *School Social Work*  
 Urban Teacher Education

### Doctoral Programs

Counselor Education and Supervision  
 Nursing Practice  
 Occupational Therapy  
 Physical Therapy  
 Transitional Physical Therapy

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# ACADEMIC CERTIFICATES

## OFFERED BY GOVERNORS STATE UNIVERSITY

### **Certificates**

Principles of Conductive Education  
Digital Forensics  
Information Security  
Long-Term Care Administration  
Substance Abuse Intervention in Healthcare

### **Graduate Only Certificates**

Addictions Screening, Assessment, and Referral  
Biology Education  
Chemistry Education  
Early Childhood Education for Currently Certified Teachers  
English Education  
Family Nurse Practitioner  
Health Care Informatics  
Health Services Research  
Mathematics Education  
Nurse Educator  
Online Teaching  
School Counseling Certification (post master's graduate only)  
Reading Teacher Endorsement  
Supervisory Endorsement in Reading

## 2012-2013 ACADEMIC CALENDAR

Contact the Financial Aid Office for final deadlines for each term.

ACTIVITIES	FALL TERM	SPRING TERM	SUMMER TERM
<b>Registration</b>	<b>M, 4/16 - Sa 8/25</b>	<b>M, 10/22 - Sa, 1/26</b>	<b>M, 3/25 - Sa, 5/25</b>
1st Payment Deadline	Th, 7/26 For registrations through 7/28	Th, 12/6 For registrations through 12/1	Th, 4/11 For registrations through 4/12
1st Drop for Non-Payment	F, 7/27 For payments due 7/27	F, 12/7 For payments due 12/7	F, 4/12 For payments due 4/11
Faculty On Campus	Week of 8/8	Week of 1/14	
<b>GSU Closed - Martin Luther King Holiday</b>		<b>M, 1/21</b>	
Classes Begin	M, 8/20	Tu, 1/22	M, 5/20
<b>GSU Closed - Memorial Day Holiday</b>			<b>M, 5/27</b>
Graduation Applications Due	M, 8/27	F, 2/1	F, 2/1
Final Payment Due Date	Th, 8/30 For registrations 7/27/12-8/25/12	Th, 1/31 For registrations 11/30/12-1/26/13	Th, 5/30 For registrations 4/12/13-5/25/13
Final Drop for Non-Payment Date	F, 8/31 For payments due 8/30	F, 2/1 For payments due 1/31	F, 5/31 For payments due 5/30
<b>GSU Closed - Labor Day Holiday</b>	<b>M, 9/3</b>		
100% Refund Deadline	<i>Please review your class schedule for refund/withdrawal deadline dates for each course.</i>		
<b>GSU Closed - Lincoln's Birthday Holiday</b>		<b>Tu, 2/12</b>	
<b>No classes - Spring Break</b>		M, 3/18 – Su, 3/24	
<b>GSU Closed - Independence Day Holiday</b>			<b>Th, 7/4</b>
Withdrawal Deadline	<i>Please review your class schedule for refund/withdrawal deadline dates for each course.</i>		
<b>Thanksgiving Break</b>	<b>GSU open but no classes: W, 11/21; GSU closed Th, 11/22 - Su, 11/25</b>		
Faculty submit final grades for prior term I, E, and M grades	M, 11/26	Su, 5/12	Su, 8/11
Classes End Faculty submit final grades within seven (7) days after class ends.	Su, 12/2	Su, 5/12	Su, 8/11
<b>GSU Closed</b>	<b>Sa, 12/22/12 - Tu, 1/11/13</b>		
Commencement		TBA	

Web Registration Available 24 hours, Monday - Sunday  
During the Holiday Break, many of the offices are not open.

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## GENERAL INFORMATION

### History

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Governors State University was chartered by the Illinois General Assembly in 1969. It serves undergraduate transfer students and those seeking master's and doctoral degrees.

The university's main campus is located in University Park, 35 miles south of Chicago and is easily accessible by car or commuter train. The campus is located on 760 acres of wooded landscape with several lakes and nature trails. It includes the internationally renowned Nathan Manilow Sculpture Park.

The curricula of the university are offered through four colleges: the College of Arts and Sciences, the College of Business and Public Administration, the College of Education, and the College of Health and Human Services.

### Mission

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Governors State University is committed to offering an exceptional and accessible education that imbues students with the knowledge, skills, and confidence to succeed in a global society. GSU is dedicated to creating an intellectually stimulating public square, serving as an economic catalyst for the region, and being a model of diversity and responsible citizenship.

### Accreditation

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Governors State University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The university is also a member of the Illinois Council of Baccalaureate and Higher Degree Programs. Each program is accredited by a professional accrediting agency in each case where there is a national accreditation body.

The Higher Learning Commission of the North Central Association of Colleges and Schools

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604;

Phone: 312.263.0456; 800.621.7440

FAX: 312.263.7462;

E-mail: [Info@ncacihe.org](mailto:Info@ncacihe.org)

### Governance of the University

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A seven-member board appointed by the governor of Illinois governs this university. One student serves as a member of the Board of Trustees. The president of the university is responsible to the Board of Trustees for the operation and general welfare of the university. The provost/academic vice president has general responsibility in the areas of academic personnel and programs. Governors State University's four colleges are directly administered by their respective deans.

Faculty, civil service staff, and students participate in university affairs through membership on the Faculty Senate, Civil Service Senate, Student Senate, and academic and administrative committees. These groups consider and recommend policies and procedures to the president.

### Academic Year

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The Governors State University academic calendar offers 15-week Fall and Spring terms and a 12-week Summer term. The Fall 2012 term begins August 20, 2012 and ends December 2, 2012. The Spring 2013 term begins January 22, 2013 and ends May 12, 2013. The Spring term includes a one-week Spring Break during which classes will not be in session, though the University will be open for other business.

The Summer 2013 term begins May 20, 2013 and ends August 11, 2013.

For more detailed information about the calendar, visit [www.govst.edu/academiccalendar](http://www.govst.edu/academiccalendar).

## Alumni Association

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### Alumni Programs and Activities

A wide range of programs and activities are offered to alumni throughout the year. Educational workshops and seminars are conducted. Alumni and their families are also invited to attend several social, cultural, and recreational activities, such as cruise outings, tickets to sporting events, and plays. The Alumni Association's various clubs sponsor programs and events designed to help alumni connect and network with fellow alumni with similar majors and/or similar professions. An alumni e-newsletter is emailed monthly. A print newsletter highlighting alumni accomplishments is published once a year. Upcoming alumni events, club activities, as well as university news-related updates are announced in the monthly e-newsletter, the printed newsletter, and on the alumni website at [www.govst.edu/alumni](http://www.govst.edu/alumni).

### Alumni Membership

All graduates are considered basic members in the Alumni Association. Current students are granted basic membership upon request. Past students who have completed a minimum of 30 credit hours are also considered basic members. Recent graduates receive a one-year free premium membership in the Alumni Association upon graduation. Thereafter, premium membership will be extended to alumni who donate \$50 or more to the GSU Foundation earmarked for use by the Alumni Association. Lifetime memberships are granted when donations made after March 2010 for Alumni Association use reach \$650. Below is a list of some of the premium benefits:

- Center for Performing Arts - 15 percent ticket price discount on on events sponsored and promoted by GSU's Center for Performing Arts.
- Campus Recreation and Fitness Center - almost a 50 percent reduction in the membership fee.
- In-library use of library resources, including check-out privileges of printed materials and some media items.
- Access to the Academic Computing Lab Services.
- On-campus use of GSU's Cyber Café, with access to Internet, e-mail, and MS Office (Access, Excel, PowerPoint, and Word).
- Voting privileges and the right to hold office in the association.
- Discounted admission on selected Alumni Association sponsored events.
- Membership in Alumni Clubs of your choice.

For more information about alumni membership, call the Alumni Office at 708.534.4128.

# ADMISSION INFORMATION

## Admission to the University

Governors State University encourages applications from qualified students of all cultural, racial, religious, and ethnic groups. Applicants for degree programs are admitted directly into the major in which they are seeking a degree. Application forms and other information needed for admission to the university may be obtained by writing to:

Office of Admission and Student Recruitment  
Governors State University  
1 University Parkway  
University Park, IL 60484-0975

You may call 800.GSU.8GSU for information. The admission's website address is [www.govst.edu/admission](http://www.govst.edu/admission). Admission documents sent in support of applications are not returnable or transferable.

## ADMISSION POLICY FOR VETERANS

Veterans who have completed 60 credit hours of college credit may apply to Governors State University. The application fee will be waived upon receipt of an application accompanied by a copy of the form DD 214. Applications, transcripts, and other documentation can be mailed or dropped off in the office of the Coordinator for Veterans and Military Personnel.

## Admission Classifications, Deadlines, and Requirements

### DEGREE-SEEKING

#### Undergraduate Students

This classification is for students who declare an undergraduate major, including those seeking a second bachelor's degree (Note: second bachelor's degree-seeking students will be assessed graduate tuition and fees.)

**Requirements**-Applicants must:

1. have earned (or will have earned by the term in which they wish to enroll) an Associate of Arts (AA), an Associate of Science (AS), an Associate of Science and Arts (ASA), or an Associate of Arts in Teaching (AAT) degree from a regionally accredited institution of higher education; or
2. have earned (or will have earned by the term they wish to enroll) at least 60 semester hours (or 90 quarter hours) of credit from a regionally accredited institution of higher education with at least a "C" average (2.0 on a scale of 4.0) in any 60 semester hours (or 90 quarter hours) of the total collegiate hours; or
3. have applied for a dual admission program at both Governors State University and an institution with which GSU has a dual admission agreement and meet all requirements stipulated under that agreement; and
4. have been in good standing at the last institution attended; and

5. have satisfied any collegial and/or major criteria, if applicable, for undergraduate study in a specific major.

Applicants must submit a non-refundable \$25 application fee.

**To apply:** Submit an application, the application fee, credentials, and official transcripts from all post-secondary institutions attended, which demonstrate meeting criteria 1-3 above directly to the Office of Admission and Student Recruitment.

**Deadlines:** Most programs are on a rolling admission basis. Students are strongly encouraged to apply early.

## UNDERGRADUATE MAJORS WITH SPECIAL ADMISSION REQUIREMENTS

The majors listed below have special admission criteria beyond the general university requirements. Requirements could include additional materials and/or application deadlines. Please refer to the specific major sections in this catalog for the criteria and deadlines.

### MAJORS

### COLLEGE

Art	Arts and Sciences
Biology Teacher Education	Arts and Sciences
Business and Applied Science	Business and Public Administration
Chemistry Teacher Education	Arts and Sciences
Communication Disorders	Health and Human Services
Early Childhood Education	Education
Elementary Education	Education
English Teacher Education	Arts and Sciences
Health Administration	Health and Human Services
Mathematics Teacher Education	Arts and Sciences
Nursing	Health and Human Services
Psychology	Education
Social Work	Health and Human Services

### Master's Degree Students

This classification is for students who declare a master's degree, including those seeking a second master's degree.

**Requirements**-Applicants must:

1. have earned (or will have earned by the term they wish to enroll) a bachelor's degree from a regionally accredited college or university, and
2. have been in good standing at the last institution attended, and
3. have satisfied collegial and/or major criteria, if applicable, for graduate study in a specific major.

Applicants must submit a non-refundable \$50 application fee.

**To apply:** Submit an application, the application fee, credentials, and official transcripts from the post-secondary institution, which demonstrate meeting criteria 1-3 above to the Office of Admission and Student Recruitment.



**Deadlines:** Most programs are on a rolling admission basis. However, the following programs have admission deadlines or limited admission periods: Communication and Training, Communication Disorders, Counseling, Criminal Justice, Health Administration, Independent Film and Digital Imaging, Occupational Therapy, Psychology, and Social Work. Refer to the specific major sections in this catalog for criteria and deadlines.

## MASTER'S PROGRAMS WITH SPECIAL ADMISSION REQUIREMENTS

The majors listed below have special admission criteria beyond the general university requirements. This could include additional materials and/or application deadlines. Please refer to the specific major sections in this catalog for criteria and deadlines.

MASTER'S	COLLEGE
Accounting	Business and Public Administration
Addictions Studies	Health and Human Services
Analytical Chemistry	Arts and Sciences
Art	Arts and Sciences
Business Administration	Business and Public Administration
Communication Disorders	Health and Human Services
Communication and Training	Arts and Sciences
Computer Science	Arts and Sciences
Counseling	Education
Criminal Justice	Arts and Sciences
Early Childhood Education	Education
Education	Education
Educational Administration	Education
English	Arts and Sciences
Environmental Biology	Arts and Sciences
Health Administration	Health and Human Services
Independent Film and Digital Imaging	Arts and Sciences
Management Information Systems	Business and Public Administration
Multicategorical Special Education	Education
Nursing	Health and Human Services
Occupational Therapy	Health and Human Services
Psychology	Education
Public Administration	Business and Public Administration
Reading	Education
Social Work	Health and Human Services

## Doctoral Students

This classification is for students who declare a doctoral degree.

Governors State University doctoral programs have varied requirements for admission. Programs may have specific deadlines for the submission of applications and required materials. Contact the appropriate department/division for specific admission requirements.

Applicants must submit a non-refundable \$75 application fee.

**To apply:** Submit an application, the application fee, credentials, program application fees, and official transcripts from each post-secondary institution to the Office of Admission and Student Recruitment.

**Deadlines:** Please refer to the specific major sections in this catalog for criteria and deadlines.

## UNDECLARED/NON-DEGREE SEEKING

### Undergraduate Undeclared Students

Students who have not completed a bachelor's degree from any college or university and who have not declared an undergraduate major may fit in this category.

Students in this classification:

- are not eligible for university administered financial aid;
- will be assigned an advisor in the Academic Resource Center. Undeclared students who have not decided on a career path may receive career counseling that will facilitate the career decision-making process. Once a career decision is made, the student may apply to a degree program. Upon admission, an academic/faculty advisor will be assigned and a study plan completed;
- must participate in New Student Online Orientation/ Directed Self-Placement before registration;
- who choose not to seek a degree at GSU must change their status to a non-degree seeking student; and
- if after registering for 18 credit-hours and have not been admitted to a major will automatically be converted to non-degree seeking.

Course work completed in this status may or may not be applicable to a major, subject to approval by the advisor and appropriate dean.

**Requirements-**Applicants must:

1. have earned (or will have earned by the term they wish to enroll) an Associate of Arts (AA), an Associate of Science (AS), and Associate of Science and Arts (ASA), or an Associate of Arts in Teaching (AAT) degree from a regionally accredited institution of higher education; or
2. have earned (or will have earned by the term in which they wish to enroll) at least 60 semester hours (or 90 quarter hours) of credit from a regionally accredited institution of higher education with at least a "C" average (2.0 on a scale of 4.0) in any 60 semester hours (or 90 quarter hours) of the total collegiate hours; and
3. have been in good standing at the last institution attended.

Applicants must submit a non-refundable \$25 application fee.

**To apply:** Submit an application, the application fee, credentials, and official transcripts from the post-secondary institution, which demonstrate meeting criteria 1-3 above directly to the Office of Admission and Student Recruitment.

**Deadlines:** Most programs are on a rolling admission basis. Students are strongly encouraged to apply early.

### Undergraduate Non-Degree Seeking Students

Students who have not completed a bachelor's degree from any college or university and who do not intend to earn a degree may fit into this category.

Course work completed as a non-degree seeking student is not applicable to any degree offered by GSU, except by written exception by the dean of the appropriate college.

Students in this classification are not eligible for university administered financial aid. Applicants must submit the non-refundable \$25 application fee.

**Requirements-**Applicants must:

1. have an Associate of Arts (AA), Associate of Science (AS), Associate of Science and Arts (ASA), or an Associate of Arts in Teaching (AAT) degree from a regionally accredited institution, or
2. have earned at least 60 semester hours (or 90 quarter hours) of credit with at least a "C" average (2.0 on a scale of 4.0) from a regionally accredited institution.

### Graduate Non-Degree Seeking Students

Students with bachelor's or higher degrees from a regionally-accredited institution who do not intend to earn a degree at Governors State may fit this category.

Coursework completed as a non-degree seeking student does not automatically apply to a degree program. The application of such courses to degree requirements is governed by the policies established by the University and the dean and faculty of each college in effect at the time of admission to a degree program. No more than six (6) credit hours earned while in non-degree status may be applied toward the requirements of any graduate degree program. Transfer of credits earned in non-degree seeking status to a degree program requires approval of the appropriate academic dean.

Non-degree seeking students are not eligible for University-administered financial aid.

**Requirements-**Applicants must have a bachelor's or graduate degree from a regionally accredited institution.

Applicants must submit a \$50 non-refundable application fee.

### CERTIFICATE STUDENTS

Students not currently enrolled at GSU, who want to earn a certificate fit this category. Applicants must:

1. provide evidence of 60 hours of college credit, or a bachelor's degree or higher from a regionally-accredited post-secondary institution based on the certificate classification;
2. be in good academic standing at the last institution attended;
3. have satisfied any applicable collegial and/or major admission criteria for the certificate program for which they are applying. Refer to the information related to specific major areas of interest in this catalog for special collegial and/or major admission criteria and additional credentials which may be required.

Bachelor's-level student applicants must submit a nonrefundable \$25 application fee.

Graduate-level student applicants must submit a non-refundable \$50 application fee.

**To apply:** Submit an application, the appropriate application fee, credentials, and official transcripts from the post-secondary institution, which demonstrate meeting criteria 1-3, to the Office of Admission and Student Recruitment.

### CERTIFICATE PROGRAMS WITH SPECIAL ADMISSION REQUIREMENTS

The certificate programs listed on page 4 of this catalog have special admission criteria beyond the general university requirements. This could include additional materials and/or application deadlines. Refer to the specific certificate sections in this catalog for the criteria and deadlines of contact the appropriate department/division for specific admission information.

### UNDERGRADUATE SPECIAL NON-DEGREE SEEKING STUDENTS

This applies to persons who have not earned 60 semester hours of college credit but who have had equivalent specialized experiences and intend to enroll in a course, workshop, seminar or other university activity for credit are eligible to apply for admission as special non-degree seeking students. Students may earn a maximum of 15 hours of credit in this status.

Credit earned as a special non-degree seeking student will be at the upperdivision level and cannot be used toward meeting criteria for admission as an undergraduate degree-seeking or non-degree seeking student.

Applicants must submit a non-refundable \$25 application fee.

**To apply:** Submit an application and application fee to the Office of Admission and Student Recruitment; complete the special non-degree seeking petition form and send it to the Office of Admission and Student Recruitment with the appropriate signatures.

## INTERNATIONAL STUDENTS

An international student or applicant is a citizen of a country other than the United States:

1. who is authorized to stay in the United States for a temporary period as a non-immigrant, or
2. who has applied for a change of status to become a permanent resident of the United States but has not been issued an alien registration card effective as of the date classes begin for the semester in which they are enrolled. Please see page 13 for additional information.

International students are eligible for admission to degree programs but may only be admitted as non-degree seeking students if pursuing a degree at another institution. That institution must provide written verification of enrollment in a degree program.

GSU is authorized under federal law to enroll nonimmigrant alien students studying under an F-1 visa. Although applicants on J-1 visas may enroll, the university does not participate in the exchange visitor program and is not authorized to issue form DS-2019, which is required to extend the J-1 visa status.

Applicants on F-1 visas, or any other temporary visas, are not eligible to be classified as residents of the State of Illinois for tuition purposes, regardless of actual length of residence in the State of Illinois.

The applicant on an F-1 student visa must plan to pursue a full-time program of academic study at Governors State University (nine credit-hours per term for master’s degree students and 12 credit-hours for undergraduates).

Early application is essential to allow for review of documentation and for entry visa processing. All transcripts, letters, and other admission material become the property of GSU.

NOTE: Governors State University requires that all F-1 students have adequate health insurance.

## REQUIREMENTS FOR ADMISSION

Applicants must:

1. submit satisfactory educational records;
2. submit official TOEFL report with one of the minimum acceptable score on the Test of English as a Foreign Language (TOEFL) listed below or complete coursework from ELS Education Services Inc.’s Language Centers (ELS). For this option, students must complete through a minimum level of 112; and
3. provide evidence of financial support to meet all financial needs for the duration of their studies at GSU.

For the TOEFL, a minimum acceptable score is as follows:

Type of TOEFL Test	Undergraduate	Graduate
Paper-based	500	550
Computer-based	173	213
iBT (internet-based testing)	Reading 19 Writing 16 Listening 18 Speaking 15	Reading 20 Writing 20 Listening 20 Speaking 20

Type of TOEFL Test	Doctoral
Paper-based	577
Computer-based	233
IBT (internet-based testing)	Reading 20 Writing 24 Listening 21 Speaking 26

## HOW TO APPLY FOR ADMISSION

The completed application for admission should be sent to the Office of International Services, Governors State University, University Park, Illinois 60484, U.S.A., with the following documents and academic credentials:

1. An application for admission as a degree-seeking student.
2. Official academic credentials. These may include any or all of the following:
  - a. national examination results,
  - b. diplomas and/or certificates,
  - c. complete records of all college, university, or other post-secondary work;
  - d. college or university transcripts, if applicable.
3. Official TOEFL score report.
4. Evidence that adequate funds are available to meet all financial needs for the duration of studies at Governors State University. All information must be in exact U.S. dollar amounts.

NOTE: Applicants must submit an evaluation of academic credentials. Official foreign credentials must be evaluated by Educational Credential Evaluators (ECE) in Milwaukee, Wisconsin or by any other NACES (National Association of Credential Evaluation Services) member organization. Applicants who would like transfer credit for prior coursework should request a “course-by-course” evaluation report. Applicants who are seeking graduate program admission with no transfer credit should request a “general” evaluation report. For more information, please contact the Processing Office at 708.534.4510.

Applicants must provide any required additional special admission credentials for the desired major. Refer to other sections of this catalog for any necessary special admission requirements.

Applicants to an undergraduate program must submit a non-refundable \$25 application fee.

Applicants to a master’s program must submit a nonrefundable \$50 application fee.

Applicants to a doctoral program must submit a \$75 non-refundable application fee.

### Additional Information

F-1 visa students who wish to transfer to Governors State University must submit a copy of the current school I-20 form, transcript, or a letter from the current school showing dates of enrollment and eligibility to transfer.

The Office of International Services is available to assist students in obtaining visas and legal documents.

Additional information is available on its website at [www.govst.edu/internationalservices](http://www.govst.edu/internationalservices).

Since the university is a commuter institution, students are responsible for arranging their own housing and transportation to and from the campus. Many students live in the immediate area or in Chicago and commute either by car or train to Governors State University. For further information, please contact the Office of International Services.

## Supplemental Admission Information

### Deferred Admission/Enrollment

A student may defer his or her admission/enrollment one time per admission application, not to exceed one year from the original admission term. For example, if a student applies for Fall 2012 admission, he/she may update his/her admission one time, to a future term as far in the future as Fall 2013. International students are allowed to defer their enrollment twice per admission application, not to exceed one year from the original term of application. After one year, a new admission application is required.

### Readmission

Reapplication and readmission to the university is required if a student:

1. has completed a degree at GSU and wishes to reenter into another major, into undeclared/non-degree-seeking status, or into a certificate program;
2. has been admitted as an undeclared/non-degree-seeking student and is seeking admission to a major or into a certificate program;
3. has lost continuing student status as defined by university policy; or
4. is seeking a level change, i.e., from undergraduate to graduate status or from graduate to undergraduate status.

Commencing Fall 1997 and for any subsequent term, students are subject to the new continuing student status policy, with the exception of students enrolled in accredited programs where accreditation requirements would prohibit reactivation of a student's active status.

Students whose enrollment is interrupted for three or more consecutive terms must contact their advisor to be reactivated before enrollment, with the exception of students enrolled in accredited programs where accreditation re-

quirements would prohibit reactivation of a student's active status. Any student whose enrollment is interrupted for five or more years (15 or more consecutive terms) must reapply through the Office of Admission and Student Recruitment and will be subject to any new admission and curricular requirements.

With regard to certain accredited programs, the reactivation of a student's status is determined on a program basis. Occupational Therapy requires that students who have not been enrolled for one year (three consecutive terms, including Summer) must apply for readmission to the M.O.T. program. Bachelor and Master of Social Work require that students who have not been enrolled for three years (nine consecutive terms, including Summer) must apply for readmission to the appropriate B.S.W. or M.S.W. program. Master of Arts in Counseling requires that students who have not been enrolled for more than one year (four consecutive terms, including Summer) must apply for readmission to the Counseling program. Doctorate of Physical Therapy requires that students who have not been enrolled for more than one year (four consecutive terms, including Summer) must apply for readmission to the D.P.T. program.

### Special Admission (New and Readmission)

Readmission and Special Admission provide for the possible petition for readmission by 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.

All readmissions involving 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.

The policies on readmissions appear in the Appendix.

Additional information regarding special admission opportunities and petitions for admission are available from the Office of Admission and Student Recruitment or on its website at [www.govst.edu/admission](http://www.govst.edu/admission).

### Dual Degree Program

Under special agreement between Governors State University and area community colleges, students may be eligible to participate in a Dual Degree Program. Area community colleges include City Colleges of Chicago, College of DuPage, Joliet Junior College, Kankakee Community College, Moraine Valley Community College, Morton College, Prairie State College, South Suburban College, and Triton College. Dual Degree Program students complete their Associate degree at a partner community college and transfer to GSU for their upper-division courses to complete in their Bachelor's degree program. Students who are interested in participating in the Dual Degree Program are encouraged to contact their counselor at their community college. The benefits of the Dual

Degree Program include working closely with advisors from both institutions, participating in student life at both institutions, and specific tuition and scholarship opportunities. Dual Degree Program students are provided with the services from both institutions to help ensure that they make a seamless transition from their community college to Governors State University. For more information, please contact Jose Reyes, Director of Dual Degree and Transfer Articulation, at 708.534.4494 or go to [www.govst.edu/dualdegree](http://www.govst.edu/dualdegree).

## English Language Proficiency Requirement

The university wishes to ensure that applicants have attained sufficient mastery of the English language necessary to achieve academic success. Prior to admission to an undergraduate degree or certificate program, all applicants whose previous degree or diploma is not from an institution where English is the foundational language must provide evidence acceptable to the University of having attained sufficient mastery of the English language. Applicants must attain a minimum acceptable score on the Test of English as a Foreign Language (TOEFL) or have completed a minimum proficiency level of 112 through ELS Education Services Inc.'s Language Centers.

For the TOEFL minimum acceptable scores, see the TOEFL table on page 11.

The attainment of a minimum acceptable score on TOEFL does not take the place of any special English language proficiency requirements for specific majors or university requirements as stated in this catalog.

Implementation and verification of the minimum competencies will be done by the Office of International Services and the Office of Admission and Student Recruitment.

## Admission to a Degree Program with Non-U.S. Credentials

The university will consider applications to any degree program for those citizens, resident aliens, or for those on temporary visas (other than F-1) who submit credentials from any country other than the United States.

The completed application for admission should be sent to the Office of International Services, Governors State University, University Park, Illinois 60484, U.S.A., with the following documents and academic credentials:

1. An application for admission as a degree-seeking student.
2. Official academic credentials. These may include any or all of the following:
  - a. national examination results,
  - b. diplomas and/or certificates,
  - c. complete records of all college, university, or other post-secondary work;
  - d. college or university transcripts, if applicable.
3. Official TOEFL score report.
4. Evidence that adequate funds are available to meet all financial needs for the duration of studies at Governors State University. All information must be in exact U.S. dollar amounts.

For the TOEFL minimum acceptable scores, see the TOEFL table on page 11.

**NOTE:** Applicants must submit an evaluation of academic credentials. Official foreign credentials must be evaluated by Educational Credential Evaluators (ECE) in Milwaukee, Wisconsin or by any other NACES (National Association of Credential Evaluation Services) member organization. Applicants who would like transfer credit for prior coursework should request a "course-by-course" evaluation report. Applicants who are seeking graduate program admission with no transfer credit should request a "general" evaluation report. For more information, please contact the Processing Office at 708.534.4510.

Applicants must provide any required additional special admission credentials for the desired major. Refer to other sections of this catalog for any necessary special admission requirements.

Applicants on or seeking F-1 visas should refer to the section on international students.

## Placement Policy for Mathematics and Writing

All undergraduate degree-seeking and undeclared students must complete Directed Self-Placement for mathematics and writing before the first term of enrollment. The self-placement process is completed through the mandatory student orientation, which is available on-campus and online.

## Registration

All newly admitted and active continuing students who do not have a university hold on their record are eligible to register. Tuition and applicable fees are due as billed by the payment deadline published each term.

**Maximum Credit-hour Load.** Undergraduate and graduate students may register for up to 18 credits for Fall and Spring terms and 12 credits for Summer term. Permission from the college dean is required to exceed these credit-hour maximums.

**Course Prerequisites and Corequisites.** A prerequisite is a course that must be completed before registration

in a particular course. A corequisite is a course that is taken at the same time as another course. Several courses have prerequisites and/or corequisites. Students should contact their academic advisors for more information.

**Continuing Student Status.** Continuing students at Governors State University are defined as degree-seeking students whose enrollment at Governors State has not been interrupted for more than five calendar years (15 consecutive terms, including summer terms). This does not include students who have enrolled in accredited programs where accreditation requirements prohibit return to active status following non-enrollment for more than three to 14 consecutive terms. Students in such accredited programs may return only with the program director's permission.

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

Degree-seeking students are subject to the curricular requirements in effect at the time of their initial admission and who maintain active continuing student status.

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

**Add and Drop.** Students may add and/or drop courses any time during the published periods without penalty. See the online course schedule for registration period details.

**Full time Student Status.** An undergraduate student is considered to be enrolled full time for any given term if he or she is enrolled in 12 credit hours for that term. A graduate student at the master's level is considered to be enrolled full-time for any given term if he or she is enrolled in nine credit hours for that term. A graduate student at the doctoral level is considered to be enrolled full time for a given term if he or she is enrolled in six credit hours for the term.

## Illinois Articulation Initiative (IAI)

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The Illinois Articulation Initiative (IAI) is a statewide initiative designed to allow students to transfer easily from one college/university to another. Governors State University is a participating receiving university.

The Illinois Articulation Initiative has established a General Education Core Curriculum (GECC), which is the statewide transfer general education curriculum common to all IAI member institutions. Governors State University accepts all courses in this curriculum toward its general education requirements. Students may, however, transfer to GSU without completing the GECC. Even though not included in IAI, students may also transfer credits from an out-of-state institution.

In order to ease transfer for Illinois students, GSU has used the IAI designations whenever possible. This is not to limit the transferability of courses but to ensure the transfer of courses which carry the IAI designation. Comparable courses from out-of-state institutions (not bearing the IAI designation) may be accepted for transfer.

For more information on the IAI, see the IAI website at [www.itransfer.org](http://www.itransfer.org).

## Articulation Agreements

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To minimize transfer problems for students, Governors State University and area community colleges have developed articulation agreements that help students plan bachelor's degree programs beginning at the community college and finishing at Governors State University. These agreements assure smooth transition from lower-division study to upper-division study and completion of a bachelor's degree. For more information on articulation, see the website at [www.govst.edu/apply/](http://www.govst.edu/apply/)

# TUITION AND FEE PAYMENT POLICIES

Governors State University has four options for a student to complete registration:

- pay all tuition and fees by the payment deadline;
- make an initial payment and have a signed payment plan agreement form on file in the Cashier's Office by the payment due date;
- accept their financial aid award from the GSU financial aid office; or
- sign a Validation/Promissory Note in the GSU Financial Aid Office and have submitted it to the Cashier's Office (for students not yet awarded financial aid, but have completed a FAFSA and submitted all required documentation, and meet eligibility criteria)

The payment due date is based upon the registration date. These dates are term specific. Information regarding these due dates is available on the website at [www.govst.edu/paymentdates](http://www.govst.edu/paymentdates); and from the Cashier's Office at 708.534.4055.

Payment plan forms are available on the website at [www.govst.edu/payplan](http://www.govst.edu/payplan) or at the Cashier's Office. There is a \$20 non-refundable fee for the payment plan option.

Students who do not comply with one of the registration processes by the due date will be dropped from the class(es) for which they registered.

Students who fail to pay by the published due dates are subject to a \$100 late fee. This includes those students who receive financial aid, tuition waivers, and work/organization sponsored tuition-assistance.

GSU is migrating to a paperless environment. Students may not receive a bill prior to the payment due dates. Students may view their account online at [www.govst.edu/studentaccounts](http://www.govst.edu/studentaccounts). GSU will use e-mail to communicate payment plan due dates.

A \$25 service fee will be assessed for any check returned by the bank.

## Payment Options

Payment may be made at the Cashier's Office, online, or by mail. The university accepts cash, check, MasterCard, Visa, or Discover. Please do not mail cash.

Payments made at the Cashier's Office after-hours depository will be credited the following business day.

To pay online: [www.govst.edu/payonline](http://www.govst.edu/payonline)

To make a credit card payment by phone: 708.534.4055

To pay by mail, send payments to:

GOVERNORS STATE UNIVERSITY Cashier's Office  
1 University Parkway  
University Park, IL 60484-0975

## On-Campus Tuition Schedule Per Term

### Illinois Resident

#### Undergraduate Guaranteed Tuition Plan

Under the Guaranteed Tuition Plan, undergraduate students who are Illinois residents are assessed at a per-credit-hour tuition rate during the term they first register and at that same rate for each of the following eleven terms (fall, spring, or summer). For the next six consecutive terms (fall, spring, or summer), the per-credit-hour tuition rate is assessed at a level slightly higher than that for the first twelve terms.

For the 2012-13 academic year, per-credit-hour tuition rates for undergraduate students who are Illinois residents are as follows:

Year of First Registration at GSU	Tuition per Credit Hour
2012-13	\$249
2011-12	\$243
2010-11	\$237
2009-10	\$224
2008-09	\$224
2007-08	\$204
2006-07 or earlier	\$249

#### Undergraduate Tuition (per credit hour)

	Illinois/Indiana Resident	Non-Resident
Tuition	\$249	\$498

#### Master's Degree Tuition (per credit hour)

	Illinois Resident	Non-Resident
Master of Occupational Therapy	\$378	\$756
All Other Master's programs	\$272	\$544

#### Doctoral Degree Tuition (per credit-hour)

Doctor of Nursing Practice	\$615	\$900
Doctorate in Counseling Education and Supervision	\$368	\$750
Doctorate in Occupational Therapy	\$615	\$900
Doctorate in Physical Therapy	\$472	\$900

## Distance Learning Tuition Schedule Per Term

### Undergraduate Tuition (per credit hour)

	Illinois/Non-Resident
Tuition	\$249

### Master's Degree Tuition (per credit hour)

	Illinois/Non-Resident
Master of Occupational Therapy	\$378
All Other Master's programs	\$272

### Doctoral Degree Tuition (per credit-hour)

	Illinois/Non-Resident
Doctor of Nursing Practice	\$615
Doctorate in Counseling Education and Supervision	\$368
Doctorate in Occupational Therapy	\$615
Doctorate in Physical Therapy	\$472

**Distance Learning Fee.** The distance learning tuition and fees apply to courses taught at locations other than the main campus and to media courses, i.e. telecourses, online courses, and correspondence courses. A minimum service fee of \$17 per credit-hour is assessed.

## Undergraduate Indiana Resident

Undergraduate students who are residents of Indiana pay the same per-credit-hour tuition rate as the one established for that same academic year for students who are new to GSU and who are Illinois residents. Indiana students do not qualify for the Illinois Guaranteed Tuition Program.

## Mandatory Fees

### STUDENT SUPPORT FEES (On campus)

	\$98 per semester
Student Activity Fee	\$36
Student Center Fee	\$30
Career Counseling Fee	\$32
Parking and Walkway Maintenance	
	\$35 per semester (On campus)
Technology Fee	\$17 per credit hour
Strategic Initiative Fee	\$13 per credit hour
University Facilities Fee	\$16 per credit hour
Extended Learning Fee	\$17 per credit hour

## Fees

The fees listed in this section of the catalog are subject to change for any subsequent term. Please check the website for any changes.

All students registered for one or more on campus credit-hours at Governors State University must pay these fees.

All practicum and internship classes are classified as on campus classes. Therefore, mandatory on campus fees will be assessed to students taking practicum and internship classes.

**Audit Fee.** A non-refundable fee of \$75 is assessed per audited course in lieu of tuition.

**Career Counseling Fee.** The Career Counseling fee is \$32 per term. The fee supports programs that will increase the academic success and retention of all students. This fee assists in the transition process by helping students prepare to find employment after graduation. Some of the programs receiving funding support are job development, on campus job recruitment, resume writing services, career, personal, and academic counseling programs and services.

**Doctoral Application Fee.** There is a non-refundable doctoral student application fee of \$75 per application submitted except for the DPT.

**Graduation Fee.** A non-refundable Graduation Processing Fee is assessed at the time students file their applications to graduate. The fee is \$50 for a baccalaureate, master's, or doctoral degree.

**Master's Application Fee.** There is a non-refundable master's student application fee of \$50 per application submitted.

**Parkways Fee.** A fee of \$35 per term is assessed to all currently enrolled on campus students. The university maintains five parking lots adjacent to its main building. Operation and maintenance of the lots and walkways, snow removal, repair/replacement, etc. along with quick-start/escort service, are funded from parking fees paid by staff and students. Staff pay for parking through payroll deduction. Students are assessed parking fees with their enrollment fees.

**Strategic Initiative Fee.** A fee of \$13 per credit-hour is assessed to all currently enrolled students. The fee will support targeted initiatives that enhance the student learning experience.

**Student Activity Fee.** The Student Activity fee is \$36 per term. The fee supports programs and activities to enrich the extracurricular life of students. Some of the programs and activities receiving funding support are the Family Development Center which offers child care, the student newspaper, entertainment and educational events, student clubs and organizations, the Student Senate, student leadership development, diversity observance events, and the Safe Ride shuttle.

**Student Center Fee.** The Student Center fee is \$30 per term. The fee supports the operation of the Student Center, which provides facilities for meetings, student offices, a typing center, lounges, recreation areas, study areas, and a number of other related programs and services.

**Technology Fee.** A fee of \$17 per credit hour is assessed to all currently enrolled students. The fee is used for expanding computer access to students and upgrading computer hardware and software.



**Transcript Fee.** GSU charges a fee of \$10 per official transcript.

**University Facilities Fee.** A fee of \$16 per credit hour is assessed to all currently enrolled students. The fee assists in the maintenance of all GSU physical facilities, infrastructure, and operations.

**Undergraduate Application Fee.** There is a nonrefundable undergraduate student application fee of \$25 per application submitted.

## PROGRAM AND SERVICE FEES

Amounts are for the 2012-2013 academic year.

**Assessment Fee.** Fees are based on the current academic year undergraduate extended learning tuition rate. Students at GSU who submit a CEEL portfolio, or Interdisciplinary Studies (IDSS) students who elect to do a portfolio, are charged an assessment fee equivalent to tuition for one credit-hour for submission of a portfolio, and 40 percent of tuition for one credit-hour for assessment of each course or section. International portfolio fees are equivalent to tuition for two credit-hours.

Assessment of each course or section is 40 percent of this amount. To learn how to write and submit a portfolio that can be assessed for possible academic credit, students may attend a Portfolio Seminar with a fee approximately equivalent to tuition for one-half of a credit hour. Qualified students may enroll in an online or on-campus course with advisor approval. For those unable to attend a seminar, a Portfolio Seminar notebook and self-paced video are available at the GSU Bookstore. Military transcripts, which need to be sent to outside evaluators, are charged fees approximately equivalent to tuition for one-half of a credit-hour for this assessment.

For further information, call the Interdisciplinary Studies Office (IDSS) at 708.534.4092.

**Distance Learning Fee.** The distance learning fee applies to courses taught at locations other than the main campus and to media courses, i.e. television courses, online courses, and correspondence courses. A minimum service fee of \$17 per credit-hour is assessed.

**Library Fees.** Most University Library services are free. However, copying, printing, and lost or damaged materials have a fee.

**Student Health Insurance.** Participation in a student health insurance program is optional. Information on basic annual plans for a single student is available from private companies. Information on these health insurance plans and fee rates for spouse and/or dependent coverage is also available in the Student Life Service Office (D1429).

**Transcript Fee.** GSU charges a fee of \$10 per transcript.

## Payment of Tuition and Fees

Tuition and applicable fees must be paid no later than the date specified for each term. Registration and official enrollment in courses is not complete until all tuition and fees have been paid. The university accepts cash, check, money order, MasterCard, Visa, or Discover card payment. A \$100 late fee will be assessed to all accounts not paid in full by the due date.

## Payment Plan

The payment plan option is available to students during the early, regular and late registration periods. A percentage of the students' account balance and a signed payment plan agreement are due by the initial due date. Payment plan forms are available on the GSU website and at the Cashier's Office. The payment plan fee is \$20.

## Determination of Undergraduate/ Graduate Tuition Rates

Undergraduate tuition rates apply to all students who have not earned a baccalaureate degree, including degree-seeking, undeclared, and non-degree seeking students.

Graduate tuition rates apply to all students holding a baccalaureate degree, regardless of the level of course work in which they intend to enroll. This policy includes degree-seeking and non-degree-seeking students.

Students will be billed for tuition based on their status at the time of fee assessment. However, if delayed posting or retroactive changes to a student's record affect this status, tuition will be reassessed and the student billed or refunded any difference in tuition. Tuition adjustments will only be made for the current term.

## Residency

To be considered residents, students must have lived in Illinois for a period of at least six consecutive months immediately preceding the beginning of any term for which they register at the university and must continue to maintain bona fide residence in the state while enrolled at GSU.

To establish resident status, a person who is not a citizen of the United States of America generally must have a permanent resident status with the United States Citizenship and Immigration Services (CIS), and must also meet and comply with all other applicable requirements of CIS regulations.

In requesting a change of their nonresident status, students will be required to provide satisfactory evidence to the Registrar's Office of in-state residence in compliance with the above residency classification rules. See the appendix of this catalog for additional information on resident status.

## **Refunds**

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Students who drop from courses on or before the published 100 percent refund deadline are entitled to a full refund of tuition and fees.

Students attending the university for the first time who withdraw from all courses after the conclusion of a term's registration period, or who otherwise fail to complete the term, shall be eligible for a pro-rata refund in accordance with regulations governing federal financial assistance programs. Any such student shall have deducted from such refund an administrative fee of the lesser of five percent of tuition and fees or \$100.

Refunds of fees may be made because of the student's death, disability, extreme hardship, or institutional error. Additional information is available from the Registrar's Office and the Business Office.

Refunds may be made via check or via the web if payment was made via the web.

## **Unsatisfied Financial Obligations**

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Unsatisfied financial obligations to the university are pursued through placement with a collection agency, litigation, and/or placement in the Illinois Comptroller's Offset System. Collection costs incurred by the university in collecting monies due will be assessed to the debtor.

## **University Holds**

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University holds are a means of identifying students with unsatisfied financial or academic obligations to the university. Students with holds may not register until holds are released.

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## FINANCIAL ASSISTANCE

The primary purpose of the financial aid program at Governors State University is to assist students in obtaining the financial resources necessary to cover their educational costs. The Financial Aid Office encourages all students to apply early for financial assistance.

Financial aid programs are designed to supplement student or family resources by bridging the gap between costs and the student's or family's measured ability to pay. The analysis of a student's or family's financial strength includes consideration of current income, assets, family size, number of family members in college, and any other factors that seriously alter a student's or family's financial situation.

### Eligibility Criteria

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Requirements for federal and state sponsored financial aid vary, but generally, a student must:

1. be a U.S. citizen or a permanent resident;
2. be admitted to a degree program; and
3. be enrolled at least on a half-time basis (six hours) for most forms of aid.

### Programs Available

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The Financial Aid Office administers and coordinates aid funds from federal, state, university, and private sources. The various aid programs available may be divided into four broad categories: grants/scholarships, loans, work, and tuition waivers. Grants and scholarships are referred to as "gift aid" since they are not repaid. Loans (generally low interest) must be repaid, with payments usually beginning six months after leaving school. Work is often available during the academic year. In addition, tuition waivers covering in-state tuition for both undergraduate and graduate students are available.

### Application Procedures

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The Financial Aid Office accepts applications on a year-round basis. Students should apply for financial assistance when the decision to apply to at Governors State University is made.

Students should contact the Financial Aid Office for detailed information on available programs and application forms. The application process varies from institution to institution, and students must follow the procedures required at Governors State University to ensure timely processing of their requests. The financial aid application is not complete until all required forms, need analysis reports, and supporting documents are on file with the Financial Aid Office.

To determine eligibility for all forms of need-based aid, students must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students with completed applications received at the Financial Aid Office by April 1 will receive priority consideration for campus-based financial aid. Students who complete their

applications after April 1 will be considered for campus-based aid only if the funds are available. Additional information and supporting documentation may be requested if the application is selected for verification.

### Financial Aid Disbursement

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The first financial aid posting for each semester is 10 days prior to the first day of class for students who are enrolled at least half-time, have accepted their financial aid, and are maintaining satisfactory academic progress. Direct deposits and refund checks are completed within two to three days after financial aid is posted to student accounts.

### Veterans Assistance

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For information concerning veterans benefits, contact the Coordinator for Veterans and Military Personnel.

Please refer to "Repeating Courses," "Independent Study," and "Audit Registration" in the Academic Regulations section for pertinent information.

**Federal, State, and GSU Funded Scholarships, Grants, Loans, Tuition Waivers, and Student Employment**
**Federal Pell Grant**

Available to undergraduate students based on need. Must be degree-seeking and enrolled for at least one credit hour. Applies to tuition, fees, and other educational expenses. No repayment obligation.

**Apply to:** Complete the FAFSA form available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Federal Supplemental Educational Opportunity Grant (SEOG)**

Available to undergraduate students with exceptional need and eligibility for the Pell Grant. Must be a degree-seeking student and enrolled for at least six credit hours. SEOG is a source of funds to supplement other federal aid programs (such as the Pell Grant) if the student continues to show need. Applies to tuition, fees, and other educational expenses. No repayment obligations.

**Apply to:** Complete the FAFSA form available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Federal Work-Study (FWS)**

Available to undergraduate and graduate degree-seeking students. Students qualify based on financial need. Part-time positions are available in a variety of areas throughout the university.

**Apply to:** Complete the FAFSA form available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Federal Perkins Loan**

Available to undergraduate and graduate students based on need. Must be degree-seeking students enrolled for at least six credit-hours. Low interest (5 percent) loans available with repayment beginning nine months after graduation or when a student drops below half-time status. Long-term repayment includes cancellation of debt under certain specific conditions.

**Apply to:** Complete the FAFSA form available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Federal Direct Subsidized Loan**

Available to undergraduate and graduate students based on need. Must be a degree-seeking student and enrolled in at least six credit hours. Variable interest rate, adjusted annually on July 1, not to exceed 8.25 percent (current rate = 6.0 percent). Repayment will begin six months after graduation or when a student drops below half-time status. Maximum loans of \$5,500 for undergraduates and \$8,500 for graduates each academic year.

**Apply to:** Complete the FAFSA. Long-term repayment includes partial cancellation of debt under certain specific circumstances. Forms available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Federal Direct Unsubsidized Loan**

Available to undergraduate and graduate students. Do not have to demonstrate financial need. Must be a degree-seeking student and enrolled for at least six credit hours. Interest rates for new loans change annually on July 1, not to exceed 8.25 percent (current rate = 5.60 percent). Maximum loan of \$5,500 for undergraduates and \$8,500 for graduates each academic year. Interest accrues from the time the loan is disbursed. Students may pay the interest while in school, or it will be added to the principal balance when entering repayment. Long-term repayment includes partial cancellation of debt under certain specific conditions.

**Apply to:** Complete the FAFSA form available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**United States Department of Veterans' Affairs Educational Benefits**

Available to undergraduate and graduate students. Veterans, reservists, current members of the National Guard, those eligible for vocational rehabilitation for disabled veterans, and spouses and dependents of disabled or deceased veterans with benefits determined by the United States Department of Veterans' Affairs. Recipients of the monthly educational benefit must complete an application each term of enrollment at GSU for continued eligibility, monthly stipends, and other benefits. No repayment obligation.

**Apply to:** GSU Financial Aid Office.

**Scholarships for Disadvantaged Students (SDS)**

The College of Health Professions and Human Services has funds available to support graduate students. Scholarships for Disadvantaged Students (SDS) require verification of financial or environment disadvantaged status. SDS funds are available for students in the following graduate programs: Addictions Studies, Communication Disorders, Community Counseling, Marriage and Family Counseling, Occupational Therapy, Physical Therapy, and Social Work.

**Apply to:** Students must complete the Free Application for Federal Student Aid (FAFSA) form to be eligible and contact the Department. Recipients must be enrolled in nine hours and maintain a 3.0 grade point average.

**Selection:** The Department Chairperson will notify recipients. Please note that this is a federally funded grant program and parental information is required.

**Nursing Traineeships**

Traineeships are provided to part-time nursing students in the last 12 hours of graduate study.

**Apply to:** Students must complete the Free Application for Federal Student Aid (FAFSA) form to be eligible and contact the Nursing Department.

**Selection:** The Department Chairperson will notify recipients.

**TEACH Grant**

Available to undergraduate and graduate students, who are committed to teach full time in high-need subject areas for at least four years in school districts that serve students from low-income families. Must be enrolled for at least 1 credit hour. Must have at least a 3.25 cumulative grade point average.

**Apply to:** Complete the FAFSA form online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Federal, State, and GSU Funded Scholarships, Grants, Loans, Tuition Waivers, and Student Employment**
**STATE SCHOLARSHIPS, GRANTS, AND TUITION WAIVERS**
**ISAC Monetary Award**

Available to undergraduate students based on need. Must be a degree-seeking student enrolled in at least three credit-hours and a State of Illinois resident. Applies to tuition and fees only. No repayment obligation.

**Apply to:** Complete the FAFSA forms online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Illinois Veterans Grant**

Available to undergraduate and graduate students. Must be a veteran with an honorable discharge or be serving in a foreign country in a time of hostility and be an Illinois resident six months before entering the service and have claimed residency six months after discharge. Must have served at least one year after, or less than one year before, August 11, 1967. Covers tuition and mandatory fees. No repayment obligation.

**Apply to:** Illinois Student Assistance Commission.

**Illinois National Guard Scholarship**

Available to undergraduate and graduate students. Enlisted member, lieutenant, or captain with at least one year of service in the National Guard. Covers tuition, activity, and graduation fees. No repayment obligation.

**Apply to:** National Guard Unit or Illinois Student Assistance Commission.

**Police, Fire, Correctional Officer Grant Program**

Available to undergraduates and graduate students. Students qualify if they are a surviving child or spouse of an Illinois police, fire, or corrections officer. Surviving children must be the natural or adopted child of the deceased and no more than 25 years old at the time of enrollment. Grant covers tuition and mandatory fees. No repayment obligations.

**Apply to:** Illinois Student Assistance Commission.

**Dependents of MIA/POW Scholarship**

Available to undergraduate and graduate students. Dependents of Illinois residents officially declared a prisoner of war, missing in action, killed, or 100 percent disabled. Awarded by the Department of Defense. Covers tuition, activity, and graduation fees, consisting of four calendar years of full-time enrollment, including summers or 120 credit-hours. No repayment obligations.

**Apply to:** Illinois Department of Veterans Affairs in Springfield, IL.

**Golden Apple Scholarship**

Available to undergraduate and graduate students who are Illinois residents and who are certified teachers or students preparing for certification. Students must be enrolled in at least six credit-hours and agree to teach in a teacher shortage area. Scholarship is \$5,000 to \$10,000 per year, which covers tuition, fees, and other educational expenses. Repayment is required only if the student does not teach in the shortage area for a specified period of time.

**Apply to:** Illinois Student Assistance Commission, [Collegezone.com](http://Collegezone.com).

**Minority Teachers of Illinois**

Available to undergraduate minority students who are Illinois residents preparing for teacher certification. Student must agree to teach upon graduation. Student must be enrolled for 12 or more credit-hours. Scholarship is \$2,500 per term for tuition, fees, and other educational expenses.

**Apply to:** Illinois Student Assistance Commission, [Collegezone.com](http://Collegezone.com).

**Special Education Teacher Tuition Waiver**

Available to undergraduate and graduate students who are Illinois residents seeking initial certification in an area of special education. Students must agree to teach in special education upon graduation. Waiver covers tuition and fees. **Apply to:** Illinois Student Assistance Commission.

**Illinois Baccalaureate Nursing Assistance Program**

Available to undergraduate students and registered nurses who are Illinois residents enrolled in the Nursing program, and in need of financial assistance. Available in the form of a grant or a loan. Repayment required if student does not practice in Illinois for specified period.

**Apply to:** Illinois Department of Public Health, Springfield, IL (information and forms available at GSU in the College of Health and Human Services.)

**Department of Rehabilitation Services Scholarship**

Available to undergraduate students who have an employment disability as determined by the Illinois Department of Rehabilitation Services (DORS). Tuition assistance with no repayment obligation.

**Apply to:** Illinois Department of Rehabilitation Services, Springfield, IL, or your local DORS offices.

**Illinois General Assembly Tuition Waiver**

Available to undergraduate and graduate students where financial need is a factor. Each member of the Illinois General Assembly is authorized to award the equivalent of two four-year scholarships annually to constituents. Covers tuition and fees. No repayment obligation.

**Apply to:** State senator or representative.

**Federal, State, and GSU Funded Scholarships, Grants, Loans, Tuition Waivers, and Student Employment**
**GSU SCHOLARSHIPS, TUITION WAIVERS, AND STUDENT EMPLOYMENT**
**GSU Undergraduate Tuition Waiver**

Available to undergraduate students (criteria may vary by college). Must be enrolled for at least six credit-hours. Tuition waivers available for a maximum of two terms. Covers tuition only. No repayment obligation.

**Apply to:** College deans (CBPA, CAS, CHHS, CE) or unit directors.

**GSU Graduate Tuition Waiver**

Available to graduate students (criteria may vary by college). Must be enrolled for at least six credit hours. Tuition waivers available for a maximum of two terms. Covers tuition only. No repayment obligation.

**Apply to:** College deans (CBPA, CAS, CHHS, CE) or unit directors.

**GSU Minority Graduate Tuition Waiver**

Available to minority graduate students (criteria may vary by college). Must be enrolled for at least six credit hours. Tuition waivers available for a maximum of four terms. Covers tuition only. No repayment obligation.

**Apply to:** College deans (CBPA, CAS, CHHS, CE) or unit directors.

**Supervising Student Teacher Tuition Waiver**

Available to a current teacher who has supervised a GSU student teacher. Must be used within 12 months of being issued. Covers tuition, fees, and conference fees for up to three credit hours. No repayment obligation.

**Apply to:** GSU College of Education (CE).

**Senior Citizen Tuition Waiver**

Must be 65 or older. Eligibility criteria includes a restriction that annual income cannot exceed a certain amount. This income restriction amount is \$21,218 for a household containing one person; \$28,480 for a household containing two persons; \$35,740 for a household containing three or more persons.

**Apply to:** GSU Financial Aid Office.

**Graduate Assistantship**

Available to graduate students only. Must be degree-seeking and enrolled for at least six credit hours. Students earn \$400 to \$600 per month and a tuition waiver for 20 hours of work per week.

**Apply to:** Dean's office of college of enrolled major (CBPA, CAS, CHHS, CE).

**Student Employment**

Available to undergraduate and graduate students. Do not have to demonstrate financial need, but must be degree-seeking and enrolled for a minimum of six credit hours and not on academic probation or in default on any education loans. Part-time positions are available in a variety of areas throughout the university.

**Apply to:** GSU Financial Aid Office.

**Job Location and Development**

Available to undergraduate and graduate students who are enrolled for at least six credit-hours at GSU. Part-time, off-campus positions.

**Apply to:** Career Services Office at GSU.

**Latino Achievement Scholarship**

**Eligibility:** New undergraduate and graduate Latino degree-seeking students with a cumulative G.P.A. of at least 3.0 from prior school and enrolled in a minimum of six credit-hours at GSU.

**Amount of Award:** Tuition for a maximum of six terms if a 3.0 cumulative G.P.A. is maintained.

**Apply to:** Complete an application (available in the Financial Aid Office) and submit a letter describing educational and career goals, community service and extracurricular activities, and how this scholarship will help achieve those goals.

**Selection:** Applications will be reviewed and recipients selected by the Screening Committee.

**Phi Theta Kappa Scholarship**

**Eligibility:** Applicant must be a member of Phi Theta Kappa with a 3.5 G.P.A. for all prior course work. Be enrolled as a full-time student (12 hours or more) beginning in the fall term and admitted to a degree program at Governors State University.

Applicant may not possess a previous bachelor's degree. Only two Phi Theta Kappa Scholarships are awarded at Governors State University per academic year.

**Amount of Award:** Full-time, in-state tuition for two terms. The scholarship is renewable for an additional two terms for the next academic year if a 3.5 cumulative grade point average is maintained at Governors State University.

**Apply to:** Applications can be obtained May 1 through June 30 in the Financial Aid Office.

**Selection:** The financial aid director will notify recipients by August 15.

**Federal, State, and GSU Funded Scholarships, Grants, Loans, Tuition Waivers, and Student Employment**
**GSU FOUNDATION AND ALUMNI SCHOLARSHIPS**

Many scholarships are offered by the GSU Foundation and the Alumni Association. Each year the GSU Foundation devotes great effort to raising funds in order to recognize academic excellence and to assist deserving students who need financial help to continue their studies.

**Scholarships**

Below is a list of scholarships that have been offered in the past by the GSU Foundation and Alumni Association. Not every scholarship is offered each year. A list of actual scholarship offerings for the academic year is posted on the GSU website at [www.govst.edu/scholarships](http://www.govst.edu/scholarships).

**List of Possible Scholarships offered to students in all colleges: Note: Not all scholarships are offered each year.**

- GSU Civil Service Employees Endowed Scholarship
- Community College Honors Scholarship
- Community Service Scholarship Honoring Ron Bean
- Donald W. Hansen Memorial Endowed Scholarship
- Manilow Scholarship for Students Who Achieve Intellectual Excellence
- Dr. Keith W. Smith Memorial Endowed Scholarship
- Follett Bookstore Textbook Scholarship
- Dr. Lowell Goldberg Health or Community Service Endowed Award

**List of Possible Scholarships offered to CAS students: Note: Not all scholarships are offered each year.**

- Dr. Daniel Bernd Endowed Scholarship in English Literature
- David Bernstein Endowed Scholarship in English
- Dr. William E. Engbretson Endowed Scholarship in Art & Sculpture
- The Harry P. McHale Memorial Scholarship
- Joyce E. Gordon Scholarship
- Leo and Margaret Goodman-Malamuth Endowed Scholarship in Media Communications Technology
- Student Teacher Mathematics Scholarship
- Ralph R. Turner and Dolores Turner Endowed Scholarship in Liberal Arts

**List of Possible Scholarships offered to CBPA students: Note: Not all scholarships are offered each year.**

- American Logistics Association Endowed Scholarship
- CBPA Student Advisory Board Endowed Scholarship
- Dr. Curtis J. and Mrs. Gina Crawford Scholarship in Business
- Dr. Lowell W. Culver Fellowship in Public Administration
- Donald Dolan Endowed Business Scholarship
- Lorraine Fontana Endowed Scholarship
- Donald and Helen Morrison Endowed Scholarship in Business
- Wilbur L. Morrison Endowed Scholarship in Business
- Martin Anthonisen Scholarship
- Joyce E. Gordon Scholarship
- Great Lakes Bank Endowed Scholarship in Accounting/Finance/MIS and Management/Marketing
- St. Paul Federal Endowed Scholarship
- Percy and Elizabeth Wagner Endowed Scholarship in Real Estate

**List of Possible Scholarships offered to CE students: Note: Not all scholarships are offered each year.**

- David and Barbara Barr Endowed Scholarship
- Matteson Rotary Club
- Dr. W. Prince and Elsie McLemore Endowed Scholarship for Elementary Education
- Dr. Peggy Williams Memorial Endowed Scholarship
- Dr. Judith A. Cooney Memorial Scholarship in Counseling
- Dr. Basil Sklan Endowed Scholarship in Mental Health
- Burton Collins Scholarship
- Great Lakes Bank Endowed Scholarship
- Rev. Tyron & Dora Smith Scholarship in Teacher Education
- William D. McGee Memorial Scholarship

**List of Possible Scholarships offered to CHHS students: Note: Not all scholarships are offered each year.**

- Marie Gray Bertz Memorial Endowed Scholarship
- James and Helen Hassett Endowed Scholarship in Nursing
- Dr. W. Prince and Elsie McLemore Endowed Scholarship for Physical Therapy
- Virginia M. Pizza Endowed Scholarship in Geriatric Care
- Accelerated Rehabilitation Physical Therapy Scholarship
- Great Lakes Bank Endowed Scholarship
- Kimberly Edwards Endowed Scholarship in Nursing
- Annie L. Lawrence Scholarship for Students of Nursing and Health Sciences
- Monsignor Ignatius D. McDermott Endowed Scholarship
- Psi Iota Xi Scholarship

*For a current list of scholarships go to [www.govst.edu/scholarships](http://www.govst.edu/scholarships).*

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# STUDENT SERVICES, ACTIVITIES, AND INFORMATION

## University Library

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[www.govst.edu/library](http://www.govst.edu/library)

The Governors State University Library is designed to directly support the active teaching and learning process taking place on campus. Offering a variety of reference and information services, the library is accessible to students both on site and through the library's website 24/7. Library days and hours vary by semester. It is best to check the library's website, [www.govst.edu/library](http://www.govst.edu/library), for specific information.

## REFERENCE AND INFORMATION

### Online Catalog

I-Share, the online catalog providing users with access to the library's collection and its holdings by author, title, keyword and subject, allows students to identify and locate books and other pertinent materials. I-Share also provides users with information related to the holdings, now numbering more than thirty-two million volumes, at more than seventy-six member libraries of the Consortium of Academic and Research Libraries in Illinois.

By accessing the I-Share online catalog at Governors State, students can also initiate interlibrary loan requests from the other seventy-six I-Share member libraries. Materials that are requested will be delivered to the Governors State University Library for pickup. In addition, the Governors State Library has cooperative agreements with other academic libraries which allows for students to have access to their collections using their valid GSU I.D.

### Databases

With subscriptions to more than sixty electronic databases available, one can locate full-text books and journal articles, as well as citations to articles, books, and other materials in a variety of subject areas related to the curriculum. The library website is a gateway to accessing these databases both on campus and on line. Instructions for accessing the databases can be found on the library homepage or at the reference desk in the library.

Distance education students are also entitled to have total access to the library. There is information for distance learning students on the library homepage. Under the About column, visit the A-Z directory. By accessing D, you will find distance learning which will offer you pertinent information.

### Library Collection

The library mission is to provide and maintain an extensive collection of print, audiovisual and electronic materials. These materials, with few exceptions, are available on open shelves, and are very accessible to library users. Print volumes, media items, microfiche/film, journal subscriptions as well as CD-ROMs and DVDs anchor the collection.

As a select depository for both Federal and Illinois government documents, library staff members are able to assist in retrieving government information within the collection as well as via the Internet.

### Library Resources

Resources include DVDs for university telecourses, test files which contain sample materials used for psychological and educational testing and measurement, curriculum materials, sample textbooks, and juvenile literature which support the teacher education program, and reserve materials assigned by faculty to support current courses.

## LIBRARY FACILITIES and SERVICES

### Facilities

Library facilities include student study and lounge areas, wireless network access for personal laptop computers, computer workstations to access electronic and Internet Library services and to use Microsoft Office and multimedia software scanners, equipment for viewing audiovisual materials and card and coin-operated photocopiers, microform read-printers, and laser printers.

### Services

Library staff members are available to give tours of the library, and library faculty members provide library instruction to individuals and groups upon request. Workshops and training are offered to students, faculty, staff, and community members. The workshop schedule can be found on the library website under Resources. Writing Center tutors are available for APA, MLA and research questions at scheduled times during the day.

Books and journal articles that are not available in the library can be obtained through inter-library loan or cooperative networks.

For more information about library services, visit the library website, [www.govst.edu/library](http://www.govst.edu/library), or call the reference desk at 708.534.4111.



## Academic Computing Services

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Academic Computing Services (ACS) provides computer facilities for students, faculty, and staff. The ACS complex is comprised of five classrooms and an open lab. All computers are connected to the Internet. Hardware in the ACS lab includes Intel Core 2 Duo Processors, iMacs, laser printers, and a scanner. Operating systems include Windows 7 Professional and Macintosh Lion OS. Software categories include Microsoft Office 2010, programming languages, graphics, and client software. Located in the main lab are three high speed Hewlett Packard LaserJet printers, which connect all PCs in the lab to Pay-to-Print stations. Students enrolled at Governors State and holding a valid student I.D. card may use the ACS facilities. ACS is located on the second floor of the D Wing, just past the library. ACS is open Monday through Friday, 8:30 a.m. - 10:30 p.m.; Saturday, 8:30 a.m.- 5 p.m.; Sunday (fall/ spring), 1 - 9 p.m.; and Sunday (summer), closed. Student lab aides are available to answer questions and assist users. For current information about ACS, please visit [www.govst.edu/acslab](http://www.govst.edu/acslab).

## Coordinator for Veterans and Military Personnel

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The Coordinator for Veterans and Military Personnel is an ombudsperson to veterans, active duty military, and their families. The Coordinator is available to assist incoming students with the application process, registration, transcript evaluation, and navigation of the university and its website. The Coordinator will also refer students to resources within the university such as financial aid, student services, career services, and state and federal veterans' representatives.

## The Department of Human Resources and Diversity

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The Department of Human Resources and Diversity offers information and assistance to students who believe that they have been discriminated against because of race, color, national origin, religion, gender, ancestry, age, sexual orientation, marital status, disability, citizenship, unfavorable discharge from military service, or veteran status.

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

Any student who believes that he or she has been unlawfully discriminated against or has been a victim of sexual harassment may file a grievance with the Department of Human Resources and Diversity.

## Public Act 96-574

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Governors State University is in compliance with and enforces the Public Act 96-574 as it pertains to sexual harassment in higher education. Students and employees are encouraged to contact the contact the Department of Human Resources with any related complaints or questions.

## Counseling

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The professional staff offers confidential counseling for currently enrolled students seeking to address academic, career, or personal concerns. Appointments can be made by contacting 708.534.4508. Additional information regarding counseling services and referrals is available on the Academic Resource Center website at [www.govst.edu/sas](http://www.govst.edu/sas).

## Disability Services

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The Office of Disability Services is dedicated to creating an accessible environment and providing equality of educational opportunities for students with documented disabilities. GSU's goal is to focus on a student's ability not the disability. Disability Services ensures compliance with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973. Legally mandated access and accommodations are available to all qualified students who self identify with Disability Services. Students must provide documentation by a qualified professional who can verify the functional impact of the disability as well as provide recommendations for appropriate accommodations. The information provided by students is voluntary and confidential. If requests for auxiliary aids, academic adjustments, or other special services necessitate a modification of academic standards or create an undue hardship on the university, the requests may be denied. To arrange for appropriate accommodations, contact the Director of Disability Services at 708.534.4508.

## Online Orientation/Directed Self-Placement

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All undergraduate degree seeking and undeclared students are required to complete an online orientation program before registering for classes. The online orientation program has two components: the first portion provides basic information about the university's policies, programs, and procedures. The second portion is Directed Self-Placement. This innovative program assists students in assessing their ability level in math and writing. Students then self-select supplemental review or coursework based on this assessment. Online Orientation/Directed Self-Placement is available 24 hours a day/seven days a week.

## Testing

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Examinations are administered for GSU students for both regular and telecourse classes in the Academic Resource Center. The testing coordinator administers correspondence and telecourse exams for students who are unable to attend the regularly scheduled exam dates. Students requesting a proctor for off-site testing need to complete a Proctor Request Form online. All GSU students can obtain information about and register for any of the 33 CLEP (College Level Examination Program) exams. Students can also take one of 38 DSST exams (formerly DAN TES). Both of these exams are arranged by appointment only and require approval by an Academic Advisor. The testing coordinator also provides registration information for the ETS Proficiency Profile exam (formerly MAPP). Students enrolled in the GSU Counseling program can obtain the registration application for the NCE (National

Counselor Exam) offered twice a year on campus. Testing accommodations are available for students with documented disabilities. For more information, call 708.534.4508.

## Tutoring

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Tutoring services are offered for undergraduate students free of charge. The following subjects are tutored: math, accounting, economics, finance, computer science, statistics, and some science courses depending on tutor availability. Both onsite and limited online formats are offered. For more information, please visit the Academic Resource Center website at [www.govst.edu/sas](http://www.govst.edu/sas).

## Writing Center

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The goal of the Writing Center is to provide writing and research help for students where and when they most need it. Students can get intensive help with writing at the Writing Center, located in C1320. Visit the office or call 708.235.7337 to make an appointment for a one on one consultation.

Writing consultants are also located in the library for help with research papers, including help to narrow a research topic, information about APA, MLA, or other documentation styles, assistance in planning the paper, and any other questions. The consultants in the library are there to answer questions and do not review papers. Writing Consultants are available in the library Monday through Thursday from 3:30 to 7:30 p.m. The Online Writing Center offers both help with papers and resources for documentation, planning, grammar and style at [www.govst.edu/owl](http://www.govst.edu/owl). Also, a paper may be emailed to a consultant who will help identify possible problems and offer revision suggestions. In addition, links to a template that will format APA papers and other documentation help are provided on the online Writing Center website. For more information, call 708.235.7337 or visit the website at [www.govst.edu/owl](http://www.govst.edu/owl).

## The Student Life Unit

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Located in A-Wing, this area has been designed to bring diverse students together through a variety of programs and services. Included in the Student Center are a television lounge; dining and study areas; student leader offices (the Student Senate, student Board of Trustees representative, and IBHE - Student Advisory Committee representative); and meeting rooms. The Student Life staff has offices in the center. The Student Commons is a gathering place for student interaction within the center. The Student Life Unit also houses the Recreation and Fitness Center which has an Olympic style swimming pool, gymnasium, fitness room (free weights and exercise machines), racquetball court, lockers, and shower facilities. The Recreation and Fitness Center is open seven days a week during the fall and spring terms, but is closed Sundays during the summer term. For additional information, contact Student Life at 708.534.4550.

## Career Services

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The Office of Career Services assists students and alumni with all facets of their career development. The office offers individual advising appointments and workshops where students can receive assistance with skills identification, career exploration, developing a job search strategy, resumes, interviewing, networking, negotiating offers, employer research and writing job search correspondence. Career Services maintains an Experience job and internship database, which houses postings from local employers and on campus student employment opportunities. The office hosts four to five career fairs during the academic year, which are targeted career fairs such as the Education or Health and Human Services Career Fairs. For students in online degree programs, services are further provided through telephone appointments and email correspondence. The Career Services website at [www.govst.edu/careerservices](http://www.govst.edu/careerservices) also provides a wealth of career-related resources for all students and alumni.

## Child Care and Preschool

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The Family Development Center opened its facility across from the main campus in October 2002. Using the example of the early childhood centers in Reggio Emilia, Italy, the building makes use of light, space, and natural elements to enhance the sense of community central to child-centered programming. Educational research and models of effective teaching practices played a key role in the development of the center's program philosophies. Center programs provide field sites for university instruction, and offer services to GSU students, faculty, and surrounding community members. Programs are available by registration with program staff, and include the following: 1) State licensed child care for children ages 6 weeks to 5 years; 2) State funded preschool for children 3-5 years; 3) after school enrichment for children ages 5 to 12; 4) birth to age 5 parenting support for families with infants, toddlers, and preschool children; and 5) parent and child play groups with home visits. Specific program information is available at 708.235.7300, or [www.govst.edu/children](http://www.govst.edu/children).

## Clubs and Organizations

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Students may take advantage of the many clubs and organizations that exist on campus. A majority of organizations are related to academic programs and majors. There are also a variety of social and special interest clubs and organizations. New clubs and organizations can be formed by any group of seven or more GSU students. Club forms are available online at [www.govst.edu/studentlife](http://www.govst.edu/studentlife). For assistance, contact the Director of Student Engagement at 708.534.4552. Club mailboxes are located in Room A2140.

## Community Service Officers

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Community Service Officers provide students, staff, and visitors safe conduct to their cars, especially late at night. Services are available seven days a week. Community Service Officers help motorists with battery problems, frozen locks, empty gas tanks, and tires that are low on air. If a motorist is locked out of his or her car, personnel from the Department of Public Safety will assist in unlocking it. A Community Service Officer can be contacted by dialing the Department of Public Safety at 708.534.4900.

## Student Identification Cards

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Student photo-identification cards are required to use the Recreation/Fitness Center, the University Library, and academic computing services. The ID card may also entitle students to obtain discounts for services and products on campus or in the community. Photo-ID cards are issued to all registered students with a valid picture ID. ID cards are available at Student Central, Room D1400.

## Information and Records

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Information concerning student enrollment, grade reports, certification for graduation, diplomas, commencement, and transcripts can be obtained from the Registrar's Office. This office also processes changes of address, name, and residence classification.

## Recreation/Fitness Center

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The Recreation/Fitness Center includes a 167,000 gallon indoor-heated swimming pool, a cardiovascular resistance-training fitness room, a gymnasium, a racquetball court, and shower and locker facilities. The Recreation/Fitness Center is open seven days a week during the fall and spring semesters; it is closed Sundays during the summer session. Intramural tournaments, recreation, and fitness classes are also offered each semester. Call 708.534.4556 for more information.

## Multicultural Programs

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Governors State University is committed to celebrating the ethnic and cultural diversity of the campus community. Through the Office of the President and the Student Life Unit, the university encourages special events, workshops, meetings, and programs that recognize the ethnic and cultural diversity of the campus as a community strength.

## Center for Performing Arts

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The 1,200-seat Center for Performing Arts opened in December 1995. The Center is dedicated to providing a wide array of quality arts, popular, educational, and family programming to the immediate community and its surrounding metropolitan region. Major star attractions are featured, as well as a variety of Illinois artists and performing arts companies. The Arts in Education Program at the Center serves over 40,000 area children with professional performances, performing arts camps, and master classes. The Center is also a meeting place for area businesses, organizations, and community events. For information and tickets, call 708.235.2222 or see the Center website at [www.centertickets.net](http://www.centertickets.net).

## Public Safety

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Police, public safety, and emergency medical services in cooperation with the University Park Fire Department are available at all times from the university's Department of Public Safety at 708.534.4900.

## Student Commons

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Located in the Student Center, (A2140), the Student Commons is the place to come and meet with friends, listen to music, watch television, or just relax. Clubs can use this area for activities by reserving it through Student Life at 708.534.4550.

## Student Commons Annex

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Located in the Student Center, (A2134). Students and clubs can use this area for activities by reserving it through Student Life at 708.534.4550.

## Student Gaming Lounge

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Recreation/Fitness Center community memberships may be purchased through the sales office. For a facility tour, membership information, or general inquiries, visit Room A1106 or call 708.534.4556.

## Student Veteran Center

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Located in the A Wing, second floor, (A2106) the center provides a common area for veterans to interact, study and receive updates on veteran resources and programs.

## Student Handbook

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The Student Handbook provides students with information on policies, student fees, student services, grievance procedures, etc., as well as an administrative overview. Student Handbooks can be found at the GSU website at [www.govst.edu/studenthandbook](http://www.govst.edu/studenthandbook).

## Student Newspaper

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The student newspaper, The Phoenix, is run by students under the direction of a faculty advisor. It has its own office, scanning equipment, and desktop publishing system. There are opportunities for students with all skill levels, from writing to display advertising. The Phoenix office is located in Room E1500. Call 708.534.4517 or e-mail [phoenix@govst.edu](mailto:phoenix@govst.edu) for information on involvement.

## Student Governance

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The university is governed by three senates representing the faculty, civil service, and students. The Student Senate is charged with the responsibility of representing student interests in all policies governing the university. A student is also elected to be a representative to the GSU Board of Trustees. A student and an alternate are elected to represent the university on the Student Advisory Committee to the Illinois Board of Higher Education. Positions are open to all students in academic good standing.

## Student Life Services

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The following service is available from Student Life: Student Lockers-\$5.00 per term

Information provided on:

- Housing
- Health Insurance
- Student Governance
- Recreation/Fitness Center Programs
- Clubs and Organizations
- Student Newspaper
- Shuttle Service

## Shuttle Service

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The Department of Public Safety operates scheduled daily shuttle services to the Metra Station from early morning to late evening at selected times based on Metra train scheduling and ridership demands. Contact the Department of Public Safety for more information at 708.534.4900.

## Special Events

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Lectures, concerts, or other special events are offered to the university community each term. These events are coordinated through the Student Life unit.

## Student Life Events

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Special events are held to celebrate the following:

- Black History Month
- Distinguished Lectures
- Family Day
- Harvest Fest
- Latino Heritage Month
- Martin Luther King, Jr. Celebration
- Salute to Graduates
- Salute to Graduates Celebration
- Welcome Days
- Wellness Workshops
- Women's History Month

## Student Travel/Conference Fund

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Students presenting at a conference may seek funding for conference travel by completing a request packet available online at [www.govst.edu/studentlife](http://www.govst.edu/studentlife). Students who seek funding for conference travel must be in academic good standing, be recommended, have or waive health insurance, and complete all required forms. Funding maximums are set each year. Applications are to be submitted to Student Life (A2100) two months in advance (in and out-of-state); awards are subject to availability of funds. Contact the Director of Student Engagement and College Relations at [ssanderson@govst.edu](mailto:ssanderson@govst.edu) or call 708-534-4552.

## Student Media

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The Phoenix is the student newspaper and is the main source of information about campus life. Staff positions on The Phoenix are open to all students. Students interested in serving on The Phoenix or starting additional student publications should contact the faculty advisor, Victoria Pierce at [vpierce@govst.edu](mailto:vpierce@govst.edu)

## **Governors State University Honor Societies**

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### **Alpha Eta Society – Chapter 67**

The national honor society for allied health students recognizes the scholastic and educational achievements of its student members (membership is by invitation/ nomination only). Advisor: Nancy Burley, [nburley@govst.edu](mailto:nburley@govst.edu).

### **Alpha Sigma Lambda (National Adult Learners Honor Society)**

This association is dedicated to recognizing the academically outstanding undergraduate adult learning students in continuing higher education. Advisor: Latonya Holmes, [lhomes@govst.edu](mailto:lhomes@govst.edu).

### **Alpha Upsilon Alpha (Honor Society of the International Reading Association)**

Dedicated to the recognition and encouragement of scholarship, the development of personal and professional leadership qualities, and service to the field of reading. Advisor: Sandra Gandy, [sgandy@govst.edu](mailto:sgandy@govst.edu).

### **Chi Sigma Iota**

An international honor society for students, professional counselors, and counselor educators dedicated to scholarship, research, professionalism, leadership, and excellence in counseling, and to recognizing achievements in the pursuit of academic and clinical excellence in counseling. Advisor: Jon Carlson, [jcarlson@govst.edu](mailto:jcarlson@govst.edu).

### **Criminal Justice Club – Lambda Alpha Epsilon**

Dedicated to understanding and promoting the professions related to criminal justice studies. Advisor: Caron Jacobson, [cjacobson@govst.edu](mailto:cjacobson@govst.edu).

### **Delta Mu Delta – Lambda Delta Chapter**

This international honor society for business programs is accredited by ACBSP at the baccalaureate and graduate level. Advisor: Ting Je Wang, [twang@govst.edu](mailto:twang@govst.edu).

### **Lambda Pi Eta – Kappa Kappa Chapter**

Lambda Pi Eta is the official communication studies honor society of the National Communication Association (NCA). Advisor: Tamara Winn, [twin@govst.edu](mailto:twin@govst.edu).

### **Mu Beta Alpha**

Dedicated to the promotion of GSU's MBA program by advancing the reputation, accomplishments, leadership, and visibility of the program. Advisor: Phyllis Anderson, [panderson@govst.edu](mailto:panderson@govst.edu).

### **Phi Alpha Honor Society**

The society invites into membership those who have attained excellence in scholarship and achievement in social work. Members support each other, promote humanitarian goals and ideals, and foster high standards of education for social workers. Advisor: Maristela Zell, [mzell@govst.edu](mailto:mzell@govst.edu).

### **Pi Theta Epsilon**

The national honor society for occupational therapy supports the development of occupational sciences and the practice of authentic occupational therapy by promoting research and other scholarly activities by its members. It both serves its members and helps insure quality health care services for the general public. Advisor: Elizabeth Cada, [bcada@govst.edu](mailto:bcada@govst.edu).

### **SALUTE Veterans National Honor Society**

SALUTE Veterans National Honor Society, the premier honor society for student veterans! Your membership symbolizes the commitment to recognizing and encouraging the academic success of student veterans at your institution. Advisor: Keith White, [kwhite@govst.edu](mailto:kwhite@govst.edu).

### **Tau Sigma National Honor Society—Delta Delta Chapter**

Tau Sigma Honor Society is a national honor society designed exclusively for transfer students. Advisor: Sheree Sanderson, [ssanderson@govst.edu](mailto:ssanderson@govst.edu).

## **GSU Television and Media Production**

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The Division of Digital Learning and Media Design houses two television studios and multiple video, audio and multimedia production suites. DLMD also co-operates The Educator, a full time cable channel available in most communities in the region on Comcast channel 16. The Division provides opportunities for students to learn in functioning broadcast facilities and to work with our award winning producers and directors on professional productions with national distribution.

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# UNIVERSITY POLICIES

## **Affirmative Action/Equal Opportunity**

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Governors State University recognizes and is fully committed to both its moral and legal obligations to provide equal opportunity to its employees as well as its students. Recognizing these obligations, the university will not discriminate on the basis of race, color, national origin, ancestry, religion, gender, age, sexual orientation, marital status, disability, citizenship, order of protection status, unfavorable discharge from military service, or veterans status in any area of university employment or in services to its students. Furthermore, the university is pledged to the affirmative action process to ameliorate patterns of employment which indicate under-utilization of members of minority groups and women, whether in the faculty, the civil service, or among the students.

## **Accommodating Religious Observances**

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Governors State University will not discriminate against students for observing religious holidays and will reasonably accommodate the religious observance of individual students in regard to admission, class attendance, and the scheduling of examinations and academic work requirements.

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

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

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

This policy must be published in the Student Handbook and the University Catalog.

## **Unlawful Harassment**

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Governors State University will not tolerate unlawful harassment of students or employees. If a student believes he/she has been harassed, that student should bring his/her allegations to the attention of the University. Such allegations will be investigated and if appropriate, the University will take action to eliminate the harassment. The university environment must be free of unlawful harassment in work and study. Students who believe they have been victims of unlawful harassment should contact the Department of Human Resources.

## **Services for Students with Disabilities**

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Governors State University complies with the Americans with Disabilities Act of 1992 and with Section 504 of the Rehabilitation Act of 1973 and other federal and state legislation which states that, "No otherwise qualified person with a disability in the United States... shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance." Inquiries about assistance to meet special needs should be directed to the Academic Resource Center, which will notify the appropriate academic and service areas. Provision of such assistance will be based upon the individual student's need to have equal access to the learning environment. Requests for auxiliary aids, academic adjustments, or other special services which necessitate a modification of academic standards or create an undue hardship on the university, may be denied.

## **Drug and Alcohol Abuse**

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All students are prohibited from the unlawful possession, use or distribution of illicit drugs and alcohol, or the abuse of alcohol and drugs on university property or in connection with any university activity. Sanctions consistent with local, state, and federal law may be imposed for the violation of the standards of conduct cited above. A complete description of the applicable legal sanctions under state and federal law for unlawful possession or distribution of illicit drugs and alcohol is included in the Student Conduct Policy.

## **Smoking**

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

In compliance with the 2008 Illinois Clean Air/No Smoking Policy Law and Governor State University's recently established guidelines, outdoor smoking areas will be relocated 25 feet from doors, windows that can open, and air intake vents.

# ACADEMIC REGULATIONS

## Student Responsibility

Students are responsible for knowledge of, and adherence to, all university requirements and regulations. Students are responsible for knowing the degree requirements for their major and enrolling in courses that meet those degree requirements. Students are responsible seeking information and assistance from appropriate staff should they have any questions regarding requirements or regulations.

## Student Grade Reports

Currently enrolled students can access their grades through their portal. Grade reports are not mailed except upon written request. Students needing official grade reports should complete the Request for Official Grade Report form available online. Official grade reports are not available to students with an outstanding financial obligation to the university.

## Grading

At the completion of the work for a course, a letter grade will be assigned by the instructor. Grades provide academic evaluation and are the basis for determining academic standing. Following are the letter grades used at Governors State University and the grade points used to determine the grade point average of the student:

Grade	Description	Grade Points Per Credit-hour
A =	Superior performance	4
B =	Above average performance	3
C =	Average performance	2
D =	Marginal performance	1
F =	Failure	0
P =	Pass	
NC =	No credit	
<b>Student Status Description</b>		
W =	Student initiated withdrawal	
X =	Administrative withdrawal	
CO =	Continuous Registration	
I =	Incomplete	
E =	Extended incomplete	
M =	Grade missing at time of processing	
R =	Repeated course	
V =	Audit	

## Grade Point Average

The student's grade point average (G.P.A.) is calculated by dividing the total number of grade points by the total number of credit-hours attempted. The cumulative grade point average is computed by dividing the total number of grade points that a student has earned in all courses taken at Governors State University by the total number of credit-hours represented by those courses. Transfer hours and courses in which a "P", "NC", "CO", "W", "X", "I", or "E" grade is earned are not used to calculate the grade point average.

Grade	Credit Hours		Grade Point Value	=	Grade Points
A	3	x	4	=	12
B	3	x	3	=	9
C	3	x	2	=	6
D	3	x	1	=	3
F	3	x	0	=	0

An example of the G.P.A. calculation: a student attempted five three-hour courses (a total of 15 hours), receiving an "A," a "B," a "C," a "D," and an "F." The total number of grade points earned in the five courses is 30. The G.P.A. is 30 (grade points) divided by 15 (hours attempted) equals 2.0.

## Incomplete Course Work

An instructor may grant an incomplete to a student if, in the judgment of the instructor, the reasons for the non-completion of the coursework are acceptable. The time allowed for completing unfinished coursework will be determined by the instructor but will not exceed two weeks before the end of the subsequent term.

When the course work is submitted, the instructor will replace the incomplete with the appropriate grade. If the incomplete is not changed to a final grade by the specified date, the "I" will automatically convert to an "F" (or an "NC" for pass/no credit courses), unless a request for an extension of incomplete ("E") has been approved in writing.

A student may petition the college in writing for an extension of time beyond the time allotted by the instructor for the completion of unfinished work. An extension on the basis of extenuating circumstances beyond the student's control and/or for valid academic reasons may be contracted with the instructor subject to the dean's approval. The extension shall not exceed two weeks before the end of the subsequent term.

To graduate, all grades of incomplete (I or E) must be removed by the date posted by the Registrar.

Incomplete or nonpunitive grades cannot be permanently assigned to veterans or eligible persons receiving VA educational benefits. If this is the school policy, the "I" or incomplete grade must be reported to the VA as nonpunitive at the time the grade is assigned. This is necessary to ensure compliance with statutory restrictions on benefit payments.

## Grade Appeals

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Once a grade has been recorded by the Registrar's Office, additional work cannot be submitted to raise the grade. Corrections may be made only as the result of either of the following:

1. A formal grievance proceeding is completed within the time limits set forth in the university grievance procedures.
2. A grade correction is approved by the faculty member, division/department chairperson, dean, and provost and filed with the registrar for Fall term errors by the end of the seventh week of the subsequent spring semester; or for Spring term errors by the end of the fifth week of the subsequent Summer term; or for Summer term errors by the end of the seventh week of the subsequent Fall term.

In case of a denial, the student may wish to repeat the course so that the original grade becomes an "R." See the information below about repeating courses.

## Pass/No Credit Option

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To encourage undergraduate students to participate in areas of learning outside their major interests and to stimulate intellectual curiosity, Governors State University has a pass/no credit option. To receive credit ("P"), the grade must be "D" or better. A grade of "F" will carry a No Credit ("NC") designation. Pass/no credit designations are not calculated into the grade point average. Only undergraduate degree-seeking students may elect to take graded courses on a pass/no credit basis. The courses can only be applied toward the elective requirements within the student's degree program. A student may earn a maximum of 12 hours of credit in the pass/no credit option that can be applied toward elective degree requirements. Students who do not intend to earn a degree from GSU, either undergraduate or graduate, may also use this option. Changes from the pass/no credit option to traditional grade status are permitted through the end of the registration period for the term in which the course is offered. Additionally, selected courses are graded only on a pass/no credit basis. Students who wish to change their course grading from traditional grade status to pass/no credit can fill out the pass/no credit form, which is found in the Registrar's Office.

## Repeating Courses

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A student may elect to repeat a course. The highest grade awarded will be used in the G.P.A. calculation; the lower grade will be replaced by an "R" to indicate a repeated course. Students electing to repeat a course should obtain a Repeated Course Request form from the Registrar's Office. The form is also available online.

Veterans and eligible persons receiving benefits can only be certified to repeat courses if a certain grade is required by the institution, e.g., a grade of "C" or higher is required to reach the approved objective and if overall satisfactory progress standards are met. There is no limit on the number of times a course may be repeated, as far as the VA is concerned, as long as the grade assigned to the repeated course at the end of the term is punitive, unless mitigating

circumstances are approved by the VA. If established school policy is to replace a prior punitive-failing or below required standards - grade with a creditable passing grade following a successful repetition of the course, that fact alone constitutes mitigating circumstances. Incorrect certification can result in overpayments.

## Independent Study

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Independent study enables a student to pursue individual research and reading in a field of special interest under the guidance of a faculty member. A written proposal for an independent study, planned and developed by the student, must be approved by the Division/Department chairperson in consultation with the faculty sponsor. Independent study credit may be used to meet elective credit only, and shall not be used as a substitute for courses specified in the student study plan. A maximum of nine undergraduate credit-hours and six graduate credit-hours of independent study may be applied to degree requirements. Individual colleges and programs may have more restrictive policies. A student may enroll for a maximum of three credit-hours of independent study in any one term.

Veterans and eligible persons receiving benefits can only be certified in independent study courses that lead to a standard college degree, consisting of a prescribed program of study with interaction between the student and the regularly employed faculty and offered without any regularly scheduled conventional classroom or lab sessions.

## Degree Requirements

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Students who are admitted to Governors State University for this academic year must fulfill the degree requirements stated in this catalog (including any official addendum which may be subsequently published in order to update catalog information), or they may elect to substitute the requirements in any subsequent catalog published while they are enrolled in the university. A student must, however, meet the requirements from one catalog only, rather than choosing a portion from one catalog and the remainder from another.

Students who are reactivated to Governors State University and who did not attend within the past three consecutive terms, including summer term, may be required to meet the requirements of the current catalog as determined by their faculty/academic advisor. Students who are readmitted to Governors State University who did not attend within the past 15 consecutive terms, including summer term (or otherwise required by accredited programs) must meet the requirements of the current catalog unless written approval to continue under an earlier catalog is obtained from the dean of the college in which they enrolled. The written permission must be forwarded to the Registrar's Office along with the graduation application.



## **Concurrent Registration or Dual Enrollment**

Students may enroll at another regionally-accredited institution of higher learning while working toward a degree at Governors State University. Students must consult with their advisor before enrolling.

Permission to apply any credit earned at another institution toward degree requirements must be approved by the program advisor, dean, or designee prior to enrolling in the course.

## **Audit Registration**

A student who is interested in a particular course(s) but does not wish to take it for credit may audit the course(s). All attendance and work is voluntary. A student may register to audit a course during the registration period upon paying the required fee and obtaining the instructor's approval. Audit registrations do not appear on the academic transcript. A change from audit to credit registration or from credit to audit registration must be made during the registration period.

Veterans and other eligible persons cannot be certified for audited courses per 38 CFR 21.4252(i) of the code of federal regulations.

## **Change in Major**

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

## **Confidentiality of Records and Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students have the right to:

- 1) Inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) Request the amendment of the student's education records that the student believes are inaccurate. Students may ask the university to amend a record that they believe is inaccurate. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the university decides not to amend a record as

requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- 4) File a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

The FERPA policy appears in the Appendix.

## **University Holds**

University holds are a means of identifying students with unsatisfied financial or academic obligations to the university. Students with holds may not register until holds are released.

## **English Proficiency of Instructors**

Governors State University is required by Illinois Statute (110 ILCS 670/15-70) to adopt a program to assess the oral English language proficiency of all instructional staff. If a student has difficulty understanding an instructor, he/she should consult with the instructor first. If the situation is not resolved, the student should submit his/her complaint to the Chair of the department/division in which the instructor teaches. Appeals should be submitted to the Dean of the college in which the instructor teaches. Any subsequent appeals should be submitted to the Provost/Vice President for Academic Affairs.

## Honors

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

Undergraduate students who maintain a cumulative grade point average at Governors State University of 3.80 or better and have completed a minimum of 24 graded credit hours of Governors State University coursework will receive the following special recognition upon completion of degree:

- G.P.A. of 3.80-3.89 Cum Laude
- G.P.A. of 3.90-3.97 Magna Cum Laude
- G.P.A. of 3.98-4.0 Summa Cum Laude

The achievement of Cum Laude, Magna Cum Laude or Summa Cum Laude will be designated on the eligible student's transcript and diploma.

## The University Honors Program

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While recognizing academic excellence, the University Honors Program is designed to give undergraduate students an opportunity to pursue an enriched education while attending Governors State University. In so doing, honors students develop greater depth within their academic major by completing advanced work within their existing curriculum. Additionally, honors students obtain greater breadth by taking an interdisciplinary honors seminar in which guest speakers from across the university's campus address a common integrative theme. Having been exposed to a rich diversity of academic perspectives, students then complete projects relevant to their academic majors. Lastly, students work on their final honors project in cooperation with a faculty mentor.

### Curricular Components:

- one course within the student's major in which they "contract" with the instructor to do advanced work;
- one advanced interdisciplinary Honors Seminar; and
- an honors thesis/project/internship which is completed under the supervision of a faculty mentor.

Beyond the above enriched academic program, honors students also have the combined benefits of a speakers series, the support and guidance of a faculty mentor, participation in special social events, and membership in a community of scholars and learners. This will be reflected on the student transcripts and with a letter of commendation by the president of the university.

For more information, contact an academic advisor or the office of the director of the University Honors Program at 708.534.4578.

## Transcripts

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Students may request official transcripts of their records by writing to the Registrar's Office or submitting a transcript request form available on the web. Students should allow three working days for processing time from the date the transcript request is received. Due to the number of requests received during certain periods processing may take longer. Students who have an outstanding financial obligation to the university or who have not satisfied certain academic obligations will not receive transcripts until the obligation is met. GSU charges a fee of \$10 per transcript.

## Academic Honesty

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Students are expected to fulfill academic requirements in an ethical and honest manner. This expectation pertains to the use and acknowledgment of the ideas and work of others, submission of work to fulfill course requirements, sharing of work with other students, and appropriate behavior during examinations. The university policy on academic honesty appears in the Appendix.

## Academic Standing

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Undergraduate students who maintain a minimum cumulative G.P.A. of 2.0, and graduate students who maintain a minimum cumulative G.P.A. of 3.0 are in academic good standing. Students must be in academic good standing to graduate.

## Academic Probation/Suspension

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Students failing to meet the required cumulative G.P.A. for academic good standing for the first time are placed on Probation I for the subsequent term. If a satisfactory G.P.A. is not achieved by the end of the Probation I term in which the student was enrolled for credit, the student shall be placed on Probation II for the next term. If a satisfactory G.P.A. is not achieved by the end of the Probation II term in which the student was enrolled for credit, the student shall be academically suspended from the university for one year.

## Reinstatement Following Academic Suspension

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At the end of the suspension period, students dismissed for the first time will be eligible for reinstatement and may reenter the university provided they apply and petition for readmission through the University Committee on Readmission and Special Admission before established deadlines. The committee shall make recommendations to the appropriate division/department chairperson, who will make the final decision with input from program faculty. Reinstated students reenter the university with the cumulative G.P.A. they had upon suspension and are readmitted on academic probation extended. This status allows students to continue as long as their term G.P.A. meets the minimum requirement for their level (undergraduate/graduate) for academic good standing, and they do not receive any grades of incomplete.

Students are returned to academic good standing when their cumulative G.P.A. is raised to the minimum requirement for their level. 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. Undergraduate 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 specific criteria as stated by policy.

The policies on readmission appear in the Appendix.

## Withdrawal From the University

Any student who wishes to withdraw from Governors State University should follow the procedures and deadlines for withdrawing from courses. Unofficial withdrawal from the university may result in failing grades being assigned. Any student withdrawing from the university who is receiving financial aid or who has any outstanding accounts at the university must meet with a representative of the Financial Aid Office and/or the Business Office to satisfy all outstanding financial obligations.

## Academic Amnesty

1. The university shall establish a readmission process to be called Academic Amnesty which allows students to have their grade point average calculated for the purpose of establishing academic standing, from the point of reentry forward.
2. Academic amnesty shall be granted only to students who have previously been suspended or on probation and have not been enrolled at GSU for at least three (3) semesters, including summer session, prior to applying for readmission with academic amnesty.
3. Readmission with academic amnesty must be to a major other than the major in which the student was previously enrolled.
4. The student's academic record of courses and grades shall not be changed nor deleted from the transcript as a result of reentry with academic amnesty; additionally, the transcript shall indicate that academic amnesty has been granted.
5. Subject to approval by the appropriate division/ department chair and dean/director, a student's prior completed course work with grades of "C" or better for undergraduates, or "B" or better for graduates, may be applied to the new degree requirements. However, these grades shall not be used in calculating the grade point average from reentry forward.
6. All undergraduate students readmitted to the University with academic amnesty shall complete a minimum of twenty-four (24) graded credit hours after reentry, prior to graduation.
7. Graduate students readmitted to the University under academic amnesty must complete at least one half of the number of credit hours required for the degree in the new major prior to graduation, in addition to other requirements of the new major.
8. A student shall be granted academic amnesty by Governors State University only one time.

## Withdrawal From Courses

Students who register for a course but who do not attend classes must officially withdraw from the course to avoid receiving a failing grade. Specific dates for withdrawal are published in each student's schedule. Students may petition via an established appeal process for exceptions to these deadlines based upon extenuating circumstances. A recommendation from a faculty member in whose course the student is registered or from a division/department chair is required as part of a complete petition for an exception. All appeals must be in writing and must be received in the Registrar's Office no later than the last day of the term in which the course is scheduled.

A student receiving any form of financial aid who withdraws from one or more courses must see a representative of the Office of Financial Aid for a review of the award. Withdrawals will appear on the student's academic record as "W" and will not be included in calculating a student's cumulative grade point average or academic standing. Withdrawals will be subject to the university's tuition refund policy.

The registrar may administratively withdraw a student from all courses with written, verified notification of illness, disciplinary reasons, or other reasons within established university policy. The Registrar's Office will notify the Academic Resource Center, Business Office, Financial Aid Office, and faculty member(s) of the withdrawal as appropriate. The appropriate offices will contact the student regarding the withdrawal. Such withdrawals will appear on the student's academic record as "X" (administrative withdrawal) and with an appropriate message. Administrative withdrawals do not appear on the official transcript.

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## DISTANCE LEARNING ACADEMIC SUPPORT AND SERVICES

### Distance Learning

Governors State University provides alternative access to university programs through extended campus courses held at off campus locations, correspondence courses, online courses, and telecourses. Alternative delivery methods provide opportunities for students who need more flexibility in their schedules in order to participate in furthering their education. These courses are scheduled at times and in ways that give the students options.

Governors State University recognizes that providing service to a diverse clientele over a wide geographic area requires significant levels of off-campus instruction. In support of its outreach efforts, the university offers a selection of degree and professional development courses at numerous locations in the Chicago metropolitan area and the surrounding region. Sequences of courses from undergraduate and graduate degree programs and degree completion opportunities are offered at off-campus teaching sites and online.

Additional information may be obtained by contacting the following:

Continuing Education and Professional Development  
800.478.8478, ext. 4099

College of Arts and Sciences  
800.478.8478, ext. 3983

College of Business and Public Administration  
800.478.8478, ext. 4933

College of Education  
800.478.8478, ext. 6979

College of Health and Human Services  
800.478.8478, ext. 3133

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# CERTIFICATION OF TEACHERS AND OTHER SCHOOL PROFESSIONALS

The following information is intended to serve as a general guide for candidates preparing to qualify for an Illinois teaching, school service, or school administration certificate. More information is available from the programs' advisors and from detailed program information elsewhere in this catalog.

The professional education unit at Governors State University is accredited by the National Council for Accreditation of Teacher Education (NCATE) and is approved by the Illinois State Board of Education (ISBE) to offer programs of study leading to the certificates, endorsements, and designations as follows:

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## GSU Degree Program Certificate/Endorsement/Designation

### Undergraduate Programs:

Biology (Education)	Initial Secondary Certificate endorsed in Sciences with Biology designation
Chemistry (Education)	Initial Secondary Certificate endorsed in Sciences with Chemistry designation
Early Childhood Education	Initial Early Childhood Certificate (incorporates Early Childhood Special Education Approval)
Elementary Education	Initial Elementary Certificate
English (Education)	Initial Secondary Certificate endorsed in English Language Arts
Mathematics (Education)	Initial Secondary Certificate endorsed in Mathematics

### Post-Baccalaureate and Graduate Programs:

Alternative Elementary Teacher Certification	Post-baccalaureate certificate program leading to Initial Elementary Teaching Certificate
Bilingual/ESL Endorsement	Post-baccalaureate approval program leading to Bilingual/ESL approval
Biology Education Certificate	Post-baccalaureate certificate program to prepare graduates of Biology programs for Initial Secondary Teaching Certificate endorsed in Sciences with Biology designation
Chemistry Education Certificate	Post-baccalaureate certificate program to prepare graduates of Chemistry programs for Initial Secondary Teaching Certificate endorsed in Sciences with Chemistry designation
Communication Disorders	School Service Personnel Certificate, endorsed as Non-Teaching Speech-Language Pathologist
Counseling (School Counseling)	School Service Personnel Certificate endorsed for School Counselor
Post Master's School Counselor Certification	School Service Personnel Certificate endorsed for School Counselor
Early Childhood Education	Initial Early Childhood Certificate (incorporates Early Childhood Special Education for Currently Certified Teachers Early Childhood Certificate (incorporates Early Childhood Special Education Approval)
Educational Administration	Administrative Certificate endorsed for Principal or Chief School Business Official
English Education Certificate	Post-baccalaureate certificate program to prepare English program graduates for the initial secondary teaching certificate
Mathematics Education Certificate	Post-baccalaureate certificate program to prepare Mathematics program graduates for the initial secondary teaching certificate
Multicategorical Special Education	Initial Elementary, Secondary, or Special Certificate endorsed in LBS I Unlimited
Reading	Initial Special Certificate endorsed for Reading Specialist. Note: a subset of this program provides the course work required to add a Reading Teacher endorsement to an existing certificate.
Reading Supervisory Endorsement Certificate	Open to graduates of and current candidates in the MA Reading program to earn the Supervisory Endorsement on the Initial or Standard Special Certificate in Reading

## Middle Grades Endorsement

Candidates who are completing a program leading to the initial elementary or initial secondary certificate, or who currently hold an initial or standard elementary or secondary certificate, may earn an endorsement which qualifies them to teach in the middle grades. Candidates who choose to pursue this endorsement must take three hours in the psychology of early adolescent development and three hours in curriculum, instruction, and methods related to the middle grades.

These two required professional courses are offered at both the undergraduate and graduate levels. EDUC4442 Early Adolescent Educational Psychology and EDUC4443 Curriculum and Methods for Middle Schools are available for undergraduate candidates. EDUC6422 Educational Psychology Applied to Middle School and EDUC6423 Curriculum and Instruction in the Middle School are the corresponding courses designed for graduate candidates.

It is likely that additional endorsement content area courses will also be required. Complete information, including transcript evaluation, is available from the elementary and secondary teacher preparation programs. These requirements are subject to changes in state regulations that may occur from time to time.

## Requirements for Certification through Approved Programs

To be recommended by Governors State University for any of the above ISBE credentials, an applicant must:

1. have earned the required degree from an institution recognized by the ISBE for teacher education;
2. have acquired requisite professional experience where stipulated for admission or completion of any of the listed programs;
3. have completed a Governors State University state-approved program leading to the desired credential;
4. be at least 19 years of age;
5. be in good health;
6. be a citizen of the United States or legally present and authorized for employment;
7. possess good character; and
8. present evidence of having passed all examinations required by ISBE. (Required examinations include the Basic Skills, Content, and Assessment of Professional Teaching tests. See an academic advisor for more information about examinations and requirements for specific programs.).

According to Illinois State Board of Education procedures, certificate recommendations made by the university for successful program completers are valid for three years. Candidates will be notified when their entitlements have been transmitted and are advised to apply for their certificates without delay after receiving notification. Delay in filing an application could result in additional requirements should state regulations or program requirements change.

In order to receive any certificate or endorsement, applicants must have passed all examinations required by ISBE to receive the credential. This may include Assessment of Professional Teaching examinations, which may not be included in the requirements for graduation.

## Criminal Background Checks

All candidates for Illinois teacher certification at Governors State University are required to submit to a program approved criminal background check prior to their initial field experience placement in schools.

For more information on this requirement, please visit [certifiedbackground.com](http://certifiedbackground.com). Consult with your advisor for information concerning the related GSU policies and procedures.

## General Education Requirements

Course work for meeting the general education requirements of teacher preparation programs must be college-level work and may not include remedial courses even if college credit is granted. In general, this course work must be at the 100-level or higher and applicable toward a degree at the institution providing the instruction. No course with a grade below "C" will be applied toward program general education requirements, even if the course was used for a prior degree. Candidates in teacher preparation programs must maintain a G.P.A. of 2.75 or higher in general education courses taken at Governors State University.

Candidates seeking the Initial Elementary Education Certificate, the Initial Early Childhood Certificate, or the Initial Secondary Certificate (endorsed in Biology, Chemistry, English, or Mathematics) must complete the general education requirements for their program as described in this catalog below. For Elementary Education, see page 105. For Early Childhood Education, see page 102. For Biology, see page 65; for Chemistry, see page 68; for English, see page 76; for Mathematics, see page 82.

Candidates seeking certification via the M.A. in Early Childhood Education or the M.A. in Multicategorical Special Education must satisfy the general education requirements identified in this catalog for the B.A. in Early Childhood Education, including at least one three-hour course in non-Western or Third World cultures. For Early Childhood Education and Multicategorical Special Education, see page 168.

## Professional Education Requirements

Candidates who are working toward the **Initial Early Childhood, Elementary, or Special Certificates** must maintain a G.P.A. of 3.0 or higher in their professional education requirements, exclusive of student teaching. They must complete all professional courses with a grade of "C" or better. These requirements will include at least 100 clock-hours of pre-student teaching field experiences. To be recommended for certification, a student must achieve a grade of "B" or better in student teaching.

Candidates who are working toward an **Initial Secondary Certificate** must maintain a G.P.A. of 3.0 or higher in their professional education requirements, must earn a grade of "B" or better in both teaching methods courses (i.e., EDUC4330/6330 and EDUC4340/6340 for science, EDUC4465/6465 and EDUC4420/6420 for English, and EDUC4360/6360 and EDUC4437/6370 for mathematics), in EDUC2310, and in EDUC4999, and complete all other professional courses with a grade of "C" or higher.

Candidates pursuing the **Initial Early Childhood** or **Elementary Education Certificates** must complete the professional education requirements listed among the degree requirements for the associated programs elsewhere in this catalog. Students seeking an **Initial Secondary Certificate** must complete the following professional education requirements:

<b>Initial Secondary Certificate</b>		<b>Credit Hours</b>
<b>Biology or Chemistry</b>		
EDUC 2310	Foundations of Education.....	3
EDUC 4330/6330	Principles of Science Education.....	3
EDUC 4340/6340	Teaching Secondary School Science.....	3
EDUC 4440	Educational Psychology in Action.....	3
EDCP 3101/6101	Introduction to Educational Computing.....	3
EDUC 4999	Student Teaching (secondary).....	12
SPED 4100/6101	Survey of Exceptional Students.....	3

<b>Initial Secondary Certificate</b>		<b>Credit Hours</b>
<b>English</b>		
EDUC 2310	Foundations of Education.....	3
EDUC 4440	Educational Psychology in Action.....	3
EDUC 4465/6465	Methods of Teaching English .....	3
EDUC 4420/6420	Developmental Reading in Middle and Secondary Schools.....	3
EDCP 3101/6101	Introduction to Educational Computing .....	3
EDUC 4999	Student Teaching (secondary).....	12
ENGL 4575/6575	Reading Theory and Practice in Secondary Schools .....	3
SPED 4100/6101	Survey of Exceptional Students .....	3

<b>Initial Secondary Certificate</b>		<b>Credit Hours</b>
<b>Mathematics</b>		
EDUC 2310	Foundations of Education.....	3
EDUC 4440	Educational Psychology in Action.....	3
EDUC 4360/6360	Principles of Mathematics Education .....	3
EDUC 4370/6370	Teaching Secondary School Mathematics .....	3
EDCP 3101/6101	Introduction to Educational Computing .....	3
EDUC 4999	Student Teaching (secondary).....	12
SPED 4100/6101	Survey of Exceptional Students.....	3

Candidates earning an Initial Special Certificate with LBSI endorsement must complete the following professional education requirements along with all other requirements identified in the full degree requirements section elsewhere in this catalog:

<b>Initial Special Certificate</b>		<b>Hours</b>
<b>Endorsed LBS I Unlimited</b>		
EDUC 2310	Foundations of Education .....	3
EDUC 4440	Educational Psychology in Action .....	3
SPED 4100/6101	Survey of Exceptional Students.....	3
SPED 6999	Student Teaching .....	9

## Admission to Student Teaching

Candidates must apply for admission to student teaching before enrolling in any of the university's student teaching courses (e.g., EDEC4999, ELED4999, EDUC4999, or SPED 6999). An application for admission to student teaching must be submitted to the Director of Field Experiences in the Division of Education or, for the Multicategorical Special Education program, to the Program Coordinator. The application must be submitted by December 1 for placement for the following fall term or by January 31 for placement for the following spring term. Except in the Multicategorical Special Education program, student teaching is not offered during the summer term. This application for student teaching will certify that the candidate has or will have met the following requirements:

1. 36-72 hours of general education requirements completed with a G.P.A. of 2.75 or higher in courses taken at Governors State University;
2. all professional education course requirements completed, except student teaching, including a minimum of 100 clock-hours of field experiences with a G.P.A. of 3.0 or higher (see specific program information elsewhere in this catalog for other grade and G.P.A. requirements appropriate to specific programs);
3. no more than nine approved general education credit-hours remaining to be completed in the major in which he/she is enrolled;
4. has presented evidence of having passed the Illinois Test of Academic Proficiency and appropriate Content Examination(s);
5. has met all Illinois State Board of Education requirements applicable to the subject matter area(s) in which the student will student teach; and
6. has received a positive recommendation from program faculty.

All student teaching placements are provisional pending final verification that the candidate has met all eligibility requirements listed above and in program-specific sections elsewhere in this catalog. Final determination of eligibility will not be established until after final grades have been posted at the end of the term immediately preceding student teaching. Should any requirements remain unmet at that time, a candidate's placement may be cancelled by the Director of Field Experiences in consultation with the coordinator of the program in which the candidate is enrolled.

## Candidate Knowledge, Skills, and Dispositions

The Professional Education Unit includes all courses and programs that prepare P-12 school personnel and are primarily under the organization and administration of the College of Education. Undergraduate programs include Early Childhood Education, Elementary Education and Secondary Education (English, Biology, Chemistry and Mathematics). Graduate programs include Communication Disorders, School Counseling, Early Childhood Education, Education (with various areas of specialization), Educational Administration, Reading, Special Education and an Alternative Certification program for elementary teachers.

The secondary programs are housed in the College of Arts and Sciences; Communication Disorders is located in the College of Health and Human Services; all other programs are housed with the College of Education.

Consistent with the University's mission, the Professional Education Unit is committed to preparing individuals to be successful in the fields of teaching, school administration, school counseling, and speech-language pathology.

The Professional Education Unit's primary mission is to prepare real-world school professionals through programs of the highest academic quality. Continual assessment of practices and performance insures maintenance and improvement of program quality.

As outlined in its Conceptual Framework, the Professional Education Unit's programs emphasize research-based best practices and engage candidates in processes of guided inquiry and reflective analysis in order to bring about candidates' conceptual development and growth of their professional selves. This emphasis and these processes foster a reasoned eclectic approach, which empowers teachers and other school personnel to make the contextual adjustments necessary for optimizing student learning.

Based on this shared vision, the faculty, staff, and administration of GSU's Professional Education Unit apply the following principles:

- maintain state approval and national accreditation of the unit and all of its programs.
- enhance existing programs as well as creating new programs, including doctoral studies.
- integrate wide-spread use of technology into curricula and into content and modes of instruction.
- maintain a current knowledge base and high ethical and academic standards.
- create and maintain a learning environment that is safe, supportive, and challenging.
- respond to civic and professional responsibilities, including providing access to traditionally underserved candidates in the region.
- foster an understanding and appreciation of the significance of human diversity in ethnicity, socio-economic status, gender, and learning styles.

Governors State University is strongly committed to rigorous assessment and evaluation of its candidates preparing for professional positions in the public schools. This includes rigorous assessment of each candidate's knowledge, skills and dispositions.\*

\* "Disposition" as used here refers to "a tendency to exhibit frequently, consciously, and voluntarily a pattern of behavior that is directed to a broad goal" (Lillian Katz, *Dispositions as Educational Goals*, ERIC Digest (September, 1993), Urbana, IL: Clearinghouse on Elementary and Early Childhood Education).

The faculty evaluates each candidate's performance in both academic and practical settings and assesses the dispositions displayed as the candidate encounters challenges, works with children and other adults, and pursues his/her own development. The standards and processes established for evaluation of candidate performance are outlined in the appropriate program section of this catalog or in other program-related materials such as candidate program handbooks and the

professional Education Unit's System of Assessment.

At the undergraduate level, the programs expect that candidates will:

- seek to stimulate and expand student learning as well as their own
- practice inquiry in the area of their subject matters;
- select and use a variety of professional strategies in a way reflective of reasoned eclecticism;
- believe that all children can learn and use strategies to support learning;
- are dedicated lifelong learners, especially in the area of their profession;
- seek, support, and celebrate diversity;
- exhibit academic integrity and high ethical standards;
- employ technology as a tool for teaching and learning;
- practice inquiry in the area of research-based best practices and innovations;
- seek to understand and interact with their communities;
- value and engage in reflection and self-assessment;
- work independently and collaboratively to find solutions to educational challenges; and
- take a reasoned eclectic approach to analyze educational settings and students' needs in making immediate and long-term professional decisions.

Along with the dispositions identified above, the unit's advanced programs expect that their candidates will:

- provide leadership in communicating information about research-based best practices in their school and their professions;
- provide leadership in collaborative efforts to solve educational challenges;
- provide mentoring and support for professional colleagues;
- practice reasoned eclecticism in evaluating and implementing new interventions; and
- understand, value, and implement their own classroom and school research to discover solutions for age-old and contemporary challenges.



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# BACHELOR'S DEGREE REQUIREMENTS

The goal of undergraduate programs is to encourage the development of the individual's values and talents which may be employed in solving the problems of a complex society. Special emphasis is directed to the development of the student's capacity for independent judgment and creative thought. Undergraduate study combines both theory and practice to educate students and to prepare them for the world of work.

Governors State University is an upper division university offering transfer students from community colleges, as well as those from four-year institutions, the opportunity to further their education. The fundamental charge of undergraduate study at Governors State University is to extend the educational opportunities for students who have completed the equivalent of two or more years of college work. Baccalaureate degree programs build on this foundation and offer an integrated two years of study to fulfill degree requirements. Degree candidates should approach their academic careers with a sense of what they have already accomplished as well as that which remains to be achieved.

## Undergraduate Student Status

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Undergraduate degree-seeking students are those students admitted to an undergraduate degree program.

## Articulation Agreements

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To minimize transfer problems for students, Governors State University and area community colleges have developed articulation agreements that help students plan bachelor's degree programs beginning at the community college and finishing at Governors State University. These agreements assure smooth transition from lower-division study to upper-division study and completion of a bachelor's degree. GSU also participates in the Illinois Articulation Initiative (IAI). The General Education Core Curriculum (GECC) is accepted to meet general education requirements. In addition, GSU accepts the Major Panel recommendations for transfer. Students will receive credit for those courses recommended by the panels and successfully completed.

## Student Study Plan

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A study plan is an agreement developed in collaboration with an academic advisor for a student's degree completion at GSU and informs the student of the recommended sequence of required courses. Every degree-seeking student is required to develop a student study plan for the major during the first term of enrollment. Students who do not complete a study plan during the first term of enrollment may be precluded from further registration as degree seeking students, until a study plan is completed.

The student study plan for the degree sought will detail the requirements which are in effect at the time of admission as

a degree-seeking student. These requirements will remain unchanged as long as a student's enrollment in the program has not been interrupted by more than three (3) terms, unless substitutions need to be made due to curriculum change. The study plan will specify the amount of transfer credit, proficiency credit, and credit for experiential learning applied toward the degree requirements; the total credit-hour requirements for the degree; and required and elective courses.

After admission into a degree program, a new study plan must be developed and approved with the academic advisor when a student applies for acceptance of additional transfer credit from another regionally accredited institution, or seeks modification to the study plan. When a student changes majors or is readmitted, a new study plan must be developed and approved with the new academic advisor.

Study plans are required for minors and certificates.

Students are encouraged to contact faculty members in specific discipline areas in which they have interests for additional academic advisement.

Students choosing to take courses not specified in their study plan may find that such credit may not apply toward the degree requirements.

## Orientation

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Research, combined with the experience of numerous colleges and universities, makes a convincing case that a thorough orientation for students of all ages leads to a greater probability of their success and ultimate graduation. Therefore, all undergraduate students are required to complete an online orientation program before registering for classes. Academic advising is required before a student may register. Programs may also have required program-specific orientations.

## Undergraduate Degree Programs Offered

Each undergraduate degree program includes a major, and in some cases, a concentration, teaching concentration, or minor.

### Major/Concentration and College

Majors	College
Accounting	Business and Public Administration
Accounting, Accelerated Professional Program	Business and Public Administration
Anthropology and Sociology	Arts and Sciences
Art	Arts and Sciences
Biology	Arts and Sciences
<i>Teacher Education</i>	
Business Administration	Business and Public Administration
<i>Entrepreneurship</i>	
<i>Finance</i>	
<i>Human Resources Management</i>	
<i>Management</i>	
<i>Management Information Systems</i>	
<i>Marketing</i>	
<i>Operations and Supply Chain Management</i>	
<i>Public Administration (admission suspended)</i>	
Business and Applied Science	Business and Public Administration
Chemistry	Arts and Sciences
<i>Teacher Education</i>	
Communication Disorders	Health and Human Services
Communication	Arts and Sciences
<i>Advertising and Public Relations</i>	
<i>Filmmaking and Multimedia</i>	
<i>Human Communication</i>	
<i>Journalism</i>	
Community Health	Health and Human Services
<i>Gerontology-Long Term Care</i>	
<i>Gerontology-Healthy Aging</i>	
<i>Health Promotion Education</i>	
<i>in the Community Setting</i>	
<i>Pre-Occupational Therapy</i>	
Computer Science	Arts and Sciences
Criminal Justice	Arts and Sciences
<i>Corrections and Punishment</i>	
<i>Law Enforcement and Security</i>	
<i>Restorative and Community Justice</i>	
Early Childhood Education	Education
Elementary Education	Education
English	Arts and Sciences
<i>Teacher Education</i>	
Entrepreneurship	Business and Public Administration
Health Administration	Health and Human Services
Interdisciplinary Studies	Arts and Sciences
Management Information Systems (admission suspended)	Business and Public Administration
<i>Inclusive Information Systems</i>	
<i>Information Security</i>	
<i>Internet Commerce</i>	
<i>Network Management</i>	
Mathematics	Arts and Sciences
<i>Teacher Education</i>	
Nursing	Health and Human Services
Psychology	Education
<i>Forensic</i>	
<i>Industrial/Organizational</i>	
<i>Mindfulness Studies</i>	
<i>Pre-Clinical</i>	
Social Sciences	Arts and Sciences
Social Work	Health and Human Services

Minors	College
Accounting	Business and Public Administration
Addictions Studies	Health and Human Services
American Studies	Arts and Sciences
Art	Arts and Sciences
Biology	Arts and Sciences
Business Administration	Business and Public Administration
Chemistry	Arts and Sciences
Computer Science	Arts and Sciences
Criminal Justice	Arts and Sciences
English	Arts and Sciences
Finance	Business and Public Administration
Forensic Psychology	Education
Gender Studies	Arts and Sciences
Global Studies	Arts and Sciences
Human Communication	Arts and Sciences
Industrial/Organizational Psychology	Education
Integrative Studies	Arts and Sciences
Latino Studies	Arts and Sciences
Management	Business and Public Administration
Management Information Systems	Business and Public Administration
Marketing	Business and Public Administration
Mathematics	Arts and Sciences
Psychology	Education
Public Administration (admission suspended)	Business and Public Administration
Social Work	Health and Human Services

## Student Responsibility

Students are responsible for knowledge of, and adherence to, all university requirements and regulations.

Students are responsible for knowing the degree requirements for their major and enrolling in courses that meet those degree requirements.

Students are responsible for seeking information and assistance from appropriate staff should they have any questions regarding requirements or regulations.

## General Requirements

The following general requirements for the bachelor's degree are minimum standards established by the university. Colleges and individual majors may determine additional, more specific requirements that will be incorporated into an approved student study plan. In order to graduate with a bachelor's degree, a student must meet the following minimum university degree requirements:

- A. Complete a minimum of 120 credit hours, including lower division credit hours for admission and any transfer credit accepted toward the degree requirements.
- B. Complete a minimum of 40 upper division credit hours, including any upper division transfer credit accepted toward the degree requirements. In rare circumstances, a program may have a minimum of fewer than 40 upper division credit hours. Program exceptions must be in compliance with Illinois Board of Higher Education policy, be reviewed and recommended by the appropriate Faculty Senate committees, and be approved by the President.
- C. Satisfy Policy 51, University General Education Requirement.

- D. Satisfy Policy 28, Residency Requirements Policy.
- E. Demonstrate that all degree requirements have been met as defined in the student's study plan approved in the college.
- F. Be in academic good standing.
- G. Complete all coursework (i.e., remove all I, E, and CO statuses).
- H. Satisfy the requirements of Policy 15, Directed Self Placement.
  - I. Meet all financial obligations to the university.
  - J. Complete the collegial and university procedures that cover implementation of the above requirements.

In addition to the requirements stated above, an undergraduate may:

1. Apply to degree requirements no more than 18 credit-hours earned as an undeclared student.
2. Apply to degree requirements no more than 12 credit-hours earned in the pass/no credit grading option.
3. Apply to degree requirements no more than nine credit-hours earned in independent studies.

## Transfer Credit for Undergraduate Students

The following requirements apply to courses being transferred from colleges and universities accredited by regional accrediting agencies. Students seeking to apply transfer credit from non-accredited institutions toward degree requirements must petition the dean of the college in which the major is offered. Transfer credits that are accepted toward degree requirements will be entered in the student study plan.

**Transfer of Prior Credits.** Credits earned in courses at other universities or earned as an undeclared student at Governors State University will be accepted in accordance with the following:

- A. The decision to accept transfer credit toward degree requirements should be made before the student enrolls at GSU, but in any event is to be made no later than the first term of enrollment by the academic advisor when the student study plan is developed, in accordance to the student study plan policy. The student study plan will detail the requirements for the degree, including the number of transfer credits accepted toward the requirements.
- B. No more than 75 semester hours of lower division credit will be applied toward degree requirements. Ordinarily only credits earned with a grade of "C" or better or "P" (Pass) will be considered for transfer credit at the lower division level. Credits with grades of "D" may be considered for transfer if the cumulative grade point average for transfer credit is at least 2.00 (on a 4.00 scale) or if the credit was accepted for the associate of arts or associate of science degree. The credits will be evaluated based on the established articulation agreements, the Illinois Articulation Agreement (IAI), or course-by-course evaluation.
- C. Credits earned at the upper division level are applied toward specific degree requirements on a course-by-course basis by the academic advisor. Only work completed with a grade of "C" or better or "P" (Pass) will be considered for upper division transfer credit, satisfactory completion of a course prerequisite, or co-requisite.
- D. Transfer credit applied to meet university general education requirements, at the lower division or upper division level, must have a grade of "C" or better, unless the "D" was accepted for the associate of arts or associate of science degree. Refer to the General Education Policy for additional information.
- E. Upon approval of the provost, individual degree programs may establish published requirements on transfer credit limiting the time period within which specific course credit must have been earned in order to be applied toward degree requirements.

NOTE: No more than 18 credit-hours earned as an undeclared student may be applied toward degree requirements.

## Transfer Credit Earned After Admission

After admission to a degree program, additional transfer credit will not be accepted from another regionally accredited institution unless permission to apply such credit toward degree requirements was obtained from the academic advisor and approved by the dean prior to taking the course(s) at another institution. Only courses with grades of "C" or better will be accepted in transfer after matriculation to a degree program.

## University General Education Requirement

The general education requirement at Governors State University provides graduates with a broad foundation in the liberal arts and sciences. All undergraduate degree-seeking students are required to meet the university general education requirement before graduation.

Students may fulfill this requirement in any of six ways:

1. Transfer to Governors State University having earned an Associate of Arts (A.A.) or Associate of Science (A.S.) degree from a regionally-accredited Illinois community college. Please note: the Associate of Fine Arts (A.F.A.), Associate of Engineering Sciences (A.E. S.), and the Associate of Applied Science (A.A.S.) do not meet this requirement.
2. Provide documentation of having earned a bachelor's degree from any one of the twelve state universities in Illinois.
3. Complete the Illinois Articulation Initiative General Education Core Curriculum (GECC) at another institution and have it noted on the transcript.
4. Complete an approved undergraduate teacher education program at Governors State University.
5. Complete one of the undergraduate business programs.
6. Complete the distribution requirements in the relevant option with a grade of "C" or better in each course. Requirements may be met either by presenting acceptable transfer courses as evaluated by the GSU Admission Office or completing courses that were specifically approved because they meet the relevant general education requirement at Governors State University. These are:
  - a) **Communication:** 3 courses (9 semester credits)\*, including a two-course sequence in writing (6 semester credits) and one course (3 semester credits) in oral communication.
  - b) **Mathematics:** 1 to 2 courses (3 to 6 semester credits).
  - c) **Physical and Life Sciences:** 2 courses (7 to 8 semester credits) with one course selected from the life sciences and one course from the physical sciences, including at least one laboratory course.
  - d) **Humanities and Fine Arts:** 3 courses (9 semester credits) with at least one course selected from humanities and at least one course from the fine arts.
  - e) **Social and Behavioral Sciences:** 3 courses (9 semester credits) with courses selected from at least two disciplines.

**TOTAL: 12 to 13 courses (37 to 41 semester credits)**

\* For colleges and universities on the quarter calendar system, three (3) quarter credits equal two (2) semester credits.

Information on specific courses that may be applied to the general education course requirements may be obtained from the Admission Office, the website at [www.govst.edu/gened](http://www.govst.edu/gened) or from academic advisors.

## Academic Standing

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Undergraduate students who maintain a minimum cumulative grade point average of 2.0 are in good standing.

## Writing Across the Curriculum Requirement

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Governors State University recognizes that today's successful graduates must be excellent communicators. To ensure that GSU graduates meet this standard of excellence, the university has developed a program that emphasizes written and oral communication in each degree area. Known as Writing Across the Curriculum (WAC), this program allows faculty and students to use writing as a vehicle for learning. WAC applies the most current knowledge from education and composition studies to a variety of specially designated writing courses that help students master the language conventions used by members of given fields. This mastery is a key factor not only in academic success, but also in professional success after graduation.

Students are required to complete at least one WAC writing course in their major before receiving a bachelor's degree. Program advisors can provide information on which courses in the program qualify as WAC writing courses.

## Residency Requirements

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All undergraduate degree-seeking students are required to earn a minimum of 24 credit-hours of course work from Governors State University prior to the award of each degree sought.

## Technology Competency Requirement

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Governors State University recognizes that computer and information technologies are integral features of our culture and that mastery of basic technology is essential for success in school and the workplace. See Appendix for policy on Technology Outcomes for Students.

## University Minors

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Various academic divisions within the university offer minors available to degree-seeking students who wish to pursue organized course work in addition to their major field of study. A Governors State University minor consists of a minimum of 18 credit hours. Colleges may establish additional published requirements beyond those listed for individual minors.

To earn a minor, a student must do the following:

1. Meet all university and collegial requirements for the baccalaureate degree.
2. Apply for the minor and develop a study plan with the faculty advisor. Transfer courses should be submitted to the minor advisor for approval prior to the term in which graduation is intended.
3. Complete the specific course requirements for the minor as described in the catalog and detailed in a study plan approved by an advisor in the minor discipline. Credit hours may count toward both a major and a minor, provided they are accepted on both study plans.
4. Earn at least 1/2 of the required credit hours for the minor from Governors State University. Individual programs may require a greater portion of credit hours to be completed at Governors State University.
5. Apply for the completion of the minor at the time of major degree completion by submitting an approved student study plan for each minor with the application for graduation.
6. Be in Academic Good Standing.
7. Remove all grades of incomplete (I or E) by the graduation processing date.
8. Complete the collegial and university procedures which cover implementation of the above requirements.

## Second Bachelor's Degree

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A student having earned a bachelor's degree may earn a subsequent bachelor's degree at Governors State University by:

1. Applying and being admitted to the undergraduate degree program.
2. Meeting requirements of the University Residency Policy for the subsequent degree. Hours applied toward the first degree may not be included in hours required to meet residency requirements.
3. Completing all requirements of the subsequent degree program as stipulated in the student study plan.
4. Meeting university, college/school and/or major degree requirements for the subsequent degree.

## Application for Graduation

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Students should arrange to meet with their assigned academic advisors to review the student study plan and verify expected completion of degree requirements. Students must apply for graduation by the published deadline. Students should complete both an Application for Graduation form and a Student Progress Report form, available on the web or in the Registrar's Office. The application is approved by the advisor, division/department chair, and dean. Approval by the Registrar's Office results in degree certification and awarding of the diploma. A \$50 graduation application fee covers costs of diplomas and commencement.

## **Commencement**

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Commencement is held once a year. Participation is optional. Participation is available for students who have completed their degree requirements during August or December of the previous year, as certified by the Registrar. Students on track to complete their requirements in May or August of the current year may apply to participate. Students with any unpaid financial obligation to the university are not eligible to participate. Participation in a commencement ceremony does not constitute certification of degree completion. All participants must be certified by the Registrar before receiving a degree.

## **Diplomas**

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Diplomas are awarded only upon verification of completion of all degree requirements and satisfaction of all financial obligations to the university. Diplomas are inscribed with the type of degree, major, date, and the student name on record at the time the degree was confirmed.

## **Audit Registration**

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A student who is interested in a particular course(s) but does not wish to take it for credit may audit the course(s). All attendance and work is voluntary. A student may register to audit a course during the registration period upon paying the required fee and obtaining the instructor's approval. Audit registrations do not appear on the academic transcript. A change from audit to credit registration or from credit to audit registration must be made during the registration period.

Veterans and other eligible persons cannot be certified for audited courses per 38 CFR 21.4252(i) of the code of federal regulations.

## **Change in Major/Change of Status**

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

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## MASTER'S DEGREE REQUIREMENTS

Graduate education is the pursuit of knowledge at an advanced level. Graduate education is distinct and different from undergraduate education both in kind and degree. It demands of students' greater intellectual maturity and autonomy, a sense of deeper responsibility for their own learning, more intense study, and the mastery of different and more complex skills. A graduate degree is a distinction to be earned. Award of the degree symbolizes both the student's accomplishment and the university's endorsement. All students receiving a master's degree [Graduate Degree] must have demonstrated the following outcomes:

1. an in-depth knowledge of significant theories, issues, and findings, and mastery of appropriate skills within their discipline;
2. the ability to apply such knowledge and skills;
3. the ability to read, interpret, and evaluate research literature and to relate results to selected areas of interest;
4. the ability to analyze problems and to critique attempted solutions, especially within their discipline;
5. the ability to integrate knowledge from a variety of disciplines;
6. the ability to design and implement a research, scholarly, or creative project; and
7. the ability to communicate scholarly thought to professional colleagues through writing and discussion.

### Master's Degree Student Status

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Master's degree-seeking students are those students admitted to a master's degree program.

Master's degree candidates are those degree-seeking students who have applied for and been admitted to candidacy.

### Student Study Plan

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A study plan is an agreement developed in collaboration with an academic advisor for a student's degree completion at GSU and informs the student of the recommended sequence of required courses. Every degree-seeking student is required to develop a student study plan for the major during the first term of enrollment. Students who do not complete a study plan during the first term of enrollment may be precluded from further registration as degree seeking students, until a study plan is completed.

The student study plan for the degree sought will detail the requirements which are in effect at the time of admission as a degree-seeking student. These requirements will remain unchanged as long as a student's enrollment in the program has not been interrupted by more than three (3) terms, unless substitutions need to be made due to curriculum change. The study plan will specify the amount of transfer credit, proficiency credit, and credit for experiential learning applied toward the degree requirements; the total credit-hour requirements for the degree; and required and elective courses.

After admission into a degree program, a new study plan must be developed and approved with the academic advisor when a student applies for acceptance of additional transfer credit from another regionally accredited institution, or seeks modification to the study plan. When a student changes majors or is readmitted, a new study plan must be developed and approved with the new academic advisor.

Study plans are required for minors and certificates.

Students are encouraged to contact faculty members in specific discipline areas in which they have interests for additional academic advisement.

Students choosing to take courses not specified in their study plan may find that such credit may not apply toward the degree requirements.

## Master's Degree Programs Offered

Major	College
Accounting	Business and Public Administration
Accounting, Accelerated Professional Program	Business and Public Administration
Addictions Studies	Health and Human Services
<i>Addictions Counseling</i>	
Analytical Chemistry	Arts and Sciences
Art	Arts and Sciences
Business Administration	Business and Public Administration
Communication Disorders	Health and Human Services
Communications and Training	Arts and Sciences
<i>Communication Studies</i>	
<i>Media Communications</i>	
<i>Human Performance and Training</i>	
Computer Science	Arts and Sciences
Counseling	Education
<i>Community Counseling</i>	
<i>Marriage and Family</i>	
<i>School Counseling</i>	
Criminal Justice	Arts and Sciences
Early Childhood Education	Education
Education	Education
<i>Computer Education</i>	
<i>Curriculum and Instruction</i>	
<i>Mathematics Education</i>	
<i>Science Education</i>	
Educational Administration	Education
<i>Administrative Endorsement (General)</i>	
<i>Chief School Business Official</i>	
<i>Higher Education Administration</i>	
English	Arts and Sciences
Environmental Biology	Arts and Sciences
Health Administration	Health and Human Services
Independent Film and Digital Imaging	Arts and Science
Management Information Systems	Business and Public Administration
Mathematics	Arts and Sciences
Multicategorical Special Education	Education
Nursing	Health and Human Services
<i>Clinical Nurse Specialist</i>	
<i>Family Nurse Practitioner</i>	
<i>Nursing Administration</i>	
Occupational Therapy	Health and Human Services
Political and Justice Studies	Arts and Sciences
Psychology	Education
<i>Clinical</i>	
<i>Theoretical</i>	
Public Administration	Business and Public Administration
Reading	Education
Social Work	Health and Human Services
<i>Practice with Children and Families</i>	
<i>School Social Work</i>	
Urban Teacher Education	Education



## Student Responsibility

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Students are responsible for knowledge of, and adherence to, all university requirements and regulations.

Students are responsible for knowing the degree requirements for their major and enrolling in courses that meet those degree requirements and regulations.

Students are responsible for seeking information and assistance from appropriate staff should they have any questions regarding requirements or regulations.

## Master's Degree Candidacy

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All programs must establish written requirements for degree candidacy. Minimum program degree candidacy requirements must include: admission to the program through which the student intends to earn a degree; a completed and approved Graduate Study Plan; successful completion of designated pre-candidacy coursework, and an application and admission to candidacy process.

Admission to candidacy is a pre-requisite to enrollment in the capstone experience designated for the program. Candidacy must be attained at least one term prior to the term during which the degree is to be awarded.

An oral, written, or combination examination meant to test a student's proficiency in some special field of knowledge may be used to determine a student's eligibility to enter a program, continue in the program, become a degree candidate, and/or graduate.

## General Requirements

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

1. Students seeking the Master's Degree shall complete at least thirty-two (32) credit hours beyond the baccalaureate degree. Those seeking the Specialist Degree shall complete at least sixty (60) post-baccalaureate hours. Those seeking the Doctoral Degree shall complete at least seventy-five (75) post-baccalaureate hours. Any graduate program must include a Graduate Capstone Experience of at least three (3) credit hours.
2. A minimum of sixty-seven (67) percent of the graduate program coursework must be in graduate-only courses, numbered 6000 – 9999.
3. A maximum of fifty (50) percent of the credit hours, counted toward graduate degree requirements, may be earned from the same faculty member, unless there is an approved exception by the dean for a degree program.
4. A maximum of twenty-five (25) percent of credit hours may be earned in elective independent study or elective internship, unless there is an approved exception by the dean.
5. All graduate students shall maintain grades in accordance with the established University grading policy (Policy 26); however, in no case shall a grade of "D" or "F" be acceptable toward meeting degree requirements.

6. All graduate students must be in Academic Good Standing in accordance with University's academic standing policy (Policy 14G) to be admitted to or to remain in the Graduate Degree Candidate status.
7. To graduate, all grades of incomplete (I or E) or continuing registration (CO) must be removed by the graduation processing date.
8. All requirements for the degree must be completed in a maximum of eight (8) academic calendar years, the equivalent to sixteen (16) consecutive semesters (excluding summer terms) of a student's acceptance into the program
9. Graduate degree programs may allow students to use the CO (Continued Registration) status to extend the time to complete their Capstone experience.
10. If there are extenuating circumstances, the student may petition the dean of the College to request an exception to these time limits. The dean of the college will consult with program faculty and chair prior to decision.

In addition to the requirements stated above, a master's degree student must:

1. Apply to degree requirements no more than six credit-hours earned in independent studies.
2. Demonstrate that all degree requirements have been met as stipulated in the approved study plan.
3. Meet all financial obligations to the university.

## Graduate Capstone Experience

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A master's degree candidate participates in a capstone experience. Capstones provide intensive experiences in critical analysis, research, and/or evaluation and provide an opportunity for integration of previous courses in the major. Graduate capstone experiences require graduate degree candidates to examine complex issues in substantial pieces of writing or other products as well as demonstrate synthesis of program content and mastery of program learning outcomes. Program faculty must designate at least one course in the program as a capstone course. Successful completion of this course is required for graduation.

Capstone experiences follow completion of other parts of the core curriculum and are, therefore, restricted to degree candidates. Registration for any graduate capstone experience requires degree candidacy as a prerequisite.

Student work in a capstone must be evaluated and accepted by a committee of at least three qualified members and chaired by a Governors State University tenured or tenure-track graduate faculty member. No faculty member may serve as a member or advisor for a Master's, Specialist, or Professional Doctorate capstone if there is a potential or perceived conflict of interest, such as being former classmates.

Capstone alternatives are described below. Each program shall provide students a copy of detailed procedures and specify appropriate manuals of style for the capstone alternatives required in the program. Regardless of the alternative chosen, the evaluating committee must always be chaired by a tenured or tenure-track graduate faculty member.

These alternatives may vary from one program to another; however, each program shall determine and require one or more of the following:

- a. **Major Research Course:** A major research/project course is an individually registered course in which the candidate must present evidence of (a) a thorough review and understanding of the literature germane to the subject, (b) the ability to do independent research, and (c) the preparation of a manuscript which conforms to generally recognized standards of scientific and scholarly writing in the discipline. Common examples are a thesis or a dissertation.
- b. **Portfolio Course:** As a discipline standard for evaluating student mastery of graduate work in the creative arts, students in this kind of capstone develop a large portfolio of projects or pieces. For the degree, either a single piece is selected for evaluation or the entire portfolio of work is reviewed.
- c. **Project Course:** This type of capstone may feature individual or small-group projects developed to demonstrate the student's mastery of given domain. Examples of this alternative include but are not limited to directed readings, master's projects, graduate culminating seminars, software or educational program design and evaluation, case studies, simulations, or action research projects.
- d. **Fieldwork or Internship Course:** In an internship-style capstone course, the student participates in an internship, or works in the field, supervised by a Governors State University tenured or tenure-track graduate faculty member or appropriately credentialed member, as well as field supervisor.
- e. **Comprehensive Examination:** A comprehensive examination may be used in combination with one or more of the above alternatives. However, examinations alone may not be used as the total graduate (capstone) requirement.

## Transfer Credit for Master's Degree Students

The following requirements apply to courses being transferred from colleges and universities accredited by regional accrediting agencies. Some degree programs have more restrictive limits on the amount of transfer credit accepted and the time period within which transfer credit must have been earned to be applied toward degree requirements.

**Transfer of Prior Credits.** This applies only to credits being transferred from regionally accredited institutions to any Governors State University graduate major.

The decision to accept transfer credits toward degree requirements is made by the academic advisor during the first term of enrollment when the student study plan is developed. The student study plan will detail the requirements for the degree including the number of transfer credits accepted toward the requirements.

Transfer of graduate credit hours shall not exceed twenty-five (25) percent of the total number of credit hours required in any major. Only work from regionally accredited institutions completed with a grade of "B" or better or "P" or equivalent will be considered for transfer credit.

Transfer credits earned ten (10) or more years prior to the student's acceptance into a degree program will not be

accepted toward the degree requirements unless approved by the respective academic dean.

Undergraduate students in the last term of their studies may elect to enroll for graduate credit but are limited to a maximum of nine (9) credit hours beyond the baccalaureate degree requirements which may be applied toward graduate degree requirements.

Undergraduate students may enroll in graduate only courses only with written permission of the course instructor and the dean of the college in which the course is offered.

Credits earned and applied toward any degree previously earned may not be applied toward a second or additional degree. Students pursuing two or more degrees simultaneously may not apply the same credit to more than one degree.

NOTE: No more than six credit hours earned as a master's level non-degree seeking student may be applied toward degree requirements.

**Transfer Credits Earned After Admission.** After admission to a degree program, additional credit will not be accepted from another institution unless permission to apply such credits toward degree requirements was obtained from the Dean prior to taking courses at another institution. Only courses with grades of "B" or better will be accepted in transfer after matriculation to a graduate degree program.

## Academic Standing

Graduate students who maintain a minimum cumulative grade point average of 3.0 are in good standing.

## Residency Requirements

All master's degree-seeking students are required to earn a minimum of 24 credit-hours of course work from Governors State University before the award of the master's degree.

## Second Master's Degree

A student who has earned a master's degree at Governors State University or another institution may earn a second master's degree at the university, provided that all specified requirements for both degrees are fully met. Credits earned and applied toward any degree previously earned may not be applied toward a second or additional degree. Students pursuing two or more degrees simultaneously may not apply the same credit to more than one degree. A student who wishes to earn a second master's degree should contact the appropriate department/division for information.

## **Application for Graduation**

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Students should arrange to meet with their assigned academic advisors to review the student study plan and verify expected completion of degree requirements. Students must apply for graduation by the published deadline. Students should complete both an Application for Graduation form and a Student Progress Report form, available on the web or in the Registrar's Office. The application is approved by the advisor, division/department chair, and dean. Approval by the Registrar's Office results in degree certification and awarding of the diploma. A \$50 graduation application fee covers costs of diplomas and commencement.

## **Commencement**

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Commencement is held once a year. Participation is optional. Participation is available for students who have completed their degree requirements during August or December of the previous year, as certified by the Registrar. Students on track to complete their requirements in May or August of the current year may apply to participate. Students with any unpaid financial obligation to the university are not eligible to participate. Participation in a commencement ceremony does not constitute certification of degree completion. All participants must be certified by the Registrar before receiving a degree.

## **Diplomas**

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Diplomas are awarded only upon verification of completion of all degree requirements and satisfaction of all financial obligations to the university. Diplomas are inscribed with the type of degree, major, date, and the student name on record at the time the degree was confirmed.

## **Audit Registration**

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A student who is interested in a particular course(s) but does not wish to take it for credit may audit the course(s). All attendance and work is voluntary. A student may register to audit a course during the registration period upon paying the required fee and obtaining the instructor's approval. Audit registrations do not appear on the academic transcript. A change from audit to credit registration or from credit to audit registration must be made during the registration period.

Veterans and other eligible persons cannot be certified for audited courses per 38 CFR 21.4252(i) of the code of federal regulations.

## **Change in Major/Change of Status**

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

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# DOCTORAL DEGREE REQUIREMENTS

## Student Responsibility

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Students are responsible for knowledge of, and adherence to, all university requirements and regulations.

Students are responsible for knowing the degree requirements for their major and enrolling in courses that meet those degree requirements and regulations.

Students are responsible for seeking information and assistance from appropriate staff should they have any questions regarding requirements or regulations.

## Student Learning Outcomes

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A student receiving a doctoral degree must have demonstrated the following:

1. an in-depth knowledge of significant theories, issues and findings, and mastery of appropriate skills within a specific discipline;
2. the ability to apply such knowledge and skills;
3. the ability to read, interpret, and evaluate research literature and to relate results to selected areas of interest;
4. the ability to analyze problems and to critique attempted solutions, especially within the student's own discipline;
5. the ability to integrate knowledge from a variety of disciplines;
6. the ability to design and implement a research, scholarly, or creative project; and
7. the ability to communicate scholarly thought to professional colleagues through writing and discussion.

These general learning outcomes are in addition to program-specific learning outcomes.

## Student Study Plan

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A study plan is an agreement developed in collaboration with an academic advisor for a student's degree completion at GSU and informs the student of the recommended sequence of required courses. Every degree-seeking student is required to develop a student study plan for the major during the first term of enrollment. Students who do not complete a study plan during the first term of enrollment may be precluded from further registration as degree seeking students, until a study plan is completed.

The student study plan for the degree sought will detail the requirements which are in effect at the time of admission as a degree-seeking student. These requirements will remain unchanged as long as a student's enrollment in the program has not been interrupted by more than three (3) terms, unless substitutions need to be made due to curriculum change. The study plan will specify the amount of transfer credit, proficiency credit, and credit for experiential learning applied toward the degree requirements; the total credit-hour requirements for the degree; and required and elective courses.

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## Doctoral Programs Offered

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### Program

Counselor Education and Supervision  
 Nursing Practice  
 Occupational Therapy  
 Physical Therapy  
 Transitional Physical Therapy

### College

Education  
 Health and Human Services  
 Health and Human Services  
 Health and Human Services  
 Health and Human Services

## **Academic Standing**

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Doctoral students who maintain a minimum cumulative grade point average of 3.0 are in good standing.

## **Residency Requirements**

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All doctoral students are required to earn a minimum of 24 credit-hours of course work from Governors State University before the award of the doctoral degree. In addition, all doctoral students must meet program residency requirements, which are more stringent, as defined by the curriculum displays before the award of the doctoral degree.

## **Application for Graduation**

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Students should arrange to meet with their assigned academic advisors to review the student study plan and verify expected completion of degree requirements. Students must apply for graduation by the published deadline. Students should complete both an Application for Graduation form and a Student Progress Report form, available on the web or in the Registrar's Office. The application is approved by the advisor, division/department chair, and dean. Approval by the Registrar's Office results in degree certification and awarding of the diploma. A \$50 graduation application fee covers costs of diplomas and commencement.

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## **Diplomas**

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